



## **SHERE PARISH COUNCIL**

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

Suzanne Hoyland  
Parish Clerk/Finance Officer

Telephone: 01483 203431  
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Tanyard Hall  
30 Station Road  
Gomshall  
Guildford,  
Surrey GU5 9LF

3<sup>rd</sup> January 2019

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 GU5 9LF on Wednesday, 9<sup>th</sup> January at 2019 **at 8pm** for the purpose of transacting the business specified on the attached agenda.

Suzanne Hoyland  
Clerk



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### COUNCIL MEETING 8.00PM ON WEDNESDAY, 9th JANUARY 2019 Tanyard Hall, 30 Station Road, Gomshall GU5 9LF AGENDA

Ref:	Item:	Led by:
18/152	<b>To accept apologies and reasons for absence in accordance with the Local Government Act 1972, Schedule 12, paragraph 40</b>	Clerk
18/153	<b>Declaration of Personal or Prejudicial Interests</b> Declarations by Councillors on any of the agenda items below.	Chairman
18/154	<b>Declaration of gifts or hospitality over £25.</b> 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	Chairman
18/155	<b>SHORT ADJOURNMENT TO ENABLE THE PUBLIC TO ADDRESS THE COUNCIL</b>	
18/156	<b>Approval of the Minutes of the Council meeting held on the 6th November 2018</b>	Clerk
	<b>ITEMS FOR DECISION:</b>	
18/157	<b>Finance Committee Meeting 25th October and 26<sup>th</sup> November 2018</b> - to receive the Minutes of the Finance Committee meetings. The draft budget for 2019/20, including the precept, as set out in the annex to the Finance Committee's minutes is <b>RECOMMENDED TO COUNCIL FOR ADOPTION.</b>	RD/RFO
18/158	<b>Finance matters</b> <ul style="list-style-type: none"> <li>• Approval of income and expenditure for the months ended November and December 2018</li> <li>• To note bank reconciliations and statement balances for months ended November and December 2018</li> <li>• To note income and expenditure against budget to end of December 2018</li> <li>• To note VAT expenditure for November and December 2018</li> <li>• To approve the replacement of Joy Millett by Suzanne Hoyland as main contact and signatory with the same signing rights on the Boom bank account in accordance with the Financial Regulations adopted 3<sup>rd</sup> May 2018</li> <li>• To Consider two further bank accounts to spread risk and to ensure all funds are adequately cover under the Financial Services Authority (FCA)</li> <li>• The Chairman to issue the <b>Precept for 2019/20</b> subject to Council's final confirmation of the Precept, taking into account the notification of the Band D equivalent figures from Guildford Borough Council and the LCTSS grant</li> <li>• Concurrent Functions Grant Aid from Guildford Borough Council – to note the outcome of the Parish Council's bid for funding in 2019/20 and to receive a position report on grants to be claimed from previous years</li> <li>• Parish Audit 2018/19:</li> <li>a. The Council to note the internal auditor's report of his interim audit on 29th</li> </ul>	RFO/RD

