

**ANNUAL COUNCIL MEETING**  
**8.00PM ON TUESDAY, 14<sup>th</sup> MAY 2019**  
Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

**MINUTES**

Ref:	Item:	Led by:
	<b>Present</b> – Councillors R Davey, B Harrap, P Carter, B Grover, C Brooke, R Smith, J Hutton and B Andrews. Newly cop-opted Councillors M Taylor-Cotter and A Case. Surrey County Councillor K Taylor. Eight members of the public. Clerk S Hoyland.	
19/1	<b>Declaration of Acceptance of Office</b> to be signed by all members of the Council – <b>All Signed and Received</b> prior to meeting	Clerk
19/2	<b>Election of Chairman – R Davey Elected (proposed by P Carter Seconded by B Grover)</b>	Clerk
19/3	<b>Declaration of Acceptance of Office - Signed</b> by the newly elected Chairman, R Davey	Clerk
19/4	<b>Election of Vice-Chairman – C Carlisle Elected (proposed by B Andrews Seconded by J Hutton)</b>	Chairman
19/5	<b>To accept apologies</b> and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – <b>Councillors J Cross, C Carlisle and G Reffo. Guildford Borough Councillor and Mayor R Billington</b>	Clerk
19/6	<b>Declaration of Disclosable Pecuniary Interests</b> <ul style="list-style-type: none"> <li>• To be completed and signed by all councillors – <b>3 outstanding and will be received shortly</b></li> <li>• Declarations by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) - <b>None</b></li> </ul>	Chairman
19/7	<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
19/8	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – No members of the public wanted to address the Council</b>	
19/9	<b>Co-option of member for North Ward (Shere and Gomshall) and South West Ward (Peaslake)</b> – to receive applications for the office of Parish Councillor and to Co-opt two candidates to fill the existing vacancies, one in each of the above wards.  Councillor P Carter requested that the co-option be deferred to the June meeting for the remaining candidate for co-option and sitting South West Councillor to be able to attend – it was <b>Agreed</b> by councillors present that this was not necessary and that there had been precedent set for co-opting without a candidate present in the past, therefore the co-option process continued.  The Chairman explained the co-option procedure; the applicants could make a short introductory statement; it was not a question and answer opportunity. It was proposed that the vote could be made by signed ballot – <b>Agreed</b> . It was stressed that the Parish Council was team and any candidate co-opted was asked to integrate with that team.  Candidate A Case introduced himself as an applicant for the North Ward councillor vacancy – <b>A Case was elected by signed ballot</b> M Taylor-Cotter introduced herself as an applicant for the South West Ward councillor vacancy. The Clerk read out an application from M Warrell introducing himself as an applicant for the South West Ward councillor vacancy – <b>M Taylor-Cotter was elected by signed ballot</b>	All
19/37 brought forward on the agenda	<b>Short adjournment</b> to enable the representative from <b>Surrey County Council (SCC)</b> regarding drainage works to Tanyard Hall car park to address the Council – It was explained the drainage works planned to go under Tanyard Hall car park would now not be taking place, due to the contaminated land identified. SCC will still re-surface the car park as promised by overlaying the existing surface and feathering in the edges. He confirmed that the area was safe and there was no danger from the contaminates as they were sealed in. The report indicating the contaminates would be forwarded to the Parish Council for review	

