

SHERE PARISH COUNCIL

Serving the villages of Gomshall, Holmbury St. Mary,
Peaslake, Shere and a large part of Abinger Hammer

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Tanyard Hall,
30 Station Road,
Gomshall
GU5 9LF

8th May 2009

SHERE PARISH COUNCIL ANNUAL MEETING

All Members of Shere Parish Council are hereby summoned to attend the **Annual Meeting** of Shere Parish Council to be held in Tanyard Hall, 30 Station Road, Gomshall on **Friday 15th May 2009 at 8.00 pm** for the purpose of transacting the following business.

The Minutes of the Council meeting held on 3rd April, the Minutes of the Parish Annual Assembly and the Agenda for the meeting on the 15th May are attached plus any relevant papers for consideration.

A meeting of the Planning Committee will be held at 7.15 p.m. prior to the meeting of 15th May. The Minutes of the Planning meeting held on 3rd April are also attached.

Lesley Childs
Clerk to the Council

THERE WILL BE A SHORT ADJOURNMENT OF APPROXIMATELY 15 MINUTES HALF WAY THROUGH THE MEETING TO ENABLE THE PUBLIC TO EXPRESS A VIEW OR TO ASK A QUESTION RELATING TO ANY MATTER ON THE AGENDA. THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.

AGENDA

- 1. Election of Chairman.**
- 2. Declaration of Acceptance of Office** to be signed by the newly elected Chairman.

- 3. Election of Vice-Chairman.**
- 4. To accept apologies and reason for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40**
- 5. Declaration of Personal or Prejudicial Interests** by Councillors on any of the agenda items below in accordance with the Local Authorities (Model Code of Conduct) Order 2007 – (SI.2007/1159).
- 6. Register of Interests** – to declare any amendments. (Members are reminded that any amendments must also be notified by Councillors in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford. GU2 4BB).
- 7. Declaration of gifts or hospitality over £25.** Members are reminded that once a declaration of gifts or hospitality has been made then a new Form of Financial and other registerable interests must be completed.
- 8. Election of the Parish Maintenance Committee** – the Committee to comprise of at least one Member from each ward (and preferably one Member from each village). Present members – C. Carlisle, J. Hutton, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.
- 9. Election of the Playground Committee** – the Committee shall comprise of four Members of the Council preferably with one Member from each of the four main villages. Present members – R. Andrews, C. Brooke, S. Neilson, J. Tenner plus the Chairman and Vice Chairman as an ex-officio members.
- 10. Election of the Health and Safety Committee** – at least four Members with, if possible, one Member from each Ward. Present members – C. Brooke, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.
- 11. Election of the Planning Committee** – at least one member from each ward plus the Council Chairman & Vice Chairman. Membership is open to all Members of the Council.
- 12. Election of the Finance Committee** – the Committee shall comprise of the Chairman, Vice Chairman and at least two other members of the Council these being appointed so that each of the four villages served by the Council is represented. Present members – R. Andrews, D. Hall, R. Newman, S. Nielson, R. Smith, J. Tenner, J. Williams.
- 13. Election of the Tanyard Hall Committee** - at least four Members preferably with a majority of these representing North Ward (Gomshall and Shere). Present members – R. Andrews, R. Davey, J. Hutton, S. Neilson, R. Newman. Co-opted member K. Childs.
- 14. North Ward Working Group** (Gomshall and Shere) – all North Ward Councillors.
- 15. South East Working Group** (Holmbury St. Mary) – all South East Ward Councillors.

16. **South West Ward Working Group** (Peaslake) – all South West Ward Councillors.
17. **Holmbury Traffic Working Group** – the three South East Ward Councillors and representatives of the public as per 2008/09.
18. **Shere Traffic Working Group** – all North Ward Councillors and representatives of the public as per 2008/09.

The Chairman of all Committees to be appointed at the first meeting of the Committee.

19. **Decision making Powers** - the Council to confirm that decision making powers continue to be delegated to the Health and Safety Committee, Parish Maintenance Committee, Planning, Playground and Tanyard Hall Committees providing that expenditure incurred does not exceed that allowed in the budget. Note: Working Groups have no delegated powers – all recommendations made by a Working Group must be conveyed to the full Council or a Committee for approval.
20. **Terms of Reference for Committees** – the Council to consider whether the terms of reference for all Committees should continue as previously agreed.

