



## WEST HORSLEY PARISH COUNCIL

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**Minutes of the Parish Council meeting (Annual Meeting) held at 7.30pm on Tuesday 16 July 2019**

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

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Beynon, Miss Best, Mrs Buosi, Miss King, Mr Mattock, Mrs Adams, Col. Peters, Parish Clerk Ms Pinder, SCC Cllr Julie Iles (for part of the meeting), GBC Cllr Tim Anderson and 6 residents.

### **19.129 Chairman's Opening Comments**

**19.130 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40.** Apologies were received from WHPC Mrs Young (also a GBC Cllr) and Julie Iles, SCC Cllr (for part of the meeting only).

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

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

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

**19.134 Minutes of the previous meeting held on 18 June 2019 –** These were agreed by full Council & signed by the Chairman as a true and accurate record.

**19.135 Clerk's report –** The Clerk updated the meeting regarding recent activities including an onsite meeting with Bahram Assadi, SCC Highways, a resident and the Road Safety & Maintenance group to discuss road safety on the A246 where the Diamond Jubilee Trail crosses the road. Also mentioned were damage to the bus stop roof at the Village Hall, the submission of the Parish Council's accounts, letters sent to the owners and tree surgeon for Champneys Cottage and notification from a resident that the sign that WHPC requested was put back up a year ago has finally been dealt with by SCC Highways.

At this point the formal meeting was adjourned to allow SCC and GBC Cllrs and residents the opportunity to ask questions and make comments:

- 1) The SCC Cllr noted in relation to the Drift Golf Club lorry movements that the traffic lights on The Drift are supposed to be switched off by 2.30pm every weekday and not be in use at weekends. She observed that this isn't currently happening, noting that this has been logged with the contractors to resolve. The SCC Cllr commented that there have been no further developments regarding the Raleigh nursery but that SCC will continue follow up discussions with South Farnham Education Trust (SFET) about early years provision. She also noted that official complaints from residents have now been logged with the Raleigh School regarding noise issues and the forthcoming Summer Camp at the School and this is being followed up by SCC. The SCC Cllr has a meeting with the Head Teacher at the Raleigh School at the end of July. It was noted that SCC will not be going out to consultation on the Library changes as early as originally anticipated and that they will be taking a more step by step approach to allow them to investigate local provision in more detail before making any changes.
- 2) The GBC Cllr Tim Anderson stated that he had visited both Brick Kiln Lane and the Drift site that day and will be following up concerns arising from these visits with the SCC Cllr.

- 3) A resident informed the meeting that there has been a further road traffic accident outside Squires and a break-in locally and noted that Roundtree Farm has now been sold.
- 4) The Village Hall Secretary noted that Puddleducks, the playgroup run by volunteers in West Horsley Village Hall on Tuesday mornings, was closing due to a lack of new volunteers coming forward to run this.
- 5) The new Dene Place Care Home Manager attended the meeting to introduce herself to the Parish Council and residents.
- 6) A resident noted that a large amount of rubbish has been fly-tipped at Pebble Hill. Fly tipping should be reported to Guildford Borough Council (<https://www.guildford.gov.uk/flytipping>).

### 19.136 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) The recommendations from the Finance Task Group (FTG) regarding the allocation of grants by WHPC (as proposed in the table below) were received and approved. It was noted that following notification that Puddleducks is due to close this month, this grant will not be paid out unless the situation changes and volunteers come forward to lead this group.

	Organisation	Amount (£) requested	Amount (£) proposed by FTG
1	1st Horsley Scout Group	1000	1000
2	HSCC Girls & HSCC Pitches	2306	2306
3	Puddleducks	250	250
4	Royal Surrey - Special Care Baby Unit	Not specified	200
5	Safe Drive Stay Alive	Not specified	350
6	Young Carers	100	100
		<b>3656</b>	<b>4206</b>

- c) To consider a proposal to introduce suggestion boxes in the village and if agreed, to approve the associated expenditure to purchase the boxes. It was agreed to purchase two suggestion boxes at £22.99 each.
- d) To approve the continued use of Colin Smith Planning (CSP) to review and put forward recommendations for the three development sites in West Horsley:
  - a. Manor Farm – up to £3,500
  - b. Waterloo Farm – up to £4,000
  - c. Bell & Colvill – up to £2,500

*(Please note amounts are estimates, but total not to exceed £10k planning budget less any other planning expenditure).*

It was noted that the Planning Lead is concerned about how quickly the Bell & Colvill site is likely to be approved. The full Parish Council approved the expenditure above.

