

**SHERE PARISH COUNCIL MEETING**  
**8.00PM ON TUESDAY, 5th FEBRUARY 2019**  
 Shere Village Hall, Gomshall Lane, Shere  
**MINUTES**

Ref:	Item:	Led by:
	<b>Present</b> – Councillors R Davey (Chairman), J Cross, B Harrap, P Carter, J Hutton, B Andrews, C Carlisle, C Brooke, B Grover, G Reffo and R Smith. Surrey County Council (SCC) Councillor K Taylor, Guildford Borough Council (GBC) Councillors R Billington and D Wright. Two members of the public and Shere Parish Council Clerk S Hoyland	
18/179	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40</b> – Councillor G Golightly and Councillor C Brooke apologised for having to leave the meeting early.	Clerk
18/180	<b>Declaration of Personal or Prejudicial Interests</b> Declarations by Councillors on any of the agenda items below - <b>None</b>	Chairman
18/181	<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>	Chairman
18/182	<p><b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b></p> <p>A member of the public made a short address and he reported the following concerns:</p> <ul style="list-style-type: none"> <li>• Bollards in Shere – he considered that the use of bollards is unnecessary, unsightly and reduced parking. Shere Parish Council (SPC) disagrees with this as the bollards reduce parking near the bridge, prevents the build-up of vehicles and eases the flow of traffic through Shere. Double yellow lines are proposed for this area and are being prioritised by Surrey County Council (SCC) and Guildford Borough Council (GBC) for the next financial year.</li> <li>• Traffic speed on Hound House Road too fast – Surrey Hills Highways Working Group has discussed the need to limit speed on the rural roads to 40mph. Clerk to contact Surrey County Council for advice to move forward. SCC Councillor K Taylor reported that the A25 was the main focus of attention due to the number of accidents that had occurred.</li> <li>• Aeroplane noise has increased but both airports have denied a change in the flight path – SPC will forward the correspondence sent to Sir Paul Beresford MP and the Director of Aerospace Regulation</li> </ul> <p>SCC Councillor K Taylor reported that Hound House Road and Pond Lane are on the SCC Horizon provisional list for surface dressing in the 2019/2020 financial year. The list can be viewed using the following link:  <a href="https://www.surreycc.gov.uk/_data/assets/pdf_file/0009/187164/Guildford-v1.2-2019-20-schemes.pdf">https://www.surreycc.gov.uk/_data/assets/pdf_file/0009/187164/Guildford-v1.2-2019-20-schemes.pdf</a></p> <p>Councillor G Reffo requested that K Taylor look again at Mackies Hill, Peaslake as the condition of the road was extremely bad, as is Hoe Lane, Peaslake. Both of which have been reported to SCC.</p>	
18/183	<b>Approval of the Minutes of the Council meeting held on the 9th January 2019</b> – Approved and Signed as a correct record	Clerk
	<b>ITEMS FOR DECISION:</b>	
18/184	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> of income of £6622.93 and expenditure of £17184.92 for the month ended January 2019</li> <li>• <b>Noted</b> bank reconciliations and statement balances for month ended January 2019</li> <li>• <b>Noted</b> income and expenditure against budget and earmarked reserves to end of January 2019</li> <li>• <b>Noted</b> response from the Internal Auditor regarding acceptable levels of earmarked and general reserves</li> <li>• <b>Noted</b> VAT expenditure for January 2019</li> </ul>	RFO/RD

