



## WEST HORSLEY PARISH COUNCIL

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**Minutes of the Parish Council meeting held at 8pm on Tuesday 19 March 2019**

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

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Young, Mrs Harrison, Miss Best, Mr Waite, Miss King (after co-option), Parish Clerk Mrs Pinder, GBC Cllr Mrs Wicks, SCC Cllr Julie Iles (part way through the meeting) and 7 residents.

### 19.40 Chairman's Opening Comments

19.41 **To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40.** Apologies were received from WHPC Cllrs Mr Mattock and Mrs Beynon and GBC Cllr Mr Reeve.

19.42 **Co-option to fill the two vacancies on the Parish Council.** A resident, Frances King, was co-opted to the Parish Council.

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

19.44 **Register of interests – To declare any amendments.** None declared.

19.45 **Declaration of gifts or hospitality over £25.** None declared.

19.46 **Minutes of the previous meeting held on 12 February 2019 –** These were agreed by full Council & signed by the Chairman as a true and accurate record.

19.47 **Clerk's report –** The Clerk updated the meeting regarding recent activities including development of the new Parish Council website, a recent Clerk's meeting and preparation for the risk management, policies and gardening services contract agenda items.

### 19.48 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 and bank reconciliation) were approved in full at this meeting.
- b) Annual Parish Meeting – The APM refreshments budget of £250 was approved.
- c) Annual Parish Meeting Speaker donation – A donation of £300 to the Air Ambulance was approved. It was noted that donations boxes will be available at the meeting.
- d) Easter Event – A budget of £200 for the Parish Council's Easter event was approved.
- e) Litter Pick – The purchase of litter pick equipment (high vis jackets and litter pickers) at up to £500 was approved.
- f) Gardening Services Contract – The quote for gardening services for 2019/20 was approved.

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

### 19.50 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](http://www.guildford.gov.uk/planning).
- b) 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
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18/P/01885	Waterloo Farm, Ockham Road North	Awaiting decision
19/P/00058	49 Long Reach	Approved
19/P/00075	17 Weston Lea	Awaiting decision
19/P/00204	Lansdowne, Silkmore Lane	Registered

- c) WHPC is still awaiting the initial report from the Conservation team. The Housing Survey closes on 23 March. There is a Parish Liaison meeting this Friday which will cover the Local Plan, which the Planning Lead will attend.
- d) TPOs & Listed Buildings – No update.

**19.51 Local Plan (CY) – No update.**

**19.52 Risk Management** – The Parish Council’s risk list was reviewed, new risks were added, obsolete risks removed and in some cases, the risk level was changed. The updated risk list was then formally approved by the full Parish Council.

**19.53 Policies update** – The Parish Council reviewed and approved changes to Parish Council policies that had not been formally reviewed earlier in the financial year (Email & Internet, Data Protection, Document Retention and Grievance & Disciplinary Policy).

**19.54 Litter Pick** – The Litter Pick Co-ordinator gave a summary of his ideas for the Litter pick, which were discussed with the Parish Council. It was agreed to that the Parish Council would purchase its own high vis jackets (with “West Horsley Volunteer” on the back) and litter pick sticks; it was agreed that a number of other budget requests not included on this agenda would need to be formally considered at a future meeting.

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

- The SCC Cllr noted the ongoing issue with East Lane which has recently flooded repeatedly and stated that she is chasing this with the SCC Highways team. She also commented that SCC are changing the way in which members are given funding to allocate to Parish Councils.
- A resident updated the meeting regarding a project to create one crossing point (Bridleway 98) to join up with Bridleway 104 and 100 and noted that a meeting had taken place recently to discuss this. It was noted that the speed reduction sign on the A246 that has been down since last summer is expected to be put up by the end of the month.
- A resident asked for an update on the toilet project and offered his help regarding the drawings and the planning permission process. The Chairman stated that he would pass this offer of help to those involved.

**19.55 Change of Parish Council name** – It was suggested and agreed that the resolution to change the Parish Council’s name to West Horsley Village Council was deferred until the new Parish Council are in place following the forthcoming elections.

**19.56 2019 Parish Council Elections** – This was discussed.

**19.57 Task Group reports from Task Group lead:**

- a) Community Activities (**MB**, EB, FH, CH) – The team is hosting three events over the Easter weekend – an Easter Monday walk, which will take approximately 45 minutes and which will be suitable for the whole family. The other two events are on Easter Saturday (an egg painting competition and Easter Bonnet parade), with refreshments in the Orchard afterwards. The next meeting of the Village Hall Management Committee will be on 9 April.

- b) Environment (**MW**, FH) – No update.
- c) Road Safety and Maintenance (**BM**, CH, MB) – Cllr Hope is trying to re-establish Community Speedwatch group as soon as possible.
- d) Communications (**CH**, CY, MW, BM) – The newsletter is ready for printing and the website is progressing.
- e) Review of courses recently attended (All) – No update.

