



**Minutes of the Parish Council meeting held at 7.30pm on Tuesday 15<sup>th</sup> June 2021  
At West Horsley Village Hall**

**PRESENT:** Chairman, Cllr E Best, Cllrs M Beynon, V Buosi, F King, T Rogers, G Murray  
Borough and Parish Cllr C Young  
County Cllr C Cross  
Borough Cllr C Barrass  
The village hall manager (by video link)  
Mrs J McClung

- 21.109 Chairman's opening Comments:** The Chairman welcomed members back to the village hall, reminding them that the last meeting in public was in March 2020. She reminded members that this is a meeting in public and not a public meeting. She advised that the meeting was recorded, for the purpose of the minutes. The Chairman welcomed the new County Cllr, and looked forward to working with him. She hoped that he would give the parish the same support as Cllr Iles did. She also welcomed Cllr Barrass. She expressed her appreciation and thanks to the organisers and volunteers at the litter pick on the 29<sup>th</sup> May. It was very well organised and extremely well attended, with fabulous results. The Chairman had attended the West Horsley in Bloom Potatoes in a Pot childrens' competition earlier in the day. She thanked Celia Chapman and Janet Claydon for organising a lovely event.
- 21.110 To accept apologies and reasons for absence in accordance with LGA 1972, Sch 12, para 40**  
Apologies were received from Cllrs Graham and Newman.
- 21.111 Declaration of Disclosable Pecuniary & Non-Pecuniary Interests by Councillors on any agenda items**  
Cllr Young declared a personal interest in 21.117 as the applicant is a friend. She had taken no part in the recruitment process and will abstain from the vote.  
Cllr King declared a personal interest in 21.117 as the applicant is known to her through another organisation.  
Cllr King declared an interest in 21.123, with reference to Westbury, as she is a neighbour.  
Cllr Rogers declared an interest in 21.125 as he lives next to the Green.
- 21.112 Register of interests – To declare any amendments.**  
None were made.
- 21.113 Declaration of gifts or hospitality over £25.** None were made.
- 21.114 Minutes of the previous meeting held on 4<sup>th</sup> May 2021**  
The minutes were agreed by full Council and signed by the Chairman as a true and accurate record.

Cllr Beynon referred to the question of DBS clearance and confirmed that all members involved with the Youth Group should have enhanced clearance. Cllrs who already hold this with other organisations will need to apply as a current DBS certificate is not transferable.

**21.115 Response to questions received by the Parish Council from residents.**

*County Cllr Cross:* Cllr Cross advised that he was 6 weeks into the role and was working very hard, as he is a Borough Cllr as well. He is happy to be in the post and knows that he has a lot to live up to. He is looking forward to a meeting with the Chairman and also very keen to pursue Your Fund Surrey.

*Borough Cllr Barrass:* Cllr Barrass had managed to register a number of enforcement notices in West Horsley and was trying to hold developers to account wherever possible. He noted that it was difficult to talk to officers at the moment, as many are working from home.

The review of the Local Plan has started. It will be a large task as it is very complicated, but it is the Borough Council's ambition to make it a better Local Plan.

It had been possible to balance the Borough Council's books this year, partly due to Covid lockdowns, but next year the Council was looking at a possible shortfall of £6m. This would have an impact on the services that the Borough Council provide.

*Borough Cllr Young:* Cllr Young reported that the Wisley application for a roundabout had been refused. (subsequent to the meeting, Cllr Young advised that the application had in fact been deferred).

The proposed development at Garlick's Arch will provide 550 homes.

**21.116 Clerk's report – Update on current actions.**

The Clerk advised that all current issues were dealt with by the agenda.

**21.117 Appointment of Clerk and RFO**

Members considered and approved the recommendation in the briefing note, as follows:

1. The appointment of Julia McClung as Clerk from the 21<sup>st</sup> June 2021, with her introduction and training to take place over the next two months.
2. The extension of the Locum Clerk appointment until the 31<sup>st</sup> August, on the same terms and conditions as at present.

All were in favour with one abstention.

**21.118 Policies**

Members considered and approved the following policies, with all in favour.

- a) Bullying and Harassment
- b) Recruitment
- c) Health and Safety
- d) Sickness and absence

The Chairman advised that there will be a number of other policies coming to Council for approval over the next few months, until the suite of policies was completed.

