

# Horne Parish Council

[www.horne-pc.org.uk](http://www.horne-pc.org.uk)

Clerk: Clare Kennedy, Red Tiles, Newchapel Road, Lingfield, Surrey, RH7 6BJ

Tel: 01342 604338 Email: [horneparishcouncil@hotmail.co.uk](mailto:horneparishcouncil@hotmail.co.uk)

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## Meeting of Horne Parish Council

Date: Monday 21<sup>st</sup> June 2021 at 7.30pm

Location: Centenary Hall, Smallfield and also held by video conference on the Zoom Platform

Present:

Parish Councillors:

Mrs. A Brown (Chair)

Mr D Brown

Mr G Marks

Mrs A Michie

Mr R Williams

In attendance:

District Councillor Gillman

District Councillor White

County Councillor Steeds

Clare Kennedy

*Phil Moore*

*Sian Clutterbuck*

*Via Zoom; Vivian Smith, Anne, Mark Sherwood*

<b>17.</b>	<b>PROCEDURAL MATTERS</b>
<b>17.1</b>	Apologies for absence were received from Cllr Sherwood (attending but via zoom only) and District Councillor Bourne.
<b>17.2</b>	<b>Disclosure of Interests:</b> There were no disclosures made by Members of any Disclosable Pecuniary Interests (DPIs) and / or other interests arising under the Code of Conduct. Councillors acknowledged and completed the updated declaration forms requested to be completed by Tandridge District Council.
<b>17.3</b>	<b>Public questions:</b> There were no questions raised from the members of the public.
<b>17.4</b>	<b>Minutes:</b> The minutes of the Annual General Meeting of the Parish Council meeting held on 5 <sup>th</sup> May 2021 were agreed and signed as a true record.
<b>18</b>	<b>REPORTS</b>
<b>18.1</b>	County Councillor Report: Cllr Steeds reported that Surrey County Council are now based in Reigate. She has asked if Horne Parish Council want the Treiffs in West Park Road installed opposite the Bones Lane entrance. She has been told that it will be 35meters long and cost £16,800. Cllr Steeds has a budget of £40,000 allocation to spend on Highways in her division. Horne Parish Council would like it done but requested that the length was checked as it was felt the length of the trieff was excessive. Cllr Steeds also informed Horne Parish Council that the community allocation was available again for the year. Previous this fund was used to replace the Horne Parish sign. County Councillor Steeds will look into new signage either side of the entrance into Brickhouse Lane to warn about the very sharp bend and potentially review the chevrons next to the Newchapel Road roundabout. They need unearthing due to the grass growing round them. Cllr Steeds will investigate grass cutting
<b>18.2</b>	District Councillor Report: Cllr White advised the new chief executive is starting next week along with new members leading the following teams: Community Services is being led by Jackie King Strategy and Resources is being led by Kevin Bourne

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	Council leader is Catherine Sayer Deputy leader is Kevin Bourne
<b>19</b>	<b>ADMINISTRATION</b>
<b>19.1</b>	Councillors confirmed receipt of the Parish Councillor Application forms and discussed. RESOLUTION: Horne Parish Council agreed to co-opt Sian Clutterbuck as the new councillor. Clerk to write to the unsuccessful applicants and offer them the opportunity to join the Cricket Club subcommittee
<b>19.2</b>	Councillors acknowledged the Parish Newsletter was sent at the beginning of June 2021 to residents and that the next one will be sent in the autumn.
<b>19.3</b>	Councillors acknowledged the chairman's confirmation of the Cricket Club reserves and expected expenditure which was sent to the auditor.
<b>19.4</b>	Horne Parish Council reviewed and approved the amended asset register for 2021-22
<b>19.5</b>	Councillors noted the Clerk's resignation, and the recruitment process is underway with interviews being held this week.
<b>20</b>	<b>PARISH ENVIRONMENT</b>
<b>20.1</b>	Councillors discussed the Meeting held by MP Claire Courtino regarding HGVs on Wednesday 19 <sup>th</sup> May 2021 and confirm the following actions: <ul style="list-style-type: none"><li>- 16<sup>th</sup> July at 12.30pm – Zoom Meeting with HGV owners</li><li>- Speaking to Traffic Commissioner and adjusting the way in which licenses are granted</li><li>- Approaching the Tandridge Local Committee via Surrey County Council</li></ul>
<b>20.2</b>	Horne Parish Council acknowledged an update from the Cricket Club subcommittee and approved the financial review of the project including documented Income, Expenditure and Budget based on the money set aside for the project. Cllrs noted that this will be added onto the financial document for review and approval on a monthly basis. The Horne Parish Council Cricket Club subcommittee reported that the land was confirmed as belonging to Horne Parish Councils. The trench was dug whilst the SES works were undertaken and there is a delay on cabling due to a national shortage. It was reported that the Tree Surgeon did a good job in removing the trees requested and will be returning to remove the stumps. Andy Clutterbuck will dig the next phase once the cable arrives. Council recommended that an arboricultural survey should be carried out at the end of all works to ensure safety is met.

