



## Minutes of the Annual Meeting held at 7.30pm on Tuesday 19 May 2026

### Present

Cllrs E Best (Chairman), C Clinton, P Dodgson, F King, C Mattock, L Moodie, G Murray, S Skinner, T Rogers, C Walker; J McClung (Clerk/RFO); SCC Cllr D Booth; GBC Cllr D Bennett; one Youth Councillor

#### 26/085 **Appointment of the Chairman**

- a) Cllr Best was appointed Chairman for the civic year 2026-27.  
Proposer Cllr Dodgson; Seconded Cllr Murray. All in favour.
- b) The Chairman signed a Declaration of Acceptance of Office, in the presence of the Proper Officer of the Council.

#### 26/086 **Apologies for Absence**

K Young, (Deputy Clerk); GBC Cllr C Young

#### 26/087 **Appointment of the Vice Chair**

Cllr Walker was appointed Vice Chair for the civic year 2026-27.  
Proposer Cllr King; Seconded Cllr Best. All in favour.

#### 26/088 **Committees**

Members elected the Chair and membership for each Committee for the civic year 2026-27:

- a) Finance Committee (to include S106):
  - i. Cllr King was elected Chair of the Finance Committee.  
Proposer Cllr Best; Seconded Cllr Moodie. All in favour.
  - ii. Membership agreed as follows: Cllr Best, Cllr Dodgson, Cllr King, Cllr Skinner (4).  
All in favour.
- b) Personnel Committee:
  - i. Cllr Moodie was elected Chair of the Personnel Committee.  
Proposer Cllr Skinner; Seconded Cllr Walker. All in favour.
  - ii. Membership agreed as follows: Cllr Best, Cllr King, Cllr Mattock, Cllr Moodie (4).  
All in favour.
- c) Planning Committee:
  - i. Cllr Murray was elected Chair of the Planning Committee.  
Proposer Cllr Rogers; Seconded Cllr Dodgson. All in favour.
  - ii. Membership agreed as follows: Cllr King, Cllr Mattock, Cllr Murray, Cllr Rogers, Cllr Walker (5). All in favour.

#### 26/089 **Task Groups**

Members agreed the Lead and membership for each Task Group for the civic year 2026-27:

- a) Asset Management, Biodiversity & Village Appearance: Cllr Rogers (Lead), Cllr Clinton, Cllr King, Cllr Mattock, Cllr Skinner (5)
- b) Communications: Cllr Dodgson (Lead), Cllr Clinton, Cllr Best, Cllr Walker (4)
- c) Community Events & Wellbeing: Cllr Moodie (Lead), Cllr Best, Cllr Clinton, Cllr Dodgson, Cllr King, Cllr Skinner (6)
- d) Road Safety & Maintenance: Cllr Rogers (Lead), Cllr King, Cllr Mattock, Cllr Murray, Cllr Walker, (5)

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

**26/090 Council Representatives**

Members agreed the Council's representatives for the following organisations as follows:

- a) Community Speed Watch: Cllr King
- b) Friends of Horsley Station/Railway Task Group: Cllr Mattock
- c) Grace & Flavour Community Garden: Cllr Rogers
- d) Henry Smith Charity: Cllr Murray
- e) Horsley Heritage Group: Cllr Dodgson & Cllr Clinton
- f) The Horsleys' CAN: Cllr Mattock
- g) Surrey Association of Local Councils: Cllr Best
- h) West Horsley Village Hall Management Committee: Cllr King
- i) West Horsley Youth Council: Cllr Clinton & Cllr Skinner

**26/091 Chairman's Opening Remarks**

The Chairman welcomed everyone to the meeting, reminding them that Parish Council meetings are meetings in public, not public meetings. She thanked the Council for re-electing her as Chairman. The Chairman thanked everyone for their help and support with the Council's very successful Awards for Service Presentation Evening. She was pleased to see so many attend the Annual Parish Meeting. She thanked Jane Graham for her choking demonstration, and Keith Smith (KSS Air Ambulance Charity), Cllr Walker and the Youth Council for their informative presentations. On 10 May the Chairman represented the Parish Council at the Civic Service for the newly elected Mayor of Guildford, Cllr Jane Tyson.