**19.137 To note significant correspondence received since the previous Council meeting.** A letter from a resident to Surrey County Council, that was copied to the Parish Council, regarding the dropped kerb request on the A246, was noted.

### 19.138 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](http://www.guildford.gov.uk/planning).

- b) Pre-consultation proposed base station at Bramble Farm, Shere Rd – WHPC’s response to this was agreed. It was noted that there is already a telephone mast here and that the plans are to locate the 5G mast here, as there is no signal here currently. The Planning Group recommended that WHPC support this application and this was agreed by the full Parish Council.
- c) Planning update (local plan, environment, TPOs, listed buildings) – it was noted that the High Court has accepted all three Judicial Reviews (JRs) that have been proposed against the Guildford Local Plan, though it was understood that without this being taken to the full Council GBC has decided to defend these actions. Cllr Mattock proposed WHPC agree in principle to financially support the JRs; the Clerk pointed out that could not be done at this meeting as this wasn’t on the agenda. Cllr Best asked how WHPC could ensure that it could respond to requests for financial support for JRs given the lack of an August Parish Council meeting. The Clerk responded that, as previously advised, this could be achieved by looking ahead and anticipating what was coming down the line and proactively putting such items on the agenda even if at the point at which the agenda was approved, it wasn’t known whether the item would be needed or not. This could also potentially be achieved via an Extraordinary General Meeting (EGM) provided this was conducted according to the Standing Orders. The Clerk noted that she had forwarded an email from SSALC to the Chair, Vice Chair and Planning Lead regarding concerns over whether Parish Councils are allowed to donate to third party campaigns such as JRs and whether Parish Councils doing this will incur any liability should the JR not be successful. The Clerk stated that WHPC needed to conduct appropriate due diligence as per SSALC’s advice before donating any money to any JR campaigns.
- d) Housing Survey Update – Cllr Adams took the Parish Council through the Housing Survey report findings including noting that the number of affordable housing units has shrunk since the last report. It was noted that, for the most part, the findings were broadly in line with the output from the previous survey in 2014. In summary Cllr Adams noted that she didn’t feel that there was a need for urgent action by the Parish Council in response to this based on the results received. Also discussed was whether there is any further analysis that the Parish Council could do with the data, which could give a better understanding of the results. No conclusion was reached in relation to this.
- e) Conservation Area draft report – This had not been received by the date of the Parish Council meeting so could not be discussed.
- f) Guildford Borough Council Decisions – Listed below are recent planning applications that WHPC has objected to and their outcomes (where decided).

App No	Location	Status
19/P/00634	Land rear of Chicane and Quintons, Ockham Road North	Registered
19/P/00860	Horsley Football Club Pavilion, Long Reach	Registered

**19.139 Annual Parish Meeting (APM) Debrief and Review of output** – This year’s APM was discussed, with Parish Councillors expressing support for the format but concerns over the small number of attendees and discussed why this had happened. It was suggested that it was important to find a date that would suit residents, considering constraints over when the APM was legally required to be held and availability of the Village Hall and ensure sufficient communication took place regarding the event. It was agreed that the format, date and process for communicating this would be considered by the Communications Group with a view to increasing turnout at this event. It was agreed that the output from the APM would be discussed at the September Parish Council meeting.

**19.140 Parish Council sub-groups** – The proposal that the existing sub-groups are renamed “Responsibility” groups was not agreed and it was agreed to keep the existing Task Groups name. Cllr Adams suggested that rather than all emails going to all Parish Councillors, relevant emails should be sent to the responsible Task Group members only and that Office 365 could be used to store and share documents. The Clerk commented that she has been suggesting this for some time and as a result, has been asked to facilitate a process to help all of the Task Groups to agree clear Terms of Reference by the end of 2019, which should ensure that emails can be more effectively directed. Task Groups were asked to ensure that the Clerk attended their next meeting so that the Terms of Reference could be agreed. The Clerk also noted that she has recently used Office 365 SharePoint to share documents for the Finance Task Group meeting and that she would like all the Task Groups to adopt this approach.

