

## Shere Parish Council



### ANNUAL COUNCIL MINUTES - Thursday 5<sup>th</sup> May 2022 Tanyard Hall 30 Station Road, Gomshall GU5 9LF

**Present:** Councillors R Davey, G Reffo, M Keeble, C Brooke, M Taylor-Cotter, B Harrap, B Andrews, J Cross and J Hutton

**Surrey County Council (SCC)** Councillor B Hughes

Two members of the public. Co-option candidate P Tompkins

Clerk & RFO S Hoyland

- 22.1 Election of Chairman - R Davey Elected (proposed by Councillor J Cross, Seconded by Councillor M Taylor-Cotter)**
- 22.2 Election of Vice-Chairman - C Carlisle Elected (proposed by Councillor B Andrews, Seconded by Councillor M Keeble)**
- 22.3 North Ward Vacancy – to consider co-option application. Applicant P Tompkins introduced herself in a short address to the council. The council voted in favour of co-opting onto the council. P Tompkins signed the Declaration of Acceptance of Office and took her seat.**
- 22.4 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) Councillors R smith, C Carlisle and P Carter. Guildford Borough Councillors R Billington and D Jones.**
- 22.5 Approval of the Minutes of the Council meeting held on [3<sup>rd</sup> March 2022](#) and the Annual Parish Meeting held on [7<sup>th</sup> April 2022](#) Approved and Signed as corrects records**
- 22.6 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**
- 22.7 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish. SCC Councillor B Hughes welcomed P Tompkins as Shere Parish Council Councillor and reported the following:**
- Vegetation clearance around the Parish is taking place
  - The A25 between Abinger Hammer and Shere has been suggested for a pilot of acoustic cameras to measure noise and issue tickets to offending vehicles
  - The Holmbury St Mary traffics works are due to take place shortly but no date has been finalised yet.
  - Underground water noise at Pathfields has been investigated by Thames Water and repaired
  - An experimental closure of the part of The Square in Shere (narrow side near Hilly's) is being investigated by SCC at a cost to SCC. SCC Councillor B Hughes has requested a plan to show the extent of the experimental closure. Councillors expressed surprise as Shere Parish Council (SPC) had not been informed that this was being considered and the decision has been deferred by SPC due to the lack of funds. SPC Councillors stressed that if it went ahead,

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it would be for community use, was not diverting money from projects elsewhere and did not prevent parking for No.2 The Square.

### 22.8 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish – None present and best wishes were sent to Councillor R Billington.

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

Zoe Horton from Friends of the Hurtwood (FoTH) gave a short talk on a potential proposal for FOTH to take over the management of Peaslake Farm Fields on a 30-year lease. Councillors expressed concerns over the lack on inclusion of wetland due to cost, which was a major aspect of the Surrey Wildlife Trust proposal and the lack expertise regarding the grading of the of the North Bank to slow water. The Chairman requested a detailed paper on their proposal to be sent to the Council for review.

A member of the public asked to know the comment on her planning application, which had been on the Planning agenda. Chairman R Davey replied that she would be informed the following week when the minutes had been written.

### 22.10 Committees and Working Groups – elected members for the following committees and working groups:

- a) **General Purposes Committee** – the Committee to comprise of at least six elected Members of the Council with, if possible, one Member from each of the four main villages and the Chairman and Vice Chairman of the Council will be ex-officio members. **Elected:** Councillors C Brooke, P Carter, J Hutton, G Reffo, R Smith, B Andrews, M Taylor Cotter, P Tompkins, M Keeble and the Chairman and Vice-Chairman as ex officio members.
- b) **Planning Committee** – at least one member from each ward plus the Chairman and Vice Chairman. Membership is open to all Members of the Council. **Elected:** Councillors R Andrews, C Brooke, M Taylor-Cotter, P Tompkins, B Harrap, R Smith, M Keeble and the Chairman and Vice-Chairman as ex officio members. Councillor C Brook stated that she would like to step down from the committee in the future, if it became possible with the number of members present.
- c) **Finance Committee** - the Committee to comprise of the Chairman, Vice Chairman and at least two other members of the Council these being appointed so that each of the four villages served by the Council is represented. **Elected:** Councillors R Andrews, C Brooke, J Cross, R Davey, C Carlisle, M Taylor-Cotter, M Keeble and R Smith.
- d) **Human Resources Committee** – this Committee shall comprise the Chairman and at least three other members of the Council, these being appointed so that each of the villages served by the Council is represented and so that councillors with experience of the strategic management of human resources are included, where possible. **Elected:** Councillor R Andrews, C Carlisle, G Reffo, R Davey and B Harrap
- e) **North Ward Working Group (Gomshall and Shere)** – all North Ward Councillors
- f) **South East Working Group (Holmbury St. Mary)** – all South East Ward Councillors
- g) **South West Ward Working Group (Peaslake)** – all South West Ward Councillors
- h) **Shere Traffic Working Group** – all North Ward Councillors and representatives of the public as per previously – **Agreed** to remove this Working Group as these items were now discussed at Full Council meetings or Management and Strategy Working Group Meetings.
- i) **Peaslake Farm Steering Committee** – the Group to comprise two elected members from each ward including the Chairman. **Elected:** Councillors R Andrews, C Carlisle, P Carter, J Cross, R Davey and G Reffo
- j) **Management and Strategy Working Group** – all councillors

