

**MINUTES OF THE SHERE PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 10 APRIL 2014  
AT HOLMBURY VILLAGE HALL, FELDAY GLADE, HOLMBURY ST MARY**

**Present:** Parish Councillors R Davey (Chairman), R Andrews, C Brooke, C Carlisle, A Collingwood, M Fontana, B Grover, R Smith, M Taylor-Cotter, J Tenner, M Urban and the Clerk: J Millett.

Following a short tour of the newly refurbished village hall, the meeting began.

<b>Reference</b>	<b>Item</b>
<b>14/1</b>	<b>To receive apologies and accept the reason for absence (if appropriate)</b> - apologies received from Parish Councillors J Hutton, County Councillor K Taylor and from a member of the public: D Collins
<b>14/2</b>	<b>Declarations of Interest</b> – The Council to receive any declarations of disclosable pecuniary and other interests from Members in respect of any other item to be considered at the meeting. <b>NONE</b> received.
<b>14/3</b>	<b>Register of Disclosable Interests – to declare any amendments</b> <b>NONE</b> made.
<b>14/4</b>	<b>Declaration of gifts or hospitality over £25. NONE.</b>
<b>14/5</b>	<b>Minutes of previous meeting</b> - the Council to confirm the Minutes of the Council meeting held on 5 March 2014 – <b>CONFIRMED.</b>
<b>14/6</b>	<b>Peaslake Stores and Post Office</b> – <b>NOTED</b> decision of Guildford Borough Council (GBC) to accept this property for inclusion in the Council’s list of assets of community value and 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 the meeting, it was <b>AGREED</b> that further consideration of this matter be deferred to the Council’s next meeting, on 1 <sup>st</sup> May. In the meantime, the ‘question and answer’ paper prepared by the Chairman be placed on the Council’s web-site.
<b>14/7</b>	<b>CCTV in Shere Recreation Ground area</b> – <b>RECEIVED</b> an up-date on stakeholders’ approval of CCTV cameras in this area. In light of this agreement, it was <b>NOTED</b> that a finalised quotation would be sought and a schedule of contributions to the costs would be put together.
<b>14/8</b>	<b>Parking problems in Holmbury St Mary</b> – R Andrews reported problems caused by inconsiderate parking at various locations, in Holmbury – <b>AGREED</b> to ask the police to deal with this matter by issuing notices to offending vehicle owners.
<b>14/9</b>	<b>Shere &amp; Peaslake Scout Group</b> – considered a request to advertise on the Parish council web-site for Scout Leaders – <b>AGREED</b> request.
<b>14/10</b>	<b>Skate-ramp up-date</b> – <b>NOTED:</b> <ul style="list-style-type: none"> <li>• report on submission of planning applications for the skate-ramp and a tree application to cut back a branch, which would over-hang it and</li> <li>• draft terms of agreement with Shere Recreation Ground Association</li> </ul>
<b>14/11</b>	<b>Consultations:</b> to consider making responses to the following consultations: <ul style="list-style-type: none"> <li>• Road Safety outside schools – Surrey County Council’s policy on ‘setting local speed limits’ has been reviewed to take account of the</li> </ul>

