

## Shere Parish Council



Due to the current Covid-19 Coronavirus situation, the Parish Council is meeting virtually as permitted in "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations")"

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### MINUTES 6<sup>th</sup> May 2021

**Present:** Councillors: - R Davey, J Hutton, C Carlisle, R Smith, G Reffo, P Carter, M Taylor-Cotter, B Harrap, B Grover, C Brooke, B Andrews and J Cross

**Clerk and RFO:** - S Hoyland

Also present were Surrey County Council Councillor K Taylor, R Fairbanks (Director, Surrey Hills Board) R Hawkins (Just Pedal) and one member of the public.

- 21.1 **Election of Chairman - R Davey Elected (proposed by Councillor B Andrews, Seconded by Councillor J Cross)**
- 21.2 **Election of Vice-Chairman - C Carlisle Elected (proposed by Councillor M Taylor-Cotter, Seconded by Councillor P Carter)**
- 21.3 **To accept apologies** and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – **Guildford Borough Council Councillor D Jones and Shere Parish Council Councillor B Grover apologised that he would be late.**
- 21.4 **Approval of the Minutes** of the Council meeting held on [7<sup>th</sup> April 2021](#) - **Approved as a Correct Record** (to be Signed after Zoom Meeting)
- 21.5 **Declaration of Disclosable Pecuniary Interests (DPIs) Declarations by Councillors** on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) – **None at that time**
- 21.6 **Brief Report from Surrey County Council (SCC) Councillor** on matters from Surrey County Council affecting Shere Parish – **No Report** as SCC Councillor K Taylor was stepping down and the elections were on this night.
- 21.7 **Brief Report from Guildford Borough Council (GBC) Councillors** on matters from Guildford Borough Council affecting Shere Parish – **None Present**
- 21.8 **Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion.  
**Item 21.20 (b) brought forward on the agenda.** G Akroyd from Shere delights, Middle Street, Shere expressed concerns over traffic safety outside her shop when the social distancing barriers are removed, due to the large number of visitors expected post covid restrictions this summer. She

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explained as there are now yellow lines outside the shop, cars will swing in to make room for oncoming traffic over the bridge and could knock down a pedestrian by the shop – **Agreed** to clarify the situation with SCC and express that the Parish Council would like to keep the barriers for this summer and to request SCC to carry out a safety assessment.

### Councillor J Hutton arrived

- 21.9 **Off-road Epic Cycling Events** – Received [Mountain Bike Management Plan](#), [Code of Practice for Organisers](#) and Information on [Trail Closure](#) and to hear from Rob Fairbanks Director, Surrey Hills Board.

R Fairbanks (Director, Surrey Hills Board) addressed the council and explained that sportives are run throughout the summer from numerous locations. They are not organised or promoted by Surrey Hills and no licencing is required. Surrey County Council has no legal power to give permission or stop them and only advise on how to run them. Surrey Hills does accept a donation, as the organisers want to give back to the community.

A short address was also made by R Hawkins (Just Pedal) who explained that he was working with Surrey Hills to ensure the event was held responsibly, engaging with the local community and educating cyclists. He stressed that it was not a race and were only using bridleways and roads. The following points were made:

- a) Chairman R Davey expressed a fear that these sportives, advertised to a wider audience, would encourage more cyclists to the area. R Hawkins – 85% of those who have signed up are already cyclists in Surrey. There will be a maximum of 500 with staggered start times.
- b) Councillor B Harrap asked how he is engaging with the community. R Hawkins – with chats with parish councils, by supporting the Surrey Hills Trust to improve infrastructure, by education and by respecting the natural environment.
- c) Councillor C Brooke expressed concern that horse riders have no where to go at weekends and the sunken lanes are hazardous when horses meet many cyclists. R Hawkins – riders will be in groups of 6 or less and the route is sent to the British Horse Society for publication.
- d) Councillor J Hutton said that individual cyclists create new paths in the undergrowth, widening the width of paths and use footpaths – which causes animosity
- e) Councillor G Reffo stated that it was good that R Hawkins was engaging with us and would like to be able to feed back problems from residents. Councillor C Brooke said that there was a Mountain Biking Working Group and Mark Beaumont, the Friends of the Hurtwood Ranger was on it. R Hawkins confirmed he was talking with Mark Beaumont.

