

COUNCIL MEETING
8.00PM ON TUESDAY, 5th NOVEMBER 2019

Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

MINUTES

Ref:	Item:	Led by:
	<p>Present - Councillors R Davey (Chairman), C Carlisle, J Cross, R Smith, B Harrap, P Carter, B Andrews, A Case, G Reffo and B Grover. Surrey County Council (SCC) Councillor K Taylor. Guildford Borough Council (GBC) Councillors - Mayor R Billington and D Jones. SCC Road Safety & Active Travel Team Manager D Knox. Clerk & RFO S Hoyland</p>	
19/138	<p>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40 – Councillors M Taylor-Cotter, J Hutton and C Brooke</p>	Clerk
19/139	<p>Declaration of Disclosable Pecuniary Interests (DPIs) 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) - None</p>	Chairman
19/140	<p>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</p>	Chairman
19/141	<p>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – A short address was made by GBC Councillor D Jones regarding a flooding problem on Horsham Road by the Green in Holmbury St Mary – it was reported that the flooding had been caused by silted up and damaged pipes, overgrown ditches and silt dislodged from the Hurtwood after logging had taken place. The Clerk responded that the council contractor had been instructed to clear the ditch, prior to SCC clearing the silted-up pipes and carrying out an investigation of the pipes, in the week beginning the 18th November 2019.</p>	
19/142	<p>Approval of the Minutes of the Council meeting held on the 3rd October 2019 – Approved and Signed as a correct record</p>	Clerk
19/143	<p>A25 Traffic Scheme – Short presentation from the Road Safety & Active Travel Team Manager Surrey County Council on the proposed scheme for the A25 – A presentation was given by SCC Road Safety & Active Travel Team Manager D Knox. Mr Knox explained that his aim was to reduce death and injury on Surrey roads and was aware of the fatalities on the A25 between Dorking and Newlands Corner. The following plan for this financial year was outlined:</p> <ul style="list-style-type: none"> • Install a right turn bay from A25 to Gomshall Lane Shere • Narrow the width of the road to slow traffic by installing 2-metre-wide cycle lanes, which would reduce the driving lane to approximately 3 metres from just after the Coombe Lane junction to just before the right turn bay into Gomshall Lane <p>Mr Knox explained that current speeds were mostly under 50mph and it was hoped that the new measures would reduce the speed to closer to 40mph. A new speed survey will be conducted after the implementation and a new speed limit will be proposed at that time, if appropriate. Further methods could be considered if the speed is not reduced.</p> <p>It was also reported that the 40mph speed limit at Sherbourne Farm junction would be extended a little further this financial year. Mayor R Billington requested that vegetation was cut back more often from Sherbourne over Newlands Corner</p> <p>The following comments were made:</p> <ul style="list-style-type: none"> • Will it be the cycle lane to nowhere? Mr Knox replied that the main motivation is lower speed but doesn't make it more dangerous for cyclists either • Concern over pulling out of the Coombe Lane junction and the speed of traffic – Mr Knox replied that the scheme should help improve safety at the junction and a Vehicle activated Sign (VAS) could be considered • Will the cycle lane encourage more cyclists? 	