	<p>perceived danger to children on busy roads on the school journey and how this can prove to be a barrier to more walking and cycling. The County Council's policy has been designed to ensure that the limited resources for the provision of school crossing patrols is maintained and prioritised at sites where they are most needed. For further details, see <a href="http://www.surreycc.gov.uk/roads-and-transport/roads-and-transport-policies-plans-and-consultations/roads-and-transport-consultations/roads-and-transport-consultations-in-surrey/consultation-on-speed-limit-and-road-safety-outside-schools-policies">www.surreycc.gov.uk/roads-and-transport/roads-and-transport-policies-plans-and-consultations/roads-and-transport-consultations/roads-and-transport-consultations-in-surrey/consultation-on-speed-limit-and-road-safety-outside-schools-policies</a> The closing date is 25<sup>th</sup> April.</p> <p><b>AGREED</b> M Fontana to draft a letter of response to this consultation, for finalisation and submission by the Clerk.</p> <ul style="list-style-type: none"> <li>• Review of Surrey Rights of Way - Surrey County Council is inviting comments on a review of their Rights of Way Improvement Plan. They are seeking the views of path users and those with an interest in access to Surrey's countryside including land managers, owners and neighbouring authorities. The Rights of Way Improvement Plan forms part of the Surrey Transport Plan. For further details, see <a href="http://www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3">www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3</a> The closing date is 9<sup>th</sup> May.</li> </ul> <p><b>AGREED</b> C Carlisle, R Smith and C Brooke to put together a draft response for consideration by Council on 1<sup>st</sup> May.</p>
14/12	<p><b>Shere Traffic Proposals:</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> an up-date on the works now in progress</li> <li>• <b>RECEIVED</b> a report of the site visit of Thursday 20<sup>th</sup> March, held to ensure that all suggestions raised in the traffic Working Group minutes of 3<sup>rd</sup> October 2013 were discussed and attended to</li> <li>• <b>AGREED</b> the proposal that the Council sets up an e-mail petition, requesting a ban on HGVs through Shere. This would enable the Chairman to address the next Guildford Local Committee, on 25<sup>th</sup> June, on this important issue, established in the Parish Council's extensive public consultation on traffic in Shere and its environs</li> <li>• Clerk to <b>RESPOND</b> to letter from local resident/Burrows Cross Residents Association, which suggested a speed limit and signage at that location and complained about the increase in traffic due to the traffic works, in Shere.</li> </ul>
14/13	<p><b>Police Matters</b> – no police representative attended the meeting. C Carlisle reported on a recent incident of the police taking a long time to respond to a burnt out car being dumped on his premises.</p>
14/14	<p><b>Cycling matters</b> – <b>NOTED</b> an up-date by C Carlisle. <b>AGREED</b> C Carlisle delegated to ask race organisers for a donation for the use of Holmbury green.</p>
14/15	<p><b>Local Plan:</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> an up-date on the recent meeting of the Borough Council's Joint Scrutiny Committee, which discussed the reappraisal of the Local Plan evidence base</li> <li>• Settlement Hierarchy questionnaire – <b>NOTED</b> that as part of producing the settlement hierarchy document, the Borough Council had asked parish councils to review a questionnaire in 2011, which assessed the services and facilities available in each village. Questionnaires to be</li> </ul>

	<p>returned to GBC by 23<sup>rd</sup> April - Clerk to circulate questionnaire and organise a response.</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> that a meeting with the Borough Councillors Stephen Mansbridge and Monika Juneja to discuss the draft Local Plan and its impact on villages was being reorganised and the Clerk would keep R Davey, C Carlisle and R Smith informed of developments.</li> </ul>
<b>14/16</b>	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>• Income (totalling £2,115.22) and expenditure (totalling £15,744.01) to 31.3.14., as set out in annexe 1 to these minutes was <b>APPROVED</b></li> <li>• <b>NOTED</b> income and expenditure against budget</li> <li>• <b>NOTED</b> bank balances at 31 March 2014 Lloyds 30 Day Notice account = £180,536.38 Lloyds Treasurers account = £20,000 Bank of Ireland Treasurer's Deposit account = £1,965.03</li> <li>• Lloyds bank reconciliations to 31 March 2013 and Bank of Ireland bank reconciliations to each of 31 January, 28 February and 31 March, as set out in annexe 2 to these minutes were <b>RECEIVED AND ACCEPTED</b></li> <li>• <b>NOTED</b> position statement regarding Concurrent Grant Aid from GBC and that further projects for 2014/15 would need to be identified by this September</li> <li>• Pensions deficit – <b>RECEIVED</b> notification from Surrey County Council of the revised minimum rate of contribution of £5,000 per annum in each of the three years, from 2014/15 onwards; <b>NOTED</b> the Surrey Pension Fund Strategy Statement; <b>NOTED</b> that the County Council is happy to meet with Parish Council representatives to discuss any issues that the Parish Council may have and that the County Council is currently locating any initial agreements with Shere regarding the fund</li> <li>• Revision of system of financial reporting – <b>AGREED</b> that a report drafted by the Chairman can be used as a basis for discussion with the Parish Council's accounting software supplier to revise the management reporting format, the details to be approved by the Council's internal auditor.</li> <li>• <b>APPROVED</b> expenditure on the following parish maintenance projects: <ul style="list-style-type: none"> <li>- works to clear culvert on Goose Green: £610, excluding VAT</li> <li>- concreting in swimming pool field picnic benches, £70, excluding VAT</li> </ul> </li> <li>• Annual audit of accounts for the year ended 31 March 2014 – <b>NOTED</b> the external audit date would be 30 June 2014 and that a date for the internal audit, prior to that was being arranged.</li> </ul>
<b>14/17</b>	<p><b>Land in Holmbury St Mary</b> – to consider a report of a site meeting to investigate possible acquisition of strips of land in Holmbury St Mary, from Surrey County Council. <b>AGREED</b> that the strips of land be acquired from Surrey County Council and that three quotations be sought to deal with the contaminated land and ditch behind it, at the site of the existing commercial garage.</p>
<b>14/18</b>	<p><b>Holmbury St Mary Village Hall car park</b> – to consider a request for funding to re-surface the car park. <b>AGREED</b> that grant aid be sought from GBC for a project to improve the surfaces of the car parks outside the Village Halls of Holmbury St Mary, Peaslake and Shere and that estimates be sought for re-</p>

