

Shere Parish Council



FULL COUNCIL MINUTES 2nd SEPTEMBER 2021 Tanyard Hall 30 Station Road, Gomshall GU5 9LF

Present: Councillors: - R Davey (Chairman), R Smith, B Harrap, C Carlisle, B Andrews, M Keeble, P Carter, B Grover, G Reffo and J Cross.

Clerk and RFO: - S Hoyland

Also present were: Surrey County Council (SCC) Councillor B Hughes, Guildford Borough Council (GBC) Councillor D Jones and Leigh Thornton, Surrey Wildlife Trust (SWT)

- 21.64 **Chairman R Davey welcomed Councillor M Keeble to his post as North Ward Councillor**
- 21.65 **To accept apologies** and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors M Taylor-Cotter, C Brooke and J Hutton
- 21.66 **Approval of the Minutes** of the Council meeting held on [1st July 2021](#) - **Approved and Signed as a Correct Record**
- 21.67 **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) – **None**
- 21.68 **Brief Report from Surrey County Council (SCC) Councillor** on matters from Surrey County Council affecting Shere Parish. **SCC Councillor B Hughes** reported the following items:
1. SCC were looking into a code of practise organised cycle events as the lack of communication and guidance was leading to accidents. He also reported that he thought there was no place for BOATs (byways open to all traffic) in the area of outstanding natural beauty (ANOB)
 2. 5G mast for Peaslake – Shere Parish Council has opposed it – full planning permission is required as it is not permitted development in the ANOB
 3. A County Deal was being considered to devolve power to the counties. SCC has applied to be a pilot which may involve devolution to GBC and the parish councils. A white paper was due in October.
- 21.69 **Brief Report from Guildford Borough Council (GBC) Councillors** on matters from Guildford Borough Council affecting Shere Parish – **No members present at that time**. Councillor G Reffo requested the Clerk to contact GBC regarding the report on the silt trap under Peaslake Village Hall and surrounding area.
- 21.70 **Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion – **No members of the public present**.
- 21.71 **Peaslake Farm Fields** – short introduction was given to the suggestions for the future of the fields from Leigh Thornton Surrey Wildlife Trust, following a site visit and to consider quote of £1,471.20 ex VAT for [Biodiversity Net Gain Assessment](#) (Open Spaces Act 1906 s 9 & 10) – **Agreed** (proposed by C Carlisle and seconded by M Keeble) Open Spaces Act 1906 ss 9&10 funds from equally from all

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three ward funds. Also **Agreed** to water RPS Attenuation Report to be sent to SWT for their information. Options to be reviewed by Peaslake Farm Steering Committee.

- 21.72 **Climate Change – Received** a brief report from Councillor B Harrap regarding communications with GBC Councillor D Jones and Albury Parish Council. Councillor B Harrap suggested the following:
- Consider joining the [Association of Public Service Excellence](#)
 - Adopting a formal platform for environmental and climate change issues – **Agreed** the Planning Committee
 - Adding some issues on the next agenda from the Guildford Environmental Forum
 - Albury Climate and Environment Group Launch (with eco film and speaker) 2nd October 2021

GBC Councillor D Jones arrived and was asked if there was any action on the silt trap in Peaslake – she replied that Brent Shirley had left GBC and she would attempt to contact his replacement.

- 21.73 **Breaks for long meetings** – to consider suggestion from Councillor for regular 2/3 - minute breaks for health and safety (deferred from July meeting) – **Deferred** to a later meeting. Members were encouraged to take a break if required.

- 21.74 **Annual Accounts 2020/21 – Reviewed and Accepted** the [signed 2020/21 Annual Governance and Accountability Return](#) (including [report and certificate](#)), [Completion of audit notification from the external auditor](#) and [Notice of Conclusion of Audit](#)

21.75 **Accounts for the year 2021/2022**

Noted that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks. The following actions were **Ratified**.

- Confirmed** the [scope of the internal audit for 2021/22](#); 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 2021/2022

21.76 **Finance matters**

- Approved** income of £4,352.39 and expenditure of £12,288.10 for the month ended July 2021 and income of £8,991.52 and expenditure of £10,496.98 for the month ended August 2021 (Appendixes 1 & 2)
- Noted** bank reconciliations and statement balances for months ended July and August 2021 (Appendixes 3 & 4)
- Noted** income and expenditure against budget and earmarked reserves to end of August 2021 (Appendix 5)
- Noted** VAT expenditure for July and August 2021 (Appendix 6) and that a VAT reclaim had been requested of £5,199.74
- Council Insurance:**
 - Noted** the swimming pool, changing rooms, plant room and HSM pavilion have been removed from our insurance quote and are now covered by the relevant lessees. – it was **Agreed** to remind the lessees and request to see a copy of their insurance.

