

SHERE PARISH COUNCIL MEETING
8.00PM ON WEDNESDAY, 9th JANUARY 2019
Tanyard Hall, 30 Station Road, Gomshall GU5 9LF
MINUTES

Ref:	Item:	Led by:
	Present – Councillors R Davey (Chairman), G Reffo, J Hutton, C Brooke, B Grover, J Cross, B Harrap, C Carlisle and B Andrews. Borough Councillor D Wright, four members of the public and Clerk S Hoyland	
18/152	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – Councillors A Collingwood, R Smith, A Golightly, and P Carter. C Brooke apologised for having to leave the meeting early. Surrey County Councillor K Taylor and Guildford Borough Councillor R Billington	Clerk
18/153	Declaration of Personal or Prejudicial Interests Declarations by Councillors on any of the agenda items below. Councillor J Cross declared an interest in item 18/162 Shere Surgery , as a Trustee in Shere and Local Villages Health Trust (SALV) Councillor B Andrews declared a personal interest in item 18/164 Corner Cottage, Pitland Street	Chairman
18/154	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
18/155	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – one member of the public asked to be able to speak at item 18/161 – granted One member of the public thanked the Council for responding quickly to a repair required over the Christmas period.	
18/156	Approval of the Minutes of the Council meeting held on the 6th November 2018 – Approved and Signed as correct record	Clerk
	ITEMS FOR DECISION:	
18/157	Finance Committee Meeting 25th October and 26th November 2018 - RECEIVED the Minutes of the Finance Committee meetings. ADOPTED the draft budget for 2019/20, including the precept of £120,233, as set out in the annex to the Finance Committee's minutes. Agreed to ask the Internal Auditor if the intended level of Earmarked Reserves and General Reserves for the next financial year is appropriate for the size of Parish Council, taking into account fixed assets and likely expenditure.	RD/RFO
18/158	Finance matters <ul style="list-style-type: none"> • Approved income of £17,563.89 and expenditure of £35,026.78 for the month ended November and income of £1,348.38 and expenditure of £9,373.80 for the month ended December 2018 • Noted bank reconciliations and statement balances for months ended November and December 2018 • Noted income and expenditure against budget to end of December 2018 • Noted VAT expenditure for November and December 2018 • Approved the replacement of Joy Millett by Suzanne Hoyland as main contact and signatory with the same signing rights on the Boom bank account in accordance with the Financial Regulations adopted 3rd May 2018 • To Consider two further bank accounts to spread risk and to ensure all funds are adequately cover under the Financial Services Authority (FCA) – Agreed a Barclays and a Nationwide account • The Clerk to issue the Precept for 2019/20 subject to Council's final confirmation of the Precept, taking into account the notification of the Band D equivalent figures from Guildford Borough Council and the LCTSS grant - Agreed • Concurrent Functions Grant Aid from Guildford Borough Council – to note the outcome of the Parish Council's bid for funding in 2019/20 and to receive a 	RFO/RD

	<p>position report on grants to be claimed from previous years – Noted</p> <ul style="list-style-type: none"> • Parish Audit 2018/19: <ul style="list-style-type: none"> a. Noted the internal auditor’s report of his interim audit on 29th October 2018 and update from the Clerk/RFO b. The Council Confirmed that it has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption. c. The Council Confirmed that it has maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control system and carried out a review of its effectiveness, i.e.: <ol style="list-style-type: none"> 1. the scope of the internal audit has been discussed with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas: 2. the internal auditor is sufficiently independent of the Council’s financial controls and procedures and is unbiased and objective: 3. that the internal auditor has sufficient knowledge to be able to carry out the audit and to give an objective view on whether the financial controls and procedures meet the needs of the Council: 4. That the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined. • Approved all standing orders and direct debits • Noted the Parish Council’s external auditor for 2018/19 will be PFK Littlejohn LLP • To consider amendments to the Financial Regulations in allow for electronic banking – Agreed • Internal Auditor – review of fees for 2019/20 – Agreed to remain with Mark Mulberry for 2019/20 	
18/159	<p>Peaslake Farm – to receive feedback on the Peaslake Farm public consultation from Greenoak Housing Association and to Ratify the final design – Ratified that the courtyard design is the preferred option, subject to addressing the specific points in the feedback from the consultation. It was Agreed to write to Greenoak Housing Association requesting the formal responses from the concerns raised at the public consultation and that these needed to be provided a week before the Peaslake Farming Steering Committee meeting on the 30th January 2019. Agreed that the meeting would also include a timetable of key dates (specifically the planning submission date) and meetings for the year to prevent further delays.</p>	RD
18/160	<p>Art Group, Tanyard Hall – to consider reducing/waive the hire fee for the hall for a respite social art group – Agreed a reduce rate of £20 per session</p>	RFO/RD
18/161	<p>Shere Car Park – A short address was given by a member of the public as agreed at the beginning of the meeting</p> <ul style="list-style-type: none"> • to consider a request from a member of the public to remove the barriers preventing free movement in a circle around the car park – Agreed • consideration of quote for white lines on the barriers to denote parking spaces – Agreed £160 + VAT (Road Traffic Regulation Act 1984, ss.57, 63) 	Clerk
18/162	<p>Shere Surgery - Received a letter requesting help in the following areas:</p> <ul style="list-style-type: none"> • Potential funding streams for the increased demand for services generally and increase in population • Inadequate volume of parking • Inadequate disabled parking • Disabled access from the car park to the surgery and condition of the footpath <p>When the surgery building was built, it was Noted that the patient roll was approximately 4000 people and that this has now increased to approximately 8000. This had led to an increase in demand for services and staff and as a result the building is now up to capacity. Guildford Borough Councillor suggested approaching the Clinical Commissioning Group for additional support to extend the building.</p> <p>It was Noted that a site meeting had taken place with the Shere Surgery Practice</p>	ALL

