

**MINUTES OF THE ANNUAL SHERE PARISH COUNCIL MEETING
HELD ON FRIDAY 10 MAY 2013 AT
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors C Brooke (Vice-Chairman in the Chair), R Andrews, C Carlisle, R Davey, B Grover, D Hall, J Hutton, R Smith, M Taylor-Cotter, J Tenner, M Urban and J Millett (Clerk). R Billington and D Wright (Guildford Borough Council), Honorary Alderman K Childs and K Taylor (Surrey County Councillor) also attended.

13/1 Apologies were submitted on behalf of Parish Councillors B Cohen and R Newman.

The Clerk read out a letter of thanks from Roger and Jo Newman for the wedding gift from Council members.

13/2 Election of Chairman – R Davey was proposed by R Andrews and seconded by C Brooke. J Tenner was proposed by M Urban and seconded by David Hall. Both candidates addressed the Council on what they could bring to the role of Chairman. R Davey was duly elected following a majority vote.

13/3 Declaration of Acceptance of Office was signed by the newly elected Chairman.

13/4 Election of Vice-Chairman – C Carlisle was nominated by M Urban and seconded by J Hutton and he was duly unanimously elected as Vice-Chairman.

13/5 Declarations of Interest – declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting – **NO DECLARATIONS** of interest were made.

13/6 Register of Disclosable Interests – to declare any amendments. (Members were 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). **NO AMENDMENTS** were disclosed.

13/7 Declaration of gifts or hospitality over £25 - Members were reminded that once a declaration of gifts or hospitality had been made then the Monitoring Officer of Guildford Borough Council must be informed. **NO DECLARATIONS** were made.

13/8 Election of the Parish Maintenance Committee – Members: B. Cohen, C. Carlisle, J. Hutton, R. Smith, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

13/9 Election of the Playground Committee –Members: R Andrews, C Brooke, B Cohen, J Tenner and one vacancy plus the Chairman and Vice Chairman as ex-officio members.

13/10 Election of the Health and Safety Committee – Members: C. Brooke, R. Smith, M. Taylor-Cotter, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

13/11 Election of the Planning Committee – Members: all Parish Councillors with the exception of J Hutton and J Tenner.

13/12 Election of the Finance Committee – Members: R. Andrews, C Brooke, R. Davey, D. Hall, R. Newman, R. Smith, J. Tenner and M. Urban.

13/13 Election of the Tanyard Hall Committee - Members – R. Andrews, R. Davey, J Hutton, R. Newman and M Taylor-Cotter. Co-opted member K. Childs.

13/14 North Ward Working Group (Gomshall and Shere) – all North Ward Councillors.

13/15 South East Working Group (Holmbury St. Mary) – all South East Ward Councillors.

13/16 South West Ward Working Group (Peaslake) – all South West Ward Councillors.

13/17 Holmbury Traffic Working Group – the three South East Ward Councillors and representatives of the public as per 2010/11, onwards.

13/18 Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously.

13/19 Management and Strategy Working Group – Members: 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. It was suggested that the list of items submitted to the Council in September 2012 be circulated to the Working Group.

13/20 Housing Working Group – Members: R Andrews, B Cohen, C Carlisle, M Taylor-Cotter and J Tenner.

13/21 Complaints Procedure Working Group – Members: C Brooke, R Newman, M Taylor-Cotter and R Smith.

13/22 Decision making Powers - the Council **CONFIRMED** that decision making powers continue to be delegated to the Health and Safety Committee, Parish Maintenance Committee, Planning, Playground and Tanyard Hall 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.

13/23 Terms of Reference for Committees – the Council **NOTED** that all Committees had examined a copy of their remit and were happy with them.

13/24 Appointment of Representatives on outside organisations

The following representation was **AGREED**:

- 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) and B. Grover
- Shere Swimming Pool – from 2011/12, M. Taylor-Cotter.

