

**MINUTES OF THE ANNUAL COUNCIL MEETING
HELD AT 8 P.M. ON FRIDAY 25th MAY 2012
IN TANYARD HALL, GOMSHALL**

12/1 Election of Chairman – Mr. R. Newman was proposed by Mr Hall, seconded by Mr. Davey and unanimously elected Chairman.

12/2 The Declaration of Acceptance of Office was signed by the newly elected Chairman.

12/3 Election of Vice-Chairman – Dr. Brooke was proposed by Mr Davey and seconded by Mr. Newman. Mr. Carlisle was proposed by Mr. Urban and seconded by Mr. Tenner (by email to the Council prior to the meeting). Dr. Brooke was duly elected Vice Chairman following a majority vote.

12/4 Present: R. Newman (Chairman), R. A. Andrews, C. Brooke, C. Carlisle, B. Cohen, R. Davey, D. Hall, J. Hutton, R. Smith, M. Taylor Cotter, M. Urban.

Apologies and reason for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – apologies were submitted on behalf of Mr. Tenner, Mrs. S. Nielson and the Clerk Mrs. L. Childs.

12/5 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). – Dr. Brooke stated that she is now a director of Kimmeridge Energy Limited.

12/6 Declaration of gifts or hospitality over £25 – none received. 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.

Adjournment for the Public – Alderman Childs reported on the Clerk's progress following her operation. He said that she was doing well and expected to be back in the office the following week.

The meeting restarted.

12/7 Election of the Parish Maintenance Committee – Members: C. Carlisle, J. Hutton, R. Smith, B. Cohen, M. Urban plus the Chairman and Vice Chairman as ex-officio members.

12/8 Election of the Playground Committee – Members: R. Andrews, C. Brooke, B. Cohen, S. Neilson, J. Tenner plus the Chairman and Vice Chairman as an ex-officio members.

12/9 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.

12/10 Election of the Planning Committee – Members: all Councillors with the exception of Mr. Hutton and Mr. Tenner.

Received.

12/11 Election of the Finance Committee – Members: R. Andrews, R. Davey, D. Hall, R. Newman, S. Nielson, R. Smith, J. Tenner, M. Urban.

12/12 Election of the Tanyard Hall Committee - Members – R. Andrews, R. Davey, J. Hutton, S. Neilson, R. Newman. Co-opted member K. Childs.

12/13 North Ward Working Group (Gomshall and Shere) – all North Ward Councillors.

12/14 South East Working Group (Holmbury St. Mary) – all South East Ward Councillors.

12/15 South West Ward Working Group (Peaslake) – all South West Ward Councillors.

12/16 Holmbury Traffic Working Group (f required by the Council) – the three South East Ward Councillors and representatives of the public as per 2010/11.

12/17 Shere Traffic Working Group – all North Ward Councillors and representatives of the public as per previously.

12/18 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 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.

12/19 Terms of Reference for Committees – the Council **NOTED** that all Committees had examined a copy of their remit and are happy with these apart from the Playground Committee who have suggested that the first paragraph be amended slightly to read as follows: Policy – The role of the Council in this respect is to provide a number of play areas distributed throughout the Parish in such a way as to provide play facilities for children and to ensure that the equipment is attractive to the children and young people and that it is safe for them to use. This amendment was **AGREED**.

12/20 Appointment of Representatives on outside organisations

- Peaslake Memorial Hall – Mrs. M. Taylor-Cotter.
- Shere Charity for Relief in Need – Mrs Hill, Mrs Simpson. Mrs. Neilson. Each individual appointment is for four years.
- Shere Fun – Organisation disbanded.
- Shere Recreation Ground – D. Hall, Deputy R. Newman.
- Shere Swimming Pool – Mrs. M. Taylor-Cotter.
- Shere Village Halls – Mr. R. Davey.
- Surrey Association of Parish and Town Councils – Mr R. Newman.
- Wasp Bus – Mr. R. Andrews.
- Holmbury Village Hall – Mr. R. Andrews.

12/21 Dates of Council meetings – The Council had previously received a list of Council meetings to December 2012.

Received.

12/22 Annual Financial matters

- a. The Council **CONFIRMED** that the Council's finances for the year commencing 1st April 2012, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 25th November 2011.
- 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 2012/13. 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 reviewed again by the Finance Committee in September 2012).
- d. The Council **RESOLVED** to continue with the current Banking arrangements.
- e. Appointment of Internal Auditor – the Council **APPOINTED** Mr J. M. Foster as the Internal Auditor for the year 2012/13.
- f. The Council **RE-APPOINTED** the Chairman to undertake the regular financial checks in accordance with the Financial Regulations.
- g. The Council **RE-ADOPTED** the Financial Regulations unchanged.

12/23 Standing Orders – the Council **APPROVED AND RE-ADOPTED** the Standing Orders and Direct Debits unchanged (to be reviewed again by the Finance Committee in September 2012).

12/24 Police Matters - Several shed break-ins in Peaslake were reported. It was **AGREED** that a representative of the Police would be invited to the next Council meeting.

12/25 The Minutes of the Council meeting held on 20th April 2012 were **APPROVED AND SIGNED** as a correct record.

