

## Shere Parish Council



### Full Council Minutes - Thursday 3<sup>rd</sup> February 2022 Shere Village Hall Gomshall Lane, Shere

#### Present:

Councillors R Davey (Chairman), C Carlisle, G Reffo, P Carter, M Taylor-Cotter, B Harrap, M Keeble, B Andrews and J Hutton (arrived 8.15pm with apologies for being late).

Surrey County Council (SCC) Councillor B Hughes, Guildford Borough Council (GBC) Councillors D Jones & R Billington.

Two members of the public.

Clerk & RFO S Hoyland

21.108 **To accept apologies** and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) Councillors B Grover, R Smith, C Brooke and J Cross

21.109 **Approval of the Minutes** of the Council meeting held on [9<sup>th</sup> November 2021](#) - **Approved and Signed as a Correct Record**

21.110 **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**

21.111 **Brief Report from Surrey County Council (SCC) Councillor** on matters from Surrey County Council affecting Shere Parish. SCC Councillor B Hughes acknowledged that more Not Suitable for HGV signs were required for Hound House Road. At present there was no budget but he is lobbying for them. Councillors B Hughes asked about the Shere public consultation and Chairman R Davey replied that North ward Councillors were going to meet to formulate a plan to present to SCC and residents based on the replies from the consultation.

Councillor B Hughes confirmed the following:

- that there would be a 4.5% increase in council tax representing 1% inflation, 1% towards mental health facilities and 2.5% towards social care.
- The uneven road on the A25 by Silent Pool will be corrected in the forthcoming financial year

21.112 **Brief Report from Guildford Borough Council (GBC) Councillors** on matters from Guildford Borough Council affecting Shere Parish

**Councillor R Billington** reported that services are still very behind at GBC

**Councillor D Jones** reported that there was no movement to get the toilet grant reinstated and there was a public consultation regarding the potential closures of other facilities in the Borough.

Councillor D Jones asked about the charging in Shere Car Park and it was confirmed that the Trustees of Shere Car Park had verbally agreed, subject to the approval of the Charities Commission and discussions regarding the level of charging and provision for residents.

Councillor D Jones also reported that residents in Chilworth were reporting light pollution from private properties and asked if Shere Parish Council had reported any issues and the availability of the Household Support Fund available to individuals in need. Chairman R Davey replied that this fund was not widely known about and the Citizens Advice Bureau and GBC own employees were not aware of its existence. Councillor D Jones agreed to ensure notifications were sent out.

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21.113 **Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion.

A member of the Holmbury St Mary (HSM) speed watch team addressed the council regarding the maintenance of road signs, the HSM traffic calming scheme and the potential for painted speed signs on the road, including reinstating the one covered by resurfacing. There was discussion regarding the public consultation of the proposed traffic calming scheme (due for implementation next month by Surrey Highways) and the risk of delaying the works and losing the finance available now. It was **Agreed** to ask the Surrey Highways engineer for a site visit as soon as possible with councillors, residents adjacent to the proposed scheme and representatives of the Speedwatch team.

A second member of the public thanked the parish council for arranging the paths to be cleared in Peaslake and asked that ditches that required clearing, was added to the next agenda – Councillor G Reffo offered to find out more information.

### 21.114 Finance matters

- a) **Approved** income of £1,062.06 and expenditure of £21,749.19 for the month ended November 2021. **Approved** income of £3,002.44 and expenditure of £9,596.03 for the month ended December 2021. **Approved** income of £1,371.02 and expenditure of £12,682.59 for the month ended January 2022 (Appendix 1)
- b) **Noted** bank reconciliations and statement balances for months ended November, December 2021 and January 2022 (Appendix 2)
- c) **Noted** income and expenditure against budget and earmarked reserves to end of January 2022 (Appendix 3)
- d) **Noted** VAT expenditure for November, December 2021, and January 2022 (Appendix 4)
- e) **Agreed** use of Parish Maintenance EMR for maintenance costs until the end of financial year
- f) **Agreed** use of OFS EMR for Public Conveniences costs until the end of the financial year
- g) **Noted** that the clerk has issued the [Precept for 2022/23 of £162,028](#) (as agreed at Full Council item 21.101 (e), taking into account the notification of the Band D equivalent figures from [Guildford Borough Council](#))
- h) [Grant Aid](#) – **Noted** agreed funding for projects by GBC in 2022/23. It was **Noted** that Peaslake Play Tower was being inspected for longevity for a decision on when to be replaced
- i) **Ratified** the payment of [invoice for election costs](#) July 2021 of £4,419.62
- j) **Noted** to review financing of the maintenance of Goose Green field with Albury Eagles at the March meeting, as information requested not received and **Agreed** payment in current financial year for 50% of grass cutting, as agreed February 2021 item 20.183 (c) to a maximum of £1,120 (Public Health Act 1987 s 164; Open Spaces Act 1906 ss 9&10)
- k) Parish of Shere, Churchyard maintenance – **Agreed** half the total costs of maintenance for Shere & Peaslake churchyards 2021 - £3,288.32 (Local Government Act 1972, s. 215). It was **Agreed** to ask the PCC to only include grass cutting etc. in this request in future years and to complete a grant application form for any further works.

