



SHERE PARISH COUNCIL

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

Joy Millett
Parish Clerk/Finance Officer,
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<http://www.ShereParishCouncil.gov.uk>

Tanyard Hall
30 Station Road
Gomshall
Guildford,
Surrey. GU5 9LF

2nd June 2016

All Members of Shere Parish Council are hereby summoned to attend the Shere Parish Council meeting to be held at Tanyard Hall, 30 Station Road, Gomshall, on Wednesday 8th June 2016 **at 7.30pm** for the purpose of transacting the business specified on the attached agenda.

Joy Millett
Clerk to the Council



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COUNCIL MEETING 7.30PM ON WEDNESDAY 8th JUNE 2016 TANYARD HALL, 30 STATION ROAD, GOMSHALL

AGENDA

Ref:	Item:	Led by:
16/46	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, para 40	JM
16/47	Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)	All Councillors
16/48	Register of Interests – to declare any amendments. (Members are reminded that any amendments must also be notified by Councillors in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford. GU2 4BB).	All Councillors
16/49	Declaration of gifts or hospitality over £25. Members are reminded that once a declaration of gifts or hospitality has been made then a new Form of Financial and Other Registerable Interests must be completed	All Councillors
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL	
16/50	Approval of the Minutes of the Annual Council meeting held on Thursday, 12th May at 2016	JM
	ITEMS FOR DECISION:	
16/51	Shere Surgery kerb improvements – to note the specification and sources of funding.	JM
16/52	CCTV policy – to consider a CCTV policy for the Parish Council. (Note: at the last Council meeting it was agreed that any comments on the suggested policy be passed to the Clerk in advance of further consideration at this meeting.)	CB
16/53	Accounts for the year 2015/16 a. the Council to receive notification from the Internal Auditor that the Accounts are in order and that he has satisfactorily completed Section 4 of the Annual Return stating that the Council's internal auditor, acting	JM/RD

	<p>independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2016. Internal audit has therefore been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in Section 4 of the Annual Report confirming that in all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.</p> <p>b. the Council to receive, approve and accept the Accounts for the year ended 31st March 2016.</p> <p>c. The Council to receive and approve the Annual Return (Section 2) for the year ended 31st March 2016. This to be signed by the Chairman and the Clerk.</p> <p>d. The Council to approve the Annual Governance Statement (Section 1 of the Annual Return). This to be signed by the Chairman and the Clerk.</p> <p>e. The Council to confirm the scope of the internal audit for 2016/17.</p> <p>f. The Council to receive a budget update to 31st March 2016</p> <p>g. The Council to confirm that the Council's internal auditor Mr. Mark Mulberry is fully independent of the Council and meets the standards required to carry out the internal audit and the Council to resolve that an Engagement Letter be issued to the Internal Auditor for the year 2016/17.</p> <p>h. The Council to approve the internal audit plan setting out proposals for the internal auditor and to confirm 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 carry out what it sets out to do).</p> <p>i. The Council to agree that the minimum tests proposed in the audit plan, together with the inspections carried out by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes. This to also be agreed with the Internal Auditor.</p>	
16/54	<p>Other Finance matters</p> <ul style="list-style-type: none"> • Approval of income and expenditure for the month ended April 2016 • To note bank reconciliation for month ended April 2016 • To note income and expenditure against budget to end of April 2016 (previously circulated) 	JM/RD
16/55	<p>Police Matters – to consider any matters that need to be brought to the attention of the Police.</p>	All
16/56	<p>Management and Strategy Committee – to receive a report of the meeting to be held on 10 May 2016 and consider the following recommendations:</p> <ul style="list-style-type: none"> • Powers delegated to the Clerk, in consultation with the 	JM

	<p>Chairman and Vice-Chairman – RECOMMENDED that research be undertaken into the extent of delegated powers used in other Parish Councils.</p> <ul style="list-style-type: none"> • Parish Plan – RECOMMENDED that a first scoping meeting be arranged for a community-led Parish Plan. • General Purposes Committee meetings – RECOMMENDED that there be four meetings per year. 	
	ITEMS TO NOTE:	
16/57	Holmbury St Mary manorial waste – to NOTE that the public consultation meeting arranged for 5 th July 2016, at Holmbury village hall, has been postponed.	RA/RS/CC
16/58	<p>Meeting with local Parish Councils to discuss HGV routes</p> <ul style="list-style-type: none"> • To receive the notes of the meeting held on 11 May 2016 • To receive a report on discussions by the Quiet Lanes and De-cluttering Working Group on 26th May 2016. 	RD/CB
16/59	Peaslake Farm Working Group – to receive the minutes and a recommendation of the final meeting of the Working Group held on 31st May 2016.	JM/RD
16/60	Peaslake Lane, Peaslake – Road Safety proposal by Surrey Highways - to receive a report of a site visit on 26 th May 2016	BH
16/61	Settlement Boundary Areas – to receive a report of a meeting held on 1 June 2016	RS
16/62	Councillors' Business (for noting or including on the agenda for the next meeting)	All
16/63	Clerk's Report (for noting, delegation to the Clerk or inclusion on the next agenda)	JM
16/64	Date of next meeting: Tuesday 12th July 2016, 7.30pm Peaslake Village Hall, Walking Bottom, Peaslake.	JM
16/65	Dispute over land at Peaslake Farm – to receive a position report on the proceedings with the Land Tribunal	RD
16/66	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.	All
16/67	Human Resources Committee – to receive the draft minutes of the meeting of the Committee held on 18 February and adjourned to 25 May 2016 and to consider the Committee's recommendations.	RD