



## 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 8TH SEPTEMBER 2020**

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

### MINUTES

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

Surrey County Council (SCC) Councillor K Taylor

Guildford Borough Council Councillors D Jones and R Billington

Three members of the public. Clerk & RFO S Hoyland

Ref:	Item:
20/76	<b>To accept apologies</b> and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – <b>Councillor A Case</b>
20/77	<b>Approval of the Minutes of the Council meeting held on the 2<sup>nd</sup> July 2020 - Approved as a Correct Record</b> (to be Signed after Zoom Meeting)
20/78	<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>
20/79	<p><b>Brief Report from Surrey County Council (SCC) Councillor K Taylor</b> on matters from Surrey County Council affecting Shere Parish – A brief report was given by Councillor K Taylor on the following subjects:</p> <ul style="list-style-type: none"> <li>• Sherbourne bridge, Albury – it was reported that the works will hopefully be completed by the 11<sup>th</sup> September 2020, although he explained, online states 20<sup>th</sup> September 2020. The Chairman replied that the diversion did not direct traffic through Shere but a huge number of vehicles had been going through Shere, due to local knowledge, phone maps and sat navs. Councillor J Cross commented that the traffic was made worse by parking up the hill from the village on Shere Lane and Sandy Lane and asked Councillor K Taylor when the double yellow lines would be installed. Councillor Taylor replied he would confirm the date.</li> <li>• Unitary Authority – a white paper due to be published in September will now been published in the Autumn and will outline the Governments intentions regarding unifying two tiers of local government. Applying all around the country, more information will be available after the white paper has been published.</li> <li>• SCC commitment to facilitate the planting of 1.2m trees over a ten-year period. Councillor K Taylor stressed that it was not just for urban areas but also village centres. Suggestions for locations from the Parish Council can be made to Councillor Taylor.</li> <li>• Active Modes Programme – SCC would like feedback on the installation of barriers in Shere to aid social distancing. The Chairman replied that the initial reaction to the scheme was good and was well received by residents. It was less well received by motorists and some businesses as they believe that is worsens the free flow of traffic.</li> </ul> <p><b>SCC Councillor K Taylor left the meeting</b></p>
20/80	<b>Brief Report from Guildford Borough Council (GBC) Councillors</b> on matters from Guildford Borough Council affecting Shere Parish – A brief report was given by BGC Councillor D Jones on the following subjects:

