

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Nicholas Clemens
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Draft as of 15th February 2024

Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall 12th February 2024 at 7.30pm

ATTENDANCE: Councillors; Robert Taylor (Chair), Aileen Aitcheson, Colin Carmichael, Steve Punshon, Holly Haling, Andrew Franklin, Steve Harvey, Juliet Robinson, Hilary Gullen, Sylvia Igglesden. GBC Cllrs. Catherine Young and Dawn Bennett, SCC Cllr. Dennis Booth. Parish Clerk Nick Clemens, Asst Clerk Kevin Jenkins & 5 members of the public.

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

1. None

134. 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

135. To Agree and Sign the Minutes of the Previous Meeting held on 8th January 2024.

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

136. Chairman's Comments

4. The Chairman was pleased to see the meeting had 10 councillors at a meeting for the first time.

5. The Forest Road footpath west side has now been completed. The Chairman thanked the residents for the hard work they had put in to the project. It is hoped to complete the Mill Grove section by late spring.

137. SCC and GBC Update

6. GBC Cllr. Catherine Young told the meeting that review of the local plan will commence starting with establishing timescales and budget.

7. SCC Cllr. Dennis Booth was pleased to confirm that a 20mph speed limit will be introduced on Chalk Lane.

8. Dennis invited the council to take part in the Flood Forum being arranged by Ockham PC.

9. Dennis asked the council to promote Guildford Veterans Hub this is on the last Thursday of the month at Guildford Fire Station, Ladymead. The hub is for ex service personnel including blue light services to meet.

138. Public Participation

10. A resident was concerned about the number of vehicles parking on footways. This causes an obstruction for the visually impaired, users of wheelchairs and push chairs. This will become an offence when legislation is enacted.

11. A resident commended volunteers who cut and removed the large tree that obstructed The Drift as a result of the recent storm.

139 Planning and Environment Matters

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

140. Financial Matters

13. The list of payments issued since the previous meeting were approved, these totalled £23959.72 (Appendix 2).

141. To Approve the Risk & Management Policy

14. The Council approved the Risk & Management Policy.

142. To Approve Standing Orders

15. The Council approved the Standing Orders

143. To Approve the Direct Debits & Standing Orders

16. The Council approved the list of payments made by direct debit and standing order.

144. To Discuss Email Security

17. Concerns were expressed about phishing and hacking of council emails and website. It was agreed to consider the benefits of changing to a .gov.uk domain.

145. To Agree Details of the 10th Anniversary Newsletter

18. It was agreed to run a 16 page special edition of the newsletter. The additional cost will be £452.

146. To Approve Establishment of a New Task Group

19. It was agreed to form the Horsley Heritage Group. The group will establish a secure archive for historical and conservation documents relating to the Horsleys.

147. To Discuss the Annual Parish Meeting

20. The APM will be held on 23rd April at Horsley Towers. The review of the Council year will occupy the first half of the meeting. The second half will be dedicated to a subject that will be of interest to residents.

148. To Discuss the Establishment of a Repair Cafe

21. Initial research by Cllr Andrew Franklin has shown that there is local interest in establishing a repair hub. Eight residents have shown an interest in volunteering, they have a broad range of appropriate skills. Horsley CAN had considered a similar initiative and would like to be involved with the PC.

149. Task Group Progress Reports

22. Communications Group (*Steve Harvey*) The next meeting is 22nd February. The newsletter will be distributed in mid March, final copy is required by 16th February.

23. Community Group (*Holly Haling*) Hilary Gullen has joined the group. A quote for CCTV has been circulated to councillors this will be on the March PC agenda.

24. Events Group (*Steve Harvey*) West Horsley PC have decided not to run a village fete this year. They have a D Day event planned for June 20th.

25. Road Safety and Maintenance Group (*Andrew Franklin*) Persistence has paid off with the announcement of a 20mph limit introduced in Chalk Lane. The next meeting is 19th February.

26. Village Appearance Group (*Aileen Aitcheson*) The next meeting is 8th February.

- 27. Climate Change Group (*Steve Harvey*) Results of the recent survey will be announced at the next meeting on 11th March. Four community village events are planned for 2024. The Shop Local banners were reviewed and a final design will be produced.
- 28. Countryside Group (*Steve Punshon*) Two new volunteer have come forward for warden of Great Ridings Wood this will help with the management of the site. The bollard and barrier that caused access issues at Woodland Close/High Park Avenue have been removed proposals are awaited from SCC Countryside Team. Anti slip netting has been attached to a bridge at the west end of The Forest. Completion of the PC response to Surrey Rights of Way Consultation is progressing.
- 29. Railway Group (*Andrew Franklin*) A report has been circulated.
- 30. Heritage Task Group (*Robert Taylor*) No additional information.

150. Project Groups Significant Update Report

- 31. The store room construction. The foundations have been completed. Work is now suspended until section 106 funding from Ada Gardens is released.
- 32. Education: A meeting with the education authority will be held 19th February.

