



East Horsley

Parish Council

Clerk and Responsible Financial Officer: Hilary Gullen

East Horsley Parish Council Office, Kingston Avenue, East Horsley, Leatherhead, Surrey KT24 6QT

www.easthorsley-pc.gov.uk Telephone: 07596 862569 e-mail clerk@easthorsley-pc.gov.uk

To Councillors of the East Horsley Parish Council

You are summoned to attend the Meeting of the East Horsley Parish Council to be in the Clubroom of the Village Hall on 12 October 2026 starting at **7.30pm**.

Members of the public and press have a right and are cordially invited to be present at the meeting.

There will be an opportunity to address the Council at a time chosen by the Chair.

Hilary Gullen Parish Clerk

AGENDA

1. To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.
2. Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities.
3. Minutes and Matters Arising from the previous meeting on 7 September 2026
To be agreed and signed by the Chair as a true and accurate record (attached appendix 1).
To note the thank you event is 'Parish Council Thank You Party'.
4. Chair's Comments
5. Surrey County Council and Guildford Borough/West Surrey Council Update
6. Public Participation.
The meeting will be adjourned for members of the public to make a comment or ask a question on items within the agenda or relevant matters.
7. Planning and Environment Matters
To receive a report from the Chair of the Committee.
Applications considered attached – Appendix 2.
8. Financial Matters
To approve the list of payments amounting to £23,905.76 previously authorised by Councillors and the list of Standing Orders and Direct Debits.

Appendix 3 contains a list of payments authorised by councillors prior to the meeting and for information minutes of the F&R meeting 11 September 2026.
9. External Auditor's Report – to consider the end of year audit report, circulated previously.
10. Budget 2027-2028 – to consider the draft budget, circulated previously

11. Parish Council Thank You Party – Steve Harvey
12. Guildford Borough Council Local Plan Consultation – to approve the draft letter, circulated previously
13. Personnel Committee – update on process for recruitment of new parish clerk.
14. East Horsley Parish Council Submission for Surrey County Council Parking Review – Juliet Robinson
15. Refresh Skate Park – Andrew Franklin
16. Litterpick 26th September – review
17. Remembrance Day – East Horsley Parish Council representative to be confirmed
18. Community Events
19. Bins and Benches – Steve Harvey
20. Flytipping prevention – Andrew Franklin
21. Capital Projects Infrastructure Task Group
22. Task Group Progress Reports
(Leaders of each group to update the Council)
 - Communications and Events
 - Climate Change Group
 - Road Safety and Maintenance Group
 - Village Appearance Group
 - Countryside Group
 - Railway Group
 - Horsley Heritage Group
23. External Meetings – to receive reports from any external meetings.
24. Future Parish Council meeting dates – to agree the future meeting dates 2027-2028:
See appendix 5
25. Date of the Next Meeting of the Council - 30th November 2026 at 7.30pm.



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Minutes of the Parish Council Meeting 7 September 2026

Present: Cllr Aileen Aitcheson (Chair), Cllr Robert Taylor, Cllr Steve Harvey, Cllr Chris Jany, Cllr David Holliday, Cllr Andrew Franklin, Cllr Chris Hampson, Cllr Juliet Robinson, Cllr David Evans (West Surrey Council), Hilary Gullen, Clerk,

Also Present:

Kevin Jenkins, Assistant Clerk, Nikki Worsfold and two members of the public.

1. Apologies:

Cllr Holly Hayling, Cllr Colin Carmichael, Cllr Catherine Young (GBC and West Surrey Council), Cllr Dennis Booth (SCC)

2. Declaration of Pecuniary Interests

There were no Declarations of Pecuniary Interests.

3. Minutes of the Previous Meeting

The minutes of the meeting held 27 July 2026 were agreed and the Chair authorised to sign them.

4. Chair's Comments

Aileen Aitcheson noted that she had been looking at the Bluebell Lane/St Martin's Close parking situation with Andrew Franklin and that they would be investigating the possibility of creating additional parking spaces.

Andrew Franklin and the Village Warden were thanked for their work in sorting out overhanging branches near the Forest Road triangle.

5. Surrey County Council and Guildford Borough Council Updates

Cllr David Evans (West Surrey Council) noted that West Surrey were expecting to appoint a Chief Executive Officer by the end of the year, which would bring clearer leadership in the formation of the new council.

Cllr David Evans also noted that there had been news of a legal challenge to some aspects of the Local Government Reorganisation, but that further information was awaited. It was not expected that West Surrey would be impacted by any challenge.

6. Public Participation

A resident noted that the leak in Ockham Road North had been unresolved despite many complaints and enquiries. It was expected that this would be resolved on 23rd September.

