

**MINUTES OF SHERE PARISH COUNCIL ANNUAL MEETING
TUESDAY, 21 MAY 2015
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

DRAFT

Present: Parish Councillors C Brooke, C Carlisle, P Carter, A Collingwood, J Cross, R Davey, A Golightly, B Grover, B Harrap, J Hutton (co-opted – see 15/8 below), G Reffoe and R Smith; the Parish Clerk, J Millett, two representatives of the web-site company, Lemoneye (for part of the meeting) and twelve members of the public.

Reference	Item
15/1	Declaration of Acceptance of Office to be signed by all members of the Council – NOTED that these had been signed by all councillors and witnessed by the Clerk.
15/2	Election of Chairman – R Davey elected unanimously (proposed by B Grover and seconded by C Brooke)
15/3	Declaration of Acceptance of Office to be signed by the newly elected Chairman - NOTED that this was signed and witnessed by the Clerk
15/4	Election of Vice-Chairman – C Carlisle elected unanimously (proposed by R Davey and seconded by B Grover)
15/5	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 Apologies for absence were received from Parish Councillor R Andrews.
15/6	<p>Declaration of Personal or Prejudicial Interests</p> <ul style="list-style-type: none"> • To be completed and signed by all new councillors NOTED that these had been completed and signed by all new councillors and witnessed by the Clerk • Declarations by Councillors on any of the agenda items below in accordance with the Local Authorities (Model Code of Conduct) Order 2007 – (SI.2007/1159) – C Brooke declared an interest in agenda item 15/34 Shere Recreation Ground celebration, as Secretary to the Shere Recreation Ground Association.
15/7	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 – NONE received.
	<p>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</p> <p>A member of the public raised concerns about possible prejudicial interests of the new ward councillors for Peaslake on the issue of the future of Peaslake Farm with reference to Peaslake Protection Group reports published in the April and May 2015 issues of the parish magazine.</p> <p>County Councillor K Taylor reported that:</p> <ul style="list-style-type: none"> • a county-wide review of bus services was complete and although there would be no alterations to bus services in this parish, lots of them were heavily subsidised and there was therefore a need to encourage people to use them • there was to be an event at Newlands Corner incorporating a presentation about facilities for parking

	<ul style="list-style-type: none"> • he had been elected as Chairman of the Guildford Local Committee.
15/8	Co-option of member for the North Ward (Shere & Gomshall) To make a co-option to the current vacancy in the North Ward. AGREED that James Hutton be co-opted to the Parish Council (proposed by R Davey and seconded by B Grover)
15/9	Election of the General Purposes Committee – the Committee to comprise of at least six elected Members of the Council with, if possible, one Member from each of the four main villages. The Chairman and Vice Chairman of the Council will be ex-officio members. ELECTED: Councillors C Brooke, P Carter, A Collingwood, J Hutton, G Reffoe, R Smith and the Chairman and Vice-Chairman as ex officio members.
15/10	Election of the Health and Safety Committee – at least four Members with, if possible, one Member from each Ward. ELECTED: C. Brooke, A Collingwood, A Golightly, R Smith, plus the Chairman and Vice Chairman as ex-officio members.
15/11	Election of the Planning Committee – at least one member from each ward plus the Council Chairman & Vice Chairman. Membership is open to all Members of the Council. ELECTED : all Parish Councillors with the exception of P Carter, A Collingwood, J Cross, J Hutton and G Reffoe .
15/12	Election of the Finance Committee – the Committee to comprise the Chairman, Vice Chairman and at least two other members of the Council these being appointed so that each of the four villages served by the Council is represented. : ELECTED: R. Andrews, C Brooke, J Cross, R. Davey, C Carlisle, G Reffoe, R. Smith and the Chairman and Vice-Chairman as ex officio members (two vacancies)
15/13	North Ward Working Group (Gomshall and Shere) – ELECTED all North Ward Councillors
15/14	South East Working Group (Holmbury St. Mary) – ELECTED all South East Ward Councillors
15/15	South West Ward Working Group (Peaslake) – ELECTED all South West Ward Councillors
15/16	Holmbury Traffic Working Group (if required by the Council) – ELECTED the three South East Ward Councillors and representatives of the public as per 2010/11, onwards
15/17	Shere Traffic Working Group – ELECTED all North Ward Councillors and representatives of the public as per previously
15/18	Management and Strategy Working Group – NOTED that membership is open to all members of the Council
15/19	Housing Working Group – ELECTED: C Carlisle, R Davey, B Grover, B Harrap, G Reffoe and R Smith
15/20	Peaslake Farm Working Group – Current members: all members of the Council; three PPG members; three non-PPG members. DEFERRED consideration of this agenda item to allow the Parish Council and Peaslake ward councillors to receive legal advice on their declaration of interests in their particular circumstances. AGREED that the decision as to whether the meeting of the Group arranged for 26 th May goes ahead be delegated to the Clerk, in consultation with the Chairman and Vice-Chairman.
15/21	Complaints Procedure Working Group – ELECTED C Brooke, P Carter and R Smith (one vacancy)

