

## MINUTES OF THE SHERE PARISH COUNCIL MEETING

8.00PM ON TUESDAY, 11th SEPTEMBER 2018  
TANYARD HALL, 30 STATION ROAD, GOMSHALL

**Present: Parish Councillors R Davey (Chairman), R Andrews, A Collingwood, A Golightly, B Harrap, R Smith, C Brooke and P Carter. Borough Councillor D Wright, five members of the public and Assistant Clerk, S Hoyland**

Ref:	Item:
18/78	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40</b> - Apologies for absence were received from Parish Councillors J Cross, C Carlisle, G Reffo and B Grover
18/79	<b>Declaration of Personal or Prejudicial Interests</b> Declarations by Councillors on any of the agenda items below. The following interests were declared: Councillor P Carter declared a personal interest in item 18/84 Donations, Royal British Legion Councillor C Brooke declared a personal interest in item 18/84 Donations, Butterfly Conservation Councillor R Andrews declared a personal interest in item 18/84 Donations, Wasp Bus Councillor R Davey declared a personal interest in item 18/84 Donations, Museum display boards
18/80	<b>Declaration of gifts or hospitality over £25.</b> 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 – <b>None</b>
18/81	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b> Keith Childs reported that the replacement bollards in Shere have been installed and are awaiting lights and reflectors A short address was given by the owner of Hawthorn and Old Vine Cottages regarding item <b>18/89 Planning Committee ‘Land adjacent to Hawthorn Cottage’</b> . He reported that an outline planning application had been submitted to Guildford Borough Council for the land adjacent to his property by a property developer (not himself) and an Application to Register an Easement across land leased by the Parish Council had been made. His objection to the Easement had been accepted by the Land Registry and he asked Shere Parish Council to investigate further.
18/82	<b>Approved the Minutes of the Council meeting held on 12<sup>th</sup> July 2018</b> subject to a change in item 18/75 A Golightly – requested that the banks by the stream at Ewhurst Road be strimmed before Peaslake Fair – should now read A Golightly requested that the land in front of the church be strimmed before Peaslake Fair.
	<b>ITEMS FOR DECISION:</b>
18/83	<b>Finance matters</b> <ul style="list-style-type: none"> <li>• Approval of income and expenditure for July and August 2018 – <b>Approved</b> (Appendix 1 &amp; 2)</li> <li>• To note bank reconciliations for months ended July and August 2018 – <b>Noted</b> (Appendix 3 &amp; 4)</li> <li>• To note income and expenditure against budget to end of August 2018 – <b>Noted</b> (Appendix 5 &amp; 6)</li> <li>• To note VAT expenditure July &amp; August 2018 – <b>Noted</b> (Appendix 7)</li> </ul>

