

**Minutes of the Meeting held at 7.30pm on Tuesday 18th April 2023
Cedar Room, West Horsley Village Hall**

Present

Chairman Cllr E Best; Cllrs M Beynon, V Buosi, P Colborne-Baber, F King, G Murray, T Rogers; Borough & Parish Cllr C Young, Borough Cllr C Barrass; County Cllr C Cross; J McClung, Clerk; J McKenzie, Deputy Clerk; seven residents; one member of West Horsley Youth Council.

23.060 **Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting, reminding them that Parish Council meetings are meetings in public, not public meetings. The Chairman welcomed Carole Mattock who will be joining the Council in May. This is the final meeting of the Council's four-year term. The Chairman thanked Cllrs Tim Anderson and Chris Barrass who are both retiring as Ward Councillors. Special thanks were given to Cllr Catherine Young who is standing down after eight years as a Parish Councillor. The Chairman briefly reflected on some of the Council's achievements over the last four years:

- Came through a pandemic
- Appointed a new Clerk/RFO and a Deputy Clerk
- Published twice-yearly news magazines, and introduced a four-times-a-year e-Bulletin
- Set up a Community Forum
- Established a Youth Council
- Improved the village appearance with new benches, noticeboards, picnic tables, bins, trees, defibrillators, signs, and bollards
- Refurbished the village tennis court
- Restored the Village Orchard
- Secured the serviced of a Village Warden
- Started on the Climate Change agenda
- Hosted over 14 free community events
- Considered more than 600 planning applications
- Designed a Welcome Pack for new home owners
- Bade farewell to The Queen and proclaimed a new King

22.061 **Apologies for Absence**

Cllr P Dodgson, Borough Cllr T Anderson

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

- Cllr Young declared a non-pecuniary interest as a member of Guildford Borough Council in respect of planning matters in 23.076, and the S106 report in 23.072.
- Cllr King declared an interest in 23.066d), donation to HCF.

23.063 **Approval of the Minutes of the Previous Meeting *Appendix 1***

The minutes of the meeting held on 21st March 2023 were approved by the Council and signed by the Chairman as a true and accurate record.

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

County Cllr Cross

- Keeping the pressure on SCC for potholes and flooding issues. Will chase SCC on use of specialist cameras to investigate the cause of the flooding at the railway bridge.

Chairman's Initials: _____

Borough Cllr Barrass

- Cllr Barrass has enjoyed working with the Council, which he has found to be well chaired, very proactive, and with an excellent planning team.

Borough Cllr Young

- Cllr Young said that it has been a privilege for her to serve as a Parish Councillor for the last four years. She hopes to continue attending the Council's meetings as a Borough Councillor.

Members of the Public

- There is duplication of insurance for a few village hall assets (playground equipment/clock/bike racks). Those assets will be removed from the Council's insurance policy when it is next renewed.
- Village Hall has won a £1000 grant from Taylor Wimpey's Community Chest which has gone towards replacing the non-LED lights in the Cedar Room and installing sensor lights in the toilets. This should significantly reduce the use of electricity at the Hall.
- The bottom section of Cranmore Lane is struggling to handle the extra traffic following development. Residents have previously invested a considerable sum to improve the lane. What options are there for financial support as the road is a bridleway, not an adopted road? The Council is seeking advice from SCC's Countryside Access Team.

23.064 **Clerk's Report**

- The Council has purchased an umpire chair. It will be securely installed at the newly refurbished tennis court in the next few days.
- A review of electoral and boundary arrangements for Surrey is underway. Residents and local organisations are invited to participate in a consultation, deadline 8th May. Details are on the Council's website (under News).
- Next week a plaque will be installed at Nightingale Crescent where the Parish Council has recently planted seven trees as part of The Queen's Green Canopy (a tree for each decade of her reign).
- Borough Councillor elections will take place on 4th May. Photo ID is required.

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

- Concern about permanent damage being done to verges by developers, particularly in Green Lane and Long Reach. This will be discussed in detail at the next Planning Committee meeting on 26th April.
- East Clandon Parish Council has shared correspondence with its residents relating to the AONB Boundary Review. This has been passed to the AONB Special Projects team for consideration.

23.066 **Financial Matters Appendices 2, 3 & 4**

- Standing items: A list of proposed payments was approved by Full Council at this meeting. A list of payments authorised at the previous meeting was noted.
- Members received the bank reconciliation to 31st March 2023.
- Members received a report on expenditure against budget to 31st March 2023.
- Members agreed to move £1550 to an earmarked reserve to enable donations budgeted for 2022/23 to be paid in April 23 to: Horsley Community Fund (£300); St Mary's Church (£500); Cobham Food Bank (£600); and Surrey Young Carers (£150).

