



WEST HORSLEY PARISH COUNCIL

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Minutes of the Parish Council meeting held at 8pm on Tuesday 15 January 2019

In the Cedar Room, West Horsley Village Hall, the Street, West Horsley

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Beynon, Mrs Young, Mrs Harrison, Miss Best, Mr Mattock, Mr Waite, Parish Clerk Mrs Pinder, SCC Cllr Julie Iles (arrived part way through the meeting) and 2 residents.

19.0 Chairman's Opening Comments

19.1 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40. Apologies were received from GBC Cllrs Mrs Wicks, Mr Reeve and Mr Sarti and SCC Cllr Julie Iles gave her apologies as she was anticipating not being able to attend the full meeting.

19.2 Declaration of Disclosable Pecuniary Interests by Councillors on any agenda items. None declared.

19.3 Register of interests – To declare any amendments. None declared.

19.4 Declaration of gifts or hospitality over £25. None declared.

19.5 Minutes of the previous meeting held on 11 December 2018 – These were agreed by full Council & signed by the Chairman as a true and accurate record.

19.6 Clerk's report – The Clerk noted that the new laptop had now arrived and that she had set this up with existing data files and email files and will securely dispose of the old laptop in due course. The Communications group will meet this month to start the new website project, which will initially require WHPC to provide information to the website provider regarding content required and format. The Clerk previously raised a concern with SCC Highways regarding the significant dip in the road on Ockham Road North by the campsite junction – SCC have now responded to state that this dip does not meet the intervention level for surface defects, so they will not be taking any action to address this. Cllr Mattock stated that he had spoken to SCC and pointed out that if an emergency vehicle was travelling at speed on this section of the road, there could be a serious accident.

19.7 Financial Matters

- a) Standing items – The list of payments authorised at the previous meeting & items to be approved by full Council at this meeting (proposed payments, bank reconciliation and Neighbourhood Plan quarterly finance report) were reviewed and approved. Cllr Best gave her appreciation to Fran King for the finance support she has given to the Neighbourhood Plan project.
- b) 2019/20 Budget – The budget and precept for 2019/20 were formally approved by the full Parish Council (expenditure £90,517; precept £89,472).
- c) Reserves transfer – The transfer of the remaining balance in the Neighbourhood Plan Reserve (£2712) to the Local Plan Reserve fund was formally approved.

19.8 To note significant correspondence received since the previous Council meeting. None received.

19.9 Planning Matters

- a) New Guildford Borough Council Planning Applications (received since the previous meeting up to the Thursday before this meeting) were discussed and the agreed WHPC action is noted in Appendix 2. The details of these planning applications can be viewed at www.guildford.gov.uk/planning.
- b) Update – Cllr Young updated the meeting in relation to the Long Reach Sang, Conservation Area Appraisal and Housing Needs Survey. A team including Cllr Young met with representatives from GBC to discuss the Conservation Area Appraisal and Cllr Young noted that this was a very positive meeting. Cllr Young will be meeting Louise Williams from Surrey Community Action later this month, along with a West Horsley resident, to discuss the Housing Needs Survey.
- c) Guildford Borough Council Decisions – Listed below are recent planning applications that WHPC has objected to or commented on and their outcomes (where decided).

App No	Location	Proposal
18/P/01885	Waterloo Farm, Ockham Road North	Awaiting decision

- d) TPOs & Listed Buildings – No update.

19.10 Local Plan (CY) – No update.

19.11 Local Plan Hearings (CY) – The Parish Council discussed this and agreed that WHPC should attend these hearings and make a further submission. The Parish Council agreed to approve the estimated expenditure of £1250 plus VAT as per the quote provided by Colin Smith. It was noted that there are no remaining funds in the Local Plan budget for the current year and that this expenditure would need to be financed by the Parish Council's Reserves.

19.12 Neighbourhood Plan (EB) – Cllr Best noted that the licence for the Neighbourhood Plan website would need to run for a further year in order to allow the Parish Council the flexibility to act on any developments arising from the local plan.

19.13 Gardening Services Contract for 2019/20 – Changes to the existing contract were agreed and the Parish Council decided to extend the contract term to 3 years, with an annual break clause for both parties. It was agreed that the Parish Council would ask the existing incumbent if he would be prepared to quote for the new contract.

19.14 Improved ways of working – Cllr Mattock introduced this topic and suggested that this would be discussed at the Parish Council's forthcoming Strategy meeting.

19.15 Annual Parish Meeting – Suggestions were made and Cllr Beynon agreed to follow up on the most popular of these.

19.16 Task Group reports from Task Group lead:

- a) Community Activities (**MB, EB, FH, CH**) – Cllr Beynon updated the meeting regarding recent vandalism at the horse trough and ongoing dropping of bags of faeces at the Orchard. Cllr Beynon has contacted GBC on a number of occasions to try to obtain assistance in this matter and is currently waiting for a response. Each member of the group updated the Parish Council regarding actions that they will be taking to promote the use of Parish Council facilities (see Action Log at 19.17).
- b) Environment (**MW, FH**) – Cllr Harrison informed the meeting that the reason the Green Dene car park was shut was to address ash dieback. The Cllr felt that there should be signage to let the public know why this car park was shut.

- c) Road Safety and Maintenance (**BM, CH, MB**) – A question was asked about Community Speedwatch and it was noted that the Chairman has found a possible volunteer to lead Speedwatch and has put him in touch with the Police. It was noted that Shere Road is currently being resurfaced and won't be opened until the end of the week. Cllr Beynon advised that there is a sign down on Green Lane and was advised to report this on the SCC website. A question was asked about whether the white road markings in West Horsley mean that there will be resurfacing there soon; Cllr Iles was unaware of planned road surfacing.
- d) Communications (**CH, CY, MW, BM**) – The Chairman asked for contributions for the Newsletter by mid-February.
- e) Review of courses recently attended (**All**) – No update.

