



**Minutes of the Parish Council meeting held at 7.30pm on Tuesday 23rd February 2021
by video link**

PRESENT: Chairman Cllrs E Best, V Buosi, M Beynon, F King, S Newman, T Rogers,
G Murray.
Borough and Parish Cllr Young
County Cllr J Iles
2 members of the Village Hall Management Committee
2 local residents
In attendance: Locum Clerk, Mrs J Cadman

- 21.023 Chairmans Opening Comments** – the Chairman welcomed representatives of the Village Hall Management Committee
She reminded all present that this is a meeting held in public not a public meeting. The meeting is recorded for the purpose of the minutes, and the recording destroyed subsequent to the meeting.
- 21.024 To accept apologies and reasons for absence in accordance with LGA 1972 Sch 12 para 40:** apologies for absence were received from Borough Cllrs C Barrass and T Anderson. The reasons were noted and accepted.
- 21.025 Declaration of disclosable pecuniary and non pecuniary interests by councillors on any agenda items**
Cllr Young declared an interest in agenda item 21.32a as Borough Councillor for this ward.
Cllr King and Cllr Newman declared an interest in agenda item 21.34 as members of the Village Hall Management Committee.
The Chairman declared an interest in agenda item 21.34 as the Parish Council representative on the Village Hall Management Committee.
Cllrs Murray and Young declared an interest in agenda item 21.032b as they both live in Woodside.
- 21.026 Register of Interests** – no interests were declared.
- 21.027 Declarations of gifts or hospitality over £25** – none were declared.
- 21.028 Minutes of the meeting held on the 19th January 2021**
These were agreed by full Council & signed by the Chairman as a true and accurate record.

21.029 Responses to questions received by the Parish Council from residents

County Cllr J Iles:

- a) Covid 19: infection rate going down well, only one area in Surrey that has had a rise. However, this is not a time to be complaisant.
- b) Highways: Cllr Iles asked for help for prioritisation of her members allocation. She has sent information regarding this.
- c) Some success in dealing with reported issues, one of which was water from a manhole cover on The Street and which is now fixed.
- d) 20 The Street: progress on the access under Section 78 Agreement with Highways.
- e) Cllr Iles continues to work with Cllr Young on Planning applications.
- f) A3 infrastructure and Junction 10 developments at Wisley and Burnt Common Slips: Perfect opportunity to call for a review of the Local Plan, as there are a number of factors to take into account. Housing numbers should be reviewed in any case, as immigration has fallen and housing numbers are likely to be moved elsewhere. Cllr Iles is aware that the Parish Council has been asked for support by RHS Wisley with regard to the south facing slip roads off Ockham roundabout. She understands that they don't want people diverted but it was not part of the statement of common ground between GBC and SCC which went to the development consent order for the junction 10 scheme. As it is not in that boundary plan, there are two concerns: one is that traffic will back up through the villages, secondly is having traffic joining the A road from a B road. If the slip roads were consented to, Highways England could say that they are in too close proximity to the Burnt Common slips which are essential for the development of the Wisley airfield site and also essential to take traffic out of travelling through Ripley. The more important element is the provision in the Guildford Local Plan for essential infrastructure around the A3. There was a section in the Plan that said that if this was delayed or not delivered the Local Plan would need to be reviewed. Cllr Iles is calling for that through the Guildford Joint Committee. Cllr Iles will share her summary with the Parish Council.
- g) It has been possible to bring forward the speed limit review on Epsom Road.

Borough Cllr Young

- a) Cllr Young thanked the Parish Council for the letter written about the Long Reach SANG. She is aware that this has not received a response and it will be escalated with the Land Trust who will be asked to do a site visit.
- b) Guildford Dragon article: All parish councils are being looked at a little more closely at the moment because of the problems at Normandy. The Dragon wants to be sure that Parish Councils are value for money. The Chairman confirmed that this council has received a survey from the journalist, and she and the Clerk are responding, and will also send them a copy of this evening's agenda, so that they are aware of the breadth of issues dealt with by this council. *Cllr Iles left the meeting at 19.50.*

Village Hall management committee

- a) They are working to ensure that when the hall is reopened it is done as safely as possible, knowing that there are a number of projects that they wish to undertake as well.
- b) Construction traffic from Silkmore is using the village hall car park. If it escalates the hall manager will report to both the Parish and Borough Council.

