

**MINUTES OF THE SHERE PARISH COUNCIL MEETING  
HELD ON FRIDAY 19<sup>th</sup> OCTOBER 2012 AT  
8.05 P.M. IN TANYARD HALL, 30 STATION ROAD, GOMSHALL**

The Chairman commenced the meeting by paying tribute to the Hon. Alderman Margaret Elston whose thanksgiving service had been held earlier in the day following her death on 1<sup>st</sup> October. He stated that Mrs Elston had served on the Parish Council from 1970 to 1999 and asked that the Parish Council's sincere condolences be passed on to her family.

**Present:** Councillors R. Newman (Chairman), R. Andrews, C. Carlisle, B. Cohen, R. Davey, D. Hall, J. Hutton, S. Nielson, R. Smith, M. Taylor-Cotter, J. Tenner, M. Urban, the Clerk Mrs. L. Childs, County Councillor K. Taylor, Borough Councillors R. Billington and D. Wright, Hon. Alderman K. Childs, Mrs H. Bray and five members of the public.

**12/83 Apologies** were submitted on behalf of Councillor C. Brooke.

**12/84 Declaration of Disclosable Pecuniary and Other Interests** by Councillors on any of the agenda items below – Mr. Andrews declared an interest in 12/96 as he is a member of the Holmbury Football Club and he left the room whilst this item was being considered. Mr. Cohen declared a personal interest in 12/109c as he is a member of the Friends of the Hurtwood.

**12/85 Register of Interests** (Members were reminded that any amendments must also be notified by Councillors in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford. GU2 4BB) – no amendments were declared.

**12/86 Declaration of gifts or hospitality over £25.** (Members were 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). No declarations were made.

**12/87 The Minutes** of the Meetings of the Council held on 7<sup>th</sup> and 26<sup>th</sup> September were **APPROVED AND SIGNED** as a correct record.

**SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL** – no matters were raised at this point in the agenda.

**The meeting restarted.**

**12/88 Police Matters** – the Council was informed that, following the recent spate of burglaries from sheds in the Parish, the Police recommend that residents take this opportunity to photograph serial numbers of mowers, strimmers etc. prior to storing them away for the winter. In addition, that these would be more secure if stored in a brick built building, e.g. a garage. A suggestion was made that expensive items should be shackled to a floor or wall if possible.

**12/89 Library facilities in the Parish** – the Chairman reported that a wonderful Official Opening had been held on 2<sup>nd</sup> October and that the Library is now operating well. The Council **AGREED** that the Shere Diamond Jubilee Library Steering Committee be formed and **ACCEPTED** the terms of reference proposed for this.

**12/90 Purchase of Manorial Waste Land, Holmbury St. Mary** – the Council was informed that the solicitors are still awaiting further information from Surrey County Council. The matter was therefore **POSTPONED** until the next meeting.

**12/91 Ethical Standards Regime, Code of Conduct for Local Councils** – the Council **ADOPTED** an amended code of conduct which details the new responsibilities of the Parish Council in relation to the granting of dispensations.

**12/92 River Bank, Ewhurst Road, Peaslake**

- The Council discussed the utilisation of the Green by residents e.g. parking of vehicles outside the curtilage of the properties, the Council's insurance cover and the suggestion that the lease with Bray Estates relating to this land should be terminated forthwith – normal expiry date 2056. The Council was informed that Bray Estates has agreed to the termination of the lease if wished although the Council was reminded that it was originally taken out to ensure that the land in the centre of the village was maintained for the benefit of residents and visitors. It was suggested that the best course of action may be to formalise matters with the residents and this will be considered further once copies of current agreements between householders and Bray Estates have been inspected and these will be requested from Bray Estates.
- The Council **POSTPONED** granting permission for the planting of several trees on the river bank until a decision has been made on the future of this land. The poor condition of one of the trees on the river bank will be checked to see if this might have any impact on the health of future trees.

**12/93 Shere Swimming Pool Club** – The Underlease on the Pool expired September 2012. The Council **AGREED TO RENEW** this under the same terms i.e. £10 per annum for a period of 15 years plus reimbursement to the Council of insurance costs. The Council **AUTHORISED** two Councillors to sign the new Underlease on behalf of the Council. Section 17 of the Crime and Disorder Act 1998 – no adverse impact.

**12/94 Field adjacent to Shere Swimming Pool** – the Council noted that Guildford Borough Council's offer of grant aid of £1,500 expires on 31<sup>st</sup> March 2013. It was **DECIDED TO SEEK** further advice from G. Rapley and B. Knott as to improvements to the path across the field.

**12/95 Felday Chapel, Holmbury St. Mary** – the Council was **INFORMED** that Bray Estates are to register their ownership with the Land Registry and, once this has been done, they have offered to enter into talks with the Parish Council regarding the future of the Chapel and the grounds.

