

DRAFT MINUTES
Shalford Parish Council Meeting
on Thursday 14th December 2017 at Shalford Village Hall

- 1) Apologies: Present:** Cllrs. Bill Birkett (Chairman) Mary Phillips (Vice Chairman), Adrian Cansell, Jefferey Cox, Nigel Keane and David Thomson.
In Attendance: Nuala Livesey (Parish Clerk), three members of the public
Apologies: Cllrs Alan Midgley and Mike Parsons, SCC Cllrs Matt Furniss and Keith Taylor and GBC Cllr Michael Illman.
- 2) Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items, in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No 1464):** None.
- 3) Minutes: Confirmation:** The council consider and confirmed the minutes of the last Council meeting held on the 16th November 2017. The minutes were then signed by the Chairman.
- 4) Councillor Report:** There were no councillors present from GBC or SCC. The Chairman confirmed that the GBC Local Plan had been submitted to the Planning Inspectorate. He added that the PC would have the opportunity to make representation at the public hearing relating to the plan in 2018.
- 5) Crime Report:** the Clerk presented the published crime figures for October which are attached at the end of these minutes. Cllr Cansell reported that a Cannabis farm had been discovered in Chilworth following a police raid in recent weeks. The Chairman added that concerns were being raised on the village facebook page regarding young people hanging around near Shalford railway station and the village shop. The shop staff were very aware of these young people and were keeping an eye on them.
- 6) Public session:** a member of the public expressed concerns about a letter they had received suggesting that there may be changes to parking arrangements around the Common. They lived in Pound Place and were concerned about how this could affect them. The Chairman confirmed that if GBC continued to carry on with the type of work they had been doing around Mitchell's Close and Huber's garage it was indeed likely to affect them, and that perhaps all those people affected around the Common needed to get together as a single group. He added that it was really an intractable situation as GBC were not offering any help with alternative parking and were taking a strong approach across the whole Common. He did point out however that there were many residents who were not in favour of allowing parking on the Common and those views also had to be respected. The PC was in a difficult position as it supported GBC's role in looking after the Common but had to support all the residents regarding parking on the Common. The Clerk confirmed that broken footpath signs should be reported to the SCC Countryside Access team.
- 7) Planning: Current Planning Applications (Appendix 1):** The council considered each application and agreed to support each application.

- 8) Shalford Common:** it was agreed that most issues relating to the Common had been covered in the public session. However it was acknowledged that the quality of surface that had been laid on the access to Huber's garage was not of the highest quality, was very loose and appeared unfinished which was disappointing. The Chairman agreed to have a look now that work was complete and check with the Countryside manager about the finish.
- 9) Highways Issues:** the Clerk confirmed that she was waiting to hear from SCC re access to the handheld Speed Gun for Kings Road and that the VAS would be moved to a new location in Chilworth before Christmas. The council discussed the concerns of a Station Road resident over dangerous parking . It was suggested that parking on the pavement was an unauthorised obstruction and should be referred to the police.
- 10) Shalford Cemetery Chapel:** the Clerk reported that unfortunately no progress had been made with regard to agreeing a price for the extra electrical works and with the snagging lists for the chapel works. It was agreed that an appropriate letter should be drafted to the main contractor regarding this situation. The Clerk confirmed the cost of fire extinguishers for the chapel as £207.60 inc VAT.
Resolved: to supply appropriate fire extinguishers for the chapel at a cost of £207.60 inc VAT
Proposed: Cllr Keane, **Seconded:** Cllr Phillips
- 11) GBC Public Art:** the Vice Chairman reported on a meeting with Hannah Dix, GBC Arts Officer to explain the limited progress that had been made with the project to date. Hannah had been very positive about the ideas presented and agreed to go ahead with preparing a draft brief for the project and then to meet with the group to help develop it. She was positive that there were artists on the GBC database who would be able to work with the ideas collected to produce something meaningful for the village. She also agreed to look into the status of the location options. The Clerk agreed to update the group on the current situation .
- 12) Village Insetting in the Local Plan:** the Chairman confirmed that Cllr Midgley had attended the recent meeting of PCs to discuss challenging the inseting of villages from the Green Belt in the Local Plan. The group had considered and decided against engaging a barrister to represent the PC's but decided that parishes should make individual representation to the Local Plan hearing, reflecting the specific issues for each parish. The Chairman commented that the area of land used for assessing Shalford village's openness excluded land between Pound Place and Rice's Corner so did not accurately reflect the village. It was agreed that the PC would continue to work with the other PC's but be ready to present an individual argument at the Local Plan hearing.
- 13) Parish Council Office Lease:** the Vice-Chairman outlined the details of the new office lease to run until October 2019. She reported that the building was now in a trust and so the new lease was a commercial lease rather than the style held previously. This meant that the PC was tied in to certain responsibilities for communal areas and insurance responsibilities if the landlord felt inclined to pass on these charges. The council still had a break clause of 3 months and with no alternative available at present had little choice but to accept the new terms. The principal difference was that rent would be paid in advance from the beginning of January instead of the current arrangement for payment in arrears. This would require a double payment in January which the Clerk confirmed would not be a problem with the budget for the remainder of this year.
Resolved: the council agreed to accept the new lease for the PC office including the change from payment of rent in advance instead of arrears from January 2018
Proposed: Cllr Phillips, **Seconded** Cllr Birkett
- 14) Brookwood Field:** the Clerk reported that the November review of the agreement with Guildford Saints FC had been satisfactory and that the minor issues with quality of the line marking had been passed on to the contractor. The contractor had quoted £190 per session for up to three sessions of winter maintenance for the field to prevent the playing surface from

