



# HORLEY TOWN COUNCIL

## Minutes of an Ordinary Meeting of Horley Town Council held at The Albert Rooms, Albert Road, Horley on Tuesday 21 June 2022 at 7.30 pm

<b>Present</b>	<b>Cllrs</b>	Hannah Avery	Mike George	Simon Marshall
		Jante Baird	Jerry Hudson	Wayne Philips
		James Baker	Adrian Kitajewski*	David Powell*
		Jordan Beech	Helen Kitajewski*	Martin Saunders
		Giorgio Buttironi*	Robert Marr	Rob Spencer*
		Andy Dye *	Samantha Marshall	Fiona Stimpson
			(Chairman)	

### \* Absent

### In Attendance

J Walsh (Town Clerk)

H Maan (Communications & Compliance Officer)

### C 5373 Apologies and Reasons for Absence

**RESOLVED: that the apologies of Cllrs Buttironi, Dye, A. Kitajewski, H. Kitajewski, and Powell be accepted along with the apology of the Responsible Financial Officer, Judy Morgan.**

### C 5374 Disposable Pecuniary Interests and Non-Pecuniary Interests

No matters were raised.

**RESOLVED: noted.**

### C 5375 Ordinary Meeting of the Council, 1 March 2022

**RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 1 March 2022, including all confidential items, be approved.**

### C 5376 Annual Meeting of the Council, 10 May 2022

**RESOLVED: that the minutes of the Annual Meeting of the Council held on 10 May 2022, including all confidential items, be approved.**

### C 5377 Full Council Updates

The Town Clerk advised that all actions from the previous meeting (Annual Meeting of Council) had been completed, including publication of the council appointments for the Municipal Year 2022/23. She was pleased to report that the election of Chairman and Vice-Chairman had been published by a reputable local online media source.

**RESOLVED: noted.**

### C 5378 Committee Reports

## Finance & General Purposes Committee

**RESOLVED: that the minutes of the Finance & General Purposes Committee held on 25 January and 17 May 2022 respectively, be approved.**

### C 5379 Leisure & Amenities Committee

**RESOLVED: that the minutes of the Leisure and Amenities Committee Meeting held on 22 February and 26 April 2022 respectively, be approved.**

### C 5380 Planning & Development Committee

**RESOLVED: that the minutes of the Planning & Development Committee held on 8 February, 15 March and 19 April 2022 respectively, be approved.**

### C 5381 Chairman's Report

The Chairman's Report which was previously circulated to the Members for information, was received.

**RESOLVED: noted.**

### C 5382 Annual Audit for the Year Ending 31 March 2022

The Town Clerk reported that the unaudited Balance Sheet as at 31 March 2021 showed a General Reserve Balance of £219,759.63. Due to prudent financial management, income had recovered to pre-pandemic (Covid-19) levels and the Council remained on budget.

**RESOLVED: that the Unaudited Balance Sheet as at 31 March 2022, the Income & Expenditure Account for 1 April 2021 to 31 March 2022 and the Reserves Statement as at 31 March 2022, be approved.**

### C 5383 **RESOLVED: that the Annual Governance Statement 2021/22 (Section 1 of the Annual Governance & Accountability Return), be approved.**

### C 5384 **RESOLVED: that the Accounting Statements 2021/22 (Section 2 of the Annual Governance & Accountability Return) and the Annual Internal Audit Report 2021/22, be approved.**

### HTC/RBBC Liaison Meeting 16 June 2022

### C 5385

The Town Clerk advised that the meeting, set in a hybrid format, was chaired by RBBC Leader, Cllr Mark Brunt and the meeting was recorded. The Borough's Head of Neighbourhood Services was also in attendance along with HTC Council Leaders, some Borough Councillors representing the Horley wards and Officers, including the Town Clerk and RFO. She gave a summary of the topics discussed which included:

- A debrief from RBBC/HTC on community events held to mark The Queen's Platinum Jubilee;
- Feedback on the important function and responsibilities of the Horley Town Centre Cleaning Operative for which the valued postholder had been highly rated by HTC;
- An informative update from Cllr Mike George on the newly established HTC

### C 5385)

Environment Committee together with the group's key objectives and mission to progress setting-up the Works Perfect Commercial Hub in Horley town centre;

- Forward planning arrangements for the Horley Remembrance Sunday Service and support granted by RBBC for road closures and insurance arrangements for the parade, on receipt of a written request from the Royal British Legion, Horley Branch; and
- RBBC plans for considering a new tender for the popular Horley Car Boot Sale in Horley town centre had been deferred until the programme and timescales for the High Street public realm and car park improvement works were released.

