

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON FRIDAY 18 OCTOBER 2013 AT
8.00 P.M. IN TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors R Davey (Chairman), R Andrews, C Brooke, B Cohen, R Smith, M Taylor-Cotter, J Tenner and the Clerk: J Millett, Borough Councillors R Billington and D Wright, County Councillor Keith Taylor, PC Ryan Stephens (for part of the meeting) and seven members of the public.

13/132 Apologies were submitted on behalf of Parish Councillors C Carlisle (Vice-Chairman), B Grover, J Hutton and Michael Urban.

13/133 Vacancies in the North Ward – it was **NOTED** that no requests had been made to hold an election for the two vacancies in the North Ward. Subsequently three applications had been received to fill the two vacancies. It was **AGREED** that Alissa Collingwood and Melanie Fontana be co-opted to the Parish Council and that the third applicant be thanked for his application.

13/134 Declarations of Interest – **NONE** were received.

13/135 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 DECLARATIONS** of interest were made.

13/136 Declaration of gifts or hospitality over £25. - Members were reminded that once a declaration of gifts or hospitality had been made then the Monitoring Officer of Guildford Borough Council must be informed. **NO DECLARATIONS** were made.

13/137 Minutes of the meeting of the Council held on 6 September 2013 were **APPROVED** as a correct record of the meeting,

13/138 Police Matters – PC Ryan Stephens reported on local, recent crimes and incidents. He was dealing with problems raised regarding the use of Goose Green, Gomshall by local youths and he would look into the issuing of newsletters to parish and borough councils. It was suggested that there should be a police presence in the parish on week-ends to deal with possible problems between drivers and cyclists. For up-dates on reported crimes, PC Stephens could be contacted either via e-mail or the Surrey Police web-site. He would aim to attend every other Parish Council meeting.

13/139 Shere Traffic Proposals –the minutes and report of the Shere Traffic Working Group held on 3rd October 2013 were received. Local residents were to be consulted on the question of suitably placed ‘No Entry’ signs to prevent use of Lower Street and Rectory Lane as a through route. A letter had been received from Burrows Lane Residents Association regarding traffic issues in Burrows Lane, Gomshall.

It was disappointing that the HGV weight restriction would have to be considered as a separate project from the traffic calming measures. The need for a 20mph speed limit for the

whole of Shere village was also highlighted. It was **AGREED** that a letter be sent to the Local Committee stressing the importance the Parish attaches to these two issues.

13/140 Peaslake – request for introduction of 20mph speed limit – several letters had been received from local residents. This matter be included in the letter referred to in minute 13/139 above.

13/141 Cycling Events – prior to the meeting, Councillor C Carlisle had circulated an up-date on the Surrey Parish Council Cycling Forum, including the feedback process for the Prudential RideLondon Cycle Race in August, which had begun after their race routes and dates for 2014 had been announced; the late release of Surrey County Council’s Cycling Strategy Consultation document and the Surrey Radio Debate on the SCC Cycling Strategy on 23rd October.

13/142 Community Right to Bid – Gomshall Post Office & Sorting Office – an up-date was given on the sale of the building housing Gomshall Post Office and Sorting Office. The Parish Council had asked Guildford Borough Council (GBC) to list this Post Office and Sorting Office as a Community Asset but GBC advised that they could not do so because the property includes the sorting office and this is classed as operational land of a statutory undertaker as defined in section 263 of the Town & Country Planning Act 1990. The Post Office is included as a quasi statutory undertaker and, as such, the property is specifically excluded and is not therefore capable of listing. The Post Office had given notice of the temporary closure of Gomshall Post Office on 26th October but they were looking at options for reinstating a Post Office service in the local community. The Sorting Office would be open for a further week and contact with Royal Mail was being made to discuss options for the future of the Sorting Office.

13/143 Local Plan – R Smith reported on the implications of the Settlement Hierarchy and Settlement Profiles in the draft Local Plan and in particular, the proposal that Gomshall and Shere were to be removed from the Green Belt. The Planning Committee had met earlier that evening and felt that this proposal should be strongly resisted and that the whole of the Parish Council area should remain in the Green Belt. D Wright stated that it was vital that individuals were mobilised to write to Guildford Borough Council to state their views. It was **AGREED** that a public meeting be held in mid-November to inform local residents of the proposal to remove Shere and Gomshall from the Green Belt.

