

Wednesday 15th June 2022

Members of West Horsley Parish Council,

You are hereby summoned to attend a FULL COUNCIL MEETING, to be held in the Cedar Room at West Horsley Village Hall on **Tuesday 21st June at 7.30pm**. Apologies must be given to the Clerk in writing.

Members of the public and press have a right and are invited to be present at the meeting. Please notify the Clerk by 12pm on 21st June if you would like to attend. Any questions for the Council should be sent to the Clerk no later than 7.30pm on 20th June.

AGENDA

22.098 Chairman's Opening Remarks

22.099 Apologies for Absence

22.100 Declarations of Interests from Members in respect of any items on the agenda; Amendments to Register of Interests; Declarations of gifts/hospitality over £25

22.101 Minutes of the Previous Meeting of the Council - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*

Public Forum – *at the Chairman's discretion the meeting may be briefly adjourned to allow visitors to comment or ask questions on relevant matters on the agenda*

22.102 Clerk's Report

22.103 Significant correspondence received since the last Council meeting

22.104 Audit for 2021/2022

a) To receive the internal auditor's report *Appendix 2*

b) To receive and approve the Annual return for the year ended 31st March 2022 *Appendix 3*

(i) Section 1 Annual Governance Statement for 2021/2022

(ii) Section 2 Accounting Statement for 2021/2022

22.105 Financial Matters

a) Standing items – list of payments to be approved by Full Council at this meeting *Appendix 4*

b) To confirm bank reconciliation to 31st May 2022 *Appendix 5*

c) To receive the report on expenditure against budget to 31st May 2022 *Appendix 6*

d) To receive and approve a quote for clearing the ditch at the Village Orchard *Appendix 7 Confidential*

22.106 Review of Strategic Documents

a) Grievance Policy *Appendix 8*

b) Disciplinary Policy *Appendix 9*

c) Recruitment Policy *Appendix 10*

d) Staff Committee Terms of Reference *Appendix 11*

22.107 S106 Schedule Review

Members to receive the updated S106 Schedule which includes committed and outstanding projects. Members are invited to put forward additional projects for consideration with regard to the criteria that all projects must seek to mitigate the effects of development on West Horsley. *Appendix 12*

- 22.108 Green Canopy Plaque
To agree a date for the installation of a 'Queen's Green Canopy' plaque in the Village Orchard.
- 22.109 Climate Change Communications Strategy & Village Events
To receive and note the Joint West & East Horsley Climate Change Task Group Communications Strategy; this to include approval to hold four evening events for residents over the next 12 months to enable the delivery of our 'Raising Awareness' objective. *Appendix 13*
- 22.110 Community Forum
To receive and approve a briefing note on a potential Community Forum to discuss infrastructure for the enlarged West Horsley. *Appendix 14*
- 22.111 Village Warden
To receive and approve the job specification for a new Village Warden. *Appendix 15*
- 22.112 Garden Maintenance Contract
To receive and approve the tender for the renewal of the three-year garden maintenance contract. *Appendix 16*
- 22.113 Planning & Environment Committee
To receive a report on any Planning & Environment Committee meetings held since the previous Council meeting *Appendix 17*
- 22.114 Clerks' Office Hours & Community Drop-In Dates
To receive and approve a schedule for the Clerks' office hours and the continuation of Community Drop-In sessions to end of 2022. *Appendix 18*
- 22.115 Operation London Bridge
To receive and approve a briefing note on preparation for Operation London Bridge. *Appendix 19*
- 22.116 Ockham Parish Council (OPC) Legal Challenge on Approval of A3/M25 Junction 10 Upgrade
To consider making a financial contribution to the legal fees being incurred by OPC in support of their proposed legal challenge of the decision to approve the Highway Improvement scheme for the M25/A3 Junction 10. The sum to be considered not to exceed £1500.
- 22.117 Task Group Updates:
- a) Asset Management, Road Safety & Village Appearance
 - b) Climate Change
 - c) Communications
 - d) Community Events & Wellbeing
 - e) Jubilee Celebrations & Village Garden Party
 - f) Personnel
 - g) Youth Council
- 22.118 Other Village Matters
- 22.119 Date of Next Meeting:
Tuesday 19th July at 7.30pm, in the Cedar Room, West Horsley Village Hall

- Appendices to this meeting are available on the Parish Council website at www.westhorsley.info.
- Meeting agendas and minutes are available on the WHPC website and the Village Hall noticeboard.