	<p>Manager, Surrey County Council (SCC) and the Parish Council. SCC agreed the need for levelling /building up the path, smoothing over tree roots outside the surgery and by the bus stop and a new drain at the bus stop to prevent flooding. However, they indicated that there would be little or no funds for the project in the next financial year and will send a rough estimation of cost to the Parish Council for consideration.</p> <p>With regards to the parking the following was Noted:</p> <ol style="list-style-type: none"> 1. It was reported that the surgery would like to extend the car park between the existing parking and the building, to create new parking for general use and new disabled bays and that quotes would be forthcoming. 2. To increase the number of parking spaces in the existing car park, it was suggested that members of staff could park either in the village car park or along the road. Alternatively, to approach Shere Manor Estate for permission to use land further from the surgery building for staff parking. 3. A review of the layout of the car park could also provide additional spaces. 4. Double yellow lines painted across the patient drop off area (private land) would discourage parking there – Agreed £80 (Road Traffic Regulation Act 1984, ss.57, 63) 5. To consider gravel pathways across the verge to improve access from the road to the surgery 	
18/163	<p>Peaslake Fair parking – to consider the request to use the fields at Peaslake Farm for parking for the 2019 fair – Agreed subject to weather and ground conditions and the possible use of matting if required.</p>	GR
18/164	<p>Corner Cottage, Pitland Street, Holmbury St Mary – to consider an application for an easement across the manorial waste on Horsham Road B2126 – Agreed in principle subject to the following :</p> <ul style="list-style-type: none"> • Obtaining Planning Permission • Covering the Council’s legal costs • All claims to the existing access route are relinquished • Existing bridge over the ditch and the hardstanding on the verge are removed • The new access will only be used for Corner Cottage and not for any separate dwelling or other separate premises established within the current curtilage • No parking on the verge whether on the location of the current access or the new access • The applicant to establish the location of any infrastructure (cables, water mains, drains etc.) and to ensure that these are safely provided for in any works in creating a new access or removing the old one. 	BA/RS/CC
18/165	<p>Grievance Policy, Disciplinary Policy and Performance Management Policy – Adopted and thanks was given to Councillors G Reffo and J Cross for their work on the amendments</p>	GR/JC/Clerk
18/166	<p>Prudential RideLondon – report on the site meeting 4/12/18 and consideration of the request to use the Manorial waste on Horsham Road – Agreed and a small hire fee has been accepted by the Council of £250 for this year and a backdated payment of £250 for last year. The Council rigorously stated that the detrimental impact that the race has on the community and the small fee in no way compensates residents for the disruption. The Council expressed particular annoyance that despite the inconvenience, the application for support to re-build the swimming pool was declined by the London Marathon Charitable Trust.</p>	
18/167	<p>Shere Pool – to receive an update - Swimming Pool Committee (SSPC) Chairman and Treasurer gave an update on the preferred current plan of repairs/improvements for the swimming pool. They confirmed that the SSPC unanimously agreed with the following two phase plan:</p> <ul style="list-style-type: none"> • Phase 1. Levelling of the pool and reconfiguration of external pipework and skimmers; plus obtaining planning permission for the plant room extension/rebuild - £ 73.4k excluding VAT, to be completed before the start of the 2019 swimming season in May • Phase 2. Extension/rebuild of plant room and installation of upgraded filter 	

