

**MINUTES OF SHERE PARISH COUNCIL MEETING
WEDNESDAY, 10 JUNE 2015
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

DRAFT

Present: Parish Councillors R Davey (Chairman), C Carlisle (Vice-Chairman), R Andrews, P Carter, A Collingwood, J Cross, B Grover, B Harrap, G Reffoe and R Smith; the Parish Clerk, J Millett, Honorary Alderman K Childs and seven members of the public.

Ref:	Item:
15/39	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40. Apologies for absence were received from C Brooke, J Cross, A Golightly and J Hutton; and Borough Councillor R Billington.
15/40	Declaration of Personal or Prejudicial Interests Declarations by Councillors on any of the agenda items below in accordance with the Local Authorities (Model Code of Conduct) Order 2007 – (SI.2007/1159) R Davey declared an interest in agenda item 15/51: replacement of bridge in Upper Street, Shere.
15/41	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 received.
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL No comments were made by the public, at this stage.
	ITEMS FOR DECISION:
15/42	Human Resources Committee – this Committee shall comprise the Chairman and at least three other members of the Council, these being appointed so that each of the villages served by the Council is represented and so that councillors with experience of the strategic management off human resources are included, where possible APPOINTED: R Andrews, C Carlisle, G Reffoe, the Chairman, R Davey and one vacancy.
15/43	Minutes of the Council meeting held on 21 May 2015. APPROVED
15/44	Police Matters – to receive a report from the police representative. PCSO Gregor Culross reported local recent crime statistics and on traffic enforcement issues in Shere. Following reports of more shed burglaries, he advised that local residents secure their sheds with padlocks and that shed alarms with a Kitemark should be used. C Carlisle requested the name of the officer responsible for the co-ordination of cycle races in the Surrey Hills.
15/45	Accounts for the year 2014/15 a. RECEIVED 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 31 st March 2015. 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

	<p>achieved throughout the financial year to a standard adequate to meet the needs of the Council.</p> <p>b. RECEIVED, APPROVED and ACCEPTED the Accounts for the year ended 31st March 2015.</p> <p>c. RECEIVED and APPROVED the Annual Return (Section 1) for the year ended 31st March 2015. This was signed by the Chairman and the Clerk.</p> <p>d. APPROVED the Annual Governance Statement (Section 2 of the Annual Return). This was signed by the Chairman and the Clerk.</p> <p>e. CONFIRMED the scope of the internal audit for 2015/16.</p> <p>f. RECEIVED a budget update to 31st March 2015</p> <p>g. CONFIRMED that the Council's internal auditor Mr. Mark Mulberry is fully independent of the Council and meets the standards required to carry out the internal audit.</p> <p>h. APPROVED 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).</p> <p>i. 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 to also be agreed with the Internal Auditor.</p> <p>j. AGREED that an Engagement Letter be issued to the Internal Auditor for the year 2015/16.</p> <p>k. NOTED that the Internal Auditor had commented that a plan needed to be put in place for the spending and use of the relatively high level of reserves.</p>
15/46	<p>Finance matters</p> <ul style="list-style-type: none"> • APPROVED income totalling £3,872.25 and expenditure totalling £13,046.61 for the month ended May 2015 (Lloyds accounts), as set out at Annexe 1 to these minutes • APPROVED income totalling £0.16 and expenditure totalling £1,967.27 for the month ended May 2015 (Bank of Ireland account), as set out at Annexe 2 to these minutes, and NOTED that this account was now closed. • NOTED bank reconciliations for month ended May 2015 for Lloyds, Bank of Ireland and Surreysave accounts, as set out at Annexe 3 to these minutes • NOTED income and expenditure against budget to end of May 2015, as set out at Annexe 4 to these minutes • NOMINATED B Grover and P Carter as authorised signatories on the Parish Council's accounts with Lloyds bank
15/47	<p>Well in Middle Street, Shere – to consider undertaking urgent repairs. NOTED a letter from the owners of Manor Cottage, Shere, requesting the Parish Council to take action to preserve the well, which was in very poor condition, together with an estimate from a local contractor. AGREED that:</p> <ul style="list-style-type: none"> • two further quotes be sought • the installation of protective bollards at this site, as agreed by Surrey Highways, be pursued with them with a view to the bollards being in place before any works to the wall are carried out • sources of funding for this work be investigated • a report be made to the General Purposes Committee
15/48	<p>Sale of part of The Hurtwood – to consider the implications of the sale of this</p>

