

**MINUTES OF THE SHERE PARISH COUNCIL MEETING  
ON THURSDAY 4<sup>th</sup> MAY 2017 AT  
TANYARD HALL, STATION ROAD, GOMSHALL**

**Present:** Parish Councillors R Andrews, C Brooke, P Carter, J Cross, R Davey, A Golightly, B Grover, B Harrap, J Hutton and R Smith; the Parish Clerk, J Millett; Borough Councillor D Wright, Honorary Alderman K Childs and five members of the public.

Apologies for absence were received from Parish Councillors C Carlisle, A Collingwood and G Reffo; and County Councillor K Taylor.

<b>Ref:</b>	<b>Item:</b>
17/1	<b>Election of Chairman</b> - R Davey elected (proposed by B Grover and seconded by P Carter)
17/2	<b>Declaration of Acceptance of Office - NOTED</b> that this was signed and witnessed by the Clerk.
17/3	<b>Election of Vice-Chairman-</b> C Carlisle elected (proposed by R Andrews and seconded by J Cross)
17/4	<b>Register of Interests – to declare any amendments.</b> (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). <b>NONE</b> received.
17/5	<b>Declaration of gifts or hospitality over £25.</b> Members were 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. <b>NONE</b> received.
17/6	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL.</b> A local resident addressed the Council on the proposed Vodafone mast in Holmbury St Mary, advising on the current rate for erecting a telecoms mast on private land. K Childs suggested that there should be a link on the Parish Council’s web-site so that the Annual Council agenda could be found more easily; advised that the Henry Smith (Shere) Charity for Relief in Need had changed its name to the Henry Smith Fund – Shere; congratulated the Parish Council on the improvement works to Shere stream bank and requested that the small area of land adjacent to the Compasses car park, Gomshall be looked at for improvement. <b>AGREED</b> that this last matter be looked at by the General Purposes Committee. D Wright reminded the Parish Council that it could submit a bid to the London Marathon Trust Fund. Possible projects were discussed such as Shere swimming pool works and Holmbury St Mary Football Club pavilion improvements.
17/7	<b>Election of the General Purposes Committee</b> – the Committee to comprise of 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. <b>ELECTED:</b> 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.
17/8	<b>Election of the Health and Safety Committee</b> – at least four Members with, if possible, one Member from each Ward. <b>AGREED</b> to amalgamate this Committee’s functions with those of the General Purposes Committee.
17/9	<b>Election of the Planning Committee</b> – at least one member from each ward plus the Chairman & Vice Chairman. Membership is open to all Members of the Council. <b>ELECTED:</b> Councillors R Andrews, C Brooke, C Carlisle, R Davey, A Golightly, B Grover, B Harrap, R Smith

17/10	<b>Election of the Finance Committee</b> – the Committee to comprise of 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. <b>ELECTED:</b> Councillors R Andrews, C Brooke, J Cross, R Davey, C Carlisle, A Golightly, G Reffo and R Smith.
17/11	<b>Election of Human Resources Committee</b> – 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 of human resources are included, where possible. <b>ELECTED:</b> Councillors R Andrews, C Carlisle, G Reffo and the Chairman, R Davey, leaving one vacancy
17/12	<b>North Ward Working Group</b> (Gomshall and Shere) – <b>ELECTED</b> all North Ward Councillors
17/13	<b>South East Working Group</b> (Holmbury St. Mary) – <b>ELECTED</b> all South East Ward Councillors
17/14	<b>South West Ward Working Group</b> (Peaslake) – <b>ELECTED</b> all South West Ward Councillors
17/15	<b>Holmbury Traffic Working Group (if required by the Council)</b> – this Group was disbanded last year. <b>AGREED</b> that any on-going traffic matters in Holmbury St Mary be discussed by the South East Working Group.
17/16	<b>Shere Traffic Working Group</b> – all North Ward Councillors and representatives of the public as per previously
17/17	<b>Peaslake Farm Housing Provider Selection Sub-Committee</b> – the Sub-Committee to comprise two elected members from each ward and the Chairman. <b>ELECTED:</b> Councillors R Andrews, C Carlisle, P Carter, A Collingwood, J Cross, R Davey and G Reffo. ( <i>Note: A Golightly to be informed of meeting dates</i> )
17/18	<b>Parish Plan Working Group</b> – present members: Councillors C Carlisle, R Davey, B Grover, B Harrap, G Reffo and R Smith. <b>AGREED</b> to leave dormant.
17/19	<b>Complaints Procedure Working Group</b> – <b>ELECTED</b> C Brooke, P Carter, R Smith (one vacancy). <b>AGREED</b> to schedule a meeting.
17/20	<b>Decision making Powers</b> - <b>CONFIRMED</b> 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. ( <i>Note: 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.</i> )
17/21	<b>Terms of Reference for Committees</b> – the Council to consider whether the terms of reference for all Committees should continue as previously agreed. <b>AGREED.</b>
17/22	<b>Appointment of Representatives on outside organisations</b> <ul style="list-style-type: none"> <li>• Peaslake Memorial Hall – G Reffo</li> <li>• Henry Smith (Shere) Charity for Relief in Need – C Simpson, S Neilson and E Andrews. Each individual appointment is for four years.</li> <li>• Shere Recreation Ground – B Grover.</li> <li>• Shere Swimming Pool – A Collingwood</li> <li>• Shere Village Hall – R. Davey.</li> <li>• Surrey Association of Parish &amp; Town Councils – R Smith</li> <li>• Wasp Bus – R Andrews.</li> <li>• Holmbury Village Hall – R Andrews.</li> </ul>
17/23	<b>Dates of Council meetings</b> – <b>NOTED</b> the previously received list of Council meetings to December 2017 and that the next Council meeting would be on