**26/092 Declarations of Interests and Gifts**

- a) Declarations of interest in respect of any items on the agenda: None
- b) Amendments to Members' Register of Interests received: None
- c) Requests for dispensations: None
- d) Declarations of gifts or hospitality received by Members with a value of a least £50: None

**26/093 Minutes of the Previous Meeting of the Council Appendix 1**

The minutes of the meeting held on 21 April 2026 were approved by the Council and signed by the Chairman as a true and accurate record.

**Public Forum** (*meeting adjourned to allow visitors to express views or ask questions on any items on the agenda*)

There were no comments or questions to note.

**26/094 Reports from Other Authorities**

- a) Surrey County Council (Cllr Booth):
  - Nightingale Crescent drop off zone: GBC has had a breakdown in communication with its contractors. The markings have been painted but the wording is not as was agreed. GBC is looking in to how to rectify the situation. It was noted that double white lines have been painted at the entrance to Nightingale Crescent. Cllr Booth will find out what these mean and why they have been painted.
  - Long Reach Irish Bowling: Cllr Booth has been in regular communication with Surrey Police, calling for a dispersal order, but is not getting anywhere. He has escalated the matter to the Superintendent and will now reach out to the Chief Constable. It was noted that the Safer Guildford Partnership is not receiving many reports of incidents of this nature in this location. The Clerk will liaise with Ockham Parish Council about a possible letter drop to residents affected, to make sure every incident is reported.

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- Highways: Cllr Booth confirmed SCC's highways budget for 2026-27 is £70 million. There are 3,000 miles of roads in Surrey. Around 10% of the budget will go on pothole repairs.
  - Fatal accident on the A246: Following a second fatal accident in recent years on the stretch of road from Green Dene to Effingham, Cllr Booth is urgently pressing SCC Highways to prepare a report on what can be done to improve road safety e.g. average speed cameras. Some funding for this might be available through an S106 agreement.
- b) Guildford Borough Council (Cllr Young sent a written report):
- The final allocated site at Waterloo Farm will be discussed by the GBC Planning Committee on 27 May. Cllr Young will register to speak as Ward Cllr. WHPC is asking its planning consultant to speak on its behalf.
  - Wisley: Taylor Wimpey is in discussions with the Integrated Care Board on medical provision. A marketing suite is under construction. First occupation target is November 2026. Cycling routes are coming forward with Ripley and Horsley routes the priority. The Ockham Park roundabout is being assessed as there have been a number of complaints.
  - Real Time Passenger Information displays for the bus stops are expected by end June.
  - There have been reports of gas cannisters being found at the back of St Mary's Church car park. The church is considering installing CCTV.
- c) West Surrey Shadow Authority
- Catherine Young (R4GV) and David Evans (Conservative) were elected on 7 May.
  - They are in Shadow and are not involved in any service delivery until 1 April 2027.
  - Please continue to contact GBC Cllr Young and SCC Cllr Booth on all matters.

26/095 **Youth Council Appendix 2**

Members received a report on Youth Council meetings held since the previous Council meeting. The Youth Councillors enjoyed attending the Awards for Service Presentation Evening and the Annual Parish Meeting. They are hoping to co-opt a new Councillor in June. Less than two weeks to the Fun Run. 218 runners have registered. Entry has now closed for the Art Competition. The judging panel will meet next week, and the winners will be announced at the Fun Run on 31 May.

26/096 **Clerk's Report**

- A VAT refund of £4754.89 has been received.
- GBC has finally received S106 payment from Manor Farm. WHPC should receive the outstanding payment for improvements to the tennis court in the next few weeks.
- The West Horsley Housing Needs Survey will go live on Monday 15 June. The deadline for responses is Monday 13 July. The survey is being conducted by Surrey Community Action.

26/097 **Significant Correspondence Received Since the Last Council Meeting**

- The next Eight Parishes meeting will take place on 10 June. Cllr Best and Cllr King will attend.
- A resident is calling for action following the results of the Traffic Speed Survey, specifically on The Street, between Ripley Lane and the A246.

