West Horsley Parish Council

Minutes of the Meeting held at 7.30pm on Tuesday 20 February 2024
Cedar Room, West Horsley Village Hall

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

24/023 **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 closing date for nominations for the WHPC Awards for Service to the Community is 26 February. Councillors were reminded they have a training session on 22 February.

24/024 **Apologies for Absence** Borough Cllrs D Bennett, R Brothwell

24/025 **Declarations of Interest; Amendments to Register of Interests; and Declarations of Gifts and/or Hospitality over £25** None

24/026 **Approval of the Minutes of the Previous Meetings** *Appendix 1*
The minutes of the meeting held on 16 January 2024 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 Booth
- The anticipated Forest Road closure for resurfacing, which is scheduled for w/c 4th March, will be overnight closures only.
- The first Flood Forum for neighbouring parishes will take place on 22 March, 10am at East Horsley Village Hall.
- Cllr Booth will chase for a date for the pavement clearance works which need to take place before the bird nesting season begins.
- Cllr Booth is Chairman of the Guildford Veterans Hub which organises monthly social events for ex-service men and women. He will send some copy for inclusion in the next newsletter.

Borough Cllr Young
- On 21 February GBC's Full Council will determine whether to approve the recommendation to update the Guildford Local Plan. Several Parish Councils will be speaking at the meeting. Planning Committee to consider sending a representative.

Members of the Public
- A resident has asked the Parish Council to write in to the GBC Enforcement Team asking them to investigate as a matter of urgency a home build that is going off-plan and breaching privacy laws. This will be discussed at the Planning Committee meeting on 21 February.

24/027 **Clerk's Report**
- A free framed portrait of King Charles has been ordered.
- There is one allotment plot (or two half plots) available at the Grace & Flavour Community Garden. Any West Horsley resident who is interested should email the Clerk.
- The Village Pound sign, originally installed in 2004, has been restored by the Village Warden.

- The Clerks attended a SALC Biodiversity Duty workshop. The presentation will be circulated to all councillors with a view to further discussion at the March Council meeting.
- The PCSOs for West Horsley are now Emma Welland and Damon Young. The Council wished to record appreciation for the outgoing PCSO. The Chairman will write a letter.

24/028 **Significant Correspondence Received Since the Last Council Meeting**

- Surrey Wildlife Trust has launched a Space4Nature project to develop new ways to map and assess wildlife habitats using a combination of Satellite Earth Observation, Artificial Intelligence and Citizen Science.
- The admission arrangements for Surrey's community and voluntary controlled schools for 2025 have been published with no changes to report.

24/029 **Financial Matters**

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. *Appendix 2*
b) Members received and approved the bank reconciliation to 31 January 2024. *Appendix 3*
c) Members received and approved a detailed report on expenditure against budget to 31 January 2024. *Appendix 4*

24/030 **Youth Council**

Members were updated on Youth Council activities, including the Good Neighbour Challenge at The Raleigh School, a Clothes Swap at the Village Hall on 21 April, and a Fun Run at West Horsley Place on 2 June. The Youth Council will give a short presentation at the Annual Parish Meeting on 30 April.

24/031 **Strategic Plan for 2024-2027** *Appendix 5*

Members received and approved the Strategic Plan for 2024-2027 with one small amendment.

24/032 **Strategic Documents for Review** *Appendices 6-9*

a) Complaints Procedure: Members reviewed and re-adopted its Complaints Procedure. This will be reviewed in February 2026.
b) Code of Conduct: Members reviewed and re-adopted its Code of Conduct with no amendments. This will be reviewed in January 2025. It was noted that the value of gifts and/or hospitality that must be declared is now £50. This will be reflected in the meeting agendas from March onwards.
c) Social Media Policy: Members received and reviewed a draft Social Media Policy. This policy will be amended and reviewed again at the March Council meeting.
d) Planning Committee Terms of Reference: Members received and approved a revised Terms of Reference.

24/033 **Horsley Heritage Community Group** *Appendix 10*

Members received and discussed a proposal drafted by East Horsley Parish Council on the formation of a Horsley Heritage Group (HHG) as a joint East and West Horsley Parish Councils Task Group. Members were very much in support of forming HHG, with Cllrs Dodgson and Cllr Clinton volunteering to represent WHPC on the Task Group. Cllr Dodgson to be nominated as Co-Chair.

Members will agree what it considers a 'reasonable amount' for set-up and administrative costs (in the region of £250 - £500) and will approve the setting up of an Ear Marked Reserve for HHG at its March Council meeting.

Members were unclear from EHPC's proposal how any additional projects would be funded. Further discussion with EHPC is required. Any funding requirements over the proposed set up costs would need to be presented to Full Council for approval.

24/034 **WHPC Community Awards 2024**
Lots of nominations have been received to date. The judging panel has been confirmed as Clare Mathias (head judge), Dennis Booth, Paul Dodgson and Elaine Best, supported by the Clerk. Judging will take place on 29 February. A guest list has been drawn up and invitations will be sent out in due course. All nominees and councillors will be invited. Live music and caterers have been booked.

24/035 **Schedule of Community Events** *Appendix 11*
Members received and approved a schedule of community events.

24/036 **Rights of Way Improvement Plan (ROWIP) Parish Survey** *Appendix 12*
Members received and discussed the proposed responses to SCC's ROWIP Parish survey. The Council's response will now be submitted with a couple of amendments.

24/037 **Planning & Environment Committee Update** *Appendix 13*
a) Members received a report on Planning & Environment Committee meetings held since the previous Council meeting.
b) Other planning matters: None to note

24/038 **Other Committee Updates**
a) Finance: Nothing to report
b) Personnel: Next Committee meeting is on 26 February

24/039 **Task Group Updates**
a) Asset Management & Village Appearance: Nothing to report
b) Communications: The Summer newsletter will have a wildlife theme. Cllr Buosi is currently collating copy and images.
c) Community Events & Wellbeing: The next litter pick is on 23 March. Volunteers required.
d) Road Safety & Maintenance: Very positive meeting with Soe Hein from SCC Highways to discuss replacing the village gateway signs.

24/040 **Community Projects Updates**
a) Horsley's CAN: Next meeting is 11 March at WHVH. Cllr Young will be stepping back from the chair at the end March due to GBC commitments. Survey responses have been analysed and an infographic has been produced. This will be uploaded to the WHPC website soon. Planning to host four events in 24/25. Details will be announced shortly. Andrew Franklin (EHPC member) is setting up a Repair Café as a climate change initiative, with support from Horsley's CAN.

24/041 **Other Village Matters**
The newly planted bulbs are already showing!

24/042 **Date of the Next Full Council Meeting**
7.30pm on Tuesday 19 March 2024 in the Cedar Room, West Horsley Village Hall.

The meeting concluded at 21:03pm.

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

Date: ……

Chairman's Initials: _____