



SHERE PARISH COUNCIL

COUNCIL AGENDA

2nd July 2025

All Members of Shere Parish Council are hereby summoned to attend the **Shere Parish Council Full Council Meeting** to be held **7.30pm Thursday 10th July 2025 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF** for the purpose of transacting the business specified on the agenda below.

DocuSigned by:

Suzanne Hoyland

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Suzanne Hoyland

Clerk to the Parish Council

COUNCIL AGENDA Thursday 10th July 2025

- 25.45 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972)**
- 25.46 Approval of the Minutes of the [Council Meeting held on the 5th June 2025](#)**
- 25.47 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)**
- 25.48 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish**
- 25.49 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion**
- 25.50 Finance Matters 2025/26
June 2025**
 - a) Approval of Lloyds income of £12,383.01, Unity Income of £459.62 and Lloyds expenditure of £17,940.03 for the month ended June 2025 ([Appendix 1](#))
 - b) Approved of Lloyds Credit Card cashbook transfer of £131.97 and expenditure of £889.94 for June 2025 ([Appendix 2](#))
 - c) To note bank reconciliations and statement balances (including credit card) for month ended June 2025 (Appendix 3)
 - d) To note [income and expenditure against budget](#) and [earmarked reserves](#) to end of June 2025 (Appendix 4)
 - e) To note [VAT expenditure](#) for June 2025 (Appendix 5)
 - f) To note documents for the External Audit have been submitted
 - g) To ratify £3,315.92 ex VAT for the Community Governance Review Information sheet agreed at the [Extraordinary council meeting on the 28th May 2025](#)



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- h) Air Ambulance Charity Kent Surrey Sussex – to consider £500 [Grant Application](#) with [Covering Letter & Additional Information](#)
- i) Church of St Mary the Virgin, Holmbury St Mary – to receive [annual accounts](#) and consider £3,386.31 [grant application](#) for half the costs of churchyard maintenance for 2025 (Local Government Act 1972 s.214 (6))

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

- a) Old Fire Station Toilets:
 - To note [planning Permission Approval](#)
 - To consider the proposal from Councillor R Smith that the council seek alternative plans for three male and three female cubicles with separate hand basins in each
 - To consider quotes for Building Regulation Drawings for GBC approved plans £1,600 ex VAT Simon Best Associates and Building Inspector Fees £1,650 ex VAT Socotec Building Control. To note Structural Surveyor cost to follow
- b) Shere Surgery – to consider the request to change the arrangements with the Council, for the charging in the surgery car park
- c) To receive an update following a meeting with the Wasp Bus trustees and council solicitor and to consider progressing to more detailed discussions leading to due diligence
- d) To consider the supply and installation of 10 200mm x 100mm tanalised sleepers fixed to retaining posts concreted in to damaged areas of roadside bank and around drain, Ewhurst Road Peaslake - £710 ex VAT Graham Rapley
- e) To receive [report from the Flood Forum](#) attended by Councillor G Reffo
- f) Peaslake Farmyard:
 - To consider access through the farmyard for Peaslake Fair Parking ([Traffic Management Plan](#))
 - To consider removal of derelict buildings on the farmyard
- g) To Consider quote for ditch clearance in Holmbury St Mary - £1,280 ex VAT Graham Rapley
- h) Holmbury St Mary – To consider actions the Parish Council might take to urge Surrey County Council to implement additional traffic calming measures.
- i) To replace surface of the skate ramp – Radium Quote £3,750 ex VAT from Play Areas – Repair & Replace (Local Government (Miscellaneous Provisions) Act 1976 – Section 19)
- j) To consider a new project for [calisthenics equipment for Shere Adult Fitness Equipment](#) requested by resident
- k) Swimming Pool Field - to review the planting/changes made to the area by Shere Swimming Pool Club
- l) To review year statistics for the car park charging and [consider local businesses proposal](#) discussed at the General Purposes Committee Meeting
- m) To consider adoption of [new NALC IT policy](#)
- n) [Unitary Authority \(LGR Summary\)](#)– to consider replying to consultation

25.52 General Purposes Committee Meeting – to [receive minutes](#) and consider the following recommendations:

- a) Approval of the following Maintenance, Grass Cutting and Cleaning contracts:
 - Old Fire Station Cleaning Contract
 - Tanyard hall Cleaning Contract
 - Regular Maintenance Contract
 - Grass Cutting & Larger Projects Contract



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- b) Reinstatement of bin in Holmbury St Mary and £340 per year cost for GBC to empty. Financed from General Reserves as Bin Budget is allocated for the year

25.53 Media & Communication Committee – to note the Shere part pedestrianisation will be done this month when the new planters have been installed.

25.54 Date of next meeting: 7.30pm Tuesday 2nd September 2025 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF

25.55 Exclusion of the Public and Press (Public Bodies (Admission to meetings) Act 1960) – to exclude the public and press for the following item of business because of the confidential nature of the business to be transacted.

25.56 Felbury House Lease – to consider rent review (subject to information available at the meeting)

25.57 Human Resources (HR) Committee:

- a) To consider [receive and approve minutes \(Appendix 6\)](#) from the meeting 10th June 2025 and agree the **Recommendation to Readopt** the following policies:

- [Sickness Absence Policy](#) (updated)
- [Pay Policy](#)

- b) To consider recommendation from HR Committee for Job Share appointment and salary level (Confidential Appendix 7), [Job Advert](#), [Job Description](#) and [Person Specification](#)

Clerk to leave meeting

- c) To consider the annual Staff salary and non-consolidated payments recommendations from the meeting 10th June 2025 (Confidential Appendix 8)