



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 10TH NOVEMBER 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, J Hutton and C Brooke.

Surrey County Council (SCC) Councillor K Taylor

Guildford Borough Council (GBC) Councillor D Jones

Clerk & RFO S Hoyland

Ref:	Item:
20/128	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors R Smith and A Case
20/129	Approval of the Minutes of the Council meeting held on the 6th October 2020 - Approved as a Correct Record (to be Signed after Zoom Meeting)
20/130	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) – Councillor J Cross declared a non-pecuniary interest in Item 20/144
20/131	Brief Report from Surrey County Council (SCC) Councillor K Taylor on matters from Surrey County Council affecting Shere Parish. SCC County Councillor K Taylor reported the following: <ul style="list-style-type: none">• 2nd lockdown as a result of covid-19 had seen resources diverted back to supporting the community during the lockdown and this had a detrimental effect on other county services• Schools and colleges remain open, although some students and teachers have been self-isolating• Community recycling centres remain open – details of the waste accepted can be found on the website https://www.surreycc.gov.uk/waste-and-recycling/community-recycling-centres• Countryside carparks and toilets remain open• Libraries are offering click and collect and some limited slots are available to use the computers.• Births, Deaths and Marriages registration is also still open, although working on a backlog and with some difficulties regarding the required face to face elements. <p>Councillor G Reffo voiced concerns over the pavement repairs on Pursers Lane, Peaslake, specifically that the bank would not support the pavement, the ditch had not been cleared out and a new pipe was not being installed under the road (as previously agreed by SCC) to rectify the flooding. SCC County Councillor K Taylor replied that the ditch was going to be cleared and that SCC engineers were looking at the existing pipe to see if there was a blockage and he agreed to follow up these issues with highways and identify if a post work inspection had taken place on the works already performed.</p> <p>Item 20/142 Surface Water, Peaslake – was brought forward on the agenda. It was reported that the site meeting with SCC had been good but did not address the general aspect of flooding in Peaslake. SCC Councillor K Taylor explained it is unlikely there would be funding available for village wide investigations but agreed to go back to the Flood Resilience team to discuss. In the meantime, problems identified in the report should be actioned including:</p> <ol style="list-style-type: none">1. The silt trap under the village hall carpark

	<p>2. Encouraging residents to be aware of the drains and culverts near their properties and clear the entrances, if they see them blocked or after a storm.</p> <p>Councillor P Carter agreed to attempt to make contact with builders in the village who had commissioned a report regarding flooding.</p> <p>Guildford Borough Councillor D Jones and Shere Parish Council Councillor B Andrews arrived at the meeting</p>
20/132	<p>Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish. GBC Councillor D Jones reported that Guildford Borough Council Mayor Richard Billington sent his regards, was recovering at home after recent surgery and was scheduled to have further treatment.</p> <p>Councillor G Reffo requested support for the Peaslake Farm Planning Application. It was reported that after all the delays there was some indication from GBC planning that there were too many parking spaces allocated for the properties; this was a very important issue to residents, who were concerned that if there were not sufficient spaces, there would be parking on Ewhurst Road, which would be dangerous.</p>
20/133	<p>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL – None present</p>
	<p>BUSINESS TO BE TRANSACTED:</p>
20/134	<p>Coronavirus pandemic</p> <ul style="list-style-type: none"> • To consider resuming in person council meetings – to be reviewed after Christmas • Ratified £600 per month for cleaning the Old Fire Station Public Conveniences once a day (including removal of rubbish) • To consider any other urgent coronavirus related issues – Councillors voiced concerns over the number of visitors to Shere, Peaslake and Newlands Corner and the lack of social distancing, masks not being worn and the traffic disruption on the A25 with people queuing for the car park. The following was Agreed: <ol style="list-style-type: none"> 1. Consideration would be given to closing Pond Lane carpark again temporarily 2. Enquiries would be made to see if refreshments were being served in Walking Bottom carpark to discourage people congregating in the centre of Peaslake village 3. To advertise on the council Facebook, Shere Village Facebook, cycling Facebook pages (if identified by Friends of the Hurtwood) and NextDoor that the council was aware of the concerns and that we unfortunately had no power or ability to control numbers of visitors and would encourage all individuals to report crowds of people not social distancing, to the police straight away. 4. Signs would be placed at the entrances to villages saying the rate of covid-19 was going up – Please wear a mask.
20/135	<p>Annual Accounts 2019/20 – Reviewed and Accepted the signed 2019/20 Annual Governance and Accountability Return (including External Auditor report and certificate) and Completion of audit notification from the external auditor (Appendix 1)</p>
20/136	<p>Interim Internal Audit Report 2020/2021 – Received report (Appendix 2) of the interim audit conducted remotely due to the coronavirus during September 2020</p> <p>‘Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. 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. Whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system. It is therefore our opinion that the systems and internal procedures at Shere Parish are well established, and followed.’</p> <p>Recommendation – for GDPR It is recommended that Councillors have a council email address such as cllr.name@shereparishcouncil.gov.uk – Agreed with support for setting up with Councillors</p> <p>SCC Councillor K Taylor and GBC Councillor D Jones left the meeting</p>
20/137	<p>Finance matters</p> <ul style="list-style-type: none"> • Approved of income of £77,047.22 and expenditure of £19,336.59 for the month ended October 2020 (Appendix 3) • Noted bank reconciliations and statement balances for the month ended October 2020 (Appendix 4)