	<b>Councillor C Brooke requested Item 18/188 was brought forward on the agenda – Agreed</b>	
<b>18/188</b>	<p><b>Surrey Hills Highways Working Group Meeting</b> – Councillor B Andrews gave a brief report. SPC expressed concern over the speed of the traffic on the A25 Gomshall to Sherbourne Road junction as the only remaining stretch of road still at the national speed limit. SCC Councillor K Taylor confirmed that a comprehensive scheme had been proposed and he will follow it up. Councillor C Brooke reported concerns over communication between SPC, Surrey Hill Highways Working Group and SCC and feels that important issues raised by the Parish Council are not addressed in a satisfactory way by Surrey Hills. Furthermore, that the Council are not given sufficient notice (only when the agenda is received) when problems/schemes raised by the Parish Council will be discussed at a meeting. Guildford Borough Councillor D Wright stated that Surrey Hills has no power but tries to get institutions together to discuss complex issues affecting the area and that patience was needed. Councillor B Andrews stated that the decluttering of signs in Holmbury St Mary took place before the Parish Council had the opportunity to give considered feedback. He suggested that more notice should be given by Surrey Hills to relevant Parish Councils before any work is undertaken.</p> <p>SCC Councillor K Taylor confirmed that the Holmbury St Mary traffic Scheme is still on the Joint Committee list and will be decided in March 2019.</p>	BA
<b>18/185</b>	<p><b>Peaslake Farm Steering Committee – Received</b> minutes of the 30<sup>th</sup> January meeting. A Brief report was given by R Davey. The following recommendations were made to Council:</p> <ul style="list-style-type: none"> <li>• Amended Design Brief – <b>Agreed</b></li> <li>• Mix of units: four 2 bed and four 1 bed units - <b>Agreed</b></li> </ul> <p>The following extract is from the Steering Committee minutes <i>‘SPC at the Council meeting 2<sup>nd</sup> June 2016 adopted a motion to accept, in relation to the agreed development of Peaslake Farm, the following clause ‘By the time the building starts the water and sewage problems would be solved’ SPC will produce a document on the findings from Thames Water and SCC for general distribution. At the March council meeting, Council will be asked to determine whether it is now reasonable to conclude that any problems pertinent to the agreed development should now be considered solved and the Clause formally removed’</i> - Councillors G Reffo and P Carter requested that the March meeting be held in Peaslake (to be confirmed subject to availability of a suitable location)</p>	RD
<b>18/186</b>	<p><b>Shere Pool – Received</b> the notes following the meeting between representatives of the Parish Council and Shere Swimming Pool Committee on 23<sup>rd</sup> January 2019 and consideration was given to next steps – <b>Agreed</b> £20,000 to support the repairs to the pool subject to the following provisos (Vote: 10 in favour Councillor R Smith abstained)</p> <ul style="list-style-type: none"> <li>• Full funding in place with contingency funds</li> <li>• Receipt of full report from structural engineer confirming longevity of the pool</li> <li>• Use of the pool by Peaslake School as well as Shere School</li> </ul> <p>It was further <b>Agreed</b> that the Council would consider acting as a procurement agent subject to:</p> <ul style="list-style-type: none"> <li>• Confirmation of the legal responsibilities – of the Parish Council including formalisation of ownership, lease with Shere Manor Estate and sub-lease with Shere Swimming Pool Club (SSPC).</li> <li>• Confirmation that it would be legal to act as a procurement agent, to accept the monies from SSPC to help pay for the works and that it was ‘signed off’ by the SPC Auditor.</li> <li>• Careful consideration of the contract and specification of works including any areas where costs could over-run</li> </ul>	RD
<b>18/187</b>	<p><b>The Well and Wall, Shere:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted</b> transfer of title from Shere Manor Estate to the Council.</li> <li>• Wall – to receive an update – <b>Agreed</b> contribution of £100 (one third of cost) for structural survey on a section of the wall on Middle Street arranged by Shere Manor Estate</li> </ul>	
<b>18/189</b>	<p><b>Polling Places Review 2019</b> – to consider any comments for the review regarding the polling places within the Parish – <b>Agreed</b> to check with electoral services that the village halls have been booked.</p>	

