

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 11th September 2018

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 10th September 2018 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Aileen Aitcheson, Stephen Groom, Steve Punshon, Linda Elliott, Clerk, Nick Clemens, SCC Councillor Julie Iles, GBC Councillor, David Reeve and 4 members of the public.

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

1. Robert Taylor, Andrew Franklin

55 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

56 To Agree and Sign the Minutes of the Previous Meetings Held on 16th July 2018.

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

57 Chairman's Comments

5. The Chairman had received many compliments on the work carried out by the Village Warden.
6. The Chairman felt that the new commemorative bench was a suitable expression of respect to all those in the armed forces. He has also had compliments on the bench from residents.

58 Public Participation

8. A resident asked if the tree stump at The Wellington would be removed. The Chairman will ask the owners of The Wellington if they planned to do this.
9. A resident had noticed the fence at the rear of the bus shelter on the A246 was leaning over. Will it be replaced?
10. A resident commented that potholes in Station approach that had recently been repaired were now breaking down.
11. Residents commented on the good work carried out by the Village Warden.

59 Planning & Environment Committee

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

60 Financial Matters

13. The list of cheques issued since the previous meeting were approved, these totalled £3,053.56 (Appendix 5).
14. The Council accepted the Q1 Outturn figures.

61 To Adopt Revised Standing Orders

15. The Council adopted the policy presented by the Clerk.

62 To Adopt an Information Security Policy

16. The Council adopted the policy presented by the Clerk.

63 To Adopt a Complaints Procedure

17. The Council adopted the policy presented by the Clerk.

64 To Adopt a Data Privacy Complaints Procedure

18. The Council adopted the policy presented by the Clerk.

65 To Adopt a Subject Access Request Policy

19. The Council adopted the policy presented by the Clerk.

66 To Agree Proposals for the Newsletter

20. The Council resolved to accept the proposal made by the Communications Task Group. This will be reviewed in 12 months.

67 To Agree Expenditure on Christmas Illuminations

21. The Council agreed to pay GBC £3385 for installation, removal, maintenance and storage of Christmas Illuminations. An alternative quote of £3780 was rejected. *LGA 1972 s145*

68 Update on Public Toilets

22. The toilet unit has been ordered and will be delivered to site in mid-October. groundworks will start at the end of September. The unit should be open to the public at the end of October.

69 Task Group Progress Reports

23. Road Safety and Maintenance. (*Andrew Franklin*) No report.

24. Communications Task Group. (*Stephen Groom*) Notes from the previous meeting have been distributed. The Summer newsletter will be delivered over the next few days. The upgrade to the website will be completed shortly. It is planned to make greater use of Next Door for postings.

25. Neighbourhood Plan Task Group. (*Robert Taylor*). The wrap up meeting for this group was held on 5th September.

26. Community Activities & Allotments Task Group. (*Linda Elliott*) An oak tree has been removed from Grace and Flavour due to Processionary Moth infestation. An allotment plot is currently vacant.

27. Village Appearance Task Group. (*Aileen Aitcheson*) Forest Road Triangle a dead tree needs removing after this the kerb needs repairing and cobbles placed in the empty area. The manager of Thatchers showed Aileen and Nick the work that had been carried out to the boundary wall. This was primarily ivy removal, this still leaves the wall in poor condition with areas that could potentially be dangerous. This has been drawn to Surrey Highways attention. A boards at Bishopsmead Parade are still an issue.

28. Local Economy Task Group (*Stephen Skinner*). No report

29. Woodland Task Group. (*John Carr.*) No report

70 Report on External Meetings

30. Aileen reported that she had attended the Brick Kiln planning application community meeting.

Aileen attended the Neighbourhood Connections meeting. Information cards for the doctors surgery will be produced and the Living and Ageing Well in the Horsleys will be reprinted.

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

31. The Annual Statutory Meeting is scheduled for Monday September 10th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

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Appendix 4: **PLANNING & ENVIRONMENT COMMITTEE Report** **New planning applications considered by the Committee** **between 2nd July 2018 & 3rd September 2018** and dealt with under delegated authority:

