

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 15 JANUARY 2014
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors R Davey (Chairman), R Andrews, C Brooke, A Collingwood, B Grover, J Hutton, R Smith, J Tenner, M Urban and the Clerk: J Millett; County Councillor Keith Taylor, and four members of the public.

13/182 Apologies – apologies for absence were received from Parish Councillors C Carlisle, B Cohen, M Fontana and M Taylor-Cotter and Borough Councillor D Wright

13/183 Granting of dispensations –dispensations were granted to Councillors A Collingwood and B Grover in order that they could make decisions on the setting of the budget and the issuing of a Precept for the year 2014/15.

13/184 Declarations of Interest – the following declarations of interest were received:

- C Brooke, as a member of Shere Recreation Ground Association (agenda item 13/187, Skate-ramp) and Shere Nursery (agenda item 13/188, CCTV for Shere car park and recreation ground and 13/198, Finance matters, contribution to Shere Nursery electricity costs)
- R Andrews – wasp bus – (agenda item 13/198, Finance matters, precept, annual donations)
- M Urban – Peaslake Village Hall (agenda item 13/198, Finance matters, precept)
- R Davey – expenditure on small gifts – (agenda item 13/198, Finance matters)
- A Collingwood – Shere Nursery (agenda item 13/188, CCTV for Shere car park and recreation ground and 13/198, Finance matters, contribution to Shere Nursery electricity costs)

13/185 Declarations of Personal or Prejudicial Interests– declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting – no changes to the register were made.

13/186 Declaration of gifts or hospitality over £25 - NO DECLARATIONS were made.

13/187 Minutes of the meeting of the Council held on 29 November 2013 were **APPROVED** as a correct record of the meeting.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

A local resident complained that the owner of the Village Stores, Peaslake, and her staff were very upset that they had not been consulted during the process of the Parish Council trying to list the Stores as a community asset with Guildford Borough Council. The Chairman explained the process and aim of listing a building as a community asset. It was noted that it was the responsibility of Guildford Borough Council to consult with the owner. However, it was **AGREED** that, in the circumstances, a letter of apology be sent to the owner of the Stores for any distress caused to her and her staff and explaining the community asset listing process.

13/188 Christmas Lights in Shere – the Chairman proposed that, in light of the disappointing experience in the recent Christmas period, for 2014, the Parish Council formalise and enhance its arrangements, for the benefit of the community, the local businesses and charity causes, by planning to:

- specifically contract for the lights to be put up and operative for the first week-end in December and taken down with appropriate care, after New Year's Day
- acquire a fourth strand of effective compliant lights to ensure there is the previous traditional coverage, and consider also dressing the Fire Station with some form of lighting.
- that the connection and power for the lights either be drawn from Council facilities – the Fire Station – or if from private household facilities, which has traditionally been the case, the Parish Council agrees to pay for this service rather than rely on goodwill (and uncertain reliability).
- that the Council offer encouragement and some practical support – funding some supportive advertising / promotion ? – for repeating a community focused 'Late Night Christmas Shopping and Activity Evening.

Councillors for Peaslake and Holmbury St Mary spoke against this proposal, considering that the Shere community should meet the additional costs involved.

It was further proposed that the existing arrangement for Christmas lights in Shere be retained. *(four Councillors voted against this proposal; four were in favour and the Chairman used his casting vote, in favour. The Peaslake & Holmbury ward councillors present wished to have their dissent to the decision recorded)*

It was **AGREED**, therefore, that:

- (i) the existing arrangement for Christmas lights in Shere be continued; and
- (ii) any enhancements to the lights be discussed between North Ward Councillors, the funding for which, should come from the filming account and be reported to Council.

13/189 Skate-ramp –the next steps in forming an agreement with Shere Recreation Ground Association regarding use of their land, subject to the receipt of planning permission for this development, were discussed. It was **AGREED** that, subject to obtaining planning permission, a meeting be held with the Shere Recreation Ground Association to establish Heads of Agreement, prior to consulting on these with the Parish Council's solicitor.

