

**COUNCIL MEETING**  
**8.00PM ON THURSDAY, 12<sup>th</sup> September 2019**

Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

**MINUTES**

Ref:	Item:	Led by:
	<b>Present - Present</b> – Councillors R Davey (Chairman), J Cross, B Harrap, B Grover, R Smith, M Marion Taylor-Cotter, C Brooke and G Reffo. Three members of the public. Guildford Borough Council Councillor Diana Jones. Clerk/RFO S Hoyland	
19/89	<b>To accept apologies</b> and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 - Councillors P Carter, C Carlisle, A Case, J Hutton and B Andrews. Guildford Mayor R Billington and Surrey County Council Councillor K Taylor.	Clerk
19/90	<b>Declaration of Disclosable Pecuniary Interests (DPIs)</b> 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>	Chairman
19/91	<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
19/92	<p><b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b></p> <p>A local resident raised the following two issues:</p> <ul style="list-style-type: none"> <li>• The Mayor of London had agreed to hold the Prudential RideLondon race for a further 10 years. The resident asked that the Parish Council continues not to support it, due to the loss of business, inconvenience and access to properties – this was Noted and will be added to the next agenda to consider a response.</li> <li>• Footpaths are in a terrible condition especially the one by Shere Surgery on Gomshall Lane – Clerk to check with Surrey County Council regarding the proposed plan to improve the path. Possible removal of some trees to prevent further path damage caused by roots.</li> </ul> <p>Councillor C Brook recommended contacting the Surgery regarding the very bright lighting which makes it difficult to see the path at night.</p> <p>A representative from the Scouts wanted to request use of the pavilion on Goose Green to store scout equipment again.</p> <p>A resident of Holmbury St Mary reported that new legislation for no parking on pavements maybe coming into force in January/February 2020 and if this happens emergency vehicles will not be able to get past in some areas of Holmbury – the adjournment was continued after 19/102 was brought forward.</p>	
	<b>Item 19/102 was brought forward on the agenda.</b>	
	<p><b>Goose Green Pitch and Pavilion:</b></p> <ul style="list-style-type: none"> <li>• To consider a non-exclusive lease of the pitch and pavilion to Albury Eagles Football Club – <b>Agreed for a fee of £750.00 per year, Shere Parish Council to mow when required. Details to be confirmed and possible reduction for the first year while the pavilion is repaired.</b></li> <li>• To consider use of the pavilion by the Scouts for storage – <b>it was reported that the shed next to the play area was now available for the scouts, along with the lean-to attached to the pavilion free of charge. It was agreed that a site visit was arranged to see if this was sufficient for the scouts. The scouts would still like the possibility of using some part of the pavilion in the future, as the scouts had previously invested time and effort to get funding for the roof.</b></li> <li>• To consider basic remedial works to the pavilion – <b>Two quotes had been received. It was reported that another quote would be obtained.</b></li> </ul>	BG/CB/BA
	<b>A representative of the scouts arrived with urgent news that travellers had made an unauthorised encampment on Goose Green. The meeting was adjourned for the Clerk to call the Police.</b>	

	<b>The meeting resumed and it was agreed to call the Council's solicitors in the morning.</b>	
	<b>The adjournment to enable the public to address the council was continued</b> A brief description of the discussed options for traffic and parking on Horsham Road as you enter Holmbury St Mary was given. It was agreed that further discussion with the village was needed and that it would be added to the next Council Agenda for the meeting taking place in Holmbury St Mary on 3 <sup>rd</sup> October 2019.	
<b>19/93</b>	<b>Approval of the Minutes of the Council meeting held on the 2<sup>nd</sup> July 2019 – Approved and Signed as a correct record</b>	Clerk
	<b>ITEMS FOR DECISION:</b>	
<b>19/94</b>	<b>Annual Accounts 2018/2019 – Reviewed and Accepted</b> the signed 2018/19 Annual Governance and Accountability Return (including report and certificate) and Completion of audit notification from the external auditor.	RD/Clerk
<b>19/95</b>	<b>Accounts for the year 2019/2020</b> <b>Noted</b> that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks were <b>Recommended and Ratified</b> . <ul style="list-style-type: none"> <li>confirmed the scope of the internal audit for 2019/20; 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)</li> <li>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</li> </ul>	RD/CC/Clerk
<b>19/96</b>	<b>Finance matters</b> <ul style="list-style-type: none"> <li><b>Approved</b> income of £6,628.30 and expenditure of £104,386.45 for the month ended July and income of £1,281.15 and expenditure of £16,475.11 for the month ended August 2019 (Appendixes 1 &amp; 2)</li> <li><b>Noted</b> bank reconciliations and statement balances for months ended July &amp; August 2019 (Appendixes 3 &amp; 4)</li> <li><b>Noted</b> income and expenditure against budget and earmarked for months ended July &amp; August 2019 (Appendixes 5 &amp; 6)</li> <li><b>Noted</b> VAT expenditure for July &amp; August 2019 (Appendix 7)</li> <li><b>Noted</b> year two payment of the Shere Parish Council &amp; The Reginald Arthur Bray Bequest Charity Insurance premium of £3,495.06 for the period 1/10/2019 - 30/9/2020 (agreed by Full Council 2/7/19 item 19/73) (appendix 8)</li> <li>To consider an amendment to the £50 donation to Guildford Rotary Club for Young Carers Event - <b>Agreed</b></li> <li><b>Noted</b> approval to use grant aid from Guildford Borough Council on the Shere Swimming Pool amended plans, for partial re-build rather than full re-build.</li> <li><b>Agreed</b> annual direct debit of £96.00 to DocuSign for digital signature signing</li> <li>Peaslake Farm - <b>Approved</b> invoices for legal work and additional potential expenditure</li> </ul>	RFO/RD
<b>19/97</b>	<b>Church of St Mary the Virgin, Holmbury St Mary</b> – to consider a request for half the costs of churchyard maintenance for 2018 - £2,007.50 (Local Government Act 1972 s.214 (6)) – Councillor R Smith declared an interest. <b>Payment Agreed</b>	Clerk
<b>19/98</b>	<b>Grit Bins</b> – request to fund four grit bins in the Parish for the next four years at a cost of £590.00 per grit bin. Formally financed by Surrey Highways and then for the past four years gratefully funded by Surrey County Council Councillor Keith Taylor, through Members Highways Allocation. <b>Agreed Shere Parish Council to maintain the grit bins rather than paying Surrey Highways, Clerk to confirm this in writing</b>	
<b>19/99</b>	<b>Review of Councillors' Allowances 2019</b> – consideration of return to be made to the Independent Remuneration Panel – <b>Agreed no remuneration was necessary and delegated to the Clerk and Chairman to complete the return</b>	
<b>19/100</b>	<b>Calendar of meetings 2020</b> – to consider the Parish Council's proposed meetings calendar for next year – <b>Councillors to report to the office any known dates they are</b>	All

