

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 23rd May 2019

Minutes of the Meeting of the Parish Council held in the Parish Office, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 20th May 2019 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Robert Taylor, Stephen Groom, Aileen Aitcheson, Steve Punshon, Antony Etwell, Andrew Franklin, Colin Carmichael. Clerk, Nick Clemens.

- 1 To Receive and Accept Apologies for Absence. in accordance with the LGA 1972, Sch12, Para 40**
None
- 2 Election of Chairman of the Parish Council**
 1. Stephen Skinner was elected Chairman and signed the declaration of acceptance of office.
- 3 Election of Vice-Chairman**
 2. Robert Taylor was elected Vice-Chairman and signed the declaration of acceptance of office.
- 4 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).**
 3. None
- 5 To Agree and Sign the Minutes of the Previous Meetings held on 15th April 2019.**
 4. The minutes of the previous meetings were agreed as an accurate record. They were signed by the Chairman.
- 6 To Adopt the General Power of Competence**
 5. The Council voted in favour of adopting the General Power of Competence.
- 7 To Co-Opt a Councillor to the Parish Council**
 6. Colin Carmichael was co-opted to the council.
- 8 Terms of Reference for 2019/2020 for Parish Council Committees, Task Groups, and Representatives on External Working Parties**

Committees have powers formally delegated from the main Council. Their meetings are public and their agendas must be publicly advertised and proceedings minuted afterwards. Task groups and working parties are less formal, have no delegated powers or budget, can include participants who are not Council members, and meet as required to implement main Council decisions – ie to get things done.

 - 7 The Planning and Environment Committee will be responsible for
 - reviewing and commenting on individual planning applications.
 - reviewing and responding to Planning Authority consultation documents
 - monitoring and taking action on local environmental threats and problems

It will meet about 25 times a year.
 - 8 The Finance and Risk Management Committee will be responsible for
 - budget and precept planning
 - completion of the Annual Return
 - reviewing the effectiveness of internal audit; approving the annual internal plan; and considering and acting on any audit issues arising
 - financial and operational risk assessment and risk management, including asset management procedures

- (new item) half yearly review of financial systems integrity (bank statements, bank reconciliations, invoices paid, wages and deductions etc).
- The Finance and Risk Management Committee will also be responsible for dealing with administration, personnel, and governance issues should they arise. It will meet 4-8 times a year.

- 9 Visioning Task Group. This task group will be responsible for preparing a 10 year rolling village development plan.
- 10 The Village Appearance Task Group will be responsible for
- liaison on cleansing issues with Guildford Borough Council, and liaison on cleansing and associated road and verge maintenance issues with Surrey County Council
 - pavement patrols as necessary to identify overgrowing hedges, road surface defects, etc
 - planning and organisation of Village Litter Pick events and similar.
- The Task Group will also oversee the maintenance contracts covering the shoppers' car park, landscaped areas and it will steer any Parish Council projects undertaken for landscape improvements.
- 11 Horsley Footpaths, Bridleways, and Cycleways This task group was closed and footpath duties were transferred to the Woodland and Meadow Task Group.
- 12 Communications Task Group will provide assistance with newsletter development, editing, and distribution; its members are routinely involved in newsletter distribution. The group will also take a lead in developing and maintaining the Parish Council website. The group will organise the Volunteers event.
- 13 The Road Safety and Maintenance Task Group will be responsible for:
- Liaising with SCC Highways and Surrey Police road safety officers. Reviewing road signage and sightlines. Monitoring the use and effectiveness of the Council's Vehicle Activated Signs.
- The Task Group may wish to co-opt members of the Community Speed Watch team for this purpose (CSW volunteers will actually operate and service the signs). The Task Group could also handle any further LORD (Lorries off Rural Detours) activity.
- 14 The Community Events and Allotments Task Group will be responsible for organising Parish Council Christmas festivities (shopping centre promotions and street parties, Christmas illuminations, shop window decorations competition, and other events.
- 15 The Woodland, Meadow and Footpath Task Group will liaise with The Woodland Trust and Surrey Wildlife Trust to ensure that the woodland management plans provide amenity value to the community whilst protecting and promoting the natural habitat.
- 16 Business Liaison Task Group terms of reference are:
- working to help promote and support East Horsley businesses
 - liaising with local businesses and local business groups to identify ways in which the Parish Council can help business growth and job creation

- helping identify obstacles to the growth of local businesses and taking any possible steps to remove these
- considering the interests of homeworkers in the community and how to further these
- liaising with the Planning and Environment Committee and PC task groups as appropriate to help achieve the above objectives.

