

## **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 18<sup>th</sup> February 2011 in Tanyard Hall, 30 Station Road, Gomshall at 8.00 p.m.**

**Present:** Councillors R. Newman (Chairman), C. Brooke (Vice Chairman), R. Andrews, C. Carlisle, R. Davey, D. Hall, S. Nielson, R. Smith, M. Taylor Cotter, J. Tenner, M. Urban and the Clerk Mrs L. Childs. County Councillor K. Taylor and three members of the public.

**10/150 Apologies for absence** were submitted on behalf of Councillors J. Hutton and J. Williams in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.

**10/151 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) – no declarations of interest were made.

**10/152 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).* None declared.

**10/153 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).* None declared.

**10/154 The Minutes** of the meeting held on 21<sup>st</sup> January 2011 were approved and signed as a correct record.

**10/155 Police Matters** – the following matters were reported to the Council:

Recent robbery – Gomshall Village Stores. Letters of condolence and support to be written to the shop staff.

Shere car park – vandalism caused by youngsters travelling at speed around the car park or over the bund.

Suspicious activities involving a white van in Gomshall and Peaslake.

### **SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO MAKE REPRESENTATIONS, GIVE EVIDENCE OR ASK/ANSWER QUESTIONS RELATING TO ANY MATTER ON THE AGENDA.**

County Councillor Keith Taylor stated that the Parish Council's letter to the County Council regarding admission arrangements for George Abbott Secondary School and the disadvantage to children living in rural areas, other than Ripley Parish, has had an effect and the present arrangements will not therefore be carried forward to 2012. However, he warned that, as many schools are seeking Academy status, he could not give any assurance of future admission arrangements as Academy Schools would be permitted to set their own criteria. He also confirmed that the Cabinet Secretary for Education had been made aware of Surrey County Council's concerns re school admissions.

The meeting restarted.

**10/156 War Memorial, Shere** – the Council was informed that the company had advised that hand cut lettering on Portland stone should not deteriorate for 25+ years. It was **AGREED** to place an order for an inscribed stone once Mr. Hutton's advice had been sought regarding the typeface for the inscription (see Minutes of the meeting held on 21.1.2011 for expenditure power and cost).

#### **10/157 Shere Swimming Pool Field**

- The Council was informed of the work to the trees which had been recommended by Guildford Borough Council's Arboricultural officer. A tree planning application had now been submitted for this work and the placing of an order with G. Rapley was **SANCTIONED** once planning permission has been granted (for expenditure power see Minutes of the Council meeting held on 21.1.2011).
- The Council **RESOLVED** that the improvement work to the field would not be considered until after the work to the trees in the field and in the churchyard had taken place. The Swimming Pool Committee will also be requested to inform their contractor not to carry out reinstatement work to the field until the trees have been felled and removed. The possibility of the provision of a pond rather than drainage via new pipes was considered but no decision taken. Final plans will be drawn up following the removal of the trees.

#### **10/158 Traffic/Highway Problems**

- Upper Street, Shere – the Council **RECEIVED** a reply from Surrey County Council regarding the Council's request for a design plan to be drawn up prior to a consultation with the residents of Shere. This stated that the installation of speed cushions/tables would require either street lighting or a 20 m.p.h. speed limit and they would have to be installed in sufficient numbers to ensure that the traffic speed fell to 20 m.p.h. County Councillor Taylor stated that he had now had various discussions with County Council officers and it was possible that funding may be found to make a positive way forward. The Parish Council **THANKED** the County Councillor for his efforts and **RESOLVED** to hold a meeting of the Shere Traffic Group and all Parish Councillors with representatives of the County Council once the results of the report to the Local Committee meeting on 9<sup>th</sup> March are known. It was **NOTED** that a 20 m.p.h. limit would have to apply to the whole of Shere village and be reinforced by physical restraints.
- Car Park, Shere – the Clerk reported that, due to increased vandalism as reported under Police matters, the new fencing had been ordered urgently and was at present being installed. The original cost was £6,380 but higher fencing at the playground end was now felt necessary to prevent people tripping over lower fencing during the hours of darkness. This could increase the cost slightly (an application for 50% grant aid will be made to GBC). In addition security lighting at a cost of £392.91 was necessary on health and safety grounds. The Council **SANCTIONED** both measures (expenditure power – see Minutes of the Council meetings held on 21<sup>st</sup> January 2011 [10/138(2)] and 26<sup>th</sup> November 2010 [10/117(5)]).
- Consideration of village parking signs. Suggested alternative signage was submitted by Mr Hall and Dr. Brooke. After considerable discussion a vote was taken and a

majority **DECIDED** that the design of the signs would be a very large P on a blue background with lettering at the bottom stating the distance to the car park. The Clerk was **REQUESTED** to ascertain what size of sign can be erected in a Conservation Area without the need for planning permission. It was also felt that a taller post was required outside the Red House in Gomshall Lane as the present sign cannot be seen if a large vehicle is parked in the vicinity.

The meeting was adjourned to enable members of the public to comment. It was strongly felt that the distance to the car park was not required to be printed on the sign as this would confuse drivers who would then simply park in the nearest vacant space in the village rather than driving to the car park.

