

Shere Parish Council



ANNUAL COUNCIL MINUTES Tuesday 16th May 2023 Tanyard Hall 30 Station Road, Gomshall GU5 9LF

Present: Councillors R Davey, C Carlisle, P Tompkins, M Keeble, G Reffo, B Andrews, B Harrap, P Carter, M Taylor-Cotter, J Cross and J Hutton
Guildford Borough Council (GBC) Councillor D Newson and Surrey County Council (SCC) and Guildford Borough Council (GBC) Councillor Bob Hughes (with apologies for arriving part way through)
Applicant for vacancy for Co-opted member – Will Esplen
Clerk & RFO S Hoyland. Four members of the public

Clerk Confirmed a Declaration of Acceptance of Office has been signed by all elected members of the Council

23.1 Election of Chairman – Councillor R Davey Proposed by Councillor M Taylor-Cotter, Seconded by Councillor M Keeble, **Councillor R Davey Elected**

23.2 Declaration of Acceptance of Office was signed by the newly elected Chairman

Councillor P Carter asked for item 23.27 Peaslake Farm Fields and item 23.28 Peaslake Farm Development to move from after the exclusion. It was **Agreed** that it was no longer necessary to discuss the fields after the exclusion, as Friends of the Hurtwood had withdrawn their bid for the management of the fields and we were no longer discussing the Heads of Terms. It was **Agreed** that the development would still be discussed after the exclusion, as the discussions would involve contract negotiations.

23.3 Election of Vice-Chairman – Councillor M Keeble Proposed by Councillor C Carlisle, Seconded by Councillor B Andrews, **Councillor M Keeble Elected**

23.4 Co-option North Ward – Council considered written application by Will Esplen who gave a short presentation for the office of Parish Councillor. Will Esplen was unanimously **Co-opted** to the council to fill the existing vacancy, he signed the Declaration of Acceptance of Office and took his seat as councillor.

23.5 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillor R Smith

23.6 Approved the Minutes of the Council meeting held on [9th March 2023](#) and the [Annual Parish Meeting held on 21st March 2023](#)

23.7 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) – **Councillor M Taylor -Cotter** declared an interest in Item 23.20 (q) Peaslake Village Hall Grant Application

23.8 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish – postponed to later in the meeting

23.9 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish – GBC Councillor D Newson introduced herself and was welcomed by Chairman R Davey

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

Item 23.28 Peaslake Farm Fields was brought forward on the agenda. Chairman R Davey explained that the Friends of the Hurtwood (FoTH) bid for management of the Peaslake Farm Fields was agreed and they were asked to produce a Draft Heads of Terms. When received, it didn't reflect what was expected and when a revised version was requested the FoTH sadly decided to withdraw their bid. Chairman Roy Davey reiterated, that the council's intent is to protect the fields from building for the foreseeable future and there is no change from that long term view. Members of Public in attendance at the meeting expressed how important the fields were and would like new community options to be considered, which may not have been considered or available in the past. Councillor G Reffo expressed that protecting the fields was as much a priority as the development. Councillor C Carlisle believed the priority was providing the social housing on the farmyard. The discussion was continued later in the agenda.

SCC and GBC Councillor B Hughes arrived and gave his report – **Item 23.8 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish Council. Councillor B Hughes Reported the following:**

- A Holmbury St Mary Site Meeting was planned to look at the existing works and consider next moves.
- Rural areas had been left out of speed area, which he considered very wrong
- Speed tables could be installed if limited downward lights could be fitted in areas where there was no street lighting
- Kings Court, Gomshall – more applications had been made and some enforcement was needed to be investigated
- Work was progressing on the removal of the bus stop opposite the garage on Station Road in Gomshall to alleviate the anticipated parking issue, when double yellow lines are put on the bend

23.11 Committees and Working Groups – Agreed 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. **Councillors R Smith, B Andrews, P Tompkins, C Carlisle, M Taylor-Cotter, M Keeble, P Carter, G Reffo, J Hutton and R Davey were Elected**
- 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. **Councillors R Smith, B Andrews, P Tompkins, B Harrap, M Taylor-Cotter, M Keeble and R Davey were Elected**
- 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. **Councillors R Davey, M Keeble, B Andrews, C Carlisle, R Smith, M Taylor-Cotter and J Cross Elected**
- 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