13/190 CCTV for Shere Car Park and Recreation Ground and condition of car park surface – C Brooke reported on a site visit and meeting held on 14th January, to discuss these two issues. It was **NOTED** that there was an on-going maintenance problem with the car park, particularly at the entrance where dents to the surface had formed, over time. Guildford Borough Council was currently responsible for maintaining the car park and had undertaken some remedial work since the 'new' surface was put in. There seemed to be technical and design issues around the materials used for the surface. It was **AGREED** therefore, that a meeting with Guildford Borough Council be called with a view to trying to resolve these issues and that the Borough Council be asked to provide an estimate of the costs of maintaining the car park.

C Brooke reported that better security in this area has been called for by local residents and particularly users of the nursery, village hall and the car park. Following a series of meetings

between representatives of the Parish Council, Shere Recreation Ground Association, the nurseries and the museum, quotations for this project had been sought and a local company had provided the best quote. Likely locations for the cameras were: on the approach to the recreation ground by the side of the village hall; to the roof area of to the nursery (which had been the subject of repeated vandalism); near London Lane, on the approach to the car park, by the skate ramp and the nursery play area. The Parish Council's budget for this project was **NOTED** and a further report would be submitted to Council, once decisions had been made by the other parties involved.

13/191 Signage for Shere Car Park – C Brooke reported on a meeting of ward councillors held on 14th January. North ward councillors had reviewed the directional signs on the approach to the car park and had come up with some new signs and proposed positioning of them, ie, one on the pole, next to Manor Cottage and one on the fingerpost outside Vine Cottage – the bridge signs could also be taken down and a sign placed there. The design and location of the signs was **AGREED**, subject to discussions with Surrey highways.

13/192 Hurtwood Inn, Peaslake – it was **NOTED** that a new community bar had been set up in the Hurtwood Inn. This came about after the news that the Hurtwood was to close. Local residents were very concerned that this community facility was going to be lost and so they got together to raise funding to set up a small, limited company and had negotiated a six month lease of the bar premises with the freeholders, Best Southern Limited. The new bar opened for Christmas and was running well. It was staffed by local residents.

13/193 Parking in Ewhurst Road, Peaslake – to receive an up-date and agree, in principle, expenditure on land registry searches and legal advice. Following legal advice already received, it was **AGREED** that the relevant Land Registry searches be made; evidence assembled and the relevant legal documentation sought from Bray Estates.

13/194 Shere Traffic Proposals – K Taylor gave an up-date – it was **NOTED** that the Police had agreed to the 20mph proposed speed limit for Shere and following the requisite legal procedure, the 30mph road signs would be replaced by 20mph ones. The agreed traffic calming works were still scheduled to start on 24th February and detailed design drawings and information regarding materials to be used were awaited. The requested HGV weight restrictions and 20mph speed limit for Peaslake did not appear on the agenda for the recent meeting of the Guildford Local Committee, despite a request from the Parish Council to this effect. K Taylor undertook to discuss this with the chairman of the Local Committee.

13/195 Lorries off Rural Detours (LORD) initiative –it was **NOTED** that the co-ordinator of the LORD initiative had advised parish councils that:

- i. The Department of Transport had recently issued an initiative '*Keep HGVs using the right roads*' This was designed to enable local Parish Councils to display signs 'Unsuitable for HGVs' on roads which they consider inappropriate.
- ii. Parish Councils can ask their County Councillors to arrange a meeting between their Local Committees and the local HGV association so that in future, operators can ensure that their drivers will only use roads with 'Unsuitable for HGVs' signs for delivering and loading and not for shortcuts. Any regular infringements would be reported by the procedure described in the June 2008 Transport Select Committee report on Freight Transport Initiatives.

13/196 Police Matters – it was **NOTED** that:

- i. there was a new PCSO, Linda Cleary, replacing Paul Hyde who was now covering the Albury area and
- ii. the bus shelter at High View had been vandalised several times and each time it was repaired by the parish maintenance contractor. The matter had been reported to the Police and a more permanent repair had been made by the contractor.