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### 22.11 Decision making Powers:

- a) the Council **Agreed** that decision making powers be delegated to the General Purposes, Planning and Peaslake Farm Steering Committees, provided expenditure incurred does not exceed that allowed in the budget. (Note: Working Groups have no delegated powers – all recommendations made by a Working Group must be conveyed to the full Council or a Committee for approval.)
- b) the council to **Agreed** that during Pandemics or National Emergencies - decisions can be delegated to the clerk in consultation with the Chairman, in the event it has been necessary to cancel meetings.

### 22.12 Terms of Reference for Committee - Agreed the terms of reference for all Committees should continue as previously agreed

### 22.13 Appointment of Representatives on outside organisations – the following Agreed

- Peaslake Memorial Hall – G Reffo
- Henry Smith (Shere) Charity for Relief in Need – J Hutton
- Shere Recreation Ground – P Tompkins
- Shere Swimming Pool – J Cross
- Shere Village Hall – R Davey
- Wasp Bus – R Andrews
- Holmbury Village Hall – R Andrews
- Shere Library – J Cross
- Shere Nursery Custodian – C Brooke

**Any other representatives? – None**

### 22.14 Annual Financial matters

- a) The Council **Agreed** that the Council's finances for the year commencing 1st April 2022, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 9th November 2021 item 21.101 (d)
- b) The Clerk was **Authorised** to issue cheques/make payments during the financial year 2022/23 for the payment of staff salaries, PAYE/superannuation, donations/cemetery grants, monthly contractors' fees, Parish public toilets and playground maintenance and minor maintenance materials, audit fees, land/hall rents, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorized orders – all as allowed for in the budget for 2022/23. The cheques/payments to be signed/authorised by two Councillors and the Clerk (or Assistant Clerk) and reported to the next meeting of the full Council
- c) Council **Agreed** standing orders and direct debits as reviewed at Finance Committee 27th October 2021 (next review October 2022)
- d) Insurance – the Council **Agreed** that its current insurance cover is adequate
- e) The Council **Agreed** to continue with the current Banking arrangements
- f) The Council **Appointed** the Chairman to undertake the regular financial checks in accordance with the Financial Regulations
- g) The Council **Agreed** to re-adopt the [Financial Regulations](#)

### 22.15 [Standing Orders](#) – the Council Agreed to re-adopt the Standing Orders.

### 22.16 [Code of Conduct](#) - the Council Agreed to re-adopt the current Code of Conduct

### 22.17 [General Power of Competence](#) – the Council Agreed to re-adopt the General Power of Competence

### 22.18 [Review of Asset Register](#) – to consider any amendments to the current Register (as circulated) – Reviewed - Councillors asked some general questions, no amendments made

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### 22.19 Finance matters

- a) **Agreed** income of **£1,128.75** for March 2022, income of **£95,997.53** for April 2022 and expenditure of **£16,825.34** for March 2022 and expenditure of **£17,211.28** for April 2022 (Appendix 1). Councillor M Keeble asked about IT Expenditure so far this year - The Clerk and RFO responded it was due to the Year-End Close Down and software licence.
- b) **Agreed** bank reconciliations and statement balances for months ended March and April 2022 (Appendix 2)
- c) **Agreed** income and expenditure against budget and earmarked reserves to end of April 2022 (Appendix 3)
- d) **Noted** VAT expenditure for March and April 2022 (Appendix 4) and **Noted** a VAT claim for £10,335.19 and has been received for the period 1.9.2021 to 31.3.2022
- e) Concurrent functions grant funding from Guildford Borough Council:
  - To note current position and agree works where appropriate – **Agreed** that the Tanyard Hall paving and Peaslake Tower had been deferred but option still kept, for later consideration
  - To identify any projects for grant funding in 2023/24 – **Agreed** to apply for grant aid for a new VAS (Vehicle Activated Sign)
- f) **Ratified** £250 grant for each village for Jubilee decorations & costs (Local Government Act 1972 s 145)
- g) Donations & Subscriptions – to consider and agree regular yearly payments (Appendix 6) – **The Clerk and RFO recommended** that local charities in receipt of a grant/donation from Shere Parish Council should complete a grant application form, with a quote and/or receipts (if works already carried out), indicating the work to be undertaken, with a copy of recent accounts. This would provide an audit trail showing what public money is spent on and was considered good governance. Some SPC Councillors replied it was unnecessarily bureaucratic, too much red tape and noted the council does not demand this from national charities. The Clerk responded that this is how GBC gives grant aid and was good governance. **Agreed** that consideration of the proposed grants is deferred until the Finance Committee meeting June, where the process will be debated and each potential grant discussed.

