

# 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](http://www.easthorsley.info) Telephone: 01483 281148 e-mail [parishcouncil@easthorsley.org](mailto:parishcouncil@easthorsley.org)

10<sup>th</sup> June 2024

## To Councillors of the East Horsley Parish Council

You are summoned to attend the Meeting of the East Horsley Parish Council to be in the Clubroom of the Village Hall on Monday 17<sup>th</sup> June 2024 starting at 7.30pm.

Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council at a time chosen by the Chairman.

*Nicholas Clemens*

Clerk and Responsible Financial Officer

## A G E N D A

11. **To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.**
  - Hilary Gullen
12. **Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities.**
13. **Minutes of the previous meetings. To be agreed & signed by the Chairman as a true & accurate record.**
14. **Chairman's Comments**
15. **SCC and GBC Update**
16. **Public Participation.**
  - The meeting will be adjourned for members of the public to make a comment or ask a question on items within the agenda or relevant matters.
17. **Planning and Environment Matters**
  - To receive a report from the Chairman of the Committee.  
*Applications considered attached – Appendix 1.*
18. **Financial Matters**
  - To approve the list of payments amounting to £32497.16 previously authorised by Councillors.  
*Appendix 2 contains a list of cheques signed by councillors prior to the meeting*
19. **To Agree the Internal Audit 2023-24**
  - The internal auditors report has been circulated. The Finance Committee reviewed the report and agreed its content. The auditor raised no issues.
20. **To Agree the Governance Statement 2023-24**
  - The governance statement has been circulated. The Finance Committee reviewed the report and agreed its content.

21. **To Agree the Accounting Statement**
  - The accounting statement has been circulated. The Finance Committee reviewed the report and agreed its content.
22. **To Agree Direct Debits and Standing Orders**
  - The direct debits and standing orders are in Appendix 2
23. **To Agree Signatories to Parish Council Bank Accounts.**
  - Signatories to Unity Trust Bank are Robert Taylor, Aileen Aitcheson and Colin Carmichael.. CCLA, Robert Taylor, Aileen Aitcheson, Skipton B/s, Aileen Aitcheson, Colin Carmichael. The Clerk is administrator signatory on all accounts.
24. **To Agree the Parish Clerk's New Employment Contract**
  - The Personnel Committee have agreed a new contract with the Clerk to reflect a reduction in working hours.
25. **To Discuss Management of Station Parade Car Park**
  - An update on Teams Meeting with GBC
26. **Business Rates Appeal Update**
  - A paper has been circulated in advance of the meeting
27. **To Discuss Storeroom Construction.**
  -
28. **To Agree Expenditure for Horsley Heritage Group.**
  - To Approve a proposal to initiate a heritage blue plaque scheme for East Horsley. The cost of 10 plaques is £1500.
29. **Task Group Progress Reports**

*(Leaders of the group are to brief the council on relevant progress)*

  - Communication Group *(Steve Harvey)*
  - Climate Change Group *(Sylvia Igglesden)*
  - Events Group *(Steve Harvey)*
  - Road Safety and Maintenance Group *(Andrew Franklin)*
  - Village Appearance Group *(Aileen Aitcheson)*
  - Community Group *(Holly Haling)*
  - Countryside Group. *(Juliet Robinson)*
  - Railway Group *(Andrew Franklin)*
  - Heritage Group *(Robert Taylor)*
30. **Project Groups Significant Update Reports**
31. **External Meetings**
32. **To Approve the Date of the Next Meeting of the Council**
  - The next Parish Council Meeting is scheduled for Monday July 22nd at 7.30pm in the Village Hall Clubroom

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

N.S.Clemens Parish Clerk 10/06/2024

## EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Mr Nicholas Clemens  
East Horsley Parish Council Office, Kingston Avenue, Leatherhead, Surrey KT24 6QT  
Telephone: (01483) 281148 e-mail [parishcouncil@easthorsleypc.org](mailto:parishcouncil@easthorsleypc.org)

### Appendix 1: **PLANNING & ENVIRONMENT COMMITTEE Report** New planning applications considered by the Committee Between 16<sup>th</sup> April 2024 & 10<sup>th</sup> June 2024

and dealt with under delegated authority:

Application	Committee Response
Ramada Jarvis Hotel, Guildford Road, East Horsley, Leatherhead, KT24 6TB Ref. No: 24/P/00415	Objection
Lower Widgery, Heath View, East Horsley, Leatherhead, KT24 5EA Ref. No: 24/P/00428	No Objection
Sheepleas House, Epsom Road, West Horsley, Leatherhead, KT24 6AL Ref. No: 24/P/00520	Objection
High Park, Glendene Avenue, East Horsley, Guildford, KT24 5AY Ref. No: 24/P/00524	No Objection
La Meridiana Restaurant, Ockham Road South, East Horsley, KT24 6QU Ref. No: 24/P/00503	No Objection
4 The Birches, East Horsley, Leatherhead, KT24 6QY Ref. No: 24/P/00630	No Objection
The Moorings, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 24/P/00647	No Objection
Land adjacent to, Ockham Lane, Ockham, GU23 6NT Ref. No: 23/P/00417	Objection
Carnanton Mawes, Green Dene, East Horsley, Leatherhead, KT24 5RG Ref. No: 24/P/00762	Objection
Land South of Thatchers Hotel, Guildford Road, East Horsley Ref. No: 24/P/00645	Objection
Woodlands, Norrels Drive, East Horsley, Leatherhead, KT24 5DL Ref. No: 24/T/00130	No Objection

