

Shere Parish Council



COUNCIL MINUTES Tuesday 8th November 2022 Tanyard Hall 30 Station road, Gomshall GU5 9LF

Present: Councillors R Davey (Chairman), M Keeble, C Brooke, C Carlisle, P Tompkins, J Cross, M Taylor-Cotter, P Carter and J Hutton
Surrey County Council Councillor B Hughes
Guildford Borough Council Councillor D Jones
Clerk & RFO S Hoyland

22.70 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors B Harrap, G Reffo and R Smith, with special dispensation for R Smith until the end of the term (May 2023) if needed. Guildford Borough Council Councillor R Morris.

22.71 Approval of the Minutes of the Council meeting held on [5th October 2022](#) – Approved and Signed as a Correct Record. Councillor J Cross Reported on item 22.62 (a) Food Bank, that he had heard that the food bank in Chilworth was not likely to be continuing, as the Guildford North Street Food Bank did not view the villages, as part of the area it covers.

22.72 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

22.73 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish – SCC Councillor B Hughes reported the following:

- He was pursuing the Holmbury St Mary Traffic Works which should have been completed at the end of the last financial year and is demanding to know why the requisite permits were not put in place.
- He was chasing the bollards for Middle Street, Shere
- He had been asked to provide suggestions for roads to be investigated, which would benefit from being changed to 20mph. He confirmed that the A25 from Newlands Corner to Shere would be made 40mph. Chairman R Davey replied that all the roads going through the villages should be 20mph.

The Clerk asked for an update on the ditch along Walking Bottom, Peaslake as SCC was meant to be investigating and confirming responsibility for the ditch, as it only takes water from the road – SCC Councillor B Hughes replied he would investigate further.

Councillor B Brooke asked what was happening with the National Highways electronic display sign on the A25 between Shere and Newlands Corner, as it had been installed but had shown no messages - SCC Councillor B Hughes replied he would investigate.

22.74 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish - GBC Councillor D Jones reported the following:

- She was pursuing the removal of the silt trap under Peaslake Village Hall and GBC was planning a site meeting with the contractor shortly
- She asked if everyone had received her emails regarding quad bikes on the Hurtwood and it was confirmed that members had received the emails
- They had tested the River Tillingbourne and it had shown a high level of phosphate and more tests would be carried out
- [Guildford Winter Wonderland](#) was taking place between 17th November 2022 and 5th January 2023

Shere Parish Council

- The Annual Christmas Service of Remembrance would be taking place 18.30 on 6th December 2022 at the Crematorium
- Dan Ledger, Head of Place Services has left GBC and Dawn Hudd should be contacted for any relevant issues

Chairman R Davey requested that the GBC online temporary events notices page should be investigated, as you could not download the relevant forms

22.75 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 were present

22.76 **Drop-in Mornings** – to receive an update from Drop-in Coordinator – J Duffy gave a PowerPoint on the activities of the Drop-in. The Drop-in Coordinator was thanked for the presentation and was congratulated on doing a wonderful job and it was **Noted** that he had developed the Drop-in beyond expectation. The need for more committed volunteers as drivers or during the drop-in sessions was **Noted** and it was reiterated that volunteers did not have to commit to every session but a database of volunteers was needed showing a commitment to a regular certain day/days. It was recognised that there are more people in the parish that would benefit from the service but there were difficulties in reaching these residents and that word of mouth was important. Councillor M Keeble suggested sending the PowerPoint to all those who have made contributions to the Drop-in, as positive feedback.

It was **Agreed** that the main volunteer was vital and a small donation towards a gift was appropriate. It was also **Agreed** to add to the January 2023 full council agenda, to consider any further paid employment for the drop-in centre.

22.77 Update from Borough and County Councillors regarding responsibility for the drainage system from Walking Bottom, Peaslake, to Pond Lane Car park and removal of silt trap under Peaslake Village Hall – addressed in reports above

22.78 Finance matters

- a) **Approved** income of £9,271.36 and expenditure of £18,427.21 for month Ending October 2022 (Appendix 1)
- b) **Noted** bank reconciliations and statement balances for month ending October 2022 (Appendix 2)
- c) **Noted** income and expenditure against budget and earmarked reserves to end of October 2022 (Appendix 3)
- d) **Noted** VAT expenditure for October 2022 (Appendix 4)
- e) **Noted** VAT claim for £ 7,872.05 has been received
- f) **Agreed** [use of general reserves/earmarked reserves](#) for Tanyard Hall, Drop-in Centre, IT and grass cutting expenditure until the end of the financial year due to the reasons outlined in Appendix 5
- g) **Ratified** £60 ex VAT (Road Traffic Reg Act 1984 s 72) each for two additional no parking signs for Pond Lane
- h) **Ratified** the payment of £4,597.40 (Local Gov (Misc. Provisions) Act 1976 s19) for dehumidifiers, removal of carpet, removal of the adhesive and new carpet for Tanyard Hall following the flood caused by Thames water equipment. **Noted** the insurance covered the cost. **Ratified** that two further quotes were not possible as a contractor had to be appointed swiftly.

22.79 Finance Committee - Received and Approved minutes (Appendix 6) and considered the following recommendations:

- a) **Agreed** a [business credit card](#) with a spending limit of £200 per staff member for council expenditure. **Agreed** [amendment to Financial Regulations](#) for Credit card
- b) **Agreed** Human Resources Committee to review the pay policy in the New Year, in the absence of the Clerk, to consider the mechanism for the pay reviews and to include a review of Pension Contributions and inclusion into the policy. (Human Resources Committee to report and make Recommendation to Full Council)
- c) **Adopted Agreed** [draft budget 2023/24 \(Appendix 7\)](#)
- d) **Agreed** the [precept for 2023/24 be set at £178,822 \(Appendix 8\)](#). Representing (on a Band D property) a weekly increase of 16p

Shere Parish Council

- 22.80 General Purposes Committee – Received and Noted** [the minutes from the meeting on the 13th of October 2022](#)
- 22.81 To consider the following items and agree resolutions where appropriate:**
- a) **Noted** investigation has begun for an alternative heating source for Tanyard Hall and associated potential funding. Councillor M Keeble offered to take over and spearhead the project. Councillor C Brooke suggested an air tightness survey might be useful for Tanyard Hall.
- 22.82 Considered the following Policy for adoption:**
- a) [Dignity at Work Policy](#) (part of Civility and Respect Pledge) and replaces the existing Bully and Harassment Policy – **Agreed**. Councillor C Brooke noted that the Government should be leading from the top as behaviour at Primes Minister’s Question Time was not acceptable
- 22.83 Greenoak's Future Proof Housing seminar – Received** a [short report from Councillor C Carlisle](#). A short update on the Peaslake Farm project was given by the Clerk, regarding a slight delay to the project due to some minor changes needed to reduce costs, in light of the build prices from initial tenders. It was reported more information would be available shortly.
- 22.84 Police Matters** - to consider any matters that need to be brought to the attention of the Police - **None**
- 22.85 Date of next meeting: 7.30pm Tuesday 10th January 2023 at Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR**
- 22.86 Exclusion of the Public and Press (Public Bodies (Admission to meetings) Act 1960) – Excluded** the public and press for the following item of business because of the confidential nature of the business to be transacted.
- 22.87 Shere Car Park Repairs and Charging – a confidential update was given to councillors**

Meeting ended 8.52pm