

## Shere Parish Council



### COUNCIL MINUTES Tuesday 10<sup>th</sup> January 2023 Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR

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

Surrey County Council Councillor B Hughes

Guildford Borough Council Councillors D Jones and R Morris

Clerk & RFO S Hoyland

7 Members of the public

**Chairman R Davey welcomed everyone to the first meeting of the new year, with an extra welcome to our new Guildford Borough Council Councillor R Morris**

**22.88 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972). Councillors M Keeble, P Tompkins, R Smith and C Carlisle**

**22.89 Approval of the Minutes of the Council meeting held on [8<sup>th</sup> November 2022](#) - Approved and Signed as a Correct Record**

**22.90 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) –**

**Councillor M Taylor-Cotter declared an interest in Item 22.95 (h) as a member of the Parochial Church Council (PCC) Properties Committee and item 22.96 (b&c) as attending the Drop-in Centre**

**Councillor J Cross declared an interest in Item 22.95 (h) as a member of the PCC Churchyard Maintenance Committee and Item 22.97 as a Member of Friends of the Hurtwood (FoTH)**

**Councillors G Reffo and B Andrews declared an interest in item 22.97 as members of FoTH**

**22.91 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish – SCC Councillor B Hughes reported the following:**

- Investigation was taking place to determine the ownership of the bridge in Shere for future repairs
- Responsibility for the pipe in Walking Bottom was being pursued and the holding emails he had received from the relevant department was not acceptable
- Flooding was a priority and taking up a lot of time
- Work to reduce the speed limits on rural roads where the 60mph was not suitable was progressing

Councillor C Brooke thanked SCC for the improvements to the pavement on the section of the A25 between Shere and Gomshall and suggested that a map of culverts in North Ward would be a good idea, as had been carried out by a resident in Peaslake.

Councillor G Reffo extended an invitation to SCC B Hughes to walk around the village to familiarise him with the flooding issues in Peaslake.

**22.92 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish –**

**GBC Councillor D Jones reported the following:**

- A holding email had been received from Brent Shirley at GBC but no action had yet been taken on the removal of the silt trap and she would continue to pursue it.

A Peaslake resident asked whether the Council could be sued for neglect if a second flooding incident occurred at Jasmine Cottage because GBC failed to act on its own recommendation to remove the silt traps under the Memorial Hall and the Hurtwood Inn.

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- The Planning Department was trying to reduce the backlog of applications but performance had not improved due to the difficulties in employing both permanent and agency staff
- The Local Plan had been sent to the Secretary of State and an answer was expected on the 2<sup>nd</sup> February 2023

Councillor C Brooke questioned that some of the renewable energy parts had been removed from the plan in the most recent edits – GBC D Jones replied she would review them but GBC planned to be a net zero carbon borough by 2030

- Contact had been made with the police regarding their view on the first responders accessing private land
- GBC Councillor R Morris reported the following:**

- The joint Committee where SCC and GBC worked closely together on projects was in the process of being wound up but they still had a good working relationship
- The planners were meeting to review the responses regarding the Debenhams and North Street Development
- The constituency boundaries were changing and Tillingbourne would become part of the Godalming and Ash constituency

**22.93 Questions or requests from members of the public to the Council** in relation to the business on the agenda or future items for discussion

**A member of the public asked councillors to speak up and asked why there were no printed out agendas. The Chairman replied that agendas were no longer printed and were available on the website**

**22.94 Peaslake Walking Bottom Pipe** – to request update from SCC Councillor B Hughes, regarding SCC review of responsibility for the pipe – **See above item 22.91**

**Item 22.97 Peaslake Farm Steering Committee was brought forward on the agenda** [Received and Approved minutes of the December 2022 meetings](#) and **Agreed** the following Recommendations:

### **Peaslake Farm Fields:**

- a) not to proceed with SWT, as the council could not commit to the management fee for the first year
- b) to draw up an agreement with Friends of The Hurtwood (FoTH) with a break clause, if the details within the bid were not undertaken
- c) to not delay the decision for a further year for the Biodiversity Net Gain Credits to be investigated
- d) Excess income over the costs of managing the land to go back to Shere Parish Council
- e) Full Council must agree any proposed alternative flood management scheme to the one stated
- f) FoTH to provide annual report on the management of the fields
- g) The bid is attached to the agreement as commitments to be undertaken, failing to do so would cause a break in the agreement
- h) Heads of Terms to be provided by FoTH and agreement to be drawn up by the Council's Solicitors – Wellers Law Group (subject to confirmation of suitable property/land expertise)

**Councillor G Reffo expressed that the FoTH bid was very good and met the majority of the criteria in the Surrey Wildlife Trust report (commissioned by the council). Surrey Wildlife were happy to work with FoTH. A member of the public requested to see the bid and FoTH agreed for it to be shared subject to confirmation from their chairman (not present at the meeting).**

### **Peaslake Farm Development:**

Chairman R Davey explained Greenoak Housing Association (GHA) was progressing with a merger with Stonewater Housing Association. This would allow them greater access to grants. GHA would remain a separate entity for 2 years and then become fully part of Stonewater. Stonewater wanted GHA for its quality of build and sustainability and the Peaslake development would be a showcase for Stonewater. Councillor Davey reported that GHA quotes for the development were significantly greater than expected due to the increase in the cost of building supplies and the cost of managing the low-grade contamination. GHA were currently looking for additional grants and cost savings within the existing planning approval but there was a chance they would have to make more significant changes. At this time no further information was available.

### **The following Recommendations were Agreed**

- a) to extend the contract by three months from 16th February to allow GHA time to investigate a further potential government grant to cover the increase in costs for the build

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- b) to stand by the financial agreement in the contract and not reduce the land cost
- c) To request further information on costs, grants and ground conditions

### 22.95 Finance matters

- a) **Approved** Lloyds income of £1,563.51 and expenditure of £11,293.38 for November 2022 and Lloyds income of £1,278 and expenditure of £21,988.56 for December 2022 ([Appendix 1](#) & [Appendix 2](#)). **Approved** of Unity Bank income of £130.83 ([Appendix 3](#))
- b) **Noted** bank reconciliations and statement balances for months November and December 2022 ([Appendix 4](#))
- c) **Noted** income and expenditure against budget and earmarked reserves to end of December 2022 ([Appendix 5](#))
- d) **Noted** VAT expenditure for November and December 2022 ([Appendix 6](#))
- e) Lloyds Credit card (initially agreed [8<sup>th</sup> November 2022 Item 22.79 \(a\)](#)) – **Agreed** the following:
  - (1) credit limit of £1,500 (minimum allowed by Lloyds) and spending limit of £500 for each of the following staff members:
    - Suzanne Hoyland
    - Samantha Robins
    - Jonathan Duffy
  - (2) the credit card to be paid every month automatically, via direct debit.
  - (3) amendment to [the Financial Regulations](#) agreeing the new spending limit
  - (4) authorisation letter for Lloyds, signed by Clerk and two councillors as agreement to begin the application process (signed at the meeting)
- f) **Noted** that the clerk has issued [the Precept for 2023/24 of £178,822](#) (as agreed at Full Council 8.11.22 item 22.79 (d)), taking into account the notification of the Band D equivalent figures from Guildford Borough Council
- g) **Noted** [Grant Aid, Parish Tax Base, Precept and Local Council Tax Support Scheme \(LCTSS\) grant 2023-24 and agreed funding for projects by GBC in 2023/24](#)
- h) [Parish of Shere, Churchyard maintenance – Agreed half the total costs of maintenance for Shere & Peaslake churchyards 2022 - £2,918.17](#) (Local Government Act 1972, s. 215)
- i) Christmas Party for Ukrainian guests at Shere Village Hall – **Ratified** donation of £250 for decorations to support the cause
- j) Shere Well - **Agreed** payment for renovation works of £9,255 (4510 Project Contingency (general reserves £1,255) and EMR 340 Well Repair £8,000) ahead of title transfer, hindered due to delays at Land Registry ([Works Agreed 5<sup>th</sup> October 2021 Item 21.90 \(f\)](#)). It was **Noted** that that the well was considered a parish asset but not yet formally owned by the parish and the Financial Regulation were suspended for this item and the payment **Agreed**

