

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Nicholas Clemens

East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT

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Draft as of 6th December 2023

Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall 4th December 2023 at 7.30pm

ATTENDANCE: Councillors; Robert Taylor (Chair), Aileen Aitcheson, Holly Haling, Colin Carmichael, Andrew Franklin, Steve Harvey, Juliet Robinson, Hilary Gullen. SCC Cllr. Dennis Booth, Parish Clerk Nick Clemens, Kevin Jenkins Assistant Clerk & 2 members of the public.

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

1. Steve Punshon. GBC Cllrs. Catherine Young, Dawn Bennett, Ruth Bothwell

92. Declaration of Disclosable Pecuniary Interests (DPI's) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and any Non-Pecuniary Interests in accordance with the Parish Council's Code of Conduct

2. None

93. To Agree and Sign the Minutes of the Previous Meeting held on 23rd October 2023.

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

94. Chairman's Comments

4. The Chairman is keen to set up a Heritage and History Task Group. An article will be in the Winter Newsletter to raise interest. If councillors know of any resident who may be interested they should contact the clerk. Steve Harvey has offered to chair the group, Robert Taylor will join and Roy Proctor has expressed an interest.

5. A vote of thanks was made to the organisers of Saturday's Christmas event.

95. SCC and GBC Update

6. SCC Cllr Dennis Booth thanked the chairman for inviting him to the Christmas event. The Christmas lights are a great display.
7. Dennis confirmed resurfacing of Forest Road from the railway bridge at the Drift to Old Lane will be delayed until work on Ockham Road South has been completed.

96. Public Participation

8. No questions

97. Planning and Environment Matters

9. The Council reviewed the report on Planning & Environment Committee Meetings held since their previous council meeting (Appendix 1).

10. The Wisley appeal is in its final phase. This will cover Planning Conditions and S106 developer contribution. Closing Statements by the Horsleys and other Rule 6 parties are expected to be made on 19th December.

98. Financial Matters

11. The list of payments issued since the previous meeting were approved, these totalled £11902.19 (Appendix 2).

99. To Agree Changes to Financial Regulations

12. The Finance & Risk Committee reviewed the proposed changes and recommended them to the council. The changes were made to reflect modern practices. The Council agreed to the changes.

100. To Approve the Salary Increase

13. The council agreed salary increases for the clerk and assistant clerk. The National Joint Council had agreed a 3.8% increase from April 2023.

101. To Agree a Contractor for Construction of a Storeroom

14. The Clerk had received three quotes, these were circulated to councillors prior to the meeting having previously been reviewed by the Finance & Risk Committee. Prices for the works were similar. J Rogerson Construction, a local builder, was chosen. The majority of funding is expected from Section 106. The Clerk will ask GBC to extend the Planning Permission deadline of February 2024.

102. To Agree Expenditure on Mental Health Training

15. The Council agreed expenditure of £249 for Holly Haling to attend Mental Health Training. Stephen Skinner is also attending and has been sponsored.

103. To Agree A Response to a Telephone Mast Consultation

16. A pre-application consultation was received in connection with a proposed mobile phone mast to be located within Effingham Forest and with access from Ranmore Common Road. The council supported the proposal.

104. To Agree Meeting Dates for 2024-25

17. The council agreed the dates presented by the clerk.

105. New Council Website Update

18. The new website has been live for two months. Many minor changes have been made, it is now 95% complete. Councillors should become familiar with the site and notify any errors to Steve Harvey or Nikki Worsfold.

106. To Agree a Grant for Grace and Flavour

19. The Clerk circulated the grant application and accounts prior to the meeting. The council agreed a grant of £500 towards construction of a patio with a total cost of £2100.