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2. To consider quotes and select provider – **Agreed** BHIB 3 -year deal £2,873.21 (including IPT) per year.
- f) To consider final grant aid applications for 2022/23. The following was **Agreed**:
 1. to make an Emergency Grant Aid application for whole of car park and withdraw current year unused grant aid.
 2. To make Grant Aid application for Peaslake Play Tower 2022/23

21.77 To consider the following items and agree resolutions where appropriate:

- a) Shere Parish Council Councillor M Keeble –
 1. **Elected** to the Finance and Planning Committees
 2. [Received doorstep feedback from his election campaign](#) – and to clear vegetation from around sign in behalf of SCC and to report on social media when jobs are carried out.
 3. to consider a holding a monthly North Ward surgery from October to December 2021 at Shere Village Hall, Tanyard Hall or Scout Hut on Goose Green – **Agreed** for councillors to attend a Shere & Gomshall Community Forum where communication can take place between members of the public and North Ward Councillors. It was **Noted** that this group had no powers and no decisions could be made without Council approval.

Councillor B Grover left

4. to consider advertising the top 10 powers of the parish council to improve resident's understanding of the role of the parish council – **Agreed** to form part of 5-year plan
5. **Noted** that planters are not permitted by Surrey County Council on the roads and cannot replace the barriers (which will be removed shortly)
- b) Five Year Plan – to consider the process for creating an overall strategic plan by the Management and Strategy Committee, detailing the vision and objectives of the council for the next five years. To take into account the post covid 19 landscape of reduced borough and county budgets ([click here](#) for some suggested topics to be included) – **Agreed** to organise first meeting to discuss the process for a 5 year plan and review the Terms of Reference
- c) Shere Car Park – to receive quotes for major repairs and to consider investigating introducing parking charges to pay for repairs and maintenance (with possible scheme for residents). To appoint members to a working group with representatives from Shere Recreation Ground Association – **See 21.76 (f) above** It was also **Agreed** to discuss potential charging under the Management and Strategy Meeting
- d) [Surrey Transport Plan 2022-2032 Consultation draft](#) – to consider replying to consultation – **Agreed** link to be circulated again and comments forwarded to the office for response
- e) Off Road Cycling Events – to consider a letter expressing the council's concerns with regards to the increased number of unregulated cycling events, through the Area of Outstanding Natural Beauty - **Agreed**
- f) Road Closures by Surrey County Council – to consider petitioning SCC to take more care when agreeing to road closures, to prevent multiple road closures concurrently in the same vicinity, resulting in lengthy diversions for residents – **Agreed** but to include that the council appreciates the work being done
- g) Ditches, Riparian Ownership or Highway Responsibility – to receive information from SCC Highways (if received) – it was **Noted** that highways have agreed to look at identified ditches to see if they are highway responsibility. Pursers Hollow ditch to be included
- h) [Guildford Young Carers Family Fun Day](#) – to consider request for £20 donation towards the event - **Agreed**
- i) [Calendar of meetings 2022](#) – to consider the Parish Council's proposed meetings calendar for next year – Councillors to review dates and forward to Clerk to amend if possible. Final version on October Agenda

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- 21.78 **General Purposes Committee – Received** the [minutes from the meeting](#) on the 29th July and **Agreed** the following recommendations:
- a) to use the Tanyard Hall earmarked reserves for future expenses as the budget had been exceeded on the shed, outdoor tables and chairs and the full structural survey (grant aid for the shed, tables and chairs would be received and go into other income)
 - b) Tanyard Hall Pump replacement parts - Maclin Pumps for £1,890 exc. VAT, Tanyard Hall EMR funds (Local Gov. (Misc. Provisions) 1976 Act s.19)
- 21.79 **Police Matters** - to consider any matters that need to be brought to the attention of the Police. It was **Noted** that the traffic warden has visited Shere more often recently
- 21.80 **Clerk's Report** (for noting, delegation to the Clerk or inclusion on the next agenda)
Brian Hilsdon has retired from cleaning Tanyard Hall but he will continue opening the toilets each day. Thomas Gruber has been asked to take over the cleaning of Tanyard Hall at a rate £35 per week until the end of March 2022. All three-year contracts will go out for tender at the end of the year.
- 21.81 **Date of next meeting:** Tuesday 5th October 2021 at Holmbury St Mary Village Hall, Felday Glade Holmbury St Mary RH5 6PG – **Noted**

Meeting closed 9.50pm