

NOTICE OF MEETING

15 July 2026

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 21 July 2026 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 no later than 12pm on the day prior to the meeting.

Signed: Julia McClung, Clerk to the Council, 15 July 2026

AGENDA

26/132 Chairman's Opening Remarks

26/133 Apologies for Absence

To accept apologies and reasons for absence

26/134 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 DPI dispensations
- d) To receive any declarations of gifts or hospitality received by Members with an estimated value of at least £50

26/135 Minutes of the Previous Meeting of the Council *Appendix 1*

Minutes to be approved by the 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.

26/136 Reports from other Authorities

- a) Surrey County Council
- b) Guildford Borough Council
- c) West Surrey Unitary Shadow Council

26/137 Clerk's Report

26/138 Significant Correspondence Received Since the Last Council Meeting

- 26/139 Financial Matters
- a) To receive a list of payments to be approved by Full Council at this meeting *Appendix 2*
 - b) To receive and approve the bank reconciliation to 30 June 2026 *Appendix 3*
 - c) To receive and approve a detailed report on expenditure against budget to 30 June 2026 *Appendix 4*
 - d) To receive and approve a summary of reserves at 30 June 2026 *Appendix 5*
- 26/140 Prior Approval for Newsletter *Appendix 6*
To receive and approve a briefing note giving prior approval for the commissioning of the design, print and postage of the Winter '26 and Summer '27 issues of the Parish Council's newsletter
- 26/141 WHPC Community Grants Scheme *Appendix 7*
To receive and approve recommendations from the Finance Committee on any grant applications received to 30 June 2026
- a) Horsley Heritage Group
- 26/142 Strategic Documents for Review and Approval
- a) Privacy Policy (update) *Appendix 8*
 - b) Data Protection Policy (update) *Appendix 9*
 - c) Data Breach Policy (new) *Appendix 10*
 - d) Subject Access Request Policy (new) *Appendix 11*
 - e) Freedom of Information Policy & Publication Scheme (update) *Appendix 12*
- 26/143 Terms of Reference for Review and Approval
- a) Finance Committee Terms of Reference *Appendix 13*
 - b) Planning Committee Terms of Reference *Appendix 14*
 - c) Personnel Committee Terms of Reference *Appendix 15*
- 26/144 Mileage Rates
- a) To note the government has approved an increase in mileage rates from 45p to 55p
 - b) To agree to raise Members' and Staff mileage in line with government recommendations
- 26/145 Network Area Committees (NACs)
To agree to select a lead and a reserve Councillor to represent the Council at any early-stage NAC meetings
- 26/146 Vehicle Activated Sign (VAS)
To agree to apply to County Cllr Booth for funding towards a new, solar powered smiley VAS, to replace the VAS at Cranmore Lane which is no longer fit for purpose
- 26/147 Letter to Surrey Police *Appendix 16*
To receive and approve a draft letter to Surrey Police on levels of policing provision available to the Horsley communities
- 26/148 Eight Parishes Letter *Appendix 17*
To receive and approve the final draft of the Eight Parishes Forum letter to Guildford Borough, Surrey County and West Surrey Councils on the need for improved strategic transport, sustainability and infrastructure pressures
- 26/149 Housing Needs Survey
To receive and update on the Housing Needs Survey

- 26/150 Planning Committee
- a) To receive a report on Planning Committee meetings held since the previous Council meeting *Appendix 18*
 - b) To receive and approve a draft response to a licence application for Hammonds Glamping events, to include silent cinema screenings, dance workshops, and live and recorded music at special events *Appendix 19*
 - c) Any other matters arising
- 26/151 Finance Committee
- a) To receive a report on Finance Committee meetings held since the previous Council meeting *Appendix 20*
 - b) To receive the schedule for preparing the Council's budget for 2027/28 *Appendix 21*
 - c) Any other matters arising
- 26/152 Personnel Committee Update
- 26/153 Task Group Updates:
- a) Asset Management, Biodiversity & Village Appearance
 - b) Communications
 - c) Community Events & Wellbeing
 - d) Road Safety & Maintenance
- 26/154 Community Updates:
- a) Community Speed Watch
 - b) Friends of Horsley Station/Railway Task Group
 - c) Grace and Flavour Community Garden
 - d) Horsley Heritage Group
 - e) The Horsleys' CAN *Appendix 22*
 - f) Village Hall Management Committee
 - g) West Horsley Youth Council
- 26/155 Any Other Village Matters to Note
- 26/156 Council Recess
- To note that Council will be in recess from 1 to 31 August inclusive.
- 26/157 Date of Next Meeting
- 7.30pm, Tuesday, 15 September in the Cedar Room, West Horsley Village Hall

- Appendices are available on the Parish Council website at 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.