

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON THURSDAY 12 JUNE 2014
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors R Davey (Chairman), C Carlisle (Vice-Chairman), R Andrews, J Collin, M Fontana, B Grover, J Hutton, R Smith, M Taylor-Cotter, M Urban and the Clerk, J Millett, two Police representatives (for part of the meeting), County Councillor Keith Taylor and two members of the public.

Ref:	Item
14/67	To receive apologies and accept the reason for absence (if appropriate) - apologies received from Parish Councillors C Brooke, A Collingwood and J Tenner.
14/68	Result of uncontested election in the South West (Peaslake) Ward. NOTED Jim Collin had been duly elected. He signed a declaration of acceptance of office of councillor.
14/69	Declarations of Interest – 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. NONE received.
14/70	Register of Disclosable Interests – to declare any amendments - NONE received.
14/71	Declaration of gifts or hospitality over £25 - NONE received
14/72	Minutes of previous meeting - the Council to confirm the Minutes of the Council meeting held on 1 May 2014 – CONFIRMED .
14/73	<p>Shere Traffic Proposals:</p> <ul style="list-style-type: none"> • Works now in progress – NOTED that works were progressing slowly and purposefully • Petition calling for a ban on HGVs through Shere – NOTED that the Chairman would present the petition to the Guildford Local Committee, on 25th June; M Urban would also present a petition to the same meeting, calling for a speed limit in part of Peaslake. There was a possibility of changing the Planning Committee date to allow Parish Councillors to attend the Local Committee, if they wished. • Request from local residents for bollards on the pavement, on Shere Lane – AGREED that this matter be discussed with Surrey Highways. • Disused road area outside Upper Lodge, Upper Street, Shere – NOTED that the owner of Upper Lodge had confirmed his previous position of offering to pay for grassing over this area. AGREED that he be advised that the Parish Council has no objection to this provided that ownership of the piece of land is established and permission is sought from the owner to the proposed works.
14/74	Police Matters – RECEIVED a report from the police representative on recent local crimes. Regarding parking problems, the Police stated that it was up to Guildford Borough Council’s parking officers to enforce no parking on primrose lines. In relation to causing an obstruction by parking, for example, too close to a junction, it was up to a police officer attending any such incident to judge whether or not there was, in fact, an obstruction. If there was an obstruction, then, as a first stage, the police could issue an advisory notice to encourage the driver to park more considerately, in future. The Police AGREED to supply the Parish Council with

	dates when they were available to carry out parking enforcement. The Local Traffic Wardens would also be requested to visit the Parish.
14/75	<p>Local Plan – R Smith gave a progress report on the Local Plan process and stressed the need to look at the amendments made to settlement areas. The suitability for public consultation of the final draft of the Draft Local Plan was due to be considered by Guildford Borough Council, on 19th June. There were no changes in that document that were of huge concern to Shere Parish Council. Shere and Gomshall would continue to be washed over by the Green Belt and the previously identified sites for developments in these two villages were not specifically identified in the final draft.</p>
14/76	<p>Finance matters</p> <ul style="list-style-type: none"> • Income and for the month ended April 2014 (totalling £65,881.91); expenditure for the month ended April 2014 (totalling ££8,082.14); income for the month ended May 2014 (totalling £9,314.95) and expenditure for the month ended May 2014 (totalling £7,021.62) , as set out at annexe 1 to these minutes – APPROVED • Lloyds and Bank of Ireland bank reconciliations for the months ended April and May 2014, as set out at annexe 2 to these minutes – NOTED • Income and expenditure against budget, for the months ended April and May 2014, as set out at annexe 3 to these minutes – NOTED • Revised financial management reporting arrangements – NOTED that these were being discussed with the supplier of the Parish Council’s accounting software. • New financial regulations, as drafted by the National Association of Local Councils (NALC) – NOTED that these financial regulations incorporated arrangements for internet banking. Other than that this version of financial regulations was far more onerous than the Parish Council’s existing financial regulations, which had just been approved by the internal auditor. AGREED that the Clerk/RFO be requested to circulate NALC’s suggested financial regulations, highlighting the section relating to internet banking to all councillors, for further consideration. • Estimates to: <ul style="list-style-type: none"> ○ Fix damaged posts, in Shere car park, at a cost of £75, excluding VAT – APPROVED ○ Replace the rotten gate post and edging boards and re-hang the gate, at Tower Hill Play area, at a cost of 110, Excluding VAT – APPROVED <p>(Open Spaces Act 1976, s19)</p> <ul style="list-style-type: none"> • Progress report on Guildford Borough Council (GBC) grant aided projects in 2014 – NOTED: <ol style="list-style-type: none"> 1. Quotes and advice had been sought for outdoor fitness equipment at various locations in the Parish 2. Funding for insulation works at Holmbury St Mary football pavilion was no longer required 3. The construction of water run-offs at Peaslake and Shere would be discussed further with ward councillors 4. New IT hardware had been installed in the Parish office and so a claim to the Borough Council for their part of the funding could be made 5. New Parish Council web-site – due to the lack of response from other suppliers that had been approached AGREED to employ the contractor who

