

**MINUTES OF SHERE PARISH COUNCIL MEETING
WEDNESDAY, 14 JANUARY 2015
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL, SURREY**

Present: Parish Councillors R Davey (Chairman), C Brooke, C Carlisle, J Collin, B Grover, J Hutton, M Taylor-Cotter, R Smith, J Tenner and M Urban, the Parish Clerk, J Millett and three members of the public.

Reference	Item
14/185	To receive apologies and accept the reason for absence (if appropriate) in accordance with the Local Government Act 1972, Schedule 12, paragraph 40. Apologies for absence were received from Parish Councillors R Andrews, A Collingwood and M Fontana.
14/186	Declarations of Interest – The Council to receive any declarations of disclosable pecuniary and other interests from Members in respect of any other item to be considered at the meeting. C Carlisle declared an interest in agenda item 14/191: SurreySave Community Bank.
14/187	Register of Disclosable 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 so that they may be added to the Register). NONE received.
14/188	Declaration of gifts or hospitality over £25 - Members are reminded that once a declaration of gifts or hospitality has been made then the Monitoring Officer of Guildford Borough Council must be informed. NONE received.
14/189	Minutes of previous meeting - the Council CONFIRMED the Minutes of the Council meeting held on 6 November 2014, subject to R Smith being recorded as present.
14/190	Police Matters: <ul style="list-style-type: none"> • NOTED that PC Tom Bagley will replace Ryan Stephens as the local PC, assisted by Gregor Culross and Damon Young • A police representative was not at the meeting. However, a further shed burglary in Peaslake was reported. It was also noted that the police were still issuing parking tickets, in Shere.
AGENDA ITEMS FOR DECISION:	
14/191	Finance matters: <ul style="list-style-type: none"> • RATIFIED financial statements for month ended October 2014, as approved by the Chairman and Vice- Chairman, as set out at annexe 1 to these minutes • APPROVED income and expenditure for the months ended November and December 2014, as set out at annexe 2 to these minutes • NOTED bank reconciliations for month ended November and December 2014, as set out at annexe 3 to these minutes • NOTED income and expenditure against budget, as set out at annexe 4 to these minutes • AGREED that the Chairman issue the Precept of £113,651 for 2015/16, taking into account the notification of the Band D equivalent figure of 1,890.90 from Guildford Borough Council and the LCTSS grant of £5,303 and pension fund liability. • NOTED that the Section 137 value for 2015/16 had been raised by

	<p>2.26% to £7.36 per elector.</p> <ul style="list-style-type: none"> • Parish Audit 2014/15: <ul style="list-style-type: none"> a. NOTED that an Engagement letter had been issued to the Internal Auditor for the year 2014/15 and that his Planning notes had been received. b. RECEIVED and NOTED an interim report from the Council’s internal auditor following an inspection held on 8th December 2014 (final inspection for the current year due May 2015). c. CONFIRMED that an adequate system of internal control had been maintained during the current year, including measures designed to prevent and detect fraud and corruption. d. CONFIRMED that an adequate and effective system of internal audit of the council’s accounting records and control system has been maintained throughout the year and carried out a review of its effectiveness, i.e.: <ul style="list-style-type: none"> 1. the scope of the internal audit has been discussed with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas: 2. the internal auditor is sufficiently independent of the Council’s financial controls and procedures and is unbiased and objective: 3. 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. that the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined 5. that the Council is aware of the timetable of when the internal audits will take place and when a report, if any, will be issued to the Council. • SurreySave Community Bank – AGREED that the Parish Council opening a savings deposit account with this bank and an initial deposit of £15,000 and the Parish Council’s Bank of Ireland account be closed.
14/192	<p>Annual Parish Meeting 2015 – to decide on a speaker for the meeting. DEFERRED consideration of this matter to the next Council meeting.</p>
14/193	<p>Review of Guildford Borough Council’s decision making process – to consider attending a stakeholder event on Tuesday 27 January 2015 at 7pm in the Glass Room, G Live. ACCEPT the invitation for three Parish Council representatives to attend: M Urban, M Taylor-Cotter and J Tenner.</p>
14/194	<p>Prudential RideLondon cycling event</p> <ul style="list-style-type: none"> • to receive a report on the 2014 event. NOTED that the Prudential RideLondon cycling event, which travels through the Surrey Hills, was becoming an annual fixture. This year, it would be on Sunday, 2nd August and the route would be the same as last year. Plans had also been made to hold the event for the following two years. • to consider whether the Parish Council should make an application for a Charitable Trust grant (London Marathon Trust). Last year, the Parish Council didn’t apply for a sports-related grant from The London Marathon Charitable Trust. (The Trust awards grants for recreation and leisure projects and it is funded by the participating cyclists’ entrance fees). At that time, given the considerable inconvenience to local residents, the Parish Council felt it inappropriate, in principle, to apply

