

COUNCIL MEETING
8.00PM ON THURSDAY, 4th OCTOBER 2018
 Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary **RH5 6PG**
MINUTES

Ref:	Item:	Led by:
	Present: Councillors R Davey (Chairman), B Andrews, B Grover, A Golightly, B Harrap, R Smith, G Reffo, P Carter, J Cross, A Collingwood and C Carlisle. County Councillor K Taylor, Borough Councillors D Wright and R Billington. Two members of the public and Clerk, S Hoyland	
	Presentation to Joy Millett for her work as Clerk to Shere Parish Council 2013-2018 – a short address was given by the Chairman, with thanks for her hard work as Clerk and best wishes for her new endeavours. Ms Millett gave her thanks for the gift. The new Clerk S Hoyland was welcomed formally to the position.	
18/106	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – None	Clerk
18/107	Declaration of Personal or Prejudicial Interests Declarations by Councillors on any of the agenda items below – None	Chairman
18/108	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	Chairman
18/109	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – None	
18/110	Approval of the Minutes of the Council meeting held on the 11th September 2018 – Approved and Signed as a Correct Record	Clerk
	ITEMS FOR DECISION:	
18/111	Accounts for the year 2018/19 NOTED that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks. It is AGREED that this action is RATIFIED : <ul style="list-style-type: none"> • confirmed the scope of the internal audit for 2018/19; approved the internal audit plan setting out proposals for the internal auditor; 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) • 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 • AGREED to review Internal Audit provider for 2019/2020 	RFO
18/112	Finance matters <ul style="list-style-type: none"> • APPROVED income and expenditure for September 2018 (Appendix 1) • NOTED bank reconciliations for month ended September 2018 (Appendix 2) • NOTED income and expenditure against budget to end of September 2018 (Appendix 3) • NOTED and APPROVED for reclaim of VAT expenditure for September 2018 (Appendix 4) • NOTED acceptance of the 3 Year Long Term Agreement with Zurich for the Council’s insurance from 1 October 2018 at a cost of £2427.27 per annum (subject to no change in sums insured, levels of indemnity and claims history) • To APPROVED and ACCEPTED the annual return, including the external auditor’s certificate 	RFO/RD
18/113	Donations: <ul style="list-style-type: none"> • To receive a position report on donations – It was NOTED that the Commemorative booklet about the fallen of WWI is not a donation. • To consider a request for Donation to Access-dance – primary school dance festival for local schools (amount not specified) and to note Tillingbourne School has signed up for this project - AGREED £50 donation 	RFO

18/114	Policy for Access across Parish Council land – consideration of wording of the following statement within the policy: ‘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’ - AGREED the new wording to read ‘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, at the Council’s discretion’	Clerk
18/115	Document Retention Scheme – to consider adoption of the SALC policy following the receipt of any comments from Councillors regarding the scheme – ADOPTED with further consultation with the Data Protection Officer to follow	Clerk/RD
18/116	Grievance Policy & Disciplinary Policy – to consider adoption of policies. It was NOTED that the policies required modification and this would be undertaken by Councillors G Reffo, J Cross and R Davey and brought back to Council for approval	Clerk/RD
18/117	Shere & Peaslake Scout Group Bonfire Night – consideration of the request to use Goose Green on Friday 2 nd November 2018 for the annual bonfire – APPROVED	Clerk
18/118	Peaslake Farm Steering Group – to receive a report of the meeting held on 4 th October 2018 – A short address was given by the Chairman. Greenoak Housing brought along their chosen architects, who gave a presentation on their philosophy and two proposed designs. It was AGREED that both designs will be shown at the public consultation and prints of the designs are in the office, for any Councillor to look at, ahead of the consultation. It was NOTED that land testing will take place after the layout of the houses and gardens is agreed. It was AGREED that the a clause relating to costs of the S106 Agreement would be included in the Heads of Terms	RD
18/119	Peaslake Farm Fields – to receive an update – It was NOTED that the draft lease will be modified to take into account the care of the fields.	
18/120	Thames Water – to note the conclusion of Thames Water regarding flooding in Peaslake – A short address was made by the Chairman summarising the final communications with Thames Water. The following was NOTED : <ul style="list-style-type: none"> • Thames Water stated that the equipment and processes in place work adequately for normal circumstances and are fit for purpose other than for exceptional weather, for which Thames Water is not legally responsible. • Surface water - County Councillor K Taylor confirmed consideration of drainage is part of the normal planning process on all applications. • A new initiative funded by Thames Water in 2020 will provide local regions with funding to introduce Sustainable Urban Drainage Systems into the local areas. These local areas will be decided upon by the local authority. AGREED to lobby Surrey County Council for this initiative for Peaslake. 	
18/121	Surrey Hills proposals for environmental enhancement/de-cluttering of road signs in Holmbury St Mary – to consider the proposals following the site meeting on the 24 th September 2018 – NOTED in principle Shere Parish Council agreed with the majority decisions of Surrey County Council Highways.	Clerk/RS/ CC/BA
18/122	Police Matters: <ul style="list-style-type: none"> • to consider any matters that need to be brought to the attention of the Police – None • NOTED the re-launch of the Country Watch network 	All
	ITEMS TO NOTE:	
18/123	Chantry Lane footbridge – NOTED an update on repairs.	Clerk
18/124	North Downs Line Steering Group – NOTED Councillor G Reffo has volunteered to attend the next meeting in the place of A Collingwood.	Clerk
18/125	Human Resources – NOTED an update on the position of Clerk & Responsible Financial Officer and Assistant to the Clerk. The closing date for Assistant to the Clerk applications is the 19 th October 2018	RD