**Agenda: East Horsley Parish Council Meeting 17<sup>th</sup> June 2024**

<b>Application</b>	<b>Committee Response</b>
Ruskin, Green Dene, East Horsley, Leatherhead, KT24 5RG Ref. No: 24/P/00707	Objection
Little Hatch, Forest Road, East Horsley, Leatherhead, KT24 5EY Ref. No: 24/P/00817	No Objection
Crannies, Ockham Road South, East Horsley, Leatherhead, KT24 6RX Ref. No: 24/P/00344	No Objection
Elmtops, Longhurst Road, East Horsley, Leatherhead, KT24 6AG Ref. No: 24/P/00814	No Objection

**DECISIONS reported by Guildford Borough Council between 8<sup>th</sup> April to the 7<sup>th</sup> June 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*

<b>Reference</b>	<b>Location</b>	<b>P&amp;EC Response</b>	<b>GBC Decision</b>
22/P/01846	Westfield, Ockham Road North, East Horsley, KT24 6NU	Objection	Approved
24/P/00414	Daimar, 18 Parkside Close, East Horsley, KT24 5BY	Objection	Refused

**Appeals Submitted or Decided between 8<sup>th</sup> April to the 7<sup>th</sup> June 2024**

<b>Reference</b>	<b>Location</b>	<b>Proposal</b>	<b>Appeal Date</b>	<b>Appeal Decided</b>	<b>Outcome</b>
None					

**Appendix 2: PAYMENTS APPROVED 1<sup>st</sup> April 2024 & 31<sup>st</sup> May 2024**

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	03.04.24	SLCC	Clerk Membership	229.00	AJA	RT
Internet	03.04.24	HMRC	Q1 Tax NI	4,166.10	AJA	RT
Internet	03.04.24	Surrey ALC Ltd	Annual Subscription	1,484.68	AJA	RT
Internet	03.04.24	Simply Print	Parish Newsletter	996.00	AJA	RT
Internet	03.04.24	GBC	Rates	508.90	AJA	RT
Internet	12.04.24	Smile IT	Email Fee	15.40	AJA	RT
Internet	12.04.24	Village Hall	Room Hire	19.00	AJA	RT
Internet	12.04.24	Nikki Worsfold	Comms Co	895.00	AJA	SP
Internet	12.04.24	TCWS	Website	84.00	RT	SP
Internet	12.04.24	Rialtis BS	Annual Support	428.40	RT	SP
Internet	12.04.24	K D Jenkins	Salary Adj	102.47	RT	SP
Internet	23.04.24	Gidden Place	APM	80.00	RT	SP
Internet	23.04.24	Village Hall	Room Hire	74.25	RT	SP
Internet	23.04.24	Bill Kear	Forest Road Footpath	18,104.42	RT	SP
Internet	23.04.24	Equals	Debit Card	250.00	RT	SP
Internet	01.05.24	S Harvey	APM	197.42	RT	SP
Internet	01.05.24	Mulberry Co	Internal Audit	194.40	RT	SP
Internet	01.05.24	Mailbird	Parish Newsletter	1,489.30	AJA	RT
Internet	02.05.24	R Taylor	Chair Exp	115.94	AJA	RT
Internet	13.05.24	Equals	Debit Card	500.00	AJA	RT
Internet	13.05.24	Alan Gilbertson	RTG	85.99	AJA	RT
Internet	13.05.24	Village Hall	Room Hire	59.50	AJA	RT
Internet	13.05.24	Nikki Worsfold	Comms Co	1,175.00	AJA	RT
Internet	13.05.24	J & M Jessop	RTG	95.50	AJA	RT
Internet	16.05.24	Sohrab Farjoud	Noticeboard Repair	40.00	AJA	RT
Internet	16.05.24	A Aitcheson	Noticeboard Repair	15.45	AJA	RT
Internet	16.05.24	M R Hyatt	Village Warden	717.00	AJA	RT
Internet	16.05.24	Village Hall	Room Hire	230.00	AJA	RT
Internet	23.05.24	Village Hall	Room Hire	57.50	AJA	RT
Internet	23.05.24	St Martins Church	Repair Cafe	47.50	AJA	RT
Internet	23.05.24	MPS Mowers	Mower Repair	31.45	AJA	RT
Internet	23.05.24	C Jany	Mower Repair	7.59	AJA	RT
Internet	23.05.24	Wilton Security	CCTV	1,632.00	AJA	RT
<b>Total</b>				32,497.16		

**Standing Orders and Direct Debits Currently In Force**

<b>Frequency</b>	<b>Payee</b>	<b>Amount £</b>	<b>VAT reclaimable</b>
Monthly	Surrey County Council - employer and employee pension contributions	£962.79	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £180.00	Yes
Monthly	Mr & Mrs Little (Storage)	£110.00	N/A
Monthly	Aerial Direct broadband, VOIP	£56.86	Yes
Monthly	GBC Parking Enforcement	£131.42	Yes
Monthly	Mobile Telephone O2	£13.06	Yes
Monthly	Salaries	£2455.98	N/A
Monthly	Smile It Office 365 Application	£96.00	Yes
Monthly	Village Hall	583.33	N/A
Annual	Information Commissioner – registration under the Data Protection Act	£35.00	N/A