



West Horsley Parish Council

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

Minutes of the Parish Council meeting held at 7.30pm on Tuesday 4th May 2021 By video link

PRESENT: Chairman, Cllr E Best, Cllrs V Buosi, M Beynon, A Graham, F King, S Newman
T Rogers, G Murray
Borough and Parish Cllr C Young
County Cllr J Iles
1 member of the Village Hall Management Committee
In attendance: Locum Clerk, Mrs J Cadman

21.087 Election of Chairman: Cllr Best, Proposed by Cllr Beynon, Seconded by Cllr Young, all in favour.

The Chairman thanked members and said that it was a privilege to chair this council and she hoped that it would be possible to achieve more good outcomes for the village.

21.088 Declaration of Acceptance of Office by Chairman: completed

21.089 Chairman's opening Comments: the Chairman reminded those present that this is not a public meeting, but a meeting held in public.

She thanked members for all their work over the last year and looked forward to delivering the agreed 2021/22 business plan over the coming year.

21.090 To accept apologies & reasons for absence in accordance with LGA 1972, Sch 12, para 40. Apologies had been received from Borough Cllr T Anderson

21.091 Election of Vice Chairman: Cllr King, Proposed by Cllr Young, Seconded by Cllr Rogers, all in favour.

The Chairman recorded thanks to Cllr Beynon, who had been vice chairman for some years and had made a considerable contribution in so many ways. The vote of thanks was endorsed by all members.

21.092 Committees:

The Chairman reminded members that the Council's Strategic Plan allowed for a move to Committees once a Clerk and Deputy Clerk are in post. They would remain as task groups until that time.

- a) Planning: Cllr Murray was Proposed as Chairman by the Chairman, Seconded by Cllr Young, all in favour. Members were agreed as follows: Cllrs Murray, Young, King, Rogers and Graham. To be supported by the Deputy Clerk.
- b) Finance: Cllr King was Proposed as Chairman by Cllr Beynon, Seconded by Cllr Newman, all in favour. Members were agreed as follows: Cllrs King, Best, Newman, Buosi, Young and the Clerk as RFO.
- c) Staffing: Cllr Newman was Proposed as Chairman by Cllr King, Seconded by Cllr Murray, with all in favour. Members were agreed as follows: Cllrs Newman, King, Best and Beynon. To be supported by the Clerk.

The Terms of Reference for each Committee were agreed and will be reviewed by the Committee at their first meeting, with any changes recommended to full Council. Members further agreed that the Terms of Reference for the Staffing Committee should

be re-written to be in the same format as the other Terms of Reference, drawn up by the Locum Clerk, and this will be addressed at the Staffing Committee's first meeting.

21.093 Task Groups

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

- a) Community events and wellbeing: Lead Member: Cllr Beynon. Members: Cllrs Beynon, King, Buosi, Newman and Best.
- b) Asset management and village appearance: Lead Member: Cllr Rogers. Members: Cllrs Rogers, Beynon, Buosi, Newman and Graham.
- c) Road safety and maintenance: Lead Member: Cllr Newman. Members: Cllrs Newman, Rogers, Beynon and Young.
- d) Youth council: Lead Members: Cllrs Beynon and Buosi. Members: Cllrs Beynon, Buosi, Murray and Graham.
- e) Communications: Lead Member: Cllr Buosi. Members: Cllrs Buosi, Young, Best and Murray.
- f) Climate change: Lead Member: Cllr Young. Members: Cllrs Young, Beynon, King.

It was agreed that the Chairman is ex-officio to all Task Groups.

The Chairman recorded her appreciation for the time, effort and contributions members had made over the last year and thanked them for their commitment going forward.

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

Cllr Beynon declared a non pecuniary interest in agenda item 21.103 as she lives close to Greencroft.

21.095 Register of interests – no amendments were declared.

21.096 Declaration of gifts or hospitality over £25. None were made

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

The meeting was adjourned for Cllr Iles, who had another meeting to attend.

1. County Cllr J Iles:

- a) She reminded members of the County and Police Crime Commissioner elections on the coming Thursday. She asked the Council, going into the new government year, to do a round up of all matters where the County Council was involved.
- b) Some drainage issues had been looked at.
- c) Cllr Iles had been working with Cllr Young on some of the many planning applications.
- d) The covid vaccination programme was on track.

The Chairman thanked her for all she had done for the parish over the last four years. She had enabled the Parish Council to move things forward and to resolve some issues.

Cllr Iles left the meeting. The Chairman reconvened the meeting.

2. The Council had received correspondence from a resident asking for details about funds received from developers. This would be responded to in detail.

21.099 Clerk's report – Update on current actions.

The Clerk reminded members that it would not be legal to hold meetings by remote access after the 6th May, and that the June meeting will be held in the village hall. Parish Councils are being encouraged to ask members of the public to attend by remote access, so that physical attendance is kept to the minimum.

The Chairman advised that she will meet with the Village Hall Manager and will conduct a risk assessment, after which she and the Clerk will agree and report back on how the next meeting will work.