13/144 “A” Boards in Middle Street, Shere - a draft Parish Council policy was considered. It was **AGREED** not to adopt a policy, at the moment.

13/145 Leather Lane, Gomshall, over-hanging trees – following consideration of legal advice, it was **AGREED** that:

- (i) the Parish Council arrange for the tree branches over-hanging 31 Leather Lane to be cut back but suggest to the owner of the property that thereafter he maintains the boundary and
- (ii) the Parish Council does not undertake to cut back the trees which are allegedly blocking the satellite dish signal at 32 Leather Lane.

13/146 Shere Hill Climb – there had been no contact details for residents provided by the organisers of this annual event, which had taken place earlier in the year. Also, signs were not removed for some time after the event. It was **AGREED** that contact be sought with the organisers to ask them to address these concerns in future years.

13/147 Accounts for the year 2013/14 – it was **NOTED** that the Clerk & Responsible Financial Officer (RFO), in consultation with the Chairman of Council and the Chairman of the Finance Committee, on behalf of the Council, had:

- confirmed that the Council's internal auditor Mr. Mark Mulberry was fully independent of the Council and met the standards required to carry out the internal audit.
- confirmed the scope of the internal audit for 2013/14; approved the internal audit plan setting out proposals for the internal auditor; 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)
- agreed 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, were adequate and effective for the Council's internal audit purposes. This was also to be agreed with the Internal Auditor.
- confirmed that they had read and understood the Engagement Letter and related terms and conditions, from the Internal Auditor for the year 2013/14 and the Clerk had signed and returned confirmation to the Internal Auditor.

13/148 Finance Matters

- income and expenditure and details of petty cash expenditure since the last but one meeting was **AUTHORISED** and **APPROVED**.
- Current bank balances were **NOTED**
- It was **NOTED** that the Clerk & RFO, in consultation with the Chairman of Council and the Chairman of the Finance Committee, on behalf of the Council, had reviewed and **AGREED** the Governance and Management Risk Assessment and the Financial Risk Assessment and, subject to the addition of minor amendments
- It was **AGREED** that a Lorega insurance policy (complex claim handling) be purchased, at a cost of £121.90 (Local Government Act 1972, s 133)
- Holmbury Village Hall and Club – it was **NOTED** that works to the Hall and Club had now been completed and therefore invoices submitted by the Treasurer could now be paid (Local Government Act 1972, s 133 and Local Government (Miscellaneous Provisions) Act 1976, s 19)

- Local Council Tax Support Scheme 2014/15 – an up-date from Guildford Borough Council was **NOTED**
- Invitation to attend the Surrey Pension Fund Annual Meeting at County Hall, on Friday 22 November – information will be presented on the impact of the 2013 actuarial valuation, the new LGPS 2014 scheme and the new governance arrangements. It was **AGREED** that Cllr Bob Andrews attend this meeting.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

Skate-ramp – it was noted that quotations had been requested and were expected to be received within the next couple of weeks; planning permission would be sought once the quotations had been considered and a form of agreement between the Parish Council and the Shere Recreation Ground Association would also need to be considered.

Queen Street, Gomshall – K Taylor reported that resurfacing works at this location were expected to take place from 29th October to 6th November. He was asked to ensure that there were no planned works by utilities and BT Openreach.

Local Plan - D Wright reported that the Minister had issued a letter stating that it is a local decision as to the balance between local housing provision and protection of the environment.

The meeting re-started

13/149 Minutes of the Tanyard Hall Committee held on 10 October 2013 – the minutes were **NOTED**

13/150 Minutes of the Parish Maintenance Committee held on 10 October 2013 – the minutes were **NOTED**

13/151 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)

- Allocation of local needs affordable housing – noted letter from English Rural Housing Association setting out the Association's stance on the allocation of local affordable housing in light of recent legislation and government policy
- Residents Associations in Tillingbourne – noted e-mail from Guildford Borough Council advising of establishment of a Residents' Association Liaison Group, acting as a forum where residents, who may not ordinarily do so, can communicate directly with the Borough Council on matters of interest to them
- Sustainable Communities Act– noted e-mail from the National Association of Local Councils reminding Parish Councils that under the Act, they can soon work with their local communities to agree new and innovative ways of improving their area or become involved in Big Society projects
- Parish Salt Initiative – noted letter from Guildford Borough Council advising Parish Councils that Ash Parish Council would now hold salt stores and explaining the arrangements for the purchase and management of the salt stores

- Vacancies on Committees – noted vacancies on the Planning Committee, Parish Maintenance Committee and Housing Working Group caused by the resignation of Cllr B Cohen from these Committees

13/152 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda).

