West Horsley Parish Council

99 The Street, West Horsley, Surrey KT24 6DD
Website: www.westhorsley-pc.gov.uk
Email: clerk@westhorsley-pc.gov.uk

NOTICE OF MEETING

11 November 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 17 November 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

AGENDA

26/206 Chairman's Opening Remarks

26/207 Apologies for Absence
To accept apologies and reasons for absence

26/208 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

26/209 Minutes of the Previous Meetings of the Council *Appendix 1*
Minutes on the meeting held on 20 October 2026 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.

26/210 Youth Council *Appendix 2*
To receive a report from the Youth Council on any meetings or events which have taken place since the last Council meeting

26/211 Reports from other Authorities on Matters Affecting West Horsley Parish
a) Surrey County Council
b) Guildford Borough Council
c) West Surrey Unitary Shadow Council

26/212 Traffic Calming at Ockham Road North *Appendix 3*

a) To discuss potential traffic calming measures for the anticipated speed reduction from 40mph to 30mph along Ockham Road North between The Drift and Green Lane
b) To agree to write to Surrey County Council outlining the Council's and residents' views on their preferred measures

26/213 Clerk's Report

26/214 Significant Correspondence Received Since the Last Council Meeting

26/215 Financial Matters

a) To receive a list of payments to be approved by Full Council at this meeting; and to note the list of payments made in October 2026 *Appendix 4*
b) To receive and approve the bank reconciliation to 31 October 2026 *Appendix 5*
c) To receive and approve a detailed report on expenditure against budget heading to 31 October 2026 *Appendix 6*
d) To approve the renewal of the Council's Office 365 licences with Cloudy IT for 12 months from 18 November 2026, and to agree to move £940 to an Earmarked Reserve to cover IT provision from 1 April to 18 November 2027

26/216 Interim Audit 2026/27

a) To receive and approve the internal auditor's report following the Council's Interim Audit which took place on 4 November 2026 *Appendix 7*
b) To receive and approve an action plan in response to recommendations made by the internal auditor *Appendix 8*

26/217 Replacement of Village Hall Windows *Appendix 9*

To receive and approve the technical specification for the village hall windows project

26/218 Strategic Documents for Review and Approval

a) Fixed Asset Capitalisation Policy *Appendix 10*
b) Sickness and Absence Policy (NALC Update) *Appendix 11*
c) Health and Safety Policy *Appendix 12*
d) Dealings Between PC Staff and the Public Protocol (new) *Appendix 13*

26/219 WHPC Community Grants *Appendix 14*

To receive recommendations from the Finance Committee on grant awards for:

a) Horsley Football Club
b) Grace and Flavour Community Garden

26/220 Annual Subscriptions for 2027-28 *Appendix 15*

To review and approve the Council's subscriptions for 2027-28 ahead of draft budget consideration

26/221 Councillor and Staff Training for 2027-28 *Appendix 16*

To receive and approve a costed programme of Councillor and Staff training 2027-28 ahead of draft budget consideration, including confirmation of the dates for two bespoke training sessions in June 2027

26/222 Draft Budget and EMRs for 2027-28 *Appendices 17-18*

To receive and consider the first draft of the Council's budget for 2027-28
To receive and consider the first draft of Earmarked Reserves for 2027-28

26/223 West Surrey Council Corporate Strategy Stakeholder Survey *Appendix 19*
To agree the Council's response to the WSC Survey (deadline 13 December 2026)

26/224 Proposed Schedule of Events for 2027 *Appendix 20*
To receive and approve a proposed schedule of community events for 2027

26/225 Planning Committee *Appendix 21*
a) To receive a report on Planning meetings held since the previous Council meeting
b) To consider and agree any response to the Appeal lodged for planning application 26/P/00017 | Construction of four detached 4-bedroom dwellings, together with garages, associated amenity space, landscaping and the formation of two pedestrian and vehicular access points from Blakes Lane. | Wix Hill House, Epsom Road, West Horsley, Leatherhead, KT24 6DY
c) Any other matters arising

26/226 Finance Committee *Appendix 22*
a) To receive a report on Finance meetings held since the previous Council meeting
b) Any other matters arising

26/227 Personnel Committee *Appendix 23*
a) To receive a report on Personnel meetings held since the previous Council meeting
b) Any other matters arising

26/228 Task Group Updates
a) Asset Management, Biodiversity & Village Appearance
b) Communications
c) Community Events & Wellbeing
d) Road Safety & Maintenance

26/229 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
f) Village Hall Management Committee

26/2230 Any Other Village Matters to Note

26/231 Date of Next Meeting
7.30pm, Tuesday, 15 December in the Cedar Room, West Horsley Village Hall. All attendees are invited to stay after the meeting to join us for a festive drink.

- Agendas, minutes and appendices are all uploaded to the Parish Council's website.
- Agendas and minutes are also displayed on the Parish Council's noticeboard at the Village Hall.
- Minutes are available at Horsley Library.