	<b>unable to make and adjustment will be made if possible and practical. Final list to be on 3<sup>rd</sup> October's 2019 agenda.</b>	
19/101	<p><b>General Purposes Committee – Received</b> minutes of the meeting held on 10<sup>th</sup> July 2018 and consider the following recommendations:</p> <ul style="list-style-type: none"> <li>• Contracts for Cleaning Tanyard Hall and Old Fire Station Toilets, General Maintenance and Grass Cutting &amp; Larger Maintenance – <b>Agreed subject to checks to ensure clearance of drains can be undertaken and checks have been made to ensure the contracts correspond to the tender documents.</b></li> <li>• A total cost £1,260 ex VAT (Highways Act 1980, s.96) for the Peaslake Improvement works and bench installation agreed at full council 14/5/19 item 19/33 – <b>Agreed subject to checks that the works will be not prevent logging lorries from turning the corner/damaging the area.</b></li> <li>• Councillor Reffo requested that some cones be put aside for incidences in Peaslake.</li> </ul>	CC/Clerk
19/102	<b>Goose Green Pitch and Pavilion – discussed earlier in the agenda</b>	BG/CB/BA
19/103	<p><b>Shere &amp; Gomshall Traffic Working Group - Received</b> minutes of the meeting on 16<sup>th</sup> July 2019 and to consider the following recommendations:</p> <ul style="list-style-type: none"> <li>• To consider a public Petition to support a ban of HGVs through Shere - <b>Agreed</b></li> <li>• To consider to remove welcome from the Shere Village signs and replace with Please drive slowly through our village – <b>deferred until details of a Vehicle Activated Sign (VAS) has been considered</b></li> <li>• To consider a contribution from Shere Parish Council to Surrey Highways for the installation of a virtual path in Queen Street, Gomshall, between the junctions with Archery Place and New Road – <b>Agreed £5,000 contribution</b></li> </ul> <p>It was reported that people parking on Upper Street in Shere were not leaving enough space for pedestrians, pushchairs and wheelchairs to get through on the path. <b>Agreed to write a formal letter to the Police requesting that a ticket be issued to anyone not leaving sufficient space. Agreed a report and copy of the letter, to go in the Parish Magazine and to all residents on Upper Street. Agreed letters to be left on all offending cars when spotted.</b></p> <p>Councillor B Grover reported that there is a new app about to be launched <a href="https://www.petrolprices.com/news/new-app-to-help-clear-up-illegally-parked-cars/">https://www.petrolprices.com/news/new-app-to-help-clear-up-illegally-parked-cars/</a> If Guildford Borough Council (GBC) signs up for it, it will allow the public to film incidents of illegally parked cars and send the evidence to GBC who will issue an 'efine'. The member of the public will get 25% share of the infringement notice when paid as an incentive and thank you for doing a parking officers job – <b>Agreed to send details to GBC Councillor Diana Jones</b></p>	RD
19/104	<b>Shere Open Gardens</b> – to consider request for improvements in traffic management for 2020 – It was <b>Noted</b> that Shere Parish Council fully supports this fantastic event and any plans to improve traffic and parking. <b>Agreed</b> to direct the volunteers to Surrey County Council and Shere Recreation Ground for permission for the proposed plans.	
19/105	<p><b>Holmbury St Mary Traffic:</b></p> <ul style="list-style-type: none"> <li>• To consider installation a Holmbury St Mary Village signs with Please drive slowly through our village – <b>deferred until 3<sup>rd</sup> October's meeting</b></li> <li>• To consider a contribution from Shere Parish Council to Surrey Highways for the traffic proposal for Horsham Road, by Pitland Street, Holmbury St Mary – <b>Agreed £5,000 contribution</b></li> </ul>	BA/CC/RS
19/106	<b>Tree Works Gomshall</b> – to consider the request to remove a tree reportedly to have Ash dieback - <b>Agreed</b>	Clerk
19/107	<b>Pursers Lane Pumping Station proposed wall/ditch</b> – to receive report from site meeting with adjoining landowner – <b>Deferred until another site inspection has been made by local expert.</b>	PC/Clerk
19/108	<p><b>Surrey's Rural Economy Conference 2019</b> – to receive a report from Councillor B Harrap - A short report was given by Councillor B Harrap who <b>Noted</b> the following:</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing – access to the countryside, despite parking charges at Newland Corner</li> </ul>	BH