	Thursday, 8 <sup>th</sup> June 2017.
<b>17/24</b>	<p><b>Annual Financial matters</b></p> <p>a. <b>CONFIRMED</b> that the Council's finances for the year commencing 1<sup>st</sup> April 2017, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 10 November 2017</p> <p>b. <b>AUTHORISED</b> the Clerk to issue cheques during the financial year 2017/18 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, petty cash, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorised orders – all as allowed for in the budget for 2017/18. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council. <b>NOTED</b> that the further use of internet banking for payments would be the subject of a report to Council in this financial year.</p> <p>c. Insurance – the Council <b>VERIFIED</b> that its current insurance cover was adequate</p> <p>d. <b>AGREED</b> to continue with the Council's current Banking arrangements</p> <p>e. <b>APPOINTED</b> the Chairman to undertake the regular financial checks in accordance with the Financial Regulations</p> <p>f. <b>RE-ADOPTED</b> the Council's Financial Regulations</p>
<b>17/25</b>	<b>Standing Orders – APPROVED and RE-ADOPTED</b> the Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2017)
<b>17/26</b>	<b>Review of Asset Register</b> – to consider any amendments to the current Register (as circulated). <b>NOTED</b> the current Asset Register. Clerk to check play areas values, including the rope swing.
<b>17/27</b>	<b>APPROVED the Minutes of the Council meeting held on 6 April 2017</b>
	<b>ITEMS FOR DECISION:</b>
<b>17/28</b>	<b>Police Matters</b> – to consider any matters that need to be brought to the attention of the Police. Graffiti had appeared on a piece of newly renovated play equipment in Shere play area – CCTV to be checked and police informed. The Chairman had met with the Road Safety and Traffic Management adviser to Surrey Police and the Chairman of Albury Parish Council. Although the Guildford Local Committee wasn't obliged to take the advice of the Police regarding the enforceability of an HGV ban for the area, it would be preferable for the Police to remain neutral about such a ban so that the Local Committee did not turn it down on the grounds of lack of enforceability. An area-wide ban would continue to be pressed for and failing this being approved; a ban through Shere would be requested.
<b>17/29</b>	<p><b>Other Finance matters</b></p> <p><b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• the Parish Council's bank account statements for April 2017</li> <li>• that the April 2017 accounts were not presented in their usual format at this Council meeting. They would be formally presented at the June Council meeting, together with the May accounts. This was because the scheduled date for the completion of the year-end accounts for 2016/17 on the accounting software would be 19<sup>th</sup> May. On that date, the 2016/17 accounts would be finalised and 'cleared down' so that the system could load the data for the new financial year, ie, 2017/18.</li> <li>• the position re: concurrent functions grant funding from Guildford Borough Council</li> </ul>