107. To Discuss the Chairman's Volunteers Party

20. Steve Harvey circulated details of the event and requested councillors chose 5 canapes from the list provided.

108. Task Group Progress Reports

21. Communications Group (*Steve Harvey*) The winter newsletter will be distributed starting on 12th December. Copies will be available at the Chairmans Party.
22. Community Group (*Holly Haling*) The Village Hall have agreed to add cameras to their system a quote will be sought from their supplier. Holly has agreed to become a trustee of the village hall. Dof

- E Award participants will be issued with Hi Viz and litter pickers as part of their Community Service, Andrew Franklin will supervise them.
23. Events Group (*Steve Harvey*) No additional report.
24. Road Safety and Maintenance Group (*Andrew Franklin*) Surrey Highways will no longer support quarterly meetings. They will now be held 6 monthly. There has had 20mph speed reduced from 30mph, this should add weight to EHPC request for the same speed reduction. There is a build up of road surface debris on Ockham Road North from the Ada Gardens development.
25. Village Appearance Group (*Aileen Aitcheson*) The Christmas lights are now illuminated. The planters will be replanted with winter bedding, thanks to Squires for sponsoring this. A resident has offered to plant up one of the planters with herbs.
26. Climate Change Group (*Steve Harvey*) A meeting was held on 4th December. The recent Lifestyle questionnaire has only had 80 responses This initiative needs pushing on social media. Dates for talks in 2024 will be circulated when speakers have been booked.
27. Countryside Group (*Steve Punshon*) Brian Austin is stepping down as warden of The Forest, Sally Ollett has agreed to take this role. Nigel and Martina Watson are stepping down as wardens of Great Ridings Wood, their replacement is being sought.
28. Railway Group (*Andrew Franklin*) No Report
- 109. Project Groups Significant Update Report**
29. Education: Cllr. Colin Carmichael reported that the meeting planned for 10th November was postponed until February 2024.
30. Repair Café: Cllr. Andrew Franklin has signed up to receive a starter pack. The Canterbury Rooms have been identified as a potential site.
31. Plans to joint fund retailers premises improvements will not proceed as they would exceed the councils powers
- 110. Report on External Meetings**
32. None reported.
- 111. To Approve the Date of the Next Meeting of the Council**
33. The meeting is scheduled for Monday 8th January 2024 starting at 7.30pm in The Clubroom of East Horsley Village Hall KT24 6QT

Nick Clemens, Parish Clerk

5th December 2023

EAST HORSLEY PARISH COUNCIL

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

Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report **New planning applications considered by the Committee** **Between 17th October 2023 to the 27th November 2023**

and dealt with under delegated authority:

Application	Committee Response
Greenways, Lark Rise, East Horsley, KT24 6TN Ref. No: 23/P/01586	No Objection
Wynford, Glendene Avenue, East Horsley, KT24 5AY Ref. No: 23/P/01662	No Objection
High Brambles, Park Corner Drive, East Horsley, KT24 6SE Ref. No: 23/P/01665	No Objection
Yewlands, Ockham Road South, East Horsley, KT24 6RX Ref. No: 23/P/01545	No Objection
Drift House, Ockham Road North, East Horsley, KT24 6NU Ref. No: 23/P/01742	No Objection
Deers Leap, Pine Walk, East Horsley, KT24 5AG Ref. No: 23/P/01770	No Objection
The Croft, Heathway, East Horsley, KT24 5ET Ref. No: 23/P/01736	Objection
Breton House, Heathway, East Horsley, KT24 5ET Ref. No: 23/P/01647	Objection

Forest Cottage, Forest Road, East Horsley, KT24 5BB Ref. No: 23/P/01748	No Objection
Woodlands, The Warren, East Horsley, KT24 5RH Ref. No: 23/P/01774	No Objection
Brackenford, Forest Lane, East Horsley, KT24 5HU Ref. No: 23/P/01783	No Objection
Freshfields, Chalk Lane, East Horsley, KT24 6TH Ref. No: 23/P/01808	No Objection
Maple Tree, Woodland Drive, East Horsley, KT24 5AN Ref. No: 23/P/01815	Objection
The Copse, Ockham Road South, East Horsley, KT24 6SG Ref. No: 23/P/01839	Objection
Land east and west of, Hatch Lane, Ockham, GU23 6NU Ref. No: 23/P/01607	Objection
Briar Cottage, Forest Road, East Horsley, Leatherhead, KT24 5BB Ref. No: 23/P/01865	No Objection
Oak Trees, Hooke Road, East Horsley, Leatherhead, KT24 5DY Ref. No: 23/P/01874	No Objection
Waverley Cottage, Glendene Avenue, East Horsley, Leatherhead, KT24 5AY Ref. No: 23/P/01901	No Objection