**10/159 Soakaway, London Lane, Shere** – the Council considered a request from Surrey County Council that the Parish Council pay for an urgently required emptying of the soakaway due to lack of County Council finance. Following considerable discussion County Councillor K. Taylor offered to pay for the emptying of the soakaway from his County Council allowance. This offer was very **GRATEFULLY RECEIVED**.

**10/160 Heritage Open Day Saturday 10<sup>th</sup> September 2011** – the Council **AGREED** to open Tanyard Hall and to arrange for an exhibition on Gomshall Tannery to be included if possible.

#### **10/161 Peaslake Farm**

- The Council considered a request from the tenant for permission to sub let one or two buildings on the farm.
- The Council considered whether it would be prepared to allow the tenant to sub let part of the property in approximately eighteen month's time for the remainder of the Lease which expires in 2016 (the terms of the lease state that the consent in writing of the Landlord shall not be unreasonably withheld).

It was **RESOLVED** that the advice of the Council's solicitor be sought regarding both requests. Noise and nuisance aspects would also have to be considered.

**10/162 Play Areas** – the Council **AUTHORISED** the repair of the Aerial Runway at Goose Green, Gomshall following the receipt of advice from ROSPA.

**10/163 New Government Legislation** – the Clerk stated that she would prepare and submit to each councillor a paper in due course giving details of new legislation affecting Parish Councils.

**10/164 Mobile Library** – the Council considered the possible ending of this service by Surrey County Council.

The County Council state that *"in a county with a population of 1.1million people, and with over 400,000 members of the library service, there are only 3,900 registered users of the mobile service - and active membership of the service is around 2,500 people. The average net cost per issue is £2.13 for the mobile libraries compared with £0.98 at a branch library. This year the service cost £400,000 but each year fewer people use the mobile libraries and the cost of providing it increases. In light of this, based on value for money, the PVR has recommended the ending this service."*

The meeting was adjourned to enable members of the public to comment. Mrs Bray drew the Council's attention to how valuable the mobile service was to the schools, the elderly and the infirm in the village of Shere (usage approximately 48 people each visit). She stated that it was appreciated that cuts had to be made at the present time but she made a plea for reform albeit with economies if necessary, but definitely not abolition.

The meeting restarted.

The Council feel that the library service is of great benefit to residents throughout the Parish and **AGREED** that a letter be written to the Surrey County Council Cabinet Member praising the service and pleading (as Mrs Bray suggested) for reform, albeit with economies if necessary, but definitely not abolition.

County Councillor Taylor advised the Council that it was extremely unlikely that the service would be retained and stated that the Council might like to consider the location of a portable trailer which could be run by volunteers who would also need to collect books from one of the main libraries.

### **10/165 Clerk's Report**

The following matters were raised:

- Last weekend in July 2012, Olympic Cycle Road Race – the route will be via the A24, Combe Lane, A25 through Gomshall and Abinger Hammer and onwards to Boxhill. A trial race will be carried out sometime during 2011. One Councillor reported that the environmental impact on the countryside had apparently not yet been considered.
- Recent incident of a dog attacking a horse for 30 minutes – further details to be forwarded to Councillors.
- Trees adjacent to Goose Green – Surrey County Council advised that a legal letter has been sent to Bluebeckers advising them that these must be made safe.
- Redevelopment of houses in New Road and Gravelpits, Gomshall – notification received from Guildford Borough Council that valuation and surveying are now being carried out prior to a consultation meeting with residents in April. The Council **REQUESTED** that a letter be sent to Guildford Borough Council asking them to make arrangements for temporary accommodation to be local so that residents do not have to move out of the area whilst the work is being carried out.

**10/166 Councillors' Business** (for noting, delegation to the Clerk or inclusion on next agenda). The following matters were raised:

- Poor visibility for drivers and pedestrians at Newlands Corner due to the selling of parked vehicles from the front of a property on Newlands Corner – the Clerk stated that this had been reported to Guildford Borough Council and a reply **WOULD BE SOUGHT**.
- Pond Lane car park
  1. post demolished. **TO BE REPLACED.**
  2. Possibility of erecting height restriction barriers – **AGENDA ITEM FOR THE NEXT MEETING.**

- Hazelhatch, Peaslake - repairs required to public footpath sign. **TO BE REPORTED.**
- Sport Guildford Annual General Meeting – Mr. Andrews had attended and he **PRAISED** the chairmanship skills of the retiring Chairman Mr. Mike Clarke. He stated that the organisation now had a new constitution and was very well run.
- Proposed wedding reception on Holmbury St. Mary Football pitch – cancelled due to alternative venue being found.
- Heritage Street Lighting, Gomshall – photographs of existing ornamental street lighting forwarded to the company carrying out the lighting conversion contract, on behalf of Surrey County Council, with a request that these be reviewed as to their suitability for conversion to use with the new lighting units. Mr Smith was thanked for sending the photographs. *(Confirmation received after the Council meeting that, with Surrey CC approval, the firm would be happy to retrofit the existing lighting units with CMS enabled ballast and node and the existing columns would also be rewired and painted and electrical and structural tests carried out).*
- Replacement of RUPPS by BOATS – the Council was informed that, when the County Council reclassified RUPPS (roads used as public paths) as BOATS (Byways open to all traffic), it would have been possible to reclassify them instead as carriage roads as these exist elsewhere. This would have had the benefit of restricting motorised vehicles but permitting access by horse and carriage.

