

# **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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## **Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall, 16 June 2025 at 7.30pm**

**ATTENDANCE:** Councillors; Robert Taylor (Chair), Aileen Aitcheson, Colin Carmichael, Andrew Franklin, Holly Haling, Chris Hampson, Steve Harvey and Juliet Robinson, GBC Councillor Catherine Young, SCC Councillor Dennis Booth, Nick Clemens, Clerk, Hilary Gullen, observing. Five members of the public attended.

12. Apologies: Sylvia Igglesden, Anna Mitchell

13. Declarations of Interest: None

14. Minutes of the Previous Meeting: Agreed

15. Chairs Comments: No comments

16. SCC and GBC Update:

SCC: Surrey Highways have agreed to carry out maintenance to the layby opposite Connisbee's at Lynx Hill

Devolution announcement expected regarding statutory consultation.

Concern over the removal of the school bus service was noted.

GBC: Some local parish councils had set up working groups regarding devolution.

There would be a Flood Forum meeting on 27<sup>th</sup> June.

The Station Parade car park lights are on from dusk to dawn. GBC have suggested making changes to the time clock

There had been climate activists on Staple Lane

Fly tipping had been reported on Shere Road West Horsley

17. Public Participation:

It was noted that volunteer stewards were needed for the Horsley Big Day Out.

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

19. Financial Matters: The list of payments issued since the previous meeting were approved, total being £40320.29 (Appendix 2)

20. Internal Audit: The Internal Audit 2024-2025 was noted to have not raised any concerns and was agreed by the Council.

21. Governance Statement: The Governance Statement 2024-2025 had been reviewed by the Finance and Risk Committee and was agreed by the Council.

22. Accounting Statement: The Accounting Statement was agreed by the Council.

23. Direct Debits and Standing Orders: The Direct Debits and Standing Orders were agreed by the Council

24. Financial Regulations: the updated Financial Regulations were approved.

25. Standing Orders: The updated Standing Orders were approved.
26. Email migration: It was noted that the email migration project had raised some issues which would be followed up by the clerk.
27. Storeroom Update: The Storeroom had been completed, and it was noted had run approximately £4000 over budget which was recognised as being due to the long time-frame of the project and the upgraded security put in place.
28. Horsley Big Day Out: It was noted that plans were progressing well, with £8,000 income already confirmed. There was a charity walk on the same day for Sam Beare Hospice, and those taking part were welcome to use the HBDO facilities provided on the day. A good number of classic cars were expected. Pre-paid parking was available.
29. Task Group Reports:

Communications and Events: Steve Harvey updated everyone on the HBDO and that the newsletter had contained a flyer with details of the event.

Climate Change Group: Catherine noted there had been a meeting that morning of Horsleys' CAN and there would be a promotion to reduce single use plastics.

Road Safety and Maintenance Group: Andrew noted that he and Juliet had been to the Surrey Highways open day. The road safety survey had received over 400 responses. Station Parade tarmac work was expected to take place in the first or second week of August, but it was not clear whether the car park would be accessible during work. Some of the streetlights that had been installed on Ockham Road North were not working and this has delayed installation of the speed humps. The national speed limit on Crocknorth Road is inappropriate and a reduction is being requested.

Countryside Group: Juliet noted that SCC were funding a small section of Great Ridings Wood path. Bollards will be installed at either end of the path. EHPC should request keys.

Village Appearance: There had been a meeting on 12<sup>th</sup> June. Ockham Road North streetlights had been put in without residents' approval. A tree on Ockham Road North is causing severe heave of the pavement surface, SCC have been asked to take remedial action. The hand-rail on the steps was to be extended. The tree near the Cycle Shop was to be checked by SWR as it was a hazard. Encroaching hedges near the bridge – residents to be written to by the clerk. The possibility of new playground equipment was being looked into, with the possibility of CIL money being applied for.

