

## Shere Parish Council



### ANNUAL PARISH COUNCIL MINUTES

Tuesday 6<sup>th</sup> May 2025

**Present:** Councillors R Davey, P Tompkins, B Harrap, T Florent, W Esplen, R Smith, M Keeble, J Cross, M Taylor-Cotter and G Reffo

Guildford Borough Council (GBC) Councillor and Surrey County Council (SCC) Councillor B Hughes arrived part way through

Four member of the public

Clerk & RFO S Hoyland

**25.1 Election of Chair – Councillor M Taylor-Cotter proposed Councillor P Tompkins, Seconded by R Davey – Councillor P Tompkins Elected**

Councillor P Tompkins thanked previous the Chair, Councillor R Davey for all his hard work as chair over the years.

**25.2 Declaration of Acceptance of Office signed by the newly elected Chair P Tompkins**

**25.3 Election of Vice-Chair - Councillor P Tompkins proposed Councillor M Keeble, Seconded by M Taylor-Cotter – Councillor M Keeble Elected**

**25.4 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors J Hutton, Q Jayne and R Findlay**

**25.5 Approved Minutes of the Council meeting held on [6<sup>th</sup> March 2025](#) and the [Annual Parish Meeting](#) held on 3<sup>rd</sup> April 2025**

**25.6 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**

**25.7 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish – postponed to later in the agenda**

**25.8 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion.** – A member of the public asked when the huge planters were going to be removed from The Square, Shere – it was confirmed that they would be replaced by SCC but this may take some time but the parish council would encourage SCC to expediate it.

**25.9 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 and the Chair and Vice Chair of the Council will be ex-officio members. **Councillors Elected – P Tompkins, R Davey, J Hutton, R Smith, G Reffo, M Taylor-Cotter, M Keeble and Q Jayne**

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- b) **Planning Committee** – at least one member from each ward plus the Chair and Vice Chair. Membership is open to all Members of the Council. . **Councillors Elected – P Tompkins, R Davey, B Harrap, R Smith, M Taylor-Cotter and T Florent (one vacancy)**
- c) **Finance Committee** - the Committee to comprise of the Chair, Vice Chair 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. **Councillors Elected R Davey, R Smith, M Taylor-Cotter, J Cross, M Keeble and R Findlay (one vacancy)**
- d) **Human Resources Committee** – this Committee shall comprise the Chair and at least three other members of the Council, these being appointed so that each of the villages served by the Council is represented. **Councillor Elected B Harrap, M Keeble and P Tompkins – Agreed to ask one or two Holmbury St Mary Councillors to join.**
- 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) **Peaslake Farm Steering Committee** - the Group to comprise of at least two elected members from each ward including the Chair. **Councillors Elected P Tompkins, R Davey, G Reffo, M Taylor-Cotter, J Cross, W Esplen, M Keeble, T Florent, B Harrap, and R Smith (one vacancy for South East Ward)**
- i) **Management and Strategy Working Group – Elected** all councillors members
- j) **Shere Car Park Charging Working Group** – the Group to comprise of the Chair, Vice Chair and three other members of the council, these being appointed so that each of the villages served by the Council is represented – **Working Group disbanded no members required**

### 25.10 Decision making Powers:

- a) the Council to confirm that decision making powers be delegated to the General Purposes and Planning 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) - **Agreed**
- b) the council to consider that during Pandemics or National Emergencies - decisions can be delegated to the clerk in consultation with the Chair, in the event it has been necessary to cancel meetings – **Agreed with the added words ‘subject to reasonable endeavours being made to contact members and only urgent decisions which could not be postponed, would be made’**

### 25.11 Terms of Reference for Committees – to consider readopting existing and newly updated terms for current Committees & Working Groups:

- a) [Finance Committee](#) – Agreed Readopted
- b) [General Purposes Committee](#) – Agreed Readopted
- c) [Human Resources Committee](#) – Agreed Readopted
- d) [Planning Committee](#) – Agreed Readopted
- e) [Management & Strategy Working Group](#) – Agreed Readopted
- f) [Media and Communications Working Group](#) – Agreed Readopted
- g) [Peaslake Farm Steering Committee](#) – Agreed Readopted but will be reviewed at next Peaslake Farm Steering Committee Meeting

### 25.12 Appointment of Representatives on outside organisations - Agreed the following Appointments:

- Peaslake Memorial Hall – **Councillor G Reffo**
- Henry Smith (Shere) Charity for Relief in Need – **Councillor J Hutton**
- Shere Recreation Ground – **Councillor M Keeble**
- Shere Swimming Pool – **Councillor J Cross**
- Shere Village Hall – **Councillor R Davey**
- Wasp Bus – **Councillor M Taylor-Cotter**

