

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
ON THURSDAY 19th JANUARY 2017 AT
TANYARD HALL, 30 STATION ROAD, GOMSHALL GU5 9LF**

Present: Parish Councillors R Davey (Chairman), C Carlisle (Vice-Chairman), R Andrews, C Brooke, P Carter, J Cross, B Grover, B Harrap, J Hutton, R Smith and G Reffoe; the Parish Clerk, J Millett and three members of the public.

Ref:	Item:
16/154	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 A Collingwood and A Golightly and Surrey County Councillor K Taylor.
16/155	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). C Brooke declared a non-pecuniary interest in agenda item 16/162, Shere Recreation Ground Association. B Harrap declared an interest in agenda item 16/159, first bullet point.
16/156	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). NONE received.
16/157	Declaration of gifts or hospitality over £25. Members were reminded that once a declaration of gifts or hospitality had 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 member of the public and representative of the Surrey Hills Community Land Trust reported that the Trust had recently become incorporated and had received a grant. A member of the public and representative of the Peaslake Protection Group addressed the Council on agenda item 16/159, first bullet point.
16/158	APPROVED the Minutes of the Council meeting held on 10th November 2016
	ITEMS FOR DECISION:
16/159	Peaslake Farm: <ul style="list-style-type: none"> • NOTED a statement from a local resident, on behalf of the PPG, regarding a report in the parish magazine; an analysis of that report; advice from the Parish Council's solicitor and a draft response from the Parish Council to the local resident. AGREED not to send the draft response and that the Peaslake Protection Group and the Parish Council agreed to disagree on this issue and that the matter be now closed. • RECEIVED a report from a representative of Thames Water, on a technical solution to the problem of surface water getting into the sewage system and its effects on the current pipe configuration. NOTED that there would be a further meeting with Thames Water to re-affirm the issues raised with them at a meeting earlier in the year with one of their representatives. • NOTED feedback from the contractor regarding the bat survey. It was suggested that a review of the survey be held in May to establish what bats are around on the farm, what parts of it they are using and to identify any future problems with bats.

- To consider further legal advice on the letting of the fields and draft instructions to a land agent. **AGREED** that G Reffoe be requested to draft another specification for land agents and submit it to the next meeting of Council, for consideration alongside the ‘draft instructions to land agents’.
 - **NOTED** arrangements for pre-planning application advice
 - **APPROVED** the buying back of survey reports from English Rural Housing Association at a total cost of £2,627.28, with a view to charging the selected provider for them
- (Power: Local Government Act 1972, section 126)
- **APPROVED** the terms of reference of the Peaslake Farm Provider Selection Sub-Committee, the members of the Sub-Committee to be: the Chairman and Parish Councillors R Andrews, C Carlisle, P Carter, A Collingwood (subject to her agreement), J Cross and G Reffoe.
 - **AGREED** to explore a 'no build' covenant on the fields at Peaslake Farm, taking legal advice as to what considerations the Parish Council should have regard to.

16/160

Finance matters

- **APPROVED** income of £1,010.07 and expenditure of £16,128.90 for the month ended November 2016, as set out at annexe 1 to these minutes.
- **APPROVED** income of £1,157.86 and expenditure of £8,973.38 for the month ended December 2016, as set out at annexe 2 to these minutes.
- **NOTED** bank reconciliations for months ended November and December 2016, as set out at annexe 3 to these minutes.
- **NOTED** income and expenditure against budget to end of December 2016, as set out at annexe 4 to these minutes.
- The Chairman **ISSUED** the Precept for 2017/18, the Council having **CONFIRMED** the Precept of £117,300, taking into account the notification of the Band D equivalent figures from Guildford Borough Council and the LCTSS grant and pension fund liability.
- Concurrent Functions Grant Aid from Guildford Borough Council – **NOTED** the outcome of the Parish Council’s bid for funding in 2016/17, as set out below, and a position report on grants to be claimed from previous years

Project for 2017/18	Est cost: £	Grant approved: £
Play hut for under 5s, Holmbury play area	5,366	2,683
Birds Nest Roundabout, Shere play area	8,391	4,196
Picnic bench, Peaslake play area	200	100
Pull up bar – adult fitness equipment, Shere	800	400
‘Shere mile’ fitness track	20,000	7,000

- Parish Audit 2016/17:
 - a. **NOTED** that an Engagement Letter had been issued to the Internal Auditor for the year 2016/17 and that his Planning notes had been received.
 - b. **NOTED** the internal auditor’s report of his interim audit on 29 November 2016. All Parish Councillors were requested to return their completed form for the ‘nomination of an electronic address for service of documents’ to the Clerk

