

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
HELD ON FRIDAY 7th SEPTEMBER 2012 AT
8.05 P.M. IN TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Councillors R. Newman (Chairman), R. Andrews, C. Brooke, C. Carlisle, 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 Councillor R. Billington, Mr Peter Copping, the Chairman of the Friends of the Hurtwood and Mr Mark Beaumont, the Ranger/Secretary and six members of the public.

12/34 Apologies were submitted on behalf of Councillor B. Cohen and Borough Councillor D. Wright.

12/35 Declaration of Disclosable Pecuniary and Other Interests by Councillors on any of the agenda items below – Dr Brooke declared a personal interest in 12/68 as she is a governor of Shere Infants School.

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

12/37 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) – Dr. Brooke declared that she had received a gift and would declare this to the Monitoring Officer.

12/38 The Minutes of the Meeting of the Council held on 22nd June 2012 were confirmed and signed as a correct record after a clause was added at the end of item 12/44 that a Working Group would be formed to consider the Council's complaints' procedures in light of the new Code of Conduct. Membership of this Working Group would consist of Councillors C. Brooke, R. Newman, M. Taylor-Cotter and R. Smith.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL. The following matters were raised:

- Installation of traffic restrictions in Shere – concern was expressed that the restrictions did not cover the stretch of road between Pathfields and Madjacks and between the two public houses. The Clerk stated that a request had been made to Guildford Borough Council for restrictions in this area but the Council had been informed that this would not be considered until the next Borough review, probably in 2/3 years' time.
- Concern was also expressed over the implementation of parking restrictions in Shere on the opposite side of the road to Bank Cottages as it was felt that the extent of these was excessive and unnecessary.
- Concern was expressed over the non use of a whistle warning of an approaching train on the occasions that a train due at Gomshall Station before 7 a.m. (when use of a whistle is not allowed) is late and therefore arrives unexpectedly after 7 a.m. without any warning.

Friends of the Hurtwood – The Chairman of the Friends of the Hurtwood, Mr. Peter Copping, gave a very informative update on the current work of the Charity. A suggestion was made that the Charity might like to consider giving young local volunteers the opportunity of working on the Hurtwood to enable them to learn and practice environmental skills. Consideration of a possible donation to the Friends of the Hurtwood will be placed on the agenda for the next Council meeting.

The meeting restarted and it was agreed that the Clerk should contact the Rail Company regarding the lack of whistle warnings (see above).

12/60 Police Matters – the Clerk reported two vandalism issues – one concerning the Millennium Play Area and the other Tanyard Hall. She informed the Council that both incidents had been reported to the police.

12/61 Traffic Matters

Email received from Guildford Borough Council re the implementation of parking restrictions in Shere – no waiting restrictions outside the school to be limited to Monday – Friday 8 a.m. to 6 p.m. to increase availability of parking at other times. Concern was expressed regarding the possibility of a large vehicle parking in this area during unrestricted hours which would cause access problems for buses etc. It was **AGREED** that the extent of the parking restrictions shown on the consultation documents would be checked against that recently installed. Guildford Borough Council would also be reminded that the Parish Council feels that the possible implementation of restrictions in Shere Lane is felt to be a priority.

The Clerk stated that she had recently had a meeting with the head of Highways for the Guildford Area and that he had visited Shere with the consultant and would now draw up suggestions for consideration by the Parish Council prior to a public consultation. The Council reiterated its request that a visit be made by the consultant during the rush hour and talks held with the Parish Council prior to any suggestions being finalised.

12/62 Library facilities in the Parish – the Council received an up to date report from Mr Davey who stated that the training of volunteers had been carried out and the service was ready for public use initially on three occasions each week. In addition Shere School would also use the Library several times a week.

