

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

PARISH COUNCIL MEETING

Friday 27th November 2009

8 p.m. Tanyard Hall, 30 Station Road, Gomshall

THERE WILL BE A SHORT ADJOURNMENT AT THE BEGINNING, AND ALSO HALFWAY 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

09/129 To accept apologies and reason for absence (if appropriate) in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.

09/130 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).

09/131 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).*

09/132 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).*

09/133 Approval of the Minutes of the meeting held on 16th October 2009.

09/134 Police Matters – up to date report.

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

09/135 Traffic Issues in the Parish

Car Park, Shere and related traffic calming in Upper Street – the Council to receive a progress report.

Speedwatch issues

09/136 Shere War Memorial – the Council to receive an up to date report and to deal with any matters arising from this.

09/137 Peaslake – possible provision of public toilets. The Council to consider the matter further following the receipt of the views of the South West Ward Councillors.

09/138 School Admission Issues – to receive and agree a suggested questionnaire for distribution to parish councils in Surrey.

09/139 Entrance to/from Gasson Farm, Ewhurst Road, Peaslake – the Council to decide whether the sight lines require improvement.

09/140 Guildford Borough Council's Greening Campaign (provides a simple and effective structure for community groups to take action on climate change) – the Council to decide whether it wishes to be involved in this campaign.

09/141 Tanyard Hall – the Council to receive the Minutes of the Tanyard Hall Committee meeting held on 21st August 2009.

09/142 Playground Meeting – the Council to receive the Minutes of the Playground meeting held on 4th November 2009.

09/143 New Governance Arrangements for Guildford Borough Council – the Council to consider the options and to decide on a response to GBC.

09/144 Review of the subsidised bus network – the Council to receive a report from Mr Urban following his attendance at a meeting of the Passenger Transport Assembly.

09/145 Parish Plan – up to date report and details of new Rural Community Development worker willing to assist communities in producing Community Led Plans.

09/146 Emergency Plan – to decide on a date for a meeting to discuss the completion of an Emergency Plan.

09/147 Clerk's Report

09/148 Councillors' Business (*for noting or including on the agenda for the next meeting – routine highway matters to be reported to Clerk either before or after the meeting please*).

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

09/149 Finance

- a. Approval/authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting.
- b. The Council to receive details of the bank balances as at the close of business on 26th November 2009.
- c. The Council to receive and accept a Bank reconciliation as at 30th October 2009.
- d.
- e. Approval to be given for a standing order to be set up in respect of extra land rents due to Shere Manor Estate from 2010.
- f. The Finance Committee to approve the Minutes of the Finance meeting held on 10th November 2009. The Council to receive the Minutes once these have been signed by the Chairman of the Finance Committee as a correct record of the meeting.
- g. The Council to consider acceptance and adoption of the eleven recommendations detailed in the Minutes of the Finance Committee meeting held on 10th November 2009.
- h. The Chairman to issue a precept of £115,919 for the year 2010/2011.
- i. The Council to approve and accept a financial risk assessment as recommended by the Finance Committee.
- j. The Council to decide whether it wishes to request SALV to submit a grant application form for consideration by the Council at the beginning of the next financial year.
- k. Felday Chapel – the Council to receive a report on the up to date position, to decide on further work required and to receive an estimate of solicitor's costs in respect of the legal transfer.
- l. Lovelace Estate Project – the Council to consider a request to provide a letter of support in respect of grant applications for this project.
- m. Governance & Management Risk Assessment – the Council to review the Governance and Management Risk Assessment and to consider adoption of this including any proposed changes.
- n. The Council to review the effectiveness of the internal audit and to confirm that the Council's internal auditor is fully independent of the Council and meets the competency criteria required to carry out the internal audit.
- o. The Council to review and approve the internal audit plan setting out proposals for the internal auditor and to confirm 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.
- p. The Council to confirm that the minimum tests proposed in the audit plan are adequate and effective for the Council's internal audit purposes.
- q. The Council to confirm that it is in agreement with the scope of the internal audit.
- r. The Council to authorise the issuing of an Engagement Letter to the Internal Auditor for the year 2009/10. This will include informing the internal auditor that any type of fraud must be reported to the Council.

09/150 Correspondence received by the Clerk which requires the attention of the Council:

- Consultation Documents – Surrey Minerals Plan – closing date for responses 18th December 2009 – to consider a response following receipt of Councillors' views.

- Community message from Guildford Borough Council following the end of the pilot period for the Community Safety Warden.

Letters received from Southern Gas and Thames Water etc. following the local emergency.

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, 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)*.

09/151 Date of next meeting: Consideration of a change in the date of the next meeting from 15th to 22nd January 2010.

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

09/152 Approval of the Confidential Minutes of the Finance meeting held on 4th November 2009.

09/153 Staffing issues – adoption of the confidential Minutes dated 4.11.2009 including staff salaries and budget estimates contained therein.

09/154 Land adjacent to Felbury House, Holmbury St. Mary – the Council to decide on the terms of the 21 year lease and the cost thereof.

L.S. Childs, Clerk to Shere Parish Council

20th November 2009