



## SHERE PARISH COUNCIL

### COUNCIL MINUTES

Thursday 9<sup>th</sup> October 2025 held at Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR.

**Present:** Councillors P Tompkins (Chair), J Cross, T Florent, M Taylor-Cotter, R Findlay, Q Jayne, G Reffo and W Esplen  
Guildford Borough Council (GBC) Councillor and Surrey County Council (SCC) Councillor B Hughes  
Five members of the public  
Clerk & RFO S Hoyland

**25.72 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors M Keeble, B Harrap, R Davey, J Hutton, R Smith, and GBC Councillor D Newson. SCC & GBC Councillor B Hughes apologised for arriving late.**

**25.73 Approval of the Minutes of the [Council Meeting held on the 2<sup>nd</sup> September 2025](#) – Approved and Signed as a Correct Record**

**25.74 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**

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

**25.76 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion.** Two members of the public were there to hear **Item 25.79 (i) Christmas Lights, Shere** and it was **Agreed** to bring the item forward on the agenda – The organisers **Confirmed** that the grant was for installing and dismantling the lights but this would be the final year it was requested and local volunteers would take over the process in the future - **Agreed** Christmas lights grant application £1,800 from Earmarked Reserves North Ward.

A member of the public highlighted the very dangerous parking on the bend in Shere opposite the Willaim Bray pub – it was **Agreed** to add to the November agenda the following:

- To consider requesting further Double Yellow Lines (DYLs).
- To note traffic speed in the village was faster with the new DYLs installed.
- To consider petitioning for more parking enforcement.

SCC & GBC Councillor B Hughes arrived and was asked that SCC Highways had a road safety site visit before the next meeting, preferably at a peak time in Shere on a Saturday or Sunday afternoon. SCC & GBC Councillor B Hughes agreed and reiterated that he wanted HGVs banned from the village.

**Item 25.75 Brief Report from SCC & GBC Councillor was now considered on the agenda.** SCC & GBC Councillor B Hughes **Reported** the following:

- The average speed cameras on Newlands Corner would be extended to the Epsom Road (Clandon Junction).
- A new highways engineer had been recruited and the Holmbury St Mary traffic site visit was planned.
- SCC & GBC Councillor B Hughes was chasing the repair for the fence on Queen Street, Gomshall to be fixed.



## SHERE PARISH COUNCIL

- SCC & GBC Councillor was visiting Kings Court, Gomshall with Sir Jeremy Hunt and would discuss (amongst other issues) the parking on the roots of trees with a TPO (Tree Protection Order) which could lead to the collapse of the bank.

Councillor Q Jayne reported that after the serious accident in Holmbury St Mary, the bus stop was still down, a bollard smashed, and signage was everywhere and could this be sorted out as soon as possible. It was **Noted** that it had already been reported on Fix My Street. SCC & GBC Councillor B Hughes **Agreed** to chase it.

Councillor T Florent reported that the hedge on Ewhurst Road had not been cut back after they abandoned the work when a bin lorry fell in the ditch. SCC & GBC Councillor B Hughes **Agreed** to chase it.

**25.77** [Interim Internal Audit Report 2025/2026](#) – **Received and Approved** report (Appendix 1) of the interim audit conducted in person 25<sup>th</sup> September 2025 and to **Agreed** [recommended amendment to Financial Regulations](#).

### **25.78 Finance Matters 2025/26** **September 2025**

- a) **Approved** Lloyd's income of £119,358.42 (including precept) and Unity Bank Income of £569.73 and Lloyd's expenditure of £22,246.26 for month ended September 2025 ([Appendix 2](#)).
- b) **Approved** of Lloyds Credit Card cashbook transfer of £416.47 and expenditure of £602.63 for September 2025 ([Appendix 3](#)).
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended September 2025 (Appendix 4).
- d) **Noted** income and expenditure against budget and earmarked reserves to end of September 2025 ([Appendix 5](#)). Councillor J Cross asked why the budget for Other Donations was at 900% - The Clerk replied this was due to the agreed £6,000 grant to HSM Village Hall and £3,000 grant to Shere & Peaslake PCC for the Peaslake cemetery fence.
- e) **Noted** VAT expenditure for September 2025 ([Appendix 6](#)) and a VAT claim has been made for Months 1-6 (1<sup>st</sup> April 2025 – 30<sup>th</sup> September 2025) for £10,156.36. The Clerk **Reported** that the money for the VAT Claim had been received.
- f) Council Insurance – **Confirmed** Clear Councils Insurance renewal has been paid with added Terrorism cover £4,132.97. Considered and **Agreed** [Cyber Insurance cover for £410.25 subject to Multi factor identification on all emails](#). Also **Agreed** associated cost of up to £350 (from Interactive Systems Solutions) to help councillors to set up Multi Factor Authentication on their parish council email accounts if required.
- g) **Ratified** Rialtas £404 ex VAT (from Code IT and General Reserves) to move the accounts to the cloud, with daily backups.