21. Appointment of Representatives on outside organisations

- Peaslake Memorial Hall – 2008/09 Mrs. M. Taylor-Cotter.
- Shere Charity for Relief in Need – Mrs Bryant, Mrs Hill, Mrs Simpson. The Council to authorise a further four year term of office.
- Shere Fun – 2008/09 Dr. C. Brooke.
- Shere Recreation Ground – 2008/09 D. Hall.
- Shere Swimming Pool – 2008/09 Mrs. M. Taylor-Cotter.
- Shere Village Halls – 2008/09 Mr. R. Davey.
- Surrey Association of Parish and Town Councils – 2008/09 Mrs. J. Williams.
- Wasp Bus – 2008/09 Mr. R. Andrews.
- Holmbury Village Hall – 2008/09 Mr. R. Andrews.

22. Annual Financial matters

- a. The Council to note that the Council's finances for the year commencing 1st April 2009 will be conducted in accordance with the budget approved by the full Council on 2nd December 2008 as agreed at the last Council meeting on 5th April 2009.
- b. The Clerk to be authorised to issue cheques during the financial year 2009/10 for the payment of staff salaries, Paye/superannuation, donations/cemetery grants, monthly contractors' fees, Parish, public toilets and playground maintenance and minor maintenance materials, audit fees, land/hall rents, petty cash, office expenses, utility bills, insurance costs, subscriptions and Tanyard Hall expenses – all as allowed for in the budget for 2009/10. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council.

- c. To confirm the appointment of Mr. Malcolm Foster as the Council's internal auditor for the year 2009/10.
- 23. Parish Annual Meeting held on 5th April 2009** – to receive and agree the draft Minutes for initialling by the Chairman. These will then be approved fully at the next Annual Parish meeting in 2010.
- 24. Approval of the Minutes of the Council meeting held on 3rd April 2009.**
- 25. Goose Green, Gomshall** – to consider a request by Gomshall AFC to train on Goose Green during the summer months.
- 26. Traffic Issues in the Parish**
- Car Park, Shere and related pinchpoint in Upper Street – to receive a report on the latest position.
 - Any other traffic issues to be considered.
- 27. Shere War Memorial** – the Council to receive an up to date report and deal with any matters arising from this.
- 28. Goose Green, Gomshall** - Unauthorised erection of a gate on Common land, such land being owned by the Council – the Council to receive the views of the solicitor and to decide what action to take.
- 29. Shere Ducks** – the Council to consider a letter from a local resident regarding duck “problems”.
- 30. Right of Way near Quakers Orchard, Peaslake** – the Council to receive further information regarding the rerouting of the path.
- 31. Peaslake**
- receive an update on the scheme recently carried out
 - to consider correspondence received
 - possible erection of notice boards for various organisations.
- 32. Peaslake School Field**
- the Council to give permission for a School Leavers' Party to be held on the field subject to the receipt of a satisfactory Risk Assessment.
 - Goal posts broken – Council to decide on what further action should be taken.
- 33. Annual Report** – to decide on the format for the annual report.
- 34. Clerk's Report**
- 35. Councillors' Business** (for noting or including on the agenda for the next meeting)

ADJOURNMENT TO ENABLE THE PUBLIC TO EXPRESS A VIEW OR TO ASK A QUESTION RELATING TO ANY MATTER ON THE AGENDA.

36. Finance

- a. Approval/authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting.
- b. To receive a bank reconciliation to 31st March 2009.
- c. The Council to confirm that they wish to continue with the current Banking arrangements.
- d. The Council to accept the rights and responsibilities of a guarantor in respect of the Council's membership of Surrey Community Action. The rights are the ability to vote at company meetings and the responsibility is the liability that is limited to a maximum of £1 to cover any monies owed in the event of the dissolution of the charity.

37. Correspondence received by the Clerk which requires the attention of the Council:

Nominations required by Guildford Borough Council for areas that need extra attention e.g. a litter strewn residential (adopted) road or an uncared for alleyway. Guildford Design Awards 2009 – nominations to be made by 5th June for schemes completed between June 2007 and 5th June 2009.

Correspondence received after the agenda had been printed but requiring the attention of the Council (for noting, delegation to the Clerk or inclusion on the agenda for the next meeting – full details available at the meeting).

Correspondence received which may be of interest to Councillors but not necessarily requiring discussion by the full Council – for noting only or a request made to the Clerk for inclusion on the agenda for the next meeting (correspondence available immediately prior to the meeting).

38. Exclusion of the Public and the Press (Public Bodies Admission to meetings Act 1960)

Council property – to consider correspondence received from a tenant.

Land Acquisitions – to consider future possible acquisitions.

Date of next meeting: Friday 19th June 2009, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.