	<p>October 2018 and update from the Clerk/RFO</p> <p><b>b.</b> The Council to confirm that it has maintained an adequate system of internal control during the current year, including measures designed to prevent and detect fraud and corruption.</p> <p><b>c.</b> The Council to confirm that it has maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control system and carried out a review of its effectiveness, i.e.:</p> <ol style="list-style-type: none"> <li><b>1.</b> the scope of the internal audit has been discussed with the full Council and the internal auditor to ensure that the audit covers all the relevant risk areas:</li> <li><b>2.</b> the internal auditor is sufficiently independent of the Council's financial controls and procedures and is unbiased and objective:</li> <li><b>3.</b> that the internal auditor has sufficient knowledge to be able to carry out the audit and to give an objective view on whether the financial controls and procedures meet the needs of the Council:</li> <li><b>4.</b> That the relevant responsibilities of Members, Clerk/RFO and Internal Auditor are defined.</li> </ol> <ul style="list-style-type: none"> <li>• To approve all standing orders and direct debits</li> <li>• To note the Parish Council's external auditor for 2018/19 will be PFK Littlejohn LLP</li> <li>• To consider amendments to the Financial Regulations in allow for electronic banking</li> <li>• Internal Auditor – review of fees for 2019/20</li> </ul>	
<b>18/159</b>	<b>Peaslake Farm</b> – to receive feedback on the Peaslake Farm public consultation from Greenoak Housing Association and to <b>Ratify</b> the final design.	RD
<b>18/160</b>	<b>Art Group, Tanyard Hall</b> – to consider reducing/waiver the hire fee for the hall for a respite social art group	RFO/RD
<b>18/161</b>	<b>Shere Car Park:</b> <ul style="list-style-type: none"> <li>• to consider a request from a member of the public to remove the barriers preventing free movement in a circle around the car park</li> <li>• consideration of quote for white lines on the barriers to denote parking spaces</li> </ul>	Clerk
<b>18/162</b>	<b>Shere Surgery</b> - to receive a letter requesting help in the following areas: <ul style="list-style-type: none"> <li>• Potential funding streams for the increased demand for services generally and increase in population</li> <li>• Inadequate volume of parking</li> <li>• Inadequate disabled parking</li> <li>• Disabled access from the car park to the surgery and condition of the footpath</li> </ul>	ALL
<b>18/163</b>	<b>Peaslake Fair parking</b> – to consider the request to use the fields at Peaslake Farm for parking for the 2019 fair	GR
<b>18/164</b>	<b>Corner Cottage, Pitland Street, Holmbury St Mary</b> – to consider an application for an easement across the manorial waste on Horsham Road B2126	BA/RS/CC
<b>18/165</b>	<b>Grievance Policy, Disciplinary Policy and Performance Management Policy</b> – to consider adoption	GR/JC/Clerk
<b>18/166</b>	<b>Prudential RideLondon</b> – report on the site meeting 4/12/18 and consideration of the request to use the Manorial waste on Horsham Road.	
<b>18/167</b>	<b>Shere Pool</b> – to receive an update	
<b>18/168</b>	<b>Surrey Hills Management Plan Survey</b> - to consider making a response <a href="http://www.surreyhills.org/board/have-your-say/">www.surreyhills.org/board/have-your-say/</a>	
<b>18/169</b>	<b>Police Matters</b> - to consider any matters that need to be brought to the attention of the Police.	All
	<b>ITEMS TO NOTE:</b>	
<b>18/170</b>	<b>Telecoms Mast, Holmbury St Mary</b> – to note the lease with Cornerstone Telecommunications Infrastructure Limited has been completed	Clerk
<b>18/171</b>	<b>Healthwatch Surrey – Community Cash Fund Launch</b> – to note applications opening January 2019	Clerk

<b>18/172</b>	<b>Surrey County Council Consultations</b> – to note the consultations were forwarded to Councillors for their consideration and comments and the Parish Council has now made a formal response.	
<b>18/173</b>	<b>Councillors' Business</b> (for noting or including on the agenda for the next meeting)	All
<b>18/174</b>	<b>Clerk's Report</b> (for noting, delegation to the Clerk or inclusion on the next agenda)	Clerk
<b>18/175</b>	<b>Date of next meeting:</b> 8pm Tuesday 5th February 2019, Shere Village Hall, Gomshall Lane, Shere	Clerk
<b>18/176</b>	<b>Exclusion of the Public and Press (Public Bodies Admission to meetings Act 1960)</b> – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.	Clerk
<b>18/177</b>	<b>Surrey Pension Fund</b> - to receive a report following Annual General Meeting	RD/BA
<b>18/178</b>	<b>NEST Pension</b> – update on legislation regarding contributions from April 2019 onwards	