**21.119 Parish Council representation**

Members agreed the Parish Council representative for the following groups:

- a) Grace and Favour: Cllr Newman, Proposed by the Chairman, Seconded by Cllr Murray, all in favour.

- b) West Horsley Village Hall Committee: Cllr Best, Proposed by Cllr Beynon, Seconded by Cllr King all in favour.
- c) SALC: Cllr Best, Proposed by Cllr Murray, Seconded by Cllr Buosi, all in favour. Cllr Beynon, Proposed by Cllr Rogers, Seconded by Cllr King, all in favour.

#### **21.120 Audit**

- a) Members received and approved the internal auditors report.
- b) *Annual Governance Statement*: Members considered and responded to the statements as set out, in conjunction with the internal auditor's report. All statements were agreed in the affirmative.
- c) *Accounting statements 2020/21*: Members approved the statements, in conjunction with the Internal Auditors report.

#### **21.121 Financial Matters**

- a) Standing items – List of payments authorised at the previous meeting & proposed payments were approved by full Council at this meeting.
- b) Members confirmed the bank reconciliation to 30<sup>th</sup> April 2021.
- c) Members received the report on expenditure against budget to 30<sup>th</sup> April 2021 and agreed that the RBS software produced a much better system of accounting.

#### **21.122 To note significant correspondence received since the last Council meeting.**

- a) A local resident had left a donation to the parish in his Will and a cheque was sent to the Parish Council. Upon investigation, it was clear that the donation was intended for the Parochial Church Council and not the Parish Council, and the funds have been transferred to their account.
- b) 82 The Street: the owner had complained that the Parish Council had objected to his application. A site visit had been held with him, and his concerns addressed. There was empathy with what the owner is trying to achieve, and that he wants to achieve all his plans at the same time, rather than under permitted development. The Planning Task Group had reviewed its response to GBC, together with responses to other similar applications to ensure consistency, and recommended to Council that the reasons for objecting, size and bulk of the proposal and over development of the property, were still valid. This was agreed. A letter will be written to the owners explaining this decision.

#### **21.123 Planning & Environment Matters**

- a) GBC planning applications & decisions received since previous meeting up to the Wednesday before this meeting. The planning task group had reviewed all applications under delegated authority and recommended objection to three and no objection to the remaining three.  
Objections were agreed to:  
Land on Oaklands Farm  
Westbury (Cllr King abstained)  
West Wing (Cllr Young abstained)  
00538 - Hillside Manor has been approved  
01708 White House on Wix Hill has been approved  
00677 - Little Chimneys has been approved  
00695, 27 Weston Lea has been refused

- b) An application for Manor Farm had been received just before this meeting and the planning consultant will be asked to review the plans. An extension on our response time will be requested.
- c) Planning update – Enforcements, Local plan, climate change & environment, TPOs, listed buildings:
  - **Enforcements:** There have been 13 enforcements since last reported, number 33 Mount Pleasant is also included.
  - **Task Group Update:** 5 things the planning task group are working on:
    - i. Letter to all developers currently working in West Horsley to remind them of need to respect the village, damage to verges, speed limits, adherence to construction management plans etc. Cllr King is working on this and it will be sent out early next week.
    - ii. In contact with conservation officer about the frontage of Bel & Colville to determine if there is anything that can be done to preserve the historic features of the building.
    - iii. A letter has been written to Sir Paul Beresford requesting a visit to discuss the scale of development across West Horsley
    - iv. A letter has been written to Charity Commission with comments regarding the Goodhart Rendell application. Thanks were recorded to Cllr King and Paul Dodgson for taking the lead on this.
    - v. Cllr King has also written to the head of enforcement in relation to Champneys Cottage and their breach of the construction management plan.

#### **21.124 Laptop for Deputy Clerk**

Members approved the purchase of a laptop and accompanying software for the use of the Deputy Clerk when in post and, prior to that, for the incoming Clerk, at a cost of not exceeding £1,000 plus VAT.

#### **21.125 Village Green**

Cllr Rogers declared an interest and took no part in this discussion.

Members approved the recommendations in the briefing note, that solicitors be appointed to assist with the remaining issues associated with the Village Green with an indicative budget of not exceeding £2,000 from reserves.

#### **21.126 Noticeboards**

Members re-confirmed the purchase of noticeboards as previously considered.

£10,000 is set aside in the budget for this project, one noticeboard was purchased from a grant from GBC (£750) to check that the style was suitable for the Village. They are to be funded from S106 monies.