Railway Group: Andrew noted that Steven Groom had resigned, and Allan Gilbertson would be co-ordinating both groups. The water escape on the steps adjacent to the railway line is still subject to discussion with Network Rail and SCC.

Horsley Heritage Group: Robert noted that the website had been launched and a scenic walk was proposed to be set up taking in significant structures in the area.

30. Project Groups: Padel: A pre-planning application has been prepared to send to GBC, there would be further updates in July.
31. External Meetings: Andrew, Juliet had met with Surrey Highways and Holly had met with the Youth Council.
32. Retirement of Clerk: The Chair expressed gratitude to Nick for his work for the Parish Council, and a gift was presented. Nick thanked the residents of East Horsley for their

support over 14 years. He was grateful to the volunteers who always stepped up when needed. He thanked SCC and GBC councillors who worked so hard on behalf of the residents. Special mention was made for Cllr Catherine Young for her hard work and support over two electoral terms. Finally he thanked all the parish councillors he had worked with and in particular the current council for their support and friendship.

33. Date of next meeting: 28 July at 7.30pm in the Village Hall Clubroom

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### **Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report New planning applications considered by the Committee Between 31<sup>st</sup> March to the 9<sup>th</sup> June 2025**

and dealt with under delegated authority:

<b>Application</b>	<b>Committee Response</b>
Woodhill, Farm Lane, East Horsley, Leatherhead, KT24 5AB Ref. No: 25/P/00279	No Objection
Blythewood, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 25/P/00319	No Objection
Glendene, Glendene Avenue, East Horsley, Leatherhead, KT24 5AY Ref. No: 25/P/00338	No Objection
The Bothy, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 25/P/00337	No Objection
12 Chestnut Way (Plot 44), Ada Gardens, East Horsley, KT24 6PU Ref. No: 25/P/00329	Objection
Greenacres, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 25/P/00352	Objection
Field Cottage, Bluebell Lane, East Horsley, Leatherhead, KT24 6RH Ref. No: 25/P/00046	No Objection
Bluebell Cottage, Bluebell Lane, East Horsley, Leatherhead, KT24 6RH Ref. No: 24/P/01499	No Objection
Bluebell Cottage, Bluebell Lane, East Horsley, Leatherhead, KT24 6RH Ref. No: 24/P/01500	No Objection
10 Maple Lane, East Horsley, KT24 6FT Ref. No: 25/P/00384	No Objection
Drift Barn, The Drift, East Horsley, KT24 6NU Ref. No: 25/P/00387	No Objection
13 Old Lane, Ockham, Guildford, Cobham, KT11 1NW Ref. No: 25/P/00422	No Objection
Pippins, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE Ref. No: 25/P/00460	No Objection
Windover, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE Ref. No: 25/P/00470	No Objection
Oaklands, 6 The Ridings, East Horsley, Leatherhead, KT24 5BN Ref. No: 25/P/00477	No Objection
Little Acre, Old Rectory Lane, East Horsley, Leatherhead, KT24 6QH Ref. No: 25/P/00514	No Objection
Fir Trees, Lynx Hill, East Horsley, Leatherhead, KT24 5AX Ref. No: 25/P/00513	No Objection
5 Maranello House, Ockham Road South, East Horsley, Leatherhead, KT24 6QA Ref. No: 25/T/00073	No Objection

<b>Application</b>	<b>Committee Response</b>
Hillcrest, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 25/P/00523	No Objection
Brook House, Forest Close, East Horsley, Leatherhead, KT24 5BU Ref. No: 25/P/00604	No Objection
5 Station Parade, East Horsley, Leatherhead, KT24 6QN Ref. No: 25/P/00638	No Objection
Maplewood, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 25/P/00660	No Objection
Hawthorns, 2 Falconwood, East Horsley, Leatherhead, KT24 5EG Ref. No: 25/T/00098	No Objection
Dulverton, Old Rectory Lane, East Horsley, Leatherhead, KT24 6QH Ref. No: 25/P/00584	No Objection
Hycotts, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 25/T/00105	No Objection
Highcroft, Ockham Road South, East Horsley, Leatherhead, KT24 6RX Ref. No: 25/P/00700	No Objection