deteriorating. The Chairman commented that it seemed to be holding up very well at the moment.

Resolved: the council agreed to authorise the additional winter maintenance works at Brookwood Field

Proposed: Cllr Cansell, **Seconded** Cllr Phillips

15) Data Protection: the Clerk reported that changes to data protection legislation coming in to place in May 2018 would require the council to have a dedicated Data Protection Officer who could not be the Clerk. SSALC were currently offering training to help with the changes and Cllr Keane agreed to attend the next convenient session and report back to the council.

16) Finance report:

16.1) Report for the year up to the end of November 2017 (Appendix 2): Income for November totalled £12,067.85 consisting of a GBC Concurrent grant refund of £5300 for cemetery chapel works, Brookwood Field hire fees, a VAT refund, interments and allotment rents. Expenditure for the month was £5,798.82 incl VAT including regular expenses, Remembrance Sunday costs, and Brookwood Field maintenance costs. The cash balance at the end of November was £115,169.61 compared with £108,900.58 at the start of the month. In comparing actual with budget, expenditure at 54.0% was comfortably within budget.

Resolved: to accept the monthly financial report for November 2017 as presented.

Proposed: Cllr Birkett, **Seconded** Cllr Keane

16.2) Interim Internal Audit report: the Clerk reported that the first meeting with the new Internal Auditor had been very positive. He had been satisfied with the systems that the PC were operating and had made some helpful suggestions for improvements to improve clarity and to adhere fully to the council Standing Orders and Financial regulations which would be addressed before the second audit meeting at the end of the year.

16.3) Annual Return 2017: in accordance with the advice of the Internal Auditor the council reviewed the Annual Return for 2016/17 again, and acknowledged that the inclusion of the buildings at Brookwood Field in the Assets Register was incorrect and this would need to be "restated" to reflect the removal of the buildings from the list.

Resolved: the council agreed to accept the comments of the External Auditor and to restate the assets of the council by removing the buildings on Brookwood Field from that list

Proposed: Cllr Birkett, **Seconded:** Cllr Cox

16.4) Budget proposals for 2018/19: the Chairman presented the proposals of the Finance Committee for consideration by the Full Council with regard to the budget for 2017/18 (attached) Following discussion the budget was accepted for approval including a figure of £3,000 for a handyman role. The budget for 2018/19 would therefore be set at £76,450, an increase of 8.3% on 2017/18, resulting in a Band D precept of £39.37

Resolved: to accept the budget as proposed by the Finance committee for 2018/19

Proposed: Cllr Keane, **Seconded:** Cllr Cansell

17) Authorisation of Expenditure: the council agreed the following additional expenditure:
SLCC annual subscription £165.00

18) Meeting dates 2018/19: the Council approved the meeting dates for 2018/19 and agreed that the PC should revise the office opening hours as follows to allow more time for the Clerk to work without interruption and to deal with necessary work away from the office. The new office hours were confirmed as 1-3pm on Monday and 10-12 noon on Wednesday and Friday from the beginning of January.

