



SHERE PARISH COUNCIL

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

Mrs L S Childs,
Parish Clerk/Finance Officer,
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<http://www.ShereParishCouncil.gov.uk>

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

31st August 2012

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held in Tanyard Hall, 30 Station Road, Gomshall on Friday 7th September 2012 at 8.05 p.m. for the purpose of transacting the business specified on the attached agenda. The Minutes of the Council meeting held on the 22nd June are enclosed plus any relevant papers for consideration at the meeting on 7th September.

Please note that the Annual Meeting of the Reginald Arthur Bray Bequest, of which the Council is the only Trustee, will be held at 8 p.m. prior to the Council meeting.

A Planning Committee meeting will also be held on 7th September commencing at 7.15 p.m.

With best wishes.

Yours sincerely,

Lesley Childs
Clerk to the Council



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**SHERE PARISH COUNCIL MEETING
FRIDAY 7th SEPTEMBER 2012
8 P.M. TANYARD HALL, 30 STATION ROAD, GOMSHALL**

AGENDA

12/55 To accept apologies and reason for absence (if appropriate) in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.

12/56 Declaration of Personal or Prejudicial Interests by Councillors on any of the agenda items below.

12/57 Register of Interests – to declare any amendments. (Members are reminded that any amendments must also be notified by Councillors in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford. GU2 4BB).

12/58 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).

12/59 Approval of the Minutes of the Council meeting held on 22ND June 2012.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL.

Friends of the Hurtwood – The Chairman of the Friends of the Hurtwood to give an update on the work of the organisation.

The meeting to restart.

12/60 Police Matters – to receive an up to date report.

12/61 Traffic Matters

Email received from Guildford Borough Council re implementation of parking restrictions in Shere – no waiting restrictions outside the school to be introduced Monday – Friday 8 a.m. to 6 p.m. only to increase availability of parking at other times. Also concern expressed by a local resident over the implementation of parking restrictions in Gomshall Lane on the opposite side of the Lane to Bank Cottages.

12/62 Library facilities in the Parish – to receive an up to date report and to consider any matters relating to this including arrangements for the Official Opening and the wording of a plaque to be erected.

12/63 Purchase of Manorial Waste Land, Holmbury St. Mary – to receive an up to date report from the Council’s solicitors and to consider any issues arising from this.

12/64 Ethical Standards Regime, Code of Conduct for Local Councils – the Council to adopt a revised code of conduct as recommended by Guildford Borough Council (i.e. to replace the new Code adopted by SPC on 22.6.2012).

12/65 River Bank, Ewhurst Road, Peaslake

- a. The Council to discuss the utilisation of the Green by residents e.g. parking of vehicles outside the curtilage of the properties. The Council to note that the residents’ current agreements allow only for them to pass and repass over the Green to or from their properties, with or without vehicles of any description and with or without animals. The agreement also states that “for the avoidance of doubt, the Grantee **shall not** be entitled to park any vehicles on the said land or any part thereof and that they will from time to time contribute, upon demand, a fair proportion (according to user) of the costs of maintaining the said land in a good and sufficient state of repair, such proportion to be ascertained by the agent for the time being appointed to manage the Bray Estate
- b. The Council to also consider a request for a new bridge across the stream.
- c. The Council to receive a report of damage to the windscreen of a car parked outside Bowbrooks, Ewhurst Road, possibly caused by a stone thrown up during the mowing of the river bank.

12/66 Pursers Lane, Peaslake telephone kiosk – the Council to decide whether it wishes to purchase the kiosk immediately for £1 (and the service will then immediately cease) or to wait until the next Payphones’ review (probably in 2 years’ time) and trust that BT are still willing to offer their purchase scheme at that time.

12/67 Goose Green, Gomshall – the Council to consider a request from a member of the public that the seat on the large recreation ground (almost adjacent to the road) be relocated as this is used by youngsters in the evenings who are apparently noisy and leave litter.

12/68 School Admissions

- a. The Council to receive a reply from Surrey County Council regarding the Parish Council's concern over the fairness of the schools' admissions' process (reply attached).
- b. The Council to consider a request that it takes part in a co-ordinated approach across the local villages regarding education for local children (Albury Parish Council has already stated that they are willing to take part in joint talks).

