

## SHERE PARISH COUNCIL

*Serving the villages of Gomshall, Holmbury St. Mary, Peaslake, Shere  
and a large part of Abinger Hammer*

### Minutes of the General Purposes Committee meeting held at 7.30 pm on 5<sup>th</sup> March 2014 in Tanyard Hall, 30 Station Road, Gomshall

<b>Agenda Item</b>	<b>Title:</b>
14/GP03/20	<b>Present:</b> Cllr R Davey, Cllr C Carlisle, Cllr M Urban, Cllr M Taylor-Cotter, Cllr A Collingwood. No members of the public present.
14/GP03/21	<b>Apologies for absence:</b> Cllr J Hutton, Cllr R Smith
14/GP03/22	<b>Declarations of Disclosable and other Interests</b> None
14/GP03/23	<b>Election of Chairman</b> Cllr B Andrews proposed Cllr C Carlisle and this was agreed unanimously.
14/GP03/24	<b>Election of Vice Chairman</b> It was proposed by Cllr C Carlisle that Cllr C Brooke be approached to be Vice Chairman. <b>ACTION: CC to ask CB to consider being Vice Chairman of General Purposes Committee</b>
14/GP03/25	<b>Co-option of additional members</b> It was agreed that Cllr B Andrews would ask Keith Childs if he would be willing to be co-opted onto the General Purposes Committee. <b>ACTION: BA to ask KC to be co-opted onto General Purposes Committee.</b>
14/GP03/26	<b>Approval of the Minutes of the Parish Maintenance Committee meeting and Tanyard Hall Committee minutes held on 10<sup>th</sup> October 2013 and the minutes of the Playground Committee meeting held on 4 February 2013.</b> Minutes of the Tanyard Hall Committee meeting were approved and signed by the Chairman, following the addition of Cllr Hutton and Cllr Taylor-Cotter to the “Present” list.  Minutes of Playground Committee meeting were approved and Cllr C Brooke would sign them on her arrival.  Minutes of the General Purposes Committee dated 12 <sup>th</sup> February were approved and signed by the Chairman.
14/GP03/27	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COMMITTEE</b> – No members of the public present. <i>Cllr Taylor –Cotter joined the meeting.</i>

14/GP03/28	<p><b>Finance – to receive a report from the Clerk/Responsible Financial Officer.</b></p> <p>Financial summary had been circulated. Councillors were still concerned that ear-marked reserves were not clearly identified and that the layout was still not very clear. A budget column and a spending to date column would be useful to monitor spending and assist with on-going budgeting.</p> <p>Councillors were concerned that the Expenditure columns did not easily correlate with the Income columns.</p> <p>The Chairman Cllr R Davey said that the new Financial System was still being developed.</p> <p>The high administration cost of £69382 was queried. Cllr R Davey said that this did not reflect the administration time for Tanyard Hall. <b>ACTION: Financial report to be reviewed by Clerk and Chairman, Cllr R Davey, for next meeting</b></p>
14/GP03/29	<p><b>Land and tree inspections (Occupiers’ Liability Act 1957/84)</b> <b>To receive an up-date since the last meeting</b></p> <p>Since the last meeting, all Inspection reports had been completed and returned to the Clerk.</p> <p>The Assistant Clerk has now consolidated all the Inspection sheets into one file, numbered them and listed which councillor did which areas and when. The Assistant Clerk explained that this would make the process of allocation much easier next year.</p> <p>The Assistant Clerk explained that there were no major concerns highlighted by the inspections. She said that she would now do a summary of any minor issues identified, collate a report for the next meeting and action or recommend actions as necessary. <b>ACTION: Assistant Clerk to collate report on issues identified by Inspection process for next meeting.</b></p> <p>Assistant Clerk asked the Committee to <b>NOTE</b> the Inspection reports. This was agreed unanimously. The Inspection Reports would now be approved by the Full Council at the next meeting. <b>ACTION: Inspection Reports to be approved by Full Council</b></p>
14/GP03/30	<p><b>Approval for Risk Assessments to go to Full Council.</b></p> <p>The Assistant Clerk reported that the Risk Assessments had been circulated with the Agenda. The Committee <b>NOTED</b> the 2014 Risk Assessments unanimously. This would now be approved under item 13/232 in the main Council meeting. <b>ACTION: Full Council to approve 2014 Risk Assessments</b></p> <p>- <b>Approval of PAT testing contractor</b></p>

