



**SHERE PARISH COUNCIL**  
**ANNUAL COUNCIL MEETING**  
**7.00PM WEDNESDAY 6<sup>th</sup> MAY 2020**

Held remotely using video conferencing facility ZOOM (Coronavirus Act 2020)

**MINUTES**

**Present:** Councillors R Davey, B Harrap, G Reffo, J Cross, B Andrews, J Hutton, C Carlisle, M Taylor-Cotter, P Carter, B Grover and C Brooke.

Surrey County Council (SCC) Councillor K Taylor

One member of the public. Clerk & RFO S Hoyland

Ref:	Item:
20/1	<b>Election of Chairman - R Davey Elected (proposed by Councillor M Taylor-Cotter, Seconded by Councillor B Andrews)</b>
20/2	<b>Election of Vice-Chairman – C Carlisle Elected (proposed by Councillor B Andrews, Seconded by Councillor J Cross)</b>
20/3	<b>To accept apologies</b> and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – <b>Shere Parish Council (SPC) Councillor R Smith</b>
20/4	<b>Approval of the Minutes of the Council meeting held on the 5<sup>th</sup> March 2020 – Approved as a Correct Record</b> (to be Signed after Zoom Meeting)
20/5	<b>Declaration of Disclosable Pecuniary Interests (DPIs)</b> Declarations by Councillors on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) – <b>Councillor M Taylor-Cotter declared an interest in item 20/28 Finance Matters – Peaslake Village Hall and item 20/32 Shere Pool, as a member of both committees</b>
20/6	<b>Brief Report from Surrey County Councillor K Taylor</b> on matters from Surrey County Council affecting Shere Parish – <b>Councillor K Taylor reported</b> that the majority of the activities were dominated by the response to the coronavirus covid-19. Many staff had been reallocated to support the response, in particular, tracing the vulnerable, ensuring they had sufficient support and stepping in where necessary. Councillor K Taylor also reported that Surrey had its own mini Nightingale overflow hospital. The recycling centre at Slyfield would be re-opening on Monday 11 <sup>th</sup> May 9-6pm for selective items but Councillor K Taylor stressed that if it was not necessary, not to go as there was concern that there would be long queues. Cranleigh and Dorking would not be re-opening at present as the roads could not support large queues and the facilities were too small for social-distancing. Finally, he added that some highway maintenance was still taking place, with social distancing.
20/7	<b>Brief Report from Guildford Borough Councillors</b> on matters from Guildford Borough Council affecting Shere Parish – <b>No Borough Councillors present</b>
20/8	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b> – A member of the public addressed the council regarding the fast traffic on Station Road, Gomshall by the petrol station. He was concerned for the safety of children both along and crossing the road and asked that something was done such as speed bumps, mini roundabout or speed camera. The Chairman asked the Clerk to report on the council's activities in this area. S Hoyland reported that a Vehicle Activated Sign (VAS) had been purchased by the council and the council was borrowing another unit from Surrey County Council. The plan was to use these in various locations around the parish, one of which is on the A25 entering Gomshall from Guildford. Unfortunately, this has been delayed by the lack of training currently available due to the coronavirus. The gentleman was also invited to attend the next Traffic Working Group Party later in the year. Both Chairman R Davey and SCC