**19.141 Task Group reports (Planning & Finance both covered above):**

- a) Community Activities (**MB, EB, FK, CH**) – The Teddy Bears’ Picnic will take place on Saturday 28 September 2019. The WI is having its annual tea party in the Orchard. West Horsley in Bloom took place at the end of June, with approximately 70 guests and Cllr Buosi described it as a great event. Cllr Beynon stated that she had thought that WHIB was an official Parish Council event, but that she has been made aware recently that this hasn’t been the case for a number of years and she has asked that the Parish Council formally consider whether this could be a Parish Council event. The Clerk stated that it was first necessary to understand the potential implications of changing this for WHPC and WHIB.
- b) Road Safety and Maintenance (**BM, CH, MB**) – It was noted that some of the comments from the Annual Parish Meeting (APM) related to road safety issues and that the Road Safety group plans to consider these. Cllr Adams noted that there are issues with driver sightlines being affected due to overgrown hedgerows and it was noted that Cllr King has walked around some of the roads within the village and put a letter through the letterbox of those houses that have overgrown hedges requesting that they cut their hedges back. Cllr Mattock has talked to the builder who has been parking on the verge at Cranmore Lane, asking him not to park there and confirmed that the builder has agreed to replace the three posts that have been damaged.
- c) Communications (**CH, CY, MW, BM**) – The Communications Group will meet on 1<sup>st</sup> August to discuss the website and the Annual Parish Meeting as well as to agree their terms of reference.
- d) Review of courses recently attended (All) – Updates provided.

**19.142 Action Log carried forward from previous Parish Council meetings:**

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	
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	
Install wooden bollards around the grassed area at the top of Silkmore Lane (in place of the existing plastic ones).	Clerk	BM updated the meeting regarding quotes he has now received and will circulate these.
Appoint a solicitor to provide support to WHPC in ensuring all our assets and boundaries are correctly registered and protected (e.g. Village Green etc)	BM	BM has scheduled a meeting with Wellers Hedley. A resident offered to provide details for another solicitor

		who also has relevant experience.
June 2019 - Write to Premier Education regarding the Sainsbury's Summer Camp at the Raleigh	Not allocated at the meeting – taken on by MB	Completed 4 July 2019
June 2019 – Join London Green Belt Group	Clerk	Will be completed via July payments
June 2019 – Follow up with young people in the village regarding possible volunteering opportunities with WH Brownies	VB	
June 2019 – Champney Cottage – Look up registered owner on Land Registry website and write to both owner & Tree Surgeon	Clerk / Planning Group	Completed June 2019
June 2019 – Approach SSALC re. providing Legal & Finance training course locally	Clerk	Contacted SSALC June 2019 – response with MB for action. She has now talked to Anna Beams at SSALC who has asked for a suitable date for the training.
June 2019 – Contact WalkFest with suggestions for walks	FK	Completed June 2019
All Task Groups to ensure that the Clerk attends their next meeting so that Terms of Reference can be agreed.	All	
Communications Group – To review APM format, date and communications for 2020 meeting	Communications Group	

**19.143 Other Village Matters (for information only)** – No other matters.

**19.144 The next meeting is at 7.30pm on 17 September 2019, Cedar Room, W Horsley Village Hall.**

**19.145 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 (18/06/2019)**

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 Service	LGA 1972 s.111	7.80
5	Vision ICT	Final invoice -design & development of website	LGA 1972 s.111	960
			<b>Sub Total</b>	1499.76
	SCA	Payroll	LGA 1972 s.111	2204.10
	NEST	Pension contribution	LGA 1972 s.111	160.29
			<b>Total</b>	3864.15