	<p>c. The Council CONFIRMED that it had maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption.</p> <p>d. the Council CONFIRMED that it had maintained throughout the year an adequate and effective system of internal audit of its accounting records and control system and carried out a review of its effectiveness, i.e.:</p> <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 covered all the relevant risk areas; 2. the internal auditor was sufficiently independent of the Council's financial controls and procedures and was unbiased and objective; 3. that 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. that the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined: <ul style="list-style-type: none"> • AGREED to select NEST as the provider for the Parish Council's staff pensions • NOTED the report of Surrey Pension Fund meeting on 18 November 2016. AGREED that the Clerk be requested to continue to chase the Surrey Pension Fund for the Parish Council's valuation statement with a view to arranging a meeting with the Surrey Pension Fund representatives, once the statement has been received. • APPROVED a donation of £100 to Shere Nursery, as a contribution towards their electricity supply costs.
16/161	<p>Police Matters – to consider any matters that need to be brought to the attention of the Police. In spite of the Parish Council having been successful in lobbying Guildford Borough Council for a disabled parking bay and yellow no parking lines at the junction of Middle Street and Gomshall Lane, it is very disappointing that these restrictions were being ignored, illegally, by many motorists, creating difficulties for disabled people and causing obstructions at the junction. AGREED that the Parish Council issue stickers to offending vehicles; the Police Community Support Officer be requested to patrol that area more frequently and that the issue be reported in the parish magazine.</p>
16/162	<p>Shere Recreation Ground Association (SRGA) – to consider entering into an agreement for the siting of various pieces of Parish Council equipment on the Recreation Ground. APPROVED a donation of £1,000 to SRGA in 2017/18.</p>
16/163	<p>Peaslake traffic calming – NOTED a report of a site visit on 10 January 2017. AGREED to request Surrey Highways to remove the 30mph signs at the beginning of the walk way, on the approach to Peaslake and at the start of Radnor Road. In addition, Surrey Highways be requested to paint advisory 'no parking' white hatching on the road at the junction of Radnor Road/Ewhurst Road and at the junction of Pond Lane with the village centre, to prevent parked vehicles causing an obstruction.</p>
16/164	<p>Sale of parts of the Hurtwood – to consider the Parish Council's position in light of the sale of land at Walking Bottom car park and at Ewhurst Road, Peaslake. AGREED that the lease on the land at Ewhurst Road be not relinquished. It was NOTED that the request for a sign post to Walking Bottom car park had been withdrawn. (<i>G Reffoe declared an interest in the land at Ewhurst Road</i>).</p>

16/165	Shere Village Cinema – publicity board – to consider a request to place an A-board on the Pound, in Middle Street, Shere. Given the recent proliferation of A-boards in this area, which was spoiling the street scene of this conservation village, this request was REFUSED .
16/166	Annual Parish Meeting 2017 – AGREED that a possible speaker for the meeting could be the Planning officer at Surrey Hills Society.
16/167	Red telephone box, Pursers Lane/Rad Lane, Peaslake – AGREED to adopt the telephone box.
16/168	Traffic speed on Upper Street, Shere – NOTED a brief report. It was suggested that other additional traffic calming measures be investigated.
16/169	Footpath by the stream, in Shere – to consider a request from the Wellers Court Property Management Company that the Parish Council seeks to have ownership of the footpath registered in the name of the Council. AGREED to ask the Environment Agency whether they were responsible for maintaining the river bank at this location, given that the path was believed to be crown property.
	ITEMS TO NOTE:
16/170	Aircraft noise over the Surrey Hills – NOTED a response from the Civil Aviation Authority
16/171	Request for parking restrictions at the junction of Ewhurst Road, Radnor Road and Peaslake Lane, Peaslake – NOTED a response from the Borough Council’s parking team and that this matter had been subsequently resolved. Minute 16/163 refers.
16/172	Councillors’ Business (for noting or including on the agenda for the next meeting) R Smith – requested any data on traffic monitoring in Holmbury St Mary. J Cross - was involved in a photography project to record war memorial in the Parish and asked for details of any memorials in Holmbury St Mary. B Grover – suggested that the Parish Council’s thanks be sent to the donor of the Christmas tree, in Shere. He also reported that an orange viewing mirror had been placed on the pavement by a resident of Upper Street and asked the Clerk to establish what regulations were appropriate in this situation. C Carlisle requested that Council agenda items be suitably referenced and placed on the Parish Council’s web-site, for ease of access of Council papers. B Harrap reported that she had had a positive response from a local gardening centre about keeping the planters stocked, in the centre of Peaslake. G Reffoe – reported that grants were available from the Rural Surrey Leaders Programme, which could possibly be used for maintenance of the Millennium Trail.
16/173	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda) A complaint from a local resident had been received about a transporter that had been parking in the lay by off the A25, at the top of Upper Street, Shere, for weeks at a time. It was noted that the transporter had now moved on.
16/174	Date of next meeting: Tuesday 7th February 2017, 8.00pm, Shere Village Hall, Gomshall Lane, Shere.