23.068 **Strategic Documents for Review Appendix 5**

Members reviewed and approved its Code of Conduct for a further 12 months.

23.069 **Fixed Asset Register Appendices 6 & 7**

Members received and approved an updated version of the Councils:

- Fixed Asset Register at 31st March 2023
- List of Low Value Assets at 31st March 2023

23.070 **Election of Parish and Borough Councillors Appendix 8**

Members received a statement of persons nominated for Parish Councillors for West Horsley and Borough Councillors for Clandon and Horsley Ward.

Chairman's Initials: _____

The Parish Council Election was uncontested and therefore all nominees are duly elected without contest. The Council will start the process of co-opting two additional councillors from 4th May.

23.071 **Councillor Training** *Appendix 9*

Members received a list of recommended reading and training courses. Members were advised that if they have not yet completed the recommended training they should do so as quickly as possible.

23.072 **S106 Report** *Appendix 10*

Members received and approved an updated report of S106 projects. Moving forward, the S106 Report will be managed by the Finance Committee in close liaison with the Planning Committee.

23.073 **Card Reader** *Appendix 11*

Members received and approved a briefing note on the purchase of a card reader which would enable the Council to accept card payments at future Council events.

23.074 **Village Hall One-Way System**

Members were informed that three traffic consultants have been briefed and that so far only one response has been received. An item will be raised for the May meeting to select the best option.

23.075 **Review of Projected Figures for Demand for School Places at the Raleigh School**

Members were informed that a briefing note for prospective consultants was being finalised jointly by East and West Horsley Parish Councils and that it would be sent to at least three consultants as soon as approved. It was noted that East Horsley PC has now approved up to £3000 for this advice. The Council will only consider earmarking funds for this if the reports received suggest the work is worthwhile.

23.076 **Planning & Environment Committee Update** *Appendix 12*

Members received a report on Planning & Environment Committee meetings held since the previous Council meeting. Matters also being dealt with include a property in Mount Pleasant which has been reported to GBC Enforcements; and an issue at the top of Long Reach where a gulley has been filled in and a new entrance is being established into the field. Both matters will be discussed in the next planning minutes. Cllr Murray thanked Cllr Young for all her hard work as a member of the Planning Committee.

23.077 **Finance Committee Update** *Appendix 13*

Members received a report on the Finance Committee's meeting held on 5th April.

23.078 **Coronation Update**

Members received an update on arrangements for the Coronation. A flag with The King's Cypher will be flown at the Village Hall, and bunting put up at the Village Hall, Village Orchard, and Village Green. All arrangements for the Coronation Celebration at West Horsley Place are in place. More volunteers for the event would be welcomed. Contact clerk@westhorsley.info.

23.079 **Task Group Updates**

Asset Management & Village Appearance

- Researching costs for a wrought iron village sign.

Climate Change

- Joint task group meeting scheduled for 25th April.

Communications

- June newsletter theme will be volunteers and community.
The Welcome Pack is finished and will be available via the website next week. Printed copies will be available soon.
- The latest issue of Bulletin Board has gone out to subscribers and can be found on the website too.

Community Events & Wellbeing

- Entries are now open for West Horsley in Bloom 2023. This year on-line entry will be the preferred method; however paper entry forms will still be available. Email westhorsleyinbloom@gmail.com for information.

Personnel

- Nothing to report.

Roads

- Awaiting a site visit from SCC to review the speed limits and signage, and to consider the best location for VAS signs.

Youth Council

- Fun Run arrangements are progressing well. A page on the Council’s website, including an online registration form, has been set up. Posters are being added to noticeboards and shop windows.
- Clerk/Chairman roles have been handed over to two new Youth Councillors.
- Recruitment campaign will begin soon. The Youth Council needs at least three new members.
- Youth Council hoodies are being costed.

Special Projects Updates

AONB Boundary Review

- Recommendations will be presented at the May Council meeting.

Community Forums

- Nothing to report.

23.080

Other Matters

- 2024 will be the 140th Anniversary of Horsley Station. Friends of Horsley Station have asked about a possible celebratory event, with the Youth Council’s involvement.
- Complaint about the use of the tennis court as bookings are not being kept. Will amend the booking system to allow cancellation up to an hour before the start time.
- Henry Smith Charity is still struggling to give money to those in need. Horsley Community Fund is finding the same. The charities will both be promoted in the June newsletter.
- The Deputy Clerk is coordinating an effort to sort the flooding under the railway bridge.

23.081

Date of the Next Full Council Meeting

7.30pm on Tuesday 16th May at West Horsley Village Hall. This is the Annual Meeting.

The meeting concluded at 8.51pm

Signed by the Chairman as a true and accurate record:

Date:

Chairman’s Initials: _____