



WEST HORSLEY PARISH COUNCIL

email clerk@westhorsley.info Tel: 01483 901 905 www.westhorsley.info

**Minutes of the Parish Council meeting (Annual Meeting) held at 7.30pm on Tuesday 15 October 2019
In the Cedar Room, West Horsley Village Hall, the Street, West Horsley**

PRESENT: Chairman; Mr Hope, Cllrs: Mrs Beynon, Miss Best, Mrs Buosi, Mrs Adams, Mrs Young, Miss King, Parish Clerk Mrs Pinder, SCC Cllr Julie Iles, GBC Cllrs Catherine Young & Tim Anderson and 21 residents.

- 19.166 Chairman's Opening Comments** – The Chairman announced the very sad news that Cllr Bob Mattock, West Horsley Parish Councillor, had passed away. A minute's silence was observed by those present in Bob's memory.
- 19.167 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40.** Apologies were received from WHPC Cllr Adams and GBC Cllr Barrass.
- 19.168 Declaration of Disclosable Pecuniary Interests by Councillors on any agenda items.** None declared.
- 19.169 Register of interests** – To declare any amendments. None declared.
- 19.170 Declaration of gifts or hospitality over £25.** None received.
- 19.171 Minutes of the previous meeting held on 17 September 2019** – These were agreed by full Council & signed by the Chairman as a true and accurate record.
- 19.172 Clerk's report** – The Clerk provided an update on recent activities including noting that the Parish Council had made a jetting request for the East Lane bend to Nightingale Ave. and the SCC Cllr has already managed to arrange for this to take place in November. It was noted that a successful meeting had recently taken place with various community organisations represented, to discuss recent anti-social behaviour at Kingston Meadows over the summer, and that plans for future meetings and future initiatives were in place.
- 19.173 Parking proposals in West Horsley:**
- i) To hear from Andy Harkin, Parking Manager at GBC & Lisa Haydney, GBC, about the proposals - Andy provided the meeting with an overview of the reasons for the parking proposals, consultation timescale & decision-making process. Residents were given the opportunity to ask questions/make comments. Residents were overwhelmingly opposed to the parking proposals, with concerns about where they would be able to park and the difficulties some residents would now have accessing the Village Hall. The SCC Cllr recommended that all those residents with concerns expressed their comments to GBC as soon as possible as part of the consultation so that those making the decision in March 2020 would be able to take these issues into consideration. It was noted that GBC Parking had extended the closing date for representations from residents by one week.
 - ii) To agree WHPC's response to the parking proposals – Following discussion, the Parish Council's response to the parking proposals was agreed. The Parish Council supported some form of parking restrictions at the junctions of The Street with both Pincott Lane and School Lane but not with Silkmore Lane.

The meeting was briefly adjourned for questions / comments from residents & Councillors:

- The SCC Cllr noted that the requested jet-washing will take place w/c 18 November.
- Catherine Young, GBC Cllr, thanked resident Susan Murray for creating the petition regarding parking restrictions at Kingston Meadow and noted that this will be discussed at the Executive Committee at GBC on 22 October. Tim Anderson, GBC Cllr also commented regarding this.

- A resident asked whether it would be more beneficial if people diverted their attention from double yellow lines and focused on driving more carefully through the village.
- The resident who had organised the WH fete thanked the Parish Council for its support and proposed that the fete should become the “Horsley Fete” rather than a W Horsley Fete, which she hoped would encourage more participation from both the Horsleys.
- A resident asked if there is any plan to improve the pavements in West Horsley – the SCC Cllr asked if the resident could send photos of the issue, directly to her or use the “report it” item on the SCC Website, so that any issues could potentially be considered as part of Project Horizon.
- A resident commented that the parking proposals discussed above in 19.173 will simply shift problems to another part of the village.

