

**Minutes of the Meeting held at 7.30pm on Tuesday 17<sup>th</sup> October 2023**  
**Cedar Room, West Horsley Village Hall**

**Present** Chairman Cllr E Best; Cllrs M Beynon, V Buosi, P Dodgson, F King, C Mattock, J McKenzie, G Murray, T Rogers; Borough Cllr C Young; J McClung; Clerk, K Young, Deputy Clerk; two Youth Councillors; eight residents.

**23.177 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 Karen Young, the newly appointed Deputy Clerk who started on 1<sup>st</sup> October. Over a hundred residents attended the Community Forum on Health Services on 26<sup>th</sup> September. The panel ensured an informative evening and productive Q&A. Special thanks to Cllr Dodgson for his summary of the proceedings (report now on the Council's website), and to Charles Hope for providing the sound. Finally, a reminder that the election for a new Surrey County Councillor is on Thursday 19<sup>th</sup> October.

**23.178 Apologies for Absence** Borough Cllrs D Bennett, R Brothwell

**23.179 Co-option of a New Parish Councillor**

Members approved the appointment of Jane McKenzie as Councillor.

**23.180 Declarations of Interest; Amendments to Register of Interests; and Declarations of Gifts and/or Hospitality over £25** None

**23.181 Approval of the Minutes of the Previous Meetings Appendix 1**

The minutes of the meeting held on 19<sup>th</sup> September 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*)**

Borough Cllr Young

- Affinity Water works on Ockham Road South – now likely to finish by 1<sup>st</sup> December returning in January to complete. Any complaints for long working hours should be directed to the new Surrey County Councillor.
- Proposed Forest Road roadworks have been delayed so they will no longer clash with Ockham Road South closures.
- New residents are having trouble getting wheelie bins – the matter will be resolved by the end of October.

Members of the Public

- A resident's car numberplates were stolen whilst parked at the King Billy. Will report to PCSO.

**23.182 Clerk's Report**

- St Mary's Church has been awarded a Bronze Eco Church Award in recognition of their efforts in: Worshiping & Teaching; Management of Buildings and Land; Community & Global Engagement; and Lifestyle.
- Guildford Borough Council is carrying out a review of all polling places. Residents (and the Council) are invited to provide feedback on polling stations currently used or to give suggestions for alternative polling places.

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

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

- Why are the curbs at the corner of Ockham Road North and East Lane so low? This allows traffic to easily cut the corner and mount the pavements (particularly lorries and buses). The Council will write to SCC to gain clarity on the low curbs.
- Why have the 'pedestrians crossing' warning signs on the A246 by St Mary's Church been removed? The Council has contacted SCC and they have agreed to replace the signs.

23.184 **Financial Matters Appendices 2-6**

- a) A list of proposed payments was approved by Full Council at this meeting. A list of payments authorised at the previous meeting was also noted.
- b) Members received the bank reconciliation to 30<sup>th</sup> September 2023.
- c) Members received a report on expenditure against budget to 30<sup>th</sup> September 2023.
- d) Members received a report on the completion of the limited assurance review for year ended 31<sup>st</sup> March 2023.
- e) Members noted the 'Notice of Conclusion of Audit' for year ended 31<sup>st</sup> March 2023.

23.185 **Youth Council Appendix 7**

- a) Members received a report on recent Youth Council meetings. It was confirmed that the Youth Council will host a Christmas Movie Night at Place Farm Barn on Friday 8<sup>th</sup> December, and that a 'Good Neighbours Challenge', aimed at primary school children, is planned for the New Year. The Youth Council has recruited a new member but is still looking to further build its team.
- b) Members approved the setting up of a [youthcouncil@westhorsley.info](mailto:youthcouncil@westhorsley.info) email address to enable more 'professional' engagement with external organisations. It was noted that the email address would not be shared publicly.

23.186 **Strategic Documents for Review**

Members approved the following strategic documents:

- a) Financial Regulations *Appendix 8*
- b) Standing Orders *Appendix 9*
- c) Policy Statement for Risk Assessment and Management *Appendix 10*
- d) Financial Risk Assessment *Appendix 11*

23.187 **Hedge Planting at New Bus Stop on East Lane Appendix 12**

Members received and approved a briefing note on the planting of a 10m stretch of Hornbeam hedging at the site to repair damage done during the installation of the new bus stop. Members approved £650 to be drawn from the Akerman Bequest fund.

