

# 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 11<sup>th</sup> December 2017

## **Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 4th December 2017 at 7.30pm.**

**ATTENDANCE:** Stephen Skinner (Chairman) Councillors; John Carr, Aileen Aitcheson, Andrew Franklin, Linda Elliott, Robert Taylor, Stephen Groom. Clerk, Nick Clemens; SCC Councillor Julie Iles;

GBC Councillors Jenny Wicks, David Reeve and seven members of the public.

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

1. Steve Punshon.

### **106. 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

### **107. 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

### **108 To Agree and Sign the Minutes of the Previous Meetings Held on 16<sup>th</sup> October 2017.**

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

### **109 Chairman's Comments**

5. The Chairman congratulated all those involved with the Bishopsmead Bash and Station Parade Christmas Fair on a successful event.

### **110 Public Participation**

6. David Reeve recommended the Council review the Surrey Waste Consultation as it may affect the Drift Golf Club application
7. Speeding on Ockham Road North was raised as a concern. A request was made for traffic data be collected for traffic going from the railway bridge to East Lane. The narrow footway could be improved by cutting back hedges to the property boundary.
8. The plight of the post offices at Station Parade and Bishopsmead Parade was raised, 'Use them or lose them'.

### **111 Planning & Environment Committee**

9. The Council accepted the report on Planning & Environment Committee Meetings held since the previous council meeting (Appendix 4). 22 Applications had been considered with 4 of these being objected to.

## **112 Financial Matters**

10. The list of cheques issued since the previous meeting were approved, these totalled £13,655.81 (Appendix 5).
11. The Council agreed to transfer £20,000 from the Unity Trust Deposit Account to the Unity Trust Current Account.
12. The Council accepted an error in the Minutes of 17<sup>th</sup> June, Appendix 5. A payment of £545.44 should have read £818.24.

## **113 To Agree the Precept for 2018-19**

13. The Council agreed a precept amount of £47.05 for a band D equivalent property. This will give total income from GBC of precept £118,524 and LCTSS grant of £1,476.

## **114 Internal Auditors Interim Report 2017 -18**

14. The Council accepted the Auditors Report.
15. The Council agreed the Clerk's response to points raised in the report.

## **115 To Agree a Response to GBC for the Replacement of Litter Bins**

16. After discussion of the proposal from GBC the Council agreed that the Chairman and Clerk would prepare a response.

## **116 Horsley Youth Club**

17. Tracey Coleman, Youth Leader, provided an update since Matrix took over the running of the club. 15-30 eleven to sixteen years old attend on a weekly basis during winter. Since taking over the annual subscription of £30 has been dropped, each visit is now £1 per week. One of the aims for 2018-19 is greater community engagement. The Council thanked Tracey for attending the meeting.

## **117 Volunteer of the Year Award**

18. It was announced that this years winner is Robert Taylor.

## **118 Christmas Window Competition**

19. Cllr. Nigel Manning, Mayor of Guildford, and the Lady Mayoress, Marsha Moseley visited the entrants. The Mayor chose Serenity Skin Care as winner and commended Daisy Maison and DEBRA Charity Shop.

## **119 Review Storage of Data and Images**

20. To comply with General Data Protection Regulations the Council is reviewing its processes. The Clerk and Stephen Groom will prepare recommendations for the Council

## **120 To Approve Payments for Wisley Appeal**

21. It was agreed to make a final payment to the Barrister of £36,050
22. It was agreed to make a final payment of £2,865.53 to Keith Robinson, Traffic Consultant.

## **121 Local Plan Update**

23. Robert Taylor attended a meeting with 7 local Parish Councils to discuss issues relating to 'insetting'. It was agreed that co-operation between Councils was appropriate but individual submissions would be the most effective approach. A further meeting will be held on 4<sup>th</sup> January 2018.

## **122 The Drift Golf Club Planning Application**

24. The Council agreed to contact the applicant to inform them of its interest in land it owns adjacent to The Drift highway. The Clerk and John Carr will review the maps and prepare a letter to be sent to the applicant.

### **123 Advertising Boards in East Horsley**

25. A resident has written to the Council about the proliferation of advertising particularly A boards. It was agreed to review the planning regulations and if they have been breached to write to the company owners and ask them to be removed, if they do not respond the breach will be notified to GBC Planning Enforcement.

### **124 Village Handyman Task Group**

26. The group met on 16<sup>th</sup> November the meeting discussed the maintenance role and agreed to produce a job specification to present to the Council. It also discussed the potential for Communications Manager. The Council agreed to expand the remit of the group to include this role.