26/098 **Audit for 2025-26 Appendices 3-6**

- a) Members considered and approved the Internal Auditor's Final Report for 2025-26. There were no audit points to carry forward.
- b) Members received and approved the Annual Governance and Accountability Return (AGAR) for 2025-26 in conjunction with the 'Internal Auditor's Report' and the Council's 'Financial Risk Checklist for Completing the AGAR'.
  - i. Section 1 – Annual Governance Statement for 2025-26: This was completed and signed by the Chairman and Clerk.
  - ii. Section 2 – Accounting Statements for 2025-26: This was signed by the Chairman.

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- c) Members noted that the dates for the exercise of public rights are Wednesday 3 June to Tuesday 14 July 2026; the notice to be published on Thursday 21 May 2026.

26/099 **Financial Matters Appendices 7-10**

- a) Members received and approved a list of payments to be made in May 2026. Payments authorised in April 2026 were noted.
- b) Members received and approved the bank reconciliation to 30 April 2026.
- c) Members received and approved a detailed report on expenditure against budget to 30 April 2026.
- d) Members received and approved a summary of the Council's reserves to 30 April 2026.
- e) Members agreed to a payment not to exceed £50 for additional improvements to the Horsley Heritage Group website.
- f) Members agreed to purchase a new laptop for the Deputy Clerk; budget not to exceed £1200.

26/100 **Strategic Documents and Policies for Review and Approval Appendices 11-12**

Members reviewed and approved the following documents:

- a) Standing Orders
- b) Financial Regulations

26/101 **Millennium Point Restoration Project Appendix 13**

Members received and approved a briefing note on work required to complete the restoration of the viewpoint at Sheepleas. Members agreed a budget for materials and equipment hire not to exceed £750; funds to be moved to EMR – Millennium Point.

26/102 **Planning Committee Appendices 14**

- a) Members received a report on Planning Committee meetings held since the previous Council meeting.
- b) Any Other Matters Arising: None

26/103 **Finance Committee**

- a) Members received a report on Finance Committee meetings held since the previous Council meeting.
- b) Any Other Matters Arising: None

26/104 **Personnel Committee Appendix 15**

- c) Members received a report on Personnel Committee meetings held since the previous Council meeting.
- d) Any Other Matters Arising: None.

26/105 **Task Group Updates**

- a) Asset Management, Biodiversity & Village Appearance: Nothing further to report.
- b) Communications: Newsletter should be ready for publishing early June.
- c) Community Events & Wellbeing: The Task Group met to discuss past and future events.
- d) Road Safety & Maintenance: Nothing to report.

26/106 **Community Projects Updates**

- a) Community Speed Watch: Nothing to report
- b) Friends of Horsley Station/Railway Task Group: Terms of Reference are being drawn up for the Railway Task Group.
- c) Grace and Flavour Community Garden: Nothing to report
- d) Horsley Heritage Group: Cllr Dodgson is giving a talk to Years 5 & 6 at the Raleigh School on the history of the Horsleys.

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- e) The Horsleys' CAN (HCAN): Members received a copy of the minutes of a meeting held on 18 May 2026. Plans for the Big Green Week are well under way with 'green' activities being organised by St Martin's Church, the Repair Café, Plantpassion, Grace & Flavour and more.

**Litter Picks**

- Litter picks are being organised by West and East Parish Councils with everyone invited to West Horsley Place afterwards for tea/coffee and cake and entertainment from 12pm.
- Cllr Mattock is the West Horsley Litter Pick coordinator for this event.
- Councillors were asked to make themselves available to help at the West Horsley Litter Pick: Saturday 13 June, meet at West Horsley Village Hall at 10am.

- f) Village Hall Management Committee: They have obtained a quote to refresh the car park markings.

26/107 **Any Other Village Matters to Note**  
None

26/108 **Date of the Next Meeting**  
Tuesday 16 June at 7.30pm in the Cedar Room, West Horsley Village Hall.

*Members resolved to exclude the press and public from the following agenda item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 to discuss staffing matters.*

26/109 **Staffing Matters** *Confidential Appendix 15*  
Members received and approved a confidential briefing note from the Personnel Committee following staff annual appraisals.

The meeting concluded at 8.53pm.

Signed by the Chairman as a true and accurate record:

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Date: .....

*Chairman's Initials:* \_\_\_\_\_