**Proposed list of payments to be approved at the meeting (16/07/2019)**

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365 for Clerk & Cllrs	LGA 1972 s.111	56.88
2	Mark Edwards	Honorarium in relation to the Horse Trough	LGA 1972 s.111	100
3	London Green Belt Group	Annual Subscription for London Green Belt Group	LGA 1972 s.111	25
4	Mel Beynon	Expenses - WHIB	LGA 1972 s.111	325.49
5	Vision ICT	Annual fee for data backup service	LGA 1972 s.111	144
6	Outdoor Places	Wetpour works to WH Playground	LG (Miscellaneous provisions) Act 1976 s 19	5,204.16
7	SSALC	Chairs Networking Day – 2 attendees	LGA 1972 s.111	216
8	S Pinder	Land Registry fee	LGA 1972 s.111	3
9	1 <sup>st</sup> Horsley Scout Group	Grants	LGA (Misc.) 1972 S.19 (Recreational)	1000
10	Horsley & Send Cricket Club	Grants	LGA (Misc.) 1972 S.19 (Recreational)	2306
11	Puddleducks	Grants	LGA 1972 s.111	250
12	Royal Surrey Special Care Baby Unit	Grants	LGA 1972 s.111	200
13	Safe Drive Stay Alive	Grants	LGA 1972 s.111	350
14	Young Carers	Grants	LGA 1972 s.111	100
			<b>Sub Total</b>	10,280.53
	SCA	Payroll	LGA 1972 s.111	2147.19
	NEST	Pension contribution	LGA 1972 s.111	153.18
			<b>Total</b>	12,580.90

**Bank Reconciliation**

July meeting

7-Jun

bank c/f June 2019	116,937.77
add income (as per c/b)	£4.97
less expenditure (as per c/b)	<u>-£3,857.04</u>
	<u>113,085.70</u>

Bank & Cash at 21 June 2019

Current Account	5,743.34
Business Bank Instant	<u>107,495.54</u>
	<u>113,238.88</u>

153.18

July pension £153.18 included in cashbook as relates to June, but as at 21 June (bank statement date) not on bank statement

£153.18

## Appendix 2 – Planning

App No	Location	Proposal	WHPC Decision
19/T/00146	Willow Pond, Silkmore Lane	Remove 3m of limb of Oak tree overhanging the house in the rear garden. (Tree Preservation Order No. 8 of 2013).	No objection
19/P/01017	West Horsley Place, Epsom Rd	Details relating to the grant of permission to provide parking within the Brewhouse Meadow, as approved under application 16/P/00019. Formation of earth bunds to the east boundary. Provision of gravel hard standing to the east of the Manor House. Widening of track across the Copse east of the Manor House. Reduction to width of the track to the south of Place Farm, including landscaping. Formation of Southern link track between the farm track and main drive.	No objection
19/P/01074	Finches, Meadow Way	Demolition of existing side carport, replace with single storey side extension with window and door alterations.	No objection
19/P/01059	11 Overbrook	Certificate of Lawfulness to establish whether the proposed loft conversion to habitable accommodation with rear dormer and installation of three roof lights in the front roof slope would be lawful.	Cof L therefore no comment
19/T/00158	87 The Street	Fell T1 & T2 Apple trees, T3 Hazelnut tree and T4 Pear tree in rear garden due to old age. (West Horsley Conservation Area).	No objection
19/P/01111	Meadow Cottage, Wix Hill	Variation of condition 2 (approved plans) of planning permission 18/P/01413, approved 12/09/2018, to allow changes to the approved scheme including living accommodation to be provided on the ground floor of the proposed garage to be shared with the main house, the footprint of approved garage to be increased by including internal stairs to replace the approved external stairs, the proposed garage/annex to be moved away from the western boundary closer to the main house and erection of glazed link to be provided between the annex/garage and the main house in order to provide a shared entrance.3	No objection
19/P/01159	Hillside Manor, Shere Road	Variation of condition no 1 (temporary use) of application 18/P/00208, approved on 26/04/2018 to allow the permanent retention of outdoor sand school.	No objection
19/P/00634	Land rear of Chicane and Quintons, Ockham Road North	Outline application for the demolition of two dwellings and alteration to access to allow for outline consent with all matters reserved (except for means of access from Ockham Road North not to include internal roads) for up to 110 dwellings and up to 99sqm of office floor space (Use Class B1a), open space, sustainable urban drainage system and associated landscaping, infrastructure and earthwork's at Lollesworth Fields, Ockham Road North, East Horsley (Description amended 04/07/2019).	Objection – resubmit original objection, with additional concerns.
19/P/01106	Old Brickyard, Long Reach, Ockham	Erection of a pair of five-bedroom semi-detached dwellings.	Objection