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

- a) Shere Parking and Traffic:
  - **Ratified** the North ward Proposal (distributed 8.3.2022)
  - **Noted** that the request for additional yellow lines would be considered by GBC towards the end of this financial year, for potential installation next financial year – this is due to workload and backlog – **Agreed** to ask GBC Councillor D Jones if she was able to help
  - **Received** response from Shere Recreation Ground Trustees regarding charging in the car park and to consider next move – **Agreed** that another meeting with the Trustees was necessary as they have not initially agreed to charging in the car park and looking at potentially raising the funds for repairs elsewhere. Councillors were still committed to charging visitors for ongoing maintenance in order to ensure some of the costs incurred by visitors, are paid for by visitors. If after a further meeting there was still no Trustees' agreement to charge in the car park, then the Parish Council would conduct a further parish wide consultation, as a prelude to proceeding to arbitration. It was also **Agreed** to have a FAQ section on the website with regards to the parking issue and how the council would like to address any concerns.
- b) Planning Comments – to discuss the relevance of collecting the comments from councillors ahead of the Planning Meetings, now applications are digital and noting that this is not done for any other council meeting – **Agreed** no comments would be collated by the office ahead of the meetings. Councillors were encouraged to view applications and make any notes necessary to

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aid themselves, during the meetings. Any councillor unable to attend the meeting can email the office and that will be treated as correspondence at the meeting.

- c) Shere Village Hall – to consider expressing an interest in the new office planned for the loft for parish council staff, potentially releasing Tanyard Hall for marketing – **Agreed** to express and interest in the loft conversion, also considering availability and ambiance for the Drop-In centre, the availability of the main hall for meetings, cost and the ability to rent out Tanyard Hall.
- d) [National Association of Local Councils](#) – to consider replying to NALC with suggestions for smaller councils – **Councillor G Reffo suggested** investigating the possibility to increase input/access to Borough and County funds, to direct the funds to where it was needed most. This was suggested in the context of more Parish funds being used for works, normally the responsibility of the Borough or County.
- e) [Levelling Up White Paper](#) – **Noted** proposed changes

### 22.21 General Purposes Committee Meeting – Received minutes and considered the following recommendations:

- 1. Maintenance & Cleaning three-year tenders – **Agreed** the following contracts:
  - Grass Cutting & Larger Projects – G Rapley £672 per fortnight cut (during growing season) and £115 per cut for areas cut 2/3 times annually. Other jobs price on request
  - Parish Maintenance – G Rapley £15 per hour (approx. 10 hours per week)
  - Old Fire Station Cleaning – I Gruber Ltd £650 per calendar month
  - Tanyard Hall Cleaning – I Gruber Ltd £195 per calendar month
- 2. Memorial Benches – **Agreed** Woodcraft for three memorial benches (to include fixings and delivery) at **£1,056 exc. VAT** each, to be placed on Goose Green, Pitland Street and Peaslake Field.
- 3. It was **AGREED** to apply for Guildford Borough Council grant aid 2023/24 to fund purchasing an extra VAS.
- 4. Log Play Area, Peaslake Playground – **Agreed** moving fencing to accommodate a new log play area within the playground G Rapley £1,270 exc. VAT to be funded from playground EMR, based on seeing a specification from G Rapley.

### 22.22 Policies for Review and Readoption:

- a) [Media & Communications Policy](#) – **Readopted**
- b) [Blue Tables Policy](#) and [Hire Agreement](#) – It was **Agreed** that this policy was no longer necessary and the blue tables distributed to the halls are given to those halls, for community use.
- c) [Environment Policy](#) - **Agreed** subject to additional paragraph from councillors B Harrap and C Brook regarding the need to provide space in new builds to retro fit any new heating technology which replaces standard boilers. For example, more space is need for a heat pump, than is allowed for a boiler. This comment to apply to all new builds which come before the planning committee.

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

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

22.25 **Date of next meeting:** 7.30pm Thursday 9<sup>th</sup> June 2022 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

**Meeting Closed 9.40pm**