Repairs to the damaged wall at St Martin's was expected to be carried out mid-October.

7. Planning and Environment Matters

Cllr Robert Taylor noted that there had been 3 Planning and Environment Committee meetings, with 13 applications of which 3 objections had been made; Brick Kiln Farm (unsustainable aspects to the application), Newmarsh Farm – change of use, and Northcote, Hooke Road – second house alongside existing one (over-development).

8. Financial Matters

The payments listed in appendix 3 were approved.

9. Budget 2027-2028 Update

Councillors were invited to inform the Finance and Risk Committee (via the Clerk) of any known budgetary considerations for the next financial year. A general overview was requested by the end of the week, with more detailed requests by the end of the month. The Clerk would email councillors to remind them of this request.

10. Insurance Renewal

The council agreed to the renewal of the council's insurance policy with Clear Councils, and asked the Clerk to check the insurance status of areas of land in the parish which were leased to other organisations, such as Great Ridings Wood and The Forest along with checking the status of Station Parade car park and Wellington Meadow.

11. Wellington Meadow Mow

The Parish Council noted the difficulties in gathering additional quotes for the 'cut and collect' at Wellington Meadow, and agreed to use Bill Kear to carry out the work (between October and February) as per the quotation circulated prior to the meeting.

12. Footpath Works

The Parish Council agreed to the transfer of £10,000 from Earmarked Reserves for work carried out in The Forest by SWT, subject to confirmation of satisfactory completion.

13. Christmas Lights

It was noted that as Guildford Borough Council were no longer putting up, removing and storing the Christmas decorations for the village, the Clerk had been urgently looking for other companies to carry out the work. It was noted that difficulties arose due to GBC not knowing who owned which lights in their depot. AMG and Light Angels had provided quotes for the work which would be considered by Finance and Risk at their meeting on Friday. Due to the change in arrangements, it was noted that replacement of the decorations would be considered next year.

14. Caps for Wooden Posts

The Parish Council approved the purchase of 60 post-caps at a cost of around £10 each to arrest the deterioration of the wooden posts around the village. Andrew Franklin and Steve Harvey would look into carrying out this work.

15. Telephone Box Repairs

Cllr Andrew Franklin noted that Nick Hamilton, had kindly been working on renovating the telephone box at no charge, sourcing accessories and it was expected that the upgrade would be completed in 2-3 weeks. There would be solar powered lights inside the telephone box.

16. Plinth Repair

The Clerk noted that Jim Rogerson was going to provide a quote for the repairs to the plinth following a road traffic accident in July. This would then be passed to the Parish Council's insurance company in order for them to liaise with the police, with the aim of the driver's insurance company covering the cost. The Clerk would keep councillors updated on progress on this.

17. Chair's Thank You Event

Steve Harvey noted that the annual 'Thank You' event would be taking place at The Drift Golf Club on 9th December. The list of voluntary organisations was being updated to request nominations for awards.

18. Litterpick

The next Parish Council Litterpick would take place on Saturday, 26th September. Aileen Aitcheson would lead at Bishopsmead, Andrew Franklin would lead at Effingham Junction Mini-Mart and Holly Haling or Hilary Gullen would lead at Station Approach.

19. Standing Orders

The Parish Council approved the Standing Orders as circulated prior to the meeting.

20. Financial Regulations

The Parish Council approved the Financial Regulations as circulated prior to the meeting.

21. Committee Membership update

The amended membership list was noted as: Finance and Risk Committee: Aileen Aitcheson (Chair), Robert Taylor, Colin Carmichael, David Holliday and Steve Harvey. Chris Jany, Peter Judd and Hilary Gullen were the Flood Forum representatives.

22. Community Events

Chris Jany noted that there was a Heritage Open Day which St Martin's Church was participating in, on 12 September 10am to 4pm, that Horsley Towers was holding a fundraiser for the Nepal Fund on Friday and that St Martin's Church was celebrating 990 years with a sponsored cycle ride to France. Horsley Live had three upcoming events on 24th September, 10th and 23rd October and the next Repair Café would be on 3rd October.

Aileen Aitcheson noted that Thatchers were holding a barbeque on Sunday 13th September at 2pm.

23. Capital Projects

Steve Harvey noted that the first meeting of this group had taken place, and that referring back to Vision 33 were pleased to see that many of the projects listed had been completed. The Padel Courts project was progressing well. Further projects for consideration were: disabled access at Horsley Station, landscaping improvements at the Meridiana/Sainsbury's strip of land and Bluebell Lane car park. Councillors agreed to discuss this further at the informal meeting in October. It was also realised that Task Group work and Capital Projects needed to be clearly defined to avoid unnecessary cross over.