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

- a) Considered request from GBC Councillor R Morris for [moveable 'do not litter signs'](#) £250 ex VAT - R Morris explained his request as a resident and member of the garbage gang. Anecdotal evidence from Jacob's Well was positive. It was **Agreed** to purchase 2 at £250 ex VAT from North Ward Funds. Councillor J Hutton suggested that the garbage gang wore hi-vis tabards with 'Do Not Litter' on the back, to highlight to litterers there is a real personal consequence to littering
- b) **Received and Considered** [report on extra work conducted by the Drop-in Coordinator](#) – It was **Agreed** that the council was supportive of providing assistance but had some reservations and requested the Drop-in Coordinator to research potential locations, taking into account the risk of vandalism versus the deemed preferred anonymity of users. A selection of alternative cabinets was also requested, to reduce the cost. The Drop-in Centre Coordinator was invited to the next meeting to talk further about the project. Councillor J Cross **Agreed** to speak to the Church to establish if they would be happy to support the larder and if they had a suggestion for its location. It was reported that the Westcott larder was established and used.
- c) Considered extra paid employment for the Drop-in centre – The Clerk reminded council that if the person is expected to attend on a specific day and time on a regular basis, they are employed and should be treated as other employees. Councillor J Hutton replied that there are other legal ways of paying a volunteer without employing them formally. It was **Agreed** to investigate further along with a discussion regarding hours at a Human Resources Committee Meeting, to be held quickly and to make a recommendation to Full Council. It was **Agreed** to ask the Drop-in Coordinator to attend.

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- d) To consider paying mileage for volunteers acting on behalf of the council – **Postponed** until the Human Resources Committee Meeting
- e) **Confirmed** Jonathan Duffy as speaker at the Annual Parish Meeting in April, to highlight the activities of the Drop-in Centre
- f) **Agreed** draft meeting dates for [May 2023- April 2024](#)
- g) Update from Councillor M Keeble regarding B4SH for Shere Surgery – Councillor M Keeble had given his apologies for the meeting therefore **Postponed** till February Full Council Meeting
- h) [BBC Radio 4 Costing the Earth series](#) – to consider and share ideas on how the council can contribute – **Agreed** to ask [Tillingbourne Earth](#) to come and give short talk to council on their activities

**22.97 Peaslake Farm Steering Committee** – considered earlier in the agenda, see above

**22.98 To consider the following Policies:**

- a) [Policy Statement of Internal Control and Annual Review of Effectiveness of Internal Control](#) – **Reviewed and Re-Adopted**
- b) [Sickness Absence Policy](#) – **Agreed** details of sick pay to be copied from staff contracts and policy **Adopted**

**22.99 Police Matters** - to consider any matters that need to be brought to the attention of the Police. The following was **Reported**:

- **Drug dealing in Shere Surgery Car Park – Agreed to alert the police**
- **Cars keyed in Shere** - The Clerk replied that an email had been written to the Police PCSO's to request greater police presence
- **GBC Councillor R Morris Reported** that he was contacting the police to request attendance at some Albury Parish Council meetings and could do the same for Shere Parish Council

**22.100 Date of next meeting:** 7.30pm Thursday 9<sup>th</sup> February 2023 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF

**22.101 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

**22.102 Shere Car Park Repairs and Charging**  
**Redacted**

**Meeting Closed 9.26pm**