

Shere Parish Council



FULL COUNCIL MINUTES Thursday 11th January 2024

Present: Councillors R Davey (Chairman), M Keeble, C Carlisle, P Tompkins, B Harrap, J Cross, B Andrews, W Esplen, M Taylor-Cotter and R Smith
Clerk & RFO S Hoyland
Drop-in Coordinator J Duffy
One members of the public

Chairman R Davey announced that Paul Carter had stepped down from his role as Parish Councillor with immediate effect, thanked him for his hard work and on behalf of the council, wished him all the best for the future.

The Clerk explained that [the notice for the vacancy](#) had been posted and if ten or more residents asked Guildford Borough Council for an election, an election would be held. If there were not at least ten requests by 31st January 2024, the Parish Council could follow their [Co-option Policy](#).

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

Guildford Borough Council (GBC) Councillor D Newson

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

23.104 Approval of the Minutes of the Full Council meeting held on [7th November 2023](#) - Approved and Signed as a Correct Record

23.105 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 M Taylor-Cotter declared an interest in item 23.112 (j) Grant Application Gomshall Club, as Secretary of Gomshall Club. Councillor B Andrews declared an interest in item 23.113 (d) Holmbury St Mary Football Pitch & Pavilion.**

23.106 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish, including update on the issue of the flooding in Gomshall – it was reported that a [general update was circulated to councillors](#)

23.107 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish, including update on the issue of the flooding in Gomshall GBC Councillor D Newson – it was reported that [a general update was circulated to councillors](#)

23.108 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion – No Members of the Public were present at that time

23.109 The Square, Shere – To consider revised proposal [for trial of the part pedestrianisation of Shere](#), from Surrey County Council Placemaking. It was **Reported that the SCC trial was going ahead and the Parish Council had no power to stop it. There were still concerns over the access to No.2 The Square**

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and the effect on the immediate residents. Although the current design was more in keeping with where the barriers were in lockdown, it was **Noted** that there were more local disgruntled views due wide SCC consulting area and the cost. **Agreed** that the Chairman and Clerk would ask the immediate residents for their views on the current design and feed those back to SCC. Also **Agreed** to find out how residents can comment on the trial, as a decision on whether it will be kept will take place six months into the trial.

23.110 Drop-in Centre – Received and Considered [report from Drop-in Coordinator](#) on the pros and cons of becoming a charity, expansion of the drop-in and funding opportunities – Councillor M Taylor-Cotter declared an interest. **Agreed** to the Drop-in expanding under the formation of a new charity with five trustees (two from the Parish Council), whilst supporting the existing Drop-in for the following three years, to be eventually subsumed into the charity. This would allow more fundraising and expansion to more days, more hot meals and health and education. Several comments were added regarding the perception of conflict as a potential sponsor has been involved with many planning applications – it was **Agreed** that it would be made clear that any sponsorship for the charity was separate from the Council. It was also **Noted** that it was important to establish succession planning and staff for the venture.

23.111 Peaslake Farm Fields:

- a) To consider lease proposal, if available – The Heads of Terms from a local farmer (allowing community interest) was discussed and it was **Agreed** to move forward with a lease Agreement subject to reviewing the terms in detail with the Farmer, Councillors M Keeble, W Esplen, C Carlisle, G Reffo (acting on behalf of the community) and the Clerk. Some potential details to confirm are:
- The area originally considered for Peaslake Farm residents
 - Flood attenuation planning
 - Possible break clause
 - Restriction within sublease i.e. general community access/restriction/activities etc.
 - Non-assignable lease – land would revert to Parish Council if not required
- a) **Ratified** the [B4SH wayleave and screened kiosk](#) as agreed by councillors

23.112 Finance matters

- a) **Approved** Lloyds income of £5,107.65 and Lloyds expenditure of £26,151.30 for [November 2023](#), Lloyds income of £2326.16 and Lloyds expenditure of £12414.63 for [December 2023](#) and Unity Trust Bank income of £286.54 for [December 2023](#) (Appendix 1)
- b) **Approved** of Lloyds Credit Card cashbook transfer of £325.11 and expenditure of £331.04 for [November 2023](#) and Lloyds Credit Card cashbook transfer of £331.04 and expenditure of £445.32 for [December 2023](#) (Appendix 2). **Approved and Signed** Credit Card payment of £20.10 due to missing receipt.
- c) **Noted** bank reconciliations and statement balances (including credit card) for months November and December 2023 (Appendix 3)
- d) **Noted** [income and expenditure against budget](#) and [earmarked reserves](#) to end of December 2023 (Appendix 4)
- e) **Noted** [VAT expenditure for November and December 2023](#) (Appendix 5)
- f) **Ratified** the payments of £2,450 for solicitors' fees and £6,500 for adjudication fees regarding Shere Car Park Charging and receipt of half the adjudication fees from the Trustees of Shere Car Park £3,250
- g) **Received** response from Felbury House regarding the rent review and it was expected that there would be a rent review in 2025, as the recent review only took into account the increase of RPI from the date of the agreement to 2020. **Agreed** site visit with the Clerk and Councillors R Smith, M Keeble and B Andrews.

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- h) **Ratified by Vote Nine members of the Council Agreed, Councillor B Andrews Objected** - the [amended Precept for 2024/25 of £209,397](#) (£214,700 previously agreed at Full Council 7.11.23 item 23.99 (d)), taking into account the notification of the Band D equivalent figures from Guildford Borough Council and the confirmed issue of the Local Council Tax Support Scheme (LCTSS) (the future of the payment will be discussed early next year by GBC).
- i) [Broadband for the Surrey Hills \(B4SH\)](#) – Considered proposal for further investment from Councillor G Reffo, following the [AGM](#) – **No Further Investment Agreed**
- j) Considered [Grant Application from Gomshall Club](#) for roof repairs (subject to receipt of accounts, constitution and quote for works) – **Not Agreed**, as Gomshall Club was a private members club (owned by its members), not a charity and the work had already been conducted, that it was not a suitable use of public funds. Councillor J Cross Declared an Interest as member of the club.

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

- a) **Shere Car Park – Noted** response on the adjudication, regarding charging visitors in the car park and agreed to set up a Working group with the following members to discuss the charging operators and criteria. Members **Agreed** – Councillors R Davey, M Keeble, M Taylor-Cotter, P Tompkins and B Andrews. It was understood from the meeting with the Trustees that the two areas of the car park are considered under the Council control and that we would ask that to be confirmed in writing. It was **Agreed** that the overflow car park area would remain for the sports clubs and residents only.
- b) **Agreed (subject to site meeting to discuss ducting for potential lighting and cables and run-off diversion)** to carry out Shere car park driving surface repairs before the end of the financial year costing £39,120 using funds from EMR Shere Car Park and £10,303 grant aid from GBC
- c) **Council website** to receive [Website Audit](#) to consider [proposal and quote](#) – **Agreed but not with the monthly maintenance**. Maintenance will be as required.
- d) **Holmbury St Mary Football Pitch and Pavilion – Noted** closure of Belmont School, communication with the administrator and next steps. **Agreed** to continue with existing contractor for maintenance of the pitch until the end of April (up to £600) while negotiations are taking place for a potential new club.

23.114 Considered and Readopted the following Policies:

- a) [Policy Statement of Internal Control and Annual Review of Effectiveness of Internal Control](#)
- b) [Recording of Public Meetings Policy](#)

23.115 Police Matters - to consider any matters that need to be brought to the attention of the Police.

23.116 Date of next meeting: 7.30pm Wednesday 7th February 2024 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

Meeting Closed 9.32pm