### Councillor B Grover arrived

- f) R Fairbanks confirmed that he was working with SCC on guidance and best code of conduct to minimise the impact of sportives on residents and local communities. He also confirmed that they needed a national policy to agree what is the tolerance level in a particular area and where there should be no tolerance.
- g) Councillor G Reffo asked if the Management Plan could be shared. R Fairbanks replied that it was an outline discussion document which still needed landowners to engage and agree.
- h) Councillor C Brooke highlighted a comment in the SCC Covid Practises for Organisers where apparently it states Surrey embraces sportives but residents of Surrey have not been consulted. Organisers are also not getting permission for setting up welfare facilities. R Fairbanks replied he would investigate this.

### The following people left the meeting

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SCC Councillor K Taylor  
R Hawkins  
R Fairbanks  
Councillor C Brooke

### 21.10 **Committees and Working Groups** – to elect members for the following committees and working groups:

- a) **General Purposes Committee** – 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. **Elected:** Councillors C Brooke, A Case, P Carter, J Hutton, G Reffo, R Smith, B Andrews, B Grover and the Chairman and Vice-Chairman as ex officio members.
- b) **Planning Committee** – at least one member from each ward plus the Chairman and Vice Chairman. Membership is open to all Members of the Council. **Elected:** Councillors R Andrews, C Brooke, M Taylor-Cotter, B Grover, B Harrap, R Smith the Chairman and Vice-Chairman as ex officio members.
- c) **Finance Committee** - 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. **Elected:** Councillors R. Andrews, C Brooke, J Cross, R Davey, C. Carlisle, M Taylor-Cotter and R Smith.
- d) **Human Resources Committee** – 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. **Elected:** Councillor R Andrews, C Carlisle, G Reffo, R Davey and B Harrap
- e) **North Ward Working Group (Gomshall and Shere)** – **Elected:** all North Ward Councillors
- f) **South East Working Group (Holmbury St. Mary)** – **Elected:** all South East Ward Councillors
- g) **South West Ward Working Group (Peaslake)** – **Elected:** all South West Ward Councillors
- h) **Shere Traffic Working Group** – **Elected:** all North Ward Councillors and representatives of the public as per previously
- i) **Peaslake Farm Steering Committee** – the Group to comprise two elected members from each ward including the Chairman. **Elected:** Councillors R Andrews, C Carlisle, P Carter, J Cross, R Davey and G Reffo.

### 21.11 **Decision making Powers:**

- a) the Council **Agreed** 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) the council **Agreed** that during the coronavirus pandemic decisions can be delegated to the clerk in consultation with the Chairman

### 21.12 **Terms of Reference for Committee** – **Agreed** the terms of reference for all Committees should continue as previously agreed

### 21.13 **Appointment of Representatives on outside organisations** – **All Agreed**

- Peaslake Memorial Hall – G Reffo
- Henry Smith (Shere) Charity for Relief in Need – J Hutton

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- Shere Recreation Ground – B Grover
- Shere Swimming Pool – J Cross
- Shere Village Hall – R Davey
- Wasp Bus – R Andrews
- Holmbury Village Hall – R Andrews
- Shere Library – B Grover
- Shere Nursery Custodian – C Brooke

### **Any other representatives?**

21.14 **Dates of Council meetings** – **Noted** the Council has previously [received a list of Council meetings](#) to December 2021

### 21.15 **Annual Financial matters**

- a) The Council **Agreed** that the Council's finances for the year commencing 1st April 2021, including staff salaries, will be conducted in accordance with the budget approved by the full Council on 10th November 2020
- b) The Clerk **Authorised** to issue cheques/make payments during the financial year 2021/22 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, office expenses, utility bills, insurance costs, subscriptions, Tanyard Hall expenses and pre-authorised orders – all as allowed for in the budget for 2021/22. The cheques/payments to be signed/authorised by two Councillors and the Clerk (or Assistant Clerk) and reported to the next meeting of the full Council
- c) Council **Approved** standing orders and direct debits as reviewed at Finance Committee 28th October 2020 (next review October 2021)
- d) Insurance – the Council **Agreed** that its current insurance cover is adequate and **Noted** that new quotes were required in **September**
- e) The Council **Agreed** to continue with the current Banking arrangements
- f) The Council **Appointed** the Chairman to undertake the regular financial checks in accordance with the Financial Regulations
- g) The Council **Re-adopted** the [Financial Regulations](#)

21.16 [Standing Orders](#) – the Council **Re-adopted** the Standing Orders.

