

Shere Parish Council



COUNCIL MINUTES Wednesday 5th October 2022 Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

Present: Councillors R Davey (Chairman), M Keeble, C Brooke, B Andrews, C Carlisle, P Tompkins, J Cross, M Taylor-Cotter and G Reffo
Guildford Borough Council Councillor D Jones arrived part way through
Clerk & RFO S Hoyland
One member of the public

- 22.52 To accept apologies** and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – **Councillors P Carter, B Harrap, R Smith and J Hutton. Surrey County Council (SCC) Councillor B Hughes. Guildford Borough Council (GBC) Councillor D Jones apologised in advance for arriving later.**
- 22.53 Approval of the Minutes of the Council meeting held on [19th July 2022](#) - Approved and Signed as correct record**
- 22.54 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**
- 22.55 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish. The following was reported by the Clerk on behalf of SCC Councillor B Hughes:**
- The Holmbury St Mary Scheme will be done but there may be a repricing, which SCC Councillor B Hughes will argue
 - Potential works on the Middle Street/Gomshall Lane junction in Shere – a design is being drawn up which may incorporate a bollard which will bounce back and SCC Councillor B Hughes asked for the council's thoughts – **Agreed** to ask for more information and pictures
 - Bollard on the corner of Middle Street/Upper Street in Shere to be financed from SCC Councillor B Hughes budget
- 22.56 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish – deferred to later in the agenda**
- 22.57 Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion – **No questions from the member of the public**
- 22.58 Annual Accounts 2021/22 – Reviewed and Accepted** the signed 2021/22 [Annual Governance and Accountability Return](#) (including [report and certificate](#)), [Completion of audit notification from the external auditor](#) and [Notice of Conclusion of Audit](#) (all Appendix 1)
- 22.59 Accounts for the year 2022/2023**

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Noted that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks. This action was **Ratified**.

- a) [confirmed the scope of the internal audit for 2022/23](#) (Appendix 2); **Approved** the internal audit plan setting out proposals for the internal auditor; confirmed 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 conduct what it sets out to do)
- b) **Agreed** that the minimum tests proposed in the audit plan, together with the inspections conducted by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes
- c) **Agreed** [Mulberry and Co Engagement Letter](#) (Appendix 3), as Internal Auditor for 2022/2023
- d) [External Auditor Appointment Arrangements](#) – **Ratified** the council NOT opting out

22.60 [Interim Internal Audit Report 2022/2023](#) – **Received** and **Noted** report (Appendix 4) of the interim audit conducted in person 20th September 2022 and **Adopted** [Annual Investment Strategy](#), as recommended by the Auditor.

22.61 Finance matters

- a) **Approved** income of £8,153.52 and expenditure of £15,127.72 for month Ending July 2022 ([Appendix 5](#)), income of £1,009.63 and expenditure of £9,195.43 for month ending August 2022 ([Appendix 6](#)) and income of £89,803.62 and expenditure of £32,133.80 for month ending September 2022 (Appendix 7)
- b) **Noted** bank reconciliations and statement balances for months ending July, August & September 2022 (Appendices 8, 9 & 10)
- c) **Noted** income and expenditure against budget and earmarked reserves to end of September 2022 (Appendix 11)
- d) **Noted** VAT expenditure for July, August & September 2022 (Appendix 12)
- e) **Ratified** Insurance payment of [£3,088.50](#) for [Shere Parish Council & Reginald Arthur Bray Charity renewal 2022-2023](#) (second year of three-year agreement)
- f) **Noted** a GBC grant aid application for a new vehicle activated sign in 2023/24 has been made and **Ratified** a further application for and additional bin in swimming pool field, Shere, costing £1,165 (grant aid £582.50). It was **Agreed** to add to General Purposes Committee Agenda to consider a bench in the Old Fire Station Garden with a donation from the Gardening Society and North Ward funds
- g) **Ratified** payment for emergency repairs on Shere Car Park Driving Surface £1,360
- h) **Ratified** payment of £2,400 for accessibility upgrade on website (originally agreed 7th April 2021 item 20.212 (b) delegated to General Purposes Committee – GPC 29th April 2021 Item 20/GP100)
- i) **Ratified** the donation to Shere Recreation Ground for £500 made 3rd May 2022 for maintenance and **Agreed** the second payment of £500 on 30th October 2022. **Noted** Shere Recreation Ground will be moved to the new system of grant applications after October 2022.
- j) To consider the following grant/donation applications:
 - I. Citizens Advice Bureau (CAB) Waverley, [application](#) and [accounts](#) – requested £500 – **Declined as the CAB reserves were significant**
 - II. Wasp Bus, [application](#) and [accounts](#) – requested £1,000 – **Agreed**It was also **Noted** that Friends of the Hurtwood could still make an application for a grant/donation if required