	<p>and consideration will be given at the June Council meeting as to whether a precautionary test be carried out on the stream to ensure no contaminates are escaping. It was <b>Agreed</b> that the vet surgery will be notified of all findings.</p> <p>With regards to the risk of flooding on Station Road, it was reported that there had been no significant issues in the last three years since the first works were completed, although ongoing consideration would be given to other options for removing surface water into the stream.</p>	
<b>19/30 brought forward on the agenda</b>	<b>Gates installed on boundary of Shere Car Park</b> – to consider the retrospective request for two gates from the private drive behind Vine Cottages, Shere into the car park – a short address was made by the applicant. It was <b>Agreed</b> to allow the gates to remain and the applicant was praised for repairing the fence and clearing the area.	
<b>19/43 brought forward on the agenda</b>	<p><b>Peaslake Farm Subsidised Housing:</b></p> <ul style="list-style-type: none"> <li>Final Plans – to receive any comments prior to planning submission – the plans had been received and distributed. Positive comments were made and it was <b>Agreed</b> to confirm with Greenoak Housing Association that the Council has <b>Approved</b> the plans for Planning Submission.</li> <li>To consider revised draft lease – <b>not available for this meeting and will be on 4<sup>th</sup> June agenda</b></li> <li>To consider the draft contract – <b>not available for this meeting and will be on 4<sup>th</sup> June agenda</b></li> </ul>	
<b>19/10</b>	<p><b>Election of the General Purposes Committee</b> – the Committee to comprise of at least six elected Members of the Council with, if possible, one Member from each of the four main villages. The Chairman and Vice Chairman of the Council will be ex-officio members.</p> <p><b>Elected:</b> Councillors C Brooke, P Carter, A Case, J Hutton, G Reffo, R Smith, B Andrews, B Grover and the Chairman and Vice-Chairman as ex officio members. It was <b>Agreed</b> that these meetings would now take place in the evenings.</p>	Clerk
<b>19/11</b>	<p><b>Election of the Planning Committee</b> – at least one member from each ward plus the Chairman and Vice Chairman. Membership is open to all Members of the Council. <b>Elected:</b> Councillors R Andrews, C Brooke, M Taylor-Cotter, B Grover, B Harrap, R Smith the Chairman and Vice-Chairman as ex officio members.</p>	Clerk
<b>19/12</b>	<p><b>Election of the Finance Committee</b> - the Committee to comprise of the Chairman, Vice Chairman and at least two other members of the Council these being appointed so that each of the four villages served by the Council is represented. <b>Elected:</b> Councillors R. Andrews, C Brooke, J Cross, R Davey, C. Carlisle, M Taylor-Cotter, G Reffo and R Smith.</p>	Clerk
<b>19/13</b>	<p><b>Election of Human Resources Committee</b> – this Committee shall comprise the Chairman and at least three other members of the Council, these being appointed so that each of the villages served by the Council is represented and so that councillors with experience of the strategic management of human resources are included, where possible. <b>Elected:</b> Councillor R Andrews, C Carlisle, G Reffo, B Harrap and the Chairman, R Davey.</p>	Clerk
<b>19/14</b>	<b>North Ward Working Group (Gomshall and Shere)</b> – <b>Elected</b> all North Ward Councillors	Clerk
<b>19/15</b>	<b>South East Working Group (Holmbury St. Mary)</b> – <b>Elected</b> all South East Ward Councillors	Clerk
<b>19/16</b>	<b>South West Ward Working Group (Peaslake)</b> – <b>Elected</b> all South West Ward Councillors	Clerk
<b>19/17</b>	<b>Shere Traffic Working Group</b> – <b>Elected</b> all North Ward Councillors and representatives of the public as per previously. It was <b>Agreed</b> that these meetings would now take place in the evenings.	Clerk
<b>19/18</b>	<p><b>Peaslake Farm Steering Committee</b> – the Group to comprise two elected members from each ward and the Chairman. <b>Elected:</b> Councillors R Andrews, C Carlisle, P Carter, J Cross, R Davey and G Reffo. It was <b>Agreed</b> that M Taylor-Cotter could attend as an observer.</p>	Clerk
<b>19/19</b>	<p><b>Decision making Powers</b> - the Council <b>Confirmed</b> that decision making powers be delegated to the General Purposes, Planning and Peaslake Farm Steering Committees, provided expenditure incurred does not exceed that allowed in the budget. (Note: Working Groups have no delegated powers – all recommendations made by a Working Group must be conveyed to the full Council or a Committee for approval.)</p>	Clerk
<b>19/20</b>	<b>Agreed the Terms of Reference</b> for all remaining Committees should continue as previously.	Clerk
<b>19/21</b>	<p><b>Appointment of Representatives on outside organisations (showing current members)</b></p> <ul style="list-style-type: none"> <li>Peaslake Memorial Hall – G Reffo</li> <li>Henry Smith (Shere) Charity for Relief in Need – C Simpson, J Hutton and E Andrews.</li> </ul> <p>Each individual appointment is for four years</p>	Clerk

