



## SHERE PARISH COUNCIL

*Serving the villages of Gomshall,  
Holmbury St. Mary, Peaslake, Shere and  
a large part of Abinger Hammer*

### COUNCIL MEETING

**7.00PM TUESDAY 6TH OCTOBER 2020**

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

### MINUTES

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

Surrey County Council (SCC) Councillor K Taylor

Guildford Borough Council (GBC) Councillor D Jones (arrived during meeting)

One member of the public. Clerk & RFO S Hoyland

Ref:	Item:
20/102	<b>To accept apologies</b> and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors J Hutton and R Smith
20/103	<b>Approval of the Minutes of the Council meeting held on the 8<sup>th</sup> September 2020 - Approved as a Correct Record</b> (to be Signed after Zoom Meeting)
20/104	<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>None</b>
20/105	<b>Brief Report from Surrey County Council (SCC) Councillor K Taylor</b> on matters from Surrey County Council affecting Shere Parish. SCC Councillor K Taylor <b>Reported</b> that services were still being impacted by the coronavirus pandemic. Members of staff had been seconded from various areas to the Surrey Resilience Forum, which is handling Surrey's response to the coronavirus. As a result, some normal services were not taking place. Schools have reopened and only approximately 30 out of 500 have had partial closures due to the pandemic. The recent extreme rain has had a county wide impact with Surrey Highways and Fire and Rescue very busy. Councillor K Taylor recognised that the parish is still suffering in several areas due to flooding (Pursers Lane, Hook Lane and Gomshall Lane) and will follow up on the works planned for Pursers Lane, as council was concerned that the pavement repairs would take place before the planned repairs and they would not solve the cause of the flooding.
20/106	<b>Brief Report from Guildford Borough Council (GBC) Councillors</b> on matters from Guildford Borough Council affecting Shere Parish – <b>None present at the time; Councillor D Jones gave a report later during the meeting</b>
20/107	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – No public addressed the council</b>
	<b>BUSINESS TO BE TRANSACTED:</b>
20/108	<b>Shere Residents Parking Scheme</b> – to receive feedback on informal letter consultation and to consider supporting and approaching GBC for a scheme – The results of the recent letter consultation to all households with Shere in their address were received and discussed. In brief the results were as follows: 333 households were consulted – 21.9% replied. Of those in the proposed area 53.1% households replied and outside the proposed area 18.6% of households replied. Overall, from all of the households asked, 31.3% in the proposed area of the scheme were in favour and 9.6% outside of the proposed area

	<p>of the scheme, were in favour. In addition, there were significant conditions attached to those who had said yes. As a result, the council <b>Agreed</b> that there is not sufficient resident support for the scheme to move forward to Guildford Borough Council, who would need to see at least 70% support to consider a scheme.</p> <p>It was <b>Agreed</b> that a full report would be put in the parish magazine and on the website.</p>
20/109	<p><b>Coronavirus pandemic</b></p> <ul style="list-style-type: none"> <li>to consider resuming in person council meetings – it was <b>Agreed</b> to continue to use Zoom for meetings and will be reviewed in the November council meeting</li> <li>to consider cleaning schedule of the Old Fire Station toilets – <b>Agreed</b> to decrease cleaning to once a day, due to reduced Autumn/Winter opening hours and less visitor numbers</li> <li>to consider any other urgent coronavirus related issues – <b>Agreed</b> to re-establish the position of the temporary fencing in Middle Street, Shere to aid with social distancing now that Albury bridge has re-opened and to give explanation in the parish magazine.</li> </ul>
20/110	<p><b>Old Fire Station Toilets</b> – to consider opening arrangements – <b>Agreed</b> contractor £5 per day</p>
20/111	<p><b>Annual Accounts 2019/20</b> – to review and accept the signed 2019/20 Annual Governance and Accountability Return (including report and certificate) and Completion of audit notification from the external auditor, if received by meeting – Not received therefore <b>Postponed</b> until 10th November 2020 council meeting. External Auditor deadline extended until 30<sup>th</sup> November 2020 due to the coronavirus pandemic.</p>
20/112	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li><b>Approved</b> income of £6,097.90 and expenditure of £14,977.57 for the month ended September 2020 (Appendix 1)</li> <li><b>Noted</b> bank reconciliations and statement balances for the month ended September 2020 (Appendix 2)</li> <li><b>Noted</b> income and expenditure against budget and earmarked reserves to end of September 2020 (Appendix 3) It was <b>Noted</b> that the expenditure for staff would be over budget due to the additional staff member for the drop-in centre (appointed after the budget was agreed). It was also <b>Noted</b> that sadly Melody Barnett had handed in her notice to allow her more time for her family – the council wishes her well for her future endeavours. It was <b>Agreed</b> that a decision regarding the role will take place at the 10<sup>th</sup> November 2020 council meeting but in the meantime the Human Resources Committee will meet and an advert in the parish magazine will seek expressions of interest for the role.</li> <li><b>Noted</b> VAT expenditure for September 2020 (Appendix 4) and <b>Agreed</b> to reclaim £7,674.41 for months April to September 2020</li> <li>Tree works, Shere – <b>Ratified</b> the following payments and <b>Noted</b> and <b>Approved</b> use of earmarked reserves and general reserves for these and future tree works, as the tree works budget has been exceeded: <ol style="list-style-type: none"> <li>Surrey and Hants Tree Company Limited £1,100 for clearing the fallen willow of tree and Picus tests (Open Spaces Act 1906, ss.9 and 10)</li> <li>Graham Rapley £1,750 for willow tree works as schedule agreed on 8th September 2020 item 20/92 (Open Spaces Act 1906, ss.9 and 10)</li> <li>Gifford Tree Service £350.00 for oak tree, Shere - Picus test (Open Spaces Act 1906, ss.9 and 10)</li> </ol> </li> </ul> <p>It was <b>Agreed</b> to contact the council insurers to investigate claiming the costs associated with the fallen willow</p>
20/113	<p><b>Website Accessibility</b> – <b>Noted</b> new regulations and website statement and <b>Agreed</b> to begin process for new compliant website in the next financial year. Three quotes to be obtained.</p>
20/114	<p><b>Undergrounding of High-Power Lines in Holmbury St Mary</b> – to consider wayleave with UK Power Networks - <b>Agreed</b></p>
	<p><b>Guildford Borough Council Councillor Diana Jones joined the meeting</b></p>
20/115	<p><b>Surface Water, Peaslake</b> – to consider received responses and quotes for an independent hydrology/hydro-geology report - <b>Agreed</b> to ask SCC to engage and provide a common-sense strategic solution to the problems based on the report from ward councillors, before considering to move forward with the independent report. SCC Councillor K Taylor <b>Agreed</b> to contact the relevant person concerned at SCC</p>