	<ul style="list-style-type: none"> <li>• The repair café in Park Barn will not be reopening until January 2021</li> <li>• Park and Rides at Merrow, Artington and Spectrum are now open but the Onslow park and ride remains closed</li> <li>• Heritage Open days run nationally from the 11<sup>th</sup> to 20<sup>th</sup> September for full details of the Guildford events see <a href="https://www.guildford.gov.uk/heritageopendays">https://www.guildford.gov.uk/heritageopendays</a></li> <li>• Virtual Job Club will start next month to support local economic recovery. Fifty people will be enrolled initially with a further fifty in January. For more information see <a href="https://www.guildford.gov.uk/article/24237/Virtual-Job-Club-programme-to-be-set-up-in-Guildford">https://www.guildford.gov.uk/article/24237/Virtual-Job-Club-programme-to-be-set-up-in-Guildford</a></li> </ul> <p>The Chairman asked if GBC Councillor D Jones could look into the delay with planning permission for the Peaslake Farm Development, as there had been little response from the department.</p> <p><b>GBC Councillor D Jones left the meeting</b></p>
<b>20/81</b>	<p><b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b></p> <p>A short address was given by two members of the public. The first asked who is responsible for the traffic in Shere and what can be done about it, as it has got considerably worse over the last eight years and a more drastic approach was needed. The Chairman replied that traffic was the responsibility of SCC but the parish council tries to look at ways to mitigate the amount of traffic that uses Shere as a cut through and visitor numbers, to lobby SCC. Individuals can also make personal representation to SCC.</p> <p>The second member of the public asked that the disabled bay on Middle Street is re-painted. The Chairman replied that this had been agreed by SCC but there was no date at present.</p> <p>Three suggestions were voiced by councillors:</p> <ul style="list-style-type: none"> <li>• to improve the signage for HGVs – giving an alternative route for HGVs</li> <li>• to replace not suitable for HGVs signs with width restriction signs</li> <li>• to improve the signage for parking on Sandy Lane, with an indication of how far ahead the parking was.</li> </ul>
	<b>BUSINESS TO BE TRANSACTED:</b>
<b>20/82</b>	<p><b>Coronavirus pandemic –</b></p> <ul style="list-style-type: none"> <li>• To consider continuing with twice daily cleaning of Old Fire Station toilets – <b>Agreed</b> to continue and to review at October meeting</li> <li>• to consider resuming in person council meetings – <b>Agreed</b> October meeting via Zoom and to review at October meeting</li> <li>• to note drop-in centre one-to-one meetings have begun – <b>Agreed</b> that if the drop-in centre Coordinator and Clerk are happy, to increase the meetings to small 2-3 person bubbles managed on a case to case basis</li> <li>• to consider any other urgent coronavirus related issues – <b>None</b></li> </ul>
<b>20/83</b>	<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) – <b>Moved to October Agenda as not completed by External Auditor.</b></p>
<b>20/84</b>	<p><b>Accounts for the year 2020/2021</b></p> <p>The Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks.</p> <ul style="list-style-type: none"> <li>• confirmed the scope of the internal audit for 2020/21; 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> <li>• agreed Mulberry and Co Engagement Letter, as Internal Auditor for 2020/2021</li> </ul> <p><b>Ratified</b></p>
<b>20/85</b>	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> income of £6,284.39 and expenditure of £17,310.05 for July 2020 and income of £3,503.73 and expenditure of £28,979.53 for August 2020 (Appendix 1 &amp; 2)</li> <li>• <b>Noted</b> bank reconciliations and statement balances for months ended July and August 2020 (Appendix 3 &amp; 4)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Noted</b> income and expenditure against budget and earmarked reserves to end of August 2020 (Appendix 5) It was <b>Agreed</b> to allow use of general reserves for regular IT payments, as the budget for IT had been exceeded, due to the purchase of laptops and mobile phones for staff as a result of the coronavirus pandemic.</li> <li>• <b>Noted</b> VAT expenditure for July and August 2020 (Appendix 6)</li> <li>• <b>Ratified</b> the purchase of two laptops £528 each and two mobile phones £17.65 ex VAT per month (with a one-off fee of £58 for the phones) for staff to assist the continued working from home during the pandemic and site visits</li> <li>• Grant Aid from Guildford Borough Council (GBC) – <b>Ratified</b> applications made for 2021/2022 before GBC deadline</li> <li>• <b>Approved payment of £3,583.76</b> for the Shere Parish Council &amp; The Reginald Arthur Bray Bequest Charity Insurance premium for the period 1/10/2020 - 30/9/2021</li> <li>• <b>Noted</b> support from Guildford Borough Council regarding extra coronavirus pandemic spending and <b>receipt of a payment of £1,435</b></li> </ul>
<b>20/86</b>	<b>General Power of Competence – Adopted</b> , to be reviewed and readopted September 2021
<b>20/87</b>	<b>Calendar of meetings 2021</b> – to consider the Parish Council’s proposed meetings calendar for next year – <b>Agreed</b> , Clerk to add in locations when the availability of village halls have been confirmed
<b>20/88</b>	<b>Policies</b> – to consider adopting the following policies: <ul style="list-style-type: none"> <li>• Lone Worker Policy – <b>Adopted</b></li> <li>• Home Working Policy – <b>Adopted with an amendment to read</b> ‘The combining of home-based working with caring for an individual will be considered on an individual basis.’</li> </ul>
<b>20/89</b>	<b>Website Accessibility</b> – <b>Noted</b> new regulations and a draft plan would be formulated with consideration to an upgraded website, to be financed in the next financial year.
<b>20/90</b>	<b>General Purposes Committee – Received</b> the minutes from the meeting on the 28 <sup>th</sup> July and to consider the following recommendation: <b>Replacement bollards Goose Green - £1,330</b> (Public Health Act 1875 s 164; Open Spaces Act 1906 s 9 & 10) – <b>Agreed</b> It was <b>Noted</b> that it was thought that where the General Purposes minutes referred to the Surface Water report being presented to SCC (20/GP23), was not accurate and the next steps had not been agreed at that meeting.
<b>20/91</b>	<b>Surface Water, Peaslake – Received</b> report compiled by Councillors P Carter and G Reffo on surface water issues in Peaslake and consider next moves. Councillors P Carter and G Reffo were commended on the thorough and clear report. The following was <b>Agreed</b> : <ul style="list-style-type: none"> <li>• Clerk to obtain quotes for an independent report from companies experienced with hydrology/hydrogeology and engineering, with possible use of ward funds.</li> <li>• Arrange a meeting with the SCC Flood Risk and Network Resilience Team</li> </ul>
<b>20/92</b>	<b>Willow Trees, Lower Street, Shere:</b> <ul style="list-style-type: none"> <li>• <b>Noted</b> Chairman’s report of fallen tree</li> <li>• <b>Received</b> picus report and ultrasound, on the health of the trees</li> <li>• to consider appropriate works and to note tree works permission is required prior to any work undertaken – based on the received reports, the following was <b>Agreed</b>:</li> </ul> <ol style="list-style-type: none"> <li>1) Fallen tree (T2) to be removed</li> <li>2) T1 (closest to Middle Street Junction) 60% crown reduction and re-pollard every two years</li> <li>3) T3 (furthest from Middle Street Junction) 50% crown reduction and remove 2 large crossing branches with stress unions and smaller branches with damaged areas and re-pollard every two years</li> </ol> <b>Agreed</b> to contact GBC and explain the situation and the council needs to go ahead without tree works permission due to the risk involved. <ul style="list-style-type: none"> <li>• <b>Adopted</b> Tree Safety and Management Policy, amended to include trees identified as high value in a high-risk area, to be inspected by the council contractor annually. Assistant to the Clerk to put together a register of trees to be considered to be high value in a high-risk area, for consideration at the next General Purposes Meeting. <b>Noted</b> that the Risk Management Policy and Register will be updated.</li> </ul> It was <b>Noted</b> that the Arboriculture Association run a Basic Tree Survey and Inspection Course, which can be attended when the courses are resumed after the pandemic. The Oak tree in Shere was considered and it was <b>Agreed</b> to in addition to the dead wooding already done and the soil improvement taking place in the Autumn, that the council contractor would be asked to

