

Shere Parish Council



FULL COUNCIL MINUTES

Wednesday 7th February 2024 Tanyard Hall 30 Station Road, Gomshall GU5 9LF

Present: Councillors R Davey (Chairman), M Keeble, C Carlisle, P Tompkins, B Harrap, M Taylor-Cotter
Clerk & RFO S Hoyland
Four members of the public

23.117 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Surrey County Council (SCC) Councillor & Guildford Borough Council (GBC) Councillor Bob Hughes. Guildford Borough Councillor D Newson. Shere Parish Council Councillors G Reffo, B Andrews, J Cross, R Smith and W Esplen

23.118 Approval of the Minutes of the Full Council meeting held on [11th January 2023](#) - Approved and Signed as a Correct Record

23.119 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**

23.120 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish – not present

23.121 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish – not present

23.122 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion

- First member of the public asked for larger no cycling signs in Shere along the cemetery path and river (past Lime Walk) and for the repairs to the gate to be chased with Rights of Way
- Second member of the public raised the following concerns:
 - Item 23.123 The Square, Shere – residents were pitted against outsiders by SCC and as the results were near 50:50 it should not be going ahead. SCC should only have had a consultation on the design as it was during covid. Shere Parish Council (SPC) should not have only asked the near residents about the current design. SPC was asked our position on the use of traffic cones – Chairman R Davey and the Clerk replied that SPC does approve or encourage the use of traffic cones used to save public parking spaces. It was not legal to block the road in any way without SCC permission but SCC does not enforce and SPC does not have the power to enforce the removal of them. The gentleman believes that after the part pedestrianisation is in place, there will be more issues with parking.
 - Item 23.124 (h) – clarification was requested on signatories on SPC accounts. The Clerk responded that all payments needed the Clerk and two councillors to make payments as per SPC Financial Regulations
 - Item 23.126 Shere Car Park Charging – concern over one part of the car park charged for and one part not charged for. Chairman R Davey replied that the

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details on the management of the two areas is being discussed and will be communicated to the public in due course

- Third member of the public wanted to make a representation regarding **item 23.124 (g) Holmbury St Mary Village Hall Grant Application** as Chairman of the Holmbury Village Hall Committee (HVHC). This item was brought forward on the agenda – Councillors agreed that in principle they would support this worthwhile venture but at the moment the council did not have the reserves available. The HVHC Chairman said they hoped that the works would be completed by May for the wedding season. Councillor M Keeble offered help with fundraising because as a Shere Village Hall Committee member he has had experience with recent fundraising. **Agreed** Clerk would put them in contact with SCC Councillor B Hughes.

23.123 The Square, Shere – Noted comments (from near residents) on the current design for trial of [the part pedestrianisation of Shere](#) (from Surrey County Council Placemaking), have been forwarded to SCC. One member of the public complained about the cost of the trial taking place in The Square. The Chairman R Davey replied that the council had complained about how the project had been handled. **Agreed** Clerk to circulate responses from near residents to the most recent SCC proposal to all councillors.

23.124 Finance matters

- a) **Approved** Lloyds income of £2,267.81 and Lloyd's expenditure of £13,233.19 for January 2024 ([Appendix 1](#))
- b) **Approved** of Lloyds Credit Card cashbook transfer of £445.32 and expenditure of £798.14 for January 2024 ([Appendix 2](#))
- c) **Noted** bank reconciliations and statement balances (including credit card) for month January 2023 ([Appendix 3](#))
- d) **Noted** [income and expenditure against budget](#) and [earmarked reserves](#) to end of January 2024 ([Appendix 4](#))
- e) **Noted** VAT expenditure for January 2024 ([Appendix 5](#))
- f) Parish of Shere, Churchyard maintenance [Grant Application](#) and [letter](#) – to consider request for half the total costs of maintenance for Shere & Peaslake churchyards 2023 - £1660.45¹, £1487.50 from cemeteries budget and £172.95 from general reserves – **Agreed**
- g) Holmbury St Mary Village Hall – to consider [grant application](#) for funds towards a new kitchen. ([Quote](#), [Plan](#), [Governance](#)) - **Not Agreed** (considered earlier in the agenda)
- h) **Ratified** the removal of Paul Carter and Marion Taylor-Cotter from all accounts and to agree to add Councillor B Harrap to all accounts, as authorised signatory.

