

**Minutes of the Annual Meeting held at 7.30pm on Tuesday 16<sup>th</sup> May 2023  
Cedar Room, West Horsley Village Hall**

**Present**

Cllrs E Best, M Beynon, P Colborne-Baber, P Dodgson, F King, G Murray, C Mattock, T Rogers; Borough Cllr R Brothwell; County Cllr C Cross; J McClung, Clerk; J McKenzie, Deputy Clerk; three residents.

23.082 **Appointment of Chairman**

Cllr Elaine Best was appointed Chairman: proposer Cllr King, seconder Cllr Beynon. All in favour.

23.083 **Chairman to Sign Declaration of Office**

Completed

23.084 **Appointment of Vice Chairman**

Cllr Frances King was appointed Vice Chair: proposer Cllr Rogers, seconder Cllr Beynon. All in favour.

23.085 **Chairman's Opening Remarks**

The Chairman welcomed everyone to the annual meeting, the first meeting of the new council, reminding them that Parish Council meetings are meetings in public, not public meetings. The Chairman welcomed Cllr Mattock to the Council. The Council plans to co-opt two further councillors. Our three elected Borough Councillors are Catherine Young, Ruth Brothwell, and Dawn Bennett. The Council looks forward to working with them. Thanks to everyone who helped with the organisation of the Coronation Celebration, which was attended by close to 600 people despite the weather. We have received wonderful feedback from our residents. Congratulations to Mel Beynon, Judy Young and the West Horsley Wheel of Care who each received the Mayor of Guildford's Award for Service to the Community in 2023. The Chairman represented the Council at the official opening of the Guildford Guild of Quilters' exhibition at West Horsley Place. She also attended the Civic Service, accompanied by the Vice Chair and Clerk.

23.086 **Apologies for Absence**

Cllr V Buosi; Borough Cllrs C Young, D Bennett

23.087 **Committees**

Members elected a Chairman and agreed the Membership of each Committee as follows:

a) Finance

Cllr Frances King was elected as Chairman: proposer Cllr Best, seconder Cllr Murray. All in favour.  
Membership agreed as follows: Cllrs E Best, V Buosi, P Dodgson, F King; J McClung (RFO)

b) Personnel

Cllr Frances King was elected Chairman: proposer Cllr Beynon, seconder Cllr Mattock. All in favour.  
Membership agreed as follows: Cllrs M Beynon, E Best, F King; J McClung (Clerk)

c) Planning & Environment

Cllr Guy Murray was elected Chairman: proposer Cllr King, seconder Cllr Rogers. All in favour.  
Membership agreed as follows: Cllrs P Colborne-Baber, F King, C Mattock, G Murray, T Rogers; J McKenzie (Deputy Clerk).

23.088 **Task Groups**

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

a) Asset Management & Village Appearance

Cllrs T Rogers (Lead), M Beynon, V Buosi; J McClung (Clerk) + co-optee

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- b) Communications  
Cllrs V Buosi (Lead), P Dodgson, E Best; J McClung (Clerk) + co-optee
- c) Community Events & Well-being  
Cllrs M Beynon (Lead), F King, E Best, C Mattock, J McClung (Clerk) + co-optee
- d) Road Safety & Maintenance  
Cllrs P Colborne-Baber (Lead), C Mattock, G Murray, T Rogers; J McKenzie (Deputy Clerk) + co-optee

### 23.089 **Community Projects**

Members agreed on the Lead and Membership of each Community Project as follows:

- a) Community Forums  
Cllrs P Dodgson (Lead), V Buosi, C Mattock; J McClung (Clerk)
- b) Youth Council  
Cllrs M Beynon (Co-Lead), V Buosi (Co-Lead); J McClung (Clerk)

### 23.090 **Special Projects**

Members agreed the Leads of each Special Project as follows:

- a) AONB Boundary Review  
Cllrs T Rogers, F King
- b) Wisley  
Cllr T Rogers

Members agreed that the Chairman is ex-officio on all Committees, Task Groups, Community Projects, and Special Projects.