Local Residents

- a) Road is to be closed at the Bell and Colville site from the 1st to the 5th March, but it is not clear whether this is evening or daytime closure. They had spoken to someone on site who said that the road was to be closed for 24 hours a day up to the 12th March. Cllr Newman confirmed that the road will be closed to traffic from the 1st to the 12th

March, but that pedestrians and cyclists will have access. She confirmed that it is closed for a water company to lay new piping.

21.030 Clerks Report

a. The Clerk advised that the Regulations that arose out of the Covid Act 2020 provided for remote meetings of Parish Councils until the 7th May 2021. Primary legislation will be needed to extend this provision, and at present that seems unlikely to happen. Therefore, if it is not possible to hold a meeting in public, West Horsley PC will not be able to hold a legally convened Parish Council meeting. Informal meetings could be held, but no legal decisions could be made.

Members approved the following recommendations:

1. The Annual Parish Meeting to be held by Zoom on the 20th April, with a speaker on Climate Change from Guildford Environmental Forum. Consideration might be given to holding an informal APM later in the year, when it is possible to meet in public. Time to be agreed.
2. The Annual Statutory Meeting to be held by Zoom on the 4th May, the first Tuesday in May. 7.30pm.
3. Authority is delegated to the Finance Task Group to pay invoices on agreed expenditure. This will be in respect of salaries, contractors' regular duties, and expenditure agreed at a Parish Council meeting before the 7th May.

All in favour.

b. The Clerk advised that the new litter bin for the Orchard was broken when it was delivered. The company was asked to take it back, and have given the parish council a full refund. A replacement bin will be sought from a different company.

21.031 Financial Matters

- a) *Standing items* – the list of payments authorised at the previous meeting and items presented at this meeting, including proposed payments, were approved.
- b) *Rialtas Business System (RBS)*: At present the bookkeeping for the Parish Council is in Excel. This runs to 60 columns of information and is cumbersome to view. The Finance Task Group at their meeting on 10th February 2021 decided that, as from 1st April 2021, it would be preferable to use an accounting software package. Parish/Town Councils have requirements of such a system and there are several software companies that specialise in producing such accounting packages. Therefore, such well known accounting packages as Sage, Quickbooks Intuit and Xero were discounted as they are aimed at businesses. Cllr King attended a webinar for new Clerks/RFO's on 2nd February led by Andy Beams, our internal auditor. There were about 12 attendees. There were two Parishes apart from West Horsley, that used an Excel spreadsheet, but their precepts were less than £20,000. Of the rest, one used Sage, the others all used Rialtas Business Solutions (RBS). Our locum clerk also uses RBS for the three Parishes of which she is Clerk/RFO. Cllr King contacted Scribe and looked at AdvantEdge as far as possible online. Cllr King recommended that the Parish Council agree to contract with RBS to provide an accounting system to enable clearer performance management of the budget, and that the option for a 5 user licence is taken, initially for the first year.

All in favour.

21.032 To note significant correspondence received since the last Council meeting

- a) *Consultation on Ward Boundaries:* Members noted that comments are to be received by the 5th April and that Parish Councils are invited to give evidence if they wish to remain with the current situation, or to change. The Chairman reminded members that the Neighbourhood Plan is recently adopted and careful consideration needed to be given to any impact on that. She asked all members to email her with their comments, and she will table a paper at the next Parish Council meeting on 16th March, so that a response is sent to the consultation from the Council. Members could also respond as individuals if they so wished.
- b) *Woodside – repair to verges:* Cllr Young, who spoke as a resident to confirm ownership, advised that the verges are owned by GBC, and that residents have installed bollards at their own expense. The Clerk will ask GBC to repair the verges.
- c) *Speeding concerns East Lane:* Cllr Newman advised that additional speedwatch sessions had been put in place for East Lane. Thanks were recorded to Mr Edwards for organising this. Cllr Newman will advise the complainant of the action that is being taken.
The Chairman will write to the Police Assistant Commissioner regarding this issue and ask for speedwatch training for volunteers to be expedited, within the restrictions of Covid.

