

**MINUTES OF THE SHERE PARISH COUNCIL MEETING  
ON THURSDAY 3<sup>rd</sup> MAY 2018 AT  
TANYARD HALL, 30 STATION ROAD, GOMSHALL**

**Present:** Parish Councillors R Andrews, J Cross, R Davey, B Grover, A Golightly, B Harrap, G Reffo and R Smith; County Councillor K Taylor, Borough Councillor D Wright, two members of the public and the Parish Clerk, J Millett.

<b>18/1</b>	<b>Election of Chairman</b> R Davey elected (proposed by R Smith and seconded by J Cross).
<b>18/2</b>	<b>Declaration of Acceptance of Office</b> to be signed by the newly elected Chairman. <b>NOTED</b> that this was signed and witnessed by the Clerk.
<b>18/3</b>	<b>Election of Vice-Chairman</b> C Carlisle elected (proposed by R Andrews and seconded by B Grover)
<b>18/4</b>	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40.</b> Apologies for absence were received from Parish Councillors C Brooke, C Carlisle, P Carter, A Collingwood and J Hutton.
<b>18/5</b>	<b>Declaration of Personal or Prejudicial Interests</b> Declarations by Councillors on any of the agenda items below. R Andrews declared a personal interest in agenda item 18/18: appointment of representatives on outside organisations.
<b>18/6</b>	<b>Declaration of gifts or hospitality over £25.</b> Members were 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. <b>NONE</b> received.
	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b> Matters raised were: <ul style="list-style-type: none"> <li>• danger caused by the absence of bollards on the bridge at Shere – this had been reported to Surrey Highways and K Taylor undertook to follow this up;</li> <li>• the vegetation around Shere war memorial needed to be tidied up – the Parish handyman would be requested to do this;</li> <li>• London Lane, Shere – the siting of the ‘steps’ across the byway and above the catch pit needed to be adjusted as they were holding water rather than just slowing the flow;</li> <li>• it was requested that a list of local charities be placed on the Parish Council’s web-site;</li> <li>• it was suggested that there was a demand for bungalows in the Parish and queried whether the Parish Council might have a role in their provision and</li> <li>• the continuing problem of getting potholes filled by Surrey Highways was discussed.</li> </ul>
<b>18/7</b>	<b>Election of the General Purposes Committee</b> – 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. The Chairman and Vice Chairman of the Council will be ex-officio members. <b>ELECTED:</b> Councillors R Andrews, C Brooke, P Carter, A Collingwood, B Grover, J Hutton, G Reffo, R Smith and the Chairman and Vice Chairman of the Council as ex-officio members.
<b>18/8</b>	<b>Election of the Planning Committee</b> – at least one member from each ward plus

	the Chairman & Vice Chairman. Membership is open to all Members of the Council. <b>ELECTED:</b> Councillors R Andrews, C Brooke, C Carlisle, R Davey, A Golightly, B Grover, B Harrap, R Smith
<b>18/9</b>	<b>Election of the Finance Committee</b> – 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. <b>ELECTED:</b> Councillors R. Andrews, C Brooke, J Cross, R Davey, C. Carlisle, A Golightly, G Reffo and R Smith.
<b>18/10</b>	<b>Election of Human Resources Committee</b> – 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 human resources are included, where possible. <b>ELECTED:</b> Councillor R Andrews, C Carlisle, G Reffo and the Chairman, R Davey, leaving one vacancy
<b>18/11</b>	<b>North Ward Working Group</b> (Gomshall and Shere) – <b>ELECTED:</b> all North Ward Councillors
<b>18/12</b>	<b>South East Working Group</b> (Holmbury St. Mary) – <b>ELECTED:</b> all South East Ward Councillors
<b>18/13</b>	<b>South West Ward Working Group</b> (Peaslake) – <b>ELECTED:</b> all South West Ward Councillors
<b>18/14</b>	<b>Shere Traffic Working Group</b> – <b>ELECTED:</b> all North Ward Councillors and representatives of the public as per previously
<b>18/15</b>	<b>Peaslake Farm Steering Committee</b> – the Group to comprise two elected members from each ward and the Chairman. <b>ELECTED:</b> Councillors R Andrews, C Carlisle, P Carter, A Collingwood, J Cross, R Davey and G Reffo.
<b>18/16</b>	<b>Decision making Powers - CONFIRMED</b> 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>18/17</b>	<b>Terms of Reference for Committees</b> <ul style="list-style-type: none"> <li>• <b>AGREED</b> the terms of reference for the Peaslake Farm Steering Committee, subject to: a) them reflecting that where there is a contractual decision to be finalised, a recommendation be made to Full Council and b) the penultimate function listed being amended to read ‘To oversee the process of letting the fields’</li> <li>• <b>AGREED</b> that the terms of reference for all remaining Committees should continue as previously agreed, subject to the General Purposes Committee’s terms of reference being amended to allow for discussion of local highways matters.</li> </ul>
<b>18/18</b>	<b>Appointment of Representatives on outside organisations</b> <ul style="list-style-type: none"> <li>• Peaslake Memorial Hall – G Reffo</li> <li>• Henry Smith (Shere) Charity for Relief in Need – C Simpson, J Hutton and E Andrews. Each individual appointment is for four years.</li> <li>• Shere Recreation Ground Association – B Grover</li> <li>• Shere Swimming Pool – A Collingwood</li> <li>• Shere Village Hall – R. Davey</li> <li>• Surrey Association of Parish &amp; Town Councils – R Smith</li> </ul>