151. Report on External Meetings

- 33. None reported.

152. To Approve the Date of the Next Meeting of the Council

- 35. The meeting is scheduled for Monday 18th March 2024 starting at 7.30pm in The Clubroom of East Horsley Village Hall KT24 6QT

Nick Clemens, Parish Clerk

15th February 2024

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Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report

New planning applications considered by the Committee
Between 12th December 2023 to the 22nd January 2024

and dealt with under delegated authority:

Application	Committee Response
Conifers, Fearn Close, East Horsley, Leatherhead, KT24 6AE Ref. No: 23/P/02029	No Objection
Greenacres, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 23/P/01998	No Objection
Rockbeare, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 23/P/01987	Objection
Cherry Tree Cottage, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 23/P/01567	Objection
Halloween Cottage, Forest Road, East Horsley, Leatherhead, KT24 5ES Ref. No: 23/P/02087	No Objection

DECISIONS reported by Guildford Borough Council between 11th December 2023 to the 26th January 2024

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		P&EC Response	GBC Decision
23/P/01736	The Croft, Heathway, East Horsley, KT24 5ET	Objection	Withdrawn
23/P/01839	The Copse, Ockham Road South, East Horsley, KT24 6SG	Objection	Refused
23/P/01987	Rockbeare, The Highlands, East Horsley, KT24 5BQ	Objection	Approved
23/P/01647	Breton House, Heathway, East Horsley, KT24 5ET	Objection	Refused

Appeals Submitted or Decided between 11th December 2023 to the 30th January 2024

Reference	Location and Proposal	Appeal Date	Proposal
23/P/01036	Normay, Forest Road, Effingham Junction, KT24 5HE	30.01.24	<u>Two storey side extension and single storey rear extension with changes to fenestration.</u>

Appendix 2: PAYMENTS APPROVED 30th November & December 30th 2023

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	12.12.23	J Hamshar	Toilet Cleaning	270.00	RT	AJA
Internet	12.12.23	K Jenkins	Salary Arrears	636.77	RT	AJA
Internet	12.12.23	N Clemens	Salary Arrears	381.76	RT	AJA
Internet	12.12.23	Colin Smith Planning	Wisley Appeal	5112.00	RT	AJA
Internet	12.12.23	Village Hall	Parish Office Rent	1727.94	RT	AJA
Internet	12.12.23	Grace & Flavour	Allotment Fee	650.00	RT	AJA
Internet	12.12.23	Robert Taylor	Wisley Appeal Exp	149.40	RT	AJA
Internet	12.12.23	J Hamshar	Toilet Cleaning	450.00	RT	AJA
Internet	12.12.23	GBC	Business Rates	561.00	RT	AJA
Internet	14.12.23	Nicki Worsfold	Comms Co.	1786.00	RT	AJA
Internet	14.12.23	St Lawrence School	HenrySmith Charity	40.00	RT	AJA
Internet	14.12.23	Westcotec	VAS	5577.60	RT	AJA
Internet	14.12.23	M Hyatt	Village Warden	729.00	RT	AJA
Internet	14.12.23	N Clemens	Stationery	53.96	RT	AJA
Internet	14.12.23	TCWS	Website	168.00	RT	AJA
Internet	14.12.23	TCWS	Website	253.86	RT	AJA
Internet	14.12.23	TCWS	Newsletter	576.00	RT	AJA
Internet	14.12.23	Simply Print	Newsletter	904.00	RT	AJA
Internet	14.12.23	Rydes Hill Elec	Footpath Lighting	160.50	RT	AJA
Internet	14.12.23	GBC	Business Rates	561.00	RT	AJA
Internet	20.12.23	Green Garden	Tree Stump Removal	360.00	RT	AJA
Internet	20.12.23	H Haling	Christmas Event	173.63	RT	AJA
Internet	20.12.23	GBC	Car Park Rent	807.00	RT	AJA
Internet	27.12.23	J Rogerson	Building Inspector	640.00	RT	AJA
Internet	27.12.23	R Taylor	Wisley Appeal	30.30	RT	AJA
Internet	27.12.23	S Harvey	Chairmans Party	156.00	RT	AJA

Internet	27.12.23	Green Garden	Tree Stump Removal	360.00	AJA	SP
Internet	27.12.23	Village Hall	Room Hire	105.00	AJA	SP
Internet	27.12.23	GBC	Business Rates	561.00	AJA	SP
Internet	31.12.23	Unity Trust	Quarterly Service Charge	18.00		
Total				23959.72		

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 £220.00	Yes
Monthly	Mr & Mrs Little (Storage)	£110.00	N/A
Monthly	Aerial Direct	£56.86	Yes
Monthly	Mobile Telephone O2	£12.00	Yes
Monthly	Salaries	£2708.52	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