21.033 Deputy Clerk

It is considered that the needs of the Council going forward into a busy and demanding phase, as indicated in its approved strategy and forward business plan justifies not only a change to the staffing complement in terms of hours but would increase the number of employees with the creation of a new Deputy position. In consequence, the number of employee hours would increase from 28 to 34 albeit the Deputy position would not be responsible for financial matters. The Clerk/RFO would become the line manager of the Deputy. It is affordable in both the immediate and longer term.

Members approved the creation of the post of Deputy Clerk contracted for 12 hours per week noting that the contracted hours for the Clerk & RFO will be 22 per week. The impact for the 2021/22 budget is £31,984 (FYE) representing a saving of £716. It is recommended that this small sum is transferred to the training budget to help accommodate the professional development of the Deputy.

21.034 Provision of new external doors for the Village Hall

Members approved the recommendation that the order for the new doors should be placed with Tithe Joinery using Matt Winde to do the painting.

It was noted that this work could not be carried out until it is possible to proceed with the public toilet project. It was agreed that the order should be placed, the doors to be installed at a date to be agreed. Cllr Rogers confirmed that three contractors had been identified for the toilet project, and it will be possible to make recommendations at the March Parish Council meeting.

21.035 The Village Orchard

Bench for the Orchard

1. Members approved the recommendation to purchase the Woodscape picnic bench, previously identified as the preferred model for the Orchard, at a cost of £990.00 +

vat + delivery at approximately £110.00. The grant from our Surrey County Councillor will cover £691.00 of this outlay.

2. Members agreed that further quotations should be sought for the seat, to be brought to the next meeting.

Ash trees in Ripley Lane

The 5 Ash Trees in Ripley Lane that were showing some signs of Ash Die Back have now markedly deteriorated. Cllr King has arranged for the Tree Officer from GBC to visit and report.

Members approved the following recommendations, subject to the Tree Officers Report:

1. The 3 firms invited to quote for the Restoration of the Orchard Project be invited to quote for the removal and disposal of the 5 Ash Trees as a separate matter and for that element of the tender for the restoration works be withdrawn;
2. The PC makes an urgent planning application to Guildford Borough Council to approve their removal as The Orchard is within the Conservation Area;
3. The PC agrees a sum not exceeding £5000 to cover the felling, removal and disposal of the 5 trees and any costs associated with traffic management in Ripley Lane if required by Surrey County Council or GBC.

21.036 Vehicle Activated Sign (VAS)

West Horsley Parish Council had agreed the need a VAS unit to assist in slowing the speed of traffic through the village. Cllr Newman agreed the loan of two devices from SCC Highways (SCCH), one unit for as long as we need it and the second on a similar basis except if SCCH run out of VAS and another village requests one.

Ideally the VAS will be moved approximately every six weeks and the battery changed every 10 to 14 days. To do this there need to be two people, both of whom have successfully completed the VAS online training and exam. It is hoped that the Community Speed Watch team will take on this responsibility. Four traffic cones will be required, giving a cordoned off area and a ladder will also be required to move the VAS and change the battery as the VAS is located at a height on a designated pole, sign or bus stop.

The VAS can only be put onto specific bus stops, signposts and bespoke poles. A site survey in various locations has been carried out by Peter Harris, SCC Highways Speed Service Technician who has agreed to various sign poles being used on The Street and East Lane. He has agreed two sites on Long Reach for bespoke poles to be installed and suggests one on ORN. After installation he will do another site survey to sign-off the poles for the use of the VAS.

Members approved the recommendation to proceed with the project and to purchase the following items:

Battery & Charger

Battery and charger from Ecobat in Guildford with the product codes as supplied by Peter Harris, SCC Highways, Speed Service Technician. As the VAS is on loan, if anything went wrong and we weren't using the battery and charger as specified by Peter we could have issues. This has also been discussed with WHCSW Coordinator who also recommends this option. Total cost: £243.60

Traffic Cones

Storage and manoeuvrability is an issue so they need to be compact, lightweight and easy to get in and out of vehicles. Therefore, the recommendation is for the Kaiser & Kraft folding traffic cones at a cost of £19.00 + VAT per pair of cones.

Total cost: £38.00 + VAT

Bespoke Poles

SCCH recommended supplier Poulson, it's cost-effective to purchase 3 poles rather than one
Total cost: £1,064 + VAT.

However, it was agreed to defer purchase of the poles until the experience of using the devices on The Street and East Lane had been evaluated.