23.188 **Installation of new Vehicle Activated Signs (VAS) Appendix 13**

Members received a briefing note on the installation of two replacement VAS on The Street at Silkmore Lane and Cranmore Lane. It was agreed to purchase two Smiley Activated Signs from Messagemaker at a cost not to exceed £6,000 + VAT. It was noted that installation is not included in the quote.

23.189 **80<sup>th</sup> Anniversary D Day Celebrations Appendix 14**

Members received a copy of the official D Day Anniversary Guide. The guide calls on parishes to hold a beacon lighting at 9.15pm on 6<sup>th</sup> June 2024. A Steering Group to discuss whether to hold such an event, or whether to mark the occasion in an alternative way, was established. The group will liaise with West Horsley Place, St Mary's Church, neighbouring Parish Councils, and other local organisations to gauge what they are planning.

23.190 **Climate Change Village Survey Appendix 15**

Members received a briefing note from The Horsleys CAN on a proposed East and West Horsley on-line survey on climate change. Members approved a contribution not to exceed £100 towards the cost of conducting the research.

23.191 **WHPC Awards for Service to the Community**

Members were informed that West Horsley Place has offered The Stone Room for the presentation evening on Thursday 21<sup>st</sup> March 2024. A Steering Group was established to progress the planning of the awards scheme, starting with the establishment of the awards criteria and a judging panel.

23.192 **Planning & Environment Committee Update Appendices 16 & 16a**

Members received a report on Planning & Environment Committee meetings held since the previous Council meeting. Other matters of note:

- Wisley Appeal is ongoing. New and amended documents are being submitted regularly. Residents are invited to attend or to watch online (details on GBC website).

23.193 **Finance Committee Update Appendix 17**

Members received a report on Finance Committee meetings held since the previous Council meeting. Other matters of note:

- An informal strategy and budget meeting is scheduled for 31<sup>st</sup> October.
- The draft budget will come to Full Council in November for review, and again in December for approval.

23.194 **Other Committee Updates**

- a) Personnel Committee: A mid-year appraisal for the Clerk/RFO was completed. The next Committee meeting is on 30<sup>th</sup> October.

23.195 **Task Group Updates**

- a) Asset Management & Village Appearance: The new village sign will be installed soon.
- b) Communications: Next newsletter is in the pipeline, due for publication early December.
- c) Community Events & Wellbeing: Litter Pick on 28<sup>th</sup> October. Christmas Lantern Parade on 3<sup>rd</sup> December. Tickets available from the website. The Christmas tree will be decorated on 2<sup>nd</sup> December.
- d) Road Safety & Maintenance: A spreadsheet showing priorities. Mount Pleasant pavement has been fully replaced. 20 The Street roadworks will need to be completed before sign off, including repairs to FP91. Pavements are being repaired in Northcote Road. Want to work closely with the new Surrey County Councillor to get projects in to Project Horizon Bridleway at Cranmore to Little Cranmore. Shufflers are on lookout for any issues with pavements.

21.196 **Community Projects Updates**

- a) Horsley's CAN:
- b) Community Forums: The format works well. We will hold the format for the next time a matter needs to be discussed with the community.

23.197 **Other Village Matters**

Thakeham Homes: A resident has concerns about the removal of a hedge that backs on to his property. A meeting will take place later this week to discuss. Also, ongoing issue of fire alarms going off in the middle of the night. Developer investigating what is triggering the alarm.

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

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

7.30pm on Tuesday 21<sup>st</sup> November in the Cedar Room, West Horsley Village Hall.

*Members resolved to exclude the press and public in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss a staffing matter.*

23.176 **Annual Review of Village Warden Role Confidential Appendix 18**

Members received and approved a confidential briefing note reviewing the Village Warden's role and recommending the amendment of the Warden's hourly rate.

The meeting concluded at 20.50pm

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

Date: .....

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