	land. AGREED that a formal offer letter be sent to the sales agent to purchase Walking Bottom car park, Peaslake, the detail of the offer to be discussed in the closed session of the meeting.
15/49	Sale of land at Ewhurst Road, currently leased to the Parish Council (Lot 6 of prospectus for sale of parts of The Hurtwood). In light of the historic differing opinions of the Parish Council and residents with properties adjacent to this land, concerning parking on it, and following the strongly expressed opinion of Peaslake ward councillors that Peaslake residents did not welcome the Council's involvement in the management and control of this area of land, it was AGREED not to put in a bid for the purchase of Lot 6.
15/50	Parking at Shere Surgery, Gomshall Lane – considered comments and suggested solutions from Shere Surgery to address the poor condition of the road outside the Surgery. AGREED that the Parish Council was supportive of extending the car park and would investigate tidying up the road and verge outside the surgery.
15/51	Replacement bridge in Upper Street, Shere – to consider support for a privately-arranged community meeting. NOTED that a community meeting had been arranged for 6 July, at Shere Village Hall, to discuss replacement of the bridge, as a community project.
15/52	Shere Open Gardens – to consider purchase of hanging baskets for Old Fire Station. AGREED that four hanging baskets be purchased, at a cost of £20 each and that the offer from a local resident to plant up various areas in the centre of the village be taken up. (Power: LG and Public Involvement in Health Act 2007, s77)
15/53	Council's web-site – posting of current information and articles. AGREED to engage the Assistant to the Parish Clerk to input information on the new web-site, for an additional 7 hours per week for 10 weeks, at her current hourly rate.
15/54	Holmbury St Mary churchyard – to consider making a grant to cover half of the cost of churchyard maintenance, ie, £2157. AGREED (Power: Local Government Act 1972, s215) (<i>R Smith declared a personal interest in this agenda item</i>)
	ITEMS TO NOTE:
15/55	General Purposes Committee – RECEIVED the minutes of the meeting held on 24 April 2015
15/56	Peaslake Farm Working Group – RECEIVED the notes of the informal meeting of the Working Group held on 26 th May 2015
15/57	Employee Pensions – NOTED that the Pensions Regulator had formally notified the Parish Council that, from 1 January 2017, it must automatically enrol those who are eligible into a workplace pension and contribute towards it. In the meantime, the Pensions Regulator would be sending the Parish Council a series of communications about these new duties.
15/58	Councillors' Business (for noting or including on the agenda for the next meeting) <ul style="list-style-type: none"> • B Grover – requested an up-date on dealing with the trip hazards created by ill-fitting utility covers in Gomshall Lane; the purchase of white ducks for Shere stream and the provision of a disabled parking bay outside Ivy Cottage, Middle Street Shere. Re: proposed arrangements for provision of wi-fi at ShereLibrary – agenda item for next meeting (<i>B Grover and R Davey declared an interest in thi last item</i>) • R Andrews – reported that the re-surfacing work for Holmbury St Mary car park was on schedule; he also referred to a recent accident on the A25 at Abinger and highlighted the need for a safer road traffic scheme at this

	<p>location</p> <ul style="list-style-type: none"> • A Collingwood – reported that the toy motorbike was missing from Shere play area and the bridge by the Mill, Gomshall, needed re-surfacing – both matters referred to General Purposes Committee • P Carter suggested a ‘handyman fund’ – referred to General Purposes Committee • G Reffoe – 20mph speed limit in Peaslake – asked for background on this issue • R Davey – meeting with Peaslake Protection Group re: Peaslake Farm Land Tribunal negotiations – AGREED to meet on 3pm on 11 June or if not possible, a date further forward.
15/59	<p>Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ul style="list-style-type: none"> • Parish representation on Guildford Borough Council’s Corporate Governance and Standards Committee – AGREED to nominate G Reffoe as a co-opted member of the Committee • Shere open Gardens – noted request for the WASP bus to run a shuttle service • Advertisement of Peaslake Fair – AGREED to a request to place a sign advertising the fair either in the Pound or by ‘Shere Delights’ ice-cream shop, four weeks in advance of the fair • Declaration of members’ interests – NOTED that the training day with Anne Bott, of SSALC, would be on Friday, 11th July, at 2pm, at Tanyard Hall
15/60	<p>Date of next meeting: Tuesday 7th July 2015, 7.30pm Peaslake Memorial Hall, Walking Bottom, Peaslake GU5 9RR</p>
15/61	<p>Exclusion of Public and Press (Public Bodies Admission to meetings Act 1960) AGREED to exclude the public and press for the following items:</p>
15/62	<p>Parish Maintenance Contract – to consider rolling the contract forward for a year to 31 March 2016 AGREED</p>
15/48a	<p>Sale of part of The Hurtwood – AGREED that the Parish Council put in an offer for the Walking Bottom car park only, which reflects that whilst recognising that it was not the vendor’s original intention to split the lot, the Parish Council would be prepared to pay a premium over the market value of the car park. Also, the Parish Council would ensure that access to and egress from the woodland was retained for any future owner and users. It was NOTED that the Parish Council wished to acquire the car park for the benefit of local residents who had expressed a strong desire and demonstrated need to have additional parking in their village. The Parish Council hoped that the vendor would look on this offer favourably, given that there had been a long and amicable relationship with Shere Manor Estates, based on the shared ethos of community care in the Parish.</p>