

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Nicholas Clemens
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT
www.easthorsley.info Telephone: 01483 281148 e-mail parishcouncil@easthorsleypc.org

8th March 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 **18th March 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.

Kevin Jenkins

Assistant Parish Clerk

A G E N D A

1. **To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.**
 - Andrew Franklin
2. **Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities.**
3. **Minutes of the previous meetings. To be agreed & signed by the Chairman as a true & accurate record.**
4. **Chairman's Comments**
 -
5. **SCC and GBC Update**
6. **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.
7. **Planning and Environment Matters**
 - To receive a report from the Chairman of the Committee.
Applications considered attached – Appendix 1.
8. **Financial Matters**
 - To approve the list of payments amounting to £
previously authorised by Councillors.
Appendix 2 contains a list of payments authorised by councillors prior to the meeting.
 - Q3 Reconciliation. A report was circulated in advance of the meeting.

9. To Agree Expenditure on CCTV

- A report has been circulated in advance of the meeting. Agreement has been reached with the Trustees of the Village Hall to piggyback on their system. The cost of this is £1945.50.

10. To Agree a Grant to Grace & Flavour

- Grace & Flavour have requested a grant of £300. This is to renovate a raised bed that is designed for cultivation by wheelchair users.

11. To Agree Shop Local Signs.

- The final artwork has been prepared and was circulated prior to the meeting.

12. To Agree Allocating Parking Spaces in Station Parade Car Park

It is proposed to allocate parking spaces for businesses on Station Parade, a policy has been circulated prior to the meeting.

13. To Agree to Expenditure on Road Markings.

- The Road Safety Task Group have surveyed the local roads and a table of work required has been circulated. As much of the work is on the highway SCC will be consulted to ensure they agree to the work being commissioned. A quote of GBP2525.12 has been received.

14. To Discuss the Annual Parish Meeting

15. To Discuss Spring Litter Pick Saturday 6th April

16. Task Group Progress Reports

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

- Communication Group (*Steve Harvey*)
- Community Group (*Holly Haling*)
- Events Group (*Steve Harvey*)
- Road Safety and Maintenance Group (*Andrew Franklin*)
- Village Appearance Group (*Aileen Aitcheson*)
- Climate Change Group (*Catherine Young/Sylvia Igglesden*)
- Countryside Group. (*Steve Punshon*)
- Railway Group (*Andrew Franklin*)
- Heritage Group (*Robert Taylor*)

17. Project Groups Significant Update Reports

-

18. External Meeting

19. To Agree Changes to the Clerk Employment Contract

- This item will be held in camera

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

- The next Parish Council Meeting is scheduled for Monday April 18th at 7.30pm in the Village Hall Clubroom

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

Kevin Jenkins Assistant Parish Clerk 13/03/2024

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

Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report

New planning applications considered by the Committee.

Between 19th February 2024 to the 4th March 2024

and dealt with under delegated authority:

Application	Committee Response
Land at the junction of Forest Road and, Norrels Drive, East Horsley, KT24 Ref. No: 24/P/00130	No Objection
The Coppice, 13 Falconwood, East Horsley, Leatherhead, KT24 5EG Ref. No: 24/T/00021	No Objection
Ellerslie, 3 Holmwood Close, East Horsley, Leatherhead, KT24 6SS Ref. No: 24/T/00027	No Objection
Land to the West of, Crocknorth Road, East Horsley, KT24 5TF Ref. No: 24/P/00191	No Objection
Carrington, Pennymead Drive, East Horsley, Leatherhead, KT24 5AH Ref. No: 24/P/00222	No Objection
Woodlands, 7 Falconwood, East Horsley, Leatherhead, KT24 5EG Ref. No: 24/T/00038	No Objection
Innisfree, Woodland Drive, East Horsley, Leatherhead, KT24 5AS Ref. No: 24/P/00210	No Objection
47 Old Lane, Ockham, Guildford, Cobham, KT11 1NW Ref. No: 24/P/00224	No Objection

**DECISIONS reported by Guildford Borough Council between
29th January 2024 to the 1st March 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	Location	P&EC Response	GBC Decision
23/P/01567	Cherry Tree Cottage, Pine Walk, East Horsley, KT24 5AG	Objection	Approved

Appeals Submitted or Decided between 29th January 2024 to the 1st March 2024

Reference	Location	Appeal Date	Proposal
	Nil Return		

Appendix 2: PAYMENTS APPROVED 2nd January to the 31st January 2024

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	04.01.24	Drift Golf Club	Chairman's Party	2,979.95	RT	AJA
Internet	04.01.24	Village Hall	Room Hire	92.38	RT	AJA
Internet	04.01.24	Mailbird	Newsletter Distribution	1,453.92	RT	AJA
Internet	04.01.24	Colin Smith Planning	Wisley Appeal	606.00	RT	AJA
Internet	04.01.24	Nicki Worsfold	Comms.Co	945.00	RT	AJA
Internet	04.01.24	J Rogerson Cons	New Storeroom	250.00	RT	AJA
Internet	11.01.24	HRMC	Income Tax & Nat Ins Owed	4,645.59	RT	AJA
Total				10,972.84		

Standing Orders and Direct Debits Currently in Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	£896.64	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £211.07	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	Christmas Lights	£4558.80	Yes
Annual	Information Commissioner – registration under the Data Protection Act	£35.00	N/A

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Nicholas Clemens

East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT
www.easthorsleypc.info Telephone: 01483 281148 e-mails parishcouncil@easthorsleypc.org

15th February 2024

Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 14th February 2024 at 11.15 am.

ATTENDANCE:

Aileen Aitcheson, Robert Taylor, Colin Carmichael, Nicholas Clemens (Clerk)

- 1. To Receive and Accept Apologies for Absence**
 1. Steve Punshon
- 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. Q3 Reconciliation Report

4. The Q3 reconciliation is being completed and will be presented to the Council at the March PC meeting. A simplified income and expenditure update will be included in the report.

5. Year End Projected Outturn

5. The Clerk provided a projection for the year end income and expenditure. A deficit of £11867 is forecast.

6. To Discuss the Contractor Work Pattern

6. The committee were content with contractor hours. The Communications Consultant hours will be kept under review.

7. Next F&R Meeting

7. The next meeting of the Finance & Risk Committee will be 23rd May 10.00 am.

Nick Clemens Clerk