

**MINUTES OF SHERE PARISH COUNCIL MEETING
ON THURSDAY, 14 JANUARY 2016 AT
TANYARD HALL, 30 STATION ROAD, GOMSHALL, SURREY GU5 9LF**

Present: Parish Councillors R Davey (Chairman), R Andrews, C Carlisle (Vice-Chairman), C Brooke, A Collingwood, J Cross, A Golightly, B Grover, B Harrap, J Hutton, G Reffoe and R Smith; Surrey County Councillor K Taylor, Guildford Borough Councillor R Billington, Hon Alderman K Childs, the Parish Clerk, J Millett, and four members of the public.

Ref:	Item:
15/134	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40. Apologies were received from Parish Councillor P Carter and Guildford Borough Councillor R Billington.
15/135	Declaration of Pecuniary or Non-Pecuniary 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) The following interests were declared: <ul style="list-style-type: none"> • by B Harrap: membership of Peaslake Protection Group (PPG), spouse a member of the Peaslake Protection Group and involved in the dispute proceedings (agenda item 15/160) • by G Reffo: as a member of PPG (agenda item 15/160)
15/136	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.
15/137	APPROVED the Minutes of the Council meeting held on 12 November 2015.
15/138	Police Matters: <ul style="list-style-type: none"> • to receive a report from the police representative. No police representative was present. Various ways of improving communication between the police and the Parish Council were suggested. • noted a report of a SALC meeting with ACC Stephens
15/139	Visit by Guildford Borough Council’s Executive Councillors – noted that the Executive Councillors would attend the next meeting of the Parish Council for a question and answer session and they had requested advance notification of questions. D Wright suggested that questions around the proposed settlement areas in the new Local Plan could be discussed and it was AGREED that each ward should examine the existing and proposed settlement boundaries.
	ITEMS FOR DECISION:
15/140	Finance matters: <ul style="list-style-type: none"> • APPROVED income totalling £1,008.19 and expenditure totalling £6,958.18 for the month ended October and income totalling £1,298.05 and expenditure totalling £14,982.78 for the month ended November 2015, as set out at annexe 1 to these minutes • NOTED bank reconciliations for months ended October and November 2015, as set out at annexe 2 to these minutes • NOTED income and expenditure against budget to end of November 2015, as set out at annexe 3 to these minutes • AGREED that the Chairman issue a precept for 2016/17 of £115,000,

	<p>taking into account notification of the Band D equivalent figures from Guildford Borough Council (estimated at 11 November 2015 at £1,902.23), LCTSS grant and pension fund liability.</p> <ul style="list-style-type: none"> • Concurrent Functions Grant Aid from Guildford Borough Council – NOTED the outcome of the Parish Council’s bid for funding in 2016/17 and received a position report on grants to be claimed from previous years, as set out at annexe 4 to these minutes • Surrey Pension Fund AGM on 20 November 2015 – NOTED a report • Parish Audit 2015/16: <ul style="list-style-type: none"> a. NOTED that an Engagement letter had been issued to the Internal Auditor for the year 2015/16 and that his Planning notes had been received. b. NOTED that the internal auditor was scheduled to carry out an interim audit on 1 February 2016 and a final inspection in May 2016 in relation to the current financial year. c. CONFIRMED that the Parish Council has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption. d. CONFIRMED that the Parish Council had maintained throughout the year an adequate and effective system of internal audit of the Council’s accounting records and control system and carried out a review of its effectiveness, i.e.: <ol style="list-style-type: none"> 1. the scope of the internal audit had been discussed with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas: 2. the internal auditor was sufficiently independent of the Council’s financial controls and procedures and is unbiased and objective: 3. the internal auditor had 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: 4. the relevant responsibilities of Members, Clerk/RFO and Internal Auditor were defined: 5. the Council was aware of the timetable of when the internal audits will take place and when a report, if any, will be issued to the Council.
15/141	Felbury House – to consider a request to assign the lease. AGREED to consult the Council’s solicitor on this matter.
15/142	The Henry Smith Fund – Shere – to nominate three trustees. AGREED that each ward decide who they would like to propose and report back to Council.
15/143	Annual Parish Meeting 2016 – to decide on a speaker for the meeting. It was suggested that Anne Sasson be invited to give a talk on ‘Tales of the Tillingbourne’.
15/144	Felday Glade, Holmbury St Mary – to consider a request from a local resident for permission to have a drive to his property installed across the Parish Council’s recently acquired land. AGREED that this request be not approved at this time and that a Parish Council policy on dealing with requests affecting the newly-acquired manorial waste land in Holmbury St Mary be drafted, in consultation with the Holmbury ward councillors and Surrey County Council.
15/145	Planning Application 15/145, land adjacent to 2 Bulmer Cottages, Holmbury St Mary – to consider access issues to this proposed development, in light of the Parish Council’s ownership of the adjoining verge. NOTED that the Planning Committee had not commented on this application, as the Parish Council was the

