

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 14th May 2010 in Tanyard Hall, 30 Station Road, Gomshall at 8.00 p.m.

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

10/01 Election of Chairman – Mr Newman was proposed by Mr Hall, seconded by Mrs Taylor Cotter and unanimously elected Chairman.

10/02 The Declaration of Acceptance of Office was signed by the Chairman and witnessed by the Clerk.

The Chairman thanked Dr. Brooke for carrying out the role of Chairman during the last year and also for her tireless work for the community.

10/03 Election of Vice-Chairman. Mr. Hall proposed Mr Carlisle, this was seconded by Mr. Urban. Mr. Smith proposed Dr. Brooke and this was seconded by Mrs Williams. Dr. Brooke was duly elected Vice Chairman following a majority vote.

10/04 Apologies and reason for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – apologies had been received from Surrey County Councillor K. Taylor.

10/5 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). No Declarations were received.

10/6 Register of Interests – no amendments were declared. (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).

10/7 Declaration of gifts or hospitality over £25. Members were 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.

The Clerk reminded the Council that a Committee appointed by a local council is subject in most cases to the same rules in relation to meetings as applies to the Council itself. Therefore, to avoid the Chairman (or in his absence the Vice Chairman) having to preside over each Committee meeting if present, it is common for ex-officio members of a Committee such as the Chairman and Vice Chairman of the Council to hold their positions in a committee by virtue of their office rather than because of their selection to it as individual councillors. The Council **AGREED** to this course of action.

10/8 Election of the Parish Maintenance Committee – members: C. Carlisle, J. Hutton, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

10/9 Election of the Playground Committee – members: R. Andrews, S. Nielson, J. Tenner plus the Chairman and Vice Chairman as ex-officio members.

10/10 Election of the Health and Safety Committee – members: R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

10/11 Election of the Planning Committee – members: R. Andrews, C. Carlisle, R. Davey, D. Hall, S. Nielson, R. Smith, M. Taylor Cotter, J. Tenner, M. Urban plus the Council Chairman & Vice Chairman as ex officio members.

10/12 Election of the Finance Committee – members: R. Andrews, D. Hall, S. Nielson, R. Smith, J. Tenner, M. Urban, J. Williams, plus Chairman and Vice Chairman as ex officio members.

10/13 Election of the Tanyard Hall Committee - members: R. Andrews, R. Davey, J. Hutton, S. Neilson, plus Chairman and Vice Chairman as ex officio members. Co-opted member K. Childs.

10/14 North Ward Working Group (Gomshall and Shere) – all North Ward Councillors.

10/15 South East Working Group (Holmbury St. Mary) – all South East Ward Councillors.

10/16 South West Ward Working Group (Peaslake) – all South West Ward Councillors.

10/17 Holmbury Traffic Working Group – the three South East Ward Councillors and representatives of the public as per 2008/09 & 2009/10.

10/18 Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per 2008/09 & 2009/10.

10/19 Decision making Powers - the Council **CONFIRMED** 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.

10/20 Terms of Reference for Committees – the Council **AGREED** that the terms of reference for all Committees should continue as previously agreed.

10/21 Appointment of Representatives on outside organisations

- Peaslake Memorial Hall – 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 – 2009/10 Dr. C. Brooke.

- Shere Recreation Ground – Mr D. Hall.
- Shere Swimming Pool – Mrs. M. Taylor-Cotter.
- Shere Village Halls – Mr. R. Davey.
- Surrey Association of Parish and Town Councils – Mr R. Newman, deputy Mrs. J. Williams.
- Wasp Bus – Mr. R. Andrews.
- Holmbury Village Hall – Mr. R. Andrews.

10/22 Annual Financial matters

- a. The Council **NOTED** that the Council's financial affairs for the year commencing 1st April 2010 will be conducted in accordance with the budget approved by the full Council on 27th November 2009 and reconfirmed at the last Council meeting on 26th March 2010.
- b. The Council **AUTHORISED** the Clerk to issue cheques during the financial year 2010/11 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, Tanyard Hall expenses and pre-authorised orders – all as allowed for in the budget for 2010/11. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council.
- c. The Finance Committee **APPROVED** the Minutes of the meeting held on 19th April 2010.
- d. The full Council **RECEIVED, APPROVED AND ADOPTED** the recommendations of the Finance Committee as detailed in the Minutes of the meeting held on 19th April 2010.
- e. The Council **RECEIVED, APPROVED AND ACCEPTED** the accounts for the financial year ended 31st March 2010 subject to the approval of the Council's Internal Auditor.
- f. The Council **RECEIVED AND ACCEPTED** the annual return (section 1) for the year ended 31st March 2010 subject to the approval of the Internal Auditor. This to be signed by the Chairman and the Clerk.
- g. The Council **APPROVED** the Annual Governance Statement (Section 2 of the Annual Return) subject to the approval of the Internal Auditor. This will now be signed by the Chairman and the Clerk.

