

**MINUTES OF THE SHERE PARISH COUNCIL MEETING  
ON TUESDAY 5<sup>th</sup> JUNE 2018 AT  
SHERE VILLAGE HALL, GOMSHALL LANE, SHERE**

**Present:** Parish Councillors R Davey (Chairman), C Carlisle (Vice-Chairman), R Andrews, C Brooke, P Carter, A Collingwood, J Cross, B Grover, A Golightly, J Hutton, B Harrap and R Smith; County Councillor K Taylor, Borough Councillor M Furniss (for part of the meeting) and the Parish Clerk, J Millett.

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| <b>18/33</b> | <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 Councillor G Reffo.  |
| <b>18/34</b> | <b>Declaration of Personal or Prejudicial Interests.</b> Declarations by Councillors on any of the agenda items below. A Collingwood declared an interest in agenda item 18/39: Finance matters.   |
| <b>18/35</b> | <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.  |
| <b>18/36</b> | <b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b><br>K Taylor reported that he would be spending part of his member's allocation on upgrading the footway at the junction of Pursers Lane and Farney Lane, opposite Crest Hill.   |
| <b>18/37</b> | <b>APPROVED the Minutes of the Council meeting held on 3<sup>rd</sup> May 2018</b>   |
|              | <b>ITEMS FOR DECISION:</b>   |
| <b>18/38</b> | <b>Delegation from Guildford Borough Council – Deputy Leader, Matt Furniss</b> updated Council on the progress of the Borough's Local and Corporate Plans and answered questions from Parish Councillors.<br>Action points from the discussion were: <ul style="list-style-type: none"> <li>• there was to be a new war memorial in Castle Gardens, Guildford for the post 1945 fallen and the Borough Council would like to be advised of names that should be included</li> <li>• the Parish Council to be advised of any planned cycle lane links within the Parish</li> <li>• the badly maintained footpath at Newlands Corner would be looked at by the Borough Council</li> <li>• the Borough Council would send Parking Enforcement Officers to Shere</li> <li>• M Furniss to be advised of the outcome of a traffic consultation exercise and invited to discuss possible further action with the Parish Council.</li> <li>• Guildford Borough Council was hosting a 'Meet Your Executive' question and answer session on 28<sup>th</sup> August.</li> </ul> |
| <b>18/39</b> | <b>Finance matters</b> <ul style="list-style-type: none"> <li>• <b>APPROVED</b> income totalling £63,086.31 and expenditure totalling £31,081.04 for April 2018 (as at annexe 1 to these minutes)</li> <li>• <b>APPROVED</b> income totalling £3,597.11 and expenditure totalling £9,396.57 for May 2018 (as at annexe 2 to these minutes)</li> <li>• <b>NOTED</b> bank reconciliations for the months ended April and May 2018 (as at annexe 3 to these minutes)</li> <li>• <b>NOTED</b> income and expenditure against budget to end of May 2018 (as at</li> </ul>   |

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|              | <p>annexe 4 to these minutes)</p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> VAT expenditure for April and May 2018, totalling £4,062.701 (as at annexe 5 to these minutes) and <b>AGREED</b> that a VAT claim be submitted for that period.</li> </ul>   |
| <b>18/40</b> | <p><b>Accounts for the year 2017/18</b></p> <ol style="list-style-type: none"> <li>a. the Council <b>RECEIVED</b> 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 31<sup>st</sup> March 2018. 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.</li> <li>b. the Council <b>RECEIVED, APPROVED</b> and <b>ACCEPTED</b> the Accounts for the year ended 31<sup>st</sup> March 2018.</li> <li>c. The Council <b>APPROVED</b> the Annual Governance Statement (Section 1 of the Annual Return). This was signed by the Chairman of the meeting and the Clerk.</li> <li>d. The Council <b>RECEIVED</b> and <b>APPROVED</b> the Annual Return (Section 2) for the year ended 31<sup>st</sup> March 2018. This was signed by the Chairman of the meeting and the Clerk.</li> <li>e. The Council <b>CONFIRMED</b> the scope of the internal audit for 2018/19.</li> <li>f. The Council <b>RECEIVED</b> a budget update to 31<sup>st</sup> March 2018</li> <li>g. The Council <b>CONFIRMED</b> 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</li> <li>h. The Council <b>APPROVED</b> the internal audit plan setting out proposals for the internal auditor and <b>CONFIRMED</b> that it 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).</li> </ol> <p><b>AGREED</b> 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.</p> |
| <b>18/41</b> | <p><b>Holmbury St Mary verges</b> – to consider the Council’s policy regarding requests for pedestrian or vehicular access over verges owned by the Parish Council. <b>AGREED</b> that:</p> <ul style="list-style-type: none"> <li>• a policy be drafted for further consideration by Council</li> <li>• in relation to the proposed traffic calming proposal for Holmbury St Mary, a public meeting be held to show residents the plans; those people particularly affected by the proposal be invited and following the meeting, Surrey Highways be requested to ask the Guildford Local Committee to consider the proposed scheme.</li> </ul>   |
| <b>18/42</b> | <p><b>Reduction in local train services</b> – to consider comments by local residents on recently reduced train services at Gomshall. <b>NOTED</b> the inconvenience to local</p>  |

