

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 Telephone: (01483) 281148 e-mail parishcouncil@easthorsleypc.org

draft as at 4th December 2018

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 3rd December 2018 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Aileen Aitcheson, Steve Punshon, Linda Elliott, Robert Taylor, Stephen Groom, Antony Etwell, Andrew Franklin. Clerk, Nick Clemens, SCC Councillor Julie Iles, GBC Councillors, Jenny Wicks and Matt Sarti and 5 members of the public.

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

1. None

91 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

92 To Agree and Sign the Minutes of the Previous Meetings Held on 15th October 2018.

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

93 Chairman's Comments

4. The Chairman commented on the improvements made in the village by the Village Warden
5. The Chairmen thought the Christmas lights made the village very festive.

94 Public Participation

6. A resident was aware that many commuters used the Kingston Meadow car park, when are restrictions being imposed. The Clerk responded saying that it was down to GBC but probably in January 2019.
7. Concerns about Newmarsh Farm were expressed. SCC Councillor Julie Iles reported that it was a planning issue, GBC Planning Enforcement would be informed.
8. Thanks were expressed for the Christmas lights at Effingham junction.
9. A question was asked about traffic movements relating to the Drift Golf Club planning application. Robert Taylor responded that the Toad Tunnel would be strengthened with a steel plate and the bridge over the culvert would have timber supports added.
10. The process for repairing potholes was questioned. Repairs were carried out to one pothole and those adjacent to it were left. This is down to the SCC contract with Kier.
11. GBC Councillor Jenny Wicks reported that the local plan was proceeding with the inspector having 3 more days of hearings. There is a possibility that with elections in May there will be a delay with the date of adoption of the local plan.

95 Planning & Environment Committee

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

96 Financial Matters

13. The list of cheques issued since the previous meeting were approved, these totalled £16970.45 (Appendix 5)
14. The Council accepted the external auditors report.
15. The Council accepted the Q2 Outturn expenditure of £36422, this included the first instalment for the toilet project of £12850.00
16. The council agreed to renew its membership of SSALC the cost will be £1348.54. *LGA1972 s111*

97 To Agree Assigning the Village Hall Lease to East Horsley Village Hall CIO (Registered Charity Number (1180168))

17. The Council deferred their decision to obtain further information regarding the Parish Office tenure.

98 To Agree Expenditure on Road Safety Improvements

18. The Council agreed to purchase two safety mirrors to be placed at Nightingale Road and Forest Close. Total Cost £620. *RTA 1984s.72*
19. The Council agreed to purchase replacement road signs for Chalk Lane and the A246. Total Cost £300. *RTA 1984s.72*
20. The Council agreed to purchase a grit bin to be placed at Station Approach-Ockham Road South junction. Total Cost £200. *RTA 1984s.72*

99 To Agree the Cleaning Contractor for Kingston Meadow Toilet

21. The Council agreed to engage Jason Lee to clean the new public toilet. His quote of £600/m was the lowest of three quotes sought. *Public Health Act 1936*

100 To Discuss Anti-Social Behaviour in East Horsley

22. Reports of under-age drinking and drug taking at Kingston Meadow are a concern, this was particularly prevalent during the summer. It was suggested that a Councillor was appointed to liaise with the local PCSO. The Chairman suggested that the subject was too complex to discuss during the meeting, further consideration should be given to what role the PC could take.

101 Vision Task Group Report

23. The first meeting was held and how the group would work was discussed a further meeting will be held on 4th December. The Chairman apologised to Stephen Groom for missing him off the list of Councillors who had volunteered to be involved.

102 Task Group Progress Reports

24. Road Safety and Maintenance. (*Andrew Franklin*) A comprehensive survey of the main drain carrier has been carried out by SCC along Ockham Road. There was an accident at The Drift-Forest Road Junction making 2018 a very poor year for accidents.
25. Communications Task Group. (*Stephen Groom*) The Newsletter is now ready for printing. Work continues on the business directory. The Engagement Project is collating results of recent focus groups. Work has started on the Annual Parish Meeting in May 2019.
26. Community Activities & Allotments Task Group. (*Linda Elliott*) Arrangements for the Christmas event are ongoing, 78 guests have accepted invitations so far. Photographs are being taken of festive scenes these will be relayed at the event, the Comms. Group are assisting with this.
27. Village Appearance Task Group. (*Aileen Aitcheson*) The footpath at Kingston Meadow has now been completed. Planters for sites in the village are being discussed for spring. Forest Road Triangle requires the tree stump to be removed and cobbles replaced any major changes to this are should form part of the Vision Group deliberations. The new toilet will be installed on 15th December and will be opened

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in the New Year.