- Shere Village Hall – from 2011/12, R. Andrews
- Surrey Association of Parish and Town Councils – R. Smith
- Wasp Bus – from 2011/12, R Andrews.
- Holmbury Village Hall – from 2011/12, R Andrews.

It was **AGREED** that Council representatives arrange to forward the terms of reference of each outside organisation to the Clerk.

13/25 Dates of Council meetings – The Council had previously received a list of Council meetings to December 2013. It was **AGREED** that the Management and Strategy Working Group be requested to review Council meetings being held on a Friday.

13/26 Annual Financial matters

- a. The Council **CONFIRMED** 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 Council **AUTHORISED** the Clerk 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 **AGREED** that its insurance cover is adequate at the present time (to be fully reviewed by the Finance Committee).
- d. The Council considered whether to continue with the current Banking arrangements and **AGREED** that:
 - The existing banking arrangement with Lloyds be continued
 - internet banking with Lloyds be agreed, in principle, subject to clarification of any legal restrictions on this
 - the Bank of Ireland account be closed
- e. Appointment of Internal Auditor – the Council to appoint the Internal Auditor for the year 2013/14. It was **NOTED** that Mark Mulberry & Co had been recommended as an experienced internal auditor to parish councils, by the Surrey Association of Local Councils and by the Clerk to Worplesdon Parish Council. It was **AGREED** that references be sought and that, if appointed, Mark Mulberry be invited to a future meeting of the Council.
- f. The Council **APPOINTED** the Chairman to undertake the regular financial checks in accordance with the Financial Regulations.
- g. The Council **RE-ADOPTED** the Financial Regulations.

13/27 Standing Orders – the Council **APPROVED AND RE-ADOPTED** the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in November 2013) and **AGREED** that business rates relating to Tanyard Hall be paid by direct debit.

13/28 Approval of the Minutes of the Council meeting held on 22 March 2013

The Minutes of the meeting of the Council held on 22 March 2013 were **APPROVED** as a correct record of the meeting, subject to the following amendments:

During the first adjournment, after “A local resident asked what was happening about buses using Upper Street, Shere”, add “as she was concerned about suggestions that buses should be withdrawn from Upper Street, and opposed such a move.” and

Under 12/198, Councillors Business, amend “There were to be some major cycle events going through the Parish on 15 September (Tour of Britain) and 31 July.” to “ there was much concern about major cycling events going through the Parish on 21st July, 21st September and 4th August.”

13/29 Police Matters

It was **NOTED** that PC Ryan Stephens had replaced PC Matt Taylor. PC Stephens had been invited to the Parish Council’s meetings and had said that he would attend when possible. There was concern that there was a lack of interest from the Police and that the Parish Council wasn’t getting the feed-back that it needed from them. It was suggested that the Parish Council contact the Police to set out what is expected from them. R Billington undertook to raise the matter at the next Police Panel meeting.

It was **NOTED** that the Police and Crime Commissioner, Kevin Hurley, would be attending the Surrey Local Council’s Forum, on 10th May, as part of his launch of the Community Safety Fund. The Fund was for local projects, costing a maximum of £5,000, to contribute to crime reduction, combat substance abuse and reduce re-offending.

13/30 Cycling/sports events – the Parish Council discussed the proliferation of large sporting events and considered the potential to regulate their size, frequency and impact on local residents. There was a great deal of concern about road closures for major cycling events going through the Parish, this summer, causing inconvenience to residents, particularly those that would be ‘kettled in’ to their homes. Following a recent meeting with the organisers of the Vachery triathlon, in Forest Green, and complaints to Surrey County Council, 90% of the roads originally earmarked for closure were to be open for this event. There was to be a cycle race on 4th August, organised by Prudential RideLondon, and this would involve 20 to 30,000 cyclists. There would also be the Tour of Britain on 21st September, involving rolling road blocks, and the British Heart Foundation cycling event also on that day. The process for road closures by Surrey County Council was discussed and it was noted that the County Council was setting up a new events process. It was felt that a policy for Shere Parish Council should also be developed. Various suggestions were made as to parking arrangements for these events, for example, the use of Holmbury Football pitch. It was **AGREED** that the Parish Council work with all parties, including other local parish councils, to collate information and advice on these events and on developing policy for handling future events.

