

# 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@easthorsleypc.org](mailto:parishcouncil@easthorsleypc.org)

12<sup>th</sup> May 2025

You are summoned to attend the Annual Statutory Meeting of the East Horsley Parish Council to be held in the Village Hall Clubroom on **Monday 19th May 2025** commencing at **7.30pm.**

***Nicholas Clemens***

Clerk and Responsible Financial Officer

## A G E N D A

1. **To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.**
  -
2. **To Suspend Standing Order 6f**
  - To enable the current chair to stand for one more year.
3. **To Elect The Chairman of the Parish Council**

*Chairman once elected to sign a Declaration of Acceptance of Office as Chairman*
4. **To Elect the Vice-Chairman of the Parish Council**

*Vice-Chairman once elected to sign a Declaration of Acceptance of Office as Vice-Chairman*
5. **Declaration of Disclosable Pecuniary Interest by Councillors on any of the agenda items below in accordance with the Relevant Authorities**
6. **Minutes of the previous meetings. To be agreed & signed by the Chairman as a true & accurate record.**
7. **Terms of Reference for 2025/2026 for Parish Council Committees, Task Groups, and Representatives on External Working Parties**

*Committees have powers formally delegated from the main Council. Their meetings are public and their agendas must be publicly advertised and proceedings minuted afterwards. Task groups and working parties are less formal, have no delegated powers or budget, can include participants who are not Council members, and meet as required to implement main Council decisions – ie to get things done.*

  - *The Planning and Environment Committee will be responsible for*
    - *monitoring and taking action on local environmental threats and problems*
    - *reviewing and responding to Planning Authority consultation documents*
    - *reviewing and commenting on individual planning applications.**It will meet about 25 times a year. The Council's input to any East Horsley Neighbourhood Plan will be addressed through a separate working party.*
  - *The Finance and Risk Management Committee will be responsible for*
    - *budget and precept planning*
    - *completion of the Annual Return*

- *reviewing the effectiveness of internal audit; approving the annual internal plan; and considering and acting on any audit issues arising*
- *financial and operational risk assessment and risk management, including asset management procedures*
- *governance as set out in the Standing Orders.*

*It will meet 4-8 times a year.*

*Personnel Committee*

*The committee will meet as required to manage all aspects of staff activities. Including recruitment and disciplinary issues.*

- *The Village Appearance Task Group will be responsible for*
  - *liaison on cleansing issues with Guildford Borough Council, and liaison on cleansing and associated road and verge maintenance issues with Surrey County Council*
  - *pavement patrols as necessary to identify overgrowing hedges, road surface defects, etc*
  - *planning and organisation of Village Litter Pick events and similar.**The Task Group will also oversee the maintenance contracts covering the shoppers' car park, landscaped areas and it will steer any Parish Council projects undertaken for landscape improvements.*
- *The Road Safety and Maintenance Task Group will be responsible for:*

*Liaising with SCC Highways and Surrey Police road safety officers. Reviewing road signage and sightlines. Monitoring the use and effectiveness of the Council's Vehicle Activated Signs.*

*The Task Group may wish to co-opt members of the Community Speed Watch team for this purpose (CSW volunteers will actually operate and service the signs). The Task Group could also handle any further LORD (Lorries off Rural Detours) activity.*
- *Climate Change Task Group will be responsible for*

*Will investigate and promote ideas to improve the environment.*

*The group will liaise with local parishes to develop a common Climate Change approach.*
- *The Community Events and Communications Task Group will be responsible for:*
- *Parish Council Festivals. Liaising with West Horsley PC on events and will provide assistance with newsletter development, editing, and distribution. The group will also take a lead in developing and maintaining the Parish Council website and making digital media posts.*
- *The Countryside Task Group addresses environmental issues impacting our rural countryside and oversees the management of three green spaces directly owned by EHPC – Great Ridings Wood, The Forest and Wellington Meadow.*

*The group will liaise with The Woodland Trust who manage Great Ridings Wood and Surrey Wildlife Trust who manage The Forest. To ensure that the woodland management plans provide amenity value to the community whilst protecting and promoting the natural habitat. The group will directly manage Wellington Meadow using volunteers to assist as necessary.*