21.17 [Code of Conduct](#) - the Council **Re-adopted** the current Code of Conduct

21.18 [General Power of Competence](#) – **Re-adopted**

21.19 [Review of Asset Register](#) – to consider any amendments to the current Register (as circulated) – **Agreed** subjected to confirmation that the VAS was included

### 21.20 **Coronavirus pandemic**

- a) **Agreed** Tuesday 8<sup>th</sup> June 2021 for in person Planning (6.30pm at Tanyard Hall) and Council meeting (7.30pm Shere Village Hall). **Approved** [risk assessment](#)
- b) To consider [safety issue after Shere social distancing barriers removed](#), highlighted by Shere Delights – **Discussed earlier on agenda under Questions or requests from members of the public to the Council**
- c) to consider any other urgent coronavirus related issues - **None**

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### 21.21 Finance matters

- a) **Noted** that the Parish Council's accounts for the year ended 31 March 2021 will be completed on the Parish Council's accounting software on 19th 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 the June meeting.
- b) **Noted** the position re: concurrent functions grant funding from Guildford Borough Council and identify any projects for grant funding in 2022/23 – any ideas to be brought to the June meeting

### 21.22 To consider the following items and agree resolutions where appropriate:

- a) [Walking for Health](#) – to consider a [grant application](#) for £350 – **Agreed a £200 grant**
- b) [Local authority remote meetings: call for evidence](#) – to consider replying to consultation – **Agreed** to reply and express preference for a hybrid model to increase flexibility and participation.
- c) Peaslake Farm Fields – Councillors **Received** draft lease and solicitor's comments, water feature report and discussed the notion of land stewardship. **Agreed** a Peaslake Farm Steering Committee Meeting to review and discuss the following:
  - Review lease and comments
  - Receive and discuss a report by Shaun Page, Farm Environment Manager (subject to availability and cost of report no more than £500)
  - Review RPS water catchment feature report
  - Receive report from Guildford Borough Council regarding investigations of drainage around Peaslake Memorial Hall

It was also **Agreed** to invite representatives from Greenoak Housing Association and Guildford Borough Council planning, to discuss delays to the planning decision for the development of eight housing units on Peaslake Farmyard.

Councillor C Carlisle declared an interest regarding the RPS report and apologised for forgetting to mention it earlier.

### 21.23 General Purposes Committee Meeting – **Received** minutes and the following recommendations were considered:

- a) Tanyard Hall Structural Survey – **Agreed** Crothers Overton-Hart for Tanyard Hall Survey for £1,530 exc. VAT (Local Gov (Misc. Provisions) Act 1976 s19), provided requesting a more detailed specification of the survey
- b) EICR for Tanyard Hall and Emergency Lighting for Old Fire Station toilets - **Agreed** AEL Electrical Ltd for £680 exc. VAT (Local Gov (Misc. Provisions) Act 1976 s19 and Public Health Act 1936 s 87)
- c) Old Fire Station Public Conveniences Refurbishment – **Agreed** Councillors R. Smith, R. Davey & G. Reffo to create a working group to discuss ideas for refurbishment.
- d) **Agreed** new bench for field adjoining Peaslake Play Area - application for grant aid for 2022/23
- e) **Agreed** road signage Gomshall - One Thread for £240 exc. (Road Traffic Reg Act 1984 s 72) for four signs to encourage motorcyclists to drive quietly with reflective backgrounds if possible.
- f) **Agreed** telephone Box, Rad Lane - G. Rapley to quote for repainting, cleaning and glass replacement up to £500

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- 21.24 **Police Matters** - to consider any matters that need to be brought to the attention of the Police – **None**
- 21.25 **Clerk's Report** (for noting, delegation to the Clerk or inclusion on the next agenda) – It was **Noted** that the speaker from the Guildford Environmental Forum is sadly not available for the new date agreed for the Annual Parish Meeting on the 26<sup>th</sup> August. Councillors were asked to email the office suggestions for an alternative speaker.
- 21.26 **Date of next meeting: Confirmed** 7.30pm Tuesday 8<sup>th</sup> June 2021 at Shere Village Hall, Gomshall Lane, Shere
- 21.27 **Exclusion of the Public and Press (Public Bodies (Admission to meetings) Act 1960)** – **Excluded** the public and press for the following item of business because of the confidential nature of the business to be transacted.
- 21.28 **Drop-in Coordinator and Administrative Assistant** – **Received** notice of resignation and Delegated to the Clerk and Human Resources Committee the recruitment process. It was also **Agreed** to re-open the Drop-in Centre from 17<sup>th</sup> May 2021 (subject to any current restrictions)

**Meeting closed 9.04pm**