	<ul style="list-style-type: none"> • Noted income and expenditure against budget and earmarked reserves to end of October 2020 (Appendix 5) • Noted VAT expenditure for October 2020 (Appendix 6) • Noted receipt of VAT refund of £7,674.41
20/138	<p>Finance Committee – Received and Approved minutes (Appendix 7) and considered the following recommendations:</p> <ul style="list-style-type: none"> • Authorised Samantha Robins to make payments in the Clerk’s absence (together with two councillors) and to amend financial regulations accordingly • Agreed an increase the limit from £1,000 to £1,500 for jobs requiring three quotes (full council approval will still be required for all projects over £1,000) and to amend financial regulations accordingly • Agreed to use a split of all ward funds for the £4,237 contribution (5th March Full Council item 19/215) to the works to Shere Surgery pavement and drainage • Adopted the draft budget 2021/22 (appendix 8) • Agreed the precept for 2021/22 be set at £140,240 (Appendix 9) representing an approximate increase (depending on the final tax base) of £5.21 per year for a Band D property, which represents an extra 10p per week. The rise reflected the new budgeted expense of the Drop-in Centre (supported and considered by the committee to be vital support for the community), the ongoing additional coronavirus related expenses, the increasing costs of maintaining the Council’s existing services and the possible loss of the Local Council Tax Support Scheme.
20/139	<p>Revised GBC Code of Conduct – Adopted (Appendix 10) and it was Noted with thanks that councillors had agreed to attend the GBC training session, regarding the amended code.</p>
20/140	<p>Boundary with Little Goose Green - Agreed negotiated boundary with adjoining property (Appendix 11). All personal possessions to be removed to residents’ side of the boundary.</p>
20/141	<p>General Purposes Committee Meeting – Received minutes and considered the following recommendations</p> <ul style="list-style-type: none"> • Agreed - Shere Oak Tree - RT Home Improvements £1,078.63 ex. VAT (Highways Act 1980 s 96) Funded by North Ward funds. • Agreed - Shere Play Area - Replacement Swing Frame - Wicksteed £4,966.81 ex. VAT (Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Public Health Acts: Amendment Act 1890 s 44; Open Spaces Act 1906 s 9 & 10) funded by remaining Play Areas – Repair and Replace budget and Playground Sinking Fund Earmarked Reserve <p>It was also Noted that the springy in the Shere Play area was in the process of being repaired.</p>
20/142	<p>Surface Water, Peaslake – to receive report of site visit with Surrey County Council – see earlier minute</p>
20/143	<p>Entrance to Shere car park; parking on London Lane – to consider correspondence from local resident – Agreed to install double yellow lines, subject to consultation with Shere Recreation Ground Association and contractor.</p>
20/144	<p>Limited Edition Framed Print – Agreed purchase of charity print produced to celebrate our communities and families (all profits will be donated to Shere Surgery and Dispensary) Councillor J Cross thanked Mike Hutchinson (on behalf of SALV) for donating the profits to SALV and Noted that the prescribing machine was due to be delivered the following day.</p>
20/145	<p>Police Matters - to consider any matters that need to be brought to the attention of the Police - None</p>
	<p>ITEMS TO NOTE:</p>
20/146	<p>Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda) – None</p>
20/147	<p>Questions from Parish Councillors – None</p>
20/148	<p>Date of next meeting: Tuesday 12th January 2021 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF or via ZOOM – confirmation on website, parish magazine, Facebook etc. closer to the date</p>
20/149	<p>Exclusion of the Public and Press (Public Bodies (Admission to meetings) Act 1960) – Excluded the public and press for the following item of business because of the confidential nature of the business to be transacted.</p>
20/150	<p>Drop-in Coordinator and Administrative Assistant – Ratified advertisement of role and Agreed that the Human Resources Committee would review applications after the 16th November deadline</p>