Total project cost £1,345.60

21.037 Your Fund Surrey

The Communications task group recommended the following Concepts for Funding:

- Youth Indoor and Outdoor activity Centre with WHPC office
- Fast charging station set up in style and location of WHPC's choice.
- Band stand and field for Community events.
- Village Hall Revamp
- Community Artwork Piece

Members approved the following recommendations

- Start campaigning the Your Fund Surrey concepts on Next-door.
- Load Icon on Website with links to our concepts
- That all the concepts logged should be pursued
- That Members approve their preferences on the West Horsley website and campaign friends and family locally.
- The Finance/Grants/Asset team to be involved in future stages should any of the ideas be approved by Surrey County Council

21.038 Appointment of a traffic/transport consultant with respect to Wisley

Members agreed that East Horsley and West Horsley have a need for a traffic consultant, in light of developments in the area and gave in principle approval to the appointment of a traffic/transport consultant. No costs had been received to date, but members gave in principle approval to meeting the fees of the consultant appointed, and to commissioning extra work in West Horsley, as required.

21.039 Ockham Road North

As adjoining parish West Horsley Parish Council has been asked to support Ockham Parish Council's application to Guildford Borough Council for the provision of Tree Preservation Orders along Ockham Road North. Members agreed to give the Council's support and approved the proposed letter to GBC.

21.040 Gig-a-Bit super fast broadband proposal

Members approved the continued support by the Communications Task Group of the campaigning of the Gigabit Broadband Scheme.

Members approved costs, not exceeding £350, for the printing of leaflets that can also be distributed to properties in West Horsley for those it is not possible to reach on a digital campaign. There is a deadline of 17th March to provide any data received to Openreach and to ensure that the Parish Council has done everything possible to aid our residents in potentially being a part of this scheme.

21.041 Planning and Environmental Matters

1. New GBC Planning Applications received since the previous meeting up to the Thursday before this meeting were discussed and the agreed WHPC decision is noted in Appendix 2.
2. Planning update – enforcements, Local Plan, climate change and environment, TPOs, listed buildings: noted.

21.042 Task Group Updates:

- a) Community events:
 - i. West Horsley in Bloom: flyers will be sent around shortly, giving dates for junior and senior competitions, as follows:
Children's competition: 'potatoes in a pot': Closing date for entries March 10th; Planting date March 12th; weighing date and results Friday June 11th.
Main competition: Closing date for entries June 12th; Judging mornings Tuesday June 29th and Wednesday June 30th. Presentation evening Friday July 2nd.
 - ii. West Horsley Youth Council will have their first formal meeting on the 5th March.
 - iii. Arts Board: initially people had responded regarding lockdown. It is now with the WI until the end of the month, then there will be some work in photographic form.
- b) Asset Management, Maintenance and Village Appearance: a meeting has been arranged with the surveyor on the 9th March to ascertain the boundaries of the Village Green.
- c) Road Safety and Maintenance: a very successful meeting had been held with SCC Highways recently, and roles and responsibilities had been clarified.
- d) Communications:
 - i. Mail Chimp is now on the website.
 - ii. Work has started on updating the website.
 - iii. The newsletter will be started shortly.
 - iv. The mailing list now has 151 people signed up to it. It had 40 for nearly two years and increased to 151 in five days.
- e) Personnel: Policies and procedures are the priority for the next month.

21.043 Action Log carried forward to previous Parish Council meetings

The intention is to close outstanding actions. They will then be shaded out for one month, and then taken off the next month, so that there is a rolling record. All members were asked to review the current log and advise the Chairman and Clerk of any actions.

21.044 Other Village Matters

- a) Kingston Meadows: it had been noted that a lot of people have been gathering on Kingston Meadows.
- b) Friends of Horsley station is progressing, the order will be submitted shortly for the planters.
- c) Friends of Horsley library: Cllr Beynon said that we need to keep promoting our library. A pamphlet called Library Direct deals with people who cannot get to the library, whereby books can be delivered to them in a covid safe way. The Friends are also trying to promote the large variety of CDs, magazines and newspapers, which people are not aware of.

21.045 Dates of next meeting

Tuesday 16th March 2021, 7.30pm by remote access

Tuesday 20th April 2021, 6.30pm

Tuesday 20th April 2021, 7.30pm, Annual Parish Meeting

Tuesday 4th May 2021, 7.30pm, Annual Statutory Meeting.