	<ul style="list-style-type: none"> • Slow cyclists on Newlands Corner in the mornings can lead to dangerous overtaking • It was suggested that the path up Newlands Corner could be improved to be a shared pedestrian and cycle lane – Mr Knox replied that this would require a step change in funding and would be a big undertaking. SCC Councillor K Taylor reported that the landfill site was undergoing a restoration project, where funding was available and maybe something could be considered as a complimentary project. <p>Chairman R Davey thanked Mr Knox for the presentation and was appreciative that action was taking place.</p>	
	ITEMS FOR DECISION:	
19/144	<p>Finance matters</p> <ul style="list-style-type: none"> • Approved income of £7,752.21 and expenditure of £14,751.55 for the month ended October 2019 (Appendix 1) • Noted bank reconciliations and statement balances for month ended October 2019 (Appendix 2) • Noted income and expenditure against budget and earmarked for month ended October 2019 (Appendix 3) • Noted VAT expenditure for October 2019 (Appendix 4) 	RFO/RD
19/145	<p>Internal Audit Report 2019/20</p> <ul style="list-style-type: none"> • Council Received the internal auditor’s report (Appendix 5) of the interim audit conducted on 24th September 2019; Overall findings <i>‘it is our opinion that the systems and internal procedures at Shere Parish Council are well established and followed. The clerk is experienced and ensures the council follows best practice regulations. It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.’</i> <p>The Clerk was congratulated on a good report</p> <ul style="list-style-type: none"> • To consider the following recommendations from the report: <ol style="list-style-type: none"> a) Councillors recommended to adopt a council email address such as cllr.name@shereparishcouncil.gov.uk – the recommendation was Noted but it was agreed to keep emails addresses as they are. Agreed Clerk to send an email around asking that not everyone is cc’d into all emails b) Review the Financial Regulations in particular the regulation for purchasing items £1,000 - £8,000 and consider adoption of the new NALC Model Financial Regulations 2019 – Agreed Clerk to update and propose new Financial Regulations to council in the New Year c) Review level on insurance for some assets such as planters at the next renewal – Agreed to ask the difference in cost at the next renewal d) Review level of general reserves and consider the need to increase the precept in line with inflation to prevent the need to increase the precept by larger percentages to cover costs in the future – It was Noted that this was a useful analysis and was taken into account when budget and precept were considered. 	RFO/RD
19/146	<p>Finance Meeting 17th October 2019 – to receive minutes and consider the following recommendations:</p> <ul style="list-style-type: none"> • Adopted the of the draft budget 2020/21 (appendix 6) • Agreed Precept 2020/21 set at £129,852 (Appendix 7) representing an approximate increase (depending on the final tax base) of £4.83 per year for a Band D property, which represents an extra 9p per week. To Note that the 2020/21 level of £65.28 for a Band D property is still below the average for Surrey and Sussex. 	RFO/Finance Committee
19/147	<p>Broadband for Surrey Hills (B4SH) - to consider making a donation – a presentation was given by Councillor P Carter of the hyperfast fibre broadband direct to homes & offices, with speeds of 1 Gig (1000Mb/sec) download and upload simultaneously. The</p>	PC

	council had concerns over the lack of any possible social gain, the risk to funds invested, maintenance of the network, speed of when it will come to the Parish (in particular Peaslake and Holmbury St Mary), difficulties in installation into Shere due to density of housing, cost of installation to more rural properties and the possibility of other technologies superseding it. Agreed to delay a decision until the January meeting and requested a prospectus and business plan to consider if there is a social benefit to justify a £3,500 investment.	
19/148	'A' Board Policy – to review policy and consider any amendments – Agreed to be considered by North Ward in the coming months	
19/149	Peaslake Footpath – to consider letter regarding blocked footpath – Agreed to write to the owner of adjoining property explaining that the land is common land and there is a right to access/roam	All
19/150	Pursers Lane Pumping Station – to consider amended plan and suggestion by local expert – Agreed to request permission from Thames Water to put in a tarmac bund across the entrance to the site to divert water into the adjoining field.	GR/PC
19/151	Annual Parish Meeting May 2020 – to consider an offer of a 30-minute presentation on Climate Change from Guildford Environmental Forum – Agreed with thanks	Clerk
19/152	Belmont School - to consider the following requests: <ul style="list-style-type: none"> • Advertising Banner on A25 • Listing on website Not Agreed – the council supports state schools and community ventures	Clerk
19/153	Community Ideas for Section 106 Negotiations – to consider any ideas for submission – Councillor Reffo reported that there may be an appropriate scheme to combat climate change in Peaslake and will report back when available.	All
19/154	Drop-in Mornings Tanyard Hall – to consider starting two drop-in mornings a week and to coordinate the services available around the parish for the elderly and lonely (linking in with item 19/163). Councillor J Cross gave a short report on the role of Social Prescribers - Voluntary Action South West Surrey. The service, funded by Surrey County Council, aims to link people who have non-medical issues, which affect their health and wellbeing, with local organisations and services which will help them address these issues and may lead to an improvement in these areas of their lives. It was Agreed that the drop-in mornings would complement the social prescribers and help to coordinate the efforts of the diocese and other organisations in the parish. Agreed to the Drop-in Mornings with a report back to council in 6 months on progress	RD/GR/Clerk
19/155	Police Matters - to consider any matters that need to be brought to the attention of the Police – None	All
	ITEMS TO NOTE:	
19/156	Shere Pool - to note update on the Pool leases, works to be carried out and report from Shere Swimming Pool Club (SSPC) AGM – it was Noted by the Clerk that both leases with Shere Manor Estate and Shere Swimming Pool Club had been agreed and the Council was waiting for the copies for signing. Councillor j Cross gave a short report on the SSPC AGM and Noted that there is a meeting of the trustees on the 13 th November to finalise the works specification. It was also noted that Sport England may extend the 14 th November deadline to begin works. Agreed – when the grant is issued by Sport England then the £20,000 grant from the Council would be given	
19/157	Holmbury St Mary Pitch and Pavilion – To note update. Councillor B Andrews reported the following: <ul style="list-style-type: none"> • the pitch was up and running and Belmont School was maintaining the pitch as required. • the senior team were also playing on the pitch. • the mower had been removed from the storage shed and sold and that there was still a hole in the roof which would require repair. • Belmont School were looking into renovations required and will come back to the council in due course with any potential plans or requests. 	BA