**19.58 Action Log carried forward from February 2019 Parish Council meeting:**

Agreed Actions	Responsibility	Update
Contact St Mary's Youth Minister to discuss how the Parish Council could better support older and younger people in the village.	CH	The Chairman has met with Edd Cope. Mental health is biggest issue impacting teenagers and suggestions were made by EC as to how WHPC could link in with West Horsley youth. Proposal that a Health and Wellbeing Task Group is set up that includes this in its remit.
Develop a fun walk in the village to take place during the Easter holidays	FH/ CH	Under development
Contact other local Clerks to ask about whether they have considered changing their Parish Council's name	Clerk	Complete – Clerk reported back to WHPC Cllrs that some other PCs are considering a name change or would consider this and that many have the same issue identified by WHPC regarding confusion arising from the word "Parish" in their title.
Parish Councillors to carry out whatever research they consider necessary to fully understand any consequences of changing the Parish Council name	All Parish Councillors	Complete
Contact WHVH Secretary regarding the booking system to see if this could be used for booking the tennis court	Clerk	Complete - Clerk has ascertained that Hallmaster not appropriate for this use. Cllr Beynon looking for a more suitable piece of software.
Find a date for a Strategy session in June that Trevor can do	Clerk	

**19.59 Other Village Matters (for information only) – No update.**

**19.60** The next meeting is at 8pm on 16 April 2019, Cedar Room, W Horsley Village Hall.

**19.61 To resolve to exclude the press & public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960.** The payroll matter was not discussed because the Parish Council had not taken the necessary steps to be in a position to discuss this at this month's meeting. Once again, this was postponed until the following month's meeting.

Parish Councillors stated that they felt it was important that the Chairman was involved in the Clerk's appraisal process and it was agreed by the Parish Council that the Chairman would now be involved in this process.

**19.62 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 (12/02/2019)**

No	Payable to	Reason	Power	£
1	Mel Beynon	Spring bulbs	LGA 1972 s.111	10
2	East Horsley Village Hall	Hire of room for Strategy meeting	LGA 1972 s.111	24.60
3	NJM Stationery	Printing of NP documents for Parish Councillors	LGA 1972 s.111	48.50
4	Kcom	Payment of balance on the account (invoices for the two previous months were incorrect, CR of £75 applied to account)	LGA 1972 s.111	37.68
5	Bob Spackman	Reimbursement for cost of servicing trimmer that WHPC has given to WHVH	LGA 1972 s.111	78.84
6	Catherine Young	Expenses – Strategy meeting refreshments	LGA 1972 s.111	6
7	Colin Smith Planning	Local plan hearing consultancy	Town and Country Planning Act 1960	280.50
			<b>Sub Total</b>	486.12
	SCA	Payroll	LGA 1972 s.111	2057.51
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			<b>Total</b>	2686.91

**Proposed list of payments to be approved at the meeting (19/03/2019)**

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs	LGA 1972 s.111	43.20
2	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs (previous month – corrected invoice)	LGA 1972 s.111	35.26
3	Catherine Young	Expenses	LGA 1972 s.111	36.77
4	DG Design & Print	New WHPC logo	LGA 1972 s.111	24
5	West Horsley Village Hall	Annual WHPC contribution to Village Hall	LGA 1972 s.111	6080
6	West Horsley Village Hall	Year end tidy up hall hire invoice for 2018/19 & annual Hall hire invoice for 2019/20	LGA 1972 s.111	50.63
7	Vision ICT	Fee for website changes for Operation London Bridge	LGA 1972 s.111	42
8	Horsley Countryside Preservation Society (HCPS)	Annual advertising – Around and about Horsley	LGA 1972 s.111	24
9	Surrey Playing Fields	Annual Affiliation Fee	LGA 1972 s.111	20
10	Horsley Community Fund	Grants remaining balance	LGA 1972 s.111	250
11	Viking	Stationery (toner cartridges, printer paper etc)	LGA 1972 s.111	386.31
			<b>Sub Total</b>	6992.17
	SCA	Payroll	LGA 1972 s.111	2057.51
	NEST	Employer pension contribution	LGA 1972 s.111	143.28
			<b>Total</b>	9192.96

**Bank Reconciliation**

March meeting

7-Feb

bank c/f February 2019	94,119.27
add income (as per c/b)	4.11
	-
less expenditure (as per c/b)	<u>2,686.91</u>
	<u>91,436.47</u>

Bank & Cash at 20 Feb 2019

Current Account	4,365.80
Business Bank Instant	<u>87,070.67</u>
	<u>91,436.47</u>
	0.00

App No	Location	Proposal	WHPC Recommendation
19/P/00206	Whistlers, Little Cranmore Lane	Certificate of Lawfulness to establish whether a proposed single storey rear extension would be lawful.	No objection
19/P/00227	Martindale, Edwin Road	Single storey rear extension, with flat roof and skylights.	No objection
19/P/00225	Greenleas, Shere Road	Erection of a two storey side extension and changes to fenestration following demolition of garage	No objection
19/P/00262	Hillside Manor, Shere Road	Construction of private equestrian yard comprising indoor school, stable barn, horse walker, 3no. storage barns for agricultural/equestrian use and the retention of existing outdoor riding arena with associated access improvements following the demolition of existing agricultural buildings.	No objection. It was agreed that WHPC would write a letter of support, with the caveat that we support the Planning Officer's requirements regarding lighting and ask that this is monitored.
19/P/00075	17 Weston Lea	Proposed extension to and over the existing garage to form additional bedroom. Description amended 20/02/19.	No objection
19/P/00320	Windmill Hill, Shere Rd	Loft Conversion	No objection
19/P/00324	2 Sunnyside, Shere Rd	Certificate of Lawfulness for a proposed use to establish whether the erection of a single storey side extension is lawful.	No objection
19/P/00378	71 East Lane	Variation of condition 2 of 15/P/00344, approved 28/04/2015, to allow new drawings numbers showing amendments to the rooflights.	No objection
19/P/00329	Leas View, Epsom Road	Proposed east side single and two storey extension with changes to west side ground floor fenestration	No objection
19/P/00410	Shalford, Ricksons Lane	Proposed two storey side extension and front Porch	No objection