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<b>21</b>	<b>PLANNING</b>
<b>21.1</b>	<p>Planning application decisions were noted by Horne Parish Councillors</p> <p>2021/593      Saran, Smallfield Road, Horne, Horley, Surrey, RH6 9JP Granted      Description Erection of detached wooden garage.</p> <p>2021/647      Little Brook Cottage, Bones Lane, Newchapel, Lingfield, Surrey, RH7 6HR Granted Description Erection of a two-storey rear extension. (Certificate of Lawfulness for proposed development.)</p>
<b>21.2</b>	<p>Planning applications were received and discussed by Councillors:</p> <p>2021/859      The Jolly Farmers, Whitewood Lane, South Godstone, Godstone, Surrey, RH9 8JR Variation of condition 2 (approved plans) attached to pp 2020/1188 for the conversion of the existing public house, erection of two 3-bedroom semi-detached houses; erection of one new 3-bedroom chalet style bungalow and the introduction of soft-landscaping and parking. Horne Parish Council do not object to this planning application Horne Parish Council do not have any further comments on this application</p> <p>2021/992      Brigadoon, West Park Road, Newchapel, Lingfield, Surrey, RH7 6HT Siting of mobile home (Certificate of Lawfulness for a Proposed Use or Development). Horne Parish Council do not object to this planning application Horne Parish Council would like to limit the number of mobile homes to one only with no exception.</p> <p>2021/993      Horne Park Farm Lodge, Bones Lane, Newchapel, Lingfield, Surrey, RH7 6HR Erection of single storey side and rear extensions and porch. (Certificate of Lawfulness for Proposed Use or Development) Horne Parish Council do not object to this planning application Horne Parish Council do not have any further comments on this application</p> <p>2021/702      Yew Tree Cottage, Smallfield Road, Horne, Horley, Surrey, RH6 9JP Demolition of existing single storey side extension. Erection of two storey side and rear extensions. Horne Parish Council do not object to this planning application Horne Parish Council do not have any further comments on this application</p> <p>2021/760      Old Rectory, Wilmots Lane, Horne, Horley, Surrey, RH6 9JR Erection of detached garage with habitable accommodation in roof space. Planning has been granted already Horne Parish Council do not have any further comments on this application</p>
<b>21.3</b>	<p>Horne Parish Council received an update on current Enforcement Cases with Tandridge District Council and confirmed that there were no further unauthorised buildings within the parish for the clerk to report.</p> <p>ENF/2020/306:    Newchapel Road opposite Spring Field – hard core and access installed. <a href="#">This is under investigation; it is proving difficult to discover all the interested parties and actual intended use</a></p> <p>ENF/2021/90:    Opposite Dunmore on Newchapel Road, a five-bar gate has been installed – was there permission for this onto a B road? <a href="#">This is under investigation; I believe consent will also be required from the Highways Authority</a></p> <p>ENF/2021/80:    White Gates on the A22 has considerable amounts of work being undertaken without any permission granted or applied for. <a href="#">This is under investigation</a></p> <p>ENF/2019/50 - EULYN Farm Croydon Barn Lane - earth movement and waste disposal <a href="#">Last site visit was on 24 April 2021, it was evident works is taking place to comply with the requirements of the notice. NB there is a different address at the front of the property which has an authorised waste use (see Surrey County Council as waste planning authority)</a></p>

