



SHERE PARISH COUNCIL

*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere
and a large part of Abinger Hammer*

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MINUTES OF THE COUNCIL MEETING HELD AT 8.00 P.M. ON FRIDAY 24th FEBRUARY 2012 IN TANYARD HALL, 30 STATION ROAD, GOMSHALL

Present: Parish Councillors C. Brooke (Vice Chairman), C. Carlisle, B. Cohen, R. Davey, J. Hutton, S. Nielson, R. Smith, M. Taylor Cotter, M. Urban, Borough Councillors D. Wright and R. Billington, six members of the public and the Clerk Mrs L. Childs.

11/150 Apologies in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 were submitted on behalf of Councillors R. Newman, D. Hall, J. Tenner and County Councillor K. Taylor. Mr. Smith presented apologies for his absence from the Parish Maintenance meeting held on 20th February 2012.

11/151 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):

Mr. Andrews declared a personal interest in 11/156 as he is a Committee member of the Club. Mr. Cohen declared a personal interest in 11.159 and 11.156 (member of the Friends of the Hurtwood).

Mrs. M. Taylor Cotter declared a personal interest in 11/171 (known to applicant) and 11/166 (Peaslake Village Association Committee member).

Mr Urban declared a personal interest in 11/166 as he is the Chairman of Peaslake Community Council.

11/152 Register of Interests – no amendments were declared. (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).

11/153 Declaration of gifts or hospitality over £25 – no declarations were made. (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).

11/154 The Minutes of the Meeting held on 20th January 2012 were **APPROVED** and **SIGNED** as a correct record following the addition of '*it was requested that the consultant observe rush-hour traffic prior to drawing up a scheme*' in 11/162 after '..... installation of humps in Upper Street'.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE PUBLIC

Questions were asked regarding an update on the possible provision of skate and ride facilities in the Parish. The Vice Chairman (who is also the Chairman of the Playground Committee and the Playground Working Group) stated that the recommendations of the working group were summarised on the Council's website together with an overview of the work carried out to date. She stated that the matter will be considered by the Playground Committee at a meeting open to the public once further information had been obtained. It was pointed out that not everyone has access to a computer and a Councillor therefore very kindly offered to supply a member of the public with a copy of the information displayed on the website.

The meeting restarted.

11/155 Police Matters – the Council was sorry to learn that P.C. Nick Sharp is transferring to the CID. He will be replaced by P.C. Matt Taylor who would be introduced to the Clerk and the Vice Chairman at an event in Tanyard Hall for neighbouring Parish Council Chairmen and Clerks the following week.

The Clerk informed the Council that the Police are urging residents to look out for elderly and vulnerable people as there has been a rise in the number of fraud incidents aimed at them recently with fraudsters tricking them into handing over their bank cards.

The meeting was adjourned to enable the Chairman of the Friends of the Hurtwood, Mr. Copping and Ms. Sheri Johnson to give further information on the proposed Duathlon which is to be held as a fund-raiser for the Friends of the Hurtwood.

The meeting then re-started.

11/156 Holmbury St. Mary Football Pitch – the Council **GRANTED** a request from the Friends of the Hurtwood to use the football pitch as the Headquarters for the start/changeover/finish for a fundraising Duathlon sometime during the Spring of 2013.

11/157 Improvement in Train Services – the Council **RECEIVED** a report on the meeting with representatives from Network Rail regarding the current arrangements for crossing the line at Gomshall Station which the Council regards as inadequate. This gave details of the current times allowed for pedestrians crossing the line and stated that a thorough survey of conditions prevailing at the station would be carried out by the HM Inspector of Railways and the results shared with the Parish Council. Information was given at the Council meeting that trains passing through the station before 7 a.m. do not whistle therefore making the situation extra dangerous at this time. A suggestion was made that it ought to be possible for an automatic warning system to be installed.

11/158 Peaslake Village Improvements – the Council **POSTPONED** consideration of this project for 2 – 3 months to allow time for further discussions to be held with Surrey County Council.

11/159 London Lane, Shere – the Council **DECIDED NOT TO** engage a surveyor to monitor the improvement in London Lane following its seasonal closure and the subsequent degradation when vehicles are able to use this again. However, photographic evidence will be submitted to SCC in due course together with a letter of congratulations (at the end of the season) for the great improvement that the lane closure had made to the flooding problems of Shere. Pressure will therefore continue to be placed on Surrey County Council by the Parish Council for permanent closure of this B.O.A.T.

11/160 Heritage Open Days – the Council **DECLINED** a request from Guildford Borough Council to open Tanyard Hall to the public on Saturday 8th September 2012 due to lack of visitors in previous years. This matter will be reconsidered in 2013.

11/161 Visit of the Mayor to the Parish – the Council noted that the Parish Annual Meeting is to be held on 3rd May – after the Mayor, Councillor Terence Patrick, has finished his term of office. It was therefore decided to invite the Mayor to the Council meeting to be held on 20th April. The Mayor Elect will be invited to attend the Parish Annual Assembly on 3rd May.