	<p>had presented to the Parish Council, at a cost of £3,000. (Local Government Miscellaneous Act 1976, s19)</p> <ul style="list-style-type: none"> • GBC grant aid 2015/16 – the re-surfacing of the car parks outside Holmbury St Mary and Peaslake village halls had been identified as a project to bid for, at a previous Council meeting. Quotations had been sought and it was AGREED that ward councillors for Peaslake and Holmbury St Mary meet to discuss the way forward. In the meantime, the specification already used for the car park at Peaslake could be used when requesting quotes from other contractors. Another qualifying scheme for inclusion in the Council’s application for grant aid was the purchase of new chairs for Peaslake Village Hall. K Taylor reminded the Council of his annual County Councillor’s allowance of £3,000 which was available to spend on local projects.
14/77	<p>Accounts for the year 2013/14</p> <ol style="list-style-type: none"> a. the Council received notification from the Internal Auditor that the Accounts were in order and that he had satisfactorily completed Section 4 of the Annual Return stating that the Council’s internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2014. Internal audit has therefore been carried out in accordance with the Council’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions were summarised in Section 4 of the Annual Report confirming that in all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council – NOTED. b. Accounts for the year ended 31st March 2014 – RECEIVED and APPROVED. c. Annual Return (Section 1) for the year ended 31st March 2014 – RECEIVED and APPROVED. This was then signed by the Chairman and the Clerk. d. Annual Governance Statement (Section 2 of the Annual Return). – APPROVED. This was then signed by the Chairman and the Clerk. e. The Council CONFIRMED the scope of the internal audit for 2014/15. f. Budget update to 31st March 2014 – RECEIVED. g. The Council’s internal auditor Mr. Mark Mulberry is fully independent of the Council and meets the standards required to carry out the internal audit – CONFIRMED. h. Internal audit plan setting out proposals for the internal auditor – APPROVED. It was CONFIRMED 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). i. The minimum test 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 – AGREED. j. An Engagement Letter be issued to the Internal Auditor for the year 2014/15 – AGREED.
14/78	<p>Holmbury St Mary Village Hall car park – it was NOTED that the lease of the car park expires at the end of 2014 and that the landlord was happy for the lease to</p>