18/190	<p><b>General Purposes Committee, 16<sup>th</sup> January 2019 – Received</b> minutes and considered the following Recommendations:</p> <ul style="list-style-type: none"> <li>• Revised Tender Documents for Parish Maintenance Contracts – <b>Agreed</b> to move the area in front of the Old School Room in Peaslake to fortnightly cut (treated sensitively and left neat and tidy) and to put up signs saying ‘Shere Parish Council Please Keep Off the Grass’. All tenders <b>Agreed</b> and will be advertised in the parish magazines and on the website. <b>Agreed</b> existing contractor to continue until new contracts are in place.</li> <li>• Holmbury St Mary Pavilion and Football Pitch annual rolling Lettings Agreement £550 per year – <b>Agreed</b> Councillor B Andrews to talk to Holmbury St Mary and Wescott Wolves Football Club.</li> <li>• Asbestos removal Goose Green Pavilion £8000 ex. VAT (Local Government (Miscellaneous Provisions) Act 1976, S.19), including £500 discount – <b>Agreed</b> £6500 from earmark reserves – Recreation Projects and £1500 from earmarked reserves – Playground projects</li> <li>• Shere Parish Council IT - back up £687 ex VAT plus £29 per month and solid state drives £380 ex VAT (Local Government Act 1972, s.142) – <b>Agreed</b> from general reserves</li> <li>• Refurbishment of Central Finger Sign, Shere £870 ex VAT (Road Traffic Regulation Act 1984, S.72) – <b>Agreed</b> general reserves</li> <li>• Ford Bridge, Lower Street, Shere repairs £200 ex VAT (Highways Act 1980, SS43 &amp; 50) – <b>Agreed</b> general reserves</li> <li>• Radnor Road footpath steps repairs £95 ex. VAT (Open Spaces Act 1906, SS.9 &amp;10) – repairs carried out by landowner</li> <li>• Franksfield to Peaslake Playground footpath steps £120 ex VAT (Highways Act 1980, SS.43,50) - <b>Agreed</b> general reserves</li> <li>• Shere Lane, Pilgrims Way and Pathfields two signs ‘no parking on the pavement’ £70 ex VAT (Road Traffic Regulation Act 1984, s.72) - <b>Agreed</b> general reserves</li> </ul>	
18/191	<p><b>Risk Assessments Annual Review</b> – Parish Council’s risk assessments for:  Governance and Management  Financial – General  Staff Workplace  Public conveniences, Shere  Outside Workers  Tanyard Hall  Financial Regulations  Accidents and First Aid</p> <p><b>Approved</b> subject to the following amendments:</p> <ul style="list-style-type: none"> <li>• Safeguarding - Council takes reasonable steps to ensure anyone carrying out duties for or on behalf of the Council is adequately safeguarded. This includes not placing any such person in a potentially vulnerable position.</li> <li>• The inclusion of risks regarding a company carrying out payroll on our behalf</li> <li>• Review of wording under Grants, Support and VAT</li> <li>• Financial Regulation Risk Assessment – ‘division of reserves between bank accounts spreads the risk to minimise financial loss’</li> <li>• To review cyber security after the new drives and back-up are implemented.</li> </ul>	Clerk
18/192	<p><b>Police Matters</b> - to consider any matters that need to be brought to the attention of the Police – <b>None</b></p>	All
	<p><b>ITEMS TO NOTE:</b></p>	
18/193	<p><b>Tanyard Hall Car Park</b> – Surrey County Council Drainage Scheme and temporary car park closure – It was <b>Noted</b> that the car park would be closed for up to two weeks from 18<sup>th</sup> February while essential drainage works take place across the car park from Station Road. The full drainage works on Station Road will take up to eleven weeks.</p>	Clerk
18/194	<p><b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ul style="list-style-type: none"> <li>• Shere Parish Council congratulated Peaslake residents for raising the money to clear some of the worst areas of mud on the bridleway from Franksfield to Holmbury Hill.</li> </ul>	Clerk

	<p>Rights of Way at Surrey County Council were unable to undertake the work due to lack of funds, so residents have stepped in to carry out the work to keep the bridleway accessible – works will take place at the end of March.</p> <ul style="list-style-type: none"> <li>• Steps Plaws Hill to Radnor Road, Peaslake – The owner of the land kindly agreed to make the repairs, which were due to be done today.</li> <li>• Howard Potter from the Parochial Church Council thanked the Parish Council for the cheque towards the 2018 church mowing</li> <li>• Good news for users of Burrows Lane in Gomshall, Network Rail has confirmed that they are carrying out a complete resurface of the crossing on the 25<sup>th</sup> March – <b>Agreed</b> to request SCC to carry out repairs to the rest of Burrows Lane after the crossing has been done.</li> </ul>	
<b>18/195</b>	<p><b>Councillors' Business</b> (for noting or including on the agenda for the next meeting)</p> <p><b>G Reffo:</b></p> <ul style="list-style-type: none"> <li>• Requested SCC Councillor K Taylor to chase up the resurfacing of Mackies Hill, Peaslake</li> <li>• Agreed G Reffo and P Carter to check on Pond Lane which is on Project Horizon</li> <li>• Reported that a pedestrian broke his ankle on the uneven pavement along Pursers Lane, Peaslake (Farney Lane to Torrells) which had been reported to SCC. Clerk reported that SCC had been told about the broken ankle and will chase it up.</li> </ul> <p><b>R Davey</b> – Reported that a new volunteer in Shere Library thought that some of the elderly residents in Peaslake would like to use the library but have no transport. Councillor B Andrews will look into using the Wasp Bus for a trial weekly run.</p> <p><b>Guildford Borough Councillor D Wright</b> – reported concern for the elderly and vulnerable stating state services in the future will be unable to provide fully integrated care. Suggested all the organisations looking out for vulnerable people in the Parish should get together to manage and coordinate services. <b>Agreed</b> to hold a meeting with the new Rector of Shere Parochial Church, SALV, Wasp Bus, SPC and any other interested parties to review the needs of the community.</p> <p><b>R Smith</b> – Reported that his declaration of interests had changed and a new form had been passed to the office.</p>	All
<b>18/196</b>	<b>Date of next meeting:</b> 8pm Tuesday 5th March 2019 – Location to be confirmed	Clerk
<b>18/197</b>	<b>Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)</b> – <b>Excluded</b> the public and press for the following item of business because of the confidential nature of the business to be transacted.	Clerk
<b>18/198</b>	<b>NEST Pension – Noted</b> contribution corrections from 2017/18 and 2018/19	Clerk