The Council **REQUESTED** the Clerk to arrange a low key official opening and to ask the Lord of the Manor, Deputy Lieutenant Mrs Handa Bray to perform this. Invitations will be issued to those people who have assisted with the project and the Press. A plaque advertising the Library will be prepared prior to the official opening. The Council **RESOLVED** that the contents of the library be insured for £15,000 provided that the increased premium is not in excess of £100 (expenditure power Local Government Act 1972 section 111). **APPROVAL** was given for the Council to sign the Surrey County Council Community Agreement. It was also **AGREED** that a Steering Group would be set up, the membership of which would be Mrs Bray representing the volunteers and possibly the Village Hall Committee, Mrs Sally Nielson as the Parish Council representative, Mr. Roy Davey representing Shere Museum. Mr. Davey was thanked for all the hard work he had carried out to enable this project to come

to fruition. The Council was delighted to learn that he had recently received a Mayor's Award for Community Service for his work with Shere Museum.

12/63 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.

12/64 Ethical Standards Regime, Code of Conduct for Local Councils – the Council **ADOPTED** a revised code of conduct as recommended by Guildford Borough Council. This now replaces the new Code adopted by SPC on 22.6.2012. Further enquiries will be made regarding complaints' procedures associated with this. The Council also **RESOLVED** to include a clause stating that although pecuniary interests do not have to be declared on the Register of Interests, they do have to be declared by Councillors at each Shere Parish Council Committee, Sub Committee or full Council meeting together with the reason for such an interest.

12/65 River Bank, Ewhurst Road, Peaslake

- a. The Council discussed the utilisation of the Green by residents e.g. parking of vehicles outside the curtilage of the properties. It was **DECIDED** that advice would be sought from the Council's solicitor and Bray Estates regarding this matter and enquiries made regarding the possible third party risk to the Council as leaseholder.
- b. Consideration of a request for a new bridge across the stream – the Council **NOTED** that Bray Estates had retained the right to grant future easements over the land to third parties including wayleaves and had recently granted permission for the new bridge.
- c. The Council received a report of damage to the windscreen of a car parked outside Bowbrooks, Ewhurst Road, possibly caused by a stone thrown up during the mowing of the river bank. The Council **DECIDED** that it was not practical to advise the adjacent landowner each time the grass on the river bank was due to be cut.

12/66 Pursers Lane, Peaslake telephone kiosk – the Council **DECIDED NOT** to purchase the kiosk immediately for £1 as the service will then immediately cease. It was **RESOLVED** to wait until the next Payphones' review (probably in 2 years' time) and trust that British Telecom are still willing to offer their purchase scheme at that time.

12/67 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 as this is used by youngsters in the evenings who are apparently noisy and leave litter – to be **CONSIDERED FURTHER** at the next meeting.

12/68 School Admissions

- a. The Council **RECEIVED** a reply from Surrey County Council regarding the Parish Council's concern over the fairness of the schools' admissions' process. It was felt that this raised more questions than it answered and a further letter will be sent.
- b. The Council **AGREED** to a request that it take part in a co-ordinated approach with other nearby local villages regarding education for local children (Albury Parish Council has already stated that they are willing to take part in joint talks).

The meeting was adjourned to enable Mrs Lesley Austin, Chairman of the Governors of Shere Infants' School, to make a statement. She said that she had been in contact with representatives of various organisations regarding the possibility of Shere School becoming a primary school in order that pupils could be admitted from the age of 4 – 11. The responses she had received to date had been promising. She stated that the school would require extra accommodation and might have to be located on two sites.

County Councillor K. Taylor stressed that the County Council has a school places planning problem not an admission problem. He also emphasised that he was happy in principle to support the idea of primary school status although discussions were at a very early stage.

The meeting restarted.

The Parish Council **CONFIRMED** that it was very happy to support, in principle, the formation of a Primary School and will therefore express its strong support to Surrey County Council's Education Department.

12/69 Parking in Holmbury St. Mary – the Council considered a request from a member of the public for either allocated parking to be granted to residents of Manor Cottage, Laurel Cottage and Cherry Bank Cottage on the small area of hard standing opposite the Holly Bush Tavern (created by Shere Parish Council and part of the Manorial Waste land shortly to be owned by the Parish Council) or to allow the residents of these cottages to purchase this land prior to the possible conversion of the Holly Bush Tavern into residential accommodation. It was **RESOLVED** that due consideration would be given to this request once the results of the current planning application for the Holly Bush Tavern were known and the Council has taken ownership of the Manorial Waste land.