At this point, the formal meeting was adjourned for Councillors and residents to ask questions and make comments:

- The SCC Cllr, Julie Iles, provided an update noting that the County Council is currently promoting adoption within the county. The Cllr gave an update on Brick Kiln Farm, noting that the intention was to make the site right again, but that the original planning application was not accepted due to insufficient information. SCC are intending to serve enforcement notices around Feb/March 2019. It was suggested that WHPC doesn't need to resubmit their objection as there is currently no planning application for this site. The Cllr made suggestions about whether WHPC might like to spend SCC Cllr allocation on either the pathway between Northcote Road and Nightingale Crescent or the Bridleway that has recently been suggested as requiring action by a resident.
- A resident asked the Parish Council to remember West Horsley Wheel of Care when looking to engage with the elderly in the village.

19.17 Action Log carried forward from December 2018 Parish Council meeting:

Agreed Actions	Responsibility	Update
Follow up re. possible Meeting Speaker	MB	
Contact St Mary's Youth Minister to discuss how the Parish Council could better support younger people in the village.	CH	
Develop a fun walk in the village to take place during the Easter holidays	FH/ CH	
Send a letter to both the Cricket Club and Football Club Secretaries to encourage further usage of the Parish Council tennis court	EB	
Consider whether the Parish Council should introduce a booking system for the Parish Council tennis court to encourage usage	EB	
Submit newsletter contributions to the Chairman by mid February 2018	All Councillors	

19.18 Other Village Matters (for information only). No comments.

19.19 The next meeting is at 8pm on 12 February 2019, Cedar Room, W Horsley Village Hall.

19.20 The Chairman's Closing Comments

Signed: *Sam Pinder*, Clerk to the Council

Meeting agendas and minutes are available on the WHPC website and at Horsley library.

Standing items - List of payments authorised at previous meeting (11/12/2018)

No	Payable to	Reason	Power	£
	Women's Institute	West Horsley WI evening – donation for participation	LGA 1972 s.111	5
2	Timberwood Tree Care Ltd	Year end invoice for work done during this year plus a number of additional works	LGA 1972 s.111	2730
			Sub Total	2735
	SCA	Payroll	LGA 1972 s.111	2057.51
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			Total	4935.79

List of payments to be approved retrospectively at the January 2019 meeting (not tabled at December meeting but paid in December)

No	Payable to	Reason	Power	£
1	Allwood Property & Garden Services	Collection & installation of 4 bollards at Cranmore Lane & waste disposal	LGA 1972 s.111	234
			Total	234

Proposed list of payments to be approved at the meeting (20/01/2019)

No	Payable to	Reason	Power	£
1	CPRE	Contribution to CPRE's drink deposit return system campaign	LGA 1972 s.111	100
2	Vision ICT	50% payment in advance for website redesign	LGA 1972 s.111	810
3	Catherine Young	Expenses	LGA 1972 s.111	16.90
4	SCA	Payroll – Quarterly fees Oct to Dec 2018	LGA 1972 s.111	18
5	Crossroad Stores	Lantern & Carol singing event expenses	LGA 1972 s.111	73.32
6	Mel Beynon	Lantern & Carol singing event expenses	LGA 1972 s.111	35.88
			Sub Total	1054.10
	SCA	Payroll	LGA 1972 s.111	2057.51
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			Total	3254.89

Bank Reconciliation – January meeting

bank c/f December 2018	102,535.76
add income (as per c/b)	4.31
	-
less expenditure (as per c/b)	<u>5,169.79</u>
	<u>97,370.28</u>

Bank & Cash at 20 Dec 2018

Current Account	3,307.60
Business Bank Instant	<u>94,062.68</u>
	<u>97,370.28</u>

0.00

Appendix 2 – Planning information

App No	Location	Proposal	WHPC Decision
18/P/02295	Greenleas, Shere Road	Certificate of Lawfulness for a proposed development to establish whether a single storey side extension would be lawful.	No objection
SCC Ref 2017/0194	Brick Kiln Farm, Old Lane	Retrospective use of land for the importation, deposit, storage, processing and composting of green waste materials, the storage and processing of excavated waste deposited on the site and import and processing of excavated waste; ancillary recycling activities comprising storage, separation, breaking, screening, sorting of materials such as: hardcore, bricks, slates, tiles, concrete and engineering materials; the siting and the operation of machinery for the processing of green waste and excavated waste used in the manufacture of artificial topsoil and the subsequent storage, sale and export of artificial topsoil product; including site access and internal access road, on a site area of some 2.6 ha. Please find attached a copy of our formal consultation/notification letter. The application documents & plans are available to view or download at http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202017/0194	Application was withdrawn in December 2018. It has not been resubmitted so no action currently required.
SCC Ref 2018/0120	The Drift Golf Club, The Drift	Details of a surface water drainage scheme submitted pursuant to Condition 20 of planning permission Reference GU14/P/01718 dated 23 February 2018	No objection
18/P/02390	Place Farm Barn, Place Farm, Epsom Road	Listed Building Consent to lift and relay existing barn roof, including reinstatement of handmade clay tiles to north roof slope.	No objection
18/P/01885	Waterloo Farm, Ockham Road North	Provision of 4 dwellings through a combination of conversion and extension of existing barn and new build, along with the extension of the existing coach house to provide additional ancillary domestic accommodation in connection with the domestic use of Waterloo Farm, construction of new pool house and formation of new access and creation of new gates.	Existing planning application – no new objection or comment required.