### 23.091 **Representatives on Other Groups**

Members agreed its representatives as follows:

- a) Grace and Flavour Community Garden - Cllr T Rogers
- b) Friends of Horsley Station - Cllrs M Beynon, P Colborne-Baber, C Mattock
- c) West Horsley Village Hall Management Committee - Cllr E Best
- d) Surrey Association of Local Councils - Cllrs E Best, F King
- e) Henry Smith Charity - Cllr G Murray
- f) The Horsleys CAN – Cllrs M Beynon, C Mattock

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

- To note that all councillors have submitted their Register of Interests.
- Cllrs Best and King declared an interest in 23.100 Village Hall One-way System, as they are both members of the Village Hall Management Committee.

### 23.093 **Approval of the Minutes of the Previous Meeting *Appendix 1***

The minutes of the meeting held on 18<sup>th</sup> April 2023 were approved by the Council and signed by the Chairman as a true and accurate record (with one minor amendment).

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

##### County Cllr Cross

- Cllr Cross to assist with planning permission from Surrey Highways to erect a village sign on the roundabout at Bell & Colvill.
- The cause of the flooding by the railway bridge has finally been identified and the water relieved. Additional work is due to take place to ensure the road doesn't flood there in future.

##### Borough Cllr Brothwell

- All Guildford Borough Councillors are currently undertaking a lot of training. There is one course scheduled that is specifically about the Wisley development. Cllr Brothwell will report back to the Parish Council.

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Borough Cllr Young (comments submitted to Clerk by email)

- Meeting requested with the Integrated Care Board to discuss where the S106 funding allocated to the Medical Centre has gone.
- Matter of non-collection of bins at Green Lane due to road closures has been escalated to GBC.
- Awaiting a proposal from SCC on how to resolve the School Lane parking issue. Residents are continuing to log incidents to Cllr Young.

Members of the Public

- New legislation has been introduced to allow longer lorries on the UK's roads. Lorries can now pull longer semi-trailers (LSTs), measuring up to 2.05 metres longer than a standard semi-trailer. Vehicles which use LSTs will be subject to the same 44 tonne weight limit as those using standard trailers. These new vehicles are expected to cause less pollution and less wear on the roads than conventional lorries. The Council will formally write to Cllr Cross about this to ask what the Surrey Highways department is/can do about restricting the larger vehicles through villages such as ours.

23.094 **Clerk's Report**

- The Council is upgrading its website Google Analytics.
- The Clerk has attended a VAT for Local Councils training course.

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

- Concern over the state of the overflowing recycling facilities in the Station Parade car park in East Horsley. Council to write to EHPC, copying the three Borough Councillors.
- Significant damage has been caused to the Village Oak by a resident who climbed the tree using spikes to erect a flag for the Coronation. Council to contact the Arboricultural Officer at GBC for advice and to consider notifying the Police Community Support Officer.

23.096 **Financial Matters Appendices 2, 3, 4 & 5**

- 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 30<sup>th</sup> April 2023.
- Members received a report on expenditure against budget to 30<sup>th</sup> April 2023.
- Members received the Internal Auditor's Final Report for Year End 31<sup>st</sup> March 2023. The report will be used by Council when it completes its AGAR in June.

23.097 **Strategic Documents for Review Appendices 6, 7 & 8**

Members reviewed and approved:

- Finance Committee Terms of Reference
- Personnel Committee Terms of Reference
- Planning & Environment Committee Terms of Reference

It was noted that if any Committee wishes to amend its Terms of Reference, those amendments will need to be approved by Full Council.

23.098 **Youth Council Report Appendix 9**

Members received an update from the Youth Council, including details of its forthcoming Family Fun Run on 4<sup>th</sup> June, plans for a recruitment drive, and its intention to initiate a 'Plastic Free Horsley' campaign.

23.099 **Tennis Court Bookings**

The Assets Task Group is reviewing its booking system and considering the introduction of hire charges for business users. A report will be presented to Council in June.

23.100 **Village Hall One-Way System Appendix 10**

Members received and approved a briefing note on the appointment of a Traffic Management Consultant to review the existing system and to make recommendations of cost-effective improvements to reduce the risk of accidents to other motorists and pedestrians.