	be renewed on the same terms.
14/79	‘Love Where You Live’ Parish and Town Ward Programme – It was NOTED that Guildford Borough Council has a crew who will come to Shere Parish Council and tackle ‘extra tasks’ that would not usually be carried out as part of regular street cleaning or park and countryside duties. The dead-line for receipt of applications to carry out works is 20 th June. Various tasks were identified and any other tasks were to be notified to the Clerk, in advance of the 20 th June dead-line.
14/80	Peaslake Fair – request for permission to: <ul style="list-style-type: none"> • place signs on land owned by the Parish Council, from 9th to 27th August. AGREED. • use land leased to the Parish Council, ie. the green on Ewhurst Road, on the day of the fair. AGREED.
14/81	<ul style="list-style-type: none"> • Adoption of telephone boxes – a report on the adoption of phone boxes, in Peaslake, was considered by the Council. AGREED to adopt the two old telephone boxes in Peaslake, one in Pursers Lane and the other in Rad Lane at a cost of £1 each.
14/82	Goose Green Play Area – replacement of zip wire equipment. REFER consideration to General Purposes Committee.
14/83	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda) <ul style="list-style-type: none"> • Definitive map and statement of Rights of Way – the latest map and statement has been received from Surrey County Council and is available from the Parish Council office – NOTED. • Surrey Hills Mountain Bike Working Group – response from the Group about cyclists washing off their mountain bikes in the stream at Ewhurst Road, Peaslake – NOTED that the Group had suggested that the Parish Council erect a notice advising mountain bikers that washing in the stream is not permitted and that there is a wash down point in the village at the cycle shop. Ward councillors stated that this was part of a wider problem in Peaslake, of drains becoming silted up. AGREED to contact the Borough Council and the Environment Agency for their view and proposed remedy. • Planning application for tree works in a Conservation Area (14/T/00061) – the Borough Council had received no objections to the Parish Council’s application to remove a lower limb of an Oak tree in Shere Recreation Ground, to accommodate the proposed skate-ramp – NOTED. • Mobile fish & chips van – to consider a request from a local catering company for permission to meet with the Parish Council to discuss further, operational arrangements. AGREED that the proprietor be advised that the Parish Council doesn’t need to meet with him, prior to beginning to trade. • Footbridge at Gomshall Station – NOTED that construction of the temporary footbridge to link the two platforms at Gomshall railway station was now scheduled for July. Network Rail had advised that the recent, further delay in the construction date was caused by contractors letting them down. • Street Name for New Road and Gravelpits Lane – AGREED to recommend to the Borough Council that Gravelpits Close should be the new name for the 9 properties replacing Gravelpits Cottages and for the 4 houses at the south west of the development. • Housing Needs Survey – AGREED to accept an invitation from the Rural Housing Enabler, at Surrey Community Action, to attend a meeting of the

	Parish Council, with a view to undertaking a Housing Needs Survey, towards the end of the year.
14/84	<p>Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda).</p> <p>M Taylor-Cotter reported that the run-off on the path down from Peaslake cemetery needed re-surfacing and requested the Parish Council to consider joint funding with the church, of this project. She also reported that the footpaths between Broadfield and Lenten Close needed clearing.</p> <p>M Urban referred to the nuisance of 'MF' signs being painted on the Parish's roads, relating to cycling events. AGREED that the County Council's anti-graffiti team be asked to remove them.</p> <p>J Hutton reported on further discussions with the contractor who laid the new swimming pool field path. Various options had been discussed for remedial work to the path. Decision item for next meeting.</p> <p>R Andrews queried whether the Borough Council had agreed to continue to supply recycling products to Tanyard Hall, for the convenience of local residents. The Borough Council had agreed that food caddies could be supplied but purple bags could not as these were circulated separately to residents. AGREED to send a letter to the Borough Council, asking them to supply all recycling products to Tanyard Hall. R Andrews also asked that the Bray Estate office be notified of an urgent problem with knotweed, at Felday Chapel. He also sought permission for a 5 year sub-lease on Holmbury St Mary football pitch, for next season. The Parish Council had no objection to the sub-lease in principle, but would need to consider the detail further.</p> <p>R Smith reported that the Greensand Way was not adequately sign-posted from Holmbury St Mary and offered to assess the situation.</p> <p>C Carlisle reported that no funding had been forthcoming from the organisers of the Prudential cycle race as a contribution for the use of facilities/a drinking stop, on the village green. He also said that he wanted to help the Holmbury flower show and it was suggested that ward funds might be available.</p> <p>R Davey suggested that suitable sites for defibrillators should be identified. Arrangements for training and annual maintenance costs would be looked into.</p>
14/85	Date of next meeting: Council Meeting, Thursday 3 rd July 2014, Peaslake Village Hall, Walking Bottom, Peaslake, GU5 9RR.
14/86	Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – EXCLUDED public and press for the following items:
14/87	Peaslake Farm – arrangements for the future use of Peaslake Farm were discussed further.