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- Holmbury Village Hall – **Councillor R Findlay**
- Shere Library – **Councillor J Cross**  
**To consider appointing a councillor representative to the following:**
- [Southeast Communities Rail Partnership](#) – **Councillor P Tompkins**

### 25.13 Annual Financial matters

- a) The Council to confirm that the Council's finances for the year commencing 1st April 2025, including staff salaries, will be conducted in accordance with the budget approved by the full Council on [7th November 2024 item 24.102](#) - **Agreed**
- b) The Clerk be authorised to issue cheques/make payments during the financial year 2025/26 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 2025/26. 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 - **Agreed**
- c) Council to approve standing orders and direct debits as reviewed at [Finance Committee 24th October 2024](#) (next review October 2025) - **Agreed**
- d) [Insurance](#) – the Council to verify that its current insurance cover is adequate - **Agreed**
- e) The Council to consider whether it will continue with the current Banking arrangements **Agreed**
- f) The Council to appoint the Chair to undertake the regular financial checks in accordance with the Financial Regulations - **Agreed**
- g) The Council to consider [re-adopting the Financial Regulations](#) updated to reflect the new The Procurement Act 2023 and The Procurement Regulation 2024(highlighted in green) - **Agreed**
- h) The Council to consider the [Annual Review of Fees](#) – **Agreed**. It was **Noted** that the Felbury House Rent was due to be reviewed November 25

25.14 [Standing Orders](#) – the Council to consider re-adopting the Standing Orders updated to reflect the new procurement Legislation and Code of conduct requirements - **Agreed**

25.15 [Code of Conduct](#) - the Council to consider re-adopting the current Code of Conduct - **Agreed**

25.16 [General Power of Competence](#) – to consider re-adopting – **Agreed**

SCC and GBC Councillor B Hughes Arrived

25.17 [Review of Asset Register](#) – to consider any amendments to the current Register - **Agreed**

### 25.18 Finance Matters 2024/25

**March 2024 – Year End** – to receive and approve

- a) **Approved** Lloyds income of £13,116.98 and Lloyds expenditure of £22,689.27 and Unity Income of £393.93 for the month ended March 2025 ([Appendix 1](#))
- b) **Approved** of Lloyds Credit Card cashbook transfer and cashback of £458.30 and expenditure for March 2025 (zeroed for Year End) ([Appendix 2](#))
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended March 2024 (Appendix 3)
- d) **Noted** March Year End [2025 income and expenditure against budget](#) (Appendix 4)
- e) **Noted** [expenditure and VAT claim for £9,275.68 has been received](#) for the period 1.10.2024 to 31.3.2025 (Appendix 5)
- f) **Approved** of [Balance Sheet as of 31.3.2025](#) (Appendix 6)

**25.19 Finance Matters 2025/26**

**April 2025**

- a) **Approved** Lloyds income of £127,567.90 (including 1<sup>st</sup> half of Precept) and expenditure of £22,654.43 for the month ended April 2025 ([Appendix 7](#))
- b) **Approved** of Lloyds Credit Card cashbook transfer and cashback of £322.15 and expenditure of £709.81 April 2025 ([Appendix 8](#))
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended April 2025 (Appendix 9)
- d) **Noted** [income and expenditure against budget](#) and [earmarked reserves to end of April 2025](#) (Appendix 10)
- e) **Noted** [VAT expenditure for April 2025](#) (Appendix 11)
- f) [Subscriptions](#) – **Agreed** regular yearly payments (Appendix 12)
- g) **Ratified** £2,556.70 ex VAT for the Annual Report (including cost for postage and envelopes of £1,421.87) (Local Government Act 1972 s 142)
- h) Drop-in and Village Larder payments – **Agreed** payments from EMR donations
- i) **Agreed** the following works agreed in the last financial year but not yet completed:
  - Millenium Playground works to remove existing old trail £200 and install a new woodland trail for £1,800 ex VAT from code Play Areas Repair and Replace (Local Govt (Miscellaneous Provisions) Act 1976 s 19)
  - Millenium Playground - £7,530 ex VAT, to replace and repair the areas of wet pour funded from EMR Playground Sinking Fund (Local Gov Act 1976 s. 19)
  - Play Area Repairs £1,360 ex VAT, to repairs edging boards and surface top up & maintenance (Local Gov Act 1976 s. 19)
- j) **Ratified** £2,073.20 ex VAT for safety repairs to pendulum basket (Goose Green) from Code Play Areas, Repair and Replace (Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Public Health Acts: Amendment Act 1890 s 44; Open Spaces Act 1906 s 9 & 10)
- k) Donations – **Noted** applications for grants can be made using the [Grant Information](#) and [Application Form](#) on our website. **Agreed to change wording to say that applications would be considered in the Full Council Meeting after the application was received and to remove the existing deadlines.**
- l) To consider [grant application for Holmbury St Mary Village Hall](#) to retro fit all old fluorescent light fittings with LED lamp fittings and Internal decoration to all 'public areas' in the Village Hall. **Requested to see the most recent accounts, Agreed £6,000 (Local Gov (Misc. Provisions) Act 1976 s19**

**Two members of the public left**

**Item 25.7 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish was returned to – SCC & GBC Councillor B Hughes reported the following:**

- There was a proposal for lower, wider planters to replace the huge planters in the part pedestrianised area in The Square – SCC & GBC Councillor B Hughes agreed to send details through and Councillor W Esplen requested a map to show where they would be placed. Councillor R Davey requested that they would be placed nearer the double yellow lines (dyls) by Middle Street to stop parking between the planters and the dyls.  
SCC & GBC Councillor B Hughes was thanked for the attendance of a Traffic Warden but would prefer later in the day and at the weekends.
- Radnor Road had been resurfaced and money had been given to Holmbury St Mary Cricket Club for roof repairs
- Resurfacing of Burchets Hollow was delayed due to ecological reasons but was now back on the list

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- Options for the Unitary Authorities was being discussed . SCC & GBC Councillor preferred the two unitary model, citing economies of scale. The Government was still working on the problem of stranded debt (debt not scheduled for repayment). There were experiments with community boards to see how working with parish councils would work and stressed that parish councils would not be forced to take services on, but it was hoped that some services could be transferred in sensible affordable way. There would be an elected Mayor covering all of Surrey who would also hold the role of Police & Crime Commissioner. There was close liaison with SALC (Surrey Association of Local Councils) with regards to how the relationship with the parish councils and the new unitary authority would work.

**25.20 Finance Committee Meeting – Received and Approved** minutes and Agreed Recommendation to transfer funds to Unity and Nationwide to increase balances to £100,000

**25.21 To consider the following items and agree resolutions where appropriate:**

- Community Governance Review:
  - Noted** the approved [GBC Terms of Reference](#)
  - Consideration of whether the establishment of a separate Peaslake Parish Council is in the best Interests of the wider parish - To consider and discuss whether the establishment of a separate Parish Council for Peaslake is in the best interests of the Parish as a whole, recognising Shere Parish Council's responsibility to act for the benefit of all residents across the current Parish area. To further note that two of the current Parish Councillors representing Peaslake are in favour of pursuing separation, and to consider whether Shere Parish Council should formally state and promote a position on the future structure of the Parish – **It was Noted that Councillors G Reffo and T Florent was in favour of a separate Peaslake Council. A lengthy discussion took place and hearing all views it was Agreed to ask Guildford Borough Council whether it is appropriate for Shere Parish Council to express a view on the possible establishment of a separate Peaslake Council and if yes would it be acceptable to do pros and cons list for the proposal.**
- To consider adopting [new council logo](#) – **Agreed**
- To receive the announcement from the [Wasp Bus](#) and consider any action – **Agreed Councillors J Cross and M Keeble to meet with the WASP Bus Trustees to understand the logistics, problems which they faced and possible solutions.**
- To consider [Fruit and Vegetable Stall](#) in Shere Village once a week – There was concern over the effect the stall would have on the local shop. **Agreed to ask details of what stock would be sold and ask for a response from the Coop before decision is made.**
- Peaslake Farmyard – **Received** update on enquiries for Affordable Housing and to consider other initial requests regarding the site:
  - Peaslake Garage to relocate to Peaslake Farmyard on a lease or purchase basis.
  - Enquiry from a company regarding potential sale to a residential developer

The Clerk **Noted** that English Rural Housing Association had expressed their interest in Peaslake Farmyard again and was putting together a proposal for Council to consider in the next few weeks. It was **Agreed** that the other options would be put on hold until the council had heard from English Rural. Councillor T Florent requested that: if English Rural Housing confirmed an interest in Peaslake Farmyard, we have a discussion with them about the things that have changed since they last looked at it, and no final or irreversible decision be made concerning Peaslake Farm before the Community Governance Review has concluded (this would not prevent discussions from taking place). The Chair agreed that, while there was a lot of discussion and work that could be done, given that Peaslake Farm is an asset that would 'fall into the pot' were there to be a split, it would not be appropriate to make a decision at this stage.

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**25.22 Management & Strategy Working Group** – to receive and approve minutes and consider recommendations – **Postponed until the June meeting**

**25.23 Date of next meeting: 7.30pm Thursday 5th June 2025 at Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary – Noted**

**Meeting Closed 9.10pm**