

# EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Mr Nicholas Clemens  
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT  
[www.easthorsley.info](http://www.easthorsley.info) Telephone: (01483) 281148 e-mail [parishcouncil@easthorsleypc.org](mailto:parishcouncil@easthorsleypc.org)

draft as at 20<sup>th</sup> June 2017

## **Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 19th June 2017 at 7.30pm.**

**ATTENDANCE:** Stephen Skinner (Chairman) Councillors; John Carr, Linda Elliott, Robert Taylor, Stephen Groom, Aileen Aitcheson, Steve Punshon. Clerk, Nick Clemens; GBC Councillor, Matt Sarti. Rex Butcher, Brenda Aldred and Roshini Ramesh.

### **15 To Receive and Accept Apologies for Absence. in accordance with the LGA 1972, Sch12, Para 40**

1. Andrew Franklin.

### **16. Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**

2. None

### **17. Register of Interests – To declare amendments (*members are reminded that any amendments must also be notified in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB*)**

3. None received

### **18 To Agree and Sign the Minutes of the Previous Meetings Held On 15th May 2017.**

4. The minutes of the previous meetings were agreed as an accurate record. They were signed by the Chairman.

### **19 Chairman's Comments**

5. I am now in my final year of being CHAIR – you will not be surprised to hear that I have my own BUCKET LIST which I will be very happy to share with you all in the coming weeks.

BUT – even before THE LIST my first concern is to strengthening and modernising our council, we have recently lost a very able and valuable councillor, KEITH NOBLE – he is the second councillor we have lost in main part due to the attitudes of GBC and SCC and indeed other organisations such as THE POLICE who do not even see fit to supply crime figures never mind attending any of our meetings to the tier of government that we represent.

The belief that our opinions do not count, especially with regards to planning, Our neighbourhood Plan may well go some way to reversing this trend and belief but unless we as a Council become more commercial and assertive then our Community Projects, and Infrastructure will suffer.

It may or not be true that GBC or SCC do not care, but as the mantra “WE HAVE NO BUDGET” echoes repeatedly from these two worthy organisations the attitudes towards the role of Parish Councils must change or we will continue to lose good councillors and make it impossible to recruit new ones.

## **20 Public Participation**

6. Rex Butcher asked if the Council would be advertising its response to the Guildford Local Plan. John Carr responded that the response would be put on the Parish website but no plans had been made for other promotion.
7. Rex Butcher commented on the size of the banner at The Wellington advertising a cycling event. Stephen Groom said that it should be reported online to Planning Enforcement.
8. Rex Butcher updated the Council with progress on clearing foliage obscuring road signs.
9. Brenda Aldred asked if signs were posted illegally could they be removed. The Clerk responded that if they should not be there they can be removed.
10. Roshini Ramesh, the new owner Station Parade Post Office updated the Council on proposed changes. The premises will open from 7am-7pm Monday to Saturday and 8am-7pm on Sunday. A licence to sell alcohol has been granted and new shop fittings will transform the shop.

## **21 Financial Matters**

11. The list of cheques issued since the previous meeting were approved, these totalled £7,509.46 (Appendix 5).
12. The Council accepted the minutes of the F&R meeting held on 8<sup>th</sup> June.

## **22 To Accept the Internal Audit Report for 2016-17**

13. The council accepted the report.

## **23 To Agree the Annual Governance Statement 2016-17**

14. The resolution was approved.

## **24 To Agree the Annual Accounting Statement 2016-17**

15. The resolution was approved.

## **25 To Agree the Direct Debits and Standing Orders from Bank of Ireland**

16. The resolution was approved.

## **26 To Approve the signatories on the PC Bank Accounts**

17. It was agreed that the councillor signatories would be S. Skinner, L. Elliott, Robert Taylor, J. Carr and Aileen Aitcheson and Nicholas Clemens will be signatories to the Bank of Ireland Account.
18. It was agreed that Stephen Skinner, John Carr, Steve Punshon, Aileen Aitcheson and Nicholas Clemens will be signatories to the Unity Bank Account.