	<ul style="list-style-type: none"> <li>• Shere Recreation Ground – B Grover</li> <li>• Shere Swimming Pool – J Cross</li> <li>• Shere Village Hall – R Davey</li> <li>• Surrey Association of Parish and Town Councils – it was reported that this is known as Surrey and Sussex Association of Local Councils (SSALC) and that they do not have meetings which local representatives can attend and therefore no person will be appointed henceforth</li> <li>• Wasp Bus – R Andrews</li> <li>• Holmbury Village Hall – R Andrews</li> <li>• Guildford's Borough Council's Governance Committee – G Reffo</li> <li>• Holmbury St Mary's Wolves FC – R Andrews</li> <li>• Shere Library – B Grover</li> </ul>	
19/22	<b>Dates of Council meetings</b> – The Council has previously received a list of Council meetings to December 2019 – <b>Noted and will be forwarded to new councillors</b>	Clerk
19/23	<b>Annual Financial matters</b> <ol style="list-style-type: none"> <li>a. The Council <b>Confirmed</b> that the Council's finances for the year commencing 1<sup>st</sup> April 2019, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 9th January 2019</li> <li>b. The Clerk was <b>Authorised</b> to issue cheques/make payments during the financial year 2019/20 for the payment of staff salaries, PAYE/superannuation, donations/cemetery grants, monthly contractors' fees, Parish, public toilets and playground maintenance and minor maintenance materials, audit fees, land/hall rents, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorised orders – all as allowed for in the budget for 2019/20. The cheques/payments to be signed/authorised by two Councillors and the Clerk and reported to the next meeting of the full Council</li> <li>c. <b>Approved</b> standing orders and direct debits as reviewed at Finance Committee 26<sup>th</sup> November 2018 (next review October 2019)</li> <li>d. <b>Verified</b> that the Council's current insurance cover is adequate</li> <li>e. The Council <b>Agreed</b> to continue with the current Banking arrangements</li> <li>f. The Council to <b>Appointed</b> the Chairman to undertake the regular financial checks in accordance with the Financial Regulations</li> <li>g. The Council <b>Re-adopted</b> the Financial Regulations</li> </ol>	Clerk
19/24	<b>Standing Orders</b> – the Council <b>Approved</b> and <b>Re-adopted</b> the Standing Orders.	Clerk
19/25	<b>Code of Conduct</b> - the Council <b>Adopted</b> the Guildford Borough Council Code of Conduct	Clerk
19/26	<b>Review of Asset Register</b> – to consider any amendments to the current Register (as circulated) - <b>Approved</b>	Clerk
19/27	<b>Approval of the Minutes</b> of the Council meeting held on the 2 <sup>nd</sup> April 2019 – <b>Approved and Signed as a correct record</b>	Clerk
	<b>ITEMS FOR DECISION:</b>	
19/28	<b>Finance matters</b> <ul style="list-style-type: none"> <li>• <b>Noted</b> that the Parish Council's accounts for the year ended 31 March 2019 will be completed on the Parish Council's accounting software on 16th May. The software will not allow data to be input for the new financial year until that work is complete. Therefore, April and May accounts will be reported to Council at the June meeting.</li> <li>• <b>Noted</b> the position re: concurrent functions grant funding from Guildford Borough Council and identify any projects for grant funding in 2020/21 – <b>Agreed</b> that suggestions for grant aid applications would be advertised in the parish magazine</li> <li>• Boom Credit Union – consideration to increase the funds the Council holds there – it was <b>Agreed</b> to request further feedback and data regarding the performance of Boom before making any decision. In the meantime, the additional previously agreed bank accounts will be opened.</li> </ul>	RFO/RD
19/29	<b>Shere Open Gardens</b> – to consider request to use/mark a section of Shere Recreation Ground car park as disabled parking for the event – <b>Agreed</b> a quarter of the car park will be designated as disabled parking for the day and will be managed by the parking attendants. Feedback on the number of users will be requested.	
19/31	<b>Ginger Huts</b> – to consider request for land, for a local special need's glamping and work-skills project for disability accessible yurt holidays and work-skill programme for adults with learning difficulties – It was not thought that Peaslake Farm fields would not be suitable as it	