	<p>for funding. However, given the inevitability of these events; the political impetus behind them and the fact that many local communities and good causes have benefited from these grants, the Parish Council AGREED to apply for a grant and consider further what projects would be suitable.</p> <ul style="list-style-type: none"> to consider the level of financial contribution to the Parish Council for the use of Holmbury Village Green for a toilet/water stop. AGREED to the proposed use of the Green, subject to receiving an appropriate financial contribution and the Green being left in a good condition.
14/195	Flooding in Holmbury St Mary – to consider a proposed solution. DEFERRED consideration of this matter to the next Council meeting.
14/196	Duke of Kent School – to consider the issues of speeding and inappropriate parking. AGREED to write to the local schools asking them to stress to parents the need to slow down, drive cautiously and to park considerately so as not to create a hazard to other road users
14/197	Hedges in Peaslake – to consider the issue of overgrown hedges causing obstruction to road and footpath users. AGREED initially, to write to the owners of properties with overgrown hedges to request that they cut them back; if they do not then Surrey Highways be requested to undertake these works and re-charge the owners, as appropriate.
14/198	Flooding from The Hurtwood into Peaslake – to receive a response from Shere Manor Estate. NOTED that there were four areas where water came down into the centre of the village: via the Walking Bottom car park; the path via the cemetery and St Mark’s church; Ewhurst Road and Radnor Road. The Estate’s surveyor had considered that Surrey Highways suggestion of digging a water trap and covering it with a cattle grid with a path to the side and a culvert arrangement with drainage ditches was complicated and would silt up. The Estate would however, be taking measures to deal with flooding problems at Radnor Road and the path via the cemetery and St Mark’s church and that the Estate would do what they could as quickly as they were able. The ditches at Walking Bottom car park also needed attention. AGREED that Parish Councillors M Urban and J Collin meet on site with the Estate’s surveyor to discuss these issues.
14/199	Ewhurst Road, Peaslake – to receive a response from Shere Manor Estate on a proposed management agreement. NOTED that the Estate had offered to amend the lease with the Parish Council. It was also NOTED that it seemed possible that all owners of the properties in question could park their vehicles within their curtilage and it was re-emphasised that individuals could not realistically obtain prescriptive rights for parking on the green. AGREED to discuss further the response from Shere Manor Estate.
	AGENDA ITEMS TO NOTE:
14/200	Surrey Hills AONB Management Plan 2014 – 2019 – NOTED the Plan (please refer to www.surreyhills.org)
14/201	Peaslake Farm - A meeting of the Peaslake Community Council had been held at which the Peaslake Protection Group (PPG) voiced concerns about the need to survey the farmyard area as to water table levels, etc, as to suitability for building on. The Peaslake Ward Councillors put forward a proposal for consideration; they proposed that the Parish Council should commission at its cost such a survey. The Chairman responded by saying that he agreed - a professional and

independent land survey would be necessary. He believed it would be an automatic evidential requirement to support any proposed building works - and proven suitability be a prerequisite of the Borough Planning Department before making any decision on any planning application that might be presented. On this basis, the Chairman proposed that rather than the Council immediately commissioning and funding such a survey it be left to whichever Housing Association the Council may decide to enter into a conditional agreement of intent with to commission and fund such a survey, if and when such an agreement is draw up. This would not in any way compromise alternative suggestions for the use of the yard. There was no disagreement from Councillors or the PPG members present, to this strategy.

NOTED:

- that the Peaslake Protection Group (PPG) had applied to the Land Registry to alter the Charges Register of the Parish Council's title on Peaslake Farm
- that the Parish Council's solicitor had sent to the Land Registry, a letter of objection to the application on behalf of the Parish Council
- that appropriate surveys of the building section of Peaslake Farm would be undertaken as required by planning law, if the Parish Council decides to build on the farmyard (see above)
- a letter of support for affordable housing in Peaslake
- a report on the presentation held at Peaslake Memorial Hall on 11th December 2014.