13/31 Community Right to Bid – to consider community assets that could be held on a register by Guildford Borough Council’s Planning Department – none were identified. It was **AGREED** that the Management and Strategy Working Party investigate what other local parishes have done in terms of identifying community assets and report back to full Council.

13/32 Shere Recreation Ground CCTV – the Chairman reported on areas at this site that would need to be covered by CCTV and that a quotation had been received from a supplier. Costs of installing CCTV would have to be apportioned between users.

13/33 Local Train Services – it was **NOTED** that the temporary footbridge at Gomshall station would be in place for about three years and then a permanent one would be built. The existing crossing would be closed once the temporary footbridge was built. The Parish Council had previously asked for the train service on this line to be four trains per hour. The franchise had been extended by a further three years and there was now an opportunity to meet First Great Western’s External Relations Manager to discuss improvements to the train service at Gomshall station.

13/34 Use of Hound House Road by car transporters – it was **NOTED** that R Newman had spoken to the Ewhurst car company involved in this matter who had said that they didn't think practically they could do much more in terms of advising their drivers. Transporters come from different companies and countries and also from different start points in the UK, using different drivers. So, not all transporters use Hound House Road, by any means. The company did offer advice when asked for it as to which were the best routes but most drivers used satellite navigation. There was also a restricted time period during the day during which transporters could use the site. It was **SUGGESTED** that an instruction sheet be prepared to give to drivers when they do arrive at the Ewhurst car company.

13/35 Shere Recreation Ground Car Park

- future arrangements for management – it was **AGREED** that the Parish Council wait for Guildford Borough Council to contact the Parish Council on this matter and that day-to-day management of the car park be added to the remit of the Parish Maintenance Committee, when the Parish Council takes over this function

- directional signs to the Car Park – it was **AGREED** that Simon Nielson be consulted on a suitable signing scheme

13/36 Advertising of Peaslake Fair: 26th August –a request to place signs on land owned or controlled by the Parish Council and to place a banner at Peaslake bus stop was **APPROVED**.

13/37 ‘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. The Council considered this application in its role as landlord. The application was **NOTED**.

13/38 Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)

- **Guildford Borough Council’s ‘Love where you live’ parish and town award programme** – it was **NOTED** that there would be a 2-man crew who would be coming to Shere Parish to tackle 'extra' tasks that would not be carried out as part of regular street cleaning, eg, washing down signs, tidying up an area. The dead-line for

notifying GBC of any jobs that the crew could tackle, was Friday, 17th May. It was **AGREED** that Parish Councillors let the Clerk know of anything that needs doing by Wednesday, 15th May, so that this could be passed on to the Borough Council.

- **Public Footpaths 170 and 173, Shere** – it was **NOTED** that Diversion Orders by Surrey County Council had been confirmed in relation to Lawbrook Lane and land next to Quakers Orchard.
- **Surrey and Sussex Association of Local Councils: Chairman's Networking Day** – it was **NOTED** that the Planning Minister was to attend this event on 12th June, at East Grinstead.

13/39 Councillors' Business (for noting or including on the agenda for the next meeting)

- J Hutton reported that the vandalism to the fence of a property on Shere Road, Gomshall, had been reported to the Police and the owners had offered a reward for information about the culprits.
- R Andrews offered the use of the car park at Holmbury football field on the day of the Prudential RideLondon cycling event and to contact the Friends of the Hurtwood in relation to other possible car parking. He would write a piece for the Parish Magazine on the cycling events, to include these car parking arrangements.
- J Tenner had received a complaint regarding parking outside Pursers Lea Cottage causing an obstruction to other users wanting to use the adjacent lane.
- M Taylor-Cotter reported that the church would like to adopt the bible-box, in Peaslake. It was **AGREED** that this would be on the next Council agenda.
- R Davey reported that a bolt had been shot through the museum window and that windows had been broken in New Road, frightening people who still lived there. D Wright reported that demolition starts in June and building was scheduled to start in September and would last for 18 months. It was **AGREED** that this matter be raised with the Police, pressing them to take the protection of property more seriously.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