	<p>Councillor K Taylor reported that the speed of traffic had increased since the lockdown, with irresponsible individuals using the roads as a race track.</p> <p>Before moving on with the rest of the agenda, the Chairman, on behalf of the whole council thanked S Hoyland, S Robins and M Barnett for their response to the crisis and the volunteers who stepped forward as co-ordinators, street co-ordinators and all the neighbours helping neighbours. Chairman R Davey went on to say that it was credit to the community, that after the initial calls to the office during the first week of the lockdown, there have been very few and the community has responded very well and come together.</p> <p><b>SCC Councillor K Taylor left the meeting</b></p>
20/9	<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. <b>Elected:</b> Councillors C Brooke, A Case, P Carter, J Hutton, G Reffo, R Smith, B Andrews, B Grover and the Chairman and Vice-Chairman as ex officio members.</p>
20/10	<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>
20/11	<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 and R Smith.</p>
20/12	<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 and the Chairman, R Davey, leaving 1 vacancy</p>
20/13	<p><b>North Ward Working Group (Gomshall and Shere)</b> – <b>Elected</b> all North Ward Councillors</p>
20/14	<p><b>South East Working Group (Holmbury St. Mary)</b> – <b>Elected</b> all South East Ward Councillors</p>
20/15	<p><b>South West Ward Working Group (Peaslake)</b> – <b>Elected</b> all South West Ward Councillors</p>
20/16	<p><b>Shere Traffic Working Group</b> – <b>Elected</b> all North Ward Councillors and representatives of the public as per previously</p>
20/17	<p><b>Peaslake Farm Steering Committee</b> – the Group to comprise two elected members from each ward including the Chairman. <b>Elected:</b> Councillors R Andrews, C Carlisle, P Carter, J Cross, R Davey and G Reffo.</p>
20/18	<p><b>Decision making Powers:</b></p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• the council to consider that during the coronavirus pandemic decisions can be delegated to the clerk in consultation with the Chairman - <b>Agreed</b></li> </ul>
20/19	<p><b>Agreed Terms of Reference for Committee</b> - the Council to consider whether the terms of reference for all remaining Committees should continue as previously agreed</p>
20/20	<p><b>Agreed the following Appointments of Representatives on outside organisations</b></p> <ul style="list-style-type: none"> <li>• Peaslake Memorial Hall – G Reffo</li> <li>• Henry Smith (Shere) Charity for Relief in Need – J Hutton</li> <li>• Shere Recreation Ground – B Grover</li> <li>• Shere Swimming Pool – J Cross</li> <li>• Shere Village Hall – R Davey</li> <li>• Wasp Bus – R Andrews</li> <li>• Holmbury Village Hall – R Andrews</li> <li>• Shere Library – B Grover</li> </ul>
20/21	<p><b>Dates of Council meetings</b> – The Council has previously received a list of Council meetings to December 2020 – <b>Noted</b></p>
20/22	<p><b>Annual Financial matters</b></p> <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 2020, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 5<sup>th</sup> November 2019</li> <li>b. The Clerk was <b>Authorised</b> to issue cheques/make payments during the financial year 2020/21 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,</li> </ol>

	<p>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 2020/21. The cheques/payments to be signed/authorised by two Councillors and the Clerk and reported to the next meeting of the full Council</p> <p>c. Council <b>Approved</b> standing orders and direct debits as reviewed at Finance Committee 17<sup>th</sup> October 2019 (next review October 2020)</p> <p>d. Insurance – the Council <b>Verified</b> that its current insurance cover is adequate – <b>Councillor J Cross asked that after the renovation works on the pool are completed that a new valuation is requested and the insurance updated accordingly - Agreed</b></p> <p>e. The Council <b>Agreed</b> to continue with the current Banking arrangements</p> <p>f. The Council <b>Appointed</b> the Chairman to undertake the regular financial checks in accordance with the Financial Regulations</p> <p>g. The Council <b>Re-adopted</b> the Financial Regulations</p>
20/23	<p><b>Standing Orders</b> – the Council to consider adopting the NALC Model Standing Orders – <b>Adopted</b> to be reviewed May 2021</p> <p><b>POWER cut, clerk and several councillors lost connection and returned shortly after, the meeting remained quorate</b></p>
20/24	<p><b>Code of Conduct:</b></p> <ul style="list-style-type: none"> <li>the Council <b>Re-adopted</b> the current Guildford Borough Council (GBC) Code of Conduct</li> <li>to consider the proposed amendments to the GBC Code of Conduct – <b>Councillors Agreed to forward any comments to the office for consideration. Delegated to the clerk in consultation with the Chairman.</b></li> </ul>
20/25	<b>Review of Asset Register</b> – to consider any amendments to the current Register (as circulated) - <b>Approved</b>
20/26	<b>Freedom of Information Policy and Publication Scheme</b> – to consider adoption of updated documents – <b>Councillor B Harrap asked why that details of the precept are not currently on the website – Agreed that this would be done in due course – Adopted</b>
20/27	<b>Media and Communications Policy – Adopted</b>
	<b>BUSINESS TO BE TRANSACTED:</b>
20/28	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li><b>Approved</b> income of £8,076.01 and expenditure of £36,560.01 for the month ended March 2020 (Appendix 1)</li> <li><b>Noted</b> bank reconciliations &amp; statement balances for the month ended March 2020 (Appendix 2)</li> <li><b>Noted</b> income and expenditure against budget and earmarked reserves (EMR) for the month ended March 2020 (Appendix 3)</li> <li><b>Noted</b> VAT expenditure for March 2020 (Appendix 4)</li> <li><b>Noted</b> that the Parish Council's accounts for the year ended 31 March 2020 will be completed on the Parish Council's accounting software on 20th 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 2021/22</li> <li>To consider breakdown of donations and subscriptions as per the attached sheet (Appendix 5) – <b>Agreed to make the repeat donations as previous year.</b></li> <li>To consider donation to Peaslake Village Hall for half the cost of a new shed £500 (Local Government (Miscellaneous Provisions) Act1976 s.19) – <b>Agreed using project contingency (EMR)</b></li> <li>To consider adoption of a new grant scheme – <b>Adopted</b></li> </ul>
20/29	<p><b>Coronavirus pandemic:</b></p> <ul style="list-style-type: none"> <li><b>Ratified</b> the attached decisions (Appendix 6) – <b>Agreed to all items. Agreed re-turfing to take place as soon as possible, cordoned off with signs to keep off the area</b></li> <li>to reflect on the Council's response and to consider any further actions, if appropriate – <b>Chairman R Davey reported that the Village Larder had been created by volunteers to raise funds (through JustGiving) for those in need during the coronavirus and this money is held and distributed by the Henry Smith Fund. He added that they were also raising funds to provide PPE for informal volunteer carers – Agreed a £400 donation towards this cause (Donation S.137 from general reserves) providing it does not compromise supplies needed elsewhere.</b></li> <li>Prudential RideLondon – to consider the concerns over the race being held this year – <b>Agreed a letter to Surrey County Council and Sir Paul Beresford asking for the race to be cancelled in August 2020 due to the coronavirus and the inability to social distance.</b></li> </ul>

