

**MINUTES OF SHERE PARISH COUNCIL MEETING
ON THURSDAY, 12 MAY 2016 AT
TANYARD HALL, 30 STATION ROAD, GOMSHALL, SURREY GU5 9LF**

Present: Parish Councillors R Andrews, C Brooke, C Carlisle, P Carter, A Collingwood, R Davey, B Grover, B Harrap, J Hutton, G Reffo and R Smith; Surrey County Councillor K Taylor, Guildford Borough Councillor D Wright, Honorary Alderman K Childs, the Parish Clerk, J Millett, and three members of the public.

| Ref: | Item: |
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| 16/1 | Election of Chairman R Davey elected (proposed by R Smith and seconded by C Carlisle) |
| 16/2 | Declaration of Acceptance of Office to be signed by the newly elected Chairman - NOTED that this was signed and witnessed by the Clerk |
| 16/3 | Election of Vice-Chairman C Carlisle elected (proposed by R Andrews and seconded by R Davey) |
| 16/4 | 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 Parish Councillors J Cross and A Golightly and Borough Councillor R Billington. |
| 16/5 | Declaration of Personal or Prejudicial Interests NOTED declarations by Councillors on the following agenda items: 16/37: Shere duck race – C Brooke and A Collingwood 16/45: Dispute over land at Peaslake Farm – P Carter, B Harrap and G Reffo. 16/23 Appointment of representatives on outside organisations: Henry Smith (Shere) Charity for Relief in Need – R Andrews Note: C Carlisle undertook to up-date his form of Disclosable Pecuniary Interests, as necessary, in consultation with the Clerk. |
| 16/6 | 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. K Childs suggested that a sign might be erected by Shere stream encouraging people not to feed the ducks bread, leading to an over-population of ducks. |
| 16/7 | Election of the General Purposes Committee – the Committee to comprise at least six elected Members of the Council with, if possible, one Member from each of the four main villages. The Chairman and Vice Chairman of the Council will be ex-officio members. ELECTED: Councillors R Andrews, C Brooke, P Carter, A Collingwood, B Grover, J Hutton, G Reffo, R Smith and the Chairman and Vice Chairman of the Council as ex-officio members. |
| 16/8 | Election of the Health and Safety Committee – at least four Members with, if possible, one Member from each Ward. ELECTED: Councillors C. Brooke, A Collingwood, A Golightly, R Smith plus the Chairman and Vice Chairman as ex-officio members |
| 16/9 | Election of the Planning Committee – at least one member from each ward plus the Council Chairman & Vice Chairman. Membership is open to all Members of the Council. ELECTED: Councillors R Andrews, C Brooke, C Carlisle, R Davey, A Golightly, B Grover, B Harrap, R Smith |

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| 16/10 | Election of the Finance Committee – the Committee to comprise the Chairman, Vice Chairman and at least two other members of the Council these being appointed so that each of the four villages served by the Council is represented. ELECTED: R. Andrews, C Brooke, J Cross, R. Davey, C. Carlisle, G Reffo and R Smith. |
| 16/11 | Election of Human Resources Committee – the Committee to 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 of human resources are included, where possible. ELECTED: R Andrews, C Carlisle, G Reffoe and the Chairman, R Davey, leaving one vacancy. |
| 16/12 | North Ward Working Group (Gomshall and Shere) – ELECTED all North Ward Councillors |
| 16/13 | South East Working Group (Holmbury St. Mary) – ELECTED all South East Ward Councillors |
| 16/14 | South West Ward Working Group (Peaslake) – ELECTED all South West Ward Councillors |
| 16/15 | Holmbury Traffic Working Group (if required by the Council) – AGREED that this Working Group be disbanded. |
| 16/16 | Shere Traffic Working Group – ELECTED all North Ward Councillors and representatives of the public as per previously |
| 16/17 | Management and Strategy Working Group – NOTED that membership is open to all members of the Council |
| 16/18 | Housing Working Group – AGREED to re-name this Group as the Parish Plan Working Group . ELECTED: Councillors C Carlisle, A Collingwood, R Davey, B Grover, B Harrap, G Reffo and R Smith |
| 16/19 | Peaslake Farm Working Group – NOTED that membership is open to all members of the Council; there are also currently three Peaslake Protection Group (PPG) members and two non-PPG members. AGREED that there would be one final meeting of the Group on Tuesday, 31 May 2016 to thank Group members for their contribution to the work of the Group, as set out in its terms of reference. |
| 16/20 | Complaints Procedure Working Group – ELECTED: C Brooke, P Carter, R Smith and one vacancy. AGREED that a first meeting be arranged. |
| 16/21 | Decision making Powers - CONFIRMED that decision making powers continue to be delegated to the General Purposes and Planning Committees, provided expenditure incurred does not exceed that allowed in the budget. (Noted: Working Groups have no delegated powers – all recommendations made by a Working Group must be conveyed to the full Council or a Committee for approval.) |
| 16/22 | Terms of Reference for Committees – AGREED that the terms of reference for all Committees continue, subject to the terms of reference of the General Purposes Committee being reviewed and reported to Council for approval. |
| 16/23 | Appointment of Representatives on outside organisations <ul style="list-style-type: none"> • Peaslake Memorial Hall – G Reffo • Henry Smith (Shere) Charity for Relief in Need – C Simpson, S Neilson and E Andrews. Each individual appointment is for four years • Shere Recreation Ground – B Grover • Shere Swimming Pool – A Collingwood • Shere Village Hall – R. Davey |