Internal Audit

- h. The Council **CONFIRMED** the scope of the internal audit.
- i. The Council to confirm 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 – this matter was **POSTPONED** until the next meeting.

- j. 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).
- k. 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.
- l. The Council to resolve that an Engagement Letter be issued to the Internal Auditor for the year 2010/11 – **POSTPONED** until the next meeting.
- m. **Insurance** – the Council **REVIEWED** its insurance and **VERIFIED** that cover is adequate and sufficient (as amended and subsequently recommended by the Finance Committee). The Council **AUTHORISED** the Clerk to accept the most appropriate quotation following receipt of details of cover and premium required from at least three insurance companies. Cover to commence on 1st June 2010.
- n. The Council **CONFIRMED** that it wished to continue with the current Banking arrangements. The Clerk reminded the Council that it was not covered by the Financial Compensation Scheme and it was also **AGREED** that banking enquiries will be made, prior to the next meeting, in order that the Council can consider opening a further account.

10/23 Parish Annual Meeting held on 30th April 2010 – the Council **RECEIVED AND AGREED** the draft Minutes. The Minutes were then initialled by the Chairman. These will be approved fully at the next Annual Parish meeting in 2011.

10/24 The Minutes of the meetings held on 26 March & 1st April were **APPROVED** and signed as a correct record.

10/25 Traffic Issues in the Parish

- Car Park, Shere and related pinchpoint in Upper Street – Hon Alderman Childs reported that work was well advanced and it is anticipated that an official opening will be held in June. A meeting had been held with the Guildford Borough Council engineer to agree wording and position of signs.
- The Council received a letter from the Leader of Surrey County Council regarding highway defects, the contents of which were noted.
- Upper Street, Shere – the Council **AGREED** to accept an offer from Highways' Officer Derek Lake to attend a meeting to discuss the possible installation of speed tables in Upper Street. Enquiries will be made re the width of speed cushions. Mr. Davey gave details of the talks he had held with Surrey County Council following the Local Committee's consideration of the petition submitted by the residents of Upper Street.
- Proposed 'Keep Clear' markings at the junction of Middle Street/Lower Street, Shere – the Clerk confirmed that the Parish Council would have to

pay for this work (expenditure was authorised at an earlier meeting in case this was required).

- Speedwatch – six residents of Shere were recently trained by the police. Volunteers are still required for Gomshall and Holmbury St. Mary. This will be advertised in the Parish magazine.

10/26 Shere War Memorial – the Council **APPROVED** the insertion of a plaque giving details of parties involved in the restoration work. Possibly wording for this will be considered at the next meeting. Work to install an additional small ironstone decorative panel showing a scallop shell (to mark the Pilgrim Church) will be chased.

10/27 Clerk's Report – the following matters were brought to the attention of the Council:

Arrangements for a Parish Plan meeting – the Council decided on Tuesday 29th June.

Guildford Borough Council Parish Reception for Chairman and Clerks March 2010 – a copy of the Chief Executive's presentation is available to Councillors.

Land inspection forms – Councillors were requested to complete and return as soon as possible.

Emergency Assembly Point – rear of Tanyard Hall car park.

Proposed drainage work, Shere Swimming Pool field – North Ward Councillors to consider the drawing up of a specification.

Tanyard Hall – installation of French drain – Tanyard Hall Committee Members to draw up a specification prior to seeking tenders.

Councillors' tour of the Parish – two dates were advised. Final date will be notified to Councillors as soon as possible.

Guildford Environmental Forum – The Council congratulated Mr. Smith on his appointment as Chairman.

The Clerk suggested that Ward Councillors might like to meet to discuss short term desirable Ward improvements.

