

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON FRIDAY 22nd JUNE 2012 AT
8 P.M. IN TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Councillors C. Brooke (Vice Chairman), R. Andrews, C. Carlisle, R. Davey, 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, P.C. Matt Taylor, P.C. Jewell and two members of the public.

12/34 Apologies were submitted on behalf of Councillors R. Newman (Chairman), B. Cohen and D. Hall.

12/35 Declaration of Personal or Prejudicial Interests by Councillors on any of the agenda items below in accordance with the Local Authorities (Model Code of Conduct) Order 2007 – (SI.2007/1159) – no declarations were made.

12/36 Register of Interests – to declare any amendments. (Members are 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 declared.

12/37 Declaration of gifts or hospitality over £25. (Members are 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) – none.

12/38 The Minutes of the Annual Meeting of the Council held on 25th May 2012 were confirmed and signed as a correct record after the following changes were made:

- 12/26 Olympics – addition – approach to be made to Lawrence Matthews/Albury Estate to open the field at the top of Upper Street.
- 12/30 Councillors' Business – Skate and Ride facilities – Playground Committee to meet as soon as *more information is* available – replace with as soon as *all Councillors are* available.
- 12/30 3rd item from the end – *Bluebeckers* replaced with *Gomshall Mill*.
- Adjournment for the public – insertion at the end of this item - *She stated that other people would have attended the meeting if they had known that residents could now address the Council on any matter not just that appearing on the agenda as had been the case previously.*

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – no matters were raised.

The meeting restarted.

12/39 Police Matters – following the recent incidents in Peaslake and Holmbury St. Mary P.C. Taylor urged those present to be vigilant and to report anything suspicious, however seemingly trivial, to the Police. Further matters raised included cold calling by people claiming to be from security firms, police presence during Olympic events, speeding through

Holmbury St. Mary, recent accidents outside Tanyard Hall and illegal parking on the A25 opposite the junction with Colekitchen Lane, Gomshall. With regard to the latter P.C. Taylor stated that he would be issuing warning notices to vehicle owners followed by parking tickets.

12/40 Olympic issues

- County Councillor Keith Taylor agreed to put the Clerk in touch with a County Council officer who would be able to supply the exact timetable for the rolling road closure orders for the torch and cycle events.
- The Council decided to **SEEK PERMISSION** from Mr. Lawrence Matthews for use of the field at the top of Gomshall Lane for parking and Albury Estates will be asked whether they have any further land that could be used for this purpose.
- The Clerk will speak to the Practice Manager of Shere Surgery re road closures.
- The support of the Police to be sought re traffic and pedestrian control during the visit of the Olympic torch (copied to SCC and GBC).

12/41 Library facilities in the Parish – the Council was informed that the work was almost complete. Books and shelving were still awaited. The Council **AGREED:**

- to underwrite Surrey County Council for any book losses due to theft etc.
- to pay the final instalment for the renovation work
- to use a much simpler method of recording book loans as it was felt that the SCC system would be too complicate to introduce at the present time
- councillors to be invited to attend the first training for volunteers.
- official opening details to be discussed at the next meeting.
- contents' insurance – enquiries to be made with Village Hall and our insurance company.
- design of Library sign – to be placed on the agenda for the next meeting.

12/42 Purchase of Manorial Waste Land, Holmbury St. Mary – to receive an up to date report from the Council's solicitors and to consider any issues arising from this – **POSTPONED** until the next meeting pending receipt of information from the Council's solicitor.

12/43 Traffic issues in the Parish – the Council was **NOTIFIED** that installation of primrose yellow lines in certain areas of Shere had now received final approval and would be installed by Guildford Borough Council during the summer.

12/44 Ethical Standards Regime, Code of Conduct for Local Councils – the Council considered both the Code recommended by the National Association of Local Councils and that drawn up by Guildford Borough Council. The Council **ADOPTED** the new code of conduct (to come into effect on 1st July 2012) recommended by Guildford Borough Council. Councillors had previously received a copy of this by email. A working group will be formed to consider the Council's complaints' procedures in light of the new Code of Conduct. Membership – Councillors C. Brooke, R. Newman, M. Taylor Cotter, R. Smith.

12/45 River Bank, Ewhurst Road, Peaslake

- The Council **APPROVED** a request for three trees (in addition to the one to be provided by the Peaslake W.I.) to be planted on the river bank to celebrate the Diamond Jubilee. A map of the utility services in the area will be sought from SCC. It was thought that the cost of the trees will be met from donations provided by the local residents.
- The Council **DISCUSSED** the utilisation of the Green by residents e.g. parking of vehicles and also a recent planning application for a new bridge across the stream.

The meeting was **ADJOURNED** to enable two residents to express their concern over lack of alternative parking.

The meeting **RESTARTED**.

The Council **AGREED** to hold a mutually convenient site meeting before considering the matter further.

12/46 Minutes of meetings

- Tanyard Hall - the Council **RECEIVED** the Minutes of the Tanyard Hall meeting held on 7th June. The Council **ACCEPTED** the Committee's recommendation that a court injunction be sought regarding unauthorised parking in the car park.
- Annual Parish Meeting – the Council to approve the Minutes of the Annual Parish Meeting and the Chairman to then initial these prior to final acceptance at the 2013 meeting – **POSTPONED** until the next meeting.

12/47 Parking arrangements for the Peaslake Fair August 2012 – South West Ward Councillors **CONFIRMED** that arrangements would be the same as in past years.

12/48 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)

The following matters were raised:

- Visit to Felbury House to be requested.
- Notification - Playground meeting to be held at 7.30 p.m. on 4th July.
- Annual Report – to be circulated to Councillors prior to publication.
- The Council stated that it was happy for the Clerk to grant permission for the Guildford and Godalming Grandmothers' Group to hold a stall in the Pound.
- Land/property inspection sheets handed out to Members of the Parish Maintenance Committee for completion.

