



# SHERE

## PARISH COUNCIL

### COUNCIL MINUTES

**Tuesday 10<sup>th</sup> February 2026 held at Holmbury St Mary Village Hall, Felday Glade, Holmbury St Mary.**

**Present:** Councillors P Tompkins (Chair), B Harrap, R Smith, J Hutton, T Florent, Q Jayne, M Keeble, G Reffo, J Cross and R Davey.

Guildford Borough Council (GBC) Councillor and Surrey County Council (SCC) Councillor B Hughes.  
Guildford Borough Council Councillor D Newson

Two members of the public

Clerk & RFO S Hoyland

**25.105 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors W Esplen, R Findlay and M Taylor-Cotter**

**25.106 Approval of the Minutes of the Council Meeting held on the [13<sup>th</sup> January 2025](#) - Approved and Signed as a Correct Record.**

**25.107 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 G Reffo declared an interest in item 25.111 (g) Peaslake Village Hall Grant.**

**25.108 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish.**

**SCC & GBC Councillor B Hughes reported the following:**

- A solution for Pursers Lane, Peaslake flooding was being pursued and there were talks with SCC Highways engineer to get a deliverable plan, as the situation was far from reasonable. It was stressed by the Clerk and Councillors that with the flooding and the appalling potholes (especially on Hoe Lane), that it was increasingly difficult for residents to get in and out of Peaslake. Councillor B Hughes asked all residents to report the potholes and to let him know if they were not fixed in the expected timeframe. GBC Councillor D Newson was asked to help the residents affected worst by the flood (on Pursers Lane) to get their bins emptied as GBC were refusing to go in the flood.
- More traffic surveys were planned for Holmbury St Mary and this would be reviewed alongside data from the voluntary speed watch team.
- Shere double yellow lines were being chased and it was reported that parking tickets had been issued in the village recently.
- The delays at the rail level crossings were still be addressed. They were operated from a control centre in Basingstoke, which covered a huge area. The delays in the barriers were leading to people crossing the barrier dangerously. Shere Parish Councillors replied they thought the Burrows Lane crossing had improved over the last week.
- Investigation was taking place regarding the debris washed down past the William Bray pub in Shere and building up outside the Hop Gardens.

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

- The consultation schedule had been published for the proposed [new Guildford Town Parish council](#).



**25.109 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 was in attendance for item **25.111 (e) Shere Open Gardens** and it was **Agreed** to bring the item forward on the agenda – **Agreed** use of main Shere Car Park for disabled parking for Open Gardens – Shere Village Hall tablet to be used to upload number plates of those using the disabled parking for that day, to give them free parking.

**25.110 Finance Matters 2025/26**  
**January 2026**

- a) **Approved** income of £4,851.88 and expenditure of £22,748.50 for month ended January 2026 ([Appendix 1](#)).
- b) **Approved** of Lloyds Credit Card cashbook transfer and cashback of £246.40 and expenditure of £281.19 for January 2026 ([Appendix 2](#)).
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended January 2026 (Appendix 3)
- d) **Noted** [income and expenditure against budget](#) and [earmarked reserves](#) to end of January 2026 (Appendix 4). The following was **Noted**:
  - The IT expenditure was over budget due to the move to the cloud and new laptops earlier in the financial year and the new website which will be going live shortly.
  - The Play Areas Repair and Replace was over budget due to the works for the Goose Green Play Area from the previous year, where the bill had been paid using this payment code but with funds transferred, as agreed, from earmarked reserves.
  - The income from the car park included all monies received for parking up to the end of December.
- e) **Noted** VAT expenditure for January 2026 ([Appendix 5](#))

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

- a) Shere Car Park Charging – to receive data from Ocean Parking and consider potentially trialling an alternative charging regime, whilst maintaining current council parking income (to postpone, if information not available for meeting) – **Postponed until March Full Council** for the financial modelling to be reviewed by Councillors M Keeble, W Esplen, P Tompkins and R Davey. The number of exemptions granted was also requested.
- b) Holmbury St Mary Traffic Safety - to receive feedback from SCC regarding the site meeting on the 7<sup>th</sup> November 2025 – **addressed earlier in the agenda under SCC & GBC Councillor B Hughes report.**
- c) Goose Green, Gomshall – to consider [letter from resident](#) regarding traffic calming – SCC & GBC Councillor B Hughes stated that traffic calming was not possible due to the lack of street lighting but the 20mph limit was due to be installed in March 2026.
- d) Peaslake Farm – **Ratified** the response to English Rural with the council intent to work with them and **Agreed** the Clerk to communicate that the council would like to continue negotiations on a lease basis.
- e) Shere Open Gardens – Considered request for the use of Shere Car Park for disabled parking for the event and suspend parking charges for the day – **Considered earlier in the agenda under Questions from the Public.**
- f) Shere Recreation Ground members and residents Overflow Car Park:
  - **Noted** an electronic gate with pin pad entry being considered by Shere Recreation Ground Trustees.

- **Considered** current active agreement and implications for the council's management of the main car park.
- **Considered** obtaining legal advice.

**Agreed** Clarity is needed from the Trustees as to exactly what is being proposed, including in particular, when and how entry to the overflow car park will be controlled. This is needed before the next full council meeting. It was **Noted** that, under the terms of the agreement, the Trustees can control entry to this car park for up to 20 days a year.

- g) Peaslake Village Hall (PVH) – Considered allowing a grant given by the Parish Council for a shed ([6.5.2020 item 20.28](#)) to be utilised as part of the PVH Ladies' toilets upgrade - **Agreed**
- h) [Strong Vibrant Communities Report SALC](#) – **Received** report which sets out how town and parish councils can play a vital role in supporting the success of the new unitary councils.
- i) [Parish Council Elections 2027](#) – Considered the considerable cost as these elections will not be shared with the Borough Council, County Council or new Unitary Authority – the following was **Agreed**:
- To increase the earmarked reserve for elections (to be considered in the March Full Council Meeting).
  - Requested GBC Councillors to report Shere Parish Council's concerns and request GBC looks at ways to mitigate the cost falling on parish councils.
  - **Noted** that this would have to be budgeted for in the 2027/28 budget, in the October Budget Setting Meeting.
  - Councillor P Tompkins to speak with Surrey Association of Local Councils (SALC) for any advice.
- j) Old Fire Station Toilets Refurbishment - **Received** update and information on [Tendering Process](#) and **Agreed** the three final contractors for tender as:
1. Rob Arrow Building and Design Limited
  2. M J Bridges & Sons
  3. Healthmatic Limited

It was **Noted** that all three either had experience in installing public bathrooms or the maintenance of them.

**25.112 General Purposes Committee** – [Received draft minutes](#) and considered the following recommendations:

1. Item GP45 - Upgrade to Shere village carpark CCTV with Nova Fire & Security (£2824.10+VAT) or 2 camera £760 (ex VAT) but with no AI or search function – **Agreed** £760 ex VAT for two cameras financed from Car Park Rec, Shere Budget code (4325) and General Reserves if necessary (Local Govt Rating Act 1997). Both Cameras to cover car park and part of the Recreation Ground to deter vehicle access onto the field.
2. Item GP47: Pond Lane carpark resurface with Graham Rapley £43,850 (ex VAT) following the Project Prioritisation Policy - **Agreed** to begin the process using the [Project Prioritisation Policy](#) – all councillors to complete the matrix by 9am 4<sup>th</sup> March for consideration in March full council meeting. It was **Noted** that if agreed budgeting would be necessary to ensure funds were still available for the Old Fire Station Renovation.
3. Item GP51: HSM noticeboard - **Agreed** Bauhaus Carpentry for up to £3,000 ex VAT, with air dried oak shingles financed from Parish Maintenance Code (4220) (Local Government Act 1972, Section 142). Site meeting to be arranged with contractor and councillors Q Jayne, J Hutton and R Smith to discuss project.



4. Item GP53: Replastering Tanyard Hall internal east wall - **Agreed** £1,490 ex VAT – financed from Tanyard Hall Running Costs Code (4175) and Tanyard Hall Long term maintenance Earmarked Reserve (323) (Local Government Act 1972, Section 133)
5. Item GP58: **Readopted** [Risk Management Policy and Risk Register](#) and [Health & Safety Policy](#)

**25.113 Agreed Readopting the following updated policies:**

- a) [Advertising Boards Policy](#)
- b) [Freedom of Information Policy](#)
- c) [Freedom of Information Publication Scheme](#)
- d) [Media & Communications Policy](#)

**25.114 Media & Communication Committee** – February Councillor of the month for short video and on an agreed topic – **Agreed** to postpone to next month.

**25.115 Date of next meeting:** 7.30pm Thursday 5th March 2026 at Peaslake Village Hall, Walking Bottom, Peaslake, Surrey GU5 9RR - **Noted**.

**Meeting Closed 8.37pm**