12/70 Annual Meeting of the Surrey County Association of Parish and Town Councils, 27th September 2012 - (The Chairman is currently the Parish Council's representative) – matters to be considered include Rights of Way and Local Council Involvement; Surrey County Council's offer to Parish and Town Councils re the lengthsperson scheme or workforce funding; tree risk management arrangements within local Council land (to explore the possibility of SCC delivering such duties on behalf of parishes) - feedback required. Also issued to Councillors – copies of the annual report of the Director and the Chairman. It was **AGREED** that the Clerk and the Chairman would attend the AGM. Councillors were **REQUESTED** to submit any views they may have on the Rights of Way and Local Council Involvement to the Chairman prior to this meeting.

12/71 Management and Strategy - The Council **DECIDED** that a Management and Strategy Working Group would be formed. All Councillors will be invited to attend the first meeting to formulate items for discussion after which the Council will consider approving the remit of this Working Group.

12/72 Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)
The following items were raised:

- Path across the field adjacent to the Swimming Pool, Shere – Councillors were requested to examine the path to enable possible improvements to this to be discussed at the next Council meeting (Guildford Borough Council's offer of grant aid expires on 31st March 2012).

- Improvements to Peaslake village centre – Surrey County Council Highways Department have stated that a slight narrowing of the entrance to Radnor Road is probably possible and they are to consider South West Ward Councillors' suggestions further.
- Tour of Britain – visiting the Parish on Sunday 16th September.
- Request to Surrey County Council for the rekerbing of Pursers Lane/resurfacing of footway in the region of its junction with Rad Lane – the Council were advised that Surrey County Council consider this a very low priority.
- Bamboo obliterating road signs at Hazel Hatch, Peaslake – Surrey County Council to be requested to contact owners.
- Notification that the Surrey 3 Peaks 26 mile walk 15th September 2012 is commencing and finishing in Shere. Noted.
- Details of the Councillors' Briefing and Update 17th November 2012 at Rowfant, Crawley.
- Hurtwood Trails Maintenance Day scheduled for 9th September 2012.

12/73 Councillors' Business (for noting, delegation to the Clerk or inclusion on the next agenda). The following matters were raised:

- Enforcement issue, Hoe Lane, Peaslake – SPC Planning Committee in contact with GBC regarding this matter.
- Build out in Upper Street, Shere – traffic sign obscured and requires attention.
- Alterations to local bus services – concern regarding lack of publicity. It was felt, however, that no further action was required as residents would soon have become aware of the issue.
- Concerns regarding the Shere Traffic Scheme.
- 2 abandoned cars in Pond Lane car park – the assistance of Guildford Borough Council to be sought.

SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – no members of the public were present at this time. **The meeting restarted.**

12/74 Finance Matters

- a. Income and expenditure including details of Petty Cash expenditure since the last meeting were **AUTHORISED AND APPROVED** and current bank balances noted.
- b. The Council **RECEIVED AND ACCEPTED** a Bank Reconciliation and Budget update to 30th July 2012.
- c. The full Council **REVIEWED** the Governance and Management Risk Assessment and the Financial Risk Assessment and **ACCEPTED** these without any amendments.
- d. The Council **AUTHORISED** the Clerk to renew the Council's insurance with Came and Company for a renewal premium of £3,483.80 (£43.60 increase on last year).
- e. Donation to Surrey Farming and Wildlife Advisory Group – the Council was advised that the donation of £50 had been returned as the Group is no longer in operation. **NOTED.**