Shere Parish Council

human resources are included, where possible. **Councillors R Davey, C Carlisle, B Andrews, G Reffo and B Harrap Elected**

- e) **North Ward Working Group (Gomshall and Shere)** – Current members all North Ward Councillors - **Agreed**
- f) **South East Working Group (Holmbury St. Mary)** – Current members all South East Ward Councillors - **Agreed**
- g) **South West Ward Working Group (Peaslake)** – Current members all South West Ward Councillors - **Agreed**
- h) **Shere Traffic Working Group** – Current members all North Ward Councillors and representatives of the public as per previously - **Agreed**
- i) **Peaslake Farm Steering Committee** – the Group to comprise at least two elected members from each ward including the Chairman. **Councillors R Davey, C Carlisle, B Andrews, J Cross, G Reffo, P Carter, M Taylor-Cotter and P Tompkins Elected**
- j) **Management and Strategy Working Group** – all councillors members – **Agreed**

23.12 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 **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.

23.13 Terms of Reference for Committee - the Council Approved the terms of reference for all Committees should continue as previously agreed

23.14 Appointment of Representatives on outside organisations 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 – M Taylor-Cotter – **Agreed** Clerk to confirm if they want a new representative from the council
- Friends of the Hurtwood – **Agreed** to ask if they would like a council representative on their committee and if yes Councillor B Harrap was **Agreed**

23.15 Annual Financial matters

- a) The Council **Agreed** that the Council's finances for the year commencing 1st April 2023, including staff salaries, will be conducted in accordance with the budget approved by the full Council on [8th November 2022 item 22.79 \(c\)](#)
- b) The Clerk Authorised to issue cheques/make payments during the financial year 2023/24 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-authorised orders – all as allowed for in the budget for 2023/24.

Shere Parish Council

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 - **Agreed**

- c) Council to **Agreed** standing orders and direct debits as reviewed at [Finance Committee 20th October 2022](#) (next review October 2023)
- d) Insurance – the Council **Agreed** that its current insurance cover is adequate
- e) The Council to consider **Agreed** it will continue with the current Banking arrangements
- f) The Council **Agreed** to appoint the Chairman to undertake the regular financial checks in accordance with the Financial Regulations
- g) The Council to **Agreed** **Readoption** the [Financial Regulations](#)
- h) The Council to **Agreed** the [Annual Review of Fees](#)

23.16 [Standing Orders](#) – the Council **Agreed** **Readoption** the **Standing Orders**.

23.17 [Code of Conduct](#) - the Council **Agreed** **Readoption** of the current **Code of Conduct**

23.18 [General Power of Competence](#) – the council **Agreed** **Readoption**

23.19 [Review of Asset Register](#) – Reviewed and **Agreed** the current Register (as circulated), with an amendment to mark the well as good condition

23.20 Finance matters

March 2023

- a) **Approved** of [Lloyds income of £2,293.70 and Lloyd's expenditure of £9,671.24](#), [Boom Income of £132.25](#) and [Unity Income of £190.06](#) for the month ended March 2023 (Appendix 1)
- b) **Noted** bank reconciliations and statement balances (including credit card) for month ended March 2023 (Appendix 2)
- c) **Noted** [March Year End 2023 income and expenditure against budget](#) and [earmarked reserves](#) (Appendix 3)
- d) **Approved** Bank - [Cash and Investment Reconciliation as at 31 March 2023](#) (Appendix 4)
- e) **Approved** [Balance Sheet as of 31.3.2023](#) (Appendix 5)
- f) **Noted** the Annual Governance and Accountability Return (AGAR) is being prepared for the auditor and will be presented to Council in June
- g) **Noted** a VAT claim for £6,484.98 and has been received for the period 1.10.2022 to 31.3.2023

April 2023

- h) **Approved** of [Lloyds income of £102,533.57 and Lloyds expenditure of £13,633.17](#) for the month ended April 2023 (Appendix 6)
- i) **Noted** bank reconciliations and statement balances (including credit card) for month ended April 2023 (Appendix 7)
- j) **Noted** [income and expenditure against budget](#) and [earmarked reserves](#) to end of April 2023 (Appendix 8)
- k) **Noted** [VAT expenditure](#) for April 2023 (Appendix 9)