14/22	<p>Decision making Powers – CONFIRMED that decision making powers continue to be delegated to the General Purposes, and Planning Committees, provided 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.)</p>
15/23	<p>Terms of Reference for Committees – AGREED that the terms of reference for all Committees (up-dated terms to be circulated to councillors)</p>
15/24	<p>Appointment of Representatives on outside organisations</p> <ul style="list-style-type: none"> • Peaslake Memorial Hall – G Reffoe • Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson, S Neilson (or J Hutton if S Neilson doesn't want to). • Shere Recreation Ground –B Grover. • Shere Swimming Pool –A Collingwood • Shere Village Hall – R. Davey • Surrey Association of Parish and Town Councils – R Smith • Wasp Bus –R Andrews. • Holmbury Village Hall – R Andrews. • Police Community Council - J Tenner
15/25	<p>Dates of Council meetings – NOTED:</p> <ul style="list-style-type: none"> • list of Council meetings to December 2015 • that the draft calendar of Council meetings for 2016 would be considered at the September Council meeting
15/26	<p>Annual Financial matters</p> <ol style="list-style-type: none"> a. CONFIRMED that the Council's finances for the year commencing 1st April 2015, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 14 January 2015 b. AUTHORISED the Clerk to issue cheques during the financial year 2015/16 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 2015/16. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council c. Insurance – VERIFIED that the Council's current insurance cover is adequate; NOTED that the Clerk had adjusted the insurance cover and Asset Register to include the recently completed skate-ramp. The recently acquired adult fitness equipment at Shere Recreation Ground and play equipment at Gomshall Green would be added to the insurance and asset register. d. AGREED that the Council continue with the current Banking arrangements e. Appointment of Internal Auditor – the Council CONFIRMED the appointment of Mark Mulberry as the Internal Auditor for the year 2015/16 f. APPOINTED the Chairman to undertake the regular financial

	checks in accordance with the Financial Regulations g. RE-ADOPTED the Financial Regulations
15/27	Standing Orders – APPROVED and RE-ADOPTED the Council’s Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2015)
15/28	Review of Asset Register – to consider any amendments to the current Register (as circulated). NOTED that the revised land valuation for Peaslake Farm and the recently acquired adult fitness equipment at Shere Recreation Ground and play equipment at Gomshall Green would be included in the Asset Register.
15/29	APPROVED the Minutes of the Council meeting held on 14 April 2015
15/30	Police Matters – a police representative was unable to be present. Borough Councillor D Wright reported that the deputy Chief Constable for Surrey had stated that more than 60 additional police officers were being trained to cover rural areas.
15/31	Council’s web-site – NOTED a presentation and progress report from Lemoneye on the building of the new web-site for the Parish Council. Various points were raised: a web-site link would be circulated to councillors; the text on the screens should be legible for all people; current information would be posted to the site first and then archive material added; posting of current information and articles – agenda item for next meeting.
15/32	Finance matters: <ul style="list-style-type: none"> • APPROVED income and expenditure for the month ended April 2015, as set out at annexe 1 to these minutes. • NOTED bank reconciliations for month ended April 2015, as set out at annexe two to these minutes • NOTED income and expenditure against budget to end of 2014/15 and for the month ended April 2015.
15/33	Peaslake Farm Project Group NOTED draft minutes of the meeting held on 21 April 2015 AGREED that the name of the Group be changed to the Peaslake Farm Working Group, in order to avoid confusion between it and the Peaslake Protection Group APPROVED expenditure on the land valuation at Peaslake Farm, to Clarke, Gammon Wellers, at a cost of £2,750 & VAT (power : Local Government Act 1972, ss 124, 126 and 127)
15/34	Shere Recreation Ground celebration – AGREED that a contribution of £250 be made towards a barbeque to be held on Saturday 11 th July on Shere Recreation Ground to celebrate the installation of the new skate ramp and adult fitness equipment
15/35	Ewhurst Road, Peaslake –NOTED: <ul style="list-style-type: none"> • position regarding an application to register with the Land Registry right of way and parking rights • that the Peaslake ward councillors wished to discuss this issue with local residents (<i>note: this would need to be co-ordinated by the Clerk with the Clerk being present at the meeting</i>) – future agenda item.
15/36	Councillors’ Business (for noting or including on the agenda for the next meeting) B Grover - reported that the toy motor-bike in the Shere play area was

	<p>missing and would need replacing; he also reported on problems with wi-fi at Shere library – possible future agenda item</p> <p>A Golightly – raised concerns about the sale of part of The Hurtwood – agenda item for next meeting</p> <p>R Davey – bench on Lower Street, Shere – noted that this bench had been donated to the Parish Council and was now in need of repair by the Parish Council; - replacement bridge in Upper Street, Shere: community meeting – agenda item for future meeting</p>
15/37	<p>Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ul style="list-style-type: none"> • Request to use Shere Surgery car park for a wedding car park on 6th June – AGREED that permission be not granted • APPROVED request to place signs on land leased by the Parish Council during the three weeks before the Peaslake Fair, on bank holiday August • Portakabin on Peaslake Farm - NOTED that the tenant had undertaken to remove the Portakabin by the end of June • Request for signage for Shere Open Gardens – NOTED that the request to place signs on the verges approaching Shere should be directed to Surrey County Council.
15/38	<p>Date of next meeting: Annual Parish Meeting - Wednesday 27th May 2015, 7.30pm Tanyard Hall, 30 Station Road, Gomshall.</p> <p><i>(Note: the following full Council meeting would be on 10th June 2015, 7.30pm at Tanyard Hall)</i></p>