

**MINUTES OF THE SHERE PARISH COUNCIL MEETING  
HELD ON THURSDAY 1 MAY 2014  
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

**Present:** Parish Councillors R Davey (Chairman), R Andrews, C Carlisle, M Fontana, B Grover, J Hutton, R Smith, M Taylor-Cotter, J Tenner, M Urban, the Clerk: J Millett, Borough Councillors David Wright, R Billington and one member of the public.

<b>Ref:</b>	<b>Item:</b>
14/26	<b>Election of Chairman</b> - R Davey elected unanimously (nominated by M Taylor-Cotter and seconded by J Tenner)
14/27	<b>Declaration of Acceptance of Office</b> - signed by the newly elected Chairman
14/28	<b>Election of Vice-Chairman</b> – C Carlisle elected (nominated by M Taylor-Cotter and seconded by M Urban)
14/29	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.</b> Parish Councillors C Brooke and A Collingwood and County Councillor Keith Taylor.
14/30	<b>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) – None made.</b>
14/31	<b>Declaration of gifts or hospitality over £25 – None made.</b>
14/32	<b>Casual Vacancy in South West Ward (Peaslake)</b> Following the resignation of B Cohen, there is a casual vacancy for a Parish Councillor in the South West Ward. Public notice of the vacancy has been given and if a request for an election to fill the vacancy is signed by ten registered electors of the Parish and is received on or before 28 April by the Proper Officer of Guildford Borough Council, an election will be held to fill the vacancy. Given the time-scale, an up-date on this will be given at the meeting. <b>NOTED</b> that a request for an election had been received by the Electoral Registration Officer. The election would be held in Peaslake Village Hall on 26 <sup>th</sup> June and five weeks' public notice of it would be given. If the election is contested, ie, there is more than one candidate, the Parish Council will incur certain administrative costs of the election, which have been budgeted and therefore <b>AUTHORISED</b> . (Power: Local Government Act 1972, s 111, Representation of the People Act 1983)
14/33	<b>Election of the General Purposes Committee</b> – 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. <b>AGREED</b> appointments as at the annexe to these minutes.
14/34	<b>Election of the Health and Safety Committee</b> – at least four Members with, if possible, one Member from each Ward. <b>AGREED</b> appointments as at the annexe to these minutes.
14/35	<b>Election of the Planning Committee</b> – at least one member from each ward plus the Council Chairman & Vice Chairman. Membership is open to all Members of the Council. <b>AGREED</b> appointments as at the annexe to these minutes.
14/36	<b>Election of the Finance Committee</b> – the Committee to 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. <b>AGREED</b> appointments as at the annexe to these minutes.
14/37	<b>Election of Human Resources Committee</b> - The Committee to comprise the

	Chairman and at least three other members of the Council, these being appointed so that each of the villages served by the Council is represented and so that councillors with experience of the strategic management of human resources are included, where possible. <b>AGREED</b> appointments as at the annexe to these minutes.
14/38	<b>North Ward Working Group (Gomshall and Shere)</b> – all North Ward Councillors. <b>AGREED</b> appointments as at the annexe to these minutes.
14/39	<b>South East Working Group (Holmbury St. Mary)</b> – all South East Ward Councillors. <b>AGREED</b> appointments as at the annexe to these minutes.
14/40	<b>South West Ward Working Group (Peaslake)</b> – all South West Ward Councillors. <b>APPOINTMENTS</b> made as at the annexe to these minutes.
14/41	<b>Holmbury Traffic Working Group (if required by the Council)</b> – the three South East Ward Councillors and representatives of the public as per 2010/11, onwards. <b>AGREED</b> appointments as at the annexe to these minutes.
14/42	<b>Shere Traffic Working Group</b> – all North Ward Councillors and representatives of the public, as previously. <b>AGREED</b> appointments as at the annexe to these minutes.
14/43	<b>Management and Strategy Working Group</b> – membership is open to all members of the Council. <b>AGREED</b> appointments as at the annexe to these minutes.
14/44	<b>Housing Working Group</b> – <b>AGREED</b> appointments as at the annexe to these minutes.
14/45	<b>Complaints Procedure Working Group</b> – <b>AGREED</b> appointments as at the annexe to these minutes.
14/46	<b>Decision making Powers</b> - the Council to confirm that decision making powers continue to be delegated to the General Purposes, Health and Safety 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.) <b>CONFIRMED.</b>
14/47	<b>Terms of Reference for Committees</b> – the Council to consider whether the terms of reference for all Committees should continue as previously agreed. <b>AGREED</b> existing terms of reference to continue.
14/48	<b>Appointment of Representatives on outside organisations</b> – <b>AGREED</b> following representation: <ul style="list-style-type: none"> <li>• Peaslake Memorial Hall – from 2011/12 M. Taylor-Cotter.</li> <li>• Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson, S Neilson. Each individual appointment is for four years.</li> <li>• Shere Recreation Ground Association – from 2011/12, C Brooke, A Collingwood and B Grover.</li> <li>• Shere Swimming Pool Committee – from 2011/12, M. Taylor-Cotter.</li> <li>• Shere Village Hall – from 2011/12, Mr. R. Davey.</li> <li>• Surrey Association of Parish and Town Councils – R Smith</li> <li>• Wasp Bus – from 2011/12, R Andrews.</li> <li>• Holmbury Village Hall – from 2011/12, R Andrews.</li> </ul>
14/49	<b>Dates of Council meetings</b> – The Council has previously received a list of Council meetings to December 2014. <b>AGREED</b> to stick to the current calendar of meetings until December but, in the interim, review Councillors’ first and second preferences of days of meetings.
14/50	<b>Annual Financial matters</b> <ol style="list-style-type: none"> <li>a. The Council <b>CONFIRMED</b> that the Council’s finances for the year commencing 1<sup>st</sup> April 2014, including staff salaries, will be conducted in</li> </ol>