	<ul style="list-style-type: none"> <li>To consider any difficulties with the easing of the lockdown restrictions – <b>An enquiry had been received regarding the re-opening of businesses in Shere. The Council was sympathetic to the difficulties local businesses have had and continue to deal with. It was recognised that there will be some easing of restrictions and shops will reopen at some point (undoubtedly with restrictions). The parish council does not agree to using any council owned or leased space for queuing i.e. the Pound, Old Fire Station Garden, the Oak tree in the Square or the area by the stream, as open areas must be available for people to move around. The council stressed that businesses will be expected to abide by the current and future rules and if necessary, police their own queues. It was stressed that businesses should consider using a virtual queuing system if possible.</b></li> </ul>
20/30	<b>The Gables, Felday Glade</b> – to consider request for permission to conduct works on drive over manorial waste – <b>Not Agreed, the council accepted the right of access but no wider than 8 feet and nothing else to enhance the appearance on the manorial waste i.e. decorative balls</b>
20/31	<b>Prescription Dispensing Machine, Shere Surgery</b> – to consider a request for a contribution towards the device to dispense prescriptions outside of the surgery 24/7 (up to 750 prescriptions per week) – <b>Councillor J Cross declared a non-pecuniary interest as a trustee of SALV (Shere and Local Villages). Agreed a donation towards groundworks of £2,000 (s.137 from projects contingency EMR). It was further Agreed for Councillor J Cross to ask the surgery to use Pharmacy2U during this current crisis.</b>
20/32	<b>Shere Pool</b> – to consider request for further funds for stage 2 of the renovation works – <b>Not Agreed a donation but Agreed to offer an interest free loan of £20,000 over a period of 4-5 years to complete stage 2 renovations (changing rooms and disabled access)</b>
20/33	<b>Wood Fired Pizza</b> – to consider request to have a mobile truck in Shere Recreation Ground Car Park after the pandemic lockdown, on a Friday and Saturday afternoon and evening – <b>Not Agreed at present will be considered again after the current crisis</b>
20/34	<p><b>Police Matters</b> - to consider any matters that need to be brought to the attention of the Police:</p> <ul style="list-style-type: none"> <li>Motorbikes off the BOAT (Byway open to all traffic) behind Netley House – Councillor B Harrap reported that at a recent Byways meeting, infringements of this kind should be reported to the police on 101</li> <li>Increasing numbers of visitors to Shere, not social distancing</li> <li>Attempted burglary in Leather Lane, Gomshall – residents be aware</li> </ul>
	<b>ITEMS TO NOTE:</b>
20/35	<b>Clerk's Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda) – <b>None</b>
20/36	<p><b>Questions from Parish Councillors:</b></p> <p><b>Councillor G Reffo asked:</b></p> <ul style="list-style-type: none"> <li>if there had been a response from Surrey County Council regarding responsibility of the silt trap under Peaslake Village Hall?</li> <li>whether the path on Pursers Lane, damaged by tree roots could be repaired at the same time as the flood damage?</li> </ul> <p><b>Councillor B Andrews</b> added this thanks to the Clerk and office staff for their response to the coronavirus.</p> <p><b>Councillor J Cross</b> thanked the office for reporting the pot holes on the A25 at the junction with Upper Street, Shere and confirmed that they had been repaired.</p> <p><b>Councillor B Grover</b> asked if the drains on Upper Street could be reported for clearing?</p>
20/37	<b>Date of next meeting: Annual Parish Meeting has been CANCELLED</b> Next regular Council Meeting Tuesday 9 <sup>th</sup> June <b>Via ZOOM unless restrictions have been lifted by the Government</b>

Meeting formally closed by Chairman