24. Task Group Progress Reports

Communications and Events: Cllr Steve Harvey noted that the newsletter would be delivered this week and that arrangements were beginning for the Volunteers' Party in December. Horsley Big Day Out would be on 27th June 2027.

Climate Change: No update.

Road Safety: Cllr Andrew Franklin noted that village road signs had been cleaned and that white lines around the village would be checked to see which needed repainting. The drain cover opposite Effingham Junction Mini Mart continued to be inadequately repaired. The barbed wire fence along The Drift was of concern and was not as had been agreed. Clerk to take forward on further advice from Andrew Franklin and Juliet Robinson.

Village Appearance: The blue heart signs would be collected in the autumn. Overgrown vegetation needed cutting back by the vet/railway bridge – Clerk to liaise with Village Warden.

Railway Group: Cllr Chris Jany noted that the stations had looked very good this summer with the planting that had taken place. The tree in Station Approach continued to cause concern as a trip hazard.

Horsley Heritage Group: Cllr Robert Taylor noted that there would be 5 guided walks taking place in the week of 14th September and that the digital archive was near completion.

Countryside: Chris Hampson noted that the Great Ridings management plan had been created and consultation closed on 20th August. Anti-Social Behaviour continued to be a problem on Effingham Common and that Cllr Young was dealing with this.

25. External Meetings

The Chair reminded councillors of the informal meeting at Thatchers, Tudor Room, at 7.30pm on 6th October.

26. Date of Next Meeting

The date of the next meeting of the Council is 12th October 2026 at 7.30pm.

The meeting ended at 8.55pm.

Appendix 2

Appendix 2: Planning & Environment Committee Report

New planning applications considered by the Committee

From the to the 24th August to the 2nd October 2026 - And dealt with under delegated authority:-

Application	Committee Response
Willowview, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 26/P/01095	No Objection
Windlake, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 26/P/01135	No Objection
Long Meadow, Forest Road, East Horsley, Leatherhead, KT24 5BL Ref. No: 26/P/01155	No Objection
1 The Ridings, East Horsley, Leatherhead, KT24 5BN Ref. No: 26/T/00229	No Objection
Application for a premises licence to be granted under the Licencing Act 2023 Orindis Deli, East Horsley, 1 Cobham Way, KT24 5BH	No Objection
Ruskin, Green Dene, East Horsley, Leatherhead, KT24 5RG Ref. No: 26/P/01169	No Objection – Subject to comments
Orchard Gate, Old Rectory Lane, East Horsley, Leatherhead, KT24 6QH Ref. No: 26/P/01137	No Objection
Buren, Surrey Gardens, Effingham Junction, Effingham, Leatherhead, KT24 5HF Ref. No: 26/P/01115	No Objection

Decisions reported by Guildford Borough Council

From Monday 24th August to Friday 2nd October 2026

Only applications approved by Guildford Borough Council to which the Parish Council had objected, and applications refused by GBC or withdrawn, are reported here:-

Nil Return

Reference	Location	P & EC Response	GBC Decision
N/A	N/A	N/A	N/A

Appeals Submitted or Decided

From Monday 24th August to Friday 2nd October 2026

Nil Return

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
N/A	N/A	N/A	N/A	N/A	N/A

Appendix 3: PAYMENTS APPROVED 21 August – 30 September 2026

Pay Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
BP	25.8.26	Equals transfer	Top up petty cash	500.00	CC	AA
BP	25.8.26	DJP Clarke	Sign cleaning	150.00	CC	AA
BP	25.8.26	K Jenkins	Key cut	4.95	CC	AA
BP	4.9.26	Nick Clemens	Village Warden	280.00	AA	RT
BP	4.9.26	TCWS	Autumn newsletter	576.00	AA	RT
BP	4.9.26	Smile IT	Mailboxes	110.40	AA	RT
BP	4.9.26	HMRC	PAYE/NI	880.75	AA	RT
BP	4.9.26	N Worsfold	Comms	1,248.75	AA	RT
BP	4.9.26	Paul Bacon	HBDO deposit	100.00	AA	RT
BP	15.9.26	Simply Print	Autumn Newsletter	996.00	RT	AA
BP	15.9.26	TCWS	website	45.60	RT	AA
BP	15.9.26	Motion Consultants	Padel	1620.00	RT	AA
BP	17.9.26	J Hamshar	Cleaning	1365.00	RT	AA
BP	17.9.26	West Horsley Trust	Hart Path	7898.70	RT	AA
BP	17.9.26	Bill Kear	Hart Path	3088.50	RT	AA
BP	17.9.26	Clear Councils	Insurance	1296.78	RT	AA
BP	24.9.26	EDF	Festive Lighting	1457.29	AA	RT
BP	24.9.26	Mulberry	audit	180.00	AA	RT
BP	24.9.26	Metro signs	Horsley Heritage	180.60	AA	RT
BP	24.9.26	Micro Forest	Hart Path	2,294.08	AA	RT
BP	24.9.26	HMRC	PAYE/NI	881.11	AA	RT
Total:				£23,905.76		

