



## Minutes of the Meeting held at 7.30pm on Tuesday 15 September 2026

### Present

Cllrs E Best (Chairman), P Dodgson, F King, C Mattock, L Moodie, T Rogers, S Skinner, C Walker; Cllr A Mitchell from agenda item 26/161; J McClung (Clerk/RFO), K Young, (Deputy Clerk); WSC Cllr D Evans; two Youth Councillors; two residents

### 26/158 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 organisers and volunteers for a successful Teddy Bears' Picnic. The Chairman has been invited to attend a 'Horsley Lunch Club for Men' lunch. The Chairman, Vice Chair and Clerk will meet Zoe Franklin MP at the end of the month to discuss local priorities and emerging issues. The Eight Parishes Forum on 7 October will be attended by Cllr Paul Follows, Leader of the West Surrey Shadow Council. The Chairman also attended the Youth Council's September meeting.

### 26/159 Apologies for Absence

WHPC Cllrs C Clinton, G Murray; GBC & WSC Cllr C Young; SCC Cllr D Booth

### 26/160 Co-option of a New Councillor Appendix 1

- Members received a written statement from West Horsley resident Anna Mitchell on why she would like to become a Parish Councillor. She addressed the Council giving additional information about her personal interests, the expertise she could bring to the Council, and her current active roles within the community.
- Members agreed unanimously to co-opt Anna Mitchell as Parish Councillor.
- A declaration of acceptance of office was signed and witnessed, as required by The Local Elections (Declaration of Acceptance of Office) Order 2012.
- Cllr Mitchell will complete and return her Register of Interests to the Clerk, as required by Section 30 of the Localism Act 2011.

### 26/161 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

### 26/162 Minutes of the Previous Meeting of the Council Appendix 2

The minutes of the meeting held on 21 July 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*)

No matters were raised.

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

26/163 **Youth Council Appendix 3**

Members received an update on meetings and events held since the previous Full Council meeting. The outgoing Chairman and Clerk were each presented with a card and small gift in recognition of their outstanding contribution to the Youth Council over the last four years. They thanked Members and Staff for all their encouragement and support, and for the experience and friendships they have gained during their time in office. A new Youth Councillor has been co-opted and the Chairman and Clerk for the new academic year elected.

26/164 **Reports from Other Authorities**

- a) Surrey County Council: No report
- b) Guildford Borough Council: No report
- c) West Surrey (Shadow) Council (Cllr Evans):
  - Despite the Government's U-turn on LGR, reorganisation in Surrey will still proceed as planned. The reorganisation has been ratified in law, and the elections have already taken place. The Leader of WSC has written to Angela Raynor MP asking for assurances.
  - Susan Halliwell has been appointed Chief Executive for West Surrey Council. She currently leads Bracknell Forest Council.
  - The shadow WSC Councillors are finding it hard work. Communication has been limited, there is minimal handover and many do not have prior local government experience.
  - There is a Full Council meeting next week to hear the results of the Section 16 agreement (distribution of liabilities and assets).<sup>1</sup>

26/165 **Clerk's Report**

- The Deputy Clerk has completed the SLCC Introduction to Local Council Administration qualification (ILCA).
- An interest payment of £1513.81 has been received from Skipton Building Society.
- The Millenium Viewpoint restoration is complete; the work having been carried out by Gavin Barnes (who built the original viewpoint in 2000).
- The tennis court annual maintenance service was carried out on 4 September. The work to add pickleball lines is scheduled for 28 September (weather permitting).
- The Clerk attended a Mulberry Finance and Governance Conference and Networking Day.
- Natural England has submitted its proposals to the Defra Secretary of State (SoS) for an extension of the Surrey Hills Area of Outstanding Natural Beauty (AONB). The final stage in the process is for the Secretary of State to decide whether to confirm Natural England's designation Order. There is no specific timescale for this process.
- The Mayor of Guildford has a Local Support Fund that offers financial help to Guildford Borough residents in need. Information is available on the GBC website at [www.guildford.gov.uk/LocalSupportFund](http://www.guildford.gov.uk/LocalSupportFund).
- The Sir James de Berners Window has now been restored and returned to St Mary's Church.
- Horsley Library has launched a monthly book group for adults.
- A new National Planning Policy Framework (NPPF) was published on 17 August 2026. This amended the definition of grey belt. Guildford has re-issued its Green Belt Assessment (see minutes of Planning Committee meetings in July/August).
- Horsley Football Club is launching weekly 'Walking Football' sessions, and a twice-termly 'Comets' group for children ages 5-11 with a disability or other condition that make it challenging for them to participate in football.

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<sup>1</sup> The Local Government (Structural Changes) (Transfer of Functions, Property, Rights and Liabilities) Regulations 2008, enacted on September 8, 2008, govern the transfer of contracts and other assets between local councils following a reorganisation. A Section 16 agreement under the 2008 Regulations allows for the automatic transfer of contracts, assets, and liabilities to successor councils. It is a key legal mechanism for ensuring continuity without needing to renegotiate every contract individually.

- The Guildford Beekeepers Association (GBKA) is looking to identify land, a landowner, or a potential partnership opportunity for a long-term site to establish a permanent apiary and educational facility. Details have been forwarded to West Horsley Place Trust.

