

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON FRIDAY 21 June 2013 AT
8.00 P.M. IN TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors R Davey (Chairman), R Andrews, B Cohen, J Hutton, R Smith, M Taylor-Cotter, J Tenner, M Urban, Candace Brooke and the Clerk: J Millett, Borough Councillor R Billington and County Councillor Keith Taylor and 8 members of the public.

13/45 Apologies were submitted on behalf of Parish Councillors Roger Newman, David Hall and David Wright

13/46 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.

13/47 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.

Short adjournment to enable the public to address the Council

Cllr Roger Newman and Cllr Candace Brooke were thanked for their work as Chairman and Vice Chairman and were presented with small gift.

The meeting restarted.

13/48 Finance Committee – to consider filling the vacancy caused by the resignation of J Tenner from this Committee.J Tenner requested to returned to the Finance Committee.Proposed by Cllr Taylor – Cotter, seconded by Chris Carlisle.AGREED.

13/49 Minutes of the meeting of the Council held on 10th May2013 were **APPROVED** and **SIGNED** by the Chairman as a correct record of the meeting.

13/50 Minutes of the Annual Parish Meeting held on 26th April 2013 were still to be prepared and will be carried forward to the July meeting.

13/51 Minutes of the meeting of the Shere Traffic Working Party held on 29th May and notes of 11th June 2013 site visit and the recommendations. The minutes were **RECEIVED**. **AGREED** to start public consultation.AGREED to defer the considerations of the recommendations until next Council meeting. Cllr Keith Taylor needs to give instructions back to Highways and Transport team. Needs to be copied in on minutes. Cllr Taylor recommended a public display in the village. Agreed to action this after the next Council meeting.

13/52 Minutes of the Management and Strategy Working Party held on 13th June 2013 and to note considerations. The minutes were **RECEIVED**. Recommended Terms of Reference were **AGREED**. Clerk to amend committees, terms of reference document and include recommendations in agendas. Concern that meetings not held in public. **AGREED** all working groups would be public meetings and minutes available on website. *(there was a recorded vote on this proposal: 8 in favour; one against and two abstentions)*

13/53 Meeting with representatives from Prudential Ride London and note report.NOTED.Clerk to advise organisers thatHolmbury Green is owned by Surrey County Council. RA to write article for Parish Magazine. Clerk to put Campaigning against races in the future on the agenda of July meeting.

13/54 Skateramp- update.

Clerk/CB to get tender for skateramp and submit Planning Application. CB to talk to SRGA re: cricket fixtures. JM via Parish magazine to report back to residents to keep them informed.

13/55 Adoption of Payphone at Pursers Lane, Peaslake –update.

Clerk/MU/RD to review draft agreement with BT. Clerk to consult solicitor and report back to Council.

13/56 Fence at Tower Hill – update

AGREED Clerkto ask contractor to build fence behind play area.(Local Government (Miscellaneous Provisions) Act 1976, s19).

13/57 “Dabbling Duck”, Middle Street, Shere: collapsed drain- update

Bray Estate had been informed that the problem was the responsibility of the estate and the work has now been completed.

13/58Shere Parish Council Web-site – to receive a report. Report **NOTED**. **AGREED** to renew contract with current contractor.Clerk to action.Clerk/CC/RD to scope the project and apply to SCC Leader’s fund which can fund projects up to £15,000.00.

13/59 Filming in the Parish – to receive an up-date and consider whether the Parish Council needs a policy for filming in the Parish. CB/RD/JM to develop and submit draft filming policy to Council at the end of October 13 in consultation with the Church and SRGA.**AGREED** Clerk to adjust accounting system and put Film income into one “pot”.

13/60 Surrey Roads- to note that a petition is being raised to lobby Parliament about the number of potholes in Surrey’s roads and calling for funding to Surrey County Council from road tax revenues. NOTED.

13/61 Tunnelling Works under the Tillingbourne adjacent to Netley Mill.

This was for power cables and was **NOTED**.

13/62 Goose Green –use by Holmbury and Wolves Football Club – to consider arrangements. Clerk and RA to meet with football club to develop a memorandum of understanding.

