

SHERE PARISH COUNCIL

*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake and Shere*

Minutes of the Council meeting held on 9th January 2009 in Tanyard Hall, 30 Station Road, Gomshall at 8.00 p.m.

Present: Mr. R. Newman (Chairman), Mr. R. Andrews, Dr. C. Brooke, Mr. C. Carlisle, Mr. R. Davey, Mr. J. Hutton, Mrs. S. Nielson, Mr. R. Smith, Mrs. M. Taylor-Cotter, Mr. M. Urban, Mrs. J. Williams, County Councillor D. Davis, Borough Councillors R. Hogben and D. Wright, the Clerk Mrs L. Childs and two members of the public.

140/08 Apologies and reason for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – apologies were submitted and accepted on behalf of Mr. D. Hall (attending funeral), Mr. J. Tenner and Mrs. J. Williams (work commitments).

141/08 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 were made.

142/08 Register of Interests – Dr. Brooke stated that she had amended her Register of Interests.

143/08 Declaration of gifts or hospitality over £25 – none declared.

144/08 The Minutes and the confidential Minutes of the Council meeting held on 27th November 2008 were **AGREED AND SIGNED** as a correct record after the following amendments had been made:

121/08

Last paragraph before the item on Speedwatch – substitution of the words *parking measures* in place of *traffic calming measures*.

Other traffic measures in the Parish – first paragraph.
30 m.p.h. altered to 40 m.p.h.

145/08 Police Report – no report was available at the meeting.

146/08 Traffic Calming in the Parish

- Shere Village – the Clerk reported that no strong objections had been received from the Traffic Working Group regarding the installation of a primrose coloured hatched “no waiting” box at the junction of Middle and Lower Street. The Council therefore **RESOLVED** that a letter be written to Surrey County Council requesting that the box be installed as soon as possible.
- The Council received an update on the possible design and installation of a pinch point in Upper Street. A message had been received from Surrey County Council Highways Department stating that Guildford Borough

Council might be able to progress the scheme in approximately two months time. It was **AGREED** that the matter be placed on the agenda for the next meeting to enable the Parish Council to legally authorise the necessary expenditure.

- Speedwatch – up to date report postponed until the next meeting.

147/08 Parish Plan – up to date report postponed until the next meeting.

148/08 Peaslake Village Centre improvement scheme – the Council considered a proposal for the centre of the village received from the Surrey Hills Office. It was **AGREED** that the Council is very interested in the scheme and a request will be made to the Surrey Hills Office for the cost of implementing this.

149/08 Peaslake Village – submission of suggestions for the management/provision of infrastructure for mountain biking (with a view to obtaining funding under the LEADER scheme) – postponed until the next meeting.

150/08 Peaslake – the Council **APPROVED** a design for a village sign/gate to be erected at all three entrances to the village. Funding for this project to be considered.

151/08 Sponsoring of Telephone Kiosks – the Council was informed that Councillors Candace Brooke and James Hutton had personally agreed to jointly sponsor the telephone box in Shere. The Council **AGREED** that these donations would be implemented through the Council if British Telecom decided that the box could not be sponsored by individuals.

152/08 Bray Bequest – the Council **DECIDED** to ask Hurtwood Control whether they would consider accepting a transfer of the Bray Bequest relating to the Fir Pound in Holmbury St. Mary should the Council decide that it wished to follow this course of action. Any such transfer would have to be approved by the Charity Commission although the Council's legal advisor feels that this would not be a problem.

153/08 Possible provision of a grit bin in the Glade, Holmbury St. Mary – the Council was advised that a bin would be installed by Surrey County Council in the very near future. It was agreed that a request would be made for the bin to be located as far up the road as possible.

154/08 Vision for Guildford Borough 2026: Community Assembly – the Council received an invitation for a representative of the Parish Council to attend a “community assembly” on 5th February 2009 (2 – 5 p.m.) at Millmead House, Guildford. Mr. R. Smith and Mr. Urban both expressed an interest in attending.

155/08 Clerk's Report

The Clerk drew the Council's attention to the following matters:

- Land and tree Inspections – inspection sheets available at the meeting for completion and return by Councillors.
- The Government have announced that there will be no change to the pharmacy arrangements where these are attached to surgeries. The Council was delighted to receive this information.

- Installation of wetpour in the Millennium play area – black wetpour will be installed together with green coloured pads on heavy wear areas.
- Plants on the pavement outside a property in Shere Lane – the Clerk to request the owner to ensure that the pots, and plants therein, do not protrude further than the front of the step.
- Closure of roads in Shere during January to enable drainage work to be carried out – Mr. David Davis kindly agreed to clarify the closure programme with Surrey County Council.
- Speaker and format for the Parish Annual Assembly/Possible visit by the Mayor to the Parish – Councillors to consider these two items in order that they can be discussed fully at the next Council meeting.