	surfacing each of these car parks. (Note: Guildford \Borough Council are to provide an alternative surface for the Shere car park, at their own cost)
<b>14/19</b>	<p><b>Action to recruit a new part-time Assistant to the Clerk</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> the papers setting out this role: recruitment advertisement, job description, person specification and the application and interview; competences and interview questions were also being developed.</li> <li>• <b>DELEGATED</b> the appointment decision to the Parish Clerk, and those members of the Human Resources Committee who will shortlist and interview.</li> </ul>
<b>14/20</b>	<p><b>Appointment of web developer:</b></p> <ul style="list-style-type: none"> <li>• <b>RECEIVED</b> a report, by the Chairman, on unproductive efforts to establish a dialogue and response from a ‘specialist provider’ of web-sites for Parish Councils, as to whether their template package could provide the facilities and format specified in the brief sent to them, or could be modified to do so</li> <li>• <b>NOTED</b> that a third supplier had been identified and that the Parish Council’s specification would be sent to them with a view to making a recommendation to Council to select the most appropriate supplier.</li> </ul>
<b>14/21</b>	<p><b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ul style="list-style-type: none"> <li>• Gomshall Post Office - <b>NOTED</b> opening date of 15<sup>th</sup> May and revised opening hours</li> <li>• Waste collection arrangements – <b>AGREED</b> to request GBC to continue to make a supply of recycling products available at Tanyard Hall</li> <li>• WASP bus – <b>RECEIVED</b> a thank you letter for £1,000 donation</li> <li>• Dog waste bin, Peaslake school field – to consider a request from Peaslake School for the Parish Council to place a bin at this location – <b>AGREED</b> to seek clarification from School as to who would be responsible for emptying such a bin, if one were provided</li> <li>• Radnor Lane, Holmbury St Mary – <b>NOTED</b> action taken regarding a query from a local resident about the very poor condition of this road; <b>AGREED</b> to tell Surrey Highways that the repairs at this location started off well but gradually got worse and in particular, places where there had been pot-holes had sunk.</li> <li>• Queen Street, Gomshall – <b>NOTED</b> that resurfacing works were scheduled to start on 17<sup>th</sup> July, for two days.</li> </ul>
<b>14/22</b>	<p><b>Councillors’ Business</b> (for noting, delegation to the Clerk or inclusion on the next agenda).</p> <p>M Fontana – re: waste bins over-flowing, in Shere – query frequency of bin emptying by GBC; put cones by hole in Shere car park where bin has been removed.</p> <p>M Fontana – re: worn pavement in Middle Street, Shere – noted to be addressed by traffic calming works.</p> <p>M Fontana – re: Shere Open Gardens – suggest prevent parking in Middle Street for that day – note request, find out legal position and report back to Council.</p>

	<p>C Brooke – re: councillors code of conduct and complaints procedure – suggest approach GBC Monitoring Officer for advice</p> <p>C Brooke – re: procedure for allowing members of the public to speak at Parish Council meetings – bring into line advice on Parish Council web-site with Council’s Standing Orders.</p> <p>R Andrews – re: installation of foot-bridge at Gomshall railway station – contact Network Rail again to establish reason for delay and when it will be installed.</p> <p>R Andrews – re: number of Planning Committee meetings – he offered to draft a paper for submission to Council.</p> <p>R Smith – re: Wotton Estate offer for people to make a claim regarding rights of way over land that they are not using – acknowledged need to investigate this situation further.</p> <p>M Urban – re: problems caused by parking of vehicles and bikes in the road, at Peaslake , blocking the carriage-way and by washing bikes in the street – requested Clerk to write to the cycle shop about these issues.</p> <p>J Tenner – re: complaint from local resident of Peaslake about banners relating to various events spoiling the appearance of the village – can pursue as a planning enforcement matter and/or write to owners of properties where the banners are located.</p> <p>J Tenner – re: Peaslake Improvement Scheme – Clerk to pursue with Surrey Highways.</p> <p>M Taylor-Cotter – re: Shere Swimming Pool – noted no membership places left for this summer.</p> <p>R Davey – re: top of Upper Street by Chantry Lane, two local residents had offered to replace the existing seat with a bench and to undertake planting around it – <b>AGREED</b> to accept this offer.</p>
<b>14/23</b>	<b>Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – EXCLUDED</b> public and press for the following items:
<b>14/24</b>	<b>Peaslake Farm – NOTED</b> second legal opinion and an up-date on the position regarding the lease. <b>AGREED</b> to make a site visit and report options back to Council.
<b>14/25</b>	<b>Annual Review of Clerk’s salary w.e.f. 1<sup>st</sup> January 2013 – REFERRED</b> to Staffing Committee for consideration and recommendation to Council.