19.174 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 reviewed and authorised by the full Council.
- b) Local Plan Judicial Reviews (JRs) – The requests to make a donation to one or more of the three Judicial Reviews challenging Guildford Borough Council’s Local Plan were considered and it was agreed that WHPC would donate £8000 to the Jules Cranwell JR and £2000 to the Wisley Action Group JR. The resident leading the West Horsley JR, who was present at the meeting, thanked the Parish Council for their contribution and the Parish Council thanked the resident for all his hard work in setting up the JR for the benefit of the village.
- c) 2020/2021 Budget setting – The first draft of the budget was reviewed.
- d) 2019/2020 Budget review – The budget as at 30 Sept 2019 was reviewed against actual expenditure & income and no concerns or questions were raised.
- e) External Audit report – The year-end External Audit report was reviewed and approved.

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

19.176 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) Planning update – (to include local plan, environment, TPOs, listed buildings) - Catherine Young noted that the Champney Cottage planning application was refused, following discussion at GBC, and that this was to a large extent due to West Horsley’s Neighbourhood Plan. It was noted that WHPC has been approached by the Community Engagement Team for the site at Manor Farm, East Lane and they have been referred back to Guildford Borough Council to discuss this in the first instance. The Judicial Reviews will take place on the 5/6/7 November 2019. Cllr King updated the meeting regarding TPOs.
- c) 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	Awaiting decision
19/P/01406	Cavendish House, 27 East Lane	Approved
19/P/01234	Land to the south of Champney Cottage, Cranmore Lane	Refused
19/P/01210	20 The Street	Awaiting decision

19.177 West Horsley Place Youth Led Activity – The Clerk informed the Parish Council about a community meeting that Catherine Young, Charles Hope and the Clerk had attended to consider how to change the anti-social behaviour that has been taking place recently in Horsley, particularly at Kingston Meadow and noted that one of the proposed solutions had been for WHPC to partner with the Mary Roxburghe Trust (MRT) and East Horsley Parish Council to deliver a local youth-led project. Representatives from the MRT attended the meeting and explained in more detail how the project would work and answered questions. It was agreed that WHPC would write a letter of support to the MRT in relation to this project.

19.178 Noticeboards - Cllr Vanessa Buosi provided an outline of the options available for replacing / repairing WHPC's noticeboards and also suggested recycling / reusing the old noticeboards or deploying them at other points in the village. Having obtained a steer from the Parish Councillors, the Cllr will provide quotes to be considered and approved at a future meeting. WHPC will also apply for a grant of £750 from the Members Community Grant.

19.179 Village signage – It was agreed that WHPC would conduct a review of Village signage.

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

- a) Community Activities (**MB, EB, FK, CH**) – An update was provided of the Teddy Bears' Picnic. The next meeting of this group will be on 25th October.
- b) Road Safety and Maintenance (**CH, MB**) – Training sessions have been held for Community Speedwatch and there is a new Speedwatch site in Ockham Road North.
- c) Communications (**CH, CY, VB**) – There will be a meeting later this month.
- d) Review of courses recently attended (**All**) – Cllrs Charles Hope, Mel Beynon and Fran King updated the meeting regarding courses that they had recently attended (SSALC training day and a Planning course).

19.181 Action Log carried forward from previous Parish Council meetings:

Agreed Actions	Responsibility	Update
Establish a list of any works that WHPC might want to request is carried out at the appropriate time.	CH/ Road Safety Group	No update
Install wooden bollards around the grassy area at top of Silkmore Lane (replacing plastic ones).	TBC	Awaiting update – quotes received & will be sent to the Clerk.
Appoint a solicitor to support WHPC in ensuring all of our assets and boundaries are correctly registered and protected (e.g. Village Green etc)	TBC	Scoping conversation with Wellers Hedley; land registered as common land but not at the right place?
June 2019 – Approach SSALC re. providing Legal & Finance training course locally	MB	Will now be arranged separately from strategy session.
All Task Groups to ensure that Clerk attends their next meeting so that Terms of Reference agreed.	All	FTG, CTG, CATG - completed Planning – ? Road Safety - ?
To prepare for the 2020 APM, each Task Group to consider APM suggestions from residents relevant to their area & prepare update for this year's APM	Each Task Group	Due January 2020 (PC meeting)
Contact SCC Highways to request similar signs for the A246 opposite St Mary's as exist at the A246 junction with Dirtham Lane.	Clerk	Requested Sept 2019; not possible as Dirtham Lane signs due to bend.