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- 23.101 **AONB Boundary Review Consultation Submission Appendix 11**  
Members received and approved a briefing note on the Council's proposed response to the current AONB consultation, requesting the inclusion of the West Horsley Place estate in the 'Hatchlands and Clandon' area. The draft response will be circulated to all councillors by 31<sup>st</sup> May for comment/approval via email for submission ahead of Natural England's 13<sup>th</sup> June deadline.
- 23.102 **New Bench at East Lane**  
a) Members approved an additional spend not to exceed £200 to cover the price increase for the new bench (purchase previously approved by Council at minute reference 22.130).  
b) Members agreed to install a plaque on the new bench, with the wording "Installed by West Horsley Parish Council in 2023 to mark the Coronation of King Charles III". Cost not to exceed £120.
- 23.103 **Water Bottle Filling Station**  
Installation of the proposed water bottle filling station at the Village Hall will be presented to the Village Hall Management Committee at its next meeting, after which time a final decision on whether to go ahead with this project will be reached. This item will be reviewed at the Council's meeting on 20<sup>th</sup> June.
- 23.104 **Co-option of Two New Parish Councillors**  
Members noted that it has until its meeting on 20<sup>th</sup> June to co-opt two additional councillors, after which time the full GBC co-option procedures will need to be followed.
- 23.105 **Planning & Environment Committee Update Appendix 12**  
Members received a report on Planning & Environment Committee meetings held since the previous Council meeting. Additionally, Council was informed that 19/P/02096 Waterloo Farm has been called in by GBC's Planning Committee; Cllr Murray to speak at the Committee's meeting on 24<sup>th</sup> May.
- 23.106 **Task Group Updates**  
Asset Management & Village Appearance
- Have obtained three quotes for a wrought iron village sign. Planning permission is being sought. A full briefing note will be presented to Council in June.
  - Recommendations for Vehicle Activated Signs will also be presented to Council in June.
- Climate Change
- Next joint task group meeting is at 7pm, 30<sup>th</sup> May at West Horsley Village Hall.
  - The presentation from the latest talk will be uploaded to the Council's website.
  - The Joint Task Group is to become a community group known as 'The Horsleys Climate Action Network' (The Horsleys CAN). Catherine Young will chair as a resident. There will be two representatives from East and West Horsley Parish Councils plus representatives from other community groups including Horsley Countryside Preservation Society. New Terms of Reference will be finalised at the meeting on 30<sup>th</sup> May.
- Communications
- Cllrs were reminded that copy for the June newsletter is due now.
- Community Events & Wellbeing
- Coronation Celebration: Thanks to all the volunteers, to West Horsley Place for hosting, to Utterly Unique and Whippets for providing the music, to Mews Gin, Gray's Gelato and Tiger Lily Bus Company for providing the drinks, snacks and ice cream, to Stephen Isaac for letting us use his London Bus, and to White Watch from Leatherhead Fire Station for helping to make the event such a success.
  - Deadline for entries to West Horsley in Bloom 2023 is Sunday 4<sup>th</sup> June. Email [westhorsleyinbloom@gmail.com](mailto:westhorsleyinbloom@gmail.com) for details.
- Personnel
- Nothing to report.

Roads

- The Task Group is focused on improvements to the pavements along The Street and around Northcote Road/Crescent. It will be sending our letters to some residents about their responsibilities for maintaining their hedges and gullies. It is also hoping to get representation from SCC at its next meeting.

**Special Projects Updates**

Community Forums

- Education: Clerk to write to consultants to ask for quotes for a report on the future demand for primary school places in the Horsleys.
- Health: Starting to plan a Community Forum on the Provision of Medical Services. Provisional date is Tuesday 11<sup>th</sup> July. Full scope of the event to be presented to Council in June.

23.080 **Other Matters**

- Cllr Murray asked the Council to note the excellent results the Deputy Clerk’s has achieved in getting the Mount Pleasant cul-de-sac adopted by GBC, and in finally getting SCC to acknowledge, investigate and resolve the flooding at the railway bridge.
- Graffiti on the railway bridge has been reported to Network Rail. Deputy Clerk will chase.

23.081 **Date of the Next Full Council Meeting**

7.30pm on Tuesday 20<sup>th</sup> June at West Horsley Village Hall.

The meeting concluded at 8.47pm

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

Date: .....

*Chairman’s Initials:* \_\_\_\_\_