

# **SHERE PARISH COUNCIL**

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

## **Minutes of the Council meeting held on 26<sup>th</sup> March 2010 in Tanyard Hall, 30 Station Road, Gomshall at 8.00 p.m.**

**Present:** Councillor R. Newman (Vice Chairman who presided at the meeting in the absence of the Chairman), R. Andrews, R. Davey, D. Hall, J. Hutton, S. Nielson, R. Smith, M. Taylor-Cotter, J. Tenner, M. Urban, J. Williams, County Councillor K. Taylor and the Clerk Mrs L. Childs. No members of the public were present.

**09/195 Apologies and reason for absence** (if appropriate) in accordance with the Local Government Act 1972, Schedule 12, paragraph 40. Apologies were submitted on behalf of Dr. C. Brooke, Mrs. J. Williams and Mr J. Hutton.

**09/196 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).

Mr Andrews declared personal interests in 09/209 and 09/214. Mr Davey declared a personal interest in 09/201 (Upper Street, Shere).

**09/197 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). Mr. Smith stated that he had altered his Register of Interests.

**09/198 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). No Declarations were made.

**09/199 The Minutes of the meeting held on 26<sup>th</sup> February 2010 were approved and signed as a correct record.**

**09/200 Police Matters** – The Vice Chairman stated that, although he had been unable to attend, he understood that the Surrey County Association meeting with the Chief Constable had been informative. He stated that the Police intended to fund 200 extra officers on the beat by selling off police stations and moving into other premises e.g. fire stations, Council offices.

**SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO EXPRESS A VIEW OR TO ASK A QUESTION RELATING TO ANY MATTER ON THE AGENDA** – no members of the public were present at the meeting. County Councillor K. Taylor informed the Council that the drilling phase at the Star Energy plant at Albury had now been completed.

### **09/201 Traffic Matters**

- The Council were informed that a response to their letter to the Leader of the County Council regarding the poor condition of the roads throughout the Parish had not been received. In addition a note had been received stating that a similar letter to the Chief Executive had been passed to the Head of Highways. County Councillor Taylor

stated that the County had been inundated with letters regarding highway conditions and it could take a little time for a response to be received.

- The condition of the roads was discussed further and it was felt that if more work was scheduled to improve road drainage this would, in turn, result in less road repairs.
- Upper Street, Shere – Mr. Davey informed the Council that he had attended the Local Committee meeting on behalf of the residents of Upper Street. He expressed extreme disappointment at Members' lack of knowledge of the problem as they had not had sight of the representations before the meeting. In addition it was felt that the County Council's report to members of the Local Committee which stated that the Parish Council had resolved not to support the chicane proposed for installation under the wooden bridge in Upper Street was most misleading as the main reason for the Parish Council's decision was that it would have speeded up rather than reduced the speed of traffic in that area. County Councillor Taylor reiterated the fact that no funding was available at present but stated that he would try and get the County Council to prepare for an improvement project for this area in order that this could be implemented when funding became available. The Clerk agreed to **ASCERTAIN** the cost of installing speed tables and also to **EXPRESS CONCERN** to the County Council regarding the misleading information furnished to the Local Committee.
- New public car park, Shere – parking signs. It was **AGREED** that this matter would be postponed to allow Councillors further time to consider possible locations and to ascertain from Surrey County Council the type of sign that would be permitted.
- **09/202 Emergency Plan** – further discussion **POSTPONED** until the next meeting pending typing of a draft drawn up by Dr. Brooke and Mrs. Nielson.

**09/203 Surrey Hills De-cluttering Project** – the Vice Chairman stated that he would be attending a meeting on the following Tuesday to discuss this matter further.

#### **09/204 Train Services from Gomshall**

- Redhill – Guildford Community Rail project – the Council **RECEIVED** information on a meeting attended by Mr Hall and Mr Newman to discuss the promotion of the level of use (and increase if possible) of train services along the North Downs Line.
- The Council **AGREED** to express our interest to Network Rail and to write to other Parish Councils inviting them to become involved. The Council **AGREED** to pay the travelling expenses to the meeting in London for Mr. Newman and Mr. Hall (Local Authorities (Members' Allowances England) Regulations 2003/04.
- Consultation re possibility of parking charges being introduced at Gomshall Station by First Great Western – the Council were **STRONGLY AGAINST** the possibility of charges being introduced as this could have an impact on parking throughout Gomshall and also jeopardise improved use of the train services from this station.

**09/205 Disruption of services to the Parish in severe weather** – the Clerk informed the Council of the following replies from various organisations regarding concerns expressed by the Council:

First Great Western – apology received, further letter awaited re reason for not stopping at Gomshall Station on one day in January.

EDF Energy – apology and reason for electricity cuts received.

Arriva – no reply received.

Royal Mail – clarification that post can be collected from local sorting offices if this arrangement is convenient to Royal Mail staff.

**09/206 New format for the Annual Report** – further talks to be held once a draft copy has been drawn up.

**09/207 Annual Parish meeting** 30<sup>th</sup> April – it was **AGREED** that refreshments would be served at the meeting which will be attended by the Mayor of Guildford, Councillor Pauline Searle. Professor Paul Moorcroft, a resident of Gomshall, had very kindly **AGREED** to give a talk on “Experiences in wars in Iraq and Afghanistan with maybe an update on being an observer at the elections in Sudan”.

**09/208 Health and Safety Committee** – the Council **RECEIVED AND ACCEPTED** the Minutes of the Health and Safety meeting held on 18<sup>th</sup> March 2010. The Council **CONFIRMED** that all the risk assessments have been reviewed during the current year.

