

Shere Parish Council



4th January 2023

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council meeting** to be held **7.30pm Tuesday 10th January 2023 at Peaslake Village Hall Walking Bottom, Peaslake GU5 9RR** for the purpose of transacting the business specified on the agenda below.

DocuSigned by:

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 Suzanne Hoyland
 Clerk to the Parish Council

COUNCIL AGENDA

Tuesday 10th January 2023

- 22.88 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 22.89 Approval of the Minutes of the Council meeting held on [8th November 2022](#)**
- 22.90 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)**
- 22.91 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish**
- 22.92 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish**
- 22.93 Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion
- 22.94 Peaslake Walking Bottom Pipe** – to request update from SCC Councillor B Hughes, regarding SCC review of responsibility for the pipe
- 22.95 Finance matters**
 - a) Approval of Lloyds income of £1,563.51 and expenditure of £11,293.38 for November 2022 and Lloyds income of £1,278 and expenditure of £21,988.56 for December 2022 ([Appendix 1](#) & [Appendix 2](#)). Approval of Unity Bank income of £130.83 ([Appendix 3](#))
 - b) To note bank reconciliations and statement balances for months November and December 2022 (Appendix 4)
 - c) To note income and expenditure against budget and earmarked reserves to end of December 2022 ([Appendix 5](#))
 - d) To note VAT expenditure for November and December 2022 ([Appendix 6](#))
 - e) Lloyds Credit card (initially agreed [8th November 2022 Item 22.79 \(a\)](#)) – to agree the following:
 - (1) credit limit of £1,500 (minimum allowed by Lloyds) and spending limit of £500 for each of the following staff members:
 - Suzanne Hoyland
 - Samantha Robins
 - Jonathan Duffy
 - (2) the credit card to be paid every month automatically, via direct debit.

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- (3) amendment to [the Financial Regulations](#) agreeing the new spending limit
- (4) authorisation letter for Lloyds, signed by Clerk and two councillors as agreement to begin the application process.
- f) To note that the clerk has issued [the Precept for 2023/24 of £178,822](#) (as agreed at Full Council 8.11.22 item 22.79 (d)), taking into account the notification of the Band D equivalent figures from Guildford Borough Council
- g) To note [Grant Aid, Parish Tax Base, Precept and Local Council Tax Support Scheme \(LCTSS\) grant 2023-24 and agreed funding for projects by GBC in 2023/24](#)
- h) [Parish of Shere, Churchyard maintenance](#) – to consider request for [half the total costs of maintenance for Shere & Peaslake churchyards 2022 - £2,918.17](#) (Local Government Act 1972, s. 215)
- i) Christmas Party for Ukrainian guests at Shere Village Hall – to ratify donation of £250 for decorations to support the cause
- j) Shere Well to consider payment for renovation works of £9,255 (4510 Project Contingency (general reserves £1,255) and EMR 340 Well Repair £8,000) ahead of title transfer, hindered due to delays at Land Registry ([Works Agreed 5th October 2021 Item 21.90 \(f\)](#))

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

- a) To consider request from GBC Councillor R Morris for [moveable 'do not litter signs'](#) £250 ex VAT
- b) To receive and consider report on extra work conducted by the Drop-in Coordinator
- c) To consider extra paid employment for the Drop-in centre
- d) To consider paying mileage for volunteers acting on behalf of the council
- e) To confirm Jonathan Duffy as speaker at the Annual Parish Meeting in April, to highlight the activities of the Drop-in Centre
- f) To consider draft meeting dates for [May 2023- April 2024](#)
- g) Update from Councillor M Keeble regarding B4SH for Shere Surgery
- h) [BBC Radio 4 Costing the Earth series](#) – to consider and share ideas on how the council can contribute

22.97 Peaslake Farm Steering Committee – to [receive and approve minutes of the December 2022 meetings](#) and consider the following Recommendations:

Peaslake Farm Fields:

- a) not to proceed with SWT, as the council could not commit to the management fee for the first year
- b) to draw up an agreement with Friends of The Hurtwood (FoTH) with a break clause, if the details within the bid were not undertaken
- c) to not delay the decision for a further year for the Biodiversity Net Gain Credits to be investigated
- d) Excess income over the costs of managing the land to go back to Shere Parish Council
- e) Full Council must agree any proposed alternative flood management scheme to the one stated
- f) FoTH to provide annual report on the management of the fields
- g) The bid is attached to the agreement as commitments to be undertaken, failing to do so would cause a break in the agreement
- h) Heads of Terms to be provided by FoTH and agreement to be drawn up by the Council's Solicitors – Wellers Law Group (subject to confirmation of suitable property/land expertise)

Peaslake Farm Development:

- a) to extend the contract by three months from 16th February to allow GHA time to investigate a further potential government grant to cover the increase in costs for the build
- b) to stand by the financial agreement in the contract and not reduce the land cost
- c) To request further information on costs, grants and ground conditions

22.98 To consider the following Policies:

- a) [Policy Statement of Internal Control and Annual Review of Effectiveness of Internal Control](#) – to review and consider reoption
- b) [Sickness Absence Policy](#) – to consider adoption

22.99 Police Matters - to consider any matters that need to be brought to the attention of the Police.

22.100 Date of next meeting: 7.30pm Thursday 9th February 2023 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF

22.101 Exclusion of 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.

22.102 Shere Car Park Repairs and Charging