#### **SHORT ADJOURNMENT TO ENABLE THE PUBLIC**

**32 TO MAKE REPRESENTATIONS, GIVE EVIDENCE OR ASK/ANSWER QUESTIONS RELATING TO ANY MATTER ON THE AGENDA.** No further matters were raised.

#### **10/167 Finance Matters**

- a. The Council **AUTHORISED** income totalling £362 and expenditure of £12,111.94 which included Petty Cash repayment of £43.38.
- b. The Council also **RECEIVED** notification of the current bank balances.
- c. The Council **RECEIVED AND ACCEPTED** a bank reconciliation to 31<sup>st</sup> January 2011.
- d. The Council **RECEIVED AND ACCEPTED** a budget update to 31<sup>st</sup> January 2011. It was noted that the Chairman had checked both the bank reconciliation and the budget update figures as part of the Council's internal control system.
- e. The Council **AGREED** the renewal of the electricity contracts for Tanyard Hall and the Old Fire Station with EDF Energy at a slightly increased tariff.
- f. The Council **NOTED** that despite five offers to tender being issued only one had been received for the renovation/renewal work required to the entrance of Felday Chapel. This tender for £3,350 from G. Rapley, which included the provision of a gate, was **ACCEPTED**. The tender was opened in the presence of the full Council.
- g. The Council **AGREED** expenditure up to £1,000 on items required under the Parish Emergency Plan provided that 50% grant aid can be obtained.

- h. The Council **DECLINED** a request to part fund a breast feeding clinic in Gomshall due to the current economic conditions.
- i. The Council **AUTHORISED** the placing of an order for the gift of a fence around the Shere Bowling Club (cost £1,995 plus VAT) instead of the donation of £2,000 towards fencing at both the Bowling Club and the Shere Cricket Club (budget 2011/12).

#### **10/168 Internal Audit**

- a. The Council **CONFIRMED** that an Engagement letter dated 20<sup>th</sup> July 2010 was issued to the Internal Auditor for the year 2010/11 and that his Planning notes have been received.
- b. The Council **RECEIVED** an interim report from the Council's internal auditor following an inspection held on 15<sup>th</sup> February 2011 (final inspection for the current year due April/May 2011).
- c. The Council **CONFIRMED** that it has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption.
- d. 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:
  1. the Council **CONFIRMED** that it has discussed the scope of the internal audit with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas:
  2. the Council **CONFIRMED** that the internal auditor is sufficiently independent of the Council's financial controls and procedures and is unbiased and objective:
  3. the Council **CONFIRMED** that the internal auditor has sufficient knowledge to be able to carry out the audit and to give an objective view on whether the financial controls and procedures meet the needs of the Council:
  4. the Council **CONFIRMED** that the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined:
  5. the Council **CONFIRMED** that it is aware of the timetable of when the internal audits will take place and when a report, if any, will be reported.

#### **10/169 Consultation Documents**

- Changes to the provision of transport to denominational schools by Surrey County Council – **NOTED**.
- Code of recommended practice for local authorities on data transparency – copy available from the Clerk.

#### **10/170 Correspondence**

- a. Notification that the Chairman of Shere Fun Holiday Play Scheme is to retire and that new Trustees and staff are required to prevent the closure of this Charity. **NOTED** that an item on this has been submitted to the parish magazine editor.
- b. Invitation to take part in the Surrey Village of the Year competition. **DECLINED**.
- c. Invitation to AGM on 29<sup>th</sup> March received from Voluntary Action South West Surrey. **DECLINED**.
- d. Invitation to Surrey Assembly Day on 22<sup>nd</sup> March. **DECLINED**.

- e. Invitation to view the Guildford Embroidery on Saturday 26<sup>th</sup> March in the Guildhall, Guildford 10 – 12.30. **NOTED.**

**Correspondence received after the agenda had been printed:**

Email from Guildford Borough Council advising of the council tax freeze and the Council's planned budget for 2011/12. **NOTED.**

Audit briefing from the External Auditor. **NOTED** – especially the item regarding the fact that some local authorities have reported an increase in attempted and actual fraud using details taken from published data (e.g. publication of details of individual expenditure items greater than £500).

**Correspondence not necessarily requiring discussion by the Council** – details available at the meeting:

Letter from Shere PCC thanking the Parish Council for the donation towards the cost of mowing the three churchyards during 2010.

Details of Surrey Reuse Network – sale of reusable furniture.

Surrey Hills newsletter – copy given to all Councillors.

English Rural Housing Association newsletter.

Through the Looking Glass – GBC Arts magazine.

Surrey County Playing Fields Association newsletter.

Guildford CAB Annual Review newsletter.

Royal Surrey County Hospital newsletter.

**10/171 Date of next Council meeting:** THURSDAY 31<sup>ST</sup> MARCH 2011. 8 P.M.