12/69 Parking in Holmbury St. Mary – the Council to consider a request from a member of the public for either allocated parking to be granted to residents of Manor Cottage, Laurel Cottage and Cherry Bank Cottage on the small area of hard standing opposite the Holly Bush Tavern (created by Shere Parish Council and part of the Manorial Waste land shortly to be owned by the Parish Council) or to allow the residents of these cottages to purchase this land prior to the possible conversion of the Holly Bush Tavern into residential accommodation.

12/70 Annual Meeting of the Surrey County Association of Parish and Town Councils, 27th September 2012 - (The Chairman is currently the Parish Council's representative) – matters to be considered include Rights of Way and Local Council Involvement; Surrey County Council's offer to Parish and Town Councils re the lengthsperson scheme or workforce funding; tree risk management arrangements within local Council land (to explore the possibility of SCC delivering such duties on behalf of parishes) - feedback required please see attached copy documents. Also issued to Councillors – copies of the annual report of the Director and the Chairman.

12/71 The following agenda item has been included at the request of C. Carlisle, D. Hall, J. Tenner and M. Urban:

Possible Management and Strategy Committee - The Council to consider a request for a Management and Strategy Committee to be formed to discuss, debate and make recommendations to the full Council upon the following issues:

- How Shere Parish Council can re-engage with the electorate to best represent their views
 - a. Website layout, usage statistics; how often visited etc., utilization
 - b. Communication – review of methods to ensure greater involvement with SPC, both at meetings, utilise their skills and knowledge in Working Groups.
- How SPC can make more effective use of Information Technology.
- Review of Governance arrangements
 - a. Timely succession planning – Chairman, Vice Chairman and the Clerk.
 - b. Need for a Human Resources Committee.
 - c. Training – recommendations for individual Councillors.
 - d. Using Councillors' skills effectively.

- Review Shere Parish Council's Committee structures and processes:
 - a. Fitness for purpose, meeting current needs of SPC in changing circumstances.
 - b. Efficiencies.
 - c. Value for money.
- Consider preparing a three year Community Investment Plan for SPC
 - a. Capital projects and infrastructure.
 - b. Seek the views and regular involvement of local schools, other Parish Councils, churches, sports organisations etc.
- Desirability of a Mission Statement for SPC.

12/72 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)

12/73 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda).

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

The meeting to restart.

12/74 Finance Matters

- a. Approval/Authorisation of income and expenditure including details of Petty Cash expenditure since the last meeting.
- b. The Council to receive and accept a Bank Reconciliation and Budget update to 30th July 2012 (a bank reconciliation and budget update to 31st August will be presented to the September Finance Committee meeting). Current bank balances – notification thereof.
- c. The Council to review the Governance and Management Risk Assessment and the Financial Risk Assessment (copies to be issued to Councillors via email).

12/75 Accounts for the year 2011/12

The Council to confirm that the Council's internal auditor Mr. Malcolm Foster is fully independent of the Council and meets the standards required to carry out the internal audit.

The Council to confirm the scope of the internal audit for 2012/13; to approve the internal audit plan setting out proposals for the internal auditor; to confirm that this properly takes account of the corporate risk (i.e. the controls and procedures within the Council which minimise the risk of the Council not being able to function or carry out what it sets out to do) – further information issued to Councillors by email.

The Council to agree that the minimum tests proposed in the audit plan, together with the inspections carried out by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes. This to also be agreed with the Internal Auditor.

The Council to resolve that an Engagement Letter now be issued to the Internal Auditor for the year 2012/13.

12/76 Consultation Documents

Surrey Minerals and Waste Development Framework/Aggregates Recycling Joint Development Plan Document – consultation on the matters that have arisen during the public examination by an independent inspector appointed by the Secretary of State to determine whether the DPD is sound and legally compliant – please see <http://www.surreycc.gov.uk/mineralsplan> for modifications and amendments proposed.

12/77 Correspondence

Correspondence received after the agenda had been printed – details available on 7th September 2012.

Correspondence not necessarily requiring discussion by the Council – details available at the meeting.

Lesley Childs
Clerk to Shere Parish Council

31st August 2012