26/166 **Significant Correspondence Received Since the Last Council Meeting**

- A resident has expressed concerns over traffic speed in Northcote Road and Crescent and has asked the Parish Council to consider supporting the introduction of a 20mph speed limit and an official one-way system. The Roads Task Group will discuss this at its next meeting.
- There have been a few instances of inconsiderate parking on Silkmore Lane. An email has been sent out to all Village Hall hirers reminding them not to block driveways.
- A year 13 student has written to ask if there are any opportunities to gain experience with the Parish Council during the October half-term. This is something the Council is keen to explore, and the request will be carefully considered.

26/167 **Financial Matters Appendices 4-6**

- Members received and approved a list of payments to be made in September 2026. Members received and approved (retrospectively) the list of payments made in August 2026. Payments authorised by Full Council in July 2026 were also noted.
- Members received and approved the bank reconciliation to 31 August 2026.
- Members received and approved a report on expenditure against budget to 31 August 2026.

26/168 **External Auditor's Report Appendices 7-8**

- Members received and approved the External Auditor's Report and Certificate 2025/26.
- Members received and approved the Notice of Conclusion of Audit 2025/26.

26/169 **Strategic Documents and Policies for Approval Appendices 9-10**

Members received and approved the following new policies:

- Volunteers Policy
- Litter Pick Policy and Disclaimer for Volunteers (with one minor amendment). This policy will be reviewed after the Autumn Litter Pick.

26/170 **Replacement of Village Hall Windows Appendix 11**

Members received and discussed a briefing note on the replacement of the Village Hall windows. The following actions were agreed.

- A Working Party will be established with an independent project manager.
- The independent project manager will be paid a fee of £2000 on completion (26/180).
- The Working Party will:
  - prepare a technical specification and short list of contractors for Council's approval
  - obtain at least three comparable quotes for replacing all the windows in the Main Hall and Rubin Room, but not the Cedar Room at this time
  - prepare a detailed, costed briefing note for Full Council's approval
  - oversee the installation of the replacement windows.

NB: It was noted that as there is asbestos in the Cedar Room walls both an Asbestos Management Survey and a Refurbishment and Development Survey would be required before any work could be costed or completed. Members agreed not to replace the Cedar Room windows at this time as this would delay the overall project. This part of the project will be considered at a later date.

26/171 **Community Quiz Night Appendix 12**

Members received a proposal for an informal community engagement event. It was agreed that a Community Quiz Night would be held in March; all costs to be drawn from the Small Village

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

Events and Wellbeing Programme budgets for 2026/27. The date will be confirmed at the next Community Events Task Group meeting.

**26/172 Restart a Heart Workshops Appendix 13**

Members received an update on plans for three Restart a Heart workshops, to be held on Saturday 14 November at West Horsley Village Hall. It was agreed that a £1 booking fee would apply with the option to make a small £2, £3 or £5 donation to the Air Ambulance Charity KSS. It was noted that the final workshop will be for teenagers, with the Youth Council taking a role in promoting the event.

**26/173 Bus Stop Road Markings Appendix 14**

Members considered a request from a resident to have yellow road markings added to the two bus stops on the A246 at Squire's Garden Centre; making them more visible and safer for users. Members agreed to submit a request via Fix My Street, and to ask SCC Cllr Booth for his support.

**26/174 Planning Committee Appendix 15**

- a) Members received reports on three Planning meetings held since the previous Full Council meeting.
- b) Any Other Matters Arising: Nothing further to report.

**26/175 Other Committee Updates**

- a) Finance Committee: All Task Groups and Committees were reminded that they need to meet to discuss budget requirements for 2027/28.
- b) Personnel Committee: Nothing to report.

**26/176 Task Group Updates**

- a) Asset Management, Biodiversity & Village Appearance: Nothing further to report.
- b) Communications: Nothing to report.
- c) Community Events & Wellbeing: Members were asked to volunteer to help at the Christmas Lantern Parade on 29 November.
- d) Road Safety & Maintenance: Nothing further to report.

**26/177 Community Projects Updates**

- a) Community Speed Watch: Nothing to report.
- b) Friends of Horsley Station/Railway Task Group: The Friends have received some great comments from passengers on the super display of flowers. They are looking at installing a water butt on platform one to help with watering and have moved the new Chown banner to platform one. The RTG is investigating an ongoing water leak at the Horsley steps and are still pushing for disabled access to platform one.
- c) Grace and Flavour Community Garden: Cllr Rogers is visiting the Garden next week.
- d) Horsley Heritage Group (HHG): The HHG is considering becoming an independent community group with its own membership, income stream and bank account.
- e) The Horsleys' CAN (HCAN): The People's Emergency Briefing screening was repeated at the Village Hall and was very well attended. St Mary's are carrying out a biodiversity survey of the churchyard.
- f) Village Hall Management Committee (VHMC): The car park lines have been repainted and a new Village Hall sign installed.

**26/178 Any Other Village Matters to Note**

- West Horsley resident Brian Austin was chosen to lay the wreath around Sir Henry Wood's neck at this year's Last Night of the Proms.
- The next Flood Forum is on 25 September.
- SCC appear to have been surveying Ripley Lane. The Deputy Clerk will find out why.

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

26/179 **Date of the Next Meeting**

Tuesday 20 October at 7.30pm in the Cedar Room, West Horsley Village Hall.

*It was resolved to exclude the press and public from the meeting in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 to discuss confidential staffing matters.*

26/180 **Staffing Matters Confidential Appendix 16**

Members discussed and agreed confidential staffing matters.

The meeting concluded at 9.18pm.

Signed by the Chairman as a true and accurate record:      Date:

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