13/63 Goose Green – to consider a letter from a local resident expressing concerns about the implications of the easement in relation to ‘Wylton’, Goose Green. **NOTED**.No forward implications.

13/65 ‘A’ boards and other signage relating to businesses in Middle Street, Shere– to receive a report. BC to report back to Council regarding signage in Conservation Areas.

13/66 Local bus service timing – to receive a report. Clerk to establish position on recent consultation.

13/67 Affinity Water – draft Water Resources Management Plan consultation-
NOTED. No major relevance to the parish.

13/69 Police matters- PC Ryan Stephens had sent his apologies and no report was sent.

13/70 Finance matters

1. Approval/Authorisation of income and expenditure since the last meeting.-
APPROVED
2. Current bank balances – **NOTED**
3. Grant Aid 2014/15 – Ward Councillors to suggest possible schemes for inclusion in the Council’s application for grant aid. Projects must be of a non routine nature and not relate to repairs or maintenance. Councillors to suggest schemes and Clerk to ask residents to suggest schemes via the parish magazine.
4. Appointment of Internal Auditor – to consider references for, and appointment of, Mulberry & Co. as the Parish Council’s Internal Auditor. **AGREED.** Clerk to send letter of engagement and invite him to next Council meeting.
5. Pension fund deficit – Investigations still ongoing. No further update.

13/71 To receive the minutes of the meeting of the Finance Committee held on 30 May 2013 and consider the recommendations in them.

Accounts for the year 2012/13

13/68a – the Council to receive notification from the Internal Auditor that the Accounts are in order and that he has 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 2013. 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 are 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.**

13/68b – the Council to receive, approve and accept the Accounts for the year ended 31st March 2013.**AGREED.**

13/68c The Council to receive and approve the Annual Return (Section 1) for the year ended 31st March 2013. This to be signed by the Chairman and the Clerk.**APPROVED.**

13/68d The Council to approve the Annual Governance Statement (Section 2 of the Annual Return).This to be signed by the Chairman and the Clerk.-**APPROVED.**

Clerk to complete and send return to External Auditor.

13/68e The Council to confirm the scope of the internal audit for 2013/14.**CONFIRMED.**

13/68f The Council to receive a budget update to 31st March 2013.**NOTED.**

13/68g The Council to confirm that the Council's internal auditor Mr. Malcolm Foster is fully independent of the Council and meets the standards required to carry out the internal audit.**CONFIRMED.**

13/68h The Council to approve the internal audit plan setting out proposals for the internal auditor and to confirm 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).**APPROVED.**

13/68i The Council to agree 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, are adequate and effective for the Council's internal audit purposes. This to also be agreed with the Internal Auditor.**ACTION** for July meeting.

13/68j The Council to resolve that an Engagement Letter be issued to the Internal Auditor for the year 2013/14.**ACTION** by Clerk

13/72 Correspondence received by the Clerk which requires the attention of the Council:-
None

13/73 Correspondence received after the agenda had been printed (for noting, delegation to the Clerk or inclusion on the agenda for the next meeting – details available at the meeting).- None

13/74 Correspondence received not necessarily requiring discussion by the Council – details available at the meeting.

Other items discussed:

Ewhurst Lane, Peaslake- Clerk and MU to progress previous decisions.

Purser Lea Cottage, Peaslake, - JT and Clerk to resolve parking obstruction problem

Swimming pool field footpath- JH to liaise with G Rapley to progress agreed works (minute Ref: 12/126)

Church lane, Holmbury Clerk and RA to put item on next agenda and plan report for meeting.

Dirty Streets Shere – Clerk to investigate street cleaning.

Meeting with J Sparnham re Station Approach, Gomshall RN and Clerk to chase.

Information items for future meetings to be made available in a file for viewing but not appear on the agendas.

13/75 Date of next meeting: Friday 26th July 2013, 8 p.m. Tanyard Hall, 30 Station Road, Gomshall.

13/76 Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)
– The Chairman to propose, and the Council to agree, that the following matters be discussed in accordance with the above Act.

13/77 Staffing matters

13/78 Date of next meeting: Friday 26 July 2013, 8pm. Tanyard Hall, 30 Station Road, Gomshall.

Joy Millett
Clerk to Shere Parish Council

12th July 2013