	is proposed that the fields will be used for agriculture. However, it was <b>Agreed</b> to defer until June agenda, Councillor A Case to investigate and report back to Council.	
<b>19/32</b>	<p><b>General Purposes Committee</b> – to receive minutes of the meeting on the 24<sup>th</sup> April 2019 and to consider the following <b>Recommendations</b>:</p> <ul style="list-style-type: none"> <li>• Holmbury St Mary Pavilion and Ground Draft Lease with Belmont School - Continuous Lease with sole use of the Pavilion starting September 2019. Subject to satisfactory confirmation of pitch maintenance and management of parents/parking and with agreement to allow Holmbury St Mary and Westcott Wolves to sub-let the pitch at weekends – <b>Agreed</b> in principal; Belmont School to be asked to prepare a draft lease. <b>Agreed</b> to inform Belmont School that the cricket club have no available parking and that the pitch is common land with a footpath (mostly unused) across the pitch.</li> <li>• Planter for land by telephone box, Gomshall £666 ex VAT (Local Government (misc. Provisions) Act 1976, s.19) – <b>Agreed</b></li> <li>• 20 traffic cones £300 ex VAT (Road Traffic Regulation Act 1984, s.72) – <b>Agreed</b> with the wording ‘No Waiting’</li> <li>• Tanyard Hall – lockable folding barriers for spaces at £502.70 ex VAT (Local Government Act 1972, s.133) - <b>Agreed</b></li> <li>• Policy for the hire of the blue Council owned tables stored at the village halls – <b>Agreed</b> but with no deposit for the tables being used for community use.</li> </ul>	Clerk
<b>19/33</b>	<b>Donated bench to the Royal British Legion, commemorating 100<sup>th</sup> anniversary of the end of the First World War, for the centre of Peaslake Village</b> – consideration of suitable position – <b>Agreed</b> the Parish Council to pay for installation of the bench (and any necessary landscaping) when position is agreed by the Peaslake Councillors and landowner.	PC/GR/BH
<b>19/34</b>	<b>Cycling and proposed legislative changes</b> – to consider draft representation to the Department for Transport, regarding the review of the provisions for cyclists in the Highway Code – <b>Agreed</b> Councillor Harrap to view the draft and make any appropriate amendments	Clerk
<b>19/35</b>	<b>Peaslake Farm Steering Committee - Received and Noted</b> minutes of the meeting on 10 <sup>th</sup> April 2019. No members of the public were present at this time therefore the formal notice to leave, to the tenant on Peaslake Farmyard was <b>Ratified</b> .	RD
<b>19/36</b>	<b>Police Matters</b> - to consider any matters that need to be brought to the attention of the Police - <b>None</b>	All
	<b>ITEMS TO NOTE:</b>	
<b>19/38</b>	<p><b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ol style="list-style-type: none"> <li>1. A request for filming had been made from Avalon, for a programme called ‘Breeders’, a Sky One original comedy about parenthood. They had approached the Church to do some filming there and wanted to do some filming from the bridge up to the Church on the 4<sup>th</sup> June 2019 - <b>Agreed</b></li> <li>2. Holmbury St Mary Horticultural Society are having their 104<sup>th</sup> Annual Summer Flower Shower on Saturday 6<sup>th</sup> July 2019 at Holmbury St. Mary Village Hall and requested to use the car park for seating and the tea and refreshment tent - <b>Agreed</b></li> <li>3. A thank you was received from Peaslake Village Hall for the donation of the funds from the 2018/2019 budget to resurface the Hall floor. (images were shown)</li> <li>4. The Council had received letters and emails expressing their thanks for donations from the 2019/20 budget from the following: <ul style="list-style-type: none"> <li>• Friends of the Hurtwood</li> <li>• Gomshall, Shere Veterans Friendship Club</li> <li>• Shere Recreation Ground for mowing</li> <li>• Citizens Advice – Guildford</li> <li>• Victim Support</li> <li>• Wasp Community Bus</li> <li>• Peaslake Stores for the handrail</li> <li>• Kent, Surrey &amp; Sussex Air Ambulance</li> </ul> </li> </ol>	Clerk

19/39	<p><b>Councillors' Business</b> (for noting or including on the agenda for the next meeting)</p> <p><b>Councillor B Grover:</b></p> <ul style="list-style-type: none"> <li>asked when the double yellow lines are being painted on the drop off area outside the surgery – it was confirmed by the Clerk that the contractor has been instructed and they will be done in the near future.</li> <li>Asked whether an EpiPen could be stored with the defibrillators to combat anaphylactic shock – it was thought that training would be required for these.</li> </ul> <p><b>Agreed</b> to ask Shere surgery</p> <p><b>Councillor M Taylor-Cotter</b> – Suggested the Council sends its congratulations to Guildford Borough Councillor R Billington on becoming Mayor – <b>Agreed</b>. It was also <b>Agreed</b> to send a thank you to former Guildford Borough Councillor D Wright for all his hard work.</p> <p><b>Councillor R Davey</b> – suggested a new parking slip to go on vehicles parking on pavements, reminding people that it is illegal to park on the footpaths but while recognising that the parked vehicles slow down the traffic, it is important to leave enough room on the pavement for pushchairs and wheelchairs - <b>Agreed</b></p>	All
19/40	<p><b>Date of next meeting: Annual Parish Meeting</b> 8pm Thursday 23rd May 2019 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF. Next <b>regular Council Meeting</b> 8pm Tuesday 4<sup>th</sup> June 2019, Shere Village Hall, Gomshall Lane, Shere GU5 9HE</p>	Clerk
19/41	<p><b>Excluded the Public and Press (Public Bodies Admission to meetings Act 1960)</b> for the following item of business because of the confidential nature of the business to be transacted.</p>	
19/42	<p><b>Shere Swimming Pool</b> – to consider draft Heads of Terms for the new lease between Shere Parish Council and Shere Manor Estate – <b>Agreed</b> to postpone the item until the June meeting for further consideration.</p>	Clerk