**12/96 Holmbury St. Mary Football Club** – the Council **APPROVED** the issuing of a new lease to the Club which will include the football pavilion as well as the ground as the pavilion has now been acquired by Shere Parish Council. The Council **AUTHORISED** two Councillors to sign the Agreement which is for a term of 5 years at a rent of £5 per annum. Section 17 of the Crime and Disorder Act 1998 – no adverse impact.

**12/97 Goose Green Pavilion** – the Council **AUTHORISED** two councillors to sign the Agreement for the lease of the pavilion to the Shere and Peaslake Scout Group for a period of

three years at a rent of £5 per annum. Section 17 of the Crime and Disorder Act 1998 – no adverse impact.

**12/98 Goose Green, Gomshall** – the Council considered a request from a member of the public that the seat on the large recreation ground (almost adjacent to the road) be relocated. It was noted that the seat was often used during the daytime by pedestrians walking up and down the road and it was therefore decided that the seat would **REMAIN** in its present location.

**12/99 Public Footpath 170 & 173** – the Council considered an application for a diversion.

The meeting was **ADJOURNED** to enable several members of the public, including the owner of the land, to express their views. Views were expressed over the changing landscape, the avenue of trees, the possible obscuring of views in the future, nearby hedges and flood lighting. The owner of the land stated that the discussion was full of inaccuracies and suppositions which she felt much of it was totally irrelevant.

The meeting **RESTARTED** and after much discussion the Council voted **NOT TO OBJECT** to the proposed Diversion route. A request will, however, be made for the Order to stipulate a minimum width of the path of 3 metres. Better signage will also be requested once a decision has been made by Surrey County Council.

**12/100 Peaslake** – Following a request from a member of the public the Council discussed whether or not to ask Surrey County Council to paint a “SLOW” sign on Peaslake Lane southbound just prior to the Peaslake Stores. It was **DECIDED** not to do so but to request Surrey County Council to paint a white line on both sides of the road as agreed previously.

**12/101 Provision of housing of subsidised/joint ownership type in Peaslake restricted to the single elderly** – a Working Group was formed to consider this matter further – membership R. Andrews, B. Cohen, C. Carlisle, M. Taylor Cotter and J. Tenner. Borough Councillor Wright stated that funding could be available from Guildford Borough Council for affordable housing and the Clerk gave details of Community Right to Build funding available until 31<sup>st</sup> March 2013.

**12/102 Bus Services** – recent problems were discussed including the fact that people who do not drive, especially the elderly, are no longer able to reach Shere Surgery or Guildford hospital as, although a few buses still use Burrows Lane, Gomshall, they no longer stop! County Councillor Keith Taylor stated that buses are not scheduled to automatically stop at every bus stop along each route unless so requested. A note to this effect will be **PLACED** in the Parish magazines reminding residents to ensure that they request buses to stop.

**12/103 Annual Meeting of the Surrey County Association of Parish and Town Councils held on 27<sup>th</sup> September 2012** – The Chairman stated that he and the Clerk had attended the meeting. The Council then considered the following matters:

- Elections for a Surrey Police Commissioner due to be held on 15th November– a note to be **PLACED IN THE PARISH MAGAZINE**.
- Rights of Way and an offer of more Local Council Involvement – **NO ACTION** to be taken.

- Surrey County Council's offer to Parish and Town Councils re the lengthsperson scheme or workforce funding – **NO ACTION** to be taken.
- Tree risk management arrangements for local Parish Council land (to explore the possibility of SCC delivering such duties on behalf of parishes) – the Council to contact SCC for further information next time they wish tree inspections to be carried out.

**12/104 Cycling Proficiency Training** – the Council noted that requests had been received for the training of only 5 children as such training is normally carried out at school. It was therefore **DECIDED NOT TO PURSUE** this matter further.

**12/105 Lone Worker Policy** – the Council **ADOPTED** a Lone Worker Policy to cover future employees.

**12/106 A schedule showing the dates of future meetings** was **RECEIVED AND APPROVED**. It was **NOTED** that the dates of extra Committee and Working Group meetings during the current year would be circulated to Councillors via email.

**12/107 Clerk's Report** (for noting, delegation to the Clerk or inclusion on the next agenda) – the Clerk drew the Council's attention to the following:

The Council received notification that both Holmbury St. Mary Village Hall and the Shere and Peaslake Scout Group had submitted applications to Surrey County Council for community funding. The Council would support both these submissions.

Quality Council Status – the Clerk stated that the scheme had been frozen for the time being whilst a consultation on future qualifications is carried out. This decision will assist Shere Parish Council as it will allow time for the new Clerk to gain the necessary qualifications required of the Clerk, if he/she does not already have them, prior to him/her compiling the Council's renewal submission.