Standing Orders and Direct Debits June/July 2026

Frequency	Payee	Amount £	VAT reclaimable
Standing Orders			
Monthly	Guildford BC rates	448.00	No
Monthly	Surrey Pension Fund	731.16	No
Monthly	Village Hall	583.33	No
Monthly	Salaries	2582.68	No
Direct Debits			
Monthly	Aerial Direct	61.12	Yes
Monthly	GBC parking enforcement	131.42	Yes
Annual tbc	GBC parking rent	525.70	
Annual	Info commis	47.00	No
Monthly	Telefonica UK	13.80	yes
Monthly	SSE energy supply	110.58	yes



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Finance and Risk Committee Meeting – 11.9.26

Minutes

Present:

Aileen Aitcheson (Chair), Colin Carmichael, Robert Taylor, Steve Harvey, David Holliday,

Hilary Gullen, Clerk.

1. Apologies: None

2. Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting were approved.

In relation to agenda item 12, Colin Carmichael noted that advice had been taken from the Parkinson Partnership which confirmed that padel would be a non-business activity; the implication is that no VAT would be charged on players' court fees, but VAT could be recovered from construction and operating costs as long as EHPC owns the asset.

In relation to agenda item 9, it was agreed that any potential transfer of assets could be raised in due course and added to a future F&R meeting agenda for more detailed consideration.

3. Declarations of Pecuniary Interest

There were no Declarations of Interest.

4. Bank Balances

The bank balances to 1 August 2026 were noted and it was requested that additional information regarding interest on each bank account be given in future.

5. Contractors' Work Pattern

The contractors' work pattern was noted. Clerk to chase Julie Hamshar for invoices.

6. Quarter 1 Reconciliation

Colin Carmichael noted the bank reconciliation was satisfactory, but that an improved notation/filing system was still required for invoices.

7. Unity Trust/Lloyds Bank Card

It was noted that the Unity Trust linked bank card was significantly better value than the current Equals card, being £3 pcm compared to £25 pcm for Equals. The Clerk was authorised to apply for this card, with maximum single transaction being £500 and maximum monthly transactions adding up to no more than £1000. De minimis spending by councillors to be raised with the auditor in October.

8. Padel Update

The Committee approved a possible additional spend of up to £1,000 for further acoustic reports.

9. Draft Budget

The draft budget was considered and the following noted:

- Newsletter expenses for the next financial year would be: £15,431.12, income: £6,240
- Events: £3,300
- APM: £200
- HBDO: £11,380.00 expenditure, £18,900.00 income

Task group chairs to be reminded to provide budgetary requirements for next year.

Considerations on how padel should be presented in the budget to be brought to the next F&R meeting.

10. Earmarked Reserves

The Earmarked Reserves were considered and the following noted: Christmas lights replacements would need to be included, possible extension of CCTV system, padel considerations – all to be discussed further at the next meeting.

11. Staff Salary

The NALC recommended salary increase for the Clerk and Assistant Clerk of 3.3% was agreed, backdated to April.

12. Office Rent

The increase in office rent to £8785 was queried: when the lease renewal date actually was, what was included, how the rise was calculated. Clerk to request more information from Manager of the Village Hall, particularly regarding security, cleaning and soundproofing.

13. Christmas Lights

The information regarding Christmas lights (GBC no longer installing/removing/storing from December 2026) was noted and it was agreed to contract AMG for the lower lights (£1,640) and Light Angels for higher lights and storage (£2,457.90), as per their quotes.

Clerk to also ask for quote for the full work the following year.

14. HART Path

Subject to confirmation of Section 106 money being provided to cover the cost (reference Cllr Catherine Young), The Clerk was authorised to pay the Bill Kear invoice of £3,088.50 for commencement of footpath works and West Horsley Place Trust £7,898.70 for path costs.

15. Date of Next Meeting:

1 October 10am

The meeting ended at 11.40am

Appendix 5

Meeting Dates 2027-2028 draft v1

Committee	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Annual Parish Mtg*	4											
Parish Council*	11 (stat)	14	19	x	6	11	29	x	10	14	13	24
Planning*	10, 24	7, 21	5, 20 (Tue)	2, 16, 31 (Tue)	13, 27	12 (Tue), 25	8, 22	6, 20	4, 17, 31	15 (Tue), 28	14, 27	10, 25 (Tue)
F&R 10am	18		12		30		2	21		8		6
Personnel 10am	25					19						

- 7.30pm