



WEST HORSLEY PARISH COUNCIL

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Minutes of the Parish Council meeting (Annual Meeting) held at 7.30pm on Tuesday 18 June 2019

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

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Beynon, Mrs Young, Miss Best, Col. Peters, Mrs Buosi, Miss King, Mr Mattock (part of the meeting), Parish Clerk Mrs Pinder, GBC Cllrs Catherine Young & Christopher Barrass, SCC Cllr Julie Iles and 3 residents.

19.105 Chairman's Opening Comments

19.106 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40. Apologies were received from WHPC Cllrs Mrs Adams and Mr Mattock and from GBC Cllr Tim Anderson and SCC Cllr Iles who gave her apologies that she may be late.

19.107 Formation of Task Groups and Parish Council Representatives (continued). These were agreed – please see Appendix 3.

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

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

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

19.111 Minutes of the previous meeting held on 14 May 2019 – These were agreed by full Council & signed by the Chairman as a true and accurate record.

At this point the formal meeting was adjourned to allow Councillors and residents to comment or ask questions about items on the agenda:

- GBC Cllr Christopher Barrass introduced himself as a new GBC Cllr and noted the impact that the Local Plan is having on this ward, stating that he was delighted to hear that there are 3 proposed Judicial Reviews (JR) from the local area in relation to the Local Plan.
- Three residents attended the meeting to raise their concerns regarding recent activities at the Raleigh School. The first concern related to the Raleigh Nursery, with the meeting informed that in November 2018, it had been announced that the Raleigh School would take this over from September 2019; however in May 2019, parents of nursery children were advised that the Nursery would be closed as it was not “financially viable” to run. It was understood that the Nursery, under the management of South Farnham Education Trust (SFET), had required parents to use the full number of free hours plus pay a top up fee of three hours per week. The SCC Cllr explained that SCC had had to turn down SFET’s application due to this proposed offering not being compliant with government legislation which does not allow nurseries to require parents to pay for top up hours. It was understood that SCC tried to work with SFET to meet the requirements but that SFET had not been prepared to change its nursery offering. Concerns were raised by the residents about the way in which this had been handled, the limited notice given to parents regarding the closure and the difficulties in finding alternative nursery provision in the village. As SFET owns the nursery site, SCC cannot encourage another nursery provider to set up a nursery on the site without SFET’s agreement.

- The second area of concern related to the increased hiring out of the school premises after hours, with the view that a recent Saturday night party at the school until 1am and a summer camp scheduled for every week day during the summer holidays for 60 children with the associated car parking, playground noise and disruption, was a step too far. It was noted that residents had not been consulted regarding the Sainsbury's Active Kids summer camp. Cllr Iles suggested that the Parish Council may find it useful to contact the Schools' team at SCC about these issues. Cllr Beynon commended the residents' courage in bringing this forward and Cllr Mattock stated that he was looking into the School's licensing arrangements in relation to hiring out the hall. **Agreed actions** – Cllr Iles offered to take the concerns from residents to the Headmistress and this was welcomed. It was agreed that these concerns would then be escalated to the Regional Schools Authority (the responsible body for Academies) should they not get resolved through discussion with the Headmistress. SCC would also follow up regarding the summer camp provider, Premier Education. The GBC Cllrs stated that they were due to visit the school and suggested that this visit could also be used to understand the latest position and that perhaps a Parish Cllr may want to accompany the Cllrs. It was agreed that WHPC would write to Premier Education to support the residents.
- The SCC Cllr noted that the drainage under the bridge is much improved on The Street, with more work due to complete this in September. The SCC Cllr obtained a response from SCC regarding concerns about the way in which Thames Water responded to a sinkhole in the village recently and noted that Thames Water are being held accountable for this.

19.112 Clerk's report – Recent activities have focused on the financial year end, with the year-end Internal Audit meeting taking place in early June and the compilation of the annual accounts and AGAR.

19.113 Internal Audit report – The year end Internal Audit report was received and approved and the minor recommendation regarding reviewing reserves was noted and agreed.