	<p>systems, pumps and internal - £57k excluding VAT, between October and the start of the following swimming season, in May 2020</p> <p>SSPC asked Shere Parish Council to commit the £20,000 which was provisionally earmarked for the re-build of the pool, to the new revised project and for the project to be managed by Shere Parish Council with the SSPC providing the bulk of the funding. Concerns were raised over this use of funds (including whether a re-build would still be required in the next few years), the process and the speed under which it would have to be undertaken for the first phase to be completed by May 2019. It was Agreed to hold a sub-committee meeting to urgently consider the SSPC request.</p>	
18/168	<p>Surrey Hills Management Plan Survey - to consider making a response www.surreyhills.org/board/have-your-say/ - it was Noted that individual councillors would make a response.</p>	
18/169	<p>Police Matters - to consider any matters that need to be brought to the attention of the Police – None</p>	All
	ITEMS TO NOTE:	
18/170	<p>Telecoms Mast, Holmbury St Mary – Noted the lease with Cornerstone Telecommunications Infrastructure Limited had been completed and monies had been received.</p>	Clerk
18/171	<p>Healthwatch Surrey – Community Cash Fund Launch – Noted applications opened in January 2019 to help small groups start projects which improve health and wellbeing in their local community. Grants available up to £1,500. For more information go to: https://www.healthwatchesurrey.co.uk/our-work/community-cash-fund/</p>	Clerk
18/172	<p>Surrey County Council Consultations – Noted the consultations were forwarded to Councillors for their consideration and comments and the Parish Council has now made a formal response.</p>	
18/173	<p>Councillors' Business (for noting or including on the agenda for the next meeting)</p> <p>B Andrews:</p> <ul style="list-style-type: none"> • Suggested to keep the remembrance 'Tommy' silhouettes for consideration to use again next year. Agreed Holmbury St Mary to store one and the Shere and Gomshall silhouettes to be stored in the Old Fire Station. • Requested Holmbury St Mary football lease go on the General Purposes Agenda • A tree bough needed removing from the manorial waste in Holmbury St Mary <p>G Reffo:</p> <ul style="list-style-type: none"> • Requested an update on - improving the flow of water from the Hurtwood along the cemetery path to the centre of Peaslake. It was Noted that this was on the next General Purposes Committee (GPC) Agenda • Agreed to liaise with the Clerk the following morning to ensure current highway and rights of ways concerns were on the next GPC agenda <p>J Cross – reported that the bollards for restricting parking are not out in Shere and could they be replaced. It was Noted that consideration of new bollards is on the next GPC agenda.</p> <p>C Carlisle – reported that there was some building waste on the Green in Holmbury St Mary – it was Agreed to write a letter requesting that the Green is fully restored when the works are completed</p> <p>B Grover:</p> <ul style="list-style-type: none"> • Requested that the well wall is added to the next agenda. Noted that the corner of the wall had been hit again and had been cosmetically repaired. • The Library committee laptop needs a solid state drive to improve speed and asked the Council to fund it. <p>R Davey – Requested that repairs to the slats on the Ford bridge be added under Highway Issues to the GPC agenda</p> <p>General – to chase up the position of the Holmbury St Mary traffic management scheme</p>	All
18/174	<p>Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ul style="list-style-type: none"> • Surrey Police invited the public to complete a short online survey on whether or not they would support a £24 increase a year based on a Band D property - deadline 28th January 	Clerk

	<ul style="list-style-type: none"> Well Wall – the repair to the recent hit was done this week and the repairs to the coping stones will be done next month if the weather remains mild, if not March. Ben Bray requested that we look into bollards in line with double yellow lines forcing large vehicles to stay 0.5m from the wall or put double yellow lines on the opposite side of the road, as the current wooden post serves no purpose – Councillors B Grover reported that SCC had come out and confirmed a new bollard was needed but could not be placed any further into the road and yellow lines are not possible on the opposite side of the road. SCC confirmed that both the Holmbury St Mary traffic management proposal and the walkway are still on the Local Committee running list pending funding and decision will be made in March 2019 Councillors A Collingwood reported that Great Western Railways have reinstated the early morning 0733 train from Gomshall to Guildford, therefore enabling people to get into London. A thank you had been received from Howard Potter for the cheques for Churchyard Mowing, rent for the library and rent for Church field and Skudges in Peaslake. A Thank you from the whole Church Community had been received for covering the cost of the bollard at the Lychgate 	
18/175	Date of next meeting: 8pm Tuesday 5th February 2019, Shere Village Hall, Gomshall Lane, Shere	Clerk
18/176	Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – Excluded the public and press for the following item of business because of the confidential nature of the business to be transacted.	Clerk
18/177	Surrey Pension Fund - Received a report following Annual General Meeting	RD/BA
18/178	NEST Pension – update on legislation regarding contributions from April 2019 onwards – Received and will be included on the agenda at the next Human Resources Committee meeting	