

10 September 2025

Members of West Horsley Parish Council,

You are summoned to attend a **FULL COUNCIL MEETING**, to be held in the Cedar Room at West Horsley Village Hall on **Tuesday 16 September at 7.30pm**. Apologies with reason must be given to the Clerk in writing.

Members of the public and press have a right and are invited to attend the meeting. Please notify the Clerk by 12pm on the day of the meeting if you would like to attend. Any questions for the Council should be sent to [clerk@westhorsley-pc.gov.uk](mailto:clerk@westhorsley-pc.gov.uk) no later than 12pm on the day prior to the meeting.

Please note, this month's agenda is split into two parts. Part 1 will deal with most of the business and will be open to the press and public. Part 2 includes confidential matters which will be discussed in the absence of the press and public.

## **AGENDA**

- 25/151 Chairman's Opening Remarks
- 25/152 Apologies for Absence  
To accept apologies and reasons for absence
- 25/153 Declaration of Interests and Gifts
- a) To receive any declarations of interest on any agenda items in accordance with the Parish Council's Code of Conduct
  - b) To receive any amendments to the Register of Members' Interests
  - c) To consider any requests for dispensations
  - d) To receive any declarations of gifts or hospitality received by Members over the value of £50
- 25/154 Minutes of the Previous Meeting of the Council *Appendix 1*  
Minutes to be approved by Council and signed by the Chairman as a true and accurate record
- Public Forum: Members of the public can express a view or ask a question on relevant matters on the agenda. Each speaker to have a maximum of three minutes to address the Council. The period of public participation shall not exceed 15 minutes unless directed by the chair of the meeting.*
- 25/155 Reports from other Authorities
- a) Surrey County Council
  - b) Guildford Borough Council
- 25/156 Clerk's Report
- 25/157 Significant Correspondence Received Since the Last Council Meeting
- 25/158 Youth Council *Appendix 2*  
To receive a report on any Youth Council meetings or events held since the previous Council meeting

- 25/159 Financial Matters
- a) To receive a list of payments to be approved by Full Council at this meeting *Appendix 3*
  - b) To receive and approve the bank reconciliation to 31 August 2025 *Appendix 4*
  - c) To receive and approve a report on expenditure against budget to 31 August 2025 *Appendix 5*
  - d) To receive and approve the External Auditor's Report and Certificate 2024/25 *Appendix 6*
  - e) To receive the Notice of Conclusion of Audit 2024/25 *Appendix 7*
- 25/160 Strategic Plan and Budgeting for 2026/27 *Appendix 8*  
To note the schedule for completing the budget and precept request for 2026/27
- 25/161 Garden Maintenance Contract *Confidential Appendix 9*  
To receive and approve a briefing note on the renewal of the garden maintenance contract for the next three years.
- 25/162 Schedule for Review of Policies *Appendix 10*  
To note the schedule for reviewing the Council's policies and strategic documents
- 25/163 Potential Acquisition of SCC and/or GBC Assets
- a) To note any significant SCC and GBC owned community assets within the Parish
  - b) To consider the benefits to residents of WHPC acquiring any of the above before Local Government Reorganisation is completed
  - c) To agree whether to initiate discussions with SCC and/or GBC on the potential transfer of ownership of any of the above assets
- 25/164 Millennium Point *Appendix 11*  
To receive and comment on the first draft design for the display board
- 25/165 Traffic Speeds Survey *Appendix 12*  
To receive and approve a briefing note on conducting a traffic speed survey to provide accurate data regarding the speed and number of road users travelling around/through West Horsley
- 25/166 Tennis Court, Long Reach *Appendix 13*
- a) To note the new Hallmaster online system for tennis court bookings is now in place
  - b) To review the existing booking terms and charges for individual and professional hirers and to agree any changes
  - c) To discuss possible measures for dealing with ongoing anti-social behaviour at the court
  - d) To agree to purchase a post-mounted bin for the court, budget not to exceed £200
  - e) To agree to investigate costs for submitting a planning application for the installation of low-level lighting at the tennis court as agreed by Council in November 2023 (Agenda Ref: 23/213)
- 25/167 Community Governance Review of the Unparished Urban Area of Guildford *Appendix 14*  
To discuss and agree the Council's response to the Community Governance review on the formation of a Guildford Town Council
- 25/168 Street Trading Application Received – 24074 *Appendix 15*  
To receive and approve the Planning Committee's recommended response to an application for a mobile food trader to operate at Shere Road Car Park and other locations around Sheepleas
- 25/169 Housing Needs Survey *Appendix 16*  
To receive and approve a briefing note on the commissioning of a Housing Needs Survey in preparation for the review of the West Horsley Neighbourhood Plan

- 25/170 Planning Committee *Appendix 17*
- a) To receive a report on any Planning Committee meetings held since the previous Council meeting
  - b) Any other matters arising
- 25/171 Other Committee Updates
- a) Finance
  - b) Personnel
- 25/172 Task Group Updates:
- a) Asset Management & Village Appearance
  - b) Biodiversity
  - c) Communications
  - d) Community Events & Wellbeing
  - e) Local Government Reorganisation
  - f) Road Safety & Maintenance
  - g) S106
- 25/173 Community Projects Updates:
- a) Friends of Horsley Station
  - b) Horsley Heritage Group
  - c) The Horsleys' CAN
- 25/174 Any Other Village Matters to Note
- 25/175 Date of Next Meeting: Tuesday, 21 October at 7.30pm in the Cedar Room, West Horsley Village Hall

*To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential matters*

- 25/176 Confidential Matters
- a) To note and agree to implement the LGS pay agreement for 2025/26 in line with the Council's Recruitment Policy
  - a) To receive a report following the Village Warden's annual review and to agree any increase to the hourly rate

- Appendices to this meeting are available on the Parish Council website at [www.westhorsley-pc.gov.uk](http://www.westhorsley-pc.gov.uk).
- Meeting agendas and minutes are available on the WHPC website and the Village Hall noticeboard.
- Minutes are available at Horsley Library.

Signed: *Julia McClung, Clerk to the Council, 10 September 2025*