#### **21.127 Tennis at West Horsley**

The tennis court in Long Reach has started to see increase usage with coaching for young children and well as adults and a cardio-vascular teaching class now making regular bookings. This is in addition to regular users of the court throughout the week / weekend. The uptake has been such that an online booking system through the WHPC website has been installed recently.

With this level of interest and activity coupled with the intention for the PC to introduce modest charges for use next year, it is considered both advisable & prudent to address

the current condition of the facility and make some improvements in the current financial year.

Members approved the establishment of a project to improve the tennis court facility as described above funded from reserves unless sufficient S106 money is available for this purpose.

Members also approved the sum of £200 to repair the hut, to be set against the total budget of £5,000.

#### **21.128 Railway Task Group**

The Council approved the transfer of the earmarked budget of £650 for the purposes of contributing to the improvement plan for Horsley Station indicating that the money should, in part, be used for the purchase of planters and wildlife boxes. The transfer would be to East Horsley Parish Council. WHPC may wish to ask for a report from EHPC/Friends of Horsley Station on the spend and progress of the improvement plan in due course.

#### **21.129 Surrey Hills Champion**

Deferred to July Council meeting.

#### **21.130 Clearance of the area at the junction of East Lane and Ockham Road north**

In readiness for landscaping prior to the installation of the bench to be presented by the Preservation Society.

Members approved the Parish Council's designated gardening contractor's quote of £660 + VAT.

#### **21.131 West Horsley Youth Council Cinema Event**

WHPC Communities Team/Youth Council team requested funding to support the Youth Council Cinema Event with the purchase of reusable outdoor Cinema equipment.

Members reviewed the options and agreed a budget of £1,000 for the purchase of a projector, an inflatable screen and cabling. Members agreed that the screen with the top specification was most appropriate. Cllr Murray will work with Cllr Buosi, Cllr Young will assist with the licence application. Storage to be considered.

#### **21.132 Task Group updates**

- a) Community Events (MB, FK, VB, SN, EB):
  - i. Cllr Beynon recorded thanks for the comments received about the litter pick.
  - ii. West Horsley in Bloom: the presentation has had to be cancelled, but the judges were of the view that the judging should go ahead subject to the approval of the Parish Council. This was agreed. The Clerk will contact the Mayor's office to arrange for her to visit on a different date.
- b) Asset Management, Maintenance & Village Appearance Task Group (TR, MB,
- c) VB, SN, AG): the priority is the tennis court and minutes of a recent successful meeting are available.
- d) Road Safety and Maintenance (SN, MB, TR, CY): the chargers have been purchased and the VAS is in place.
- e) Communications (VB, CY, GM, EB): Cllr Buosi requested agreement to advertising West Horsley Place's forthcoming Arts exhibition on Nextdoor. This was agreed.
- f) Personnel (SN, FK, EB, MB): Policies have been reviewed and discussions taken place regarding the clerk and deputy clerk. The closing date for the

deputy clerk has passed and arrangements for interviews are with HR Services.

- g) Youth Council (VB, MB, GM, AG): nothing further to report.
- h) Climate change (CY, MB, FK):
  - i. A networking group was agreed at a meeting on the 25<sup>th</sup> May. All parish councils on the northeast side of the borough are represented. Two residents are interested in getting involved as well.
  - ii. A meeting is arranged for the coming Friday.

Review of courses recently attended:

Cllr Murray: Planning

Cllr Young: two Planning courses

Cllr King: local governance and VAT

Cllr Rogers: planning

Cllr Beynon: NALC course on encouraging young people to become councillors.

### **21.133 Action Log carried forward from previous Parish Council meetings.**

The Clerk has shaded out those that have been completed and these will now be removed.

The hinges on the gate have been dealt with.

Youth council safeguarding policy has been removed.

Bench is in situ.

Picnic table is in situ.

Ash die back – the contract has gone to the approved contractor.

Planning issues will be added to the Action Log.

Gig-a-bit: Cllr Buosi and Cllr Murray will join a meeting in East Horsley in the coming week. Meetings will start with BT Openreach shortly and it is hoped to be able to give a monthly update from now on.

### **21.134 Date of next meeting:**

Tuesday 20<sup>th</sup> July 2021, 7.30pm, Cedar Room, West Horsley Village Hall

In attendance: Locum Clerk, Mrs J Cadman

The meeting closed 8.50pm