	<ul style="list-style-type: none"> <li>• Road Verge Management – GBC and SCC not mowing early in the year</li> <li>• a report on Diversification of the Rural Economy which includes Farm Buddies – encouraging visits to farms by children and the farms are paid.</li> <li>• The vineyards along the chalk line of the North Downs have been branded as the Surrey Wine Trail which is hoped will booster the rural economy.</li> <li>• Rights of Way discussed their annual report  <a href="https://www.surreycc.gov.uk/_data/assets/pdf_file/0020/202583/Access-Annual-Report-2018-19-final-002_compressed.pdf">https://www.surreycc.gov.uk/_data/assets/pdf_file/0020/202583/Access-Annual-Report-2018-19-final-002_compressed.pdf</a> </li> </ul>	
19/109	<b>To consider offer from local business for a local charity activity – Agreed</b> to accept their offer of help to cut back some overgrown footpath and do a litter pick-up. It was also suggested that they contact Shere School with their offer of help.	
19/110	<b>Health and wellbeing Survey – to consider reply to questionnaire – Delegated to Clerk and Chairman to complete.</b> It was <b>Noted</b> that it would be good to have a drop-in point for the elderly and lonely. Councillor J Cross reported on Surrey Voluntary Action Social Prescribers (there will be two at GBC) whose job it will be to address social isolation. It was <b>Noted</b> that there are some excellent groups and activities for the elderly available in the villages but some additional co-ordination of the facilities available would be useful, including transport.	
19/111	<b>Police Matters - to consider any matters that need to be brought to the attention of the Police – None</b>	All
	<b>ITEMS TO NOTE:</b>	
19/112	<b>Card of thanks from Resident – Received</b> gratefully	Clerk
	<b>Shere Swimming Pool - Councillor J Cross Noted</b> that the Swimming Pool Club had received agreement from Sport England to use the £75,000 grant to be used for the first phase of renovation works. These include making the shallow end deeper and the deeper end shallower and works to the plant room. Works must have begun by the 14 <sup>th</sup> November (within three months of the grant approval) and includes assumption that the full £20,000 will come from Shere Parish Council. No confirmation of specification, drawings or details of who is overseeing the project have been received. <b>Agreed that a progress report be requested for 3rd October 2019 council meeting.</b> The Swimming Pool AGM is at 7.30pm 21 <sup>st</sup> October 2019.	
19/113	<b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda) The following was <b>Noted</b> : <ul style="list-style-type: none"> <li>• Clare Smith is sadly leaving to further her career with administration in a school at the end of September. The process to recruit had begun and the job had been advertised around the villages, schools and on relevant Facebook pages. To manage workload the General Purposes Committee meeting in October has been postponed, until a new assistant/assistant is in place and anything urgent will be dealt with in the full council meetings.</li> <li>• Tanyard Hall carpark has been re-surfaced and bollards have been installed. Unfortunately, there is still some illegal parking and the Council’s solicitor has been approached with a view to taking legal action.</li> <li>• <b>Agreed</b> Goose Green Gomshall, substantial posts one metre apart along the side of the football pitch (Public Health Act 1875, s.164) cost to be confirmed and ratified at 3<sup>rd</sup> October’s meeting.</li> </ul>	Clerk
19/114	<b>Councillors’ Business</b> (for noting or including on the agenda for the next meeting) <b>Councillor C Brooke – Requested the following:</b> <ul style="list-style-type: none"> <li>• An update from Surrey County Council regarding the flooding by Shere Surgery</li> <li>• A reminder is put in the parish magazine for householders/landowners to cut back any hedges overgrowing rights of ways. Householders/landowners not complying will be sent a letter from Shere Parish Council.</li> </ul> <b>Councillor M Taylor-Cotter</b> – requested an update from Surrey County Council regarding the drain on Hook Lane, Shere Councillor B Grover – reported a ‘man and van’ vehicle parked at the top of Upper Street – <b>Agreed</b> letter asking to move it.	All

<b>19/115</b>	<b>Date of next meeting:</b> 8pm Thursday 3 <sup>rd</sup> October 2019, Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary RH5 6PG	Clerk
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