



## SHERE PARISH COUNCIL

### COUNCIL MINUTES

Tuesday 2<sup>nd</sup> September 2025

**Present:** Councillors P Tompkins (Chair), R Davey, J Cross, T Florent, , M Keeble, M Taylor-Cotter, R Findlay, J Hutton, R Smith and W Esplen

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

Six members of the public

Clerk & RFO S Hoyland

**25.58 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillors B Harrap & G Reffo**

**25.59 Approval of the Minutes of the [Council