



**Minutes of the Annual Meeting held at 7.30pm on Tuesday 21 May 2024
Cedar Room, West Horsley Village Hall**

Present Cllrs E Best, M Beynon, V Buosi, C Clinton, F King, C Mattock, T Rogers, S Skinner; Borough Cllr D Bennett; J McClung, Clerk; K Young, Deputy Clerk; 3 residents.
Cllr Rogers left the meeting after item 24/089.

24/083 Appointment of Chairman

Cllr Elaine Best was appointed Chairman: proposer Cllr Rogers, seconder Cllr Clinton. All in favour.

24/084 Chairman to Sign Declaration of Acceptance of Office

Completed

24/085 Appointment of Vice Chair

Cllr Vanessa Buosi was appointed Vice Chair: proposer Cllr King, seconder Cllr Mattock. All in favour.

24/086 Apologies for Absence

Cllrs P Dodgson, G Murray; County Cllr D Booth; Borough Cllrs R Brothwell, C Young

24/087 Committees

Members elected a chairman and agreed the membership for each committee as follows:

a) Finance

Cllr Frances King was elected Chairman: proposer Cllr Beynon, seconder Cllr Mattock. All in favour.
Membership agreed as follows: Cllrs E Best, V Buosi, P Dodgson, F King, S Skinner

b) Personnel

Cllr Frances King was elected Chairman: proposer Cllr Buosi, seconder Cllr Skinner. All in favour.
Membership agreed as follows: Cllrs E Best, F King, C Mattock

c) Planning

Cllr Guy Murray was elected Chairman: proposer Cllr Best, seconder Cllr Clinton. All in favour.
Membership agreed as follows: Cllrs F King, C Mattock, G Murray, T Rogers, S Skinner

24/088 Task Groups

Members agreed the leads and membership for each task group as follows:

a) Asset Management, Village Appearance & Environment

Cllrs T Rogers (Lead), M Beynon, S Skinner

b) Communications

Cllrs V Buosi (Lead), E Best, C Clinton, P Dodgson, G Murray

c) Community Events & Well-being

Cllrs C Clinton (Lead), E Best, M Beynon, P Dodgson, F King, C Mattock, S Skinner

d) Road Safety & Maintenance

Cllrs T Rogers (Lead), V Buosi, C Mattock

e) S106

Cllr Elaine Best (Lead), Cllrs F King, G Murray

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

Chairman's Initials: _____

24/089 Council Representatives

Members agreed its representatives for the following organisations as follows:

- a) Friends of Horsley Station – Cllrs M Beynon, C Mattock
- b) Grace & Flavour Community Garden – Cllr T Rogers
- c) Henry Smith Charity – Cllr G Murray
- d) Horsley Heritage Group – Cllrs C Clinton, P Dodgson
- e) Horsleys CAN – Cllrs M Beynon, P Dodgson, C Mattock
- f) Surrey Association of Local Councils – Cllr E Best
- g) Village Hall Management Committee – Cllr E Best
- h) Youth Council – Cllr V Buosi

24/090 Chairman's Remarks

The Chairman welcomed everyone to the annual meeting reminding them that Parish Council meetings are meetings in public, not public meetings. The Chairman thanked Cllr King for serving as Vice Chair for three years. Cllr King and the Chairman represented the Council at the Civic Service at Holy Trinity. Cllr Sallie Barker MBE has been elected Mayor of Guildford for 2024-25, with Cllr Howard Smith as Deputy Mayor.

24/091 Declarations of Interests from Members in respect of any items on the agenda; Submission of Register of Interests; Declarations of gifts/hospitality over £50

Cllr King and Cllr Best declared an interest in item 24/100 - Replacement Playground Fencing.

24/092 Minutes of the Previous Meeting of the Council

The minutes of the meeting held on 16 April were approved by the Council and signed by the Chairman as a true and accurate record *Appendix 1*

Public Forum (meeting adjourned to allow visitors to make comments)Borough Cllr Bennett

- Pre-applications are now available again on the GBC website.

Members of the Public

- A resident's garden has been regularly flooding since the 1950s but it is getting progressively worse. At times the water level now reaches the damp course of the property which is a cause of great concern. The resident's ditches have been inspected and are clear. There is an issue with the flow of water away from the property and the adjoining pipes appear to be too narrow. The Deputy Clerk visited the property in early March and photographed the flooding when it was at its worst. She is liaising with SCC, Network Rail and West Horsley Place to address the matter and is also trying to contact to the site manager at Ada Gardens. The Deputy Clerk will keep the resident and the Council informed of any progress made.
- A resident has requested the hedges along the pavement on East Lane, between The Wheelhouse and Northcote Road, are cut back. The Roads Task Group is planning to visit all properties in the village where the hedges are encroaching the pavements over the next few days.

24/093 Clerk's Report

Guildford Borough Council will be holding a Guildford Green Day on Sunday 9 June, an initiative funded by the UK Government. Details of the GBC website.

