



West Horsley Parish Council

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Members of West Horsley Parish Council are hereby summoned to attend the full Council meeting of WHPC, to be held in the Cedar Room, West Horsley Village Hall on **Tuesday 4th May 2021 at 7.30pm** for the purpose of transacting the following business: ***The public may observe the meeting, which will finish by 9.30pm. At the Chairman's discretion the meeting may be briefly adjourned near the start to allow visitors to comment/ ask questions on relevant matters on the agenda.***

Specific arrangements for meetings during the pandemic: Meetings will be held via videoconferencing technology as permitted by new legislation. If you would like to attend the online meeting and / or have a question that you would like raised at the meeting, please contact the clerk (clerk@westhorsley.info) by 5pm on Friday 30th April to request log in details / to raise your question. Questions will be read out and responded to during the meeting.

AGENDA

21.087 Election of Chairman

21.088 Declaration of Acceptance of Office by Chairman

21.089 Chairman's opening Comments

21.090 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40.

21.091 Election of Vice Chairman

21.092 Committees:

- a) Planning: Terms of Reference **Appendix 1**
- b) Finance: Terms of Reference **Appendix 2**
- c) Staffing: Terms of Reference **Appendix 3**

Recommendation: members to elect a chairman and agree the terms of reference and membership for each committee. Members to note that the committees will commence once a Clerk and Deputy Clerk are in post and in the meantime will remain as task groups

21.093 Task Groups

Recommendation: members to agree on the lead and membership of the following task groups:

- a) Community events and wellbeing
- b) Asset management and village appearance
- c) Road safety and maintenance
- d) Youth council
- e) Communications
- f) Climate change

21.094 Declaration of Disclosable Pecuniary & Non Pecuniary Interests by Councillors on any agenda items

21.095 Register of interests – To declare any amendments.

21.096 Declaration of gifts or hospitality over £25.

21.097 Minutes of the previous meeting held on 20th April 2021

Appendix 4: to be agreed by full Council & signed by the Chairman as a true and

accurate record.

21.098 Response to questions received by the Parish Council from residents.

21.099 Clerk's report – Update on current actions.

21.100 Delegated authority

Recommendation: members to agree the following:

- a) *Planning task group:* to receive delegated authority to make decisions on responses to planning applications for the month of May 2021, in consultation with all members.
- b) *Finance task group:* to confirm delegated authority, given at the meeting held on the 23rd February, to pay invoices on agreed expenditure. To include salaries, contractors regular duties and expenditure agreed prior to and at this meeting.

21.101 Financial Matters

- a) Standing items – List of payments authorised at the previous meeting & items to be approved by full Council at this meeting (proposed payments) **Appendix 5**
- b) To confirm the bank reconciliation to 30th April 2021. **Appendix 6**
- c) To note that the Internal Audit is to be held on Friday 7th May

21.102 To note significant correspondence received since the last Council meeting.

21.103 Planning & Environment Matters

- a) **Appendix 7:** GBC planning applications & decisions received since previous meeting up to the Wednesday before this meeting. Please see www.guildford.gov.uk/planning.
- b) Planning update – Enforcements, Local plan, climate change & environment, TPOs, listed buildings

21.104 Parking issues at Cranmore Lane and replacement of bollards

Recommendation: members to agree on action.

21.105 Youth Council

- a) *Safeguarding Policy* **Appendix 8.** *Recommendation:* members to approve the policy
- b) *DBS checking and training:* to be agreed.

21.106 Traffic Consultant's Fees

Recommendation: members to agree to pay half of the traffic consultant's fees of £900 + vat for his initial consultation. Members will recall that it was agreed to split the fee equally with East Horsley Parish Council.

21.107 Action Log carried forward from previous Parish Council meetings: Appendix 9:
for review

21.108 Date of next meeting:

Tuesday 15th June 2021, 7.30pm, Cedar Room, West Horsley Village Hall

Signed: Joanna Cadman, Locum Clerk to the Council 28th April 2021

Meeting agendas and minutes are available on the WHPC website and on the notice boards