



SHERE PARISH COUNCIL

COUNCIL MINUTES Thursday 5th June 2025

Present: Councillors P Tompkins (Chair), R Davey, B Harrap, T Florent, W Esplen, R Smith, M Keeble, M Taylor-Cotter, Q Jayne, R Findlay, J Hutton and G Reffo
Guildford Borough Council (GBC) Councillor and Surrey County Council (SCC) Councillor B Hughes
Fourteen member of the public
Clerk & RFO S Hoyland

25.31 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillor J Cross

25.32 Approved and Signed Minutes of the [Annual Council meeting held on 6th May 2025](#) with the change of wording on item 25.21 (e) from ‘It was Noted that Councillor T Florent expressed the view that a final decision on Peaslake Garage or sale should not be agreed while the community Governance Review was taking place’ to ‘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.’

Also Approved and Signed Minutes of the [Extraordinary Council Meeting held on the 28th May 2025](#)

25.33 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

25.34 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish. Councillor B Hughes reported the following:

- [The public consultation for lower speed limits was live \(including for Gomshall\)](#)
- The replacement planters for the Shere Pedestrianised area were going to be installed in the week beginning 7th July 2025 after Open Gardens and Councillor B Hughes had offered some finance for temporary plants in the huge planters just for that day.
- The dead trees had been removed at Silent Pool and Thames Water should be replacing them with mature trees

Councillor R Findlay asked when the speed limits in Holmbury St Mary (HSM) would be reviewed and Councillor B Hughes was reminded that he had promised some of his councillor funds to review the traffic calming in HSM which was installed several years ago.

Councillor B Hughes supported a ban of HGVs in Shere and dismissed the comment from SCC Highways that a ban may increase HGVs in Shamley Green

Councillor G Reffo asked for an update on the speed limit changes for Pursers Lane from 40mph to 30mph and East View Cottages reduction from 30mph to 20mph which had been in the original plan, as it had been 9 months since it was last raised. It was also raised that the 20mph signs had disappeared on Lawbrook Lane. Councillor B Hughes replied that these things took a long time.



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Item 25.39 (a) Community Governance Review – to consider draft response to GBC was brought forward on the agenda – **Agreed subject to an addition to say that if Peaslake formed a separate Parish council there would be an imbalance with the remaining two wards of a much larger Shere & Gomshall (North ward) and a much small Holmbury St Mary (South East Ward).** It was **Noted** that Councillors G Reffo and T Florent did not agree with or support the response. It was **Agreed** to add the formal response to the website.

Councillor T Florent and one member of the public left the meeting.

25.35 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion. The following concerns were raised by members of the public:

- Concern was expressed that if Peaslake split from the rest of the Parish, people would not be able to attend the Drop-in. It was **Noted** that facilities are paid for by the parish council for its residents and it would have to be reviewed if a split took place, given the reduced funds available. However, Councillor G Reffo replied that supporters of a separate parish council had allowed for funds in their illustrative budget, towards provision of the Drop-in to include residents from Peaslake.
- Concern was expressed for pedestrians on the main road through Holmbury St Mary from Felday Houses to the Village Green. The pavement was narrow and uneven and used by cars when passing oncoming traffic. It was also noted by a member of the public that 20% of cars went above the 40mph limit on that stretch of road. A safety review was needed before there was a serious accident. Most parking on the pavement allowed for pedestrians to pass but HGVs and overhanging vegetation made the road even more dangerous.
Councillor G Reffo agreed that road safety was areal problem and the council was still waiting for repairs on Pursers Lane Peaslake, where a wheelchair user is unable to get to family in the village due to the poor state of the pavement.

25.36 Committees and Working Groups – to elect members for the following working group:

- a) **Media & Communications Working Group:** **Elected** Councillors R Davey, M Keeble, T Florent, R Smith, J Cross, P Tompkins, R Findlay
- b) Human Resources Committee – **Elected** HSM Councillor R Smith onto the committee

25.37 Accounts and Internal Audit for the year 2024/25 – to receive and approve

- a) **Approved** of [Bank - Cash and Investment Reconciliation as of 31 March 2025](#) (Appendix 1)
- b) **Approved** of [Balance Sheet as of 31.3.2025](#) (Appendix 2)
- c) **Approved** of [Income and Expenditure Account for Year Ended 31st March 2025](#) (Appendix 3)
- d) **Approved** of [Trial Balance for Month 12](#) (Appendix 4)
- e) **Approved** [Annual Return Detail with Variances](#) and [Reserves Reconciliation](#) (for audit purposes) (Appendix 5)
- f) Internal Audit carried out 20st May 2025 - **Received and Approved** the clear [Internal Auditors Report](#) and [Accompanying Letter](#) (Appendix 6)
- g) Annual Return, [Annual Governance Statement 2024/25 \(Section 1\)](#) – **The statement (section 1) was fully read out by the Clerk, considered by councillors and Approved and Signed at the meeting (by the Chair and Clerk) (Appendix 7)**
- h) Annual Return, [Accounting Statements 2024/25 \(Section 2\)](#) **Received, Approved and Signed at the meeting (by the Chair) (Appendix 8)**



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25.38 Finance Matters 2025/26

May 2025

- a) **Approved** of income of £14,148.01 and expenditure & account transfers of £90,326.99 for the month ended May 2025 ([Appendix 9](#))
- b) **Approved** of Lloyds Credit Card cashbook transfer of £448.59 and expenditure of £60.93 for May 2025 ([appendix 10](#))
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended May 2025 (Appendix 11)
- d) **Noted** [income and expenditure against budget](#) and [earmarked reserves](#) to end of May 2025 (Appendix 12)
- e) **Noted** VAT expenditure for May 2025 ([Appendix 13](#))
- f) To consider an increase of fee to £2 per session for the Drop-in Centre - **Approved**

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

- a) Community Governance Review – to consider draft response to GBC – considered and agreed earlier in the agenda
- b) **Received** an update following a meeting with the [Wasp Bus](#) trustees and consider any action - **Agreed** Councillor M Keeble to write a brief to obtain a quote for legal advice from Wellers Solicitors for the possible transfer of activities and money from the Wasp Bus to the Parish Council.
- c) To further consider [Fruit and Vegetable Stall](#) in Shere Village once a week, postponed from May to gather further information, [including list of potential produce](#) – **Not Agreed** at the moment – **Agreed** to reconsider in 6 months and to talk with the Coop prior to any reconsideration.
- d) To consider adopting the new Biodiversity Policy (if available before the meeting) - **Agreed subject to the following addition at the end of Section 4 b, 'Main Policy Approaches': 'The parish council will continue its practice of considering biodiversity implications when it is consulted on planning applications'.**
- e) To consider adding the [Anti-Money Laundering \(AML\) Statement](#) to the Council's Financial Regulations and Risk Management Policy & Risk Register – **Agreed.**
- f) To consider [Tanyard Hall lift extension plans](#) and to consider next move – **Agreed** to check with Fire Brigade over the use of a platform lift and wheelchairs upstairs and to obtain a quote of indicative cost. **Also, for consideration;** more days, maximum number of people the upstairs would accommodate and alternative venues.
- g) To consider [Devolution Training](#) – **Agreed** councillors G Reffo, T Florent, R Finlay, R Smith, Q Jayne and W Esplen to book their place and ask that invoices are sent to the parish council.
- h) To consider help with Thames water for resident issue with the Thames Water Pursers Lane Pumping Station and outdated Gravity main, causing problems with the Non-Returning Valve on their property – **Agreed** Councillor G Reffo to draft a letter and to copy GBC & SCC Councillor B Hughes.
- i) To consider the need for, and the feasibility of, building a small public toilet in Holmbury St Mary - **Agreed** South East Ward Councillors to produce a feasibility Study for a new toilet and other options including a possible agreement with the pub and café to provide their facilities to the general public.

25.40 Management & Strategy Working Group – Received and Approved [minutes](#) and Agreed Adoption of the amended [Strategic Plan](#)



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- 25.41 Media & Communication Committee** – to agree June Councillor of the month for short video – **Agreed** outstanding video for the part pedestrianisation in Shere would take place after the new planters had been installed. Also **Agreed** a video on the Peaslake Community Garden when up and running and now a short video on the Drop-in Centre.
- 25.42 Date of next meeting: 7.30pm Thursday 10th July 2025 at Tanyard Hall 30 Station Road, Gomshall GU5 9LF**
- 25.43 Excluded 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.
- 25.44 To consider updated policy – Agreed**

Meeting Closed 9.18pm