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| | <ul style="list-style-type: none"> • Surrey and Sussex Association of Local Councils – R Smith • Wasp Bus – R Andrews • Holmbury Village Hall – R Andrews <p><i>(Note: Clerk to remind outside organisations to send papers for meetings to Parish Council representatives.)</i></p> |
| 16/24 | Dates of Council meetings – NOTED the previously received list of Council meetings to December 2016. AGREED that there should be four meetings of the General Purposes Committee each year. |
| 16/25 | <p>Annual Financial matters</p> <ol style="list-style-type: none"> a. CONFIRMED that the Council’s finances for the year commencing 1st April 2016, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 14 January 2016 b. AUTHORISED the Clerk to issue cheques during the financial year 2016/17 for the payment of staff salaries, PAYE/superannuation, donations/cemetery grants, monthly contractors’ fees, Parish, public toilets and playground maintenance and minor maintenance materials, audit fees, land/hall rents, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorised orders – all as allowed for in the budget for 2016/17. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council c. VERIFIED that the Council’s current insurance cover is adequate, subject to checks being made that the buildings cover is adequate and the up-dated valuation for Peaslake Farm is covered. d. AGREED that the Council continue with its the current Banking arrangements e. Appointment of Internal Auditor – CONFIRMED the appointment of Mark Mulberry as Internal Auditor for the year 2016/17 f. APPOINTED the Chairman and Vice Chairman of the Finance Committee to undertake the regular financial checks in accordance with the Financial Regulations g. RE-ADOPTED the Financial Regulations |
| 16/26 | Standing Orders –APPROVED and RE-ADOPTED the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2016), subject to the section on Code of Conduct being up-dated. |
| 16/27 | Review of Asset Register – to consider any amendments to the current Register (as circulated). It was NOTED that the recently acquired manorial waste land in Holmbury St Mary would need a valuation, to be reflected in the Asset Register. |
| 16/28 | APPROVED the Minutes of the Council meeting held on 12 April 2016. <i>(Noted the following comment made by the Chairman in response to a query made by G Reffo at previous meetings: that in relation to the proposed use of Peaslake Farm, should an affordable housing use be selected, an appropriate process would be followed to select an affordable housing provider, to ensure that the Parish Council were satisfied in achieving best value for money).</i> |
| | ITEMS FOR DECISION: |
| 16/29 | Police Matters – to consider any matters that need to be brought to the attention of the Police. It was NOTED that the CCTV at Shere car park had recorded an incident of criminal damage to a car and that evidence had been passed to the Police. It had also been posted on the Parish Council’s facebook page and reported in the parish magazine, resulting in many comments from members of |

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| | the public. |
| 16/30 | <p>Other Finance matters</p> <ul style="list-style-type: none"> • APPROVED income totalling £1,294.85 and expenditure totalling £8,823.05 for the month ended March 2016 • NOTED bank reconciliation for month ended March 2016 • NOTED income and expenditure against budget to end of March 2016 • NOTED that Guildford Borough Council have agreed an extension to the dead-line to claim the £1,000 grant towards insulation works at Holmbury St Mary football pavilion • NOTED a breakdown of legal costs incurred by the Parish Council in 2015/16 |
| 16/31 | <p>Holmbury St Mary manorial waste – to receive a report of a meeting of ward councillors, on 18 April 2016. NOTED that a public consultation meeting had been arranged for 5th July 2016, at Holmbury village hall. APPROVED a quote from Matt Sleeman Tree Services of £1,000 to carry out tree works on the verge area of land from opposite the garage down to opposite the former Hollybush Tavern. (Power: Open Spaces Act 1906, ss9 and 10)</p> |
| 16/32 | <p>Flooding in Peaslake – to discuss what strategic action might be taken to ameliorate the worst effects of flooding. Various means of encouraging Thames Water to take the required remedial action were discussed: the use of social media to highlight the problem; approaching Ofwat; meeting with Borough Councillor Matt Furniss who had agreed to pursue his matter with Thames Water on behalf of the Parish Council; involving the local MP; letters to editors of newspapers and learning from the experiences of other parish councils in a similar position.</p> |
| 16/33 | <p>Directional sign to Holmbury St Mary village hall – to consider installing a sign to the hall. AGREED, in principle – R Andrews to provide details of the proposed sign.</p> |
| 16/34 | <p>Shere Surgery kerb improvements – to receive a progress report. AGREED to confirm the specification and sources of funding and report back to Council.</p> |
| 16/35 | <p>Felday Chapel – to consider public access arrangements to surrounding common land. AGREED to write to the new owner expressing concern that the public Right of Access over the common land adjacent to the Chapel is maintained and advising that he needs to seek permission from the Planning Inspectorate to erect fencing at this location.</p> |
| 16/36 | <p>CCTV policy – to consider a CCTV policy for the Parish Council. AGREED that any comments on the suggested policy be passed to the Clerk in advance of further consideration at the next meeting.</p> |
| 16/37 | <p>Shere duck race – to consider a request from Shere Village Nursery to use the land and river alongside Shere swimming pool to hold a duck race on Saturday, 21st May. APPROVED provided a risk assessment is completed.</p> |
| | ITEMS TO NOTE: |
| 16/38 | <p>Management and Strategy Committee – to receive a report of the meeting to be held on 10 May 2016. DEFERRED to next meeting.</p> |
| 16/39 | <p>Meeting with local Parish Councils to discuss HGV routes – to receive a report of the meeting to be held on 11 May 2016. NOTED that representatives of the Parish Council had met other local Parish Councils and Surrey Highways to look at the problematic issue of HGVs travelling through the villages. There was general agreement that there should be a ban on HGVs using Hound House Road</p> |