## **27 East Horsley Neighbourhood Plan Draft**

19. The Council agreed that the draft could be submitted to GBC. The Chairman expressed thanks to all those involved on behalf of the Council and residents.

## **28 Guildford Local Plan Response**

20. The Council agreed that the draft version circulated should be submitted to GBC.

## **29 Expenditure on 2 PC Monitors and a Keyboard**

21. The Council agreed to the purchase of 2 pc monitors costing £72 each and a keyboard costing £36. *LGA 1972 s111*

**30 Resurfacing Station Parade**

22 The Council agreed to spend £15,000 on resurfacing Station Parade service road. Work will be carried out by SCC starting in September 2017.

*Highways Act 1980.*

**31 Donation to Ripley Explorer Scouts**

23. The Council agreed to make a donation of £150 in recognition of the work carried out installing two flagpoles in East Horsley. *Localism Act 2011.*

**32 Jubilee Clock Service Agreement.**

24. The Council agreed to pay Gillett & Johnson £165 for the annual service. *Parish Councils Act 1957.*

**33 Communications Task Group Recommendations**

25. To approve changing the newsletter distribution company. This item was deferred until after delivery of the summer newsletter.

26. The Council approved expenditure on the website up to £450 for amendments to the hand held apparatus set up. *LGA 1972 s142.*

27. The Council agreed to amend the advertising policy. The amendment allows for banners to be allowed at three sites, the existing site at Station Parade plus new sites at Bishopsmead Parade and Effingham Junction.

28. The Council agreed to purchase Adobe Creative Cloud to enable production of posters and banners. The software will also assist in publication of the newsletter. The cost will be paid monthly, this will allow for the contract to be cancelled if the software does not meet requirements. The cost is £42.14/month. *LGA 1972 s111.*

**34 Task Group Progress Reports**

29. Road Safety and Maintenance/VAS Traffic Calming/Lord Task Group. (*Andrew Franklin*) Meetings were recently held with SCC. In future the Highways Engineer, Bahram Assadi and Area Highways Maintenance Manager, Ian Fowler, will attend the quarterly meetings.

30. Communication Task Group. (*Stephen Groom*) No report.

31. Neighbourhood Plan Task Group. (*Robert Taylor*). No further information

32. Community Activities & Allotments Task Group. (*Linda Elliott*) A meeting will be arranged to discuss the Allotment Agreement with Grace and Flavour.

33. Village Appearance Task Group. (*Aileen Aitcheson*) The list of tasks is reducing as work is carried out. Priorities are the fence at Forest Road bridge and the bell mouth at Lovelace Close. The task group agreed to establish the cost of painting the East Horsley name at the Drift and Forest Road.

34. Woodland Task Group. (*John Carr*) Information boards and a bench will be installed at Wellington Meadow, HCPS will pay for a bench commemorating Robert Agar and 50% of the cost of the information boards. The Parish Council will pay the balance of the cost including installation.

**27. To Approve the Date of the Next Meeting of the Council**

35. The next meeting of the Parish Council is scheduled for Monday July 17th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

**Chairman**

**20 June 2017**

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## Appendix 4: PLANNING & ENVIRONMENT COMMITTEE Report New planning applications considered by the Committee between 18<sup>th</sup> April 2016 and 9<sup>th</sup> June 2016 and dealt with under delegated authority:

Application	Committee Response
Spindleberry, Chalk Lane, East Horsley, Leatherhead, KT24 6TH Ref. No: 17/P/00717	No Objection
Woodlands, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 17/P/00240	No Objection
Trequites, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 17/P/00688	No Objection
Rowdene Cottage, Green Dene, East Horsley, Leatherhead, KT24 5RG Ref. No: 17/P/00657	No Objection
Silver Ley, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 17/P/00721	Objection
17 Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HH Ref. No: 17/P/00797	No Objection
8 Parkside Close, East Horsley, Leatherhead, KT24 5BY Ref. No: 17/P/00767	No Objection
The Duke Of Wellington, Guildford Road, East Horsley, Leatherhead, KT24 6AA Ref. No: 17/P/00839	No Objection
Jasmine, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 17/P/00856	No Objection
Willow House, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 17/P/00889	No Objection
Poltarne, Chalk Lane, East Horsley, Leatherhead, KT24 6TH Ref. No: 17/P/00594	No Objection
Ridingswood, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 17/T/00110	No Objection
Ormonde, Glendene Avenue, East Horsley, Leatherhead, KT24 5AY Ref. No: 17/P/00868	No Decision
HONEYSUCKLE BOTTOM, EAST Horsley Ref No 17/P/00270	Objection
17 Kingston Avenue, East Horsley, Leatherhead, KT24 6QT Ref. No: 17/P/00810	No Objection
Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB Ref. No: 17/P/00945	Objection
Sway Cottage, Forest Road, East Horsley, Leatherhead, KT24 5BA Ref. No: 17/P/00946	No Objection

Redwood, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 17/P/01001	Objection
Merrow Down, The Warren, East Horsley, Leatherhead, KT24 5RH Ref. No: 17/P/00993	No Objection
Hollyhocks, Lark Rise, East Horsley, Leatherhead, KT24 6TN Ref. No: 17/P/01034	No Objection
Northwood Lodge, High Park Avenue, East Horsley, Leatherhead, KT24 5DE Ref. No: 17/P/01028	No Objection
Thatchwick, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 17/T/00128	No Objection
Old Green Dene Cottage, Green Dene, East Horsley, Leatherhead, KT24 5TB Ref. No: 17/P/01077	No Objection

### DECISIONS reported by Guildford Borough Council between 18<sup>th</sup> April 2016 & 9<sup>th</sup> June 2016

Reference	Location	P&EC Response	GBC Decision
16/P/02209	Forest Farm, Forest Road, East Horsley, Leatherhead, KT24 5ER	No Objection	Refused
16/P/02565	St Anns, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF	No Objection	Refused
16/P/02441	Land to the rear of Tanglewood, Vespers and Cleveleys, Oakwood Drive, East Horsley, KT24 6QF	No Objection	Refused
16/P/02495	Land to the rear of Kirkwood, The Jays and Bramfield, Ockham Road South, East Horsley, KT24 6NU	No Objection	Refused
16/P/01794	Green Dene Cottage, Honeysuckle Bottom, East Horsley, Leatherhead, KT24 5TD	No Objection	Refused
17/P/00467	The Oaks, Crocknorth Road, East Horsley, Leatherhead, KT24 5TG	No Objection	Refused
17/P/00081	Parkside Lodge, Forest Road, East Horsley, Leatherhead, KT24 5BL	Objection	Approved
17/P/00721	Silver Ley, The Highlands, East Horsley, Leatherhead, KT24 5BQ	Objection	Approved
17/P/00717	Spindleberry, Chalk Lane, East Horsley, Leatherhead, KT24 6TH	No Objection	Refused

### APPEALS Submitted or Decided between 18<sup>th</sup> April 2016 and 9<sup>th</sup> June 2016

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

## Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 13<sup>th</sup> April 2017 & 14<sup>th</sup> June 2017