- *Railway Task Group: To improve the experience of using Horsley and Effingham Junction stations, including their environment, accessibility, outlook and facilities. In this way, both stations can become more of an amenity for the communities they serve rather than just points of access to railway services. Also, through enabling direct community involvement in shaping how rail users can interact with the stations, engendering a sense of “ownership” and pride among not only the adoption teams but also the wider communities that the teams represent.*

- *Heritage Task Group*

*HHG’s aim is to support the preservation of heritage assets across the two Horsleys. In this respect it will look to pursue two main areas of activity:*

*a) To assemble, store and present documents of local historical interest;  
and*

*b) To support the conservation of local heritage assets where possible.*

**8. To Elect Committee Members and Make Other Appointments for the Year 2025/26**

*Subject to the outcome of the previous item, the Council is asked to elect members of the various committees and working parties identified above. Details of last year’s appointments are listed on the attached schedule.*

**9. To Confirm the Dates, Times and Places of Future Meetings of the Council and its Committees, and the Date of the Next Council Meeting**

*The current schedule of Parish Council meetings and P&EC meetings for May 2025- April 2026 is attached. Councillors are asked to confirm these dates.*

**10. Annual Parish Meeting Update**

**11. The next Parish Council Meeting will be Monday June 16<sup>th</sup> at 7.30pm in the Village Hall Clubroom**

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

**EAST HORSLEY PARISH COUNCIL**

Clerk and Responsible Financial Officer: Nick Clemens

East Horsley Parish Council Office, Kingston Avenue, East Horsley, Leatherhead, Surrey KT24 6QT  
[www.easthorsley.info](http://www.easthorsley.info) - E-mail [parishcouncil@easthorsley.org](mailto:parishcouncil@easthorsley.org) - Telephone 01483 281148

**Parish Council Meeting Dates for 2025-26**

Parish Council meetings will be held in the Clubroom Room, East Horsley Village Hall, on Mondays as shown below, normally starting at 7.30pm. Residents are invited to attend the meetings and may address Councillors about parish matters during Public Question Time:

|      |                              |      |                       |
|------|------------------------------|------|-----------------------|
| 2025 | January 6th                  | 2025 | October 13th          |
|      | February 10th                |      | December 1st          |
|      | March 10th                   | 2026 | January 5th           |
|      | April 7 <sup>th</sup>        |      | February 9th          |
|      | May 19th – Statutory Meeting |      | March 9 <sup>th</sup> |
|      | June 16th                    |      | April 13th            |
|      | July 28th                    |      |                       |
|      | September 8th                |      |                       |

The 2025 Annual Parish Meeting will be held on Friday 2<sup>nd</sup> May at 7.30pm in the Main Hall of the Village Hall

**Planning & Environment Committee Meeting Dates for 2025-26**

The Parish Council has a statutory right to be notified of all planning applications submitted relating to the parish, and to make representations to the Planning Authority (Guildford Borough Council). The Parish Council delegates the consideration of planning applications to its Planning & Environment Committee (which also monitor local environmental threats and problems). Members of the public are invited to attend these meetings and make representations, which are held on Mondays (unless otherwise stated below) at 7.30pm in the Parish Office, East Horsley Village Hall:

|      |                                    |      |                            |
|------|------------------------------------|------|----------------------------|
| 2025 | January 7th (Tues) & 20th          | 2025 | September 1st, 15th & 29th |
|      | February 3rd & 17th                |      | October 14th (Tues) & 27th |
|      | March 3rd 17th & 31st              |      | November 10th & 24th       |
|      | April 14th, 28th                   |      | December 8th               |
|      | May 12 <sup>th</sup> & 27th (Tues) | 2026 | January 6th (Tues) & 19th  |
|      | June 9th & 23rd                    |      | February 2nd & 16th        |
|      | July 7th & 21st                    |      | March 2nd 16th & 30th      |
|      | August 4th & 18th                  |      | February 3rd & 17th        |
|      |                                    |      | March 3rd, 17th & 31st     |
|      |                                    |      | April 14th (Tues), & 27th  |

Litterpick Dates:- Saturdays 29th March & 27th September 2025

*Nicholas Clemens*  
*Clerk & Responsible Financial Officer*

**Agenda: East Horsley Parish Council Annual Statutory Meeting 19<sup>th</sup> May 2025**