

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 19th February 2019

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 18th February 2019 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Steve Punshon, , Robert Taylor, Stephen Groom, Aileen Aitcheson, Linda Elliott, Andrew Franklin, Antony Etwell. Clerk, Nick Clemens, SCC Councillor Julie Iles, GBC Councillor, David Reeve and 10 members of the public.

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

1 None.

122 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

123 To Agree and Sign the Minutes of the Previous Meetings held on 7th January 2019.

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

124 Chairman's Comments

4. The new toilet at Kingston Meadow was opened by the Mayor who commented that it was nice to be opening something rather than closing one. The Chairman thanked all those involved with the project.

125 Public Participation

5. The Chairman of Heath View Road Association spoke in support of changing the parish boundary. He has canvassed opinion of residents and a majority would support being in East Horsley parish.

6. A resident asked if the Council would encourage Lloyds Bank to replace the cashpoint at Station Parade.

7. A resident asked if the sightline at Conisbee parking area could be improved.

8. A resident congratulated the Council on the installation of the toilet.

9. The Chairman of Effingham PC told the meeting that the Council would be taking no view on EHPC boundary review. He asked that once the review is completed that the Council would support Effingham PC when issues arise relating to Effingham Common, the Council agreed that this support would be given.

126 Planning & Environment Committee

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

127 Financial Matters

11. The list of cheques issued since the previous meeting were approved, these totalled £61318.19 (Appendix 5)

12. The Council accepted the Q3 Outturn of £30469.

128 To Agree the Clerk's Salary for 2019-20

14. The Council agreed to increase the Clerk's salary in line with the National Joint Council agreement and the contract of employment.

129 To Agree the Risk Assessment & Risk Management Policy

15. This item was deferred until March.

130 To Discuss 2nd May Election Process

16. The Clerk outlined the relevant dates to comply with the timetable to be published by GBC Returning Officer.
- 131 To Discuss Heathrow Expansion and its Potential Impact on East Horsley**
17. Councillors Steve Punshon and Antony Etwell have reviewed the information relating to the consultation. They will provide a report that will be published on the website to assist residents who want to take part. The consultation finishes on 4th March.
- 132 To Discuss a Community Governance Review**
18. Robert Taylor produced a briefing note. This outlined the two areas the review might cover. A review of the parish boundary and the number of Councillors elected to the Council. The review was supported by the Council. It was agreed that Stephen Skinner, Robert Taylor, Stephen Groom and Andrew Franklin will form a new task group to progress this matter.
- 133 To Discuss the Annual Parish Meeting**
19. Stephen Groom reported that planning for ‘The Great Railway Debate’ is well advanced. Network Rail and South Western Rail will be represented at the meeting.
- 134 To Agree Expenditure on St. Martins Churchyard Maintenance**
20. The Council agreed to expenditure of £1575.84 on maintenance of the churchyard. This includes £529.17 on a Hayter mower. *LGA 1972 s214*
21. The Council have requested a 3 year maintenance expenditure programme from St.Martins Church.
- 135 To Agree Expenditure on Microphones**
22. The Communication Task Group recommend purchasing 4 hand held Microphones at a cost of £392. The Council agreed to this purchase.
LGA 1972 s111
- 136 To Agree Expenditure on Website Analytical Information**
23. The Communication Task Group recommend subscribing to Statcounter at a cost of £7 per month. The council agreed to this expenditure. A review will be carried out after 6 months.
LGA 1972 s142
- 137 Horsley Access Round Trail (HART)**
24. GBC held a meeting with residents of St Martins Court. A number of concerns were expressed and further information was requested. A meeting will be held with the residents to discuss the issues raised.
- 138 Task Group Progress Reports**
25. Vision Task Group. (*Antony Etwell*) A meeting will be arranged for late February.
26. Road Safety and Maintenance. (*Andrew Franklin*) The next Quarterly meeting with SCC is 7th March. There have been further road accidents one on the A246 and one on The Drift.
27. Communications Task Group. (*Stephen Groom*) The next Newsletter will be published 11th March . A phone app is being developed. Results from the recent focus group will be reviewed.
28. Community Activities & Allotments Task Group.(*Linda Elliott*) A late summer event is being considered.
29. Village Appearance Task Group. (*Aileen Aitcheson*) New parking restrictions in Kingston Meadow are still awaited, GBC have agreed to place 2 new benches in Kingston Meadow, Work on ORN revetments continues, planters are being considered for Station Parade, Bishopsmead Parade and Effingham Jct, the flint wall at Thatchers is degrading and there is a feeling that it will be allowed to fall down unless pressure is put on Surya Hotels, the Glutton has been sold.
30. Local Economy Task Group (*Stephen Skinner*). No Report
31. Woodland Task Group. (*John Carr.*) Trees with Ash Die Back in Great Ridings Wood are being removed if the present a danger to the public. The Forest has less of a problem, Surrey Wildlife Trust are carrying out some work.
- 139 To Approve the Date of the Next Meeting of the Council**
31. The next Meeting is scheduled for Monday March 18th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

