

**Appendix 1: ANNUAL MEETING OF WEST HORSLEY PARISH COUNCIL**  
**Minutes of the Meeting held on Thursday 19<sup>th</sup> May 2022**

**Present**

Chairman Cllr E Best; Cllrs M Beynon, V Buosi, P Dodgson, F King, G Murray, T Rogers; Borough & Parish Cllr C Young; J McClung, Clerk; J McKenzie, Deputy Clerk. Also present: one resident.

22.071 **Appointment of Chairman**

Cllr Elaine Best was proposed by Cllr Beynon and seconded by Cllr Murray. All in favour.

22.072 **Declaration of Acceptance of Office by Chairman:** Completed.

22.073 **Appointment of Vice Chair:**

Cllr Frances King was proposed by Cllr Young and seconded by Cllr Rogers. All in favour.

22.074 **Apologies for Absence:** None

22.075 **Chairman's Opening Remarks**

The Chairman welcomed everyone to the Annual Meeting, reminding them that Parish Council meetings are meetings in public, not public meetings. She added that she is honoured to be asked to serve as Chairman for another year. The Chairman expressed her deep sadness at hearing about the recent tragic road accident involving four local teenagers. Guy Padfield-Wilkins has resigned from the Council owing to significant changes to both his home and work commitments. GBC has been informed and a new councillor will be co-opted in due course. The Chairman thanked all involved in the Annual Parish Meeting, with special thanks to June Davey, the Clerk, Rhys Beynon, and Gordon Jackson. West Horsley's Gigabit scheme is now complete. The Chairman thanked the team that spearheaded the project, in particular Colin Carmichael, Chris Woods, and Guy Murray. The Spring issue of the newsletter has now been delivered to all dwellings in the Parish. The Chairman thanked Cllr Buosi for all her hard work. The Chairman has represented the Parish at The Mayor, Cllr Dennis Booth's Civic Service. She attended a meeting of the Village Hall Management Committee; and has been invited to read the lesson at St Mary's special service for the Jubilee on 5<sup>th</sup> June. A call was made for more volunteers to help at the forthcoming Jubilee celebrations on 2<sup>nd</sup> and 5<sup>th</sup> June, as well as the spring litter pick on 21<sup>st</sup> May.

22.076 **Committees**

Planning

- i. Appointment of Chairman: Cllr Guy Murray was proposed by Cllr Young and seconded by Cllr King. All in favour.
- ii. Terms of Reference: Members reviewed and agreed the Planning & Environment Committee Terms of Reference.
- iii. Committee Members agreed as follows: Cllr Murray, Cllr Rogers, Cllr King, Cllr Best, Cllr Young; to be supported by J McKenzie (Deputy Clerk).

Finance

- i. Appointment of Chairman: Cllr Frances King was proposed by Cllr Best and seconded by Cllr Buosi. All in favour.
- ii. Terms of Reference: Members reviewed and agreed the Finance Committee Terms of Reference.
- iii. Committee Members agreed as follows: Cllr King, Cllr Best, Cllr Buosi, Cllr Young, Cllr Dodgson; Julia McClung (Responsible Finance Officer).

22.077 **Task Groups**

Members agreed to combine the Road Safety & Asset Management Task Groups.

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Members agreed on the Lead and Membership of each Task Group as follows:

Asset Management, Road Safety & Village Appearance

Lead: Cllr Rogers; Members: Cllrs Beynon, Buosi, Rogers, Young  
Communications

Lead: Cllr Buosi; Members: Cllrs Buosi, Best, Murray, Young  
Community Events & Wellbeing

Lead: Cllr Beynon; Members: Cllrs Beynon, Best, Buosi, King  
Climate Change

Lead: Cllr Young; Members: Cllrs Young, Beynon, King  
Personnel

Lead: Cllr King; Members: Cllrs King, Best, Beynon, Julia McClung (Clerk)

Youth Council

Leads: Cllr Buosi & Cllr Beynon; Members: Cllrs Buosi, Beynon, Dodgson, Murray

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

**22.078 Other Village Bodies**

Members agreed its representatives as follows:

