

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Mr Nicholas Clemens
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT
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draft as at 12th June 2018

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 11th June 2018 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Aileen Aitcheson, Robert Taylor, Stephen Groom, Steve Punshon, Linda Elliott, Andrew Franklin. Clerk, Nick Clemens; GBC Councillors, Jenny Wicks and David Reeve and 8 members of the public.

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

1. None

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 21st May 2018.

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

19 Chairman's Comments

5. The Chairman hoped nobody had been seriously hurt in the accidents that occurred during the day.

20 Public Participation

6. Thanks were expressed for the Arts Festival
7. GBC Councillor David Reeve was concerned that hedges were being cut back during the bird nesting season.
8. The owner of a local restaurant would like to see more collaboration between local businesses and the Parish Council.
9. A resident asked if the Council could do anything about the closure of the changing room on the London bound platform, it has been closed for over 6 months.
10. Residents would like to see the advertising banner outside Budgens removed. The Clerk will contact the owner.
11. A resident asked if the Council was aware of regular low flying aircraft over the village.
12. A resident was concerned at the lack of police presence and the increase in crime in East Horsley. They will forward crime data to the Clerk and assist the Council in liaising with Surrey Police.

21 Planning & Environment Committee

13. The Council accepted the report on Planning & Environment Committee Meetings held since the previous council meeting (Appendix 4).

22 Financial Matters

14. The list of cheques issued since the previous meeting were approved, these totalled £16,868.51 (Appendix 5).

23 To Accept the Internal Audit Report

15. The Council were satisfied with the outcome of the audit.

24 To Agree the Annual Governance Statement for 2017-2018

16. The Council agreed that the statement accurately described the systems in place. The Chairman and Clerk signed the document.

25 To Agree the Accounting Statement 2017-2018

17. The Council agreed that the figures accurately stated the financial position of the Council. The Chairman and Clerk signed the document.

26 To Approve the Signatories on the PC Bank Accounts

18. The Council approved the signatories.
19. The F&R Committee recommended adding Steve Punshon as signatory to the Skipton B/s and Cater Allen accounts. This was accepted by the Council.

27 To Agree an Increase to the Clerk's Salary

20. The Council agreed the increase negotiated by the National Joint Council. The increase will be applied from April 2018.

28 To Resolve not to Appoint a Data Protection Officer

21. The Council approved the 'Record of rationale for not appointing an East Horsley Parish Council Data Protection Officer'. The Chairman signed the document

29 To Approve the Privacy Policy

22. The Council agreed to adopt the policy.

30 To Agree the Cookie Policy

23. The Council agreed to adopt the policy.

31 To Agree an Electronic Communication Policy

24. This item was deferred.

32 To Approve a Health and Safety Policy

25. The Council agreed to adopt the policy.

33 To Agree Expenditure on a Memorial Bench

26. A decision on this was deferred to review other memorial options.

34 To Agree Dates for Christmas Events

27. The Volunteers event will be Thursday 13th December subject to availability of the venue. The Mayor will be invited to judge the Christmas Shop Windows on 5th or 6th December and nominations for VOTY will close on 30th November.

35 To Agree Sponsorship for the Newsletter

28. A decision was deferred. The F&R Committee will review the budget implications of the newsletter cost.

36 Task Group Progress Reports

29. Road Safety and Maintenance. (*Andrew Franklin*) the quarterly meeting with SCC Highways will be held on 5th July..
30. Communications Task Group. (*Stephen Groom*) Notes from the 17/05 meeting have been distributed.
31. Neighbourhood Plan Task Group. (*Robert Taylor*). Awaiting formal adoption by GBC. This should be at the next GBC meeting on 24th July.
32. Community Activities & Allotments Task Group. (*Linda Elliott*) Feedback from the Arts Festival has been very positive. It is estimated that at its peak 1500 people were enjoying the music and arts.
33. Village Appearance Task Group. (*Aileen Aitcheson*) Parking restrictions will be implemented in Kingston Meadow after the current consultation period.
34. Local Economy Task Group (*Stephen Skinner*). No report
35. Woodland Task Group. (*John Carr.*) A meeting will be arranged to discuss the tree safety report received recently.

