

**MINUTES OF SHERE PARISH COUNCIL MEETING
ON WEDNESDAY, 8 JUNE 2016 AT
TANYARD HALL, 30 STATION ROAD, GOMSHALL, SURREY GU5 9LF**

Present: Parish Councillors R Davey (Chairman), C Carlisle (Vice-Chairman), R Andrews, P Carter, A Golightly, J Hutton and R Smith; Surrey County Councillor K Taylor, Honorary Alderman K Childs, the Parish Clerk, J Millett, and one member of the public.

| Ref: | Item: |
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| 16/46 | To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, para 40. Apologies for absence were received from Parish Councillors C Brooke, A Collingwood, B Harrap and G Reffo and Borough Councillor R Billington. |
| 16/47 | Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) P Carter declared an interest in agenda item 16/65, dispute over land at Peaslake Farm. |
| 16/48 | Register of Interests – to declare any amendments. (Members are reminded that any amendments must also be notified by Councillors in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford. GU2 4BB). |
| 16/49 | 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 A representative of the Surrey Hills Community Land Trust requested that a formal invitation be sent to Tom Warder, Team Leader – Housing and Community Engagement, at Action in Rural Sussex, to make a presentation to the July meeting of Council. She called for an explanation of the procedure for selecting a provider for subsidised housing on Peaslake Farm. |
| 16/50 | Approval of the Minutes of the Annual Council meeting held on Thursday, 12th May at 2016. APPROVED subject to the following amendments: Minute 16/32 change ‘Right of Way’ to ‘Right of Access’ Minute 16/31 change ‘Hollywood’ to ‘Hollybush’ Minute 16/41, under councillors’ business, raised by B Grover, refer to ‘disabled parking bay’. |
| | ITEMS FOR DECISION: |
| 16/51 | Shere Surgery kerb improvements – to note the specification and sources of funding. AGREED that the Parish Council contribute £7,000 towards the cost of a scheme by Surrey Highways to install a kerb along Gomshall Lane, from the junction of Pumping Station Road past Shere Surgery to the red post box with the bus stop kerb being changed to match and granite look-a-like kerb being used. (Power: Highways Act 1980, ss 43, 50 & 96) |
| 16/52 | CCTV policy – to consider a CCTV policy for the Parish Council. (Note: at the last Council meeting it was agreed that any comments on the suggested policy be passed to the Clerk in advance of further consideration at this meeting.) AGREED that subject to the following statement in the policy being made non-ambiguous and checked for legality, the Chittlehampton Parish Council policy be adopted by Shere Parish Council. |

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| | “The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.” |
| 16/53 | <p>Accounts for the year 2015/16</p> <ol style="list-style-type: none"> 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 31st March 2016. 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 achieved throughout the financial year to a standard adequate to meet the needs of the Council. b. RECEIVED, APPROVED and ACCEPTED the Accounts for the year ended 31st March 2016. c. RECEIVED and APPROVED the Annual Return (Section 2) for the year ended 31st March 2016. This to be signed by the Chairman and the Clerk. d. APPROVED the Annual Governance Statement (Section 1 of the Annual Return). This to be signed by the Chairman and the Clerk. e. CONFIRMED the scope of the internal audit for 2016/17. f. RECEIVED a budget update to 31st March 2016. g. CONFIRMED that the Council’s internal auditor, Mark Mulberry, is fully independent of the Council and meets the standards required to carry out the internal audit and AGREED that an Engagement Letter be issued to the Internal Auditor for the year 2016/17. h. APPROVED the internal audit plan setting out proposals for the internal auditor and 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). 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. |
| 16/54 | <p>Other Finance matters</p> <ul style="list-style-type: none"> • APPROVED income totalling £63,174.26 and expenditure totalling £11,548.02 for the month ended April 2016 • NOTED bank reconciliation for month ended April 2016 • NOTED income and expenditure against budget to end of April 2016 |
| 16/55 | <p>Police Matters – to consider any matters that need to be brought to the attention of the Police. It was reported that cyclists in the centre of Peaslake were using their vans as a changing facility and it was suggested that this could be mentioned to the Police.</p> |
| 16/56 | <p>Management and Strategy Committee – to receive a report of the meeting held on 10 May 2016 and consider the following recommendations:</p> <p>RECEIVED a report of the meeting.</p> <ul style="list-style-type: none"> • Powers delegated to the Clerk, in consultation with the Chairman and Vice-Chairman – AGREED that research be undertaken into the extent of |

