

## Shere Parish Council



### FULL COUNCIL MINUTES Thursday 4<sup>th</sup> July 2024

**Present:** Councillors R Davey (Chair), M Keeble, P Tompkins, B Harrap, G Reffo, T Florent, J Cross, M Taylor-Cotter, J Hutton and R Smith  
Clerk & RFO S Hoyland  
Five members of the public

**24.46 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors B Andrews, C Carlisle and W Esplen. Surrey County Council (SCC) Councillor & Guildford Borough Council (GBC) Councillor B Hughes and Guildford Borough Council (GBC) Councillor D Newson**

**24.47 Approval of the Minutes of the Council meeting held on [11<sup>th</sup> June 2024](#)**  
**Councillor T Florent asked that under Item 24.31 – the section reporting ‘Item 24.23 (b) Agreed - number of spaces changed from 16 to 12 spaces’ should be changed to ‘Item 24.23 (b) Agreed - number of spaces changed; ‘16 to 12 spaces’’ – Agreed, Minutes then Approved and Signed as a Correct Record**

**24.48 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 R Smith declared an interest in Item 24.54 (g)**

**24.49 Brief Report from Surrey County Council (SCC) Councillor on matters from Surrey County Council affecting Shere Parish – The Clerk read out an [update from SCC & GBC Councillor B Hughes](#)**

The following was requested to be investigated:

- a) the signs on the A25 behind the burger van was blocking safe access by persons with a disability
- b) there has been a consultation on weight restrictions on small roads in Surrey but Shere had not been mentioned

**24.50 Brief Report from Guildford Borough Council (GBC) Councillors on matters from Guildford Borough Council affecting Shere Parish - None**

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

Regarding the 10metre proposed retained land on Peaslake Farm Fields - A member of the public reported the information regarding the house building on Peaslake Lane had been misleading during the June Full Council Meeting. They stressed that not all parking for the building was on the Rosedene Bungalow site and that there had been disruption along Peaslake Lane. Chair R Davey read out a letter signed by local residents describing the disruption. Another Member of the public reported that Ewhurst Road was not big enough for HGVs and the verges and River Bank would be damaged.

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It was stressed that if the development on the Farmyard goes ahead parking and deliveries would have to be carefully planned.

With regards to Peaslake forming a separate Parish Council – several members of the public made a representation, both for and against.

**Item 24.55 (c) Media and Communications Policy** – was brought forward on the agenda, Chair R Davey made a statement about reaching all members of the community and improving communication – **Agreed** sign-up for Newsletter on the website. **Agreed** to review policy and The Good Councillors Guide at a Working Group Meeting. **Agreed** Working Group members: Councillors J Cross, P Tompkins, M Keeble, T Florent, R Smith and R Davey

- 24.52 Peaslake** - Having heard the voices of the Peaslake residents at the last full council meeting, Councillor M Keeble would like to propose that the Shere Parish Council explore the feasibility of the Peaslake Ward forming its own Parish Council. This would involve a Guildford Borough Council consultation of all the Peaslake residents at the appropriate time if it was to go ahead ([Ward Map Appendix 1](#)) – **Members of the public had their chance to comment and councillors debated the item. It was agreed that the council would neither support nor oppose the proposal at this time. It was felt at the meeting, that any demand for a Peaslake Parish Council should come from the residents (not Shere Parish Council) and could be made directly to Guildford Borough Council. Part of any review would include a public consultation. Peaslake Councillors G Reffo and T Florent will report this to residents.**

**Councillor J Hutton left the meeting**

- 24.53 Peaslake Farmyard - to consider works necessary to make safe and tidy – Agreed £460 ex VAT to:**
- remove 6' x 30' section of barn roof back to a secure fixing point and remove old sheets from site
  - prop section of one shed backing on to stream to prevent back wall falling down
  - remove loose barbed wire and secure front fence

### **24.54 Finance Matters 2024/25 June 2024**

- a) **Approved** Lloyds income of £3,884.95, Lloyd's expenditure of £17,283.27 and Unity income of £217.34 for the month ended June 2024 (Appendix 2)
- b) **Approved** Lloyds Credit Card cashbook transfer of £198.84 and expenditure of £415.93 for June 2024 (Appendix 3)
- c) **Noted** bank reconciliations and statement balances (including credit card) for month ended June 2024 (Appendix 4)
- d) **Noted** income and expenditure against budget and earmarked reserves to end of June 2024 (Appendix 5)
- e) **Noted** VAT expenditure for June 2024 (Appendix 6)
- f) **Ratified** Simon Best Quote for submitting and managing Planning application for Old Fire Station Toilets £1,500 ex VAT and to prepare building control drawings sufficient to obtain accurate building quotes and engage the required contractors (timing to be agreed by council) £1,600 ex vat (Public Health Act 1936 s 87)
- g) Church of St Mary the Virgin, Holmbury St Mary – **Received** annual accounts and consider a grant application and Churchwardens Report for half the costs of churchyard maintenance for 2024 (Local Government Act 1972 s.214 (6)) – **Postponed** to September Full council, as not all information had been received
- h) Air Ambulance Charity Kent Surrey Sussex – [Grant Application](#) with [Covering Letter](#) – **Considered and Agreed £350 donation (Local Government Act 1972 Grants s.137)**

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

- a) Shere Car Park – to consider any updates. Clerk gave a brief update on the success of the car park charging and the issue of the a few tickets issued in error and corrected. Feedback from the businesses had said takings were down but it is thought this could be attributed to the Thames Water Signs and the entrances to Shere and other issues not related to the car park. **Agreed** to ask Thames Water to remove the signs.
- b) Holmbury St Mary Community Meeting – to consider report from Councillor C Carlisle and consider actions - **Noted**
- c) [Media and Communications Policy](#) – to review in relation to [The Good Councillor Guide](#) advice on how Councillors and Councils are advised to communicate – **Discussed earlier in the Agenda**

24.56 **Police Matters - to consider any matters that need to be brought to the attention of the Police – Agreed** to ask the Police to come along to the next meeting for a general update and an update on the new rural crime squad

24.57 **Date of next meeting: 7.30pm Tuesday 3<sup>rd</sup> September 2024 at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF**

24.58 **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.

24.59 **Peaslake Farm Fields – Agreed** (8 councillors in favour, Councillor R Smith abstained) and Signed lease (Appendix 7)

**Councillor R Smith left the meeting**

### 24.60 Human Resources (HR) Committee:

- a) **Noted** appointment of Assistant Clerk (Maternity Cover) and **Agreed** purchase of additional laptop £650
- b) **Noted** Councillor G Reffo has stepped down from the committee
- c) **Received and Approved** [minutes \(Appendix 8\)](#) from the meeting 20<sup>th</sup> June 2024 and **Agreed** [Recommendations \(Appendix 9\)](#)
- d) to consider Drop-in vacancy, appointment and salary level – **Agreed** to appointment Deputy Drop-in Coordinator to the role of Drop-in Coordinator (12 hours per week) and to council the vacancy. Salary **Agreed** (confidential Appendix 9.5). Also **Agreed** to appoint an assistant on 6 hours per week at Deputy Drop-in Coordinator rate.

**Councillor G Reffo left the meeting**

**Clerk left the meeting**

- e) **Agreed** salary recommendations from the meeting 20<sup>th</sup> June 2024 (Confidential Appendix 10)

**Clerk returned to the meeting**

Meeting closed 9.15pm