- a) Grace & Flavour Community Kitchen Garden & Allotments – Cllr Buosi
- b) West Horsley Village Hall Management Committee – Cllr Best
- c) Surrey Association of Local Councils (SALC) – Cllrs Best and King

**22.079 Declarations of Interest; Amendments to Register of Interests; and Declarations of Gifts and/or Hospitality over £25**

- Cllrs Best and King declared an interest in 22.090 – Child’s Toilet at the Village Hall as they are both on the Village Hall Management Committee
- Cllr Rogers declared an interest in 22.085 – Village Green as he lives opposite the Green.
- Cllr Young declared an interest in 22.093 Planning Update in her capacity as Borough Councillor.
- Cllr Murray declared hospitality over £25. Cllr Murray will complete a new Register of Interests.

**22.080 Approval of the Minutes of Previous Meeting**

The minutes of 12<sup>th</sup> April 2022 were approved by the full council and signed by the Chairman as a true and accurate record.

**Public Forum (*meeting adjourned to allow visitors to make comments*)**

Members of the Public

- Ditches - the ditches in the village, particularly in Ripley Lane and Ockham Road North, need clearing out before the winter. Council will raise with Surrey CC and with known landowners; and will also post on Nextdoor asking residents to clear ditches in front of their properties.
- Jubilee Trail – to make the Trail fully accessible to all a dropped curb is needed on the north side of the A246 opposite St Mary’s Church. Council will write to County Cllr Cross.

**22.081 Clerk’s Report**

- A VAT Return for £11,754.03 has been received.
- The year-end internal audit has been re-scheduled to 13<sup>th</sup> June.
- West Horsley Place has offered for us to re-stage our local historical postcards exhibition in the House on the day of the Village Garden Party (10<sup>th</sup> September).
- A new picnic table has been ordered for the Village Orchard (GBC has awarded the Council £630 Concurrent Functions Grant Aid towards this).
- The next Community Drop-In session will be on Wednesday 1<sup>st</sup> June, 11am -12pm, and will be hosted by members of the Climate Change Task Group.
- The new defibrillator has arrived and will now be installed outside Hookwood Chiropractic Clinic.

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22.0082 **Significant Correspondence Received Since the Last Council Meeting**

- Complaints received about Footpath 91 (Cranmore Lane to the A246) which is overgrown. This has been reported to Surrey CC. Council will consider alternative action if SCC cannot prioritise.
- Residents of Nightingale Crescent wish to plant a cherry tree for the Jubilee. They have been given contact details at GBC to request permission. If granted, the Council will consider funding the tree through the Akerman Bequest.

22.0083 **Financial Matters**

- a) Standing items: A list of payments authorised at the previous meeting was noted; and a list of proposed payments was approved by full Council at this meeting.
- b) A summary of all payments made in April was received and approved.

22.084 **Review of Strategic Documents**

- a) Members reviewed and approved the following:
  - i. Child Protection Policy
  - ii. Safeguarding Policy
  - iii. Model Standing Orders (as amended by NALC)

22.085 **Village Green**

Members received a briefing note on the Village Green boundary (along the man-made ditch) and approved, with one proviso\*, the clearance of weeds, brambles and dead wood from the area, the re-turfing of the cleared land, and the re-positioning of one of the benches. Once complete, new planting of hedgerow and trees will be considered and costed.

\*Council to investigate alternative materials to concrete for re-installation of the bench.

22.086 **Improvements at Corner of Ockham Road North/East Lane**

Members received and approved a report on the laying of turf, planting of spring bulbs and installation of a railway-sleeper planter next to the newly installed bench.

22.087 **GBC Concurrent Functions Grant Aid (2023/24)**

Members were asked to consider any future one-off projects that could meet the criteria for Concurrent Functions Grant Aid, advising the Clerk of suggestions before the next Council meeting.

22.088 **Friends of Horsley Station Update**

Considerable progress is being made to enhance the appearance of the station, including the garden to the back of the cycle shop, for which local gardener Fiona Stephenson has donated plants and labour. Contributions from WHPC have funded the newly installed planters on both platforms. A noticeboard is to be installed in the waiting room. More volunteers are required to help with ongoing maintenance of the beds and planters.

22.089 **Friends of Horsley Library**

Working on initiatives to increase footfall, particularly of young readers. Also planning to set up an 'eco hub' for the easy recycling of batteries, tablet foils and spectacles.