**DECISIONS reported by Guildford Borough Council from the 31<sup>st</sup> March to 6<sup>th</sup> June 2025**

***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>
24/P/01698	Montclair, Norrels Ride, East Horsley, Leatherhead, KT24 5EH	No Objection	Refused
25/P/00352	Greenacres, Forest Road, East Horsley, Leatherhead, KT24 5BT	Objection	Approved
24/P/01663	Pennyfields, Farm Lane, East Horsley, Leatherhead, KT24 5AB	No Objection	Refused

**Appeals Submitted or Decided between 31<sup>st</sup> March & 6<sup>th</sup> June 2025**  
**Nil Return**

<b>Reference</b>	<b>Location</b>	<b>Proposal</b>	<b>Appeal Date</b>	<b>Appeal Decided</b>	<b>Outcome</b>
N/A	N/A	N/A	N/A	N/A	N/A

Appendix 2: PAYMENTS APPROVED 1<sup>st</sup> April – 30<sup>th</sup> May 2025

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	02/04/25	Dobbles Nurseries	Stihl Equipment	2200.91	CC	SH
Internet	02/04/25	J Rodgerson	Storeroom Construction	6000.00	CC	SH
Internet	07/04/25	Georges Gardens	Maintenance Tasks	1305.00	AJA	RT
Internet	07/04/25	Nikki Worsfold	Comms Co	913.00	AJA	RT
Internet	11/04/25	Hedgehog Gardens	Ground Clearance	546.00	SH	AJA
Internet	14/04/25	Simply Print	Newsletter	996.00	SH	AJA
Internet	14/04/25	Simply Print	Railway TG	120.00	SH	AJA
Internet	14/04/25	Mailbird	Newsletter	1591.91	SH	AJA
Internet	14/04/25	TCWS	HBDO	134.40	SH	AJA
Internet	16/04/25	Parish Online	Mapping Portal	230.40	SH	AJA
Internet	16/04/25	Plan4Padel	Expert Advice	300.00	SH	AJA
Internet	16/04/25	Signomatic	Railway Sign	631.39	SH	AJA
Internet	16/04/25	Hedgehog Gardens	Churchyard Maintenance	2042.00	SH	AJA
Internet	30/04/25	HMRC	Tax & NI Q4	3347.54	RT	AJA
Internet	30/04/25	Equals	Debit Card	250.00	RT	AJA
Internet	30/04/25	Anthony Dinkin	RTG Expense	21.36	RT	AJA
Internet	30/04/25	Village Hall	Room Hire	52.50	RT	AJA
Internet	30/04/25	J Rodgerson	Storeroom Construction	6000.00	RT	AJA
Internet	30/04/25	Surrey CA	Payroll	96.00	RT	AJA
Internet	30/04/25	TCWS	Railway Sign Design	1340.40	RT	AJA
Internet	30/04/25	TCWS	RTG Banner	90.00	RT	AJA
Internet	30/04/25	TCWS	RTG Flyers	72.00	RT	AJA
Internet	30/04/25	SW Groom	RTG Expenses	126.58	RT	AJA
Internet	30/04/25	SW Groom	RTG Expenses	63.89	RT	AJA
Internet	30/04/25	Spring Reach Nursery	Plants	28.50	RT	AJA
Internet	30/04/25	N Clemens	Cluskeys	71.75	RT	AJA
Internet	30/04/25	S Harvey	APM Expense	104.33	RT	AJA
Internet	30/04/25	S Harvey	APM Expenses	45.63	RT	AJA
Internet	30/04/25	Service Fee	Unity Trust Bank	10.95		
Internet	01/05/25	TCWS	Poster Design	72.00	RT	AJA
Internet	13/05/25	N Clemens	APM Printing	130.50	RT	AJA
Internet	13/05/25	TCWS	APM Banner Stickers	48.00	RT	AJA
Internet	13/05/25	Surrey CA	Payroll	96.00	RT	AJA
Internet	13/05/25	Surrey ALC	Annual Membership	1528.54	RT	AJA
Internet	14/05/25	A Franklin	APM Beverages	276.20	RT	AJA
Internet	14/05/25	N Clemens	Batteries	12.90	RT	AJA
Internet	14/05/25	TCWS	HBDO ABBA Poster	134.40	RT	AJA

