

**MINUTES OF THE SHERE PARISH COUNCIL MEETING
ON TUESDAY 10th OCTOBER 2017 AT
HOLMBURY ST MARY VILLAGE HALL, FELDAY GLADE, HOLMBURY ST MARY**

Present: Parish Councillors R Davey (Chairman), R Andrews, C Brooke, P Carter, A Collingwood, J Cross, A Golightly, B Grover, B Harrap, J Hutton and G Reffo; the Parish Clerk, J Millett; Surrey County Councillor K Taylor and eleven members of the public.

Ref:	Item:
17/115	To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40. Apologies for absence were received from Parish Councillors C Carlisle and R Smith.
17/116	Declaration of Personal or Prejudicial Interests. Declarations by Councillors on any of the agenda items below. R Andrews declared an interest in agenda item 17/122, The Henry Smith Charity.
17/117	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. NONE received.
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL The co-ordinator of the ‘Save Newlands Corner’ campaign gave an up-date on the campaign’s activities.
17/118	APPROVED the Minutes of the Council meeting held on 5th September 2017.
	ITEMS FOR DECISION:
17/119	Holmbury St Mary Community Traffic Management proposal – to receive a presentation. A local resident who had been providing the Parish Council with professional advice on managing traffic in the village, Mr S Hall, gave an interesting presentation on a proposal to address Holmbury’s traffic problems. NOTED the presentation and AGREED to look into how it might be implemented.
	SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL A local resident raised various parish maintenance issues and requested the Clerk to take them up with the relevant bodies. It was noted that such issues could also be reported by individuals on the relevant organisation’s web-sites. He also raised the issue of speeding in Peaslake. The Chairman explained the process of setting up a ‘Speedwatch’ area. It was AGREED to request the Clerk to write to the Duke of Kent School about speeding traffic when parents are dropping off or collecting their children from the School. Other residents expressed concerns about the proliferation of cycle events in the Parish, commenting that, in Shere, the cyclists didn’t obey speed limits and that the mix of lots of traffic, pedestrians and cyclists could be very dangerous. AGREED to write to the British Heart Foundation, pointing out the road safety issues that needed to be addressed at their events.
17/120	Accounts for the year 2017/18 NOTED that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, had undertaken the following tasks. AGREED that this action is RATIFIED : <ul style="list-style-type: none"> • confirmed the scope of the internal audit for 2017/18; approved the internal audit plan setting out proposals for the internal auditor; confirmed

	<p>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> <ul style="list-style-type: none"> • agreed 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
17/121	<p>Finance matters</p> <ul style="list-style-type: none"> • APPROVED income totalling £62,709.86 and expenditure totalling £33,134.60 for the month ended September 2017 (annexe 1) • NOTED bank reconciliations for month ended September 2017 (annexe 2) • NOTED income & expenditure to budget to end September '17 (annexe 3) • APPROVED and ACCEPTED the annual return, including the external auditor's certificate • Funding of highways works – to consider future funding in light of Surrey County Council's budgetary cut backs and the withdrawal of Localism funding. AGREED to refer to the General Purposes Committee any requests for urgent highways work that the County Council refuse to pay for.
17/122	<p>The Henry Smith Charity – AGREED to nominate J Hutton as the Parish Council representative on this charity, following the resignation of the current representative.</p>
17/123	<p>Peaslake Farm subsidised housing development - RECEIVED the minutes and recommendation of the meeting of the Peaslake Farm Housing Provider Sub-Committee held on 28 September 2017. AGREED that:</p> <ul style="list-style-type: none"> • Greenoak Housing Association be selected as the housing provider for the development at Peaslake Farm, subject to agreement on Heads of Terms • Heads of Terms be drawn up, with appropriate professional advice, setting out the financial, consultative, design and approval principles to be incorporated in a full lease, build and management contract between Shere Parish Council and Greenoak Housing Association • The Sub-Committee's terms of reference be extended to enable it to draw up the Heads of Terms <p><i>(C Brooke thanked the Sub-Committee members for their hard work in thoroughly evaluating the offerings of each provider in order to make a fully-informed recommendation to Council) l</i></p>
17/124	<p>Condition of bridge to Bowbrook, Ewhurst Road, Peaslake – RECEIVED a report. The responsibility for the repairs to the bridge was unclear and it was AGREED that, prior to seeking any legal advice, ward councillors discuss the matter with the new landlords of the land at Ewhurst Road and report back to Council.</p>
17/125	<p>Extending the delineated 'walkway' in Peaslake Lane up to the steps at the front of Peaslake Stores – RECEIVED a report. It was suggested that the walkway be extended up to the new steps to the village store. This would allow for safer exit from the neighbouring property and prevent parking in front of the shop. AGREED to request Surrey Highways to undertake this work.</p>
17/126	<p>Condition of stone wall, Middle Street, Shere – RECEIVED a report of a site meeting held on 1 August 2017 and further comments from Shere Manor Estate</p>

