



SHERE PARISH COUNCIL

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

Suzanne Hoyland
Parish Clerk/Finance Officer
Telephone: 01483 203431
clerk@shereparishcouncil.gov.uk
www.shereparishcouncil.gov.uk

Tanyard Hall
30 Station Road
Gomshall
Guildford,
Surrey. GU5 9LF

2nd September 2020

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held **remotely via Zoom Tuesday 8th September 2020 at 7pm** for the purpose of transacting the business specified on the agenda below.

DocuSigned by:
Suzanne Hoyland
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COUNCIL MEETING 7.00PM TUESDAY 8TH SEPTEMBER 2020

Held remotely using video conferencing facility ZOOM (Coronavirus Act 2020)
To join meeting click below:

<https://us02web.zoom.us/j/86883000015?pwd=R3FGeHdOb2lOTtJlRkF1dXUyRDZlWdz09>

Meeting ID: 868 8300 0015
Passcode: 801531

AGENDA

Any members of the public who would like to attend the meeting to observe or would like to address the council during the short adjournment, please email clerk@shereparishcouncil.gov.uk by 4pm on 8th September 2020 (clearly indicating the item on which to address the council about, if any)

Ref:	Item:
20/76	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)
20/77	Approval of the Minutes of the Council meeting held on the 2 nd July 2020
20/78	Declaration of Disclosable Pecuniary Interests (DPIs) 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)
20/79	Brief Report from Surrey County Council (SCC) Councillor K Taylor on matters from Surrey County Council affecting Shere Parish.
20/80	Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish.
20/81	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL
	BUSINESS TO BE TRANSACTED:
20/82	Coronavirus pandemic – <ul style="list-style-type: none"> • To consider continuing with twice daily cleaning of Old Fire Station toilets • to consider resuming in person council meetings

	<ul style="list-style-type: none"> to note drop-in centre one-to-one meetings have begun to consider any other urgent coronavirus related issues
20/83	Annual Accounts 2019/20 – 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)
20/84	<p>Accounts for the year 2020/2021</p> <p>To note that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks. It is Recommended that this action is Ratified.</p> <ul style="list-style-type: none"> 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) 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 agreed Mulberry and Co Engagement Letter, as Internal Auditor for 2020/2021
20/85	<p>Finance matters</p> <ul style="list-style-type: none"> Approval of income and expenditure for the months ended July and August 2020 (Appendix 1 & 2) To note bank reconciliations and statement balances for months ended July and August 2020 (Appendix 3 & 4) To note income and expenditure against budget and earmarked reserves to end of August 2020 (Appendix 5) To note VAT expenditure for July and August 2020 (Appendix 6) To ratify 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 Grant Aid from Guildford Borough Council (GBC) – to ratify applications made for 2021/2022 before GBC deadline To approve payment of the Shere Parish Council & The Reginald Arthur Bray Bequest Charity Insurance premium for the period 1/10/2020 - 30/9/2021 To note support from Guildford Borough Council regarding extra coronavirus pandemic spending
20/86	General Power of Competence – to consider adopting
20/87	Calendar of meetings 2021 – to consider the Parish Council's proposed meetings calendar for next year
20/88	<p>Policies – to consider adopting the following policies:</p> <ul style="list-style-type: none"> Lone Worker Policy Home Working Policy
20/89	Website Accessibility – To note new regulations and to consider draft plan
20/90	<p>General Purposes Committee – to receive the minutes from the meeting on the 28th July and to consider the following recommendation:</p> <p>Replacement bollards Goose Green - £1,330 (Public Health Act 1875 s 164; Open Spaces Act 1906 s 9 & 10)</p>
20/91	Surface Water, Peaslake – to receive report compiled by Councillors P Carter and G Reffo on surface water issues in Peaslake and consider next moves.
20/92	<p>Willow Trees, Lower Street, Shere:</p> <ul style="list-style-type: none"> to note Chairman's report of fallen tree to receive picus report and ultrasound, on the health of the trees to consider appropriate works and to note tree works permission is required prior to any work undertaken to consider Tree Safety and Management Policy and to note that the Risk Management Policy and Register will be updated when terms of the Tree Safety and Management Policy are agreed
20/93	Tree Planting, Surrey County Council – to consider letter received regarding SCC commitment to facilitate the planting of 1.2M new trees in the county over the next 10 years, as part of their Climate Change Strategy
20/94	Emergency protocol – to consider any actions to put in place

20/95	Hilly's, Shere – to discuss request to put planters out by the social distancing barriers
20/96	Police Matters - to consider any matters that need to be brought to the attention of the Police
	ITEMS TO NOTE:
20/97	Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)
20/98	Questions from Parish Councillors
20/99	Date of next meeting: Tuesday 6th October 2020 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF or via ZOOM – confirmation on website, parish magazine, Facebook etc. closer to the date
20/100	Exclusion of 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.
20/101	Peaslake Farm Fields – to consider proposed Heads of Terms for use of the fields