22.090 **Child's Toilet at Village Hall**

Members agreed to prepare a proposal to convert the existing outbuilding/storage cupboard to a child's toilet, which would be unlocked and locked daily as per the playground opening hours. The Asset Task Group will prepare a specification for potential contractors, to include the installation of a suitable outdoor storage container.

### 22.091 **Primary school Places**

Members received a confidential briefing note on The Raleigh School's admissions criteria following correspondence received from residents whose children have not gained places at the school due to a bumper year for siblings. Council to write to the South Farnham Educational Trust (SFET), copied to the Headmistress at The Raleigh, expressing their concerns.

It was proposed by Cllr Dodgson that Members consider calling a meeting between WHPC, Surrey CC, Guildford BC, the SFET and parents to discuss the ongoing matter of a shortage of school places for local children, particularly considering the number of new homes due to be built in the village.

### 22.092 **Ripley School Site**

Members agreed to submit a letter of objection to the proposed dissolution of the Ripley School Trust. Members received and approved a draft letter which will be submitted before end of 20<sup>th</sup> May 2022.

### 22.093 **Planning & Environment Committee Update**

- Members received a report on Planning & Environment Committee meetings held since the previous Council meeting.
- It was noted that Cllrs Murray and Young attended a recent 'eight parishes' meeting.
- Cllr Murray reported that revised plans for Lollesworth Fields have been submitted to GBC.
- Planning Committee is to meet with Thakeham Homes again w/c 30 May.

### 22.094 **Task Group Updates**

#### Asset Management, Road Safety & Village Appearance:

- Tennis court refurbishment is now complete. Planning an official opening in July.
- Orchard Restoration project is almost complete.
- Village Warden position will be advertised shortly.

#### Climate Change:

- The next joint West & East Horsley Climate Change Task Group meeting is on Mon 13<sup>th</sup> June.
- Hoping to hold four village events focusing on what individuals can do about Climate Change.
- The North East Climate Change Network (a group of eight local parish councils) met on 4<sup>th</sup> May. Currently working on three key projects: EV strategy for installation across our villages; cycle and walking routes to extend 'green connectivity' (have written to Cabinet Member for the Environment); and working with Zero Carbon Guildford.

#### Communications:

- Newsletter has been delivered to all homes in the Parish and the response has been very positive.
- The West Horsley Welcome Pack will be ready in the coming weeks.
- Two refurbished noticeboards still available; looking for suitable locations.

#### Community Events & Wellbeing:

- The Spring Litter Pick is on 21<sup>st</sup> May. Care will be taken in future not to clash with the Farmers' Market and the Horsley Garden Society event.
- The Arts display board in the Village Hall bus shelter has been updated.

#### Jubilee Celebrations:

- Flyers are out and contain all the details.
- WHPC is mostly responsible for the Beacon Lighting and Pageant/Procession events. Need to find two volunteers to be fire marshals for the beacon event.

#### Personnel:

- Nothing to report.

#### Youth Council:

- Successful trial cinema event was held in the barn at West Horsley Place on 22<sup>nd</sup> April. Plans are afoot for regular youth cinema events. WHP happy to manage tickets through their online booking system.
- Tennis tournament arrangements are coming together. Final will be played the day of the official opening of the tennis court on 24<sup>th</sup> July.

*Chairman's Initials:* \_\_\_\_\_

- Photography Competition. Theme will be 'Celebration'. Awards will be presented on 10<sup>th</sup> September at the Village Garden Party. Details to follow.

22.095 **Other Village Matters**

- Village Hall Manager has asked for help with maintenance of outside of the property. Council to consider passing some responsibilities over to the Village Warden and Garden Maintenance Contractors.

22.096 **Next meeting** is on Tuesday 21<sup>st</sup> June 2022, 7.30pm in the Cedar Room.

22.097 **Confidential Matter**

Members resolved to exclude the public in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960, to discuss a sensitive matter. Members approved all recommendations set out in the briefing paper.

The meeting was closed at 9.12pm

Signed by the Chairman as a true and accurate record: .....

Date: .....

*Chairman's Initials:* \_\_\_\_\_