	about the ownership of the wall and the well. AGREED to commission a survey of the section of the wall currently owned by Shere Manor Estate, from Forge Cottage to Manor Cottage. NOTED that Surrey Highways had been asked to replace the broken wooden post protecting the wall with a metal one.																																				
17/127	<p>London Lane, Shere – to consider making a contribution towards the cost of a catch pit. AGREED that a catch pit be installed in London Lane, on the basis of the following costs: (Power: Highways Act 1980, s47)</p> <table border="1"> <thead> <tr> <th></th> <th>Costs</th> <th>Receipts</th> </tr> </thead> <tbody> <tr> <td>Donbass (catch pit provider)</td> <td>£5,600</td> <td></td> </tr> <tr> <td>Graham Rapley (preparation and landscaping)</td> <td>£11,800</td> <td></td> </tr> <tr> <td>Surrey County Council – Keith Taylor</td> <td></td> <td>£8,300</td> </tr> <tr> <td>Surrey County Council – Ian Fowler</td> <td></td> <td>£8,000</td> </tr> <tr> <td>Shere Parish Council</td> <td></td> <td>£1,100</td> </tr> <tr> <td>Shere Parish Council Contingency</td> <td></td> <td>£3,500</td> </tr> <tr> <td>Totals</td> <td><u>£17,400</u></td> <td><u>£20,900</u></td> </tr> </tbody> </table> <p>Other Costs</p> <table border="1"> <thead> <tr> <th></th> <th>Costs</th> <th>Receipts</th> </tr> </thead> <tbody> <tr> <td>Graham Rapley (pipe from catchpit to gulley)</td> <td>£2,500</td> <td></td> </tr> <tr> <td>Graham Rapley (catchpit emptying)</td> <td>£480</td> <td></td> </tr> <tr> <td>Graham Rapley (clearing out existing sump)</td> <td>£220</td> <td></td> </tr> </tbody> </table>		Costs	Receipts	Donbass (catch pit provider)	£5,600		Graham Rapley (preparation and landscaping)	£11,800		Surrey County Council – Keith Taylor		£8,300	Surrey County Council – Ian Fowler		£8,000	Shere Parish Council		£1,100	Shere Parish Council Contingency		£3,500	Totals	<u>£17,400</u>	<u>£20,900</u>		Costs	Receipts	Graham Rapley (pipe from catchpit to gulley)	£2,500		Graham Rapley (catchpit emptying)	£480		Graham Rapley (clearing out existing sump)	£220	
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17/128	<p>Christmas lights, Gomshall – to consider a proposal. APPROVED the purchase of a Christmas tree and Christmas lights, at an estimated cost of £1,200 and associated refund of any private electricity supply costs. (Power: Local Government (Miscellaneous Provisions) Act 1976, s.19)</p>																																				
17/129	<p>Shere and Peaslake Scout Group bonfire night – to consider a request for permission to use Goose Green for the Scout Group’s annual bonfire and firework display on Friday, 3rd November 2017. AGREED that permission be granted, subject to the receipt of a completed Risk Assessment form and the bonfire site being cleared promptly and satisfactorily after the event.</p>																																				
17/130	<p>Use of Goose Green by Albury Football Club – to consider a report and recommendations. AGREED that subject to no agreement already being in existence for renting Goose Green pavilion and local residents being advised of the Parish Council’s intention to allow football to be played on Goose Green again, permission be granted to allow Albury Eagles Football Club to use Goose Green on the terms set out in the report and for an annual rental of £750 per annum.</p>																																				
17/131	<p>Consultations – to consider making responses to the following consultation exercises:</p> <ul style="list-style-type: none"> car park charging in rural areas – please refer to www.surreycc.gov.uk/payandconserve AGREED that the Clerk be requested to draft a response to this consultation, taking account of the 																																				

