

SHERE PARISH COUNCIL

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

Minutes of the Parish Maintenance Committee meeting held at 8.15 p.m on 10th October 2013 in Tanyard Hall, 30 Station Road, Gomshall (meeting started at 8.45pm following Tanyard Hall Committee)

Present: Parish Councillors C Carlisle (Chairman), Mr R. Smith, Mr M. Urban and the Clerk, C Howard. **Apologies for absence** were submitted on behalf of Parish Councillors C Brooke, and B Cohen

Declarations of Disclosable and other interests – no declarations were made.

The Minutes of the Parish Maintenance Committee meeting held on 7th February 2013 were approved and signed by the Chairman as a correct record of the meeting.

Adjournment to enable the public to ask questions or to address the Committee – no members of the public were present at the meeting.

Finance – the Clerk/RFO reported the following:

Parish Maintenance earmarked account – current balance £10,564.32

Parish Maintenance main account – current balance £3,950

It was **AGREED** that the Clerk would review ear – marked reserves. It was **AGREED** the Clerk would check the requirements of the Holmbury St Mary car park and report back the financial implications to Finance Committee.

Land and tree inspections (Occupiers' Liability Act 1957/84)

It was confirmed that the annual inspection by Councillors was now due. It was **AGREED** that the Clerk would hand out the blank forms and councillors would divide the work amongst themselves.

Arrangements for the Inspection of Trees

It was confirmed that the County Council would charge for tree inspections.

It was agreed that there too many trees to make a survey impractical.

Risk Assessments – the Clerk reported that she had reviewed all the risk assessments for the Council and noted that they appeared in different formats and were reviewed at different times of the year. The Clerk suggested that she spend some time consolidating and reviewing all the Risk Assessments for the Council and report back at the next meeting with recommendations to streamline the process. This was **AGREED**. It was agreed that this work could potentially be in combination with a new combined committee to handle all maintenance and risk issues for the parish.

Councillors' Business – for inclusion on the agenda for the next meeting or delegation to the Clerk

Old Fire Station roof – The Clerk confirmed that the lease confirmed that the Parish Council is responsible for the roof repairs. It was **AGREED** that the Clerk pursue quotes for the work.

Grass Cutting Contract – Cllr R Smith reported that he was concerned that the contractor was not picking up the grass cuttings. It was **AGREED** that the Clerk would check the contract and deal with the situation.

Pond Lane Car Park Railings – It was **AGREED** the Clerk should investigate this.

Date of next meeting: To be confirmed.

The meeting closed at 9.15pm.