	<p>accordance with the budget approved by the full Council on 15 January 2014</p> <p>b. The Clerk be <b>AUTHORISED</b> to issue cheques during the financial year 2014/15 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-authorized orders – all as allowed for in the budget for 2014/15. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council</p> <p>c. Insurance – the Council <b>VERIFIED</b> that its current insurance cover was adequate</p> <p>d. The Council <b>AGREED</b> to continue with its current Banking arrangements, subject to the Bank of Ireland account being closed.</p> <p>e. Appointment of Internal Auditor – the Council <b>CONFIRMED</b> the appointment of Mark Mulberry as the Internal Auditor for the year 2014/15</p> <p>f. The Council <b>APPOINTED</b> the Chairman to undertake the regular financial checks in accordance with the Financial Regulations</p> <p>g. The Council to <b>RE-ADOPTED</b> the Financial Regulations</p>
<b>14/51</b>	<b>Standing Orders</b> – the Council <b>APPROVED AND RE-ADOPTED</b> the Standing Orders and Direct Debits (to be reviewed by Finance Committee in October 2014)
<b>14/52</b>	<b>Minutes of the Council meeting held on 10 April 2014 - APPROVED</b>
<b>14/53</b>	<p><b>Peaslake Stores and Post Office</b> – at their last meeting, Council noted a) the decision of Guildford Borough Council (GBC) to accept this property for inclusion in the Council's list of assets of community value and b) that GBC had also advised that the owner had the right to seek a written request and any supporting information to GBC by 19 May 2014. In the absence of the owners or their representatives at that meeting, it was agreed that further consideration of this matter be deferred to the Council's next meeting, on 1<sup>st</sup> May.</p> <p>In the absence of any subsequent representation from the owners or their representatives, it was <b>AGREED</b> that further consideration of this matter no longer applied and that, as far as the Parish Council was concerned, this matter was now closed.</p>
<b>14/54</b>	<b>Police Matters</b> – <b>RECEIVED</b> a report from the police representative on recent local crimes, details to be provided to the Clerk, for circulation.
<b>14/55</b>	<b>Surrey Rights of Way</b> – to consider the Council's draft response to the consultation exercise. In light of concerns such as down-grading footpaths to bridle-ways and access to common land by cyclists, it was <b>AGREED</b> that R Smith, C Carlisle and C Brooke meet to draft the Parish Council's response to this consultation.
<b>14/56</b>	<p><b>Local Plan</b> – <b>NOTED</b> that:</p> <ul style="list-style-type: none"> <li>• the Borough Council had appointed the planning and architectural consultants, Scott Brownrigg, to look at capacity in urban areas, prior to the Borough Council looking at the Green Belt</li> <li>• the Parish Council's response to the settlement hierarchy questionnaire had been submitted</li> <li>• the meeting with the Borough Councillors Stephen Mansbridge and Monika Juneja to discuss the draft Local Plan and its impact on villages would be on 20<sup>th</sup> May</li> <li>• the Green Belt and Countryside Study had identified possible locations for housing and other development, should the Borough Council be unable to identify sustainable land in urban areas. Two of these were in Shere and</li> </ul>