21.100 Delegated authority

Recommendation: members to agree the following:

- a) *Planning task group:* Members agreed to give the task group delegated authority to make decisions on responses to planning applications for the month of May 2021, in consultation with all members. Cllr Young proposed to consult with Cllr Murray on an evening meeting during this period.
- b) *Finance task group:* Members confirmed delegated authority, given at the meeting held on the 23rd February, to pay invoices on agreed expenditure. This would 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 presented at this meeting, including proposed payments, were approved.
- b) Members noted that the Internal Audit is to be held on Friday 7th May.
- c) Cllr King advised a further £24,303.44 was expected in respect of the Akerman legacy. Members discussed an acknowledgement of the legacy in the form of plaques on the trees that his legacy would fund and agreed that this would be discussed further offline, to bring back recommendations to Council in June.

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

- a) A letter of thanks had been received from the Good Companions Club for the grant given to them last year.
- b) Letters of thanks had been received from all those thanked for their help with the Gig-a-bit scheme.
- c) A resident wrote with regard to potential car charging points on the old A246 where it lies parallel to the main road, and advised that it was impossible to access this area unless coming from Guildford and leaving towards Leatherhead. Cllr Buosi noted the point.

21.103 Planning & Environment Matters

- a) **Appendix 7:** GBC planning applications & decisions received since previous meeting up to the Wednesday before this meeting.
 - 21/P/00754 – no objection
 - 21/P/00794 – no objection
 - 21/P/0-795 – no objection
 - 21/P/00857 – no objection
 - 21/P/00848 – no objection
- b) Planning update – Enforcements, Local plan, climate change & environment, TPOs, listed buildings.
 - i. *Enforcements:* there are currently 13 open cases in the parish. Those recently added:
 - a) *Traffic Management Plan: Champney Cottage:* the breach of the plan had been logged at GBC Enforcement and a banksman was now on site.
 - b) *20 The Street:* Harm to the Lime Tree and lack of protective fencing

and last Sycamore Tree.

- ii. Local Plan:* It had not yet been possible to arrange a meeting with Taylor Wimpey. The major concern is transport. A meeting will be held shortly regarding the proposed cycle paths.
- iii. Manor Farm:* Cllr Young had visited the site with the planning officer, who had been asked to meet residents who remain very concerned on the Longreach side of the site. It was a helpful meeting.
- iv. Oaklands Farm:* The Council had been notified by Antler Homes that they have submitted an application, but it has not yet been validated.
- v. Longreach SANG:* The Council had finally received a response from the SANG Officer at Guildford, who had noted the recent issues. He had advised that it is due to be handed over to the Land Trust shortly and, when that happens, he will arrange a site visit for Cllrs Murray and Young. The car park will not be in use until September 2021.
- vi. Plots on site next to SANG.* Cllr Rogers reported that some of these had been auctioned this evening. 4 out of 6 were sold, which is a concern as, although they cannot be built on, they could be used for storage. Cllr Rogers recommended that an Article 4 be implemented as soon as possible to prevent development on this site. Cllr Buosi asked the Council to explore the possibility of purchasing a plot but this was agreed not to be feasible, as the plots are very small units, some with no access.
The Planning Task Group were asked to deal with this and, if necessary, to bring an urgent recommendation to full Council.
- vii. Climate Change:* a local resident had volunteered to help.

21.104 Parking issues at Cranmore Lane and replacement of bollards

It was agreed to write to the owners of Honeysuckle Cottage again, asking them in the strongest terms to repair the verges and replace the bollards and, if necessary, to follow this letter with one from a solicitor. Cllrs Buosi and King will draft a letter.

21.105 Youth Council

- a) Safeguarding Policy* Members approved the policy.
- b) DBS checking and training:* The Councillors named in the briefing paper will need to undertake DBS checking and training. The whole Council as a body will need to undergo safeguarding training as overseers of the Youth Council, this will be undertaken by SCC. Cllr Beynon will check on the level needed. Cllrs Beynon and Buosi will confirm the following points:
 - i.* Whether Cllr Newman will need to undertake DBS checking, as she may already be covered by her NHS role.
 - ii.* Whether the Council as a body needs to undergo training and, if so, at what level;
 - iii.* The level of training and DBS checking required by the designated Councillors.

Members to agree on the cost of DBS checking at £20 per person, with the number of councillors required to be confirmed by Cllrs Beynon and Buosi.. Principle leaders will seek DBS checking and training as soon as possible.

21.106 Traffic Consultant's Fees

Members agreed to pay half of the traffic consultant's fees of £900 + vat for his initial consultation, noting that it had been agreed to split the fee equally with East Horsley Parish Council. The consultants report is expected in the next week.

21.107 Action Log carried forward from previous Parish Council meetings: Members discussed the Action Log and noted some items that had been completed. Consideration

would be given to how to log residents' correspondence, to ensure that all appropriate actions were taken. The Chairman, Cllrs Buosi and Newman, and the Clerk, will discuss how to combine a Residents Log with the Action Log so that there is one document to track all actions.

21.108 Date of next meeting:

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

The meeting closed at 20.55.