22.62 To consider the following items and agree resolutions where appropriate:

- a) Food Bank Shere – to receive information on potential venture – Drop-in Coordinator Jon Duffy gave his apologies. The Drop-in Coordinator was thanked for the significant work he undertook

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to produce the proposal. It was **Not Agreed** to open a Shere Parish Food Bank at this time but instead **Agreed** increase The Assistant Clerk's hours by three a week, to allow the Drop-in Coordinator to expand his activities and skills to provide further support to the community, by investigating the following and providing a report for council:

- closer ties with the local food banks including asking the Chilworth Food Bank to consider expanding to cover the whole of Shere Parish
 - Looking into using the wasp bus for runs to the food banks, advertising and trialling it
 - To formulate a list of driving volunteers for those in need
 - To consider opening Tanyard Hall for more time, as a warm hub this winter (including applying for grants)
- b) Drop-in Mornings – to receive an update from Drop-in Coordinator – Deferred to 8th November 2022 meeting. **Agreed** to ask Drop-in Coordinator to circulate list of activities to all councillors at the beginning of each month and have a voluntary donation box out at the Drop-in sessions, for anyone who would like to donate.
- c) To consider working towards becoming a [Dementia Friendly Council](#) - **Agreed** for Drop-in Coordinator to work towards this, with the help of Councillor G Reffo
- a) Peaslake Farm Steering Committee - **Approved** [minutes from the meeting on the 1st September 2022](#) and to consider recommendations. It was **Agreed** to send the BNG Report and Associated information to Friends of the Hurtwood, with a month deadline, to allow them to add to their proposal to manage Peaslake Farm Fields. Proposal to be considered by Peaslake Farm Steering Committee and to make a recommendation to Full Council on 10th January 2023 at Peaslake Village Hall.
- b) Thames Water – low water pressure/no water – to note and consider contacting Thames Water further over the difficulties with water supply in the parish – it was **Noted** that Thames Water had been recently fined £51m and the parish council would not take any further action at this time.
- c) Shere Well – **Ratified** Listed building application to incorporate a glass roof instead of lead.
- d) [Civility and Respect](#) – **Agreed** to sign the pledge

22.63 General Purposes Committee – Received the [minutes from the meeting on the 2nd August 2022](#) and to consider **Agreed** the following recommendations:

- a) [Advertising Proposal](#) for Shere Parish Council owned bins
- b) Proposed [Bin Advertising Application Form](#) – to consider adoption
- c) A village map, sponsored by businesses with revenue used for the community

It was also **Noted** that Councillor M Keeble had done further investigation into Electric Vehicle charging points and would be putting forward a proposal at the November Full Council Meeting.

GBC Councillor D Jones arrived – the agenda was paused for GBC Councillor D Jones to give her report

- Guildford car free day was successful
- The Variation of condition Planning Application 21/P/02588 for Kings Yard was approved by GBC
- The information from GBC Councillor D Jones on quad bikes would be resent
- GBC Councillor D Jones confirmed she is no longer a member of Residents for Guildford and Villages and is now Green Party

22.64 Policies – to review the following policies and consider re-adopting:

- a) [Emergency Plan](#), with additional [Schedule of Risks and Implications for Different Emergencies](#) – **Readopted** but to ask SCC for their emergency telephone number to be added to the Shere Parish Council Plan and relay to SCC Councillor B Hughes the problems the council has had in obtaining a copy of the SCC emergency plan and telephone contact details.

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- b) [Lone Worker Policy](#) - **Readopted**
- c) [Home Working Policy](#) – **Readopted**

22.65 Police Matters - to consider any matters that need to be brought to the attention of the Police – it was **Noted** that there had been some suspicious activity around Shere and a shed was broken into.

22.66 Date of next meeting: 7.30pm Tuesday 8th November 2022 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF

22.67 Exclusion 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.

22.68 Shere Car Park Repairs and Charging:

- a) **Received** advice from the council solicitors and **Ratified** next steps of adjudication by Guildford Borough Council. It was **Agreed** that the meeting requested would be attended by Chairman R Davey, Councillor M Keeble and the Clerk
- b) **Received** updated quote for repairs

22.69 Confidential Draft Policy – Adopted

Meeting closed 9.07pm