



## SHERE PARISH COUNCIL

### COUNCIL MINUTES Thursday 10<sup>th</sup> July 2025

**Present:** Councillors P Tompkins (Chair), R Davey, J Cross, B Harrap, T Florent, , 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  
Nine members of the public  
Clerk & RFO S Hoyland

- 25.45 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors W Esplen and R Smith and GBC Councillor D Newson**
- 25.46 Approval of the Minutes of the [Council Meeting held on the 5<sup>th</sup> June 2025](#) – Approved and Signed as a Correct Record subject to the following words added to item 25.39 (a) Community Governance Review ‘It was Noted that Councillors G Reffo and T Florent did not agreed with or support the response’**
- 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) – None**
- 25.48 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish. SCC & GBC B Hughes Reported the following:**
- He and GBC Councillor D Newson would be proposing the motions for the Community Governance Review on the 29<sup>th</sup> July 2025 for GBC to consider
  - Pursers Lane Grit Bin will be replaced and hopefully filled
  - Almost no correspondence had been received regarding the proposed speed limit changes in Gomshall
  - The Old School Room disabled access should be completed in August made possible with some of SCC & GBC Councillor B Hughes allowance
  - The Silent Pool mature trees would be replaced by Thames Water
  - New drainage works on New Road in Gomshall will be conducted using funding from Highways, not from the allowance SCC B Hughes receives
- 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**
- Members of the public gave a short report in support of the proposal for new calisthenics equipment. **Item 25.51 (j) To consider a new project for [calisthenics equipment for Shere Adult Fitness Equipment](#)** was brought forward on the agenda – **Agreed** the Komplan equipment with a total budget of £4,000 to include installation, using the Shere Car Park Revenue (Penalty Charge Notice revenue)
  - A member of the public from Shere Swimming Pool Club (SSPC) gave a short talk about the Swimming Pool Field planting. **Item 25.51 (k) Swimming Pool Field** was brought forward on the agenda. It was reported that the temporary path was working well and the feedback from wheelchair users was positive. Planting had taken place along the fence and the wild flowers were introduced to look nice and stop people tripping on the



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edge of the path. The hazel loops had been installed to prevent accidental mowing of the flowers and it was **Agreed** that they would be removed after the wild flowers finished at the end of September and would come and go with the wildflower season. Council was appreciative of the hard work from the SSPC Gardening Committee.

SSPC also asked if when the turnstile was refurbished that it could be installed outside the pool enclosure – **Not Agreed**, the turnstile to stay within the enclosure of the pool.

- A representative of the local businesses spoke about the pressures on their businesses in Shere and the perceived impact of charging in the carpark on weekdays and requested that charging on weekdays was scrapped and increased on weekends instead. **Item 25.51(I) To review year Statistics for the Car Park Charging** was brought forward on the agenda - It was **Agreed** that more data was needed on the revenue from charging on weekdays and whether this could be offset by an increase of charges on the weekends. The businesses thanked Councillor M Keeble for all his work as the business representative.

Members of the public left the meeting

### 25.50 Finance Matters 2025/26 June 2025

- a) **Approved** 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** Lloyds Credit Card cashbook transfer of £131.97 and expenditure of £889.94 for June 2025 ([Appendix 2](#))
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended June 2025 (Appendix 3)
- d) **Noted** [income and expenditure against budget](#) and [earmarked reserves](#) to end of June 2025 (Appendix 4) Councillor J Cross asked to know why the cost code 4260 Land had exceeded the budget at 335%. Clerk **Agreed** to circulate that nominal code to all councillors
- e) **Noted** [VAT expenditure](#) for June 2025 (Appendix 5)
- f) **Noted** documents for the External Audit have been submitted
- g) **Ratified** £3,315.92 ex VAT for the Community Governance Review Information sheet agreed at the [Extraordinary council meeting on the 28<sup>th</sup> May 2025](#)
- h) Air Ambulance Charity Kent Surrey Sussex – **Agreed** £500 [Grant Application](#) with [Covering Letter & Additional Information](#)
- i) Church of St Mary the Virgin, Holmbury St Mary – **Received** [annual accounts](#) and **Agreed** £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:
  - **Noted** [planning Permission Approval](#) and thanks went to Councillor M Keeble for his hard work on the application. It was **Noted** that Councillor R Smith (not present) had raised and circulated a note regarding the need for a Bat Survey but discussion was postponed to later in the agenda when the council architect was present to give his views.