Other

- l) Bank Signatories – **Agreed** the following changes: removal of C Brooke and R Smith from all accounts and to add P Tompkins and Marion Taylor-Cotter to Lloyds, Unity, Nationwide and Boom.
- m) [Concurrent functions grant funding](#) from Guildford Borough Council:
 - **Noted** current position and **Agreed** the hard wood Bin, VAS and Peaslake Play tower subject to product finalising by General Purposes Committee

Shere Parish Council

- To identify any projects for grant funding in 2024/25 – **Agreed** to be considered by General Purposes Committee, including potentially help with financing a possible shared space in the centre of Peaslake
- n) [Subscriptions](#) – **Agreed** regular yearly payments (Appendix 10)
- o) [Donations](#) – **Noted** update and budget and **Agreed** the donation of £250 per village for coronation decorations/insurance agreed in the last financial year but due to be paid in this financial year. Also, **Noted** applications for grants can be made using the [Grant Information](#) and [Application Form](#) on our website
- p) **Ratified** £2355.67 ex VAT for the Annual Report (including cost for postage of £1,106.68 and £155.20 for the Community Food Larder leaflet)
- q) Peaslake Village Hall – to consider [Grant Application of £10,000 \(or more\) for extension and conversion of changing rooms](#) (additional supporting information provided) – **Agreed** to postpone until General Purposes Committee to consider council reserves, as there is no budget for the scheme. **Chairman R Davey** concurred there was merit in the project but there was concern over the availability of the funds. Councillor G Reffo was concerned over fair distribution of resources.

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

- a) Queen Street, Goose Green, High View, Gomshall and connecting roads – **Agreed** supporting Speed Limit reduction and write to SCC Councillor B Hughes with the council's support
- b) **Ratified** Wayleave Agreements for Broadband for the Surrey Hills (B4SH) to install cabling in Pond Lane Car Park in Peaslake and an extension on Peaslake Farm (Appendix 11)
- c) **Ratified** Network Access Agreements for Gigaclear to install cabling for Broadband (Appendix 12)
- d) **Noted** [Your Fund Surrey](#) is open for applications for community projects funding
- e) [Open Spaces Society Press Release](#) – **Noted** new guide to protection for Parish Councils

23.22 Guildford Borough Council's Corporate Governance and Standards Committee for the period 2023-2027 – Co-option of Parish Council Members – **Agreed** that Councillor P Tompkins has volunteered for the role

23.23 Policies for Review and Readoption:

- a) [Annual Investment Strategy](#) – **Readopted**

23.24 Police Matters - to consider any matters that need to be brought to the attention of the Police – It was reported that the Speedwatch team in Shere was active and monthly reports were being received for the whole of Surrey, Sussex and Kent. **Agreed** to ask the Police to be included on the mailing list. It was also reported that if a person was caught three times in any of the three counties, they will be prosecuted.

23.25 Date of next meeting: 7.30pm Thursday 8th June 2023 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

23.26 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.

23.27 Peaslake Farm Fields – to consider Heads of Terms from Friends of the Hurtwood – **the discussion continued from earlier on the agenda and the following was Agreed:**

- Research community uses to be compiled by Councillor Reffo, with particular interest in schemes community led, to increase biodiversity.

Shere Parish Council

- Further investigation into water attenuation schemes (to slow water down entering the village centre, at times of heavy rainfall) including a site meeting with the Surrey County Council Flood Team.
- Contact with Surrey Wildlife Trust to see again, if they would be interested in any involvement with the fields.

It was **Agreed** that feedback on the investigations would be given in the summer

Agreed Councillor W Esplen joined the Peaslake Farm Steering Committee

23.28 Peaslake Farm Development – Ratified the Deed of Variation and to consider next steps

It was **Reported** that Greenoak Housing Association (GHA) had asked for a renegotiation of terms to our contract and lease for Peaslake Farmyard development of affordable rented housing. GHA had highlighted the increase in costs over the last few years and the largescale low-grade contamination on the site and had asked the council to consider removing the land fee and increase the rent levels. For good governance and due diligence, the council **Agreed** that before any decision is made, a new independent red book valuation and a build cost report from a qualified consultant would be obtained. The council reiterated that it was still committed to providing affordable housing on the site and will continue to seek the best outcome for existing parish residents the potential new occupants of the housing. Councillor W Esplen **Agreed** to assist with briefs for the reports and in obtaining qualified consultants.



Meeting closed 10pm