Internet	14/05/25	Simply Print	RTG & APM Banners	168.00	RT	AJA
Internet	14/05/25	Clifford Tree Services	Churchyard Maintenance	420.00	RT	AJA
Internet	14/05/25	Village Hall	Room Hire	20.00	RT	AJA
Internet	14/05/25	J Rodgerson	Storeroom Construction	6000.00	RT	AJA
Internet	14/05/25	N Worsfold	Comms Co	1111.00	RT	AJA
Internet	14/05/25	Anna Mitchell	Councillor Exp.	35.00	RT	AJA
Internet	14/05/25	C Jany	RTG Exp	153.83	RT	AJA
Internet	22/05/25	M Jessop	RTG	100.00	RT	AJA
Internet	22/05/25	Georges Gardens	Vegetation Clearance	180.00	RT	AJA
Internet	22/05/25	HMRC	Tax & NI	639.49	RT	AJA
Internet	22/05/25	N Clemens	HBDO Gazebo	449.99	RT	AJA
Internet	31/05/25	Service Charge	Unity Trust	12.00	RT	AJA
<b>Total</b>				40320.29		

### Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount GBP	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	318.20	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable 133.99	Yes
Monthly	Aerial Direct broadband, VOIP	56.86	Yes
Monthly	GBC Parking Enforcement	131.42	Yes
Monthly	Mobile Telephone O2	13.06	Yes
Monthly	Salaries	4,282.83	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

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**Finance and Risk Committee Draft Minutes**

**12 June 2025 at 10am**

Present:

Cllr Aileen Aitcheson (Chair), Cllr Colin Carmichael, Cllr Chris Hampson, Cllr Steve Harvey  
Nick Clemens, Clerk, Hilary Gullen observing

**1. Apologies**

Cllr Robert Taylor

**2. Declarations of Disclosable Pecuniary Interest**

None

**3. To Review the Bank Balances and End of Year AGAR 2024 - 2025**

It was noted that the end of year audit had raised no concerns.

The Annual Governance Review (AGAR) was accepted by the committee.

**RESOLVED:** The committee approved the bank balance figures and accepted the Year End AGAR

**4. To Discuss Online Supplier Accounts**

It was noted that it would be helpful to have online supplier accounts for use by the clerk, and possibly also members of the F&R Committee.

**RESOLVED:** It was resolved that setting up online supplier accounts was acceptable and that it would be helpful to have a procedure note on use of these and the debit card.

**5. To Discuss Storeroom Completion**

It was noted that:

- The storeroom project was now completed and paid for.
- The final cost was £4,320 above the initial costing due to the time lag between initiating the project and completion.
- The final CIL payment was expected from GBC.
- The storeroom had security systems in place.

**RESOLVED:** The update on the storeroom project was noted.

**6. To Discuss Signatories for the Parish Council bank accounts**

On the retirement of the current clerk, the signatories for the bank accounts would be changed to include the new clerk Hilary Gullen.

**RESOLVED:** It was agreed that Nick Clemens would be removed as a signatory and that Hilary Gullen would be added.

**7. Contractors' Work Pattern**

Members requested that the spreadsheet of the contractors' work pattern include more detail such as a running budget and that they also had the office staff leave taken month on month – to include a running tally and those days left out of each allocation.

**RESOLVED:** The Contractors' Work Pattern spreadsheet would be updated as requested for future meetings.

**8. Date of next meeting**

2<sup>nd</sup> October at 10am in the parish meeting room.

The meeting ended at 11am.