12/26 Olympic Torch and Cycle Races – the Council received an up to date report and discussed matters relating to this:

Torch:

- Torch procession will commence in Gomshall Lane at Shere Surgery not opposite the Village Hall as previously advised – this is to enable the torch to pass the school and allow more people to see it.
- Road closure order to be circulated to Councillors once received.
Further information available at www.gosurrey.info
A total of 30 stewards required, 20 volunteers so far, further offers of help to the co-ordinator K. Childs.

Received.

Shere Recreation Ground will provide extra parking for the event.

Cycle Race:

- Meeting with Police to be held on 11th June.
- Road closures to commence at 4 a.m.
- Clarification to be sought as to where the A25 will be closed from.
- Leaflets could be delivered to residents in vulnerable roads e.g. Colekitchen Lane.
- Council **APPROVED** use of a local site to provide parking for residents who wished to have their cars parked there overnight to enable them to use roads to the south of the A25 whilst the road closure order is in operation.
- Parking in the streets should be restricted.
- Web site to be updated with parking information.
- Councillors to notify Clerk of details of private carers that may not be aware of traffic restrictions in order that they can be notified.

11/27 Possible Library facilities in the Parish – Shelving provider visited site and will visit again on 30th May although the shelving will not be available until July. The building work on the room should be completed by 1st June. The Council **SANCTIONED** expenditure of £1,100 on the purchase of a laptop and associated computer equipment which will be loaned out for the use of the Library and Shere Museum.

12/28 Purchase of Manorial Waste Land, Holmbury St. Mary – the Council to receive the solicitor's comments regarding the draft agreement prior to the execution of this document – **POSTPONED** until the next meeting.

12/29 Clerk's Report – no report available.

12/30 Councillors' Business (for noting or including on the agenda for the next meeting)

- Mobile telephone thought to have been lost in the Old Fire Station, Shere – owner's details available but mobile telephone not found.
- Peaslake Fair – **APPROVAL** given for notices and signs for parking to be erected.
- Skate and Ride facilities – update. ROSPA representative has met with representatives of the Council and provided expert guidance on health and safety requirements. Cost £100 – to be sanctioned at the next Council meeting. Requirement for planning permission being discussed with GBC. Website to be updated when more information available. Playground Committee to meet as soon as more information is available and then the Committee's recommendations will be placed before the full Council. Local residents to be contacted at the appropriate time.
- Brochure "Discover Shere" being produced to be available via Shere Museum.
- Note to be placed in the Parish magazine explaining the conditions relating to the Public Adjournment.
- Surrey Save (Credit Union) now up and running and pamphlets were given to Councillors with the request that they assist with promoting this.
- National Trust willing to supply a Lime Tree for planting at the junction of Gomshall Lane with the A25.
- Update required from GBC to residents in Shere Square, Church Lane and Shere Lane re timing of recycling and refuse collection.

Received.

- Shere car park resurfacing being progressed by Guildford Borough Council prior to Shere Parish Council taking over maintenance.
- Clerk to be requested to obtain update from GBC re installation of primrose yellow lines in Shere.
- Bluebeckers to be requested to stop parking delivery lorries outside their premises thereby blocking the road.
- Suggestion made that the Surrey Advertiser should be told of the meeting re the safety issues of the Gomshall Station pedestrian crossing and the decision to install a footbridge.
- Notification received that an extra train (19.10 from Guildford) will stop at Gomshall from September.

ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

Alderman Childs reported that the Clerk had asked him to inform the Council that she had sanctioned urgent paving work required to the Pound on Health and safety grounds. He also stated that the contractor hoped to mow the new grass in the Swimming Pool field in the very near future. He gave details of a badger problem in the centre of the village. With reference to the possible location of the skate and ride facility on the recreation ground he stated that, as Recreation Ground Chairman, he would be approaching nearby residents in the near future.

A local resident complained that an update had been given on the skate and ride facilities although this matter was not included on the agenda. She was advised that matters can be raised under Councillors' Business although no decision can be made by the Council (item to appear on the next agenda or be delegated to the Clerk or a Committee to deal with).

12/ 31 Finance

- a. Approval/authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting – **POSTPONED** until the next meeting.
- b. Notification of current bank balances – **POSTPONED** until the next meeting due to absence of the Clerk.
- c. The Council **RECEIVED AND ACCEPTED** a bank reconciliation to 31st March 2012.

12/32 Correspondence received by the Clerk which requires the attention of the Council:

Surrey County Council – Notice of confirmation of Modification Order for footpaths 170 and 173 – The Council decided that **NO ACTION** would be taken until further notification is received from the applicants regarding their proposed changes.

Correspondence received after the agenda had been printed but requiring the attention of the Council (for noting, delegation to the Clerk or inclusion on the agenda for the next meeting – full details available at the meeting).

Correspondence received which may be of interest to Councillors but not necessarily requiring discussion by the full Council – for noting only or a request made to the Clerk for inclusion on the agenda for the next meeting (correspondence available immediately prior to the meeting).

Direct Information Service newsletter – National Ass. of Local Councils

Received.

NHS – reply from Primary Care Support Service re application for a chemist in the vicinity of Gomshall Lane – copies of representations received by NHS.
St. Mary's Church, Holmbury St. Mary – Annual Report and accounts.
Surrey County Playing Fields Association – newsletter.

12/33 Date of next meeting: Friday 22nd June 2012, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.

Received.