In response to a query about what was happening with the skate ramp, C Brooke reported that a noise survey had been attempted but had failed because the background noise had been too loud. RoSPA's inspector had visited the proposed location and had made very favourable comments about it.

13/40 Finance

- a. Itemised income and expenditure since the last but one meeting was **AUTHORISED**.
- b. The following bank balances were **NOTED**:
Lloyds business 30 day notice account - £218,561.72
Lloyds Treasurer's account - £20,000

Bank of Ireland Treasurer's account - £1,963.20

- c. The bank reconciliation to 31st March 2013 was **NOTED**.
- d. It was **NOTED** that IGas Energy Community Fund grants panel had refused a grant for Peaslake Memorial Hall car park.
- e. a monthly direct debit arrangement to pay business rates for Tanyard Hall, Old Fire Station public conveniences and Recreation Ground, Goose Green be **AUTHORISED**
- f. It was **AGREED** that the Payphone in Pursers Lane, Peaslake be bought for £1 (Local Government Act 1972, s19)
- g. an estimate for fencing works at Tower Hill Rise was considered but there was concern as to the Parish Council's liability if it erected a fence and put up signage. It was **AGREED** that clarification on this matter be sought from the Council's solicitor.
- h. an estimate for renewal of a drain to Old Fire Station public conveniences was considered but there was concern as to who was liable for this repair as access to the drain was in the grounds of the 'Dabbling Duck'. It was **AGREED** that clarification on this matter be sought from the Council's Solicitor.
- i. Surrey County Council Community Improvement Fund ('Leader's Fund) – to consider making a bid. Suggested projects for a bid were improvements to Peaslake Village Hall and Shere Scouts. It was **AGREED** that Ward Councillors consider whether there are any other possible projects and let the Clerk know by the end of the first week of June.
- j. Match-funded Grant Aid from Guildford Borough Council:
 - a. the current position, as set out below, was **NOTED**:

Extension to 31st March 2014 granted for:

- Upper Street Traffic Calming - £5,000
- Shere Recreation Green – up-grading of paths - £1,500
- Peaslake Improvement Scheme - £2,500
- Tree works - £2,000

Claims for grants that have to be submitted by 31st March 2014:

- Skateboard facilities - £5,883
- Youth Shelter - £7,500
- Tanyard Hall parking restrictions - £1,300

Grants awarded and spent before 31st March 2013:

- Tanyard Hall – new equipment - £1,145
- Play equipment - £4,995

- b. to consider possible projects for grant aid in 2014/15 – it was **SUGGESTED** that ideas for projects could be sought via the Parish Magazine.
- k. Highways Localism Bid – it was **NOTED** that a draft contract between Surrey County Council and Parish Councils was still being considered by Surrey and Sussex Association of Local Councils
- l. Assistance with year end accounts – it was **AGREED** that the former Clerk be employed and **AUTHORISED** to assist with year end accounts at a cost of £20 per hour for approximately five days.

13/41 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. This request was **NOT APPROVED**.

13/42 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) – there was none.

13/43 Correspondence received not necessarily requiring discussion by the Council – details available at the meeting.

- Position statement from Environment Agency on River Wey Flood Risk Management Strategy
- Surrey County Playing Fields Association Newsletter, spring 2013
- Letter from Peaslake WI advising that they will be planting a Judas tree on the river bank in Ewhurst Road, as approved by the Parish Council at the end of 2012
- Press release from Guildford Borough Council about the new Neighbourhood Area for Effingham

13/44 Date of next meeting: Friday 21st June 2013, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.