Application	Committee Response
Lovelace Lodge, Woodland Close, East Horsley, Leatherhead, KT24 5AR Ref. No: 18/P/01107	No Objection
Coppins, Park Horsley, East Horsley, Leatherhead, KT24 5RZ Ref. No: 18/P/01111	No Objection
Tree Tops, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 18/P/01043	Objection
Springside, Forest Road, East Horsley, Leatherhead, KT24 5AZ Ref. No: 18/P/01202	Objection
Bilbury Cottage, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 18/P/01151	No Objection
Meadowcroft, Guildford Lodge Drive, East Horsley, Leatherhead, KT24 6RJ Ref. No: 18/T/00145	Objection
Chapel Porth, Fearn Close, East Horsley, Leatherhead, KT24 6AD Ref. No: 18/P/01204	Objection
Jasmine, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 18/P/01238	Objection
Coney Ridge, The Highlands, East Horsley, Leatherhead, KT24 5BG Ref. No: 18/P/01286	No Objection
Nightingales, Bluebell Lane, East Horsley, KT24 6RH Ref. No: 18/P/01146	No Objection
The Lark Caravan Park, Lark Rise, East Horsley, Leatherhead, KT24 6TN Ref. No: 18/P/01243	No Comment
Bramble Cottage, Ockham Road North, East Horsley, Leatherhead, KT24 6NT Ref. No: 18/P/01335	No Objection
Oak Lodge, Lynx Hill, East Horsley, Leatherhead, KT24 5AX Ref. No: 18/P/01339	No Objection
St Michaels, The Warren, East Horsley, Leatherhead, KT24 5RH Ref. No: 18/P/01350	No Objection
Blakeney, Pennymead Rise, East Horsley, Leatherhead, KT24 5AL Ref. No: 18/P/01359	No Objection
Ferdene, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 18/P/01475	No Objection
Studio, Blue Ryde Lodge, The Drift, East Horsley, Leatherhead, KT24 6NU	No Objection

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Corner Cottage, High Park Avenue, East Horsley, Leatherhead, KT24 5DD Ref. No: 18/P/01530	No Objection
Idyllwild, Norrels Drive, East Horsley, Leatherhead, KT24 5DL Ref. No: 18/P/01361	No Objection
Place Farm Barn, Place Farm, Epsom Road, West Horsley, Leatherhead, KT24 6AN Ref. No: 18/P/01217	Objection

DECISIONS reported by Guildford Borough Council between 2nd July & 1st September 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/00149	Stonely, 7 Lovelace Close, Effingham Junction, Leatherhead, KT24 5HJ	Objection	Approved

APPEALS Submitted or Decided between 2nd July 2018 & 1st September 2018

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
17/P/01693	High Brambles, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE	Demolition of bungalow, and erection of a pair of semi-detached houses.	07/08/18		
18/P/00356	Forest View, Green Dene, East Horsley, Leatherhead, KT24 5RE	Dormer extension at first floor front elevation, alteration to approved window arrangement at front gable and side elevation, modifications to SVP location to the side of house and minor internal reconfiguration of the ground floor plan.	07/08/18		

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Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 4th July 2018 & 3rd September 2018

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	07.08.18	Drift Golf Club	Christmas Event	LGA 1972 s111	100.00	SJS	AJA
Internet	07.08.18	Jason Lee	Village Warden	Highways Act 1980	1,169.27	SJS	AJA
Internet	07.08.18	B Aldred	Comms. Consultant	LGA 1972 s142	360.00	SJS	AJA
Internet	17.07.18	Robin Fairbank	Grasscutting	Highways Act 1980	1,360.00	SJS	AJA
Internet	17.07.18	EDF Energy	Christmas Light Energy	LGA 1972 s142	37.35	SJS	AJA
Internet	17.07.18	A Samson	Speed Watch Storage Box	RTRA 1984	26.94	SJS	AJA
				Total	3,053.56		

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

16th August 2018

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 16th August 2018 at 11.00 am.

ATTENDANCE:

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

1. To Receive and Accept Apologies for Absence

1 Stephen Skinner

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 Review April to September 2018 Proposed Expenditure

6. The Committee agreed that this reflected the position for the first 6 months

7. To Agree a Transfer Between Unity Trust Bank Accounts

7. The Committee agreed to transfer £20,000 from the deposit account to the current account.

8. To Review Q1 Outturn

8. The Committee agreed this was in line with expectations

9. To Agree to Transferring £250 to FairFx debit card

9. The committee agreed to this transfer.

10. To Discuss the 2019-20 Budget

10. The draft budget was reviewed. The Clerk will make amendments as discussed, this will be reviewed at the next F&R meeting.

11. To Audit Bank Reconciliation for Q1

11. The audit confirmed the Clerk is following procedures and accurately recording income and expenditure.

12. Next F&R Meeting

12. The next meeting of the Finance & Risk Committee will be 11.00am 27th September 2018

Chairman