28. Local Economy Task Group (*Stephen Skinner*). No Report
29. Woodland Task Group. (*John Carr*.) Harry Eve carried out a working party to clear arisings from the recent cut. Harry was joined by eight volunteers.

103 Report on External Meetings

30. Stephen Groom and the Clerk attended SALC AGM, Stephen has circulated notes.

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

31. The next Meeting is scheduled for Monday January 7th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

Chairman

4th December 2018

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Appendix 4: PLANNING & ENVIRONMENT COMMITTEE Report New planning applications considered by the Committee between 1st October 2018 & 20th November 2018 and dealt with under delegated authority:

Application	Committee Response
Wyresdale, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 18/P/01826	No Objection
Horsley Towers Service Station, Guildford Road, East Horsley, Leatherhead, KT24 6TA Ref. No: 18/P/01829	No Objection
White Timbers, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 18/P/01900	Objection
Snowfields, Forest Lane, East Horsley, Leatherhead, KT24 5HU Ref. No: 18/P/01923	No Objection
Intilis, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HH Ref. No: 18/P/02002	Objection
Trequites, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 18/P/02061	No Objection
Rosemount, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 18/P/01948	No Objection
Corner Cottage, High Park Avenue, East Horsley, Leatherhead, KT24 5DD Ref. No: 18/P/02065	No Objection
Land to the rear of Tanglewood, Vespers and Cleveleys, Oakwood Drive, East Horsley, KT24 6QF Ref. No: 18/P/02083	Objection
Silver Ley, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 18/P/02059	No Objection

DECISIONS reported by Guildford Borough Council between 24th September 2018 & 20th November 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/01204	Chapel Porth, Fearn Close, East Horsley, Leatherhead, KT24 6AD	Objection	Approved

APPEALS Submitted or Decided between 4th October 2018 & 20th November 2018

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

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Appendix 5: PAYMENTS APPROVED

Payments Authorised by Councillors between 4th October & 26th November 2018

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	09.10.18	L Fuller	Cultural Event	LGA 1972 s142	1008.23	AJA	JC
Internet	18.10.18	Maps4 Planners	Neighbourhod Plan	Town & Country Planning Act 1990	37.50	SJS	JC
Internet	18.10.18	Came & Co	Annual Insurance	LGA 1972 s111	1119.26	SJS	JC
Internet	08.11.18	Jason Lee	Village Warden	Highways Act 1980	827.50	SJS	AJA
Internet	08.11.18	Grace & Flavour	Allotment Fee	Small Holding & Allotmnts Act 1908	566.00	SJS	AJA
Internet	08.11.18	Village Hall	Room Hire	LGA 1972 S111	818.56	SJS	AJA
Internet	08.11.18	B Aldred	Comms Co	LGA 1972 s142	705.00	SJS	AJA
Internet	08.11.18	M Mulberry	Internal Audit	LGA 1972 s111	206.10	SJS	AJA
Internet	23.11.18	SSALC Ltd	Training	LGA 1972 s111	108.00	AJA	JC
Internet	23.11.18	SmileIt	Email set up	LGA 1972 s111	252.00	AJA	JC
Internet	23.11.18	Allwood Property	Kingston Meadow Path	LGA 1976	9450.00	AJA	JC
Internet	23.11.18	S Groom	Expenses	LGA 1972 s111	12.30	AJA	JC
Internet	23.11.18	Bill Kear	Wellington Meadow Cut	Open Spaces Act 1906	1860.00	AJA	JC
				Total	16970.45		

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

22nd November 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 22nd November 2018 at 11.00 am.

ATTENDANCE:

Chairman, Aileen Aitcheson, John Carr, 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. Review the Deposit Account Balances

3. It was agreed the figures were accurate.

4. To Review Q2 Outturn

4. The Committee agreed that this reflected the expenditure.

5. To Discuss renewal of SSALC Membership

5. The Committee agreed the membership should be renewed to secure the support received from SSALC. Payment of £1348.54 will be paid in April 2019

6. To Agree to Transferring Funds for Toilet Construction Expenditure

6. The Committee agreed transfer £10,000 from each of Skipton Building Society and Cater Allen Bank.

7. To Discuss Proposed Expenditure Schedule

7. The Committee accepted the projected expenditure for the second half of the financial year.

8. To Discuss the Kingston Meadow Toilet Cleaning Expenditure.

8. The Committee accepted the quote provided by Jason Lee. The Clerk was asked to consider how graffiti would be removed and any regulations relating to public toilets.

9. To Agree the Precept for 2019-20

9. It was agreed that the precept would need to be raised but in the absence of notification from GBC no decision was possible.

10. To Audit Bank Reconciliations for Q2

10. The committee were satisfied proper procedures were being followed.

11. Next F&R Meeting

11. The next meeting of the Finance & Risk Committee will be 11.00am 20th December 2018

Chairman