19.114 Effectiveness of the system of internal control and Annual Governance Statement – The findings of the review of the effectiveness of the system of internal control were considered and the WHPC Annual Governance Statement 2018/19 was formally approved.

19.115 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) were approved in full.
- b) Accounting Statements 2018/19 (AGAR) –
 - to note the 2018/19 year end bank statement which has been reviewed by a Councillor;
 - to consider the Accounting Statements 2018/19 for West Horsley Parish Council,
 - to formally approve the Accounting Statements 2018/19
 - to sign and date the Accounting Statements 2018/19
 The year end bank statement and accounting statements were reviewed and approved by the full Parish Council and signed accordingly.

- c) The formal requests received from the Wisley Action Group (WAG) and the West Horsley resident and any other organisations for a contribution to the cost of seeking a Judicial Review (JR) of the Guildford Local Plan were considered. Cllr Young provided an update regarding what other Parish Councils are doing, future liability issues and the current situation and noted that until the High Court makes a decision, it isn't known whether these groups will require additional funding. It was agreed that WHPC would defer making a decision on the JRs until more was known and that WHPC are supportive of the three JRs that have been put in place. Cllr Barrass stated that he was hopeful that some kind of compromise could be reached between GBC and the various groups and residents, given the three JRs.

19.116 To note significant correspondence received since the previous Council meeting.

Correspondence received from the West Horsley Brownies Leader was noted, in which she stated that one of the biggest issues was finding sufficient volunteers and asked if the Parish Council could help. Suggestions were made including whether local Duke of Edinburgh students would be suitable as volunteers and Cllr Buosi agreed to follow up on this with young people locally who are looking for volunteering opportunities. Correspondence was also received from Sir Paul Beresford in relation to the Chairman's earlier letter to him regarding the Local Plan.

19.117 Planning & Environment 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) Response to Planning Officer's query regarding development funding – WHPC and EHPC have both been approached by Jo Trask, GBC Planning Officer, regarding whether there is a project that they would like to nominate for financial contribution from the developer, should this planning application be approved. It was agreed that WHPC would request £25k to support safe crossings and road safety initiatives in West Horsley, particularly around the area of the development, including ensuring school children have safe access to and from the Raleigh School. It was noted that prioritising road safety was consistent with the response from residents at this year's Annual Parish Meeting, at which "safe crossings" were requested by residents.
- c) London Green Belt Council – It was agreed that WHPC would join the London Green Belt Council (cost £25pa).
- d) Housing Survey Update – To note the findings of the survey. Deferred to next meeting.
- e) Champney Cottage tree felling – The Parish Council discussed the alleged illegal felling of trees at Champney Cottage during bird nesting season. It was proposed and agreed that WHPC write to both the Tree Surgeon concerned and the owner(s) of Champney Cottage highlighting the Council's concern and that WHPC would also put a statement on its website to this effect. It was also noted that the Police are unable to take action unless there is photographic evidence of the offence, therefore witnesses are urged in future to photograph what is happening and provide the evidence to the Police. **Action:** Clerk to try to locate name of owners via land registry website and Planning Group to draft letters for sending.
- f) 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
19/P/00610	Drifters, Silkmore Lane	Approved
19/P/00634	Land rear of Chicane and Quintons, Ockham Road North, East Horsley, KT24 6PU	Registered

- g) TPOs & Listed Buildings – No update provided.

19.118 Local Plan (CY) –

- i) Update – No update.
- ii) The letter from Sir Paul Beresford to the Chairman regarding the Local Plan was considered and it was agreed that WHPC would reply to this letter.

19.119 Raleigh Nursery – This issue was dealt with in full in the public session.

19.120 Annual Parish Meeting (APM) Debrief – Deferred to next meeting.

19.121 Training (MB) – Cllr Beynon proposed that a number of councillors attended a Legal & Finance training course. It was suggested that SSALC may run the course locally if the Parish Council found sufficient attendees and the Clerk was asked to approach SSALC with this request.

19.122 Horse Trough payment (MB) – It was agreed that WHPC would make a payment of £100 on an annual basis to Mark Edwards for his assistance in maintaining the horse trough.