18/126	<p>Councillors' Business (for noting or including on the agenda for the next meeting)</p> <p>J Cross:</p> <ul style="list-style-type: none"> Requested an update on the Double Yellow Lines (DYLs) proposals for Shere. County Councillor K Taylor reported that there were 550 outstanding applications for DYLs in the Guildford area and they all required by law, notices and a public consultation. If little opposition was given an application it did not need to go back to Committee for approval and it was hoped that this may ease the backlog. The William Bray, Shere was having a re-fit and temporary traffic lights may be required for two weeks, leading to difficulties with HGVs Concerned over the condition of the well walls – it was NOTED that temporary repair works will be taking place on the roof of the well and Shere Manor Estate was looking into repairs for the remaining wall. <p>A Golithly – Requested that the Parish Council clears the leaves from the grips on Radnor Road, as it stops the water cascading down into the village.</p> <p>G Reffo:</p> <ul style="list-style-type: none"> Requested a site meeting with a contractor to look at diverting water coming from the path next to the church, away from the centre of Peaslake Bread lorry parking outside the entrance to Shere car park made access to the carpark difficult – it was NOTED that it was necessary and only parked there for a few minutes Requested an update on the Credit Union – NOTED that the outlook was more positive than six months ago and more information will follow. Requested Broadfield to Lenten Close path, in Peaslake is reported again to Guildford Borough Council for clearing Suggested to sending a photo of the Peaslake School sign requested for the junction of Mackies Hill to Surrey County Council for their advice over safety. <p>A Collingwood – Reported that there lost spaces in the carpark in Shere from the gravel to maintain the surface and from bad parking. It was suggested to paint white lines on the rails to denote spaces.</p> <p>C Carlisle – NOTED that he was had visited the Chapel in Holmbury St Mary and was going to have a site meeting regarding the parking and would report back to Council.</p> <p>R Smith – Requested an update from Prudential RideLondon regarding the positioning of toilets adjacent to Felday Houses in Holmbury St Mary – see Clerks Report</p>	All
18/127	<p>Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <p>The following was Noted:</p> <ul style="list-style-type: none"> The Council has received letters of thanks for donations from Friends of the Hurtwood, Poppy Appeal, and the Wasp Community Bus. Prudential RideLondon sincerely apologised for the incorrect placing of the toilets by the contractors employed by the Operations Team for the 2018 event. A site meeting was being arranged to agree a mutually agreeable plan for the 2019 event in December. Holmbury St Mary Mast – it was NOTED that if we do not enter into negotiations regarding the proposed mast, Cornerstone Telecommunications will seek to acquire a Code Agreement through the statutory process set out in the Code of Practice published by OFCOM December 2017. It was AGREED to propose a one off payment to the Parish Council of £2000 and that Cornerstone Telecommunications will maintain the access to the mast and box. If further negotiations are required it was AGREED to consider taking legal advice and or engaging a qualified valuer to review Cornerstone Telecommunications calculations in accordance with the principal of the Electronics Communication Code, using the £750 contribution offered by Cornerstone Telecommunications. 	Clerk
18/128	<p>Date of next meeting: Tuesday, 6th November 2018, 8pm, Tanyard Hall, 30 Station Road, Gomshall GU5 9LF</p>	Clerk