19.182 Other Village Matters (for information only) – Julie Iles has called a meeting on October 31st for the library group.

19.183 The next meeting is at 7.30pm on 19 November 2019, Cedar Room, W Horsley Village Hall.

19.184 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.

Appendix 1 – Finance information

Standing items - List of payments authorised at previous meeting (17/09/2019)

No	Payable to	Reason	Power	£
1	Kcom	Monthly invoice (in advance) for Office 365	LGA 1972 s.111	52.32
2	Vision ICT	Website – Accessibility	LGA 1972 s.111	102
3	Charles Hope	Chairman's Allowance	LGA 1972 s.111	1000
4	Trevor Allen	Honorarium for tennis court – July to Sept 2019	LGA (Misc.) 1972 S.19 (Recreational)	130
5	Colin Smith Planning	Planning Consultancy	Town and Country Planning Act 1960	932.28
6	Zurich	Annual Insurance premium	LGA 1972 s.111	590.48
7	SSALC	Cllr training – Planning	LGA 1972 s.111	84
8	PKF	External Audit annual fees	LGA 1972 s.111	360
			Sub Total	3251.08
	SCA	Payroll	LGA 1972 s.111	2204.10
	NEST	Pension contribution	LGA 1972 s.111	153.18
			Total	5608.38

Standing items - List of payments authorised at meeting (15/10/2019)

No	Payable to	Reason	Power	£
1	East Horsley Parish Council	Contribution to Living & Ageing Well booklet printing & delivery costs	LGA 1972 S.137	350
2	Catherine Young	Expenses – hard drive for Neighbourhood Plan docs and travel expenses	LGA 1972 s.111	67.86
3	John Irwin	Payment for Teddy Bears' Picnic – Punch and Judy show	LGA 1972 S.111	100
4	SCA	Payroll Fees	LGA 1972 s.111	18
5	SSALC Ltd	SSALC annual conference (2 Cllrs)	LGA 1972 S.111	144
6	St Mary's Church	Hire of Wheelhouse hall	LGA 1972 s.111	20
7	Jules Cranwell JR	Contribution to Judicial Review Expenses	LGA 1972 s.137	8,000
8	Wisley Action Group	Contribution to Judicial Review Expenses	LGA 1972 s.137	2,000
			Sub Total	10,699.86
	SCA	Payroll	LGA 1972 s.111	2204.10
	NEST	Pension contribution	LGA 1972 s.111	153.18
			Total	13,057.14

October Bank Reconciliation:

7-Sep

bank c/f Sept 2019		98,377.83
add income (as per c/b)		£45,262.49
less expenditure (as per c/b)		<u>-£5,608.36</u>
		<u>138,031.96</u>

Bank and cash at 30 September 2019

Current Account 5,612.24
Business Bank Instant 132,266.54

137,878.78

-153.18

September pension £153.18 in
September cashbook but debited from
bank account on 1 October 2019
(double pension taken in October as
SCA failed to take payment in Sept) £153.18

Reconciliation	-£0.00

Appendix 2 – Planning information

App No	Location	Proposal	WHPC Decision
19/P/01541	Land rear of Chicane and Quintons, Ockham Road North, East Horsley, KT24 6PU	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 (Resubmission of 19/P/00634).	Resubmitted planning application – WHPC has resubmitted previous objection as no changes
19/P/01616	13 Woodside	Proposed part two storey part single storey side and rear extension, addition of one dormer to existing rear roof and other changes to fenestration.	No objection
19/P/01210	20 The Street	Erection of 23 dwellings (Use Class C3), modified vehicle and pedestrian access off The Street together with internal roads, car parking, areas of hardstanding, and associated landscaping. All existing buildings and 20structures including No 20 The Street to be demolished.	Objection
19/P/01706	Wyvern, Shere Road	Convert existing garage to habitable accommodation & create a new entrance porch.	No objection
19/W/00085	White House, Wix Hill	Prior notification for a single storey 8 metre rear extension 3.8 metres in height with an eaves height of 2.5 metres	Prior notification – therefore no comment