Parking restrictions, Shere – all yellow lines now installed as per GBC's original notification. Enforcement will be carried out when possible by GBC's Enforcement Team and the Police. The next parking review is expected to commence during the Summer of 2013.

Planting of a tree on land at the junction of Gomshall Lane with Shere Road (A25) – the Council stated that it had no objection to the Clerk accepting the National Trust's offer for the supply and planting, on the Council's behalf of a Sorbus Olympic Flame tree rather than a Lime Tree (which it felt would grow too large). Cost £50 (expenditure - Highways Act 1980 s. 96).

**12/108 Councillors' Business** (for noting, delegation to the Clerk or inclusion on the next agenda). The following matters were raised:

- Mr. Brian Cohen informed the Council that he had now been appointed by Surrey County Council Rights of Way Department as a Voluntary Path Warden and was able to carry out minor work to rights of way in the Parish.
- School parties using the field adjacent to the Swimming Pool – a suggestion was made that visits could be co-ordinated by Shere Museum rather than the Parish

Council who are responsible for the field – to be placed on the next agenda for consideration.

- Notification that the National Trust are considering works to the hedge on the south side of the A25 (adjacent to the top of the Shere Recreation Ground).
- Great concern expressed re the dangerous condition of the surface of the footway from the Dorking Road, Gomshall leading to the east side of the railway station. Rights of Way Officer to be informed.

## **SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL**

Mrs Handa Bray, a second cousin of Hon. Alderman Margaret Elston, thanked the Chairman for his tribute at the start of the meeting and stated that she would pass the Parish Council's condolences on to the family.

Mrs Bray also enquired whether the land at Felday Chapel was formally consecrated and was informed that as the Chapel had been run by the United Reform Church and not the Church of England this was not an issue.

Mr Childs drew the Council's attention to the poor state of the surface of the car park despite the fact that repairs had recently been carried out by a contractor employed by Guildford Borough Council. The Council also noted that it had not yet taken over full responsibility for the car park nor paid the funding owed to GBC upon completion of this. Mr Childs, as Chairman of the Shere Recreation Ground Committee, stated that he would continue to press GBC for repairs to be carried out and the Council was happy with this course of action.

Mr Childs expressed great disappointment at the lack of progress by the Council regarding the possible provision of facilities for teenagers.

He also stated that, as a result of his involvement in the provision of affordable housing in the Parish in the past, he is certain that the most important first step is to identify sites which the owners would agree to make available and which would be acceptable in planning terms.

### **The meeting restarted.**

#### **12/109 Finance Matters**

- a. Income and expenditure, including details of Petty Cash expenditure since the last meeting, were **AUTHORISED AND APPROVED**. The following Section 137 resolutions were passed:

**RESOLVED** that Shere Parish Council hereby incurs expenditure of £750 being a donation to the S.W. Surrey Mobile Physiotherapy Service under Local Government Act 1972 s. 137 which, in the Council's opinion is in the interests of, and will bring direct benefit to, the Parish or any part of it or all or some of its inhabitants.

**RESOLVED** that Shere Parish Council hereby incurs expenditure of £250 being a donation to the Gomshall Veterans, Club under Local Government Act 1972 s. 137

which, in the Council's opinion is in the interests of, and will bring direct benefit to, the Parish or any part of it or all or some of its inhabitants.

**RESOLVED** that it hereby incurs expenditure of £300 being a donation to the Surrey Air Ambulance under Local Government Act 1972 s. 137 which, in the Council's opinion is in the interests of, and will bring direct benefit to, the Parish or any part of it or all or some of its inhabitants.

A bank reconciliation to 30<sup>TH</sup> September 2012 and a notification of current bank balances were also **RECEIVED AND ACCEPTED** by the Council.