20/116	<b>Swimming Pool Path</b> – to consider quotes for repair work, with reference to budget. <b>Agreed</b> to delay works until the new financial year, dependant also on the schedule of phase two pool works.
20/117	<b>Replacement Swing Frame, Shere Play Area</b> – to consider quotes for replacement, with reference to budget – <b>Agreed</b> to be considered at General Purposes Committee Meeting alongside report on the Peaslake Play Tower and possible repairs/replacement
20/118	<b>Shere School Nursery</b> – to consider request to appoint a custodian – Councillor C Brooke was very happy to be <b>Appointed</b>
20/119	Surrey Hills Byways Working Group Meeting – to receive a short report from attendee Councillor B Harrap – Councillor B Harrap <b>Reported</b> the following: <ul style="list-style-type: none"> <li>• Reduced number of attendees due to the coronavirus</li> <li>• Illegal off-roading was a problem in some areas – specifically Capel Parish Council would be helpful if there were significant problems in Shere Parish</li> <li>• Police only have two off road motorbikes available to address this problem and they have to be driven by transport police.</li> <li>• Household fly tipping was at similar levels to pre covid-19 but commercial fly tipping had reduced.</li> <li>• Reports to the police can be made on the Surrey Police Facebook page</li> </ul>
20/120	<b>Surrey County Council Community Project Fund</b> - <a href="https://surreycpfcodesign.commonplace.is/">https://surreycpfcodesign.commonplace.is/</a> To consider any comments on elements of the grant process and key criteria – <b>Delegated</b> to Clerk to consider and make comments if appropriate
20/121	<b>Pavement Parking, options for change</b> – to consider responding to consultation. It was <b>Noted</b> that there were three options the Government was proposing <a href="https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change#content">https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change#content</a> : Option 1 - to rely on improvements to the existing Road Traffic Management Act 2004 and Traffic Regulation Act 1984 otherwise known as TRO system Option 2 - to allow local authorities with Civil Parking Enforcement (CPE) powers to enforce against 'Unnecessary obstruction of the pavement' Option 3 - a national pavement parking prohibition <b>Agreed Option 2 – Delegated Clerk to reply to consultation</b>
20/122	<b>Police Matters</b> - to consider any matters that need to be brought to the attention of the Police. SCC Councillor K Taylor <b>Reported</b> that he was attempting to get the noise monitoring extended to cover the A25 Gomshall to Newlands Corner
	<b>ITEMS TO NOTE:</b>
20/123	<b>Clerk's Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda) – <b>None</b>
20/124	<b>Questions from Parish Councillors</b> - Councillor M Taylor-Cotter <b>Reported</b> that a team member at the Co-op store in Shere had been verbally abused by a customer due to coronavirus restrictions. Council deplores this behaviour and supports and thanks the Co-op and all staff members for their commitment and hard work to remain open and supporting the community during this difficult time
	<b>Brief Report from Guildford Borough Council (GBC) Councillor D Jones</b> – Councillor D Jones <b>Reported</b> that she had contacted GBC Planning Department regarding the application for the Peaslake Farmyard Development to find out the delay in giving a decision.
	<b>SCC Councillor K Taylor and GBC Councillor D Jones left the meeting</b>
20/125	<b>Date of next meeting: Tuesday 10<sup>th</sup> November 2020 via ZOOM</b>
20/126	<b>Exclusion of the Public and Press (Public Bodies (Admission to meetings) Act 1960)</b> – <b>Excluded</b> the public and press for the following item of business because of the confidential nature of the business to be transacted.
20/127	<b>Peaslake Farm Fields – to consider proposal for lease</b> <b>Agreed</b> applicant to be asked to prepare draft lease for council consideration.