



SHERE PARISH COUNCIL

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

Joy Millett
Parish Clerk/Finance Officer,
Telephone/Fax: 01483 203431

Clerk2009@ShereParishCouncil.gov.uk
<http://www.ShereParishCouncil.gov.uk>

Tanyard Hall
30 Station Road
Gomshall
Guildford,
Surrey. GU5 9LF

ANNUAL COUNCIL MEETING 8PM ON FRIDAY 10th MAY 2013 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 address the Council. The Public are welcome to stay and observe the rest of the meeting.

AGENDA

13/1 Election of Chairman.

13/2 Declaration of Acceptance of Office to be signed by the newly elected Chairman.

13/3 Election of Vice-Chairman.

13/4 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.

13/5 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).

13/6 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.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

13/7 Election of the Parish Maintenance Committee – the Committee to comprise of at least one Member from each ward (and preferably one Member from each

village). Present members – B. Cohen, C. Carlisle, J. Hutton, R. Smith, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

13/8 Election of the Playground Committee – the Committee shall comprise of four Members of the Council preferably with one Member from each of the four main villages. Present members – R. Andrews, C. Brooke, B. Cohen, J. Tenner and one vacancy plus the Chairman and Vice Chairman as an ex-officio members.

13/9 Election of the Health and Safety Committee – at least four Members with, if possible, one Member from each Ward. Present members – C. Brooke, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

13/10 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. Present members – all Parish Councillors with the exception of J Hutton and J Tenner.

13/11 Election of the Finance Committee – the Committee shall comprise of 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. Present members – R. Andrews, R. Davey, D. Hall, R. Newman, R. Smith, J. Tenner, M. Urban and one vacancy.

13/12 Election of the Tanyard Hall Committee - at least four Members preferably with a majority of these representing North Ward (Gomshall and Shere). Present members – R. Andrews, R. Davey, J. Hutton, R. Newman (one vacancy). Co-opted member K. Childs.

13/13 North Ward Working Group (Gomshall and Shere) – all North Ward Councillors.

13/14 South East Working Group (Holmbury St. Mary) – all South East Ward Councillors.

13/15 South West Ward Working Group (Peaslake) – all South West Ward Councillors.

13/16 Holmbury Traffic Working Group (if required by the Council) – the three South East Ward Councillors and representatives of the public as per 2010/11, onwards.

13/17 Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously.

13/18 Management and Strategy Working Group – membership is open to all members of the Council for the first meeting of the Working Group to formulate items for discussion, after which the Council will consider the remit of the Working Group.

13/19 Housing Working Group – present members: R Andrews, B Cohen, C Carlisle, M Taylor-Cotter and J Tenner.

13/20 Decision making Powers - the Council to confirm 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.

13/21 Terms of Reference for Committees – the Council to consider whether the terms of reference for all Committees should continue as previously agreed. Councillors to note that all Committees have examined a copy of their remit and are happy with these.

13/22 Appointment of Representatives on outside organisations

- Peaslake Memorial Hall – from 2011/12 M. Taylor-Cotter.
- Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson, S Neilson. Each individual appointment is for four years.
- Shere Recreation Ground – from 2011/12, D Hall, R. Newman (deputy).
- Shere Swimming Pool – from 2011/12, M. Taylor-Cotter.
- Shere Village Halls – from 2011/12, Mr. R. Davey.
- Surrey Association of Parish and Town Councils – vacancy
- Wasp Bus – from 2011/12, R Andrews.
- Holmbury Village Hall – from 2011/12, R Andrews.
- Any other representatives?

13/23 Dates of Council meetings – The Council has previously received a list of Council meetings to December 2013.

13/24 Annual Financial matters

- a. The Council to confirm that the Council's finances for the year commencing 1st April 2013, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 30 January 2013.
- b. The Clerk to be authorised to issue cheques during the financial year 2012/13 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 2013/14. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council.
- c. Insurance – the Council to verify that its insurance cover is adequate at the present time (to be fully reviewed by the Finance Committee).
- d. The Council to consider whether it will continue with the current Banking arrangements.
- e. Appointment of Internal Auditor – the Council to appoint the Internal Auditor for the year 2013/14.
- f. The Council to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations.

g. The Council to re-adopt the Financial Regulations.

13/25 Standing Orders – the Council to approve and re-adopt the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in November 2013).

13/26 Approval of the Minutes of the Council meeting held on 22 March 2013

13/27 Police Matters

13/28 Cycling/sports events - to discuss the proliferation of large sporting events and consider the potential to regulate their size, frequency and impact on local residents.

13/29 Community Right to Bid – to consider community assets that could be held on a register by Guildford Borough Council’s Planning Department.

13/30 Shere Recreation Ground CCTV – to receive an up-date

13/31 Local Train Services – to receive an up-date

13/32 Use of Hound House Road by car transporters – to receive an up-date

13/33 Shere Recreation Ground Car Park

- future arrangements for management
- directional signs to the Car Park

13/34 Advertising of Peaslake Fair: 26th August – to consider a request to place signs on land owned or controlled by the Parish Council and to place a banner at Peaslake bus stop.

13/35 ‘Wylton’, Goose Green, Gomshall – to consider planning application 13/P/00656: change of use of a small strip of common land to provide an enlarged driveway together with entrance gates.

13/36 Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)

13/37 Councillors’ Business (for noting or including on the agenda for the next meeting)

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

13/38 Finance

- a. Approval/authorisation of income and expenditure including details of Petty Cash expenditure since the last but one meeting.
- b. Notification of current bank balances.
- c. To receive a bank reconciliation to 31st March 2013.
- d. To note IGas Energy Community Fund grants panel decision regarding Peaslake Memorial Hall car park.

- e. Approval/authorisation of monthly direct debit arrangement to pay business rates for Tanyard Hall, Old Fire Station public conveniences and Recreation Ground, Goose Green
- f. To consider purchasing the Payphone in Pursers Lane, Peaslake
- g. To consider an estimate for fencing works at Tower Hill Rise
- h. To consider an estimate for renewal of drain to Old Fire Station public conveniences
- i. Surrey County Council Community Improvement Fund ('Leader's Fund) – to consider making a bid
- j. Grant Aid from Guildford Borough Council:
 - a. to note current position
 - b. to consider possible projects for grant aid in 2014/15
- k. Highways Localism Bid – to receive an up-date
- l. Assistance with year end accounts

13/39 Correspondence received by the Clerk which requires the attention of the Council:

- To consider a request from a local shop-keeper to have a bicycle stand placed near the Old Fire Station public conveniences, in Shere.

13/40 Correspondence received after the agenda had been printed (for noting, delegation to the Clerk or inclusion on the agenda for the next meeting – details available at the meeting).

13/41 Correspondence received not necessarily requiring discussion by the Council – details available at the meeting.

13/42 Date of next meeting: Friday 21st June 2013, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.