



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

4th November 2020

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held **remotely via Zoom Tuesday 10th November 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 10TH NOVEMBER 2020

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

<https://us02web.zoom.us/j/89362251851?pwd=K2xWeENSQVlLcUVXVHISUXlSaTdyZz09>

Meeting ID: 893 6225 1851
Password: 479215

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 10th November 2020 (clearly indicating the item on which to address the council about, if any)

Ref:	Item:
20/128	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)
20/129	Approval of the Minutes of the Council meeting held on the 6th October 2020
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)
20/131	Brief Report from Surrey County Council (SCC) Councillor K Taylor on matters from Surrey County Council affecting Shere Parish.
20/132	Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish.
20/133	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL
	BUSINESS TO BE TRANSACTED:
20/134	Coronavirus pandemic <ul style="list-style-type: none"> • to consider resuming in person council meetings • to ratify £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

20/135	Annual Accounts 2019/20 – to review and accept 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)
20/136	Interim Internal Audit Report 2020/2021 – to receive report (Appendix 2) of the interim audit conducted remotely due to the coronavirus during September 2020 ‘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.’ Recommendation – for GDPR It is recommended that Councillors have a council email address such as cllr.name@shereparishcouncil.gov.uk
20/137	Finance matters <ul style="list-style-type: none"> • Approval of income and expenditure for the month ended October 2020 (Appendix 3) • To note bank reconciliations and statement balances for the month ended October 2020 (Appendix 4) • To note income and expenditure against budget and earmarked reserves to end of October 2020 (Appendix 5) • To note VAT expenditure for October 2020 (Appendix 6) • To note receipt of VAT refund of £7,674.41
20/138	Finance Committee – to receive and approve minutes (Appendix 7) and consider the following recommendations: <ul style="list-style-type: none"> • To authorise Samantha Robins to make payments in the Clerk’s absence (together with two councillors) and to amend financial regulations accordingly • To agree 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 • 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 • To adopt of the draft budget 2021/22 (appendix 8) • 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	Revised GBC Code of Conduct – to consider adoption (Appendix 10)
20/140	Boundary with Little Goose Green - to agree negotiated boundary with adjoining property (Appendix 11)
20/141	General Purposes Committee Meeting – to receive minutes and consider the following recommendations <ul style="list-style-type: none"> • Shere Oak Tree - RT Home Improvements £1,078.63 ex. VAT (Highways Act 1980 s 96) Funded by North Ward funds. • 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
20/142	Surface Water, Peaslake – to receive report of site visit with Surrey County Council
20/143	Entrance to Shere car park; parking on London Lane – to consider correspondence from local resident
20/144	Limited Edition Framed Print – to consider purchase of charity print produced to celebrate our communities and families (all profits will be donated to Shere Surgery and Dispensary)
20/145	Police Matters - to consider any matters that need to be brought to the attention of the Police.
	ITEMS TO NOTE:
20/146	Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)
20/147	Questions from Parish Councillors

20/148	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
20/149	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.
20/150	Drop-in Coordinator and Administrative Assistant – to ratify advertisement of role and agree interview process, subject to receipt of sufficient suitable applications before 16 th November deadline