	<ul style="list-style-type: none"> <li>To note grant applications put forward to Guildford Borough Council (GBC) for 2019/20 – <b>Noted</b></li> <li>To consider quotations for the Council’s insurance from 1 October 2018 – <b>Agreed</b> to accept Zurich 3 Year long term agreement subject to the clerk confirming that the coverage is comparable to Inspire (quote provided by Came &amp; Co)</li> </ul>
<b>18/84</b>	<p><b>Donations –</b></p> <ul style="list-style-type: none"> <li>To receive a position report on donations – <b>Noted</b>. It was Reported that the invoice for the Shere Swimming Pool RoSPA report had been received &amp; would now cost £1144.80 (50% of the total cost) - <b>Agreed</b></li> <li>To consider requests for donations, as set out in the report.</li> </ul> <p>It was <b>Noted</b> that the donation to Peaslake Stores for the steps will be postponed until next year (with the exception of the £360 for survey fees already paid) therefore allowing consideration of further donations this current financial year.</p> <p>Holmbury Village Hall – guttering works - £4,726 (cost) – <b>Agreed</b></p> <p>Pubs weAccess-dance – primary school dance festival for local schools (amount not specified) – additional information needed to see if local schools were involved</p> <p>Peaslake village hall – floor £2,250 (donation request) - <b>Agreed</b></p> <p>Commemorative booklet about the fallen of World War 1, from the ecclesiastical parish of Shere - £630 (cost for 100 copies) – It was <b>Agreed</b> to underwrite the cost of production of 200 copies of the book and the proceeds from the sale of the book will be given back to the Parish Council. K Childs will consult with the Parish Council over the price of the book.</p> <p>Museum information boards – estimated cost £1,000 – <b>Agreed</b> not as a donation but from Parish funds</p> <p>WW1 commemoration event, Peaslake – estimated cost £1,000 – <b>Agreed</b> up to £1000</p> <p>Commemorative WWI silhouettes – <b>Agreed</b> to a donation to the Royal British Legion for one in each of the remaining villages (Peaslake branch of the Royal British Legion having already made a donation for one in Peaslake)</p>
<b>18/85</b>	<p><b>Calendar of meetings 2019</b> – to consider the Parish Council’s proposed meetings calendar for next year – <b>Agreed</b> subject to the change of Planning and Council from Thursday 2<sup>nd</sup> May 2019 to Tuesday 7<sup>th</sup> May 2019 due to elections. Any change necessary for the General Purposes meeting in January can be made nearer the time.</p>
<b>18/86</b>	<p><b>Holmbury St Mary verges</b> – to consider the Parish Council’s draft policy for access across Parish Council land – <b>Adopted</b>, subject to consideration at the October council meeting, of percentage referred to in the following statement: ‘The amount to be charged will be a percentage of the difference between the value of the property with a right of way, and the value without’</p>
<b>18/87</b>	<p><b>Peaslake Free School</b> – to consider further a proposal from the School for signage – <b>Not permitted</b> - concern over the size of the sign and the positioning on a dangerous bend, which could distract drivers.</p>
<b>18/88</b>	<p><b>General Purposes Committee</b> – to receive a report of the meeting held on 6<sup>th</sup> September 2018 and consider any recommendations. Minutes <b>Noted</b>. The Following was <b>Agreed</b>:</p> <ul style="list-style-type: none"> <li>To give one months’ notice to the Scouts to remove stored items in Goose Green Pavilion ahead of asbestos works</li> <li>£2360.00 (Public Health Act 1875, s.164) for the re-turfing of the land along the stream &amp; the granite setts around the remaining willow tree.</li> <li>Overhaul of the finger post and fingers on the corner of Middle Street</li> </ul>

	<p>and Upper Street, subject to obtaining additional quotes and the use of wood from a sustainable source</p> <ul style="list-style-type: none"> <li>• To approach Faiths’ Gardens for a design to improve the area around the telephone box in Gomshall and agreed to consider to move the bin to a more suitable location away from the Gomshall sign.</li> <li>• To ask South West Ward Councillors to consider the use of ward funds to pay for improvements works to the bridleway - Franksfield to Holmbury Hill</li> </ul>
<b>18/89</b>	<p><b>Planning Committee</b> – to consider the following recommendation from the Planning Committee’s August 2018 meeting:  <b>‘Land adjacent to Hawthorne Cottage, Ewhurst Road, Peaslake</b>  Outline application to consider access, layout and scale for the erection of a new residential dwelling - Shere Parish Council is adjoining leaseholder. As adjoining leaseholder of the land where access would be required, the Parish Council has not been informed by the applicant. The Planning Committee <b>recommended</b> Council to seek legal advice on the implications of the planning application, as the proposal of access to the land is on the land which the Council lease and is outside of the area of land which they have right of way.’ - <b>Agreed</b> to seek further information and advice</p>
<b>18/90</b>	<p><b>National Highways and Transport Public Representative Survey</b> - to consider making a response – <b>Agreed</b> - Councillor C Brooke volunteered to assist with the response</p>
<b>18/91</b>	<p><b>RideLondon 2018: siting of portable toilets in Holmbury St Mary</b> – to receive a report – <b>Agreed</b> to write to RideLondon to express our concern over their choice of site, lack of prior notification, lack of consideration of local residents and the lack of facilities for parking bikes. The Parish council would also like details of any permission they may have received for placement of the facilities.</p>
<b>18/92</b>	<p><b>Grit bin at the junction of Horsham Road, Holmbury St Mary with the Friends of the Hurtwood car Park, opposite ‘Winterdown’</b> – to consider the need for and possibility of funding the grit bin – <b>Agreed</b> to watch the level of salt and top up if necessary</p>
<b>18/93</b>	<p><b>Data protection policy</b> – to consider adopting the SALC’s Document Retention Policy and Document Retention Scheme – <b>Data Protection Policy Adopted</b>. Any queries regarding the Document Retention Scheme should be sent to the Clerk for consideration at the October Council Meeting.</p>
<b>18/94</b>	<p><b>School Cottage, Gomshall Lane, Shere</b> – to consider Notice from the Land Registry of an application to register a right of way and drainage – <b>No Objection</b> to the application</p>
<b>18/95</b>	<p><b>Surrey Hills proposals for environmental enhancement/de-cluttering of road signs in Holmbury St Mary</b> – to consider the proposals – <b>Deferred</b>, to allow consider and modification at the Holmbury St Mary site meeting on 24<sup>th</sup> September 2018</p>
<b>18/96</b>	<p><b>Police Matters</b> – to consider any matters that need to be brought to the attention of the Police.  Councillor C Brooke reported that there has been a burglary in Shere, where access was gained through a very small skylight – secure all windows  Councillor R Andrews reported a telephone scam and asked who to report it to – Police 101</p>
	<p><b>ITEMS TO NOTE:</b></p>
<b>18/97</b>	<p><b>Shere &amp; Gomshall Traffic Working Group</b> - to receive a report of the meeting on 30 August 2018 – It was <b>Noted</b> that Shere Parish Council has approached Guildford Borough Council for double yellow lines in certain</p>