13/197 Cycling issues – R Andrews gave an update. The Prudential 2014 event would be held over the week-end of Saturday 9th August and Sunday 10th August. The route should not affect the parish as much as it did, last year, although Wotton to Dorking was featured heavily on the cyclists' route. The race organisers had learned lessons from last year's event and would be making improvements. They now recognised that their stewarding was not good enough; there were issues with carers getting access to clients and the roads needn't be closed so early in the day. This year, rolling road closures, starting in the afternoon, were promised.

13/198 Community Right to Bid – Peaslake Stores - this item was discussed in the earlier adjournment (page 1 of these minutes)

13/199 Consultations:

- Proposed move of Gomshall Post Office – it was **AGREED** that the Parish Council respond in favour of the proposed move of Gomshall Post Office to The Compasses and suggest that the sorting office be included at this location, if possible.
- Dementia Friendly, Guildford & Waverly – it was **NOTED** that Guildford and Waverley Clinical Commissioning Group (CCG) had funding from the Prime Minister's Dementia Challenge. This money was available to groups wishing to fund new or existing projects or work that makes their neighbourhoods and communities better and more inclusive places for people with dementia and their carers to live fulfilling lives. Expressions of interest for funding were invited.
- Surrey Hills Area of Outstanding Natural Beauty management Plan 2014/19 – it was **AGREED** that councillors make individual responses.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

A local resident thanked the Parish Council for their repair work on the millennium trail. He said that the drainage culvert at Ewhurst Road, Peaslake, needed to be repaired and the ditches needed to be looked at. He asked whether anything could be done to deter cyclists from using the stream to wash down their mountain bikes. The Clerk undertook to contact the organisers of the Mountain Bikes Working Party.

In relation to parking in Peaslake, it was **NOTED** that the signage needed to be improved and that visiting cyclists impacted upon parking in the village.

There had been a recent loss of mains water and Thames Water's reporting procedures had proved to be particularly unhelpful. There were also very poor stand-by arrangements with people having to travel miles to the nearest stand-by point. It was **AGREED** that Thames

Water be advised that local residents were very disappointed with the quality of information available to them, in the recent flooding.

13/200 Finance matters

- **income (totalling £634) and expenditure (totalling 16,107.27) since the last meeting**, as set out in the annexe to these minutes, was **APPROVED**
- **bank balances** as at 31 December 2013 were **NOTED**:
Lloyds 30 Day Notice account = £206,573.03
Lloyds Treasurers account = £20,000
Bank of Ireland Treasurer's Deposit account = £1,964.55
- **To receive and accept bank reconciliation to 31 December 2013** – this was deferred to the 5th February Council meeting as the bank statements had only just been received
- **Precept for 2014/15** - the Council **CONFIRMED** the Precept and the Chairman issued the Precept requirement for 2014/15 of £113,651, taking into account that there were 1,826.78 Band D equivalent properties in the Parish (making the Band D equivalent £62.21); receipt of a Local Council Tax Support Scheme (LCTSS) grant for 2014/15 of £5,303 and the recently notified pension fund liability
- **Parish Audit 2013/14:**
 - a. The Council **CONFIRMED** that an Engagement letter had been issued to the Internal Auditor for the year 2013/14 and that his Planning notes had been received.
 - b. The Council **NOTED** an interim report from the Council's internal auditor following an inspection held on 6th December 2013 (the final inspection for the current year was due May 2014).
 - c. The Council **CONFIRMED** that it had maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption.
 - d. The Council **CONFIRMED** that it had maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control system and carried out a review of its effectiveness, i.e.:
 1. the scope of the internal audit has been discussed with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas:
 2. the internal auditor was sufficiently independent of the Council's financial controls and procedures and is unbiased and objective:
 3. that the internal auditor had sufficient knowledge to be able to carry out the audit and to give an objective view on whether the financial controls and procedures meet the needs of the Council:
 4. that the relevant responsibilities of Members, Clerk/RFO and Internal Auditor were defined:
 5. that the Council was aware of the timetable of when the internal audits will take place and when a report, if any, would be issued to the Council.
- **Churchyards** – the request for grant towards mowing churchyards, in Shere, during 2013, amounting to £2,391.45, was **AGREED**.
(Local Authorities Cemetery Orders 1977 and 1986)