<b>17/30</b>	<b>Swimming Pool Path</b> – to consider a quote to reinstate the footpath. <b>AGREED</b> that no action be taken to re-surface the path at this point, until works to the swimming pool are completed and that an application for a grant for such works be made to the London Marathon Trust.
<b>17/31</b>	<b>Training for E-bikes</b> – item for discussion requested at last meeting. <b>AGREED</b> that the Clerk be requested to forward the paper prepared by A Golightly to the Friends of the Hurtwood, together with a letter expressing the concerns of local residents and calling for measures to control the use of e-bikes on the Hurtwood.
<b>17/32</b>	<b>Traffic calming in Middle Street, Shere</b> – item for discussion requested at last meeting. Various measures were discussed, such as a 20 minute parking restriction in Middle Street, which was felt to be impracticable, and the possibilities of a 20mph flashing sign and pinch point at the top of Upper Street. Evidence would be needed to support further traffic calming measures and equipment to do this was available from Surrey County Council. <b>AGREED</b> that a meeting of the Shere Working Group be arranged to discuss further traffic calming measures.
<b>17/33</b>	<b>Road Safety at junction of A25 and Gomshall Lane</b> – item for discussion requested at last meeting. <b>AGREED</b> to make representations to Surrey Highways about the speed of traffic along the A25 approaches to this junction, as part of any discussions with them about traffic calming measures in Shere.
<b>17/34</b>	<b>Recording of Council meetings</b> – to consider whether to continue to make audio recordings of Council meetings, following a trial. <b>AGREED</b> to continue to record Council meetings.
<b>17/35</b>	<b>Peaslake Farm fields</b> – <b>RECEIVED</b> a report of a meeting with the Parish Council’s solicitor, on 28 <sup>th</sup> April, setting out the various options for the future of Peaslake Farm fields. <b>AGREED</b> that, in the circumstances, the best option would be for a Community Interest Company to be formed and that the Council’s solicitor be requested to prepare a formal paper for the Parish Council’s consideration.
<b>17/36</b>	<b>Peaslake Farm Housing Provider Selection Sub-Committee</b> – <b>RECEIVED</b> the draft minutes of the meeting held on 3 May 2017. <b>AGREED</b> that: <ul style="list-style-type: none"> <li>• an outline planning application is not submitted and instead full planning permission is sought</li> <li>• the pre-application advice is circulated to possible housing providers as part of the package inviting expressions of interest, together with a statement that Peaslake Farm is on a rural exception site.</li> <li>• the Planning Officer’s assertion that the site is in a Conservation Area be checked.</li> </ul>
<b>17/37</b>	<b>General Purpose Committee: 26 April 2017</b> - <b>RECEIVED</b> the draft minutes of the meeting. <b>AGREED</b> : <ul style="list-style-type: none"> <li>• adoption of the Parking at Tanyard Hall Contract - £200 pa, 1700 hours to 0830 hours, all day weekends and bank holidays except when the occupier is notified by the Council that Tanyard Hall is being used during whole or part of those hours</li> <li>• the purchase of Lone Worker Safety Systems: Solar Wireless Siren and Panic Button for Tanyard Hall, at a one off cost of £129.13 ex VAT (Local Government and Rating Act 1997, s.31) and Identicom lone worker device for site visits on a 12 month contract at a cost of £25.95 per month, with an initial set up fee of £15 (Local Government and Rating Act 1997, s.31)</li> <li>• the purchase of a Play Tower for Holmbury play area – Wicksteed Raleigh Play Tower, with safety grass £7,265.99 ex VAT (Local Government</li> </ul>

	<p>(Miscellaneous Provisions) Act 1976, s.19)</p> <ul style="list-style-type: none"> <li>the purchase of a Birds Nest Roundabout for Shere play area – AllPlay Birds Nest, with wet pour £8,578.50 ex VAT (Local Government (Miscellaneous Provisions) Act 1976, s.19)</li> </ul>
<b>17/38</b>	<b>Flooding and sewerage problems in Peaslake – RECEIVED</b> a response from Thames Water. <b>AGREED</b> to trace the ditches in Peaslake and pursue the idea of a collection tank that was suggested by Thames Water.
	<b>ITEMS TO NOTE:</b>
<b>17/39</b>	<b>TV programme: Britain’s best village 2017 – NOTED</b> the details of this programme. <b>AGREED</b> not to participate in the programme.
<b>17/40</b>	<p><b>Councillors’ Business</b> (for noting or including on the agenda for the next meeting)</p> <p>J Hutton – commented that the verges along the A25 had been cut back and well maintained and suggested that the Parish Council’s thanks be passed to the contractors.</p> <p>J Cross – suggested that the Parish Council’s appreciation (by buying her some flowers) be passed on to C Gorsuch for watering in the new turf by Shere stream and thanks be passed on to the cub scouts for re-seeding the area under the oak tree in The Square, Shere.</p> <p>C Brooke - reported that , within three days of opening up London Lane for the usual summer period, 4 x 4 vehicles had damaged the flood prevention mechanism and caused deep, water-filled ruts so that it was now impossible to walk on and water was streaming off the Lane when it rained. It was suggested that the Parish Council talk to Surrey Highways about further remedial works and think about lobbying to keep this Lane closed to vehicles for the greater part of the year.</p> <p>R Davey – reported that a number of older, local residents had asked for some sort of sheltered accommodation and community room in Shere village and Shere Manor Estate had indicated that they were willing to discuss such a facility in the kitchen garden area.</p>
<b>17/41</b>	<p><b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda) <b>NOTED</b> that:</p> <ul style="list-style-type: none"> <li>following representations made by the Parish Council, Shere School now had permission from the Guildford Diocesan to go ahead with providing a nurse at Shere School.</li> <li>thank you letters had been received from all the local organisations that the Parish Council had made recent donations to.</li> </ul>
<b>17/42</b>	<b>Date of next meeting:</b> Annual Parish Meeting, Thursday 25th May 2016, 7.30pm Tanyard Hall, 30 Station Road, Gomshall
<b>17/43</b>	<b>Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – AGREED</b> to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.
<b>17/44</b>	<b>Semi-retirement of handyman</b> – to receive a report. <b>NOTED</b> that Brian Hilsdon had given notice of the termination of his Parish Maintenance contract with the Parish Council with effect from 26 <sup>th</sup> May 2017. The remainder of the contract (to March 2019) would be completed by C Rapley, as previously agreed by the Parish Council. The Parish Council <b>AGREED</b> to mark Brian’s valued contribution to the Parish by way of a presentation at the Annual Parish Meeting.