	<ul style="list-style-type: none"> <li>• Wasp Bus – R Andrews</li> <li>• Holmbury Village Hall – R Andrews</li> <li>• Guildford Borough Council’s Governance Committee – G Reffo</li> <li>• Holmbury St Mary Wolves FC – R Andrews</li> <li>• Shere Library – B Grover</li> </ul>
<b>18/19</b>	<b>Dates of Council meetings</b> – <b>NOTED</b> the previously received list of Council meetings to December 2018.
<b>18/20</b>	<p><b>Annual Financial matters</b></p> <ul style="list-style-type: none"> <li>a. The Council <b>CONFIRMED</b> that the Council’s finances for the year commencing 1<sup>st</sup> April 2018, including staff salaries, would be conducted in accordance with the budget approved by the full Council on 7 November 2017</li> <li>b. <b>AUTHORISED</b> the Clerk to issue cheques during the financial year 2018/19 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, petty cash, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorized orders – all as allowed for in the budget for 2018/19. The cheques to be signed by two Councillors and the Clerk and reported to the next meeting of the full Council</li> <li>c. Insurance – <b>VERIFIED</b> that Council’s current insurance cover is adequate</li> <li>d. The Council <b>AGREED</b> to continue with the current Banking arrangements</li> <li>e. The Council <b>APPOINTED</b> the Chairman to undertake the regular financial checks in accordance with the Financial Regulations</li> <li>f. The Council to <b>RE-ADOPTED</b> the Financial Regulations</li> </ul>
<b>18/21</b>	<b>Standing Orders</b> – the Council <b>APPROVED</b> and <b>RE-ADOPTED</b> the Standing Orders. <b>NOTED</b> the current list of Banking Standing Orders and Direct Debits (to be reviewed by the Finance Committee in October 2018). Tanyard Hall electricity and web-site hosting costs seemed to be expensive and the Clerk was requested to review the level of costs charged.
<b>18/22</b>	<b>Review of Asset Register</b> – to consider any amendments to the current Register (as circulated). <b>APPROVED</b> the asset register and noted that it would be reviewed further by the Finance Committee, at its next meeting.
<b>18/23</b>	<b>APPROVED</b> the Minutes of the Council meeting held on 10 April 2018, subject to minute 17/244: Councillors’ Business being expanded to read: ‘A Golightly – reported that clearing of the ditches in Radnor Road had reduced significantly the amount of debris being washed down into the village’.
	<b>ITEMS FOR DECISION:</b>
<b>18/24</b>	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>• <b>NOTED</b> that the Parish Council’s accounts for the year ended 31 March 2018 will be completed on the Parish Council’s accounting software on 17 May. The software will not allow data to be input for the new financial year until that work is complete. Therefore, April and May accounts will be reported to Council at their June meeting.</li> <li>• <b>NOTED</b> the position re: concurrent functions grant funding from Guildford Borough Council and suggested the following projects for grant funding in 2019/20: Shere swimming pool re-build, works to Holmbury St Mary pavilion and possibly replacement of the Parish Council OHP and laptop,</li> </ul>