Additionally, the Members were advised that there were no updates available from RBBC on matters raised by HTC concerning the renewal of the Double Taxation Agreement and the UK Shared Prosperity Fund (UKSPF) through central government. The Chairman had conveyed her disappointment since these were specific items raised by HTC of an important financial nature. As such, they would be followed up with a request for a separate meeting to be arranged with the RBBC Executive Member for Finance along with the HTC Finance Chairman and Clerk/RFO on a timely basis. A further update would be provided in due course.

The minutes from the meeting would be circulated on receipt from RBBC and the next meeting would be held on 26 October 2022.

**RESOLVED: noted.**

**C 5386**

#### **SCC/RBBC/HTC Joint Council Meeting 17 June 2022**

The Town Clerk advised that the meeting chaired by Cllr Samantha Marshall with representation from the three Council tiers from Cllrs Andy Lynch, Jordan Beech, Mike George and Hannah Avery. She gave a summary of the topics discussed which included:

- Town Park proposals remained outstanding since the draft Supplementary Planning Document (SPD) was put back to Officers by the RBBC Executive Committee for further review;
- The new SCC Local Area Co-ordinator for Horley was expected to be in post in early July when introductions would be made with Council representatives;
- The Town Council's revised five-year Town Plan was due to be adopted at its Full Council meeting on 21 June 2022, outlining the Council's vision, key priorities and new projects with a focus on environmental activities and more tree planting opportunities;
- Highways updates, including outstanding remedial works to pavement defects at Victoria Square, Consort Way; possible considerations for traffic calming measures at Lee Street (subject to approval); and installation of HTC's project to install vehicle activated signage at Wheatfield Way;
- An update on proposals for a devolution deal for Surrey as an alternative to a Unitary Authority through a roll-out of briefings from the SCC Leader to District and Borough Councils; and
- SCC proposals for delivering supported independent living accommodation for 16 residents with learning disabilities, noting concerns about insufficient car parking facilities for residents, staff parking and disabled bays. A Planning Application had yet to be registered but permission had already been granted for demolition of the site.

**C 5386)**

The notes of the meeting are appended to the signed copy of the minutes and the next meeting would be held on 23 September 2022.

**RESOLVED: noted.**

**C 5387**

#### **County Deals**

The Town Clerk updated Members on a recent Surrey ALC/Clerks meeting where the CEO provided an update on preliminary discussions underway by the association with SCC on proposals for a potential devolution deal for Surrey. She and the Surrey ALC Chairman had been invited to sit on the Delivery Board set up by SCC to enable Town and Parish Councils to get involved and put forward their views and suggestions for undertaking the delivery of local services with funding to benefit local residents and to have more influence. The Members supported this as an exploratory exercise at this early stage and put forward their views. These included ideas for developing a programme for appropriate road maintenance locally, including potholes, pavement defects and damaged or unclean signage, as these were often not programmed by SCC Highways or categorised as a much lower priority. It was agreed that the Town Clerk would write to the Surrey ALC CEO accordingly.

**RESOLVED: that the Town Clerk writes to the Surrey ALC CEO with the Town Council's suggestions for proposed delivery of local services with funding thorough a potential devolution deal for Surrey and to ratify the response at the next Full Council meeting.**

**C 5388**

#### **Town Council Combined Annual Insurance Premium 2022/23**

The Town Clerk informed the Members that following the exit of Military Mutual Insurance Company from the local authority market, the Council's brokers had moved the Council Guard Scheme to Aviva with a comparable one-year deal, effective from 1 June 2022. She summarised the recommendations made which had been scrutinised by the Finance Committee for the annual review and Combined Insurance Premium and these were agreed by Full Council.

**RESOLVED: that the Town Council's annual combined Insurance Premium 2022/23 from Aviva Insurance Company, including personal accident, insurance property tax (IPTt) and administration charges in the total sum of £11,133.26, be approved.**

**C 5389**

The Members were advised that the Council's separate Cyber Protection Policy was in hand and the premium sum, estimated at £499 (inclusive of ipt and administration charge) would be ratified at the next Committee meeting.