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| | <p>– the idea was that there would be prominent ‘HGVs banned’ signs located at The Bull pub at Ewhurst, the two entrances into Shere, New Road, Albury and Queen Street, Gomshall. The matter was to be considered by the Quiet Lanes and De-cluttering Working Group on 26th May. The formal notes of the meeting would be included on the agenda for the next Council meeting.</p> |
| 16/40 | <p>Local Plan and housing – NOTED:</p> <ul style="list-style-type: none"> • a press release by Guildford Borough Council highlighting the housing and Green Belt issues featured in the Local Plan • that the Parish Council would formulate a response to the draft Local Plan including comments on the proposed changes in settlement boundaries. |
| 16/41 | <p>Councillors’ Business (for noting or including on the agenda for the next meeting)</p> <p>B Harrap – had given T Warder, the regional Community Land Trust adviser the date of the July Council meeting for a presentation.</p> <p>G Reffo – reported that there had been a useful meeting with Surrey Highways on various on-going highways issues and that the grass borders on Ewhurst Road were looking much better.</p> <p>A Collingwood – queried whether the contents of the swimming pool machine room were covered under the Council’s insurance.</p> <p>J Hutton – reminded the Council that ‘re-packing’ of the swimming pool path was needed</p> <p>C Brooke – reported that the Shere Recreation Ground Committee supported the principle of having an all-weather surface around the Ground, provided it was funded. She also requested that the vegetation on the path by Shere surgery be cut back.</p> <p>B Grover – asked when the disabled parking bay would be installed in Middle Street, Shere and noted that it was scheduled for June 2016. Re- painting of yellow lines would also need to be attended to. He also asked for a progress report on the well in Middle Street, Shere. He suggested that more white ducks be bought and this was AGREED. A request for a sign asking people not to feed bread to the ducks on Shere stream was not agreed (refer to public adjournment). For the flower baskets on the Old Fire Station, it was requested that the Parish Council purchase a watering hose costing £50 and this was AGREED. It was noted that the orange plastic netting on the Corner of the Dabbling Duck, Shere, was there because a lorry had hit that corner and it was AGREED to ask Shere Manor Estates when the damage to the building would be repaired.</p> |
| 16/42 | <p>Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ul style="list-style-type: none"> • NOTED a letter of thanks from Peaslake Village Hall Committee for their kind and generous gift of chairs and tables for the Hall. • Considered a request for a dog show on Goose Green in July or August 2016 – Clerk to check whether it is a community event and if so, request the organiser to submit a risk assessment and to ensure the Green is cleaned up immediately after the event. • AGREED that a request for a bench and plaque in memory of a local resident, Roger Woods, be approved. • NOTED that the drainage works at Goose Green were not yet complete because bad weather meant the works had to be postponed. |
| 16/43 | <p>Date of next meeting: Annual Parish Meeting, Thursday 26th May 2016,</p> |

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| | 7.30pm Tanyard Hall, 30 Station Road, Gomshall |
| 16/44 | Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted. NOT AGREED. |
| 16/45 | Dispute over land at Peaslake Farm – to receive a position report on the proceedings with the Land Tribunal. NOTED that notice had been received from the Land Tribunal that a hearing to strike out the application made by the Peaslake Protection Group ‘to rectify the Charges Register for Peaslake Farm, Ewhurst Road, Peaslake, registered under title number SY732400, to note the restrictive covenant under the 1819 Deed of Grant gifting the land to the Parish of Shere and prohibiting the erection of any dwelling or the conversion of any existing buildings to residential use’, had been arranged for 6 June 2016. The Chairman and Clerk of the Parish Council would attend, as observers. |