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
1479	16/05/17	R Miles	Wisley Appeal	Town & Country Planning	3,310.56	SJS	AJA
1480	16/05/17	S. Harvey	Parish Meeting	LGA 1972 s111	41.58	SJS	AJA
Internet	13/04/17	A Aitcheson	Travel Exp	LGA 1972 s111	16.10	SJS	AJA
Internet	13/04/17	R Taylor	Travel Exp	LGA 1972 s111	20.50	SJS	AJA
Internet	13/04/17	FairFX	Debit Card	LGA 1972 s111	250.00	SJS	AJA
Internet	13/04/17	B Aldred	Webmaster	LGA 1972 s142	336.00	SJS	AJA
Internet	13/04/17	Simply Print	Spring Newsletter	LGA 1972 s142	720.00	SJS	AJA
Internet	13/04/17	Wimbledon Gdn Services	Ground Maintenance	Highways Act 1980	822.00	SJS	AJA
Internet	28/04/17	N Clemens	Salary Arrears	LGA 1972 s111	47.84	SJS	AJA
Internet	05/06/17	Allwood Property Serv.	St Martins Church	LGA 1972 s215	715.60	JC	AJA
Internet	05/06/17	B Aldred	Print Cartridges	LGA 1972 s111	58.66	JC	AJA
Internet	05/06/17	S Groom	Print Cartridges	LGA 1972 s111	63.58	JC	AJA
Internet	05/06/17	Simply Print	Opera Banner	LGA 1972 s111	57.60	JC	AJA
Internet	05/06/17	Simply Print	NP/ Parish Mtng Banners	LGA 1972 s111	264.00	JC	AJA
Internet	05/06/17	Tracker Leaflet Distribution	Summer Newsletter	LGA 1972 s142	545.44	JC	AJA
Internet	05/06/17	B Aldred	Webmaster	LGA 1972s142	240.00	JC	AJA
				Total	7,509.46	Print Date	

### Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Powers	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	LGA 1972 s.111	£432.19	No
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Highways Act 1980	Variable £35.00	Yes
Monthly	Mr & Mrs Little (Storage)	LGA 1972 s111	£90.00	No
Monthly	PlusNet broadband, phone line rental and calls	LGA 1972 s.111	Variable ~£31	Yes
Monthly	Clerk Salary	LGA 1972 s.111	£1,518.23	No
Monthly	Guildford Borough Council - parking enforcement	Road Traffic Act 1984	£131.42	Yes
Annual	Information Commissioner – registration under the Data Protection Act	LGA 1972 s.111	£35.00	No

EAST HORSLEY PARISH COUNCIL

8<sup>th</sup> June 2017

**Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Council Office, East Horsley Village Hall, Kingston Avenue, East Horsley, on 8<sup>th</sup> June 2017 at 12.00 am.**

**ATTENDANCE:**

Chairman Stephen Skinner, John Carr, Aileen Aitcheson, Steve Punshon and Nicholas Clemens (Clerk).

**1. To Receive and Accept Apologies for Absence**

1. None

**2. Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**

2. None.

**3. Register of Interests – To declare any amendments (*members are reminded that any amendments must also be notified in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB*).**

3. None

**4. Declaration of Gifts or Hospitality over £25.**

4. None

**5. Review the Deposit Account Balances**

5. It was agreed the figures were accurate.

6. It was agreed to transfer £10,000 from the Unity Trust Deposit Account to the Unity Trust Current Account.

7. It was agreed to transfer £250 to the FX Debit Card from the Unity Trust Current Account.

**6. To Review the Internal Control Systems Relating to Financial Transactions.**

8. It was agreed to add Steve Punshon to the list of approved signatories and remove Robert Taylor as signatory to the Unity Trust Bank Accounts.

9. The Committee requested the clerk to review the Financial Regulations to ensure they reflect current practices approved by the internal auditor.

**7. Annual Governance Statement**

10. The Committee were satisfied the Annual Governance Statement was accurate.

**8. Annual Accounting Statement**

11. The Committee were satisfied the statement reflected accurately the 2016-17 year end position.

**9. Internal Audit Report**

12. The Committee were satisfied with the internal auditors report.

**10. Quarter 1 Bank Reconciliation**

13. The Committee were satisfied that the Clerk was following the correct procedures and accurately recording income and expenditure.

**11. Next F&R Meeting**

14. The next meeting of the Finance & Risk Committee will be 10.00am 22nd August 2017

**Chairman**