A suggested process for future activity to establish the 'best option' for utilizing the Farmyard area, for the benefit of the Parish and current community was considered.

AGREED that:

1. a 'Peaslake Farm Project Group' be established - functioning under the same terms of reference and modus operandi as the Council's Management and Strategy Working Group - namely all Councillors can be members if they choose, and all meetings shall be notified and open to the public.
2. the Group be asked to evaluate all options considered sensible and practical - including but not restricted to those contained within the presentation - having regards to practicality, funding availability, economic viability, and social and environmental benefit and consequences
3. this Project Group shall co-op two Peaslake residents - one from the PPG and the other a resident who is not a PPG member - to become fully participative members of this group..
4. the research and evaluative work of this Group form the basis of advice and recommendations from the Group to full Council, as to the feasibility and funding viability of the options selected for research, which includes working with a Housing Association on researching a small scale affordable housing project on the yard.
5. all group discussions and consideration of information gathered be carried out within meetings open to the public, but restricted in terms of active participation solely to the Group Members unless deemed otherwise by the Chairman at the time.

	<p>6. The work carried out by the Group, and its advice and recommendations shall form part of the community consultation process that the Council shall undertake prior to making any executive resolution on what plan / option the Parish Council will seek to implement.</p>
14/202	<p>HGVs – progress report – NOTED that:</p> <ul style="list-style-type: none"> • Surrey County Council had deferred a decision on banning HGVs through Shere ‘until the impact of the recent ‘traffic calming’ measures and the 20mph speed limit become clear’ – the Parish Council had asked the County to reconsider their decision before they finalise their work programme for 2015/16 • that the Guildford Local Committee had budgeted for a feasibility study regarding the proposed 20mph speed limit in Peaslake – this request will be in their provisional 2015/16 programme. • Surrey Highways are investigating the possibility of installing an ‘Unsuitable for HGVs’ sign on the route into Peaslake village.
14/203	<p>Rural Housing Group Seminar on 27 November 2014 – NOTED feed-back from the seminar which included an interesting presentation by Burstow Parish Council on their experience of implementing a small affordable housing scheme.</p>
14/204	<p>Clerk’s report (for noting, delegation to the Clerk or inclusion on the next agenda) NOTED that:</p> <ul style="list-style-type: none"> • repair works were to be carried out on Shere car park by Guildford Borough Council, during the two weeks starting January 19th. It was AGREED that the North Ward councillors meeting on site with the Borough Council to discuss the technicalities of a more permanent fix for the car park surface, particularly for those areas of it that get the most wear and tear, like the entrance to the car park. • work had started on building the skateramp on Shere’s recreation ground • construction works were being carried at ‘Wylton’, Goose Green and the owner had confirmed that she was taking extreme caution but would make good, at her expense, any damage to Goose Green that might be caused by contractors vehicles. • calendar of meetings 2015 – there was one date to be amended in the calendar and it would then be re-circulated to councillors and published.
14/205	<p>Councillors’ Business (for noting, delegation to the Clerk or inclusion on the next agenda). B Grover – asked for progress on:</p> <ul style="list-style-type: none"> • the requested disabled parking bay in Middle Street, Shere – a response from the Borough Council’s parking team was still awaited and would be chased further • purchase of ducks for Shere stream – only one white female was needed now and M Taylor-Cotter agreed to source it • the Parish Council’s new web-site – the design had been submitted for the Parish Council’s comments but there was still much work to do on the content <p>J Hutton – asked that leaf mulch be cleared outside Tannery Cottages, Gomshall and from the pavement outside the Old School House in Gomshall</p>

	<p>Lane, Shere.</p> <p>J Collin – condition of footpath opposite Pursers Farm barn – agenda item for next meeting</p> <p>M Taylor-Cotter – stated that she did not wish to see any building in Peaslake until the sewer drainage had been sorted out. Inadequate maintenance of the sewage pump (with three or four breakdowns in a year) - agenda item for next meeting.</p>
14/206	<p>Date of next meeting: Council Meeting, Thursday 5th February 2015, at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF</p>