156/08 Councillors' Business (for noting or inclusion on the agenda for the next meeting) – no matters were raised.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ASK QUESTIONS OR TO ADDRESS THE COUNCIL

Councillors Candace Brooke and James Hutton were thanked most sincerely for agreeing to sponsor the public telephone box in Shere as it was felt that this is a very valuable asset to the village.

157/08 Finance

- Income totalling £59.40 and expenditure of £20,752.60, including £38.56 petty cash expenditure, was **AUTHORISED AND APPROVED** and the detailed list of transactions signed by the Chairman.
- The Members of the Finance Committee unanimously approved the Minutes of the Finance Committee meeting held on 2nd December 2008.
- The eleven recommendations detailed in the Minutes of the Finance Committee meeting held on 2nd December 2008 were **ACCEPTED AND ADOPTED** by the full Council.
- The Chairman **ISSUED** a **PRECEPT** of £111,618 for the year 2009/10.
- The Council **APPROVED AND ACCEPTED** a Financial Risk Assessment as recommended by the Finance Committee.
- Proposed Energy from Waste Incinerator at Clockhouse, Capel – the Council **REFUSED** a request from Capel Parish Council for a donation to the Capel Action Group to fund a Judicial Review of the Surrey Waste Plan.

158/08 Governance and Management Risk Assessment – The Council **APPROVED AND ADOPTED** a Governance and Management Risk Assessment.

159/08 The Council reviewed the effectiveness of the internal audit. It was unanimously **AGREED** that the Council's internal auditor Mr. Malcolm Foster is fully independent of the Council and meets the competency criteria 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 (i.e. the controls and procedures within the Council which minimise the risk of the Council not being able to function or carry out what it sets out to do).

The Council **AGREED** that the minimum tests proposed in the audit plan are adequate and effective for the Council's internal audit purposes.

The Council **CONFIRMED** the scope of the internal audit.

The Council **AUTHORISED THE ISSUING** of an Engagement Letter to the Internal Auditor for the year 2008/09. It was **DECIDED** that the internal auditor be informed that any type of fraud must be reported to the Council.

160/08 Items of correspondence received by the Clerk which required the attention of the Council:

Consultation Documents

- **Publication of candidates addresses at UK Parliamentary Elections** - The Council **DECIDED** not to respond to the Consultation Document although individual councillors were urged to do so if they felt strongly about the issue.
- **Communities in Control: Real People, Real Power** – code of recommended practice on local authority publicity (www.communities.gov.uk - under consultation section). Closing date for responses 12th March 2009. Mr. Hall to be asked to give his comments on this consultation document which will be circulated to all Councillors for approval prior to being submitted.
- **Farnborough Airport** – draft Airport Master Plan published for public consultation – www.tagconsultation.com - closing date for representations 28th February 2009. No comment to be made.
- **Royal Surrey Foundation Trust Status** – consultation – invitation from the Chief Executive to take up an offer of a briefing from him or one of his fellow directors about the FT application. This could be just for Shere Parish Council or to a wider parish audience. Closing date for consultation (www.royalsurrey.nhs.uk/foundation-trust) 31st January 2009. The Chairman stated that he had attended such a briefing the previous evening and he outlined the details of the consultation. The Council **DECIDED** not to accept the invitation in view of the fact that the relevant information had been relayed to them by the Chairman.

Record of the hearing of the Licensing Sub Committee held on 11th December 2008 relating to the application for variation of Gomshall Club's premises certificate. **NOTED.**

Correspondence received after the agenda had been printed but requiring the attention of the Council (for noting or inclusion on the agenda for the next meeting).

Lovelace Bridges Project – assistance sought from the Parish Council prior to publication of a companion book to the East Horsley Lovelace Village publication. Information required – details of properties within the Parish of Shere. The Clerk was requested to forward the request to the curator of Shere Museum in the hope that she would be able to assist with this matter.

Burrows Cross Triangle – Letter from SR Newman Contractors Limited enclosing insurance details and a copy of their risk assessment and method statement in respect of the kerbing and post installation work to be carried out. The Clerk stated that she had received the promise of a 2 year guarantee from S.R. Newman Contractors Limited to cover any claim on the Council from Surrey County Council for shoddy workmanship in view of the fact that Surrey County Council had agreed to waive a deposit for an opening license provided that the Parish Council were willing to accept liability for construction problems for 2 years. The Parish Council confirmed that it was happy with the course of action taken by the Clerk.

Letter from the Mayor of Guildford seeking nominations for the Mayor's Award for Community Service – individual or group that has a. brought the community together or b. improved the quality of life of others. To be **CONSIDERED** at the next 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).

English Rural Housing Association – Winter Bulletin
Surrey County Council – “Surrey Matters”.
Surrey County Council – Partnership update newsletter.
Surrey County Council – Highways bulletin.
NALC – Direct Information Service magazines.
Environment Agency – Flood Risk Management Update Thames Region.
Christmas card from the Mayor.
Lifetrain Trust – newsletter.

161/08 The Council RECEIVED the dates of Council meetings during 2009.

The meeting closed at 9.22 p.m.