	<p>The Assistant Clerk had researched the legislation and advice surrounding PAT testing of electrical items as part of Health and Safety procedures. The report was circulated with the agenda. The report recommended using a qualified professional. This was approved by the Committee.</p> <p>The Assistant Clerk presented three quotes for the work and the Committee agreed to use the cheapest quote.</p> <p><b>ACTION: Assistant Clerk to instruct PAT testing to go ahead.</b></p>
14/GP03/31	<p><b>Old Fire Station Roof repairs</b></p> <p>The Assistant Clerk reported that Shere Manor Estates had been asked by the Clerk, Joy Millett to fix the loose tiles.</p> <p><b>ACTION: Clerk to check work had been carried out.</b></p> <p>The Assistant Clerk reported that Cllr J Hutton had located the old reports of the building. It appeared that the last work to be done on the building was in 2006. There were some concerns about rotting timbers in this report. The recent storms may also have dislodged the tower.</p> <p>The Assistant Clerk reported that while the heritage contractors were looking at the Tanyard Hall wall that she had asked them for an initial assessment of the Old Fire Station. To re-roof the building would be in the region of £8-£10,000.</p> <p>The Committee agreed that Hutton and Rostron Environmental Services be asked to quote to update the 2006 report.</p> <p><b>ACTION: Clerk to request quote from Hutton &amp; Rostron for an update of 2006 report on Fire Station</b></p>
14/GP03/32	<p><b>Update on Skate Ramp project</b></p> <p>Cllr Brooke was not in attendance so there was no update to the Skate Ramp project. Cllr R Davey reminded the Committee that a contractor had been approved at the January Full Council meeting and that Heads of Terms and Planning was now being sort. The Committee was asked to <b>NOTE</b> that Planning for the skate ramp was now being sort.</p>
14/GP03/33	<p><b>Repairs to Tanyard Hall Boundary Wall – Update on quotes and advice on treatment of historic wall.</b></p> <p>The Assistant Clerk reported that she had now identified three heritage contractors but only one has actually got back with a quote yet. The work is going to be in the region of £13,000- £15,000. The work involved the use of lime plaster and the making of individual bricks to replace the old topping stones which were proving difficult to source. The Assistant Clerk suggested that once all the quotes were received then the Council could possibly ask Guildford Borough Council to contribute through the Concurrent Grant scheme for next year.</p> <p><b>ACTION: Assistant Clerk to finalise the quotes and report back.</b></p>

14/GP03/34	<p><b>Quotes for footpath by Shere Swimming pool three quotes for approval to a maximum of £3000.</b></p> <p>The Assistant Clerk circulated a report on the three quotes with observations and recommendations. Cllr C Carlisle proposed Mr Elms quote be accepted and that this was unanimously agreed by the Committee.</p> <p><b>ACTION: Assistant Clerk to engage Mr Elms to complete the work so long as it can be done in the next two months.</b></p>
14/GP03/35	<p><b>Councillors Business</b>– for inclusion on the agenda for the next meeting or delegation to the Clerk.</p> <p><b>1. Flooding at Walking Bottom</b> Assistant Clerk read out an update from Mark at Hurtwood Control which indicated that the remedial work had been done and that no further flooding had been reported.</p> <p><b>2. Securing Benches in Swimming Pool field</b> Cllr Taylor Cotter reported that the Swimming Pool Committee were concerned that no further action was agreed at the last meeting regarding the anchoring of the seats. She reported that youths had used the seats to gain access to the swimming pool and had thrown the seats into the swimming pool area on several occasions. It was agreed to seek a quote for our contractor to secure the seats and report back to next meeting. <b>ACTION: Assistant Clerk to seek quote from our contractor on the price of securing the seats in field near swimming pool.</b></p> <p><b>3. Flooding at Goose Green</b> Assistant Clerk reported that a quote had been received for these works. It was agreed that the quotes would be looked at under closed session at the end of the Council meeting. <b>ACTION: Clerk to get approval for works at Goose Green from Full Council.</b></p> <p><b>4. Concern over damage caused by school coach parties in the area.</b> Councillors expressed concern over the damage done by several coach loads of school children in the last week. The Assistant Clerk was instructed to contact Epsom Coaches to find out which schools were involved so we can write to them and claim damages. <b>ACTION: Assistant Clerk to contact Epsom Coaches to find out name of schools involved and write to them seeking damages.</b></p>
	<p><b>Date of next meeting:</b> Wed 15<sup>th</sup> October 2014</p>
	<p><b>Meeting closed at 8.00pm</b></p>