SCC Councillor B Hughes, GBC Councillor R Billington and one member of the public left the meeting.

**Brought forward on the agenda Item 21.115 (h) Peaslake Memorial Hall** – to report lack of activity from GBC regarding the removal of the silt trap under the car park and distribution of Brent Shirley’s investigative report into the water drainage system, running from Laburnham Cottage to Pond Lane car park – **Councillor G Reffo asked GBC Councillor D Jones to investigate the delay and seek a resolution, as one of the residents most affected was very vulnerable**

GBC Councillor D Jones and the remaining member of the public left the meeting.

21.115 **To consider the following items and agree resolutions where appropriate:**

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- a) Resignation of Councillor – **Noted** the resignation of Brian Grover and to consider beginning the [co-option process](#) as no election had been called.
- b) Henry Smith Fund - to **Ratified** the appointment of trustees, one for each of the three council wards:
  1. South West Ward Scilla Roe
  2. North ward James Hutton
  3. South East Ward Marilyn Fema
- c) Shere Village Hall - **Noted** plan for possible for loft renovations, including an office and meeting room. It was **Agreed** to think about the possibility of moving the council office to the new one in Shere Village Hall if it receives planning permission and goes ahead, as Tanyard Hall is underutilised. Potential discussions to include the following issues:
  1. Availability of main hall for drop-in centre and ability to section off areas of the hall
  2. Availability of main hall for meetings both regular and at short notice
  3. Rental price of Shere Village Hall, to allow a reasonable income if Tanyard Hall leased
- d) Nominations for [Community Payback](#) – to consider any suitable projects, for nomination to the National Probation Service – **Agreed** to express interest, with possible works and to ask if it can be offered to Friends of the Hurtwood
- e) Surrey County Council Tree Strategy –
  1. **Reported** acceptance of four trees to celebrate the Queen’s jubilee – The Queen’s Canopy and to agree a site for each tree in each village with either a [physical or virtual plaque](#) - **Agreed** to inform councillors of the tree type when received
  2. to consider any further planting in October – March 2023 – **Agreed** councillors to let Clerk know if there was a further requirement
- f) Her Majesty the Queen’s Platinum Jubilee:
  1. [To consider taking part in the Beacon lighting on 2<sup>nd</sup> June 2022](#) – **Agreed** and to confirm with Shere Manor Estate
  2. To receive letter from [Department for Levelling Up, Housing and Communities](#) – regarding involvement in the Jubilee. It was **Noted** that the villages were preparing their own celebrations for the Jubilee
- g) [New electoral arrangements for Guildford Borough Council Draft Recommendations](#) – **Noted** recommendations and no change to Tillingbourne Ward
- h) Peaslake Memorial Hall – to report lack of activity from GBC regarding the removal of the silt trap under the car park and distribution of Brent Shirley’s investigative report into the water drainage system, running from Laburnham Cottage to Pond Lane car park – **Considered earlier on the agenda**
- i) To consider any recommendations for a speaker at the Annual Parish Meeting in April (brought forward from May, replacing April Full Council) – **Agreed** to ask Surrey Wildlife Trust regarding Peaslake Farm Fields. Councillor M Taylor-Cotter gave her apologies for the meeting.
- j) General Purposes Committee – **Received** minutes from zoom held on 27.1.2022 and considered recommendations – **All Actions Agreed** and to add to next council agenda the exposed pipe on A25 between Gomshall and Shere
- k) Management & Strategy Working Group – **Received** minutes from zoom held on 27.1.2022 and consider Recommendations – **All Actions Agreed** and to ask Greenoak Housing Association (GHA) to a site meeting with local residents regarding their concerns over the building phase of Peaslake Farm Development, before GHA had formulated arrangements.
- l) Peaslake Farm Development - [Planning S106 Agreement](#) – **Ratified** the agreement

### 21.116 Policies Reviewed and Re-adopted

- a) [Policy Statement of Internal Control and Annual Review of Effectiveness of Internal Control](#)
- b) [Risk Management policy and Register](#) – **Agreed** to add into Governance risk assessment - Projects with 3<sup>rd</sup> Parties- ‘Failure of a project due to breakdown of relationship with 3<sup>rd</sup> Party (i.e., 3<sup>rd</sup> party

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goes out of business/default on contract), create a risk assessment prior to formal agreement, based on the consequences of the failure of 3<sup>rd</sup> party'

- c) [Health and safety Policy](#)
- d) [A Boards Policy](#) - Agreed to write to a local business and ask for the removal of an A Board and bunting
- e) [Freedom of Information Policy](#)
- f) [Freedom of Information Publication Scheme](#)

21.117 **Police Matters** - to consider any matters that need to be brought to the attention of the Police – **None**

21.118 **Clerk's Report** (for noting, delegation to the Clerk or inclusion on the next agenda) – **None**

21.119 **Date of next meeting:** Thursday 3rd March 2022 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

**Meeting Closed 9.40pm**