19/158	<p>Litter picking event – Noted the Staff at Ogilvy carried out litter picking in Shere on the 22nd October 2019 using equipment from the Council. It was a great success and they are holding onto the equipment, to carry out further litter picking events in the future around the Parish – Agreed, Clerk to express the Councils thanks and put it in the Parish magazine.</p>	Clerk
19/159	<p>Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <ol style="list-style-type: none"> 1. Surrey County Council Highways sent a request for feedback ahead of new contract arrangements with contractors over the next few years - 'Surrey County Council's 'Community Vision for Surrey in 2030' contains the ambition that journeys across the county are easier, more predictable and safer Surrey has some of the busiest transport infrastructure – like roads and trains - in the country. The council is responsible for 3,300 miles of roads, which are well used with rising volumes of traffic and a higher than average daily traffic flows. While 62% of residents commute by car, Surrey is well served by a busy rail network, with main and branch lines connecting London to the south east and south west. To fill out the survey go to Surrey Says. The closing date is 24 November 2019. [link: https://www.surreysays.co.uk/environment-and-infrastructure/highways-future-services/] ' – Delegated to the Clerk and Chairman to complete the survey 2. Carols in the Square, use of bollards and signs – Agreed as last year 	Clerk
19/160	<p>Councillors' Business (for noting or including on the agenda for the next meeting)</p> <p>Councillor B Grover reported that the Christmas tree for Shere was being anonymously donated to the people of Shere again this year but unfortunately the supplier would not be able to provide the paid for tree in Gomshall, due to problems in their supply chain. The Clerk reported that the council contractor had been asked to source and install the tree for Gomshall.</p> <p>Councillor B Andrews reported the following:</p> <ul style="list-style-type: none"> • Holmbury St Mary Village Hall had three problems; boiler needs replacing, leak in the roof and sewage leak. The boiler replacement would cost approx. £6,000 (3 quotes provided), the roof repairs £1,200 and the sewage problem had disappeared – Agreed a grant of £2,000 towards repairs from project contingency • The Flooding by the green in Holmbury St Mary which GBC Councillor D Jones highlighted at the beginning of the meeting may not be solved by the jetting and clearing of the ditch and may require further remedial works. • Electricity provider for Tanyard Hall has been changed to British Gas Lite from April 2020 on a three-year contract at a reduced cost <p>Councillor P Carter reported that Pursers Lane path from Crest Hill to the School steps needed clearing. The Clerk responded that this had been reported to SCC and would be chased up.</p> <p>Councillor G Reffo reported the following:</p> <ul style="list-style-type: none"> • that silt and debris had come down cemetery path and could GBC be requested to carry out street cleaning in the centre of Peaslake village - Agreed • The Peaslake sign has a rotting base – the Clerk responded that this was under investigation • Vegetation around the bus stop needs cutting back – the Clerk responded that the council contractor had been instructed • That Pond Lane tarmac had melted in the hot weather after it was put down – Agreed to watch and review May/June next year 	All
19/161	<p>Date of next meeting: 8pm Wednesday 8th January 2020, Tanyard Hall, 30 Station Road, Gomshall GU5 9LF</p>	Clerk
19/162	<p>Excluded the Public and Press (Public Bodies Admission to meetings Act 1960) – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.</p>	
19/163	<p>Appointment of Assistant to the Parish Clerk - to receive a report on recent interviews and to consider two appointments; Position 1 - Assistant to the Clerk and Position 2 -</p>	Clerk/RD/GR

	Drop-in Coordinator and Parish Administration, as per the confidential appendix 8 – Agreed	
19/164	Peaslake Farm Legal Work – Noted update and considered any remaining issues. Agreed for Clerk to sign a declaration regarding the ditch between Peaslake Farm and Rose Cottages and agreed to maintain the ditch. Agreed to Delegate to the Clerk with two members of the Peaslake Farm Steering Committee to sign the Contract and Lease when ready.	RD/Clerk