

## Shere Parish Council



### FULL COUNCIL MINUTES Wednesday 6<sup>th</sup> September 2023

**Present:** Councillors R Davey (Chairman), C Carlisle, P Tompkins, M Keeble, G Reffo, J Cross, W Esplen, B Andrews and M Taylor-Cotter  
Guildford Borough Council (GBC) Councillor D Newson  
Surrey County Council Placemaking Officer J Bramley  
Clerk & RFO S Hoyland  
Drop-in Coordinator J Duffy  
Three members of the public

- 23.59 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors B Harrap, P Carter & R Smith. Surrey County Council (SCC) and Guildford Borough Council (GBC) Councillor Bob Hughes. Guildford Borough Councillor D Newson gave apologies for leaving part way through.**
- 23.60 **Approved and Signed as a Correct Record - Minutes of the Annual Council meeting held [on 5<sup>th</sup> July 2023](#)**
- 23.61 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**
- 23.62 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish – Not Present**
- 23.63 **Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish. A [Note had been circulated to Councillors](#) . GBC Councillor D Newson Reported** that due to the financial difficulties in GBC, some projects would be trimmed, some assets sold and there was a partial recruitment freeze. In the planning department there would still be recruitment but they were facing the challenge of expensive housing in the area, leading to a lack of candidates. To improve service in the planning department, officers were being assigned an area to aid familiarisation.  
GBC Councillor D Newson also reported that the A3 at the M25 junction was closed for the whole weekend 29<sup>th</sup> September to the 2<sup>nd</sup> October 2023.  
Chairman R Davey asked if the budget cutting would affect next year's Local Council Tax Support Scheme (LCTSS) Grant and Grant Aid? – GBC Councillor D Newson replied she would investigate
- 23.64 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion –** Two members of the public were horrified to see the potential plans for the part pedestrianisation of The Square, the need for more yellow lines and suggested a weight limit on the bridge to stop HGVs. **Chairman R Davey explained there the next item was a presentation regarding The Square and double yellow lines were being discussed later in the agenda.**

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23.65 **The Square, Shere – Received** [plans for the proposed temporary part closure of part of The Square](#), ahead of the SCC public consultation from J Bramley Placemaking Officer, Planning & Placemaking. J Bramley went through the slides and explained that it was your village, your space and the letter and launch of the public consultation would be 18<sup>th</sup> September 2023. Replies would be on paper or online. The SCC budget for the scheme was £25,000 and they were consulting a 5-mile radius of Shere. It was an experimental closure for 18 months but the decision to make it permanent or not would be after 6 months. The following comments were made:

- A 5-mile radius was too big, would skew the results and would swamp the comments from the residents who will be most affected. Chairman R Davey said that it was unrepresentative and Shere Parish council would **NOT** support the consultation if it covered a 5-mile radius – J Bramley replied a 5-mile radius leaflet drop was cheaper than a targeted letter to the residents of Shere only. This was disputed. J Bramley **Agreed** to consult the SCC communication team
- Replies would not have the respondents address, due to GDPR and therefore there would be no weighting for the residents affected
- There were enough places around the village for locals and visitors to congregate, why was another necessary, when this proposal would block householders access to outside their properties, lead to more noise, litter and intrusion
- Would benefit the café Hillys, who could expand into the space if they had an outdoor dining license from GBC
- The proposal did not come from the Hillys. During Covid was there some support for a community area and this was reflected by the public consultation carried out by the parish council. There were those in support and not in support and as the parish council did not have the funds to take it further, the project was not progressed. SCC Councillor B Hughes asked the Placemaking Team to move forward with the proposal and he advertised it on his campaigning material, ahead of the recent elections
- The small changes initially suggested have led to a dramatic change being proposed
- The 5-mile radius for the consultation would lead to the loss of credibility
- Would the parking created be for residents only – J Bramley replied she would investigate
- Would there be parking enforcement – J Bramley replied she would investigate

**Agreed to consider a response urgently to SCC and asked that the consultation did not go ahead with a 5-mile radius.**

23.66 **Community Village Larder and Drop-in –** [An update was given by the Drop-in Coordinator](#) The following comments were made:

- Great benefit to the community and amazing job
- Older generation were being discriminated against for wanting to use cash and training could be provided for new ways of paying for goods and services
- More interaction with the school would be good – to share experiences and knowledge
- Helped with mental health and wellbeing
- Charging in the car park would help to fund the scheme

**Agreed** to move ahead with the sponsorship straight away and three extra hours paid employment per week to research expansion of the Drop-in, funding and possible charity status and report back to council in January 2024

23.67 **Annual Accounts 2022/23 –** [Reviewed and Accepted](#) the signed 2022/23 Annual Governance and Accountability Return (including report and certificate), Completion of audit notification from the external auditor and Notice of Conclusion of Audit

## Shere Parish Council

### 23.68 Accounts for the year 2023/2024

**Noted** that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks. The following was **Ratified**:

- a) **Confirmed** the scope of the internal audit for 2023/24; approved the internal audit plan setting out proposals for the internal auditor; confirmed that this properly takes account of the corporate risk (i.e., the controls and procedures within the Council which minimise the risk of the Council not being able to function or conduct what it sets out to do)
- b) **Agreed** that the minimum tests proposed in the audit plan, together with the inspections conducted by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes
- c) **Agreed** Mulberry and Co Engagement Letter, as Internal Auditor for 2023/2024 as Year One of a three-year Agreement for internal audit provision from [Mulberry & Co](#)

### 23.69 Finance matters

- a) **Approved** of Lloyds income of £3,313.44 and Lloyd's expenditure of £16,286.43 for July & Approval of Lloyds income of £1,372.91 and Lloyd's expenditure of £18,437.11 for August 2023 (Appendix 1)
- b) **Approved** of Lloyds Credit Card cashbook transfer of £274.22 and expenditure of £519.99 for July and Approval of Lloyds Credit Card cashbook transfer of £519.99 and expenditure of £247.15 for August 2023 (Appendix 2)
- c) **Noted** bank reconciliations and statement balances (including credit card) for months ended July & August 2023 (Appendix 3)
- d) **Noted** income and expenditure against budget and earmarked reserves to end of August 2023 (Appendix 4)
- e) **Noted** VAT expenditure for July & August 2023 (Appendix 5)
- f) **Ratified** use of the final £27.51 in the library earmarked reserve towards the Wi-Fi issue for the library and CCTV
- g) **Approved £3,163.33 Insurance payment** for Shere Parish Council & Reginald Arthur Bray Charity renewal 2023-2024 (third year of three-year agreement)
- h) To consider any grant aid applications to be made to GBC – **Agreed** to ask General Purposes Committee for any potential projects should applications to GBC open.

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

- a) Double Yellow Lines in Shere – to consider [proposals from SCC](#). It was **Noted** that a public consultation would take in October and although the lack of enforcement is an issue, the improvements in safety were vital. **Agreed** to support the proposals, advertise in the parish magazine and contact parking enforcement again now that it had reverted back to SCC
- b) Thames Water Fields between Gomshall and Shere – [An update was given by Councillor W Esplen](#) and to consider potential lease – **Agreed** to a potential lease in principal, subject to receiving the details
- c) [Holmbury Youth Hostel](#) – **Noted** the property is up for sale and to consider any response/action – **Confirmed** that bids had been made to continue the Youth Hostel and no response was necessary at this time.
- d) [SALC AGM and Conference](#) to confirm attendance and who will be the council's representative to vote – **Agreed** Councillor P Tompkins to attend and will represent the council for voting. Chairman R Davey will join if available
- e) [Review of Councillors Allowances](#) – **Agreed** to reply to the Independent Remuneration Panel that no allowances are paid to councillors

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- 23.71 Police Matters - to consider any matters that need to be brought to the attention of the Police – None
- 23.72 Date of next meeting: 7.30pm Thursday 5th October 2023 at Tanyard Hall, Gomshall GU5 9LF - Noted
- 23.73 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.
- 23.74 Peaslake Farm Development – Received and Approved minutes of Peaslake Farm Steering Committee meeting held 10.8.23 and consider outcome of the renegotiation following meeting between the Chair and Vice Chairman and Stonewater Housing Association.

[REDACTED]

Meeting Closed 10pm