	<p>Gomshall: one in the valley between Crickets Hill and Dark Lane, Shere (for 61 houses) and the other between Churchill Farm and the caravan company at Gomshall (for 44 houses). It was <b>AGREED</b> that Volume V of the Study be purchased and that the Parish Council's position be developed at the next meeting of the Planning Committee, on 14 May, in preparation for the meeting with Borough Councillors, referred to above.</p> <p>County Councillor D Wright stressed the importance of the Parish Council preparing a robust and firm response. Particular points to cover were that the Green Belt should continue to wash over Shere and Gomshall and the villages needed to continue to contribute to the character of the Green Belt. Photographic evidence of how this is achieved would be needed as well as commentary on density and overall character of the villages. D Wright would be attending the meeting on 20<sup>th</sup> May and offered to review the Parish Council's position statement, prior to that.</p>
<b>14/57</b>	<p><b>Ewhurst Road, Peaslake</b> – to receive a progress report. It was <b>NOTED</b> that Land Registry searches had been made on the properties and land whose owners were regularly parking on the Green and these were available for Peaslake Councillors to examine. Also, the Manager of the Bray Estate was to pass any relevant Agreements to the Clerk. It was <b>AGREED</b> that a meeting between Peaslake ward councillors, the Parish Council's solicitor and the local residents concerned be held to discuss the on-going issues of parking, damage to kerb-stones, maintenance of bridges, grass cutting, etc, with the Bray Estate Manager being invited to attend a confidential pre-meeting part of the meeting to explore the Parish Council's obligations to its landlord.</p>
<b>14/58</b>	<p><b>Assistant to the Parish Clerk</b> – <b>NOTED</b> that Bronya Greatrex had been appointed to this position, subject to the receipt of satisfactory references.</p>
<b>14/59</b>	<p><b>Mobile fish &amp; chips van</b> – to consider a request from a local catering company for permission to park their van, in the Parish, one evening a week for around two hours. <b>AGREED</b> to advise the proprietor that the Parish Council has no objection to his request and supports the use of Shere car park to park the van for this purpose.</p>
<b>14/60</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Revision of system of financial reporting – to report on discussions with software supplier regarding revisions to the system. It was <b>NOTED</b> that the current software system needed to be up-graded at a cost of around £200 + VAT, to allow monthly management reporting. Also, budget heads from 2014/15 had been changed into a more transparent format. These changes would be notified to the internal auditor. Expenditure against budget for the year ended 31<sup>st</sup> March 2014 would be circulated to all councillors.</li> <li>• To note that the annual internal audit will be on 30<sup>th</sup> May 2014.</li> </ul>
<b>14/61</b>	<p><b>Councillors' Business (for noting or including on the agenda for the next meeting)</b></p> <p>J Hutton re: swimming pool field path – Cllr Hutton was concerned that the new path should have been rolled harder. The Clerk was requested to check the specification with a view to meeting with the contractor to discuss this matter.</p> <p>R Davey re: invitation to talk with local Tourist office – <b>NOTED</b> invitation and <b>AGREED</b> that the Parish Council's 'line' is that it wants to encourage visitors to the Parish and to Shere Museum.</p>

	<p>J Hutton re: exhibition at St James Church, Shere – <b>NOTED</b> that there was to be a ‘celebration of giving’ aimed at businesses locally and that the church could be used as a show-case for local enterprise.</p> <p>R Davey re: disabled parking space in Middle Street, Shere – various sites for this were discussed: outside Ivy Cottage, by the Old Fire Station where there was a dropped kerb or Lower Street, by the stream. Item for next meeting.</p> <p>R Davey re: petition for a weight restriction on ‘HGV through-traffic’ coming through Shere – <b>AGREED</b> wording of petition to be posted on the Parish Council’s web-site and placed in shops, in Shere.</p>
<b>14/62</b>	<p><b>Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)</b></p> <p>Disused road area outside Upper Lodge, Upper Street – Clerk to clarify whether letter from owner of Upper Lodge was to confirm his previous position of offering to pay for grassing over this area.</p> <p><b>NOTED</b> invitation to Wisley Airfield on 8<sup>th</sup> May, to learn about development proposals for this site.</p> <p>Holmbury St Mary churchyard – <b>AGREED</b> a grant of 50% (£1,961.50) of the cost of mowing the churchyard in 2013 (Power: Local Government Act 1972, s215)</p>
<b>14/63</b>	<p><b>Other correspondence received by the Clerk which requires the attention of the Council – None.</b></p>
<b>14/64</b>	<p><b>Date of next meeting: Annual Parish Meeting, Wednesday 21st May 2014, 7.30pm Tanyard Hall, 30 Station Road, Gomshall</b></p>
<b>14/65</b>	<p><b>Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – AGREED to exclude the public and press for the following item:</b></p>
<b>14/66</b>	<p><b>Peaslake Farm</b> – at their last meeting, Council noted the second legal opinion and an up-date on the position regarding the lease and agreed to make a site visit and report options back to Council.</p> <p>C Carlisle had met with the tenant to discuss a) his intentions following the end of the term of the lease and b) the fallen trees across the boundary of the Farm. It was noted that a local business-man had expressed an interest in taking on the lease of the Farm. The Clerk reported that the Timber Agent for the Bray Estate had agreed to remove the fallen trees. Following discussion, it was <b>AGREED</b> that English Rural Housing Association be approached to assess whether there is any potential for a partnership to build a small amount of affordable housing on the site.</p>