19.123 WalkFest 2019 – It was agreed that Cllr King would contact the organiser with her suggestions.

19.124 Task Group reports from Task Group lead:

- a) Community Activities (MB, EB, CH) – Cllr Beynon invited Parish Councillors to the WHIB presentation evening and asked Cllrs to let her know whether they could attend.
- b) Environment – Cllr Buosi noted that a group of local residents have carried out some weeding and other gardening at the Village Green.
- c) Road Safety and Maintenance (BM, CH, MB) – No update.
- d) Communications (CH, CY, VB) – Cllr Buosi suggested that all Parish Councillors use the same signatures on their emails and this was agreed.
- e) Review of courses recently attended (All) – No update.

19.125 Action Log carried forward from the March 2019 Parish Council meeting:

Agreed Actions	Responsibility	Update
Set up a Health and Wellbeing Task Group that includes mental health issues impacting teenagers in its remit (proposal came out of Chairman’s meeting with Edd Cope (St Mary’s Youth Minister) and consider other suggestions made by EC as to how WHPC could link in with West Horsley youth.	All	Not discussed
Road Safety & Maintenance group to establish a list of any works that WHPC might want to request is carried out at the appropriate time.	CH	Not discussed
Install wooden bollards around the grassed area at the top of Silkmore Lane (in place of the existing plastic ones).	Clerk	Not discussed
Appoint a solicitor to provide support to WHPC in ensuring all of our assets and boundaries are correctly registered and protected (e.g. Village Green etc)	BM	BM is meeting with Hedleys next week

19.126 Other Village Matters (for information only) – A Cllr mentioned the concerns raised by residents regarding parking restrictions at East Horsley Village Hall and noted that the “no return” in the same day is being reconsidered and that EHPC had not agreed to this when they agreed to the parking restrictions.

19.127 The next meeting is at 7.30pm on 16 July 2019, Cedar Room, W Horsley Village Hall.

19.128 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 (14/05/2019)

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs	LGA 1972 s.111	47.76
2	West Horsley Village Hall	Annual invoice for hall hire	LGA 1972 s.111	621.01
3	Beck and Call	Removal and disposal of old bench at junction of East Lane and Ockham Road North	LGA 1972 s.111	40
4	Sue Vaughan Jones	Reimbursement of purchase of High Vis Litter Pick jackets	LGA 1972 s.111	202.19
5	Sam Pinder	Reimbursement of Vonage Annual charge (telephone line)	LGA 1972 s.111	87.72
6	The Raleigh School	Full page advert in the Raleigh School's Summer Fair programme	LG (Miscellaneous provisions) Act 1976 s 19	140
7	SLCC	Annual Membership	LGA 1972 s.111	196
8	West Horsley Village Fete	Transfer of WHPC Fete Contribution to the Fete bank account	LGA 1972 S.145	1000
9	Discount Displays	Litter pick – purchase of 3 display signs	LGA 1972 s.111	362.64
10	Helping Hand	Litter pick – purchase of litter pickers	LGA 1972 s.111	519.59
11	SSALC Ltd	Training – Councillors Briefing	LGA 1972 s.111	84
12	NALC Ltd	LCR Magazine – Annual Subscription	LGA 1972 s.111	17
13	Elaine Best	Reimbursement of purchase of canapes for Annual General Meeting	LGA 1972 s.111	156
14	SCA	Payroll fees including year end	LGA 1972 s.111	48
			Sub Total	3521.91
	SCA	Payroll	LGA 1972 s.111	2311.03
	NEST	Pension contribution (amended)	LGA 1972 s.111	146.08
			Total	5979.02

Proposed list of payments to be approved at the meeting (18/05/2019)

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs	LGA 1972 s.111	47.76
2	Timberwood Tree Care	Additional works to the Orchard	LGA 1972 s.111	324
3	Mulberry & Co	Year end Internal Audit visit fees	LGA 1972 s.111	160.20
4	Elaine Best	Travel Expenses for attending Civic Servic	LGA 1972 s.111	7.80
5	Vision ICT	Final invoice -design & development of website	LGA 1972 s.111	960
			Sub Total	1499.76
	SCA	Payroll	LGA 1972 s.111	2204.10
	NEST	Pension contribution	LGA 1972 s.111	160.29
			Total	3864.15