- f. Surrey Hills Society – membership renewal - £5 over budget (£20 instead of £15) - **AUTHORISED**.
- g. Notification from the Audit Commission – BDO LLP Stoy Hayward reappointed external auditors from 2012/13 – annual fee reduced from £500 to £400. **NOTED**.
- h. Notification from Surrey County Council that their Community Improvement Fund deadline for applications for this year is 28th September (funding available £10,000 - £50,000). **NOTED**.
- i. Employers’ Pension newsletter received from Surrey County Council – summary of the proposals due to take effect from 1st April 2014. **NOTED**.
- j. External Audit of the Accounts for the year 2011/12 – the Council noted that an Interim Audit of the Accounts and Council procedures had been carried out and the External Auditors had reported as follows “on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”. The Council therefore **APPROVED AND ACCEPTED** the Annual Return. One matter not affecting the opinion of the External Auditors but which they drew to the attention of the Council was that the Council’s Fidelity Insurance should have been slightly higher to fully cover both the end of year bank balances and 50% of the precept which was due to be received from Guildford Borough Council – to be **REVIEWED** prior to year end.

12/75 Accounts for the year 2012/13

The Council **CONFIRMED** 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.

The Council **CONFIRMED** the scope of the internal audit for 2012/13, **APPROVED** the internal audit plan setting out proposals for the internal auditor; **CONFIRMED** 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).

The Council **AGREED** 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 will now also be agreed with the Internal Auditor. The Council **RESOLVED** that an Engagement Letter now be issued to the Internal Auditor for the year 2012/13.

12/76 Consultation Documents

Surrey Minerals and Waste Development Framework/Aggregates Recycling Joint Development Plan Document – consultation on the matters that have arisen during the public examination by an independent inspector appointed by the Secretary of State to determine whether the DPD is sound and legally compliant – please see

<http://www.surreycc.gov.uk/mineralsplan> for modifications and amendments proposed.
NOTED.

12/77 Correspondence

Letter from a local resident requesting the Council to relocate a litter bin. **DECLINED** as this will place the bin nearer the Lychgate of Shere Church.

Street Cleansing Review – invitation to attend a public consultation on one of the following dates: October 2nd East Horsley Village Hall 10 a.m. – 12 noon, October 4th Worplesdon Village Hall 2 pm. – 4 p.m., October 9th Green Ark, Lido Road, GU1 1HB 10 – 12 noon. Councillors to advise the Clerk if they wish to attend.

Invitation to attend County Hall, Kingston 11.30 a.m. – 1 p.m. on 12th September to receive an update from Surrey County Council on superfast broadband introduction to Surrey and more information around the next steps (particularly in relation to the European Commission's State Aid Regulations to which the contract will be subject). Councillors to advise the Clerk if they would like to attend.

Surrey Community Action – membership to continue but at no cost (previously £25 per annum). AGM 9th October 2012 10 a.m. – 1 p.m. at Betchworth Village Hall. **NOTED.**

Invitation to Citizens' Advice, Waverley AGM and website launch at Cranleigh Arts Centre, 19th October 11.45 a.m. **RECEIVED.**

Letter from Mrs. M. Walton regarding the possible provision of a skate and ride facility. **COPIED** to Councillors. Considerable Email correspondence from other residents regarding this subject had already been forwarded to all Councillors.

Correspondence received after the agenda had been printed – details available on 7th September 2012.

Letter from the Peaslake Village Hall Committee thanking the Parish Council for the donation of £1,000.

Various editions of the National Association of Local Councils Direct Information Service newsletter.

Clerk and Councils' Direct magazine.

Guildford Environmental Forum newsletter.

About Guildford – Guildford Borough Council magazine.

12/78 Retirement of the Clerk

- The Clerk/RFO submitted her resignation to the Council to take effect from the 31st December 2012. The Council **AGREED** to enlist the assistance of the County Association of Parish and Town Councils in the recruitment process at a cost of £200 and it was **DECIDED** that an **EXTRAORDINARY MEETING** will replace the Finance Meeting scheduled for 26th September to enable this matter to be considered further. An invitation will be extended to Mrs Anne Bott, the Deputy Director of SCAPTC, in order that she can give advice and answer questions.

The meeting closed at 11.15 p.m. approximately.