Chairman

19th February 2019

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Appendix 4: PLANNING & ENVIRONMENT COMMITTEE Report

New planning applications considered by the Committee

between 7th January 2019 & 26th January 2019

and dealt with under delegated authority:

Application	Committee Response
Shaston Cottage, The Highlands, East Horsley, Leatherhead, KT24 5BG Ref. No: 18/P/02372	No Objection
Fangate Manor Farm, St Martins Close, East Horsley, Leatherhead, KT24 6RR Ref. No: 18/P/02379	No Objection
Squirrels, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 18/P/02354	No Objection
Hillcrest, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 19/P/00002	No Objection
Bay Tree House, Hooke Road, East Horsley, Leatherhead, KT24 5DX Ref. No: 19/P/00022	No Objection
Nemora, Forest Road, Effingham Junction, Leatherhead, KT24 5HE Ref. No: 19/P/00019	Objection
8 Parkside Close, East Horsley, Leatherhead, KT24 5BY Ref. No: 18/P/02413	No Objection
Ferndene, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 19/P/00009	No Objection
High Brambles, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE Ref. No: 19/P/00070	Objection
11 Thornleas Place, East Horsley, Leatherhead, KT24 6DJ Ref. No: 19/P/00089	Objection
Holly Cottage, The Highlands, East Horsley, Leatherhead, KT24 5BG Ref. No: 19/P/00098	Objection

DECISIONS reported by Guildford Borough Council between

7th January 2019 & 7th February 2019

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/01471	The Moorings, Pine Walk, East Horsley, Leatherhead, KT24 5AG	Objection	Approved
18/P/02262	Tower Cottage, Ockham Road South, East Horsley, Leatherhead, KT24 6RL	No Objection	Refused
18/P/02263	Tower Cottage, Ockham Road South, East Horsley, Leatherhead, KT24 6RL	No Objection	Refused

APPEALS Submitted or Decided between 7th January 2019 & 10th February 2019

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

Appendix 5: PAYMENTS APPROVED

Payments Authorised by Councillors between 22nd December & 11th February 2019

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	03.01.19	Jason Lee	Village Warden	LGA 1972 s111	645.00	AJA	JC
Internet	03.01.19	HMRC	Q3 Tax/Ni	LGA 1972 s111	1877.01	AJA	JC
Internet	03.01.19	Barreldfield Distribution	Newsletter	LGA 1972 s142	198.90	AJA	JC
Internet	03.01.19	Allwood Property Serv	Tree Removal	Highway Act 1980	240.00	AJA	JC
Internet	16.01.19	Cluskeys	Toilet Supplies	Public Health Act 1936	130.38	SJS	JC
Internet	16.01.19	Healthmatic	Kingston Meadow Toilet	Public Health Act 1936	57025.00	SJS	JC
Internet	16.01.19	Temple Knight	Oki Printer Service	LGA 1972 s111	136.80	SJS	JC
Internet	16.01.19	B Aldred	Comms Co	LGA 1972 s142	795.00	SJS	JC
Internet	16.01.19	S Skinner	Chairman Exp	LGA 1972 s111	20.10	SJS	JC
Internet	16.01.19	Fairfx	Debit Card	LGA 1972 s111	250.00	SJS	JC
				Total	61318.19		

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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20th December 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 5th February 2019 at 11.00 am.

ATTENDANCE:

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

3. It was agreed the figures were accurate.

4. To Agree Bank Deposit Transfer

4. It was agreed to move £5000 from CCLA to Unity Trust Current Account.

5. To Review Q3 Outturn

5. It was agreed expenditure of £30469 was in line with expectations.

6. To Agree Transfers from Earmarked Reserves

6. The Committee agreed with the Clerk's submission to move £44500 from Earmarked Reserves to General Reserve. This will meet audit recommendations of maintaining a General Reserve of 50% of precept.

7. To Discuss Expenditure on St Martin's Churchyard Maintenance

7. The Committee expressed concerns that in the past expenditure was presented to the PC without the opportunity for prior scrutiny. The church will be asked to provide a 3 year expenditure programme to allow a proper budget process.

8. The Committee agreed to recommend the expenditure laid out in the St Martin's Church Maintenance schedule.

8. Q3 Bank Reconciliation Audit

9. The reconciliation was satisfactory and PC procedures are being adhered to.

9. Next F&R Meeting

11. The next meeting of the Finance & Risk Committee will be 11.00am 11th April 2019

Chairman