Notes: - ICO Data Protection Fee (annual) – amount debited April 2019, direct debit in place

Bank Reconciliation

June meeting

7-May

bank c/f February 2019	123,068.03
add income (as per c/b)	£9.05
less expenditure (as per c/b)	<u>-£5,979.02</u>
	<u>117,098.06</u>

Bank & Cash at 24 April 2019

Current Account	5,447.20
Business Bank Instant	<u>111,490.57</u>
	<u>116,937.77</u>

-160.29

June pension debited 7 June - included
on May bank statement but in June
cashbook

-£160.29

Appendix 2 – Planning Information

App No	Location	Proposal	WHPC Decision
19/P/00788	65 Northcote Crescent	Single storey front extension	Recommend no objection
19/P/00777	92 East Lane	Certificate of Lawfulness to establish whether the proposed single storey side extension would be lawful.	N/A – C of L
19/P/00827	Hillside Manor, Shere Road	Construction of 2no. replacement storage barns for agricultural use following the demolition of existing dilapidated barns.	Recommend no objection
19/P/00837	Greenleas, Shere Road	Variation of condition 5 of planning permission 19/P/00225, approved 05/04/2019, to allow the demolition of the existing detached garage to take place once the construction works are substantially complete.	Recommend no objection
SCC Ref 2019/0070/G U19/CON/00 016	The Drift Golf Club, The Drift	Details of a highway cleanliness scheme submitted pursuant to Condition 9 of planning permission ref: GU14/P/01718 dated 23 February 2018. Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to view or download from our website: http://planning.surreycc.gov.uk/planapp_disp.aspx?AppNo=SCC%20Ref%202019/0070	No objection but will be commenting.
19/P/00860	Horsley Football Club Pavilion, Long Reach	Application to install floodlights to the main pitch at Horsley Football Club	This was discussed at length and put to a vote for the full Parish Council as there was a difference of opinion amongst the Planning Group. A decision was made to object to the planning application.
19/P/00796	29 Long Reach	Tarmac an existing concrete drive (retrospective application)	Objection
19/P/00885	Cranley, Silkmore Lane	Erection of a single storey rear and side extension and new rooflight following demolition of existing conservatory.	Recommend no objection
19/P/00939	Honeysuckle Cottage, Cranmore Lane	Proposed construction of front porch, two storey side extension and part single/part two storey rear extensions following demolition of existing porch and side and rear extensions.	Recommend no objection
19/P/00985	The Bays, 63 Long Reach	Certificate of Lawfulness for proposed development to establish whether conversion of the integral garage to living space together with changes to fenestration would be lawful.	N/A – C of L
19/T/00138	50 The Street	Section fell decaying Ash tree retaining six to eight feet of stem. West Horsley Conservation Area.	Recommend no objection

Community Activities – Mel, Elaine, Charles, Vanessa, Fran

Supported by resident Litter Pick Co-ordinator

- Village Hall (Village Hall Trustee) - Elaine
- The Orchard
- Allotments
- Tennis Court
- Village Appearance (Gardening contract, Litter)
- Events (e.g. WHIB, Village Fete)
- Schools

Planning & Environment – Catherine (Lead), Elaine, Bob, Fran, Nicki

- Local Plan
- Neighbourhood Plan
- Affordable Housing
- Conservation and Heritage assets
- Woodland and TPO's
- Hedgerows
- Green Spaces
- Public Rights of Way
- AONB
- Listed Buildings - Fran

Road Safety and Maintenance – Bob, Charles, Mel, Mike

- Highways
- Pavements
- Signs
- Speeding

Finance and Local Economy – Charles, Bob, Mel, Mike

- Budget setting & budgetary control
- Horsley Community Fund
- Grants

Communication – Charles, Catherine, Vanessa, Mike

- Website
- Newsletter
- Leaflets
- SSALC Rep - Catherine

Health and Wellbeing – Elaine

Employment Advisory Group – Mel, Charles