- b. Council Tax base and Parish Council's Precept 2013/14 – the Council noted that the Government is currently consulting on changes to the regulations controlling the calculation of the tax base and the new Local Council Tax Discount proposed may have implications on the Parish Council's precept for 2013/14. The Council **DECIDED NOT TO CHANGE** the date of the Finance Meeting scheduled for 8<sup>th</sup> November despite the fact that Guildford Borough Council will be unable to advise the Parish Council of the individual parish tax base until 14<sup>th</sup> December 2012 (deadline for return of precept figure to GBC now postponed until 23<sup>rd</sup> January).
- c. Shere Parish Council **RESOLVED** that it hereby incurred expenditure of £1,000 being a donation to the Friends of the Hurtwood under Local Government Act 1972 s. 137 which, in the Council's opinion is in the interests of, and will bring direct benefit to, the Parish or any part of it or all or some of its inhabitants. The Council noted that a request had been received for the Council to consider whether this donation would be a proper use of public monies in view of the fact that, in the sender's opinion, the operating strategy of the Friends of the Hurtwood is to facilitate and encourage ever increasing numbers of mountain bikers to the parish which has serious direct and indirect implications for the village of Peaslake. The Parish Council, however, was unanimous in its opinion that the Friends of the Hurtwood have a constructive policy on mountain biking and provide a valuable service to the community and the Hurtwood itself is a very valuable local asset.
- d. The Council unanimously **RESOLVED** that:
- Following the retirement of the Clerk/RFO Mrs Lesley Childs, the conditions of employment for a new Clerk/RFO will not include superannuation arrangements under the Local Government Pension Scheme. Membership of the scheme itself will, however, continue in force to allow for the Employers' Deficit Contribution (Additional Monetary Amount) to be paid in instalments annually rather than immediately as a lump sum.
- e. Invitation to attend the Annual Surrey Pension Fund Meeting at County Hall, Kingston on 30<sup>th</sup> November 2012 – information will be presented on the new LGPS 2014 scheme, proposed governance arrangements and the impact of the 2013 actuarial valuation due to commence 1<sup>st</sup> April next year – **NOTED**.

Documents available from the Parish Clerk:

- Background information on auto enrolment – probable date for Shere Parish Council to auto enrol employees is 2017.
  - Employers' Pension newsletter received from Surrey County Council.
- f. The Council **APPROVED** expenditure of £1,000 on the reprinting of 5,000 copies of the Millennium Trail map (Local Government Act 1972 s. 145).

**12/110 Consultation Documents** – none received.

### **12/111 Correspondence**

Application from Shere and Peaslake Scout Group to hold their annual bonfire on Goose Green, Gomshall on 2<sup>nd</sup> November – completed risk assessment and firework training certificate received – **GRANTED**.

Application from the Holmbury Bonfire Boys to use the car park adjacent to Holmbury St. Mary Village Hall for activities relating to their adjacent bonfire to be held on 3<sup>rd</sup> November 2012 – risk assessment received – **GRANTED**.

Invitation to attend the Surrey Rural Partnership Conference on 29<sup>th</sup> November at Dorking Halls 9.30 – 3 p.m. **NOTED**.

Letter from the Local Works requesting assistance in reversing community decline by writing to Borough and County Councillors urging them to 'opt in' to the Sustainable Communities Act. Donation also requested. **NOTED – NO FURTHER ACTION** to be taken.

**Correspondence received after the agenda had been printed** – details available at the meeting on 19<sup>th</sup> October 2012 - for noting, delegation to the Clerk or inclusion on the next agenda).

Consultation Document from Surrey County Council – Draft Surrey Local Flood Risk Management Strategy – closing date for representations 30<sup>th</sup> November 2012. Mr R. Smith to **CONSIDER AND REPORT BACK** to the Parish Council.

SCC Legal Event Order 2012 and Wildlife and Countryside Act 1981 Orders 2010 to 2012 – amended definitive map – **RECEIVED**.

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

Wasp Community Bus – Thank you letter for the annual donation from the Parish Council.  
Christian Staunskjaer – Thank you letter for the Council's support of the Shere and Gomshall Diamond Jubilee celebrations. Includes details of donations given by the Committee following the event.

Surrey Community Action – invitation to a talk on how to make village halls more energy efficient - 6<sup>th</sup> December 2012 Astolat, Coniers Way, Burpham 11a.m. – 1.30 p.m.

National Ass. of Local Councils – Direct Information newsletters.

Surrey Hills Society – Autumn newsletter – copy distributed to all councillors.

Surrey County Association of Parish and Town Councils – Annual Report and Accounts 2012

Minutes of the Mole Valley Cycling Meeting held on 13<sup>th</sup> September 2012

Clerk and Councils' Direct newsletter  
Guildford Environmental Forum – newsletter.

**12/112 RECRUITMENT** – The Chairman informed the Council that he would probably be having an operation the day before the date scheduled for interviews. An enquiry had been made as to whether Mrs Anne Bott would be able to attend on another day and a reply was awaited. However, the Council felt that time was of the essence and a delay would not be welcomed as the Council hoped to appoint the new Clerk/RFO at the Council meeting on 30<sup>th</sup> November.

The Chairman also stated that he felt that the consideration of all applications and the short listing of applicants would be time consuming for the full Council to undertake. He recommended that those members of the Council already chosen to interview applicants become members of a Council Staffing Committee with authority to carry out these tasks and to report their final recommendation, following the holding of interviews, to the full Council meeting on 30<sup>th</sup> November. **THE FORMATION OF A STAFFING COMMITTEE WAS APPROVED** provided that, in the absence of any of the Councillors already selected, then one Councillor from each Ward takes part in the interviewing process.

The meeting closed at 10.25 p.m.

Date of next meeting Friday 30<sup>th</sup> November 2012 8 p.m.