37 To Approve the Date of the Next Meeting of the Council

36. The Annual Statutory Meeting is scheduled for Monday July 16th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

Chairman

12th June 2018

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Appendix 4: **PLANNING & ENVIRONMENT COMMITTEE Report** **New planning applications considered by the Committee** **between 9th April 2018 & 22nd May 2018** **and dealt with under delegated authority:**

Application	Committee Response
Northwood Lodge, High Park Avenue, East Horsley, Leatherhead, KT24 5DE Ref. No: 18/P/00566	No Objection
Thelton, Orchard Close, East Horsley, Leatherhead, KT24 5EZ Ref. No: 18/P/00578	No Objection
St Keyna, Ockham Road South, East Horsley, Leatherhead, KT24 6SN Ref. No: 18/P/00602	No Objection
Studio, Blue Ryde Lodge, The Drift, East Horsley, Leatherhead, KT24 6NU Ref. No: 18/P/00613	Objection
Stonely, 7 Lovelace Close, Effingham Junction, Leatherhead, KT24 5HJ Ref. No: 18/P/00603	Objection
Kenwood, Ockham Road South, East Horsley, Leatherhead, KT24 6SG Ref. No: 18/P/00651	No Objection
Willowbrook, Forest Lane, East Horsley, Leatherhead, KT24 5HU Ref. No: 18/P/00642	No Objection
Ferndene, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 18/P/00657	Objection
Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB Ref. No: 18/P/00762	Objection
Chudleigh, Norrels Drive, East Horsley, Leatherhead, KT24 5DR Ref. No: 18/P/00780	No Objection
Parkside Lodge, Forest Road, East Horsley, Leatherhead, KT24 5BL Ref. No: 18/P/00804	No Objection
Brick Kiln Farm, Old Lane, Cobham, Surrey KT11 1NL SCC Ref 2017/0194/GU18/CON/00017/	Objection
Willowside, High Park Avenue, East Horsley, Leatherhead, KT24 5DF Ref. No: 18/P/00839	No Objection
45 Kingston Avenue, East Horsley, Leatherhead, KT24 6QT Ref. No: 18/P/00858	No Objection

DECISIONS reported by Guildford Borough Council between 9th April 18 & 21 May 2018

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

Reference	Location	P&EC Response	GBC Decision
18/P/00438	Common View, Forest Lane, Effingham Junction, East Horsley, Leatherhead, KT24 5HN	No Objection	Refused
18/P/00657	Ferndene, Forest Road, East Horsley, Leatherhead, KT24 5ER	Objection	Approved

APPEALS Submitted or Decided between 9th April 2018 & 31st May 2018

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
17/P/02309	5 Holmes Place, Kingston Ave, KT24 6QL	Insertion of a rear dormer window with Juliet balcony to facilitate a loft and conversion to habitable accommodation	29/05/2018		
17/P/02449	The Post House, Ockham Road South, KT24 6RU	Proposed front porch canopy, new steps and rails: loft conversion with dormer window to allow creation of a first floor mezzanine and addition of raised lantern roof lights	31/05/18		

Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 31st March 2018 & 30th May 2018

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	10.04.18	S Groom	Expenses	LGA 1972 S111	51.80	JC	SJS
Internet	10.04.18	Allwood Property	Wellington Meadow	Open Spaces Act 1906	622.80	JC	SJS
Internet	10.04.18	Village Hall	Room Hire	LGA 1972 S111	633.78	JC	SJS
Internet	10.04.18	Simply Print	Newsletter and Banners	LGA 1972 S142	1,200.18	JC	SJS
Internet	19.04.18	SSALC	LCR Journal	LGA 1972 S111	17.00	SJS	AJA
Internet	19.04.18	Surrey Action	GDPR Training	LGA 1972 S111	30.00	SJS	AJA
Internet	19.04.18	Abacus Party	Cultural Event	Localism Act 2011	60.00	SJS	AJA
Internet	19.04.18	EGRA	Donation	Town & Country Planning 1990	150.00	SJS	AJA
Internet	19.04.18	Angel Payroll	Payroll	LGA 1972 S111	165.00	SJS	AJA
Internet	19.04.18	B Aldred	Webmaster	LGA 1972 S142	432.00	SJS	AJA
Internet	19.04.18	Wimbledon Gardens	Maintenance	Highways Act 1980	822.00	SJS	AJA
Internet	19.04.18	Surrey ALC	Annual Fee	LGA 1972 S111	1,329.58	SJS	AJA
Ch300003	20.04.18	HMRC	Q4 Tax /NI	LGA 1972 s111	1,722.37	SJS	JC
Internet	02.05.18	Barreldfield	Newsletter Dis	LGA 1972 s142	198.90	JC	AJA
Internet	02.05.18	L Elliott	Xmas Energy	LGA 1972 s111	20.00	JC	AJA
Internet	02.05.18	Surrey Safe Drive	Donation	Localism Act 2011	500.00	JC	AJA
Internet	02.05.18	Prime One Maintenance	Street Light LED	Highways Act 1980	2,001.54	JC	AJA
Internet	02.05.18	Mulberry	Annual Audit	LGA 1972 S111	296.28	JC	AJA
Internet	02.05.18	Allwood Property	Footpath Upgrade	Highways Act 1980	970.00	JC	AJA
Internet	02.05.18	S Skinner	Expenses	LGA 1972 s111	12.50	JC	AJA
Internet	02.05.18	Smile It	Email Hosting	LGA 1972 s111	108.00	JC	AJA
Internet	02.05.18	Chatterbox Ltd	Cultural Event	LGA 1972 s142	180.00	JC	AJA
Internet	02.05.18	B Aldred	Xmas Energy	LGA 1972 s111	15.00	JC	AJA
Internet	02.05.18	N Clemens	AV Equipment	LGA 1972 s111	328.92	JC	AJA
Internet	02.05.18	Simply Print	Banners and Printing	LGA 1972 s142	312.00	JC	AJA
Internet	02.05.18	A Franklin	A Board	LGA 1972 s111	35.80	JC	AJA
Internet	02.05.18	Send PC	GDPR	LGA 1972 s111	24.00	JC	AJA
Internet	10.05.18	N Clemens	Stationery	LGA 1972 s111	21.63	AJA	JC
Internet	10.05.18	TSL	Cultural Event	LGA 1972 s142	87.36	AJA	JC
Internet	10.05.18	Simply Print	NP Leaflet	Town & Country Planning 1990	288.00	AJA	JC
Internet	10.05.18	B Aldred	Comms Consultant	LGA 1972 s142	810.00	AJA	JC
Internet	10.05.18	GBC	Car Par Rent	RTA Reg. 1984	630.00	AJA	JC
Internet	14.05.18	Loos for Dos	Cultural Event	LGA 1972 s142	1,233.00	JC	AJA
Internet	29.05.18	Vernon Print	Cultural Event	LGA 1972 s142	280.00	JC	AJA
Internet	29.05.18	SMW	Tree Survey	LGA 1972 s.14	712.80	JC	AJA
Internet	29.05.18	SmileIt	PC Service	LGA 1972 s111	144.00	JC	AJA
Internet	29.05.18	Simply Print	NP Flyers	LGA 1972 s142	80.00	JC	AJA
Internet	29.05.18	N Clemens	Expenses	LGA 1972 S111	31.27	JC	AJA