Surrey and Sussex Association of Local Councils (SSALC) AGM – R Smith reported on presentations to the AGM on the roll out of superfast broadband and also on the challenges facing Surrey County Council's Social Services

Holmbury Wolves FC – R Andrews was still trying to get a point of contact for the Club

C Brooke reported that:

- **grass cuttings** were not being collected
- **GBC recycling** were again not collecting from The Square, in Shere – she'd found that GBC customer services there required 3 calls to be made about the same problem before it was logged (parish magazine item)
- There were some minor amendments to be made to the **Parish Council's web-site**

Defibrillators – B Cohen requested that the provision of a defibrillator in Peaslake be investigated.

Parking on Ewhurst Green – letters would go out to local residents inviting them to a meeting to discuss this problem, as soon as the Clerk received the relevant residents' addresses.

Hurtwood Inn, Peaslake – it was noted that these premises would be closed shortly. M Taylor-Cotter suggested that the police be advised as there would no longer be access to seating and to toilets for visitors and cyclists.

13/153 Correspondence

- **AGREED** application from Shere and Peaslake Scout Group to hold their annual bonfire and firework display on Friday, 8th November (risk assessment received) and to pitch tents for a District night exercise on 19th October, subject to receiving a risk assessment for the latter
- Oil and gas exploration sites – noted e-mail from Wisborough Green Parish Council warning that energy companies were looking for possible sites for fracking
- Noted invitation to attend Surrey Hills Society AGM and Open Day on 2nd November
- Other routine correspondence was available for inspection at the meeting

13/154 Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – **AGREED** to consider excluding the public and press for the following items:

13/ 155 Report of the Management and Strategy Committee held on 30 September 2013

It was **AGREED** that that:

- (i) an assistant to the Parish Clerk be appointed for 21 hours per week for an initial period of six months, to be reviewed after three months, the role to be offered to the existing self-employed contractor
- (ii) Tanyard Hall, Parish Maintenance and Playground Committees be merged into one General Purposes Committee
- (iii) from January 2014, Council meetings be held mostly on Wednesday evenings and occasionally on Thursday evenings and at least one of these be held in Holmbury St Mary, one in Peaslake and one in Shere
- (iv) the number and dates of the Planning Committee be reviewed by the Clerk, in consultation with the Chairmen of Planning Committee and of Council
- (v) limited opening times of the Parish Council office be published, following consultation with the Clerk on the detail of these
- (vi) the recommended arrangement to deal with the excess of hours worked and holidays not taken by the Clerk, as reported to the Council meeting, be **AGREED**. (Note: the Working Party had delegated this action to the Chairman, in consultation with the Clerk, and they had agreed to recommend Council that three weeks' holiday should be taken before the end of December 2013; two weeks should be remunerated in line with the Clerk's current salary and the excess hours already worked should be reduced to 0 by the end of 2014 with a record being kept of progress in this and submitted to the Chairman monthly)
- (vii) it was noted that the existing IT hardware and software configuration was inadequate to meet the operational needs of the Parish Council office now that an assistant to the Parish Clerk was on board. It was **AGREED** that external, expert advice be sought on how best to remedy the situation.

13/156 Superannuation - it was **NOTED** that a previously agreed letter from the Parish Council had been sent to their solicitor, seeking clarification on the Parish Council's obligations in respect of the Surrey Pension Fund deficit and asking for details of an actuary that could advise in this matter. The Parish Council's solicitor had advised that: the Parish Council would have to make a contribution to the pension fund where there is a deficit; if a member retires at retirement age, there is normally no requirement to contribute in respect of that pension; once the Council is a member of the scheme, they can normally only resign from the scheme by making the Employer's a contribution of any deficit at the time of the resignation. If the scheme is fully funded any additional contribution would be small. The obligation continues whether or not the Parish Council has a member in the scheme. The solicitor had advised that the recruitment of an actuary was unnecessary.

13/157 Peaslake Farm – it was noted that the current tenancy expired in September 2015 and the existing tenant of Peaslake Farm had requested a meeting with the Parish Council to discuss this. It was **AGREED** that the Chairman, Vice-Chairman and Clerk meet with the tenant and report back to Council.