	areas around Shere (funded by Shere Parish Council) to ease the flow of traffic and reduce the inconsiderate parking and Surrey County Council are considering a pedestrian path for Queen Street from the Stream to New Road to improve safety.
<b>18/98</b>	<b>Peaslake Farm development</b> – to note arrangements for the public consultation meeting on 18 October 2018 – It was <b>Noted</b> that designs from Greenoak Housing Association will be displayed from 2.30pm and the Public Meeting will start at 7.30pm at Peaslake Village Hall
<b>18/99</b>	<b>Peaslake stream</b> – to note the report of the Environment Agency on a recent outbreak of blue-green algae – it was <b>Agreed</b> to write to the owners of the land where the blue-green algae is thought to have originated to confirm if any treatment took place. As seeds can be flushed down a watercourse it was suggested to confirm if the same location has any Himalayan Balsam or Japanese Knotweed, which could have spread via the stream.
<b>18/100</b>	<b>Filming in Peaslake</b> - to consider a request for filming in Peaslake – <b>Agreed</b> subject to compliance with the Shere Parish Council Filming Policy. Ward Councillors and M Urban from Peaslake Village Hall to attend a site meeting with the Production Company at the end of September.
<b>18/101</b>	<b>Councillors' Business</b> (for noting or including on the agenda for the next meeting) A Collingwood – is unable to attend the next North Downs Line Steering Group and asked if any other Councillors would be able to go in her place. The date to be circulated by the Clerk R Andrews – requested permission from the Holmbury St Mary British Legion to place a WWI Memorial silhouette on the Green in Holmbury St Mary – <b>Agreed</b> A Golightly – would like a progress report on Peaslake Farm regarding: <ul style="list-style-type: none"> <li>• Greenoak Housing Association – <b>Agreed</b> at the October Council Meeting after the Peaslake Farm Steering Group has met</li> <li>• The lease of the fields</li> <li>• The conclusions from Thames Water.</li> </ul>
<b>18/102</b>	<b>Clerk's Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda) <b>Noted</b> that we had received letters of thanks for donations from Gomshall and Shere Friendship Club, Citizens Advice (Guildford), Air Ambulance – Kent, Surrey & Sussex, Surrey Hills Society, Citizens Advice (Cranleigh) and Victim Support.
<b>18/103</b>	<b>Date of next meeting:</b> Thursday, 4th October 2018, 8pm, Holmbury St Mary village hall, Felday Glade, Holmbury St Mary RH5 6PG
<b>18/104</b>	<b>Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)</b> – <b>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>18/105</b>	<b>Human Resources Committee</b> to receive the minutes of the meeting held on 10 August 2018 and consider recommendations – Council accepted the recommendations of the HR Committee as presented in the minutes of the HR Meeting of 10 <sup>th</sup> August 2018. Council noted that Suzanne, the Assistant Clerk has expressed an interest in the role of Clerk and Responsible Financial Officer. Council then <b>Agreed</b> that the HR Committee be delegated to immediately interview her for this role. Council also agreed that subject to a satisfactory outcome from this interview the HR Committee be delegated to establish agreed terms as outlined to Council and issue a draft contract and letter of job offer on behalf of the Council.