	<p>comments made at the Council meeting.</p> <ul style="list-style-type: none"> improving walking, cycling and bus facilities around Guildford – please refer to www.surreycc.gov.uk/guildfordtransportschemes AGREED that the Clerk be requested to draft a response to this consultation, taking account of any comments from Councillors, following the Council meeting.
17/132	Calendar of Meetings 2018 – AGREED the revised draft calendar
	ITEMS TO NOTE:
17/133	Shere Traffic Working Group - to receive a report of the meeting held on 9 th October 2017. NOTED the report and associated recommendations, some of which required further consultation.
17/134	HGVs in Shere – RECEIVED an up-date. NOTED that Surrey County Council’s Local Committee had refused to consider the Parish Council’s petition, first put before them in 2014, calling for a ban on HGVs through Shere. Despite this, the Parish Council AGREED to continue to press for a ban on HGVs over 7.5 tonnes from traveling through Shere village, given that a feasible, alternative route for HGVs, via Park Road, Albury, had been proposed.
17/135	Extension of car parking on Shere Recreation Ground – to receive an up-date. NOTED that Shere Recreation Ground Association had withdrawn their request for Parish Council funding towards this project. The Association would be funding a smaller project based on re-surfacing its existing track.
17/136	Police Matters – to consider any matters that need to be brought to the attention of the Police. A minor accident in Shere had been reported to the Police who had decided not to attend it.
17/137	<p>Councillors’ Business (for noting or including on the agenda for the next meeting)</p> <p>J Hutton – requested the Clerk to ask Surrey Highways to cut the grass verges on the north side of the A25, as the site lines from Netley House were obstructed by overgrown vegetation.</p> <p>G Reffo - asked for permission for the Peaslake Village Hall Committee to hang a “banner” on the fencing outside the bus shelter advertising the Hall’s fund raising Halloween evening. AGREED</p>
17/138	<p>Clerk’s Report (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <p>A letter of thanks had been received from Peaslake Village Hall Committee for the Parish Council’s recent donation for roof repairs and for Parish Councillor C Carlisle’s site visit/ roof inspection and report.</p> <p>In response to an enquiry about the noisy, new road surface on the A25 through Gomshall, Surrey Highways had said that it had been laid to prolong the road’s life with a more hard wearing surface.</p> <p>The issue of temporary ‘no HGV signs’ on Barhatch Road was being pursued with Surrey Highways.</p>
17/139	Date of next meeting: 8pm, Tuesday, 7 th November 2017 at Tanyard Hall, 30 Station Road, Gomshall.
17/140	Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960) – AGREED to exclude the public and press for the following items of business because of the confidential nature of the business to be transacted.
17/141	Peaslake Farm Fields - to consider quotes for work to boundaries and drainage. A quote from a local contractor had been received. He proposed working jointly with another local contractor on this project in order to have all the necessary

	equipment to undertake the project. He also quoted for some additional pipe-work and suggested that boundary hedges needed to be cut back. A quotation from a third contractor was awaited. AGREED that the Clerk be requested to ensure that all of the contractors quote for all of these works and that she be delegated to select a contractor, in consultation with the Chairman and P Carter.
17/142	Surrey Pension Fund – RECEIVED a report of the meeting with the County Council’s pension fund team, on 18 th September. AGREED that the statistics informing the report be circulated to councillors and then the matter be further considered at the next Finance Committee meeting.