**RESOLVED: noted.**

**C 5390**

#### **Community Infrastructure Levy (CIL)**

**RESOLVED: that the quarterly report for the period 16/03/22-15/06/22 and latest CIL receipts, be noted.**

**C 5391**                    **Members' Allowances for the Municipal Year 2022-23**

The recommendations of the Independent Remuneration Panel in connection with Members' Allowances were considered. All Councillors are entitled to claim or may elect to forego any allowance by opting out of the scheme. The basic allowance is £100 and subject to statutory deductions.

***RESOLVED: that the existing written notices from Members, electing to forego any allowances under the scheme be noted and any Member wishing to claim the Allowance for 2022/23 should notify the Town Clerk in writing accordingly.***

**C 5392**                    **HTC Town Plan 2022-2027**

The Town Clerk summarised the finalised draft Town Plan which had been circulated to Members in publisher format before the meeting. The report contents and appended Action Plan of the Council's commitments, activities and future projects were approved, subject to a minor adjustment following the renaming of the Ornamental Gardens at Horley Recreation Ground to 'The Queen's Platinum Jubilee Gardens'. The report would be reviewed annually by Full Council to evaluate progress and any further actions required. The Chairman extended a note of thanks to the Town Plan Delivery Group (TPDG) and Council Officers for all their hard work in the preparation and production of the report. The TPDG Chairman, Cllr Robert Marr, similarly made a note of thanks to his fellow Members and staff. The Town Plan 2022-2027 report is available to view here.

***RESOLVED: that the HTC Town Plan 2022-2027, be adopted, subject to a minor revision on page 13 of the report to reflect the renaming of the Ornamental Gardens, Horley Recreation Ground to 'The Queen's Platinum Jubilee Gardens' and that the Town Plan be reviewed annually.***

**C 5393**                    ***RESOLVED: that the HTC Town Plan 2022-27 be publicised through the Town Council's social media platforms (including website and newsletter), with printed copies made available at the Council Offices and circulated widely in public areas of Horley.***

**Outside Bodies**

**C 5394**                    **Horley Community Partnership**

No reports or updates were received.

***RESOLVED: noted.***

**C 5395**                    ***RBBC Borough Standards Committee***

The Town Clerk informed Members that the Borough Council had no provision in its Constitution for a substitute Member to the Borough Standards Committee. This would however be given future consideration, noting that a main representative may become be indisposed for meeting attendance, or due to other unexpected circumstances.

***RESOLVED: that an amendment be made to the Town Council's Outside Body to the RBBC Borough Standards Committee, to state the main appointed representative for 2022/23 is Cllr David Powell.***

**C 5396 Royal British Legion (RBL) (Horley Branch)**

The minutes of the previous RBL meeting had been circulated to Members, for information. Cllr Samantha Marshall said she had sent a letter of thanks to the Branch Secretary, for kindly allowing the Town Council to borrow their portable PA system for the renaming ceremony at the Ornamental Gardens, to mark The Queen's Platinum Jubilee and that she would be making a personal donation to the charity.

**RESOLVED: noted.**

**C 5397 YMCA Community Wellbeing Team**

Town Council representatives, Cllrs Jante Baird and Martin Saunders provided brief updates. They were of the view that although their initial meeting was positive, their last meeting had a wider agenda as it included different branch participants from other regional areas. It was therefore hoped that future meetings with their involvement would be more pertinent to Horley since there was a strong desire to develop more facilities and services for families and young people in the local area. It was further hoped that potential redevelopment of part of the YMCA Horley Young People & Family Centre car park on Albert Road would be given future consideration.

**RESOLVED: noted.**

**C 5398 Diary Dates**

**Interim Planning Meeting:** 28 June, 7.30 pm, HTC Offices, Edmonds Hall.

**Leisure Meeting:** 5 July, 7.30 pm, HTC Offices, Edmonds Hall.

**RESOLVED: noted.**

**C 5399 Press Release**

Annual Return 2021/22, including the signed AGAR and financial information to be published.

**RESOLVED: noted.**

**C 5400 Confidential Business**

**RESOLVED: that "in view of the special or confidential nature of the business about to be transacted, it is advisable that in the public interest that the press and public be excluded and that they be instructed to withdraw".**

**Staffing Matters**

**CONFIDENTIAL**

**(C 5401 - 6)** The Members considered and approved the recommendation of the Staff Committee.

**Meeting closed at 8:53 pm. Date of next meeting – 26 July 2022**