#### **09/209 Clerk’s Report**

- Application for a grant for the safety surfaces at Peaslake to be submitted to RASP (Rural Access to Services Programme).
- Invoice received from British Telecom for renewal of the adoption of the Peaslake and Shere telephone kiosks.
- Evening tour of the Parish – WASP Bus to be hired (Local Government Act 1972 s. 111).
- The Clerk **INFORMED** the Council that the Map Modification Order to add a public footpath between the Horsham Road, Holmbury St. Mary and Public Bridleway No. 20 Abinger had now been agreed following a Public Enquiry and that Surrey County Council would be carrying out work to improve the route. This would include the installation of a new bridge.

**09/210 Councillors’ Business** – the following matters were discussed (for noting, placed on the agenda for the next meeting or for delegation to the Clerk or a Committee).

- Footpath near public telephone box, Holmbury St. Mary – **CLARIFICATION** to be sought re designated route and signage.
- Rectory Lane/Chantry Lane footpath – **DELEGATED** to the Clerk to write to adjacent owner re debris on footpath.
- Possible erection of mirror in Spinning Walk, Shere – **NOT WITHIN THE REMIT** of the Parish Council to grant permission or to take responsibility for this.
- Further update on current state of the Holmbury St. Mary Claimed footpath.
- Gomshall Village Sign – the Council was **INFORMED** that the insurance company had agreed to pay for the repairs and the sign would be re-erected before too long.
- Horsham Road, Holmbury St. Mary – flooding problem **RECTIFIED** by Surrey County Council.
- Litter on grass in Gomshall Lane/Shere Road – Contractor to be instructed to clear.
- War Memorial, Shere – insertion of a plaque giving details of parties involved in the restoration work. Enquiries to be made and the matter placed on the **NEXT AGENDA**.

- Gift of a wrought iron version of the Parish Council logo to be donated by Nick Bates – completion **DELAYED** due to economic conditions.

**ADJOURNMENT TO ENABLE THE PUBLIC TO COMMENT OR TO ASK A QUESTION RELATING TO ANY MATTER ON THE AGENDA – no matters raised.**

**09/211 Finance**

- The income and expenditure, including details of Petty Cash expenditure, were **APPROVED** by the Council and the detailed list of transactions **SIGNED** by the Chairman.
- The Council **RECEIVED** details of bank balances as at the close of business on 25<sup>th</sup> March 2010.
- The Council **CONFIRMED** that the 2010/11, budget approved at the Council meeting held on 27<sup>th</sup> November 2009, is **ACCEPTED** for implementation from 1<sup>st</sup> April 2010 including staff salaries detailed therein.

**Review of the effectiveness of the internal audit**

The Council considered review documents (1) and (2) received from BDO Hayward the Council's External Auditors.

- The Council **CONFIRMED** the scope of the internal audit.
- The Council **CONFIRMED** that the Council's internal auditor Mr. Malcolm Foster is fully independent of the Council and meets the standards required to carry out the internal audit.
- The Council **APPROVED** the internal audit plan setting out proposals for the auditor and **CONFIRMED** that this properly takes account of the corporate risk.
- The Council **AGREED** that the minimum tests proposed in the audit plan, together with the inspections carried out by the Internal Auditor and the Vice Chairman of the Council, are **ADEQUATE AND EFFECTIVE** for the Council's internal audit purposes.
- The Council **CONFIRMED** that an Engagement Letter was issued to the Internal Auditor in May 2009 for the year 2009/10 and that his Planning Notes have been **RECEIVED**.
- The Council **RECEIVED AND ACCEPTED** a satisfactory interim report from the Council's internal auditor following an inspection held on 18<sup>th</sup> March 2010 (earlier inspection held May 2009, final inspection for the current year due April/May 2010).
- The Council **CONFIRMED** that it has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control system and carried out a review of its effectiveness i.e. arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the Council and **REVIEWED** the impact of this work (see attached review document (2)).

- k. The Council **REVIEWED AND ACCEPTED** the Standing Orders for continued relevance.
- l. The Council **RESOLVED** to increase the Fidelity Insurance cover to £180,000.
- m. The Council **GRANTED** permission to the Clerk to purchase a laptop (Local Government Act 1972 s. 111).

**09/212 Correspondence** received by the Clerk which required the attention of the Council:

Email from Guildford Borough Council regarding the replacement of street lighting in Surrey. Noted. **CLARIFICATION** of the extent of the proposed work to be sought.

Letter from Guildford Borough Council regarding the replacement of Airey houses in Gomshall. Noted.

**Correspondence received after the agenda had been printed but requiring the attention of the Council** (*for noting, delegation to the Clerk or a request made to the Clerk for inclusion on the agenda for the next meeting (correspondence available immediately prior to the meeting)*).

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

#### **Future meetings**

Annual Parish Meeting – 30<sup>th</sup> April 8 p.m. Tanyard Hall, 30 Station Road, Gomshall  
Annual Council Meeting – 8 p.m. 14<sup>th</sup> May 2010 Tanyard Hall, Gomshall

**The Chairman proposed and the Council agreed to the Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)**

**09/213 Peaslake Farm** – rent review.

**09/214 Staffing and Employment Matters** - detailed in the confidential Minutes.

**09/215** In addition the Council expressed great disappointment at the resignation of the caretaker of the Old Fire Station, Mr. Kenny Madgwick due to ill health and expressed their appreciation of the services he had performed over many years, always in an amicable, friendly manner.