11/162 Diamond Jubilee Celebrations – an approach will be made to the National Trust for permission to plant a tree on land at the junction of Gomshall Lane with the A25. A suggestion was made that the tree should be a native species, maybe a hornbeam or a native poplar. However, an alternative view was that it might be more historically appropriate to put in another lime tree. **AGENDA ITEM** for the next meeting.

A suggestion from a member of the public that an avenue of trees be planted in the field adjacent to the Swimming Pool, Shere will be added to the agenda for consideration at the next meeting.

The Council was informed that a public meeting had been held in Shere to consider celebrations for residents of Shere and Gomshall to mark the Diamond Jubilee, the visit of the Olympic Flame to the village and the passing by of the Olympic cycle races. A committee had been formed to organise a street party on Monday 4th June and the possibility of a torch parade from Gomshall to Shere, prior to the lighting of the beacon in Shere on that day, will also be considered. Residents will be asked to consider decorating the outside of their homes and to use red/white/blue bedding colours for any bedding plants they may plant this summer. (Details of suppliers of small house-mounted flagpoles are available from the Clerk).

The Clerk stated that she is due to attend a meeting next week to discuss the visit of the Olympic Flame. She had already been requested to provide 35 stewards for the event and would be interested in hearing from anyone who would like to carry out this role. Two local residents had hired the village hall and would be serving teas and arranging children's games etc. on that day. A local resident had offered to present a commemorative plaque for permanent display at the Museum. Mr Davey offered the use of the ramped area at the front of the Museum if this was required for the event.

Those attending the public meeting had decided not to arrange any extra events during the Olympic cycle races.

It was **NOTED** that both Holmbury St. Mary and Peaslake were in the process of arranging celebratory events.

11/163 The draft Minutes of recent meetings of the Health and Safety Committee and the Parish Maintenance Committee were **RECEIVED** by the Council.

11/164 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda). The following matters were discussed:

- A request received from a local resident for a sign to be erected in Church Lane requesting visitors to the village to park in the Shere Recreation Ground car park in order that residents of Church Lane and visitors to the Church have space to park outside their own properties – **AGENDA ITEM** for the next meeting.
- Installation of a wooden directional sign at the junction of Walking Bottom and Hound House Road – request from Surrey County Council for a donation towards the cost of this – no objection in principle but will be placed on the **AGENDA** for official agreement at the next meeting.
- Pavement Upper Street, Shere – notification received from S.C.C. that it is hoped to improve the pavement during the next financial year.

11/165 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda). The following matters were raised:

- An explanation was given re the imminent further clearance of the land at the junction of Gomshall Lane with the A25 to be carried out by the National Trust and the possibility of Shere Parish Council taking responsibility for future maintenance – **AGENDA ITEM** for the next Council meeting.
- Consideration of a revision of the schedule for grass cutting throughout the Parish – **AGENDA ITEM** for the next Council meeting.
- Shere Museum – plans for the installation of a barrier at the front of the building and paving slabs to the side of the building were discussed and the views of Councillors sought.
- Shere Swimming Pool Club – concern regarding the drainage work and reseeded of the field – arrangements to be made to reseed the side to the west of the path whilst the pool is open and any further reseeded to be carried out after the end of the swimming season.
- Surrey County Council – clearance of snow – congratulations expressed for the excellent and thorough work carried out by the County Council.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

The repair of potholes at Goose Green was welcomed.

A resident informed the Council that items had been stolen from her garage on several occasions during the last few months. Another resident stated that there had been many problems on Goose Green over the years. She also stated that a 999 call had not been

followed up by the Police during this winter and details of the date will be given to the Clerk in order that a formal complaint can be made.

The meeting restarted.

11/166 Finance Matters

1. Income and expenditure, including details of Petty Cash expenditure since the last meeting, were authorised/approved.
2. The Council received notification of the current bank balances.
3. Bank Reconciliation/Budget update/details of earmarked reserves – **RECEIVED AND ACCEPTED** by the Council

The Minutes of the Finance Committee were **APPROVED** by those members of the Finance Committee present at the meeting. The Minutes were then **ACCEPTED** by the Council together with the thirteen recommendations contained therein. These included the awarding of a contract for the Old Fire Station cleaning/caretaking to Mr. B. Hilsdon, the awarding of the weekly parish maintenance contract to Mr. B. Hilsdon and the grass cutting/larger parish maintenance work contract to Mr. G. Rapley (Open Spaces Act 1906 ss 9/10, Public Health Act. 87, Local Gov. Act 1972 s. 111, Occupiers' Liability Act).

The Council **REVIEWED** the Governance and Management Risk Assessment. This was accepted as **SATISFACTORY** apart from item 4 where the severity risk will be altered from low to high. In addition it was **AGREED** that enquiries would be made regarding the possible cost of copying all the Council's archived records.