### **125 Task Group Progress Reports**

27. Road Safety and Maintenance/VAS Traffic Calming/Lord Task Group. (*Andrew Franklin*) 7 new road signs have been erected to replace old signs.
28. Communication Task Group. (*Stephen Groom*) A large number of action points were raised at the October meeting. Amongst these the Christmas Newsletter and GDPR.
29. Neighbourhood Plan Task Group. (*Robert Taylor*). The Examiner has now been appointed and will start in January.
30. Community Activities & Allotments Task Group. (*Linda Elliott*) The cultural event planned for 24<sup>th</sup> June clashes with the World Cup, the task group will review this at its next meeting.
31. Village Appearance Task Group. (*Aileen Aitcheson*) The Clerk reported that at a meeting on 21<sup>st</sup> November a number of items had been completed. New issues raised were Bluebell Lane car park and the footpath between St. Martins Close and the A246. Stephen Skinner and John Carr will carry out a site visit on 7<sup>th</sup> December.
32. Local Economy Task Group (*Stephen Skinner*). No Report.
33. Woodland Task Group. (*John Carr*) A meeting will be arranged before the next PC meeting.

### **126 Reports on External Meetings**

34. Aileen Aitcheson attended a recent Neighbourhood Connectors meeting where progress of the scheme was discussed.
35. Stephen Skinner attended the Remembrance Service at St. Martin's Church. The service was well attended.

### **127 To Approve the Date of the Next Meeting of the Council**

36. The next meeting of the Parish Council is scheduled for Monday January 8th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

Chairman

11 December 2017

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## Appendix 4: PLANNING & ENVIRONMENT COMMITTEE Report

**New planning applications considered by the Committee  
 between 13<sup>th</sup> November 2017 & 27<sup>th</sup> November 2017  
 and dealt with under delegated authority:**

Application	Committee Response
Tree Tops, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 17/P/01871	Objection
Robinswood, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 17/P/01925	Objection
Saulire, Guildford Lodge Drive, East Horsley, Leatherhead, KT24 6RJ Ref. No: 17/T/00227	No Objection
Gorongoza, Forest Close, East Horsley, Leatherhead, KT24 5BU Ref. No: 17/P/02038	No Objection
The Gables, High Park Avenue, East Horsley, Leatherhead, KT24 5DE Ref. No: 17/P/02076	No Objection
Crannies, Ockham Road South, East Horsley, Leatherhead, KT24 6RX Ref. No: 17/P/02123	No Objection
Sherwood, High Park Avenue, East Horsley, Leatherhead, KT24 5DF Ref. No: 17/P/01789	No Objection
Ashdown, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 17/P/02139	No Objection
Forest View, Green Dene, East Horsley, Leatherhead, KT24 5RE Ref. No: 17/P/02100	No Objection
Laurelbrook, Ockham Road North, East Horsley, Leatherhead, KT24 6NT Ref. No: 17/P/02140	No Objection
Honolea, 10 Parkside Close, East Horsley, Leatherhead, KT24 5BY Ref. No: 17/P/02168	No Objection
16 Parkside Place, East Horsley, Leatherhead, KT24 5BZ Ref. No: 17/P/02258	No Objection
3 The Birches, East Horsley, Leatherhead, KT24 6QY Ref. No: 17/T/00268	No Objection

**DECISIONS reported by Guildford Borough Council  
between 20<sup>th</sup> October 2017 & 27<sup>th</sup> November 2017**

*Only applications approved by Guildford Borough Council to which the Parish Council had objected, and applications refused by GBC or withdrawn, are reported here*

<b>Reference</b>	<b>Location</b>	<b>P&amp;EC Response</b>	<b>GBC Decision</b>
17/P/01691	Windybrae, The Highlands, East Horsley, Leatherhead, KT24 5BQ	Objection	Approved
17/P/01740	Green Jacket, 11 Parkside Close, East Horsley, Leatherhead, KT24 5BY	No Objection	Refused
17/P/01890	Broomfield, Oakwood Drive, East Horsley, Leatherhead, KT24 6QF	Objection	Approved
17/P/1894	Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB	Objection	Approved

**APPEALS Submitted or Decided between 3<sup>rd</sup> October 2017 & 27<sup>th</sup> November 2017**

<b>Reference</b>	<b>Location</b>	<b>Proposal</b>	<b>Appeal Submitted</b>	<b>Appeal Decided</b>	<b>Outcome</b>
17/P/01408	Green Dene Cottage, Honeysuckle Bottom, East Horsley, Leatherhead, KT24 5TD	Proposed erection of a two storey rear extension following demolition of existing outbuilding.	11/10/2017		

## Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 10<sup>th</sup> October 2017 & 27<sup>th</sup> November 2017

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	18/10/17	S Skinner	Expenses	LGA1972 s111	30.20	JC	AJA
Internet	18/10/17	Addex	Glutton Sacks	Highways Act 1980	54.96	JC	AJA
Internet	18/10/17	SmileIt	Back up Repair	LGA 1972 s111	72.00	JC	AJA
Internet	18/10/17	B Aldred	Sign Writing	LGA 1972 s111	75.70	JC	AJA
Internet	18/10/17	Village Hall	Hall Hire	LGA 1972 s111	270.00	JC	AJA
Internet	18/10/17	Simply Print Partners	Newsletter Printing	LGA 1972 s142	414.00	JC	AJA
Internet	18/10/17	Eclipse Creative	Information Boards	Open Spaces Act 1906	432.00	JC	AJA
Internet	18/10/17	GBC	Car Park Rent	RTA 1984	555.00	JC	AJA
Internet	18/10/17	Wimbledon Gardens	Garden Maintenance	Highways Act 1980	822.00	JC	AJA
Internet	18/10/17	Roger Miles	Wisley Appeal	Town Country Planning 1960	3,986.54	JC	AJA
Ch 1483	17/10/17	British Legion	Wreath	LGA 1972 s137	120.00	JC	AJA
Internet	08/11/17	Allwood Property	Wellington Meadow	Open Spaces Act 1906	306.00	JC	AJA
Internet	08/11/17	Explorer Scouts	Flagpoles	Open Spaces Act 1906	150.00	JC	AJA
Internet	08/11/17	Robert Taylor	Wisley Appeal	Town Country Planning 1960	151.45	JC	AJA
Internet	08/11/17	B Aldred	Webmaster	LGA 1972 s140	240.00	JC	AJA
Internet	08/11/17	Grace & Flavour	Allotments	Allotments Act 1908	566.00	JC	AJA
Internet	08/11/17	Wimbledon Gardens	Garden Maintenance	Highways Act 1980	306.00	JC	AJA
Internet	08/11/17	Aileen Aitcheson	Wisley Appeal	Town Country Planning 1960	57.04	JC	AJA
Internet	08/11/17	SSALC	Training	LGA 1972 s111	78.00	JC	AJA
Internet	24/11/17	Mobile Staging	Cultural Event	LGA 1972 s140	415.00	JC	AJA
Internet	24/11/17	Allwood Property	Post Repair	Highways Act 1980	50.49	JC	AJA
Internet	24/11/17	Effingham PC	GDPR Training	LGA 1972 s111	80.00	JC	AJA
Internet	24/11/17	Drift Golf Club	Room Hire	LGA 1972 s111	50.00	JC	AJA
Internet	24/11/17	Temple Knight	Printer Service	LGA 1972 s111	136.80	JC	SP
Internet	27/11/17	RBS Support	Annual Fee	LGA 1972 s111	294.00	JC	SP
Internet	27/11/17	TTS Surfacing	Lovelace Close	Highways Act 1980	2,496.00	JC	SP
Internet	24/11/17	Mallatite Ltd	Road Signs	Highways Act 1980	364.38	JC	SP
Internet	24/11/17	Came & Co	Annual Insurance	LGA 1972 s111	1,082.25	JC	SP
					13,655.81	Total	

### 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 s.111	£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

23rd November 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 22nd November 2017 at 10.00 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. To Agree to the Closure of the Bank of Ireland Current Account**

6. The Committee agreed that the account was no longer required as The Unity Trust Bank arrangements were providing a good level of service. The internal auditor has confirmed that Unity Trust processes meet the necessary requirements.

**7. To Agree the 2018-19 Precept**

7. The Committee considered the level of precept required taking into account the projected reduction in reserves at year end and expenditure contained in the 2018-19 budget. It was agreed to recommend to the Council an increase from £103,274 to £120,000 (16.2%).

**8. IT Support Review**

8. The Clerk outlined changes required to IT Security to ensure it complies with the General Data Protection Regulation. The Committee agreed that specialist companies should be sought to provide these services and a recommendation presented to the Council in early 2018.

**9. To Review the Final Payment of Fees for Wisley Appeal**

9. The Clerk provided an updated table showing the final payments now due. The Committee recommend payment as previously budgeted. The final cost will be £57,500 against a budget of £60,000.

**10. Next F&R Meeting**

10. The next meeting of the Finance & Risk Committee will be 10.00am 25th January 2017

*Chairman*