24/094 Significant correspondence received since the last Council meeting

Nothing to report.

Chairman's Initials: _____

24/095 Audit for 2023/24 Appendices 2, 3 & 4

- a) Members received, considered, and approved the Internal Auditor's Final Report for 2023/24.
- b) Members received and completed Form 3 of the Annual Governance and Accountability Return (AGAR) for 2023/24 in conjunction with the Internal Auditor's Report in accordance with Proper Practices.
 - i. Annual Internal Audit Report 2023/24 was noted.
 - ii. Section 1 - Annual Governance Statement for 2023/24 was completed and signed by the Chairman and Clerk at the meeting.
 - iii. Section 2 - Accounting Statements for 2023/24 was signed by the Chairman at the meeting.
- c) Members noted the dates of the period for the exercise of public rights which are Monday 3 June to Friday 12 July 2024.

24/096 Financial Matters Appendices 5, 6, 7 & 8

- a) A list of proposed payments was received and approved by Full Council at this meeting. A list of payments authorised at the previous meeting was also noted.
- b) Members received and approved the bank reconciliation to 30 April 2024.
- c) Members received and approved a detailed report on expenditure against budget to 30 April 2024.
- d) Members received and approved a summary of Ear Marked Reserves to 30 April 2024.

24/097 Strategic Documents for Review Appendices 9, 10, 11 & 12

- a) Members received and approved a schedule for the review of strategic documents during 24/25.
- b) Members received and approved the Terms of Reference for:
 - i. Finance Committee
 - ii. Personnel Committee
 - iii. Planning Committee

24/098 Youth Council Report

Members received an update on Youth Council activities since the previous Council meeting. The Clothes Swap on 21 April was a huge success. Thank you to all the friends/parents, councillors and members of Horsleys CAN that helped. Volunteers are still needed for the Fun Run at West Horsley Place on Sun 2 June. It was noted that the Youth Council events go a long way to strengthen relationships between the Parish Council and its residents. The Wheel of Care has donated its film equipment to the Youth Council.

24/099 D-Day Afternoon Tea Appendix 14

Members received and approved a briefing note on the Council's D-Day Afternoon Tea, including the approval of a budget not to exceed £750 for this event. It was noted that the event is now fully booked.

24/100 Replacement Playground Fencing

- a) Members agreed to apply to Cllr Booth for Your Fund Surrey Community funding to replace the playground fencing which is in disrepair. Three quotes for the work are being obtained and an application needs to be submitted as soon as possible.
- b) Members agreed to contribute of £2000 towards the Playground Fencing project using its EMR – Village Hall Refurbishment.

24/101 Horsley and Send Cricket Club Licence Application

- a) Members received a verbal report on a licence application submitted to GBC by the Cricket Club for extended weekend events licensing hours on Fridays and Saturdays until 1am.
- b) Members agreed to submit a representation on the application, stating the Council's views as follows:
 - no amplified outdoor music after 11pm
 - indoor music, with a decibel limit not to exceed 90, permitted until 12am
 - bar licence until 12am only

Chairman's Initials: _____

24/102 **WHPC Community Grants Application Appendix 15**

Members received and approved a grant application from Friends of Horsley Station for funding towards a ‘Welcome to the Horsleys’ noticeboard to be displayed at the Station.

24/103 **Parking at Farleys Close**

Members received an update on residents’ ongoing concerns over parking at Farleys Close. The Deputy Clerk will ask Surrey Highways if it can offer some informal advice without triggering a formal parking review. It was noted that a decision on the Wisley Appeal, which could significantly alter the layout of the Long Reach/Farleys Close junction, is still pending.

24/104 **Planning & Environment Committee Appendix 16**

Members received a report on Planning & Environment Committee meetings held since the previous Council meeting.

24/105 **Other Committee Updates**

- a) Personnel Nothing to report.
- b) Finance Nothing to report.

24/106 **Task Group Updates**

- a) Asset Management, Village Appearance & Environment The tennis hut is being re-painted.
- b) Communications Cllr Buosi was congratulated on an excellent summer newsletter. Nothing further to report.
- c) Community Events & Well-being Nothing further to report.
- d) Road Safety & Maintenance The two dips outside the Village Hall have red paint around them. Still waiting for an update on calming measures on Ockham Road.
- e) S106 Nothing to report.

24/107 **Community Projects Updates**

- a) Horsley Heritage Group Council is asked to consider what it can contribute to the history archive. In future the minutes of the HHG meetings will be included with the Full Council’s monthly meetings supporting documentation.
- b) Horsleys CAN Nothing to report that isn’t included in the minutes.

24/108 **Other Village Matters**

None

24/109 **Date of Next Meeting:** Tuesday, 18 June at 7.30pm in the Cedar Room, West Horsley Village Hall.

The meeting concluded at 9.03pm

Signed by the Chairman as a true and accurate record:

Date:

Appendices to this meeting are available on the Parish Council website at www.westhorsley.info.

Chairman’s Initials: _____