

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 MARCH 2014
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors R Davey (Chairman), R Andrews, C Brooke, C Carlisle, A Collingwood, M Fontana, B Grover, M Taylor-Cotter, J Tenner, M Urban and the Clerk: J Millett, County Councillor Keith Taylor, and three members of the public.

13/227 Apologies – apologies for absence were received from Parish Councillors J Hutton and R Smith.

13/228 Casual vacancy in the South West Ward of the Parish Council – it was noted that Brian Cohen had resigned from his position as a parish councillor and the usual legal procedure for filling this vacancy would be followed. The application from a Peaslake resident that had previously, recently been made when there were two vacancies in the North Ward, would be considered along-side any other applications, should an election not be called for.

13/229 Declarations of Interest – M Taylor-Cotter declared an interest in the agenda item regarding the Hurtwood Inn Hotel.

13/230 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 changes to the register were made.

13/231 Declaration of gifts or hospitality over £25 - NO DECLARATIONS were made.

13/232 Minutes of the meeting of the Council held on 5 February 2014 were **APPROVED** as a correct record of the meeting.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL

Peaslake stores – the Council meeting was adjourned to allow a local resident to address the Council on her concerns about Peaslake Village Stores and Post Office being nominated for listing as a Community Asset. *Note: this item to appear on the agenda of the next Council meeting.*

K Taylor gave an up-date on schools applications. He was requested to circulate the details to councillors.

13/233 To receive the **minutes of the General Purposes Committee held on 12th February 2014** – **RECEIVED**.

13/234 Risk Assessments and Parish Inspections:

- risk assessments for the Clerk, Governance and Management, Finance and Accidents and First Aid were **AGREED**.
- the recommendation of the General Purposes Committee to approve the balance of the risk assessments for 2014 was **AGREED**

It was **NOTED** that the forthcoming Health & Safety Committee meeting would be cancelled as all risk assessments had now been approved by Council.

13/235 Surrey County Council – on-street parking review – to consider an e-mail from Surrey County Council - **AGREED** to re-circulate e-mail from K Taylor on changes to parking restrictions. It was noted that these requests were mostly from individuals.

13/236 Shere Traffic Proposals – K Taylor reported that these works were to start shortly and that revised plans would be sent to the Parish Council shortly. Any comments on them should be reported to Bahram Assadi, in the Surrey Highways team. M Urban undertook to formulate a question to the Guildford Local Committee regarding the need for a 20mph speed limit, in part of Peaslake. R Davey reported that he would be asking the Parish Council to organise a petition, calling for the restriction of HGVs through Shere, to be considered at the June meeting of the Local Committee.

13/237 Police Matters – the Chairman welcomed Linda Clearly as the new PCSO. It was noted that the police had started to issue tickets to vehicles parking on the double primrose lines, in Shere.

13/238 Cycling matters – C Carlisle up-dated the Council on races and sports to be held this year and referred to problems with mountain bike tracks on Leith Hill.

13/239 Local Plan – it was **NOTED** that:

- (i) the Parish Council's response to the Strategic Housing Marketing Assessment documents had been submitted
- (ii) Guildford Borough Council had voted against the petition submitted by Guildford Green Belt Guardians
- (iii) Contacts details for the Chairman and Vice-Chairman had been requested with a view to them being invited to a meeting with Guildford Borough councillors Monika Juneja and Stephen Mansbridge

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL.

A local resident suggested that the traffic priorities at the top of Sandy Lane be reviewed as there was potential for large vehicles to conflict. His comments would be fed through to Surrey Highways.

13/240 Finance matters

- Income (totalling £-108.80) and expenditure (totalling £9,869.25) since the last meeting, as set out in annexe 1 to these minutes was **APPROVED**.
- **bank balances** as at 31 January 2014 were **NOTED**:
Lloyds 30 Day Notice account = £199,154.80
Lloyds Treasurers account = £20,000
Bank of Ireland Treasurer's Deposit account (at 5 February 2014 = £1,964.88)
- **bank reconciliations** – noted that these would be reported to the next meeting as bank statements had not yet been received.

- Signature of cheques/on-line banking – it was **NOTED** that the law requiring parish councils to have two signatures for its cheques was soon to be repealed. Following this, Parish Councils would be required to formally put in place effective systems and arrangements compliant with proper practices and adopt new Financial Regulations to reflect this.
- Final Local Government Finance Settlement for Parish Councils – it was **NOTED** that the Local Government Minister had put on notice that the government was prepared, if necessary, to apply referendum thresholds to larger town and parish councils from 2015 to 2016 onwards “to provide protection for local taxpayers and extend the principle of direct democracy.” He had also stated that: “we expect billing authorities to carry on passing on support to town councils and parishes to help mitigate any reduction in their tax-base due to the local Council Tax support scheme.”
- Concurrent Grant Aid – position re: closing of accounts – it was **NOTED** that Guildford Borough Council had given a dead-line of 31st March to claim for projects approved for the 2011/12 financial year, for which a grant extension was approved last year, and to apply for extensions to projects approved for the 2012/13 financial year.
- Safe-guarding public money – **NOTED** that an appendix to the ‘Governance and Accountability for Local Councils – A Practitioners’ Guide (England) 2010’ on ‘Safeguarding Public Money’ had been produced and would be circulated to all councillors
- Local Audit and Accountability Act – it was **NOTED** that this new law brought about the closure of the Audit Commission. Local bodies would, therefore, take responsibility for choosing their own auditors, while the National Audit Office would set the standards for public audit and the Financial Reporting Council would oversee quality.
- Pensions deficit – Surrey County Council had been asked for an explanation as to how the Parish Council’s contribution of £45,000 to the County Council’s pension fund deficit, was calculated. The County Council had responded as follows:

“As Shere currently has no contributing members of the scheme there is a 0% future rate required, so there are no ongoing payments required but payment is needed for any past deficits.

There is a deficit on the scheme up to 31 March 2013. This is where the actuary estimates the future cost of all pension payments and compares this to the Shere's portion of the Funds assets. The deficit is then spread over a number of years to provide an annual deficit figure required.

If a new member of staff would join the scheme then the actuary would have to assess the likely ongoing rate required for that employee. The scheme will be revalued in 2016 with new rates due from April 2017. Given current deficit payments Shere is no longer expected to be in deficit come the 2016 valuation, however this is assuming the actuaries assumptions hold true which certainly may not happen.”

In light of this, it was **AGREED** that J Tenner and R Andrews be authorised to discuss the Parish Council’s situation further, with Surrey County Council and that the County Council be asked again for a copy of the Parish Council’s original contract with them.

13/241 'Netley Triangle' – it was **NOTED** that an equipment cabinet box was to be sited on land close to the Gomshall Road/A25 junction. It was to be put there by Babcocks plc and UK Power Networks to simplify their complicated network. It would limit the number of customers who would be 'off supply' during maintenance, and restore 50% of customers quickly without generation in the event of a network fault. The cabinet would be dark green and surrounded by a dark holly hedge.

13/242 Land in Holmbury St Mary – a letter and map from the Council's solicitor, regarding the acquisition by the Parish Council of strips of land in Holmbury St Mary, was considered. It was **AGREED** that the map be circulated to all councillors and that ward councillors for Holmbury St Mary in particular, examine it in detail to assess the costs and benefits of the Parish Council taking on ownership of the land, and report back to the next meeting of Council.

13/243 Hurtwood Inn Hotel – an e-mail from Guildford Borough Council advising the Parish Council of the nomination by Hurtwood Inn Action Group to list the hotel as a Community Asset was **NOTED**.

13/244 Human Resources matters:

- The draft terms of reference of the Human Resources Committee were **APPROVED**
- purchase of an employment handbook and services from SSALC, at an annual cost of £150, was **APPROVED**.
- **NOTED** NALC pensions advice note

13/245 IT matters:

- Purchase of IT equipment for Parish Office – it was **NOTED** that three quotations had been sought for the supply of new hardware and software for the Parish Council office and the quotation from D Morton, at £2,100, was **APPROVED**.
(Local Government Act 1972, s 133, and Local Government (Misc. Provisions) Act 1976, s 19)
- Details of a 'Digital Engagement' course were **NOTED**

13/246 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)

- Emergency plan – councillors **CONFIRMED** the relevance of the current emergency plan and selected R Andrews, B Grover and M Urban as the ward members of the Parish Council Emergency Group
- Campaigning groups – parish Council/ members interests – **NOTED** advice from Surrey and Sussex Association of Local Councils
- Fracking 2014 Conference – details of this conference were noted and it was **AGREED** that it should not be attended.

13/247 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda)

The Green, Ewhurst Road, Peaslake - M Urban asked for a progress report on this issue – the Clerk reported that relevant enquiries were being made of Land Registry and the Bray Estate prior to approaching the Council's solicitor for further advice.

Felday chapel – R Andrews reported on discussions with an individual who wanted to continue with her thesis on the chapel; it was **AGREED** that she be put in touch with the Bray Estate.

Shere foot-bridge – M Fontana reported that the heritage bid for the bridge had been unsuccessful. It was suggested that she could possibly arrange a public meeting in Shere Village Hall, to gauge support for reinstatement of the foot-bridge via a volunteers' project; M Fontana to take up this issue with the Bray Estate Manager.

New councillors training – B Grover commented that he hadn't yet received detailed papers from Surrey and Sussex Association of Local Council's (SSALC); he was advised that SSALC didn't necessarily issue all papers prior to these training events.

Pavements in Shere – B Grover commented on the poor condition of the pavements outside Shere School and he was advised to contact the responsible authority, Guildford Borough Council.

13/248 Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) – the public and press were excluded from the meeting for the following item:

13/249 Clerk's report (continued)

- It was noted that the Assistant to the Parish Clerk had given notice of her resignation, with effect from 28th March 2014. A replacement Assistant would need to be recruited quickly and the Human Resources Committee would need to meet to consider the job advertisement, job description, person specification, terms and conditions of service and interview arrangements.