- **Surrey Pension Fund – triennial valuation** – a letter from Surrey County Council, setting out the Parish Council’s likely pension fund liability for each of the next three years was **NOTED**
- **Section 106 monies** – New Road, Gomshall development – it was **NOTED** that £20,000 was expected from Guildford Borough Council in payment of section 106 monies relating to this development. The Borough Council had indicated that this money could be spent on play equipment
- **Section 137 expenditure: limit for 2014/15** – it was **NOTED** that the rate of this type of expenditure had been raised from £6.98 to £7.20 per elector
(Note: Section 137 gives local councils the ability to incur expenditure where there is no other specific statutory power to do so. It can be used where the council feels the expenditure is in the interests of, and will bring direct benefit to, its area or any part of it, or all or some of its inhabitants)
- **expenditure on the following items was AGREED:**
 - a. A fixed contribution of £100 per year to Shere Nursery in relation to electricity they currently pay for, for security lighting to the Nursery and car park
(Local Government (Miscellaneous Provisions) Act 1976, s 19)
 - b. A £50 donation to the Albury Ward of the Royal Surrey County Hospital, in appreciation of their care of Kenny Madgewick and of the contribution that he made to the work of the Parish Council
(Local Authorities Members’ Allowances England Regulations)
 - c. Small gifts to the out-going Gomshall Postmistress (£45 gift voucher) and Sorting Office staff (£25 beer), for their service to the local community over many years, the cost to be met from Chairman’s expenses
(Local Authorities Members’ Allowances England Regulations)

13/201 Annual Parish Meeting 2014 – to decide on a speaker for the meeting – it was **AGREED** that councillors notify the Clerk of possible speakers.

13/202 Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)

- Surrey Clubs for Young People – this organisation was offering support for sports activities in the local community
- Funding for repair of local war memorials – Guildford Borough Council had advised that, in the run up to the centenary of the start of the First World War, additional government grants that would be available to communities to ensure that local war memorials are a fitting tribute to the fallen.

13/203 Councillors’ Business (for noting, delegation to the Clerk or inclusion on the next agenda).

The following parish maintenance tasks were reported:

- The hedge opposite Felbury House had been cut back and chippings left on bank, which would suppress growth of wild flowers – ask Surrey Highways to get their contractor to remove.

- Write to Shere Manor Estates for up-date on Holly Bush Tavern and ask how they are going to deal with brambles
- Mud to be cleared from Pitland Street bus stop
- Post by Village Green to be reinstated
- Problem with rats in Shere duck house – **AGREED** purchase a new duck house at an estimated cost of £350
- contact Friends of Hurtwood Control about clearing rubble, caused by water run-off, from Walking Bottom, including the path into the memorial hall
- establish when road over bridge outside Gomshall Mill will be resurfaced
- Pursers Farm Barn developer filled ditch with sets – raise with planning enforcement
- clear leaves and mulch outside Shere

13/204 Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – the public and press were excluded from the meeting for the following items:

13/205 Peaslake Farm – the Chairman outlined the legal advice regarding the on-going tenancy. It was **AGREED** that a second opinion be sought on the current situation.

13/206 Skate ramp quotations – quotations had been sought for the supply and installation of a skate ramp on Shere recreation ground and the contractor, Raddi was **SELECTED**. As previously agreed, a first, smaller section of the skate ramp would be installed with an addition at a later stage, if it proved popular. Work would not start on the installation of the skate ramp until an agreement was in place with the Shere Recreation Ground Association, insurances were in place and planning permission had been granted.

13/207 Cleaning, Tanyard Hall –it was **NOTED** that B Hilsdon had been selected as the contractor

13/208 Staffing – to report on review of appointment of assistant to Parish Clerk – following a satisfactory interim review by the Clerk and Chairman, it was **AGREED** that the assistant be advised that the remaining three months of the six month contract can be completed.