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- 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 – It was **Agreed** to stick with the current planning permission design and that the disabled loo had a basin inside and was available to anyone who needed it
  - 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 that Structural Surveyor cost was to follow – **Agreed** all quotes including £950 - Afongate for Structural Survey
  - **Simon Best Architect Arrived and the Chair gave permission for him to speak regarding a bat survey for the Old Fire Station Renovations.** He explained that GBC Planning had not requested a survey. GBC thought it unnecessary because they had risked assessed the property and concluded that the works would have no impact on the local bat population. Best practise would be followed by the architect and experienced contractors and should any bats found to be both present and disturbed by the works they would be managed sensitively and relocated to new bat boxes. **Agreed** no bat survey was needed at this time and bat boxes would be included in the project and installed at the gable end of the Old Fire Station furthest from the road.
- b) Shere Surgery – to consider the request to change the arrangements with the Council, for the charging in the surgery car park – **Agreed** Shere Parish Council would no longer be involved with car park charging at the surgery, back dated to the beginning of July 2025
- c) **Received** 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 - Councillors P Tompkins and M Keeble gave a short report that focussed on the possibility that a person had been found who may be willing to take over the running of the Wasp Bus. The council stressed that they wanted this community asset to continue and therefore there would be a meeting in August investigate and progress. **Agreed** to report back to Council in September
- d) **Agreed** 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) **Received** [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](#)) – **Agreed** and Councillor G Reffo to carry out a risk assessment on behalf of the council
  - To consider removal of derelict buildings on the farmyard – **Not Agreed** as no final decisions would be made on the farmyard, including removal of the existing buildings, until after the Community Governance Review had ended. **Agreed** to add to the agenda in January. A fence between the farmyard and the Community Garden was raised and it was **Agreed** that Councillors G Reffo and T Florent would speak to the garden representatives if it were something they would like to consider and remind them they could apply to the council for a grant.
- g) **Agreed** 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 - SCC & GBC Councillor B Hughes reported that Surrey Highways believed that the average village speeds were below 30mph and a further scheme was not needed. However, Councillor Hughes was pushing for a site visit with



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data from local speed watch. It was **Agreed** more evidence was needed, demonstrating how residents feel about the speed of traffic, the impact on the quality of life and the impact on the environment. **Agreed** Councillor R Findlay to promote a survey to gather resident's feedback on traffic to present to Council and Surrey County Council.

- i) To replace surface of the skate ramp – Raddi Quote £3,750 ex VAT from Play Areas – Repair & Replace (Local Government (Miscellaneous Provisions) Act 1976 – Section 19) – **Not Agreed** at this time. **Agreed** to try and establish level of usage with QR code on the skate ramp, Facebook and resident enquiries.
- j) To consider a new project for [calisthenics equipment for Shere Adult Fitness Equipment](#) requested by resident – **Agreed earlier in the meeting**
- k) Swimming Pool Field - to review the planting/changes made to the area by Shere Swimming Pool Club – **Reviewed earlier in the meeting**
- l) To review year statistics for the car park charging and [consider local businesses proposal](#) discussed at the General Purposes Committee Meeting – **Considered earlier in the meeting**
- m) **Adopted** [new NALC IT policy](#)
- n) [Unitary Authority \(LGR Summary\)](#) – to consider replying to consultation – **Delegated to the Chair and Clerk**

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

- a) **Approved** 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
- b) **Agreed** 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** – **Noted** the Shere part pedestrianisation will be completed this month when the new planters have been installed. Other videos to include the Community Garden (possible fencing) and the bat boxes to be installed on the Old Fire Station

**25.54 Date of next meeting: 7.30pm Tuesday 2<sup>nd</sup> 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)** – **Excluded** 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) - **Agreed** independent surveyor to value lease - Coverwood Surveyors £1,450 ex VAT, cost to be shared with leaseholder

Councillor G Reffo left the meeting



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### 25.57 Human Resources (HR) Committee:

- a) To consider [Received and Approved minutes \(Appendix 6\)](#) from the meeting 10th June 2025 and **Agreed Readoption** of the following policies:
- [Sickness Absence Policy](#) (updated)
  - [Pay Policy](#)
- b) **Agreed** recommendation from HR Committee for Job Share appointment and salary level (Confidential Appendix 7), [Job Advert](#), [Job Description](#) and [Person Specification](#)

#### Clerk left meeting

- c) **Agreed** the annual Staff salary and non-consolidated payments recommendations from the meeting 10<sup>th</sup> June 2025 (Confidential Appendix 8)

#### Clerk Returned

Meeting closed 9.38pm