9 To Elect Committee Members and Make Other Appointments for the Year 2019/20

17 The Council appointed Robert Taylor (committee chairman), Andrew Franklin, Stephen Groom, Steve Punshon, Antony Etwell, Colin Carmichael, Aileen Aitcheson and Stephen Skinner to the Planning and Environment Committee. Stephen Skinner and Aileen Aitcheson will only attend if a meeting would not otherwise be quorate.

18 The Council appointed Stephen Skinner (committee chairman), Aileen Aitcheson, Steve Punshon, John Carr, Robert Taylor and Colin Carmichael to the Finance and Risk Management Committee. The Clerk will also be a member. Robert Taylor and Colin Carmichael will only attend if a meeting would not otherwise be quorate.

19 The Council appointed Aileen Aitcheson (group chairman), John Carr, Stephen Skinner and Steve Punshon to the Village Appearance Task Group. The Clerk will also be a member.

20 The Council appointed Stephen Groom and Andrew Franklin to the Communications Task Group. Resident members are Brenda Aldred, Steve Harvey, Keith Noble and Olaf Karlsen.

21 The Council appointed Andrew Franklin (Group Chairman), Robert Taylor and Aileen Aitcheson to the Road Safety and Maintenance Task Group. Keith Noble will be a resident member.

22 The Council appointed Colin Carmichael (Group Chairman) and Stephen Groom to the Business Liaison Task Group.

23 Stephen Skinner and Andrew Franklin are the Parish Council trustees for the East Horsley Henry Smith Charity. Traditionally the Parish Clerk is ex-officio secretary to the local Henry Smith Charity. The Clerk will invite Olive Ridler, Renos Pittarides and Roy Proctor to serve for a further year.

24 Steve Punshon will act as the Parish Council Village Hall Trustee

25 Sharon Bylenga was re-appointed as Disability/ Access Adviser.

10 To Agree Asset Inspection Responsibilities

The responsibilities for inspecting various Parish Council assets and items of land are nominally delegated to Councillors from the Clerk. Councillors are asked to confirm their continuing willingness to carry out these inspections pending a future review of the approach to asset management.

	<i>Quarterly</i>	<i>6 Monthly</i>	<i>Annual</i>
<i>Wellington Meadow</i>		<i>Woodland & Meadow Task Group</i>	<i>Clerk</i>
<i>A246 Bus Shelter</i>	<i>Stephen Skinner</i>		<i>Clerk</i>
<i>Bishopsmead seats and waste bins</i>	<i>Colin Carmichael</i>		<i>Clerk</i>
<i>Bishopsmead Parade grass cutting & Cycle Racks</i>	<i>Colin Carmichael</i>		<i>Clerk</i>
<i>Station Parade Car Park</i>	<i>Clerk</i>		<i>Clerk</i>
<i>Station Parade seats and waste bins</i>	<i>Andrew Franklin</i>		<i>Clerk</i>
<i>Station Approach triangle</i>	<i>Andrew Franklin</i>		<i>Clerk</i>
<i>Station Parade grass cutting</i>	<i>Andrew Franklin</i>		
<i>Noticeboards (Station Parade, Bishopsmead Parade, Forest Road Stores)</i>	<i>Andrew Franklin</i>		<i>Clerk</i>
<i>Parish Clock</i>	<i>Clerk</i>		<i>Clerk</i>
<i>Village sign site</i>	<i>Stephen Groom</i>		<i>Clerk</i>
<i>Street lighting</i>	<i>Stephen Skinner</i>		<i>Clerk</i>
<i>Other seats (Effingham Jn etc)</i>			<i>Clerk</i>
<i>Great Ridings Wood</i>		<i>John Carr</i>	<i>Clerk</i>
<i>The Forest</i>		<i>Steve Punshon</i>	<i>Clerk</i>
<i>Horsley/ Effingham Cycleway</i>		<i>John Carr</i>	<i>Clerk</i>

11 Information Items

26 The Annual Parish Meeting on May 8th had passed off satisfactorily.

27 Councillors were asked to provide holiday dates to the clerk.

12 To Confirm the Dates, Times and Places of Future Meetings of the Council and its Committees, and the Date of the Next Council Meeting

28 The Council approved the schedule of Parish Council meetings and P&EC meetings for the rest of 2019-20 as attached (Appendix 4). The clerk was asked to provide a date for a third litter pick.

29 The next Parish Council Meeting is set for Monday June 10th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

A COPY OF THE MINUTES OF PREVIOUS MEETINGS ARE AVAILABLE FOR VIEWING IN HORSLEY LIBRARY

Chairman

23rd May 2019