19) Smith's Charity distribution: the Clerk confirmed the distribution of funds for 2017 which were as follows: £200 in Chilworth, £1,812 in Shalford which included donations to the Shalford Lunch Club Christmas Lunch and The Village Hall Day and to Friends of Shalford. £800 was distributed in Peasmarsh, and a donation was made to the Shalford and Peasmarsh Toddler Group to help their establishment in the new venue of Peasmarsh Village Hall, giving a total of £3,012. She confirmed that there were still some funds available so if anyone knew of any suitable candidates they should contact the Clerk through the PC office.

20) Report from St Martha PC meeting: there was no report from St Martha PC as there had not been a meeting in December.

21) Correspondence: The Clerk reported the following correspondence:

Mr C Peake expressing concern at the proposals for the new replacement bridge over New Pond Road, scheduled for installation in spring 2018.

The Clerk replied explaining the council's position and involvement with this project

Bramley Parish Council asking if SPC might join them in a project to clear the Downslink path from Station Road Bramley through to the A281 Horsham Road at the Trunley Heath Rd junction.

The Clerk agreed to find out more and report to the next meeting of the council

Zac Ellwood GBC Major projects Portfolio Manager, Planning and Regeneration: following discussions with Cllr Midgely a meeting was arranged for the new year to discuss possible improvements to cycle routes within the parish.

Cllr Birkett reported that we had received a letter from Anne Milton MP asking if we could reach a resolution with a resident regarding a headstone in Shalford cemetery. It was agreed to consider how best to bring this matter to a conclusion

22) Members reports:

Cllr Cox reported on the second North Downs Rail Commuter Group meeting where actions were moving forward at an impressive pace. It was hoped that a leaflet promoting the line from Guildford to Redhill would be ready in March and that there would be a media launch alongside the promotion of new timetables in May. He felt that it was important for the PC to remain involved and to contribute to the brochure as the long term aim was to encourage greater use of the line leading to electrification in the future.

Cllr Birkett reported that Joyce Davies, a resident of Kings Rd Shalford and a stalwart of the volunteer group had sadly passed away following a fight with cancer. She had maintained the flower bed in the water trough alongside the A281 for the past two years amongst other things, and it had been suggested that she should be remembered in some way with a flower bed in the village. The Chairman agreed to suggest that the water trough planting be continued in her memory.

Confidential item: Press and public excluded

23) Parish Clerk's salary: the Council consider the Clerk's pay review for the year from November 2017. It was agreed that in light of the additional work involved with the running of Brookwood Field and potentially the Cemetery Chapel the Clerk would be awarded one increment on the salary scale.

Meeting closed at 9.15pm

Date of Next Meeting: Thursday 25th January 2018 at **Shalford Village Hall.**

Signed.....Chairman

Date.....

Crime stats October 2017

Chilworth

1 x criminal damage and arson Hornhatch Close

1 x antisocial behaviour Bourne Close

1 x violent/sexual offence Hornhatch Lane

Shalford

1 x antisocial behaviour Pound Place

1 x criminal damage and arson Station Road

1 x antisocial behaviour Florida Road
1 x criminal damage and arson Station Row
1 x theft Orchard Row
1 x vehicle crime Dagden Road
1 x criminal damage and arson Kings Road
1 x violent/sexual crime Dagley Lane
1 x antisocial behaviour Ashcroft
1 x criminal damage and arson Broadford Road
1 x burglary Somerswey
1 x antisocial behaviour and 1 x criminal damage and arson Tannery Lane

Peasmarsh

2 x theft at Peasmarsh Petrol station