	<p>subject to further consideration of costs</p> <ul style="list-style-type: none"> <li>• <b>AGREED</b> to purchase a supply of 12 Parish Council owned tables for community use at each of Shere, Holmbury and Peaslake village halls, at an estimated cost of £2,556, excluding VAT and delivery. <p>(Power: Local Government Act 1972, s133)</p> </li></ul>
<b>18/25</b>	<p><b>Planning policy</b> – <b>RECEIVED</b> advice from SSALC. <b>AGREED</b> that if the Parish Council’s Planning Committee considers that it has a significant, prejudicial interest in a planning application then it shall not comment on it. If the Committee wants to comment on an application where it has an interest but it is not considered to be significant and prejudicial, the Committee can comment whilst explaining its interest to Guildford Planning.</p>
<b>18/26</b>	<p><b>Holmbury traffic calming</b> – <b>RECEIVED</b> an up-date. <b>NOTED</b> that progress on the traffic proposal would be reported to local residents, prior to any formal discussions with Surrey Highways.</p>
<b>18/27</b>	<p><b>Police Matters</b> – to consider any matters that need to be brought to the attention of the Police. The latest information on local spates of burglaries was requested. It was suggested that the police and crime commissioner for the Surrey Police force could be invited to a meeting of the Parish Liaison Group Meeting.</p>
	<p><b>ITEMS TO NOTE:</b></p>
<b>18/28</b>	<p><b>Councillors’ Business</b> (for noting or including on the agenda for the next meeting)</p> <p>G Reffo – undertook to send information to the Clerk on conference calling equipment – item for next meeting. She also commented on the lack of notification of action points from Thames Water and suggested that those present pull together a list of action points – report for next meeting.</p> <p>J Cross – thanked the office for arranging the clearing of the path to the south east of the church.</p> <p>R Smith – reported that Network Rail had been cutting down trees by their railway lines, in the bird nesting season. <b>AGREED</b> to write to them to ask that this activity be kept to a minimum during the nesting season.</p> <p>A Golightly – commented on the amount of rubbish being left on roadside verges and at the top of Winterfold. <b>AGREED</b> that this be taken into account in discussions regarding the local litter clearing initiative. D Wright undertook to check the cost quoted by the Borough Council for emptying groups of dog waste bins.</p> <p>B Grover – asked for progress regarding the village wall, in Shere. It was noted that the rear of the wall/well, was in danger of collapsing. The resident of the adjoining property had offered to fix this on behalf of the Parish Council and would be submitting an estimate. B Grover also requested that the first Thursday of the month be avoided for Council meetings in 2019, as this clashed with Shere cinema’s film showings.</p> <p>R Davey – reported on a site meeting/tour of Shere village with Guildford Borough Council’s Rural Economy Officer. In particular, use of the National Trust owned field by the Gomshall Lane/A25 junction for additional car parking, possibly using EU funding, had been discussed.</p>
<b>18/29</b>	<p><b>Clerk’s Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)</p> <p><b>NOTED</b> that <b>Shere swimming pool</b> had been signed off as fit for opening on 6th May by RoSPA and that a letter of support for a grant application to the London Marathon Trust to re-build and extend the pool at a later date, was being drafted.</p> <p><b>AGREED</b> that the Parish Council was happy for the pool to be opened on 6<sup>th</sup> May;</p>

	<p>the Shere Swimming Pool Committee and its Chairman be thanked for all their hard work in improving the operation of the pool to an officially satisfactory condition and a copy of RoSPA's full report, including the five short term issues to be addressed, be submitted to the Parish Council – agenda item for next meeting.</p> <p><b>BT Openreach cabinet opposite Manor Cottage, Horsham Road, Holmbury St Mary</b> – <b>NOTED</b> that it had been agreed to site the cabinet as close to hedge as possible to allow for some parking at that location.</p> <p><b>Guildford Borough Council (GBC) Data Protection Officer (DPO) appointment</b> – <b>NOTED</b> that an appointment had been made under a service level agreement to act as DPO for participating parishes, on a full cost recovery basis.</p> <p><b>AGREED</b> that the Parish Council is happy to proceed on the basis set out in GBC's letter, dated 2<sup>nd</sup> May 2018.</p>
<b>18/30</b>	<p><b>Date of next meeting:</b> Annual Parish Meeting, Thursday 24th May 2018, 8pm Tanyard Hall, 30 Station Road, Gomshall. Full Council meeting, Tuesday, 5<sup>th</sup> June 2018, 8pm, Tanyard Hall, Gomshall.</p>
<b>18/31</b>	<p><b>Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)</b> – <b>AGREED</b> to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.</p>
<b>18/32</b>	<p><b>Peaslake Farm - CONSIDERED</b> revised draft Heads of Terms from Greenoak Housing Association (GHA) for the proposed lease. <b>AGREED</b> that when approval in principle is received from Guildford Borough Council for the grant of £100,000 towards the cost of this project, the Parish Council agrees to the revised draft Heads of Terms, subject to the inclusion of GHA rentals figures and quality standards, as originally presented to the Parish Council, being appended.</p>