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| | <p>delegated powers used in other Parish Councils.</p> <ul style="list-style-type: none"> • Parish Plan – AGREED that a first scoping meeting be arranged for a community-led Parish Plan. • General Purposes Committee meetings – AGREED that there be four meetings per year. |
| | ITEMS TO NOTE: |
| 16/57 | Holmbury St Mary manorial waste – NOTED that the public consultation meeting arranged for 5 th July 2016, at Holmbury village hall, had been postponed to a date to be arranged. |
| 16/58 | Meeting with local Parish Councils to discuss HGV routes <ul style="list-style-type: none"> • RECEIVED the notes of the meeting held on 11 May 2016 • RECEIVED a report on discussions by the Quiet Lanes and De-cluttering Working Group on 26th May 2016. • NOTED that a report on de-cluttering would be considered by the Guildford Local Committee in June and a report on HGV routes would be considered by that Committee in September. The Parish Council would provide photographic evidence on HGV movements in and out of Shere and Hound House Road. |
| 16/59 | Peaslake Farm Working Group – NOTED the minutes of the final meeting of the Working Group held on 31st May 2016. |
| 16/60 | Peaslake Lane, Peaslake – Road Safety proposal by Surrey Highways - NOTED a report of a site visit on 26 th May 2016 and APPROVED the proposed road safety scheme by Surrey Highways. |
| 16/61 | Settlement Boundary Areas – RECEIVED a report of a meeting held on 1 June 2016. NOTED that there would be a series of ward meetings to inform the Parish Council’s final submission, to be co-ordinated by R Smith. |
| 16/62 | Councillors’ Business (for noting or including on the agenda for the next meeting) C Carlisle – reported a letter of thanks from Woodhouse Lane Residents Committee for a donation of £500 from the Parish Council towards the cost a new fingerpost to Radnor Lane. J Hutton – reported a request to use a location in the centre of Shere to display a ‘Cow Parade Cow’, (as part of the Queen’s 90 th birthday celebration), in aid of the charity, ‘Shooting Star Chase’. AGREED that the Cow could be sited on The Pound. He had also ordered a sample of an appropriate path gravel for the swimming pool path, which was due to be re-rolled. He reported that he had been asked for permission to use the field below Netley House for microflight landing – this was considered to be very distracting and therefore dangerous at that location. A Golightly – highlighted the need for an action plan to lobby Thames Water to resolve the flooding and sewage problem, in Peaslake. It was suggested that the General Purposes Committee could lead on this issue. R Davey – reported on fraudulent activity by people claiming to be from Sky maintenance – AGREED that the details be reported in the parish magazine. |
| 16/63 | Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda) Felbury House: Licence to Assign – AGREED that the Parish Council’s solicitor be requested to liaise directly with the Tenant’s solicitor in this matter. |
| 16/64 | Date of next meeting: Tuesday 12th July 2016, 7.30pm Peaslake Village Hall, Walking Bottom, Peaslake. |
| 16/65 | Dispute over land at Peaslake Farm – to receive a position report on the |

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| | proceedings with the Land Tribunal. NOTED that the Land Tribunal hearing to strike out the application by the Peaslake Protection Group (PPG), arranged for 6 th June 2016, had been cancelled because the PPG had formally withdrawn their application. |
| 16/66 | Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – EXCLUDED the public and press for the following item of business because of the confidential nature of the business to be transacted.) AGREED. |
| 16/67 | <p>Human Resources Committee – to receive the draft minutes of the meeting of the Committee held on 18 February and adjourned to 25 May 2016 and to consider the Committee’s recommendations. NOTED the report of the meeting together with associated recommendations. AGREED that:</p> <ul style="list-style-type: none"> • the Assistant to the Parish Clerk’s hourly rate be increased as recommended with effect from February 2016 • an employer’s contribution of 5% of salary be made to a named pension provider, with effect from 1 January 2014 for the Clerk’s salary and with effect from 1 January 2016 for the salary of the Assistant to the Parish Clerk • when establishing the Clerk’s annual salary at the time of each annual review the Council will expect the Human Resources Committee to apply the following Salary Policy: <ol style="list-style-type: none"> 1. to increase the consolidated annual salary at January 1st of each year by the annual percentage increase in the RPI as determined by reference to the RPI as at the end of December of the preceding year, that increase to be consolidated for determination of the Council’s pension contribution, plus 2. a non-consolidated payment of up to 3% of the new consolidated annual salary – the actual proportion of this 3% to be paid being determined by the Human Resources Committee’s recommendation, such recommendation to be based upon any exceptional demands and circumstances dealt with in the preceding year that should be recognised, and the level of performance in the preceding year relative to normal expectations of an experienced clerk and achievement against specific performance targets or indicators established by Council or agreed as part of the Clerk’s Annual Appraisal. This element of pay to be non-pensionable and not consolidated. • this policy be applied to determine, on a back-dated basis the salary for 2015 and 2016. |