10/28 Councillors' Business – the following items were raised:

- Dangerous sloping bus stop sign near Burrows Cross – Surrey County Council to be informed.
- SCAPTC AGM – The Chairman reported on this meeting and in particular the suggestion that Parish Councils might like to take responsibility for the repair of pot holes – further information awaited.
- Surrey Hills Office - Decluttering Scheme – the Chairman reported that three suggestions had been made for improvement work in this Parish.
- Schools Admission Strategy – summary of Parish Council replies to this Council's questionnaire now received. Report to be submitted to the Council meeting to be held in June.
- Annual Report – an alternative format was suggested. A Working Group was formed to consider this – Chairman R. Newman, Dr. Brooke, C. Carlisle, S. Nielson, M. Urban. Mrs. Nielson was thanked for the time taken to produce her suggested format.
- Work due to commence very shortly on improvements to the drainage in the Glade and around the Green, Holmbury St. Mary.
- 30 m.p.h. sign, Holmbury St. Mary – lying on the ground and now felt to be in a dangerous condition. Surrey County Council to be informed.

- Surrey Credit Union – information leaflets available. This matter to be placed on the agenda for the next meeting. Borough Councillor David Wright stated that a licence would be applied for to enable the scheme to operate from the middle of next year.
- Letter of thanks to be sent to Mrs Phyllis Coates for her sterling efforts in clearing litter from Shere and Gomshall.
- Theft of a wheeled bin.
- Recent national elections.
- Burrows Cross finger post sign – two arms still missing – Surrey Hills office to be contacted.
- Grass Cutting of island at Burrows Cross – to be monitored.

ADJOURNMENT TO ENABLE THE PUBLIC TO COMMENT OR TO ASK A QUESTION RELATING TO ANY MATTER ON THE AGENDA. No matters were raised.

10/29 Finance

- a. The Council **APPROVED AND AUTHORISED** the income and expenditure including details of Petty Cash expenditure since the last meeting.
- b. The Council **RECEIVED AND ACCEPTED** a bank reconciliation to 31st March 2010.
- c. a request for a donation towards the cost of urgent building work required to the Old School Room, Peaslake had been received. Unfortunately the Council has already utilised its budget for such donations and it was **AGREED** that an application to Surrey Community Foundation and Guildford Borough Council be suggested. The Parish Council would also be willing to consider a donation for payment during the next financial year if some of the work can be postponed until then.
- d. The Council **AUTHORISED** the renewal of the web domain at a cost of £66 plus VAT (Local Government Act 1972 s. 111).

10/30 Correspondence received by the Clerk which requires the attention of the Council:

Letter from First Great Western stating that services did not stop at Gomshall Station during the severe weather as the Station is on low level ground and therefore subject to flooding and snow problems – **NOTED** (with some incredulity).

Invitation to participate in the Village of the year competition – **TO BE DECLINED**.

Nominations required by Guildford Borough Council for areas requiring extra cleansing attention – two areas adjacent to the A 25 to be **SUGGESTED**.

Surrey Transport Plan – consultation – www.surreycc.gov.uk/surreytransportplan

- Transport Climate Change Strategy Consultation – closing date for responses 17th June 2010. Mr. Smith to **CONSIDER**.

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).

Notification of Order for closure of BOAT 515 (Shere) and 137 (Abinger in the region of Beggars Lane) received from Surrey County Council – **NOTED**.

Guildford in Bloom Entry Forms – **RECEIVED**. No further action to be taken.

Surrey County Council – consultation on the Pension Abatement Policy:

REPLY – apply abatement as at present, keep same policy for abatement, possibly have some element of discretion.

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).

Details of Guildford Community Job Club

Church of St. Mary, Holmbury St. Mary – Annual Report and Accounts 2009

Invitation to Surrey Hills Dinner – cost £45 – black tie

Clerk and Councils Direct magazine

Local Council Review magazine (NALC newsletter)

Direct Information Service (NALC newsletter) – various issues

Guildford Borough Council newsletter “About Guildford”

Surrey County Playing Fields Association newsletter

Surrey Community Action magazine

Surrey Research Park – News magazine

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

The Confidential Minutes of the meetings held on 26th March and 1st April were **APPROVED**.

10/31 Lease of land at Felbury House – final details of the lease were **CONSIDERED**.

Date of next meeting: **ALTERED** to Friday 18th June from Friday 4th June 2010, 8 p.m.
Tanyard Hall, 30 Station Road, Gomshall.