

## Shere Parish Council



### FULL COUNCIL MINUTES 8<sup>th</sup> JUNE 2021

**Present:** Councillors: - R Davey, J Hutton, C Carlisle, R Smith, B Harrap, B Grover, C Brooke, B Andrews and J Cross.

Clerk and RFO: - S Hoyland

**Also present were:** Surrey County Council (SCC) Councillor B Hughes, Guildford Borough Council (GBC) Councillors D Jones and R Billington. One member of the public

- 21.29 **Accepted apologies** and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors G Reffo, P Carter and M Taylor-Cotter
- 21.30 **Approval of the Minutes** of the Council meeting held on [6<sup>th</sup> May 2021](#) - **Approved and Signed as a Correct Record**
- 21.31 **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 C Brooke declared an interest in item 21.35 Thames Water Fields**
- 21.32 **Brief Report from Surrey County Council (SCC) Councillor** on matters from Surrey County Council affecting Shere Parish. **SCC Councillor B Hughes** introduced himself and stated that he was happy to have been elected and was here to help and assist the parish council and residents. Chairman Roy Davey welcomed him.
- 21.33 **Brief Report from Guildford Borough Council (GBC) Councillors** on matters from Guildford Borough Council affecting Shere Parish.  
**GBC Councillor D Jones** reported that Guildford was described to be an excellent place to invest and that the whole of Guildford was now open again.  
**GBC Councillor R Billington** stated that he would like to assist with the negotiation with GBC and repairs for Shere Car Park and requested a copy of information already sent to GBC. He also voiced the suggestion that the car park was changed to pay for use, after repairs were completed. Chairman R Davey replied that this was something to consider, taking into account the needs of residents. The Clerk S Hoyland reiterated that the office had repeatedly requested an update and site visit from GBC and not received a reply.
- 21.34 **Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion – W Esplen made a short address to the council regarding the item 21.35 Thames Water Fields. He explained that he had been in contact with Thames Water regarding the two fields between Shere and Gomshall, who after the upgrade of the water extraction units were looking to undertake a biodiversity restoration programme, while retaining some managed public access. Councillors were supportive of this idea and would like to encourage natural conservation of the area and to protect the fields for the future.
- 21.35 **Thames Water Fields between Gomshall and Shere** – to hear from local resident regarding communications with Thames Water Ecology and Bio-diversity Team, regarding future management

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of the site and possibility for community involvement – **Agreed** a letter from the council expressing support for the initiative and three volunteer councillors, B Harrap, J Cross and C Brooke to join W Esplen on a site visit, with the Thames Water Ecology Officer.

### 21.36 Coronavirus pandemic

- a) to consider any urgent coronavirus related issues – Councillor B Grover reported that there have been large groups of children in the village on school visits and that there had been some concern that these numbers exceeded 30 persons, although schools were allowed to exceed the 30 limit – **Agreed** Clerk to contact Juniper Hall to find out if any other school trips were planned.

### 21.37 Finance matters

- a) **Approved** of income and expenditure for the months ended **April** and **May** 2021 (Appendixes 1 & 2)
- b) **Noted** bank reconciliations and statement balances for months ended April and May 2021 (Appendixes 3 & 4)
- c) **Noted** **income and expenditure against budget** and **earmarked reserves** to end of May 2021 (Appendix 5)
- d) **Noted** **VAT expenditure for April and May 2021** (Appendix 6)
- e) **Ratified** the larger than expected payment of £736.00 ex VAT for the Mackies Hill sign, directing cyclists to Peaslake (Road Traffic Reg Act 1984 s 7), as agreed in April 2021 meeting - item 20/212 (i). (**Noted** installation is £180.00 ex VAT)

### 21.38 Accounts for the year 2020/21

- a) Internal Audit carried out 20th May 2021 – **Received and Approved** the **Internal Auditors Report** and **Accompanying Letter** (Appendix 7). Clerk and RFO S Hoyland was congratulated on a clear report with no recommendations.
- b) **Received and Approved** the annual accounts 2020/21 (Appendix 8)
- c) Annual Return, **Annual Governance Statement 2020/21 (Section 1)** – **Approved and Signed** at the meeting (by the Chairman and Clerk) (Appendix 9)
- d) Annual Return, **Accounting Statements 2020/2021 (Section 2)** – **Approved and Signed** at the meeting (by the Chairman) (Appendix 10)
- e) **Noted** the VAT return for months 7-12 (October 2020-March 2021) £7,937.81 has been claimed & received

### 21.39 To consider the following items and agree resolutions where appropriate:

- a) Shere Swimming Pool Field Path – to consider quotes – Council discussed options and **Noted** the concern from a local resident. **Agreed** specification and to accept the quote from contractor Tidey & Webb, subject to Conservation Officer approval.
- b) Grant funding from Guildford Borough Council – to discuss any projects identified for grant funding in 2022/23 – **Agreed** to submit applications for three new benches and piece of equipment for younger children for Goose Green Play Area.
- c) Shere Swimming Pool – to consider request from Shere swimming Pool Club to allow teaching in the pool – **Agreed**, no objections
- d) Church of St Mary the Virgin, Holmbury St Mary – to receive **annual report, annual accounts** and consider a request for half the costs of **churcyard maintenance** for 2020 - £2,210.50 (Local Government Act 1972 s.214 (6)) – **Agreed** (Councillor R Smith declared an interest)
- e) Speaker for Annual Parish Meeting – to consider suggestions – **Agreed** to approach Gary Bosworth from GBC for a talk on GBC's response to climate change.

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### SCC Councillor B Hughes and GBC Councillors D Jones and R Billington left the meeting

21.40 To consider the following policies for re-adoption:

- a) [Grant Awarding Policy](#) and [Application Form](#) – Readopted
- b) [Data Protection Policy](#) – incorporating updates from the Parish Council’s Data Protection Officer – Readopted
- c) [Document Retention Scheme](#) – Readopted

21.41 **Police Matters** - to consider any matters that need to be brought to the attention of the Police – It was **Noted** that there had been traffic wardens in Abinger Hammer and Shere recently

21.42 **Clerk’s Report** (for noting, delegation to the Clerk or inclusion on the next agenda)

It was **Reported** that the council has received the replies from the questionnaire sent to residents by Hilly’s, regarding closing off part of The Square in Shere and having permanent table and chairs there. The breakdown of those replies would be forwarded to councillors for their information. No formal request has been received from Hilly’s at the moment. During a brief chat with a SCC officer, it was said that SCC would most likely be unsupportive of closing the road, as it is not a safety issue, rather cosmetic and to the benefit of the business; If agreed the cost would fall on the community. It is understood that at the moment there will be no change to the current arrangement.

Thank yous have been received by many of the charities the council has made a donation to this year. In particular the £1,000 donation to Kent, Surrey and Sussex Air Ambulance has gone towards equipment such as the Oxylog 3000+ ventilator, which will be used in the rapid response vehicles.

Finally, it was **Noted** that the Annual Report (including a letter from Shere Henry Smith Charity) was due to be mailed out on Friday 11<sup>th</sup> June 2021.

21.43 **Date of next meeting:** To be confirmed at meeting – **Agreed** 7.30pm 1<sup>st</sup> July 2021 Shere Village Hall

21.44 **Excluded 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.

21.45 **Drop-in Coordinator and Administrative Assistant** – updated councillors on the recruitment process and **Delegated** appointment to the Clerk and Human Resources Committee.

**Meeting closed 8.53pm**