12/49 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda). Matters raised:

- Footpath in Holmbury St. Mary opposite the Village Green – vegetation requires clearing. **SURREY COUNTY COUNCIL/B. HILSDON TO BE INFORMED.**

- A 25 – U turns by vehicles at Silent Pool junction (felt to be dangerous) – David Wright stated that he thought that this was permitted as it had been designed as an elongated round-about.
- Footpath Chantry Lane to Rectory Lane – vegetation requires clearing. **SURREY COUNTY COUNCIL** to be informed.
- Swimming Pool Field – temporary weir in the stream to be removed.
- Next Playground meeting – those Councillors not on the Playground Committee invited to attend as Members of the Public.
- Emergency Plan – Practice to be held next September or October.

Councillors S, Nielson and M. Taylor Cotter left the meeting.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

County Councillor Keith Taylor advised the Council that Surrey County Council had now considered the speed limits along the B2126 from Abinger Hammer to Forest Green. It had decided that a 40 m.p.h. limit be imposed on all areas not currently covered by a 30 m.p.h. limit. The Council was **DELIGHTED** to receive this news and thanked Mr. Taylor for his assistance.

Mr Taylor also stated that some remedial work would be carried out to the surface of Lawbrook Lane, Peaslake. He was advised that the road surface in Walking Bottom was very bad as was the Upper Street, Shere pavement and he agreed to make investigate these matters further.

Finally, Mr. Taylor gave an up date on the Shere Traffic scheme stating that the Local Committee had decided that available funding this year was being redirected to resurfacing work throughout the County. Provision had been made for design work for Shere but, realistically, the scheme would now be considered in 2013/14. Great concern was expressed about the continuing delays.

The meeting restarted.

12/50 Finance Matters

1. Income and expenditure, including details of Petty Cash expenditure since the last meeting, were **APPROVED**. A Local Government Section 137 **RESOLUTION** was passed in respect of the final payment of £5,625 to Peter Barnett Property Services for work to the meeting room/library.
2. The Council received **NOTIFICATION** of the current bank balances.
3. The Council **SANCTIONED** a payment of £100 to ROSPA for advice received regarding skate and ride facilities.
4. Old Fire Station, Shere
 - The Council **ACCEPTED** an estimate of £740 from R & A Hollins for repainting the ceilings of the Old Fire Station, Shere.

- The Council **DECLINED** a request to place a clip notice board in the toilets in Shere to market information re Edgeley Park Mobile Home site in Farley Green as it was felt that this could set a precedent.
5. Grant Aid 2013/14 – Councillors were **UNABLE TO SUGGEST** any possible schemes that they would like the Parish Council to carry out next year and to therefore be included in the Council’s application to Guildford Borough Council for grant aid. It was noted that projects must be of a non routine nature and not relate to repairs or maintenance. Councillors were asked to advise the Clerk of any such schemes they might subsequently think of before GBC’s deadline of 18th July.

12/51 Accounts for the year 2011/12

12/51a – the Council **RECEIVED** notification from the Internal Auditor that the Accounts are in order, that he had carried out inspections on 13th February and 18th June 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 2012. He stated that the internal audit has therefore been carried out in accordance with the Council’s needs and planned coverage and, 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.

The Council was pleased to **RECEIVE AND ACCEPT** this satisfactory report and **RECONFIRMED** the Council’s review of the effectiveness of the internal audit as recorded fully in the Minutes of the Council meeting held on 24th February 2012 Minute 11/167. The Council also **RECONFIRMED** that it has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption as reported fully under Minute 11/167 24.2.2012).

12/51b – the Council **RECEIVED, APPROVED AND ACCEPTED** the Accounts for the year ended 31st March 2012.

12/51c The Council **APPROVED** the Annual Return (Section 1) for the year ended 31st March 2012. This was then **SIGNED** by the Vice Chairman and the Clerk.

12/51d The Council **APPROVED** the Annual Governance Statement (Section 2 of the Annual Return). This was then **SIGNED** by the Vice Chairman and the Clerk.

12/51e The Council to confirm the scope of the internal audit for 2012/13 – **POSTPONED** until the next meeting.

12/51f The Council **RECEIVED AND ACCEPTED** a budget update to 31st March 2012.

12/51g The Council to confirm the scope of the internal audit for 2012/13 – **POSTPONED** until the next meeting.

12/51h 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 – **POSTPONED** until the next meeting.

12/51i 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) – **POSTPONED** until the next meeting.

a. 12/51j 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 – **POSTPONED** until the next meeting.

12/52 Consultation Documents

- Consultation on the appointment of an external auditor for 2012/13 and future years – recommendation **TO BE ACCEPTED**.

12/53 Correspondence – NONE RECEIVED prior to the agenda being printed.

Correspondence received after the agenda had been printed – details available on 22nd June 2012:

School Admissions and Transport Team – acknowledged Council's letter, full response to follow.

NHS Primary Care Support – new pharmacy in Shere considered not necessary but approved as expedient.

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

Surrey Clubs for Young People – update.

Surrey Arts Visual – Limited edition print project details

Surrey Hills Society – newsletter

Report of the Borough Honorary Remembrancer 2011/12

National Association of Local Councils – Direct Information Service.

Guildford Borough Council – Through the Looking glass including Olympic Torch celebrations.

Surrey Artists Open Studios – details

About Guildford magazine.

12/54 Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – The Chairman **PROPOSED**, and the Council **AGREED**, that the following matters be discussed in accordance with the above Act.

The Council **APPROVED** the confidential notes of the meeting of the Council held on 20th April 2012. These were signed by the Vice Chairman.