The Council **APPROVED** a donation of £250 to the Peaslake Diamond Jubilee Celebrations from the South West Ward account following a recommendation by the South West Ward Councillors (Local Gov. Act 1972 s. 145).

EDF Energy – the Council **AGREED** to renew the 12 month fixed term period contracts for Tanyard Hall and the Old Fire Station (Local Gov. Act 1972 s. 111).

Shere Meeting Room/Library Project – it was **RESOLVED** that Shere Parish Council hereby incurs expenditure of £9,225 under Local Government Act 1972 section 137 which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

11/167 Internal Audit

- a. The Council **CONFIRMED** that an Engagement letter dated 19th July 2011 was issued to the Internal Auditor for the year 2011/12 and that his Planning notes have been received.
- b. The Council **RECEIVED** an interim report from the Council's internal auditor following an inspection held on 13th February 2012 (final inspection for the current year due April/May 2012).
- c. The Council **CONFIRMED** that it has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption (see below). It **CONFIRMED** that its effective system of internal control is split as follows:

1. Identification of the potential risk (risk assessment).
2. Controls or procedures in place to mitigate the risks identified (Control Systems)
3. System for testing the adequacy of internal controls (Internal Audit).

Risk Assessments

- The Council **CONFIRMED** that these are proactive not reactive.
- The Council **CONFIRMED** that they are undertaken by the Council itself and not an outside body.
- The Council **CONFIRMED** that they are properly documented
- The Council **CONFIRMED** that they include all aspects of the Council's operations.

The Council **CONFIRMED** that the risk assessments have all been reviewed this year by various Committees and confirmed by the Health and Safety Committee and now by the full Council.

Controls or procedures in place to mitigate the risks identified:

- The Council **CONFIRMED** that the Council has carried out manual checks – reconciliations for detecting errors.
- The Council **CONFIRMED** that it has carried out an adequate review to ensure that there is no fraud or error.
- The Council **CONFIRMED** that it has reviewed information in order to prevent or detect budget overspends, unauthorised expenditure.
- The Council **CONFIRMED** that the full Council has reviewed its insurance cover to ensure it is adequate to prevent losses occurring.
- The Council **CONFIRMED** that the Parish Council has reviewed the reports of external bodies that have been contracted to report on risks, that an internal audit has been carried out and the internal auditor's report considered by the full Council.

The Council **CONFIRMED** that it has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness i.e:

1. That the scope of the internal audit has been discussed with the full Council and the internal auditor to ensure that the audit covers all of the internal controls identified by the Parish Council which mitigate the risks identified.
2. That the internal auditor is sufficiently independent of the Council's financial controls and procedures and is unbiased and objective.
3. That the internal auditor has 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 and also sufficient knowledge and understanding to add value.
4. That the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined:
5. That the Council is aware of the timetable of when the internal audits will take place. That the Council receives the relevant feedback and timely reports to enable the Parish Council to sign the annual return to say that the internal controls are effective.

11/168 Consultation Documents – the following consultation documents were **NOTED**:

- Surrey Flood Risk Management Strategy – closing date 31st March 2012.
- Road Safety and Anti-social driving strategy – closing date 15th May 2012.

11/169 Correspondence

- A letter received from a local resident regarding her attendance at the last Parish Council meeting (copied to all Councillors). **NOTED.**
- A letter received from a resident regarding the choice of a location for a skateboard facilities (she has particularly requested that this be placed before the full Council and not just the working group - copied to all Councillors – an email has subsequently been received thanking the Council for the update on the Council’s website. **NOTED.**

Correspondence received after the agenda had been printed – details were available on 24th February 2012.

- Details of a possible Surrey Hills AONB boundary review – **NOTED.**

Extra Correspondence – details available at the meeting.

National Association of Local Councils – Direct Information Service (2 issues)
Electoral Review of Surrey – final recommendations – no change for this area.
Surrey County Association of Parish and Town Councils – Annual Report and accounts
Surrey Hills Society views – copy to councillors
Surrey Community Action – training programme closure.

11/170 Next full Council meeting Friday 20th April 2012 at 8 p.m. Parish Annual Meeting 3rd May 2012.

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.

11/171 The Council **APPROVED** the confidential Minutes of the meeting of the Council held on 20th January 2012 and these were signed by the Vice Chairman.

11/172 The Council **RECEIVED** full details of the tenders for the contracts for the Old Fire Station cleaning, weekly parish maintenance work and grass cutting/larger parish maintenance work and **ACCEPTED** the recommendations of the Finance Committee (see 11/166).

11/173 Enquiry regarding a possible change in the conditions of the Lease for a Council property – following advice from the Council’s solicitor the Council **AUTHORISED** the drawing up of a short term contract for the sub leasing of part of a Council property for storage purposes subject to further consideration of this prior to signing and agreement that the solicitor’s costs will be met by the tenant. **The meeting closed at 10.20 p.m.**