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<p>ENF/2018/42 - Birchenwood Farm West Park Road - earth dumping and unauthorised waste site. <a href="#">This is a Surrey County Council and Environment Agency matter</a></p> <p>The clerk advised Horne Parish Council of the response received from Fiona Lander regarding Honey Hill Farm. A resident advised that what was being tipped at the site, is chalk for the base of the barn.</p>
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<b>22.</b>	<b>FINANCIAL</b>
<b>22.1</b>	<b>The payments for May and June 2021 were approved as the following:</b>
<b>BACS</b>	£860.60 Clerks Gross June Salary Plus 2 weeks holiday pay accrued Less deductions of Tax and NI
<b>BACS</b>	£64.12 June (M3) PAYE due by 22 <sup>nd</sup> July 2021 as advised by Hollyhurst to rectify and balance PAYE account.
<b>BACS</b>	£ 43.04 Clerk Expenses retrospectively for June 2021 (detail to follow)
<b>DD</b>	£14.39 Zoom
<b>BACS</b>	£648.00 Farsight Consulting
<b>BACS</b>	£9,825.67 Utilex – Cricket Club Electricity Installation – RETROSPECTIVE PAYMENT APPROVAL
<b>BACS</b>	£1,750 Treesaw – Cricket Club trees – RETROSPECTIVE PAYMENT APPROVAL
<b>BACS</b>	£14.40 My Parish Council – Planning Tracker
<b>BACS</b>	£292.08 SALC / NALC Contributions Inv 2347
<b>BACS</b>	£180.00 Satwana
<b>DC</b>	£264.00 Postage for the newsletter - pd by debit card 11.6.21– RETROSPECTIVE PAYMENT APPROVAL
<b>CHQ</b>	£16.99 Alison Brown – litter pick equipment – RETROSPECTIVE PAYMENT APPROVAL
<b>BACS</b>	£61.25 Amadeus
<b>DC</b>	£19.99 Photographic prize
<b>DC</b>	£35.95 Leaving Gift for Councillor
<b>DC</b>	£19.99 Haskins – Subsistence and card
<b>22.2</b>	Councillors approved to minute the first Utilex payment which was retrospectively authorised by email of £6,203.66 and paid via BACS in March 2021 and the second payment retrospectively in May 2021 of £9,825.67
<b>22.3</b>	Councillors approved to minute and retrospectively agree the payment made to the Post Office by debit card for postage of the Newsletter in March 2021
<b>22.4</b>	Councillors agreed the internal Auditor’s recommendation to move funds from the unused bank account to the current account and close the unused one. The Clerk will action.
<b>22.5</b>	Councillors acknowledged the Audit is subject to external audit due to income received.
<b>22.6</b>	Councillors reviewed and agreed the internal audit report
<b>22.7</b>	Councillors reviewed, approved, and signed the Annual Governance Statement
<b>22.8</b>	Horne Parish Council approved the accounts for 2020-21 and noted that the internal auditor has reviewed all documentation
<b>22.9</b>	Councillors reviewed, approved, and signed the Annual Return
<b>22.10</b>	Councillors reviewed and signed off the bank reconciliation for month ending May 2021
<b>23.</b>	<b>INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>)</b>
	Matters Arising from previous meetings to be added to the next agenda
	Telephone boxes – repair and renew

<b>24.</b>	<b>MEETING DATES</b>
	Monday 19th July 2021
	Monday 20th September 2021
	Monday 18th October 2021
	Monday 15th November 2021
	Monday 13 <sup>th</sup> December 2021

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