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|              | residents caused by the reduction in train services. <b>AGREED</b> to raise this matter at the North Downs line steering group (a consumer group set up by the railway authority to improve customer services on the North Downs line); liaise with the Chairman of Guildford Local Committee who is trying to promote the North Downs line and write to the MP in the strongest possible terms. It was also <b>NOTED</b> that the question of white lining to optimise the number of vehicles that can park at Gomshall station was being looked into.  |
| <b>18/43</b> | <b>Alleged public footpath 180 to public bridleway 181 (Shere)</b> – to comment to Surrey County Council on the history of the alleged public footpath. Various comments were made and it was <b>AGREED</b> that these would be passed onto the Countryside Access Officer, at Surrey County Council.  |
| <b>18/44</b> | <b>The Well, Middle Street</b> – to consider a letter from the Parish Council’s solicitor. <b>AGREED</b> that: <ul style="list-style-type: none"> <li>• the side walls, back wall and roof of the well should be considered as being in the ownership of the Parish Council</li> <li>• with the permission of the owner, works to repair the rear of the well should be undertaken as quickly as possible, the Clerk being delegated, in consultation with the Chairman and Vice-Chairman of the Finance Committee, to approve an estimate for the work and seek Listed Building approval.</li> </ul>  |
| <b>18/45</b> | <b>Shere Cinema Club</b> – to consider a request for comments regarding an outdoor film screening on Friday, 24 <sup>th</sup> August at Shere Recreation Ground and a small donation towards the cost of this event. <b>AGREED</b> a donation of £50.<br>(Power: s 137, Local Government Act 1972)   |
| <b>18/46</b> | <b>Churchyard maintenance, Holmbury St Mary</b> – <b>APPROVED</b> a request for a contribution of £2,353.50 towards mowing costs in 2017.<br>(Power: s 137, Local Government Act 1972)<br>( <i>Note R Smith declared a personal interest in this matter</i> )  |
| <b>18/47</b> | <b>Use of the Scudges by Peaslake School for outdoor skills teaching</b> – <b>APPROVED</b> a request from the School to hold Forest skills teaching on the Scudges, subject to further information being received about the subject and no permanent structures being placed on site.  |
| <b>18/48</b> | <b>Discussions with Thames Water regarding flooding in Peaslake</b> – <b>NOTED</b> that a letter had been sent to Thames Water, following up on questions raised at a site meeting with Thames Water and Surrey County Council, in March. The response would be submitted to Council.  |
| <b>18/49</b> | <b>Police Matters</b> – to consider any matters that need to be brought to the attention of the Police. <b>NONE</b> to report.   |
|              | <b>ITEMS TO NOTE:</b>  |
| <b>18/50</b> | <b>General Purposes Committee</b> – <b>NOTED</b> the wording of the revised terms of reference relating to local highways matters.   |
| <b>18/51</b> | <b>Councillors’ Business</b> (for noting or including on the agenda for the next meeting)<br>J Cross – requested that the persistent flooding situation in Hook Lane be remedied. <b>AGREED</b> to notify Surrey County Council’s flooding team.<br>R Andrews reported that the Holmbury St Mary bonfire volunteers had requested permission to plant a tree on the green. Item for next meeting. He also reported that the drains were blocked in Pitland Street.<br>C Carlisle reported that he had received complaints from local residents about the standard of recent grass cutting. <b>AGREED</b> that this matter be discussed with the local contractor and consideration be given to include picking up grass cuttings, in |

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|              | <p>future.</p> <p>C Brooke – reported that a petition to parliament had been raised by a Surrey County Councillor, flagging up the discrepancy of funding for Surrey roads compared with its usage and challenging the funding formula. She expressed disappointment that Surrey County Council had not publicised the petition. She also stated that the bollards on Shere bridge needed to be re-instated before the impending diversion at Sherbourne was put in place and requested that no parking signs be placed throughout Shere village.</p> <p>J Hutton reported that the Shere swimming pool field and Highways verges around the A25 junction with Gomshall Lane needed cutting back badly as they were blocking sight lines.</p> <p>A Golightly – reported that a vehicle adapted for disabled people had been donated for community use but would need to be taxed and insured. Item for next meeting.</p>  |
| <b>18/52</b> | <b>Date of next meeting:</b> Thursday 12th July 2018, 8pm, Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RL  |
| <b>18/53</b> | <p><b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <p><b>NOTED</b> that Surrey Highways had enquired about progress in the refurbishment of the front entrance steps to Peaslake Stores so that they could co-ordinate it with their work to extend the Peaslake Road pedestrian walkway.</p>   |
| <b>18/54</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>18/55</b> | <p><b>Peaslake Farm Steering Committee – RECEIVED</b> a report of the meeting on 30<sup>th</sup> May 2018.</p> <p>The value for money represented by employing Greenoak Housing Association (GHA) as the provider to build and manage the Peaslake Farm development, compared to the other two providers interviewed, given that the suggested Heads of Terms had altered since the original presentations, was discussed. In negotiations with GHA, it had been suggested that the Lease Term and the Ground Rent should be changed. Even though the Terms had changed from those originally proposed, it was felt that when considering all three parties’ offers on an equitable basis, as set out in questions and answers supplementary to the original presentations, GHA still offered the best value for money, ie, the lowest rents and most sustainable form of build. On a show of hands, it was <b>AGREED</b> to sign the revised Heads of Terms with Greenoak Housing Association, as set out at annexe 6 to these minutes.</p> <p><i>(Note: R Smith dissented from this decision)</i></p> |