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

- a) Shere car park driving surface repairs – **Noted** progress had started on time and was on schedule. **Item 23.126 (d) to agree extra funds for ducting** was brought forward on the agenda – the cost was researched by Councillor M Keeble. **Agreed £1,500 ex VAT from General Reserves using the contractor, Axtel who was already onsite.**
- b) Peaslake Farm Fields – **Received** the update on Heads of Terms and site visit with farmer and three parish councillors – **Agreed** 25-year lease, subject to an amendment to keep the retained land from the original map, a break clause at 15 years and is independent of the outcome of the Peaslake Farmyard Development. It was **Noted** by the Clerk, that due to the costs incurred by the farmer and the delays, that if the council withdrew from the agreement before signing, the council would pay the farmers legal fees.
- c) Swimming Pool well pump and pipe – **Noted** an email conversation is taking place regarding the transferring responsibility to Shere Swimming Pool Club for the pipe and pump supplying the water from the Shere Manor Estate Well – **Agreed** to pursue an informal agreement with

¹ Local Government Act 1972, s. 215

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Shere Swimming Pool Club for maintenance but accepting the liability remains with the Council

- d) Proposed meeting dates [May 2024 – end April 2025](#) – **Agreed**, Chairman R Davey gave his apologies for the May Annual Council Meeting
- e) Annual Parish Meeting - to consider guest speaker regarding fire safety – **Agreed**, Councillor B Harrap to ask the speaker
- f) [Road Safety](#) – to consider reply to the Public Consultation – **Agreed** Clerk to respond with any comments from Councillors within the next week
- g) [Review of Surrey County Council's Rights of Way Improvement](#) Plan – to consider reply to the Public Consultation - **Agreed** Clerk to respond with any comments from Councillors within the next week

23.126 Shere Car Park Charging Working Group - to Received and Approved minutes and consider the following recommendations:

- a) **Agreed** to adopt [Terms of Reference](#)
- b) **Agreed** to Initial list of questions for car park operators to answer, before selecting potential operators for detailed plan. **Agreed** approximately 10 providers to be chosen for an initial response, Chairman & Vice Chairman to agree which ones.
- c) **Agreed** an email from Chairman/Vice Chairman to Shere Recreation Ground trustees to inform current course of action, after car park repairs completed.
- d) **Agreed** £1,500 from General Reserves for ducting (while car park resurfacing is taking place) to accommodate potential cabling for ANPR Cameras, payment machine and electricity for potential future gate to the Resident's and Sport's Club parking (discussed earlier in the agenda)
- e) To consider the employment of temporary potential extra administrative staff for additional work if required – hours and rate to be confirmed – **Agreed** subject to scale of workload

23.127 General Purposes Committee – Received [minutes](#) and consider the following recommendations:

- a) The Skudges behind Peaslake Play Area to consider [Land letting Agreement](#), [School Risk Assessment](#), [tree works £850 ex VAT](#)² and [liability](#) for use of the area by Peaslake School for a forest school – **Deferred** decision and tree works until after further site visit by Councillors M Keeble, C Carlisle and B Harrap with Assistant Clerk to assess risk. **Agreed not to allow** the school to use the area at present and to ask them to consider a training course for the Forest School Teacher to improve knowledge of potential risks. **Agreed** Clerk to add item to March agenda.
- b) Holmbury St Mary Football Pitch and Pavilion – to note closure of Belmont School, communication with the administrator, solicitor and next steps – Clerk confirmed that there was no break clause or reassignment clause in the Belmont School lease. The Clerk **Reported** that the administrators had been asked to surrender the lease and pay the council's legal fee of £850 ex VAT
- c) [General Purposes Terms of Reference](#) – **Agreed** to readopt updated Terms
- d) [Risk Management Policy and Risk Register](#) – **Agreed to readopt**
- e) [Health and Safety Policy](#) – **Agreed to readopt**
- f) Goose Green – bank around edge by scout car park and lockable post £960 ex VAT³ from Parish Maintenance Budget – **Agreed** and works to be carried out as soon as possible
- g) Holmbury St Mary – to consider public car parking project – **Agreed** to defer for 6 months, pending improvements in the council's reserves

23.128 To consider the following Policies:

² Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Public Health Acts: Amendment Act 1890 s 44; Open Spaces Act 1906 s 9 & 10

³ Public Health Act 1875 s 164; Local Govt Act 1972 Sched 14 para 27; Public Health Acts: Amendment Act 1890 s 44; Open Spaces Act 1906 s 9 & 10

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- a) [Safeguarding Policy For Children And Vulnerable Adults](#) and [Safeguarding Procedure](#) -
Agreed to readopt

23.129 Police Matters - to consider any matters that need to be brought to the attention of the Police – Nothing to Report. A member of the public asked what this item meant and the Clerk responded that all illegal activity witnessed should be reported to the police immediately but this item was if there were issues the councillors would like to have brought up to the local Police Community Support Officer (PCSO).

23.130 Date of next meeting: 7.30pm Thursday 7th March 2024 at Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR - Noted