	adjoining owner. It was reported that hoardings had been placed around the outside of the hedge and then the hedge had been removed and in so doing, the owners had possibly encroached on common land. AGREED that this matter be taken up the owners.
15/146	Surrey County Council Footpath No 601 (Shere) Creation Order 2015: Queen Street, Gomshall to Goose Green – to consider making representations or objections to the Order. AGREED that the Parish Council had no objection to the creation of this public footpath. NOTED that a formal map of Rights of Way was available for review by the Parish Council before 2020.
15/147	Sign at Peaslake centre bus stop – to consider the location of speed restriction sign. AGREED that permission be granted to site the sign on Parish Council land, by Peaslake centre bus stop.
	ITEMS TO NOTE:
15/148	Peaslake Farm Working Group: 19 November and 15 December 2015: <ul style="list-style-type: none"> • RECEIVED the draft minutes of the meetings. • NOTED the process for selecting a rural housing association enabler in relation to the proposed affordable housing options for Peaslake Farm.
15/149	Parish Council protocols – to note a report by the Clerk. Item DEFERRED .
15/150	Guildford Borough Council’s Corporate Plan 2015 – 2020 – Noted.
15/151	Development at Newlands Corner <ul style="list-style-type: none"> • RECEIVED an up-date from K Taylor • AGREED to attend a meeting with local parish councils on the proposals and their impact
15/152	Ewhurst Road, Peaslake – NOTED that the application by a local resident was completed on 17 November 2015 because the Land Registry had received a withdrawal of the objection from the Parish Council relating to a right of way and parking rights.
15/153	Mackies Hill, Peaslake – to consider the impact of development works at Sunnyside on Parish Council land and on pedestrian safety. NOTED that there had been a lot of local concern about the poor condition of this area, especially the verge, following development works at this site. The owners had already been asked by the Parish Council to tidy up the area and re-instate the verges. AGREED that this matter be raised with Planning enforcement.
15/154	Prudential RideLondon Cycling event – NOTED that this year’s ‘festival of cycling’ event was to take place on Saturday, 30 July in London and Sunday 31 July, in London and Surrey.
15/155	Councillors’ Business (for noting or including on the agenda for the next meeting) G Reffoe – ditch at Peaslake Farm – noted that, under the terms of the lease, it was the tenant’s responsibility to maintain the ditch. If he did not do this, then the Parish Council could decide to clear the ditch. C Brooke – de-cluttering and HGVs – C Brooke had attended a recent meeting on this topic. She reported that forms would need to be circulated to wards for completing re: road signs that could potentially be removed without causing a road hazard. J Hutton – spray-painted signs on A25 – requested that steps be taken to get these removed. B Grover – wi-fi in village halls – requested that the Parish Council agreed to pay the small cost of installing wi-fi in Shere Library. AGREED . R Andrews - Waitrose community cricket funding – noted that funding was

	available to support local cricket clubs. AGREED report to Finance Committee. R Andrews – drains in Pitland Street – noted that Surrey County Council had made a good job of installing drains at this location and AGREED to pass on the Parish Council’s thanks to I Fowler, Surrey County Council.
15/156	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda) NOTED that there would be an Extraordinary Meeting of the Parish Council at 7.30pm on Thursday, 19 th May, at Peaslake village hall, to discuss which use to adopt for Peaslake Farm. CONFIRMED , for land registration purposes, that Shere play area was under the ownership of Shere Recreation Ground.
15/157	Date of next meeting: Thursday, 11 February 2016, at 7.30pm at Tanyard Hall.
15/158	Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – AGREED to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.
15/159	Parish Maintenance contracts – to consider issuing contracts for: <ul style="list-style-type: none"> • grass cutting and Parish maintenance (larger projects). AGREED to defer consideration of the awarding of this contract so that the detail of the contract could be reviewed. • Parish maintenance (routine). AGREED to award this contract to B Hilsdon. • caretaking and cleaning at the Old Fire Station (public conveniences), Shere. AGREED to award this contract to B Hilsdon. • cleaning at Tanyard Hall, Gomshall. AGREED to award this contract to B Hilsdon.
15/160	Dispute Peaslake Protection Group (PPG) and the Parish Council over land at Peaslake Farm – RECEIVED a position report on the proceedings with the Land Tribunal. <i>(Parish Councillor A Golightly was requested to leave the room during consideration of this item because she was a member of the PPG. She asked for her objection to this request to be recorded)</i>