Internet	29.05.18	L Elliott	Cultural Event	LGA 1972 S142	61.00	JC	AJA
Internet	29.05.18	FairFX	Debit Card	LGA 1972 S111	250.00	JC	AJA
				Total	16,868.51		

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

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Application	Committee Response
Post Office, 12 Station Parade, East Horsley, Leatherhead, KT24 6RU Ref. No: 18/P/00071	No Objection
Post Office, 12 Station Parade, East Horsley, Leatherhead, KT24 6RU Ref. No: 18/P/00149	Objection
Blue Hayes Cottage, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 18/P/00123	No Objection
The Post House, Ockham Road South, East Horsley, Leatherhead, KT24 6RU Ref. No: 17/P/0244	No Objection
Laurel Corner, High Park Avenue, East Horsley, Leatherhead, KT24 5DD Ref. No: 18/P/00135	No Objection
Glengall, Pennymead Drive, East Horsley, Leatherhead, KT24 5AH Ref. No: 18/P/00129	No Objection
Telephone Exchange, Ockham Road South, East Horsley, Leatherhead, KT24 6RW Ref. No: 18/T/00021	No Objection
Farr Cottage, Ockham Road South, East Horsley, Leatherhead, KT24 6QE Ref. No: 18/P/00176	No Objection
Westwind, Lynx Hill, East Horsley, Leatherhead, KT24 5AX Ref. No: 18/P/00212	No Objection
Dalnagairn, Highfields, East Horsley, Leatherhead, KT24 5AA Ref. No: 18/P/00217	No Objection
Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB Ref. No: 18/P/00270	Objection
The Duke Of Wellington, Guildford Road, East Horsley, Leatherhead, KT24 6AA Ref. No: 18/T/00042	No Objection

DECISIONS reported by Guildford Borough Council between 30th January 18 & 12th March 18
Only applications approved by Guildford Borough Council to which the Parish Council had objected, and applications refused by GBC or withdrawn, are reported here

Reference	Location	P&EC Response	GBC Decision
Ref. No: 17/P/02449	The Post House, Ockham Road South, East Horsley, Leatherhead, KT24 6RU	No Objection	Refuse

APPEALS Submitted or Decided between 13th February 2018 & 12th March 2018

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 20th December 2017 & 30th January 2018

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	22/02/18	Simply Print	Banner	LGA 1972 S142	90.00	SJS	JC
Internet	22/02/18	Mulberry Co	Internal Audit	LGA 1972 S111	232.68	SJS	JC
Internet	22/02/18	B Aldred	Webmaster	LGA 1972 S142	264.00	SJS	JC
Internet	22/02/18	St Martin's Church	Churchyard Maintenance	LGA 1972 S215	315.70	SJS	JC
Internet	22/02/18	GBC	Xmas Lights	LGA 1972 S145	3,722.13	SJS	JC
				Total	4,624.51		

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