**DECISIONS reported by Guildford Borough Council between
3rd October to the 20th November 2023**

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
23/P/01476	Rozelle, Green Dene, East Horsley, Leatherhead, KT24 5RE	No Objection	Refused
22/P/00304	Carnanton Mawes, Green Dene, East Horsley, KT24 5RG	Objection	Withdrawn

Appeals Submitted or Decided between 3rd October 2023 to the 20th November 2023

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
23/P/00269	47 Kingston Avenue, East Horsley, KT24 6QT	<u>First floor</u> <u>side</u> <u>extension</u>	26/10	Awaiting decision	Awaiting decision

Appendix 2: PAYMENTS APPROVED 30th September & 30th October 2023

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	04.10.23	Clear Councils	Annual Insurance	1056.50	SP	AJA
Internet	04.10.23	Surrey ALC	Conference	24.00	SP	AJA
Internet	04.10.23	Mailbird	Newsletter	1444.07	SP	AJA
Internet	04.10.23	Colin Smith Planning	Wisley Appeal	1677.00	SP	AJA
Internet	04.10.23	HMRC	Q2 Tax/NI	3337.63	SP	AJA
Internet	04.10.23	Currys	Printer	319.99	SP	AJA
Internet	18.10.23	Bill Kear	Wellington Meadow Cut	2028.00	SP	AJA
Internet	18.10.23	J Hamshar	Toilet Cleaning	465.00	SP	AJA
Internet	18.10.23	N Worsfold	Comms Co	800.00	SP	AJA
Internet	18.10.23	Effingham PC	Commoners Day	500.00	SP	AJA
Internet	18.10.23	Equals	Debit Card	250.00	SP	AJA
Total				11902.19		

Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	£934.48	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £180.00	Yes
Monthly	Mr & Mrs Little (Storage)	£110.00	N/A
Monthly	Aerial Direct	£38.00	Yes
Monthly	Mobile Telephone O2	£12.00	Yes
Monthly	Salaries	£2705.06	N/A
Monthly	Smile It Office 365 Application	£81.60	Yes
Monthly	Village Hall	£583.33	N/A
Monthly	Parking Enforcement	£131.42	Yes
Quarterly	Car Park Lease	£807	Yes
Annual	Information Commissioner – registration under the Data Protection Act	£35.00	N/A

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29th November 2023

Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 28th November 2023 at 2.00 pm.

ATTENDANCE:

Aileen Aitcheson, Steve Punshon, Colin Carmichael, Nicholas Clemens (Clerk)

1. To Receive and Accept Apologies for Absence

1. Robert Taylor

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 Bank Balances

3. The committee approved the figures.

4. Q2 Reconciliation Report

4. Cllr. Steve Punshon reviewed the bank account balances and accounting software reports. He concluded that data had been entered correctly.

5. To Agree Financial Regulation Changes

5. The committee agreed the changes made by the Clerk. These were in line with comments made by the internal auditor.

6. To Discuss the Parish Office Rent for 2023-24

6. The committee agreed the rent represented fair value.

7. To Agree the Storeroom Building Contractor

7. The three contractors estimates were reviewed. The committee were satisfied with the cost. The Clerk was asked to get clarification on one estimate before the council meeting on 5th December.

8. To Agree the Allotment Contract for 2023-2026

8. The committee agreed that the increase from £630 per year to £650 per year was a fair increase.

9. To Discuss the Contractor Work Pattern

9. The committee were content with contractor hours. The Clerk was asked to provide details of current costs against budget.

Next F&R Meeting

10 The next meeting of the Finance & Risk Committee will be 8th February 10.00 am.

Nick Clemens Clerk