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

- a) General Purposes committee – Considered adding to the Terms of Reference permission for a councillor not on the committee to substitute for a councillor who cannot attend – [Substitution of Committee Members](#) – **Agreed**. Also **Agreed** to add to the November agenda - to consider adding to the Terms of Reference for Planning and Finance Committees, the same ability to substitute for committee members.
- b) Planning Committee – to consider adding Councillor Q Jayne to the committee - **Agreed**.



## SHERE PARISH COUNCIL

- c) Shere Car Park Charging – Considered [the procedure](#) and [change to the signage](#) for the 6-month trial of free parking for Tuesday, Wednesday and Thursday mornings (beginning January 2026). The following was Agreed:
- Councillors asked to email the Clerk with any suggested improvements to the wording on the signage.
  - Confirmation that the 30 minutes free parking would start when charging commenced i.e. 12 Noon on a Tuesday, Wednesday, and Thursday.
  - Confirmation that parking can be paid for whenever a person arrives (during the free period) but would commence from 12.30 on a Tuesday, Wednesday, and Thursday (after the 30 minutes free) i.e. if they wanted to stay till 2.30pm they could pay at 10am for the 2 hours.
- d) Old Fire Station Toilets – Considered and **Agreed** the production of the Tender document to be delegated to Clerk, Chair and Vice Chair. As per financial regulations, **Agreed** to ask the following three contractors to tender for the refurbishment:
- Healthmatic and Associated builder (to be confirmed)
  - Rob Arrow
  - Shere Manor Estate
- e) [Surrey Hills National Landscape](#) – Considered proposal to replace stile with accessible gate [footpath 171 in Peaslake](#) to improve accessibility for local people - **Agreed**
- f) [Surrey County Council Public Chargepoint Rollout](#) - Considered the following locations identified by SCC and consider investigating further:
- Shere Car Park
  - Holmbury St Mary Village Hall car park
  - Or any other locations
- The council discussed this at length but due to the lack of suitable electrical infrastructure **Not Agreed** now but would reconsider in the future.
- g) Considered quotes for new accessible website to [meet Web Content Accessibility Guidelines 2.2 AA](#) and [Public Sector Bodies \(Websites and Mobile Applications\) \(No.2\) Accessibility Regulations 2018](#) - **Agreed** Netwise £599 plus £330 per annum.
- h) [Surrey Police Cadet Project](#) – Considered locations suitable where cadets can make environmental improvements, making areas more inviting to the community – **Agreed** to offer The Skudges in Peaslake, adjacent to the play area. **Agreed** to add Gomshall Pavilion to future agenda to discuss use.
- i) Christmas Lights Shere – Considered [Grant Application](#) funded from North Ward Funds – **Agreed earlier in the agenda**.
- j) [Broadband for the Surrey Hills](#) – Considered further investment – **Agreed** to consider a grant of £3,000 payable April 2026 at the Finance, Budget Setting meeting on 23<sup>rd</sup> October and to ask B4SH what this level of grant would achieve.
- k) [Eye Test and Glasses Policy](#) - Considered adopting – **Agreed**.

**25.80 Media & Communication Committee** – October Councillor of the month for short video and on suggested topic – **Agreed** to postpone until November full council meeting.

**25.81 Date of next meeting: 7.30pm Thursday 6<sup>th</sup> November 2025 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF.**



## SHERE PARISH COUNCIL

- 25.82 Exclusion of the Public and Press (Public Bodies (Admission to meetings) Act 1960) – Excluded** the public and press for the following item of business because of the confidential nature of the business to be transacted.
- 25.83 Felbury House Lease** – Received and considered corrected rent valuation report and correspondence from leaseholder and Councillor R Smith and agree recommendation – **Agreed** to accept rent valuation report, therefore no change to current rent. Next review in 2030, review to be carried out by a mutually agreed surveyor, to provide a second opinion.
- 25.84 **To consider driveway application in Holmbury St Mary – Not Agreed** at this time, would reconsider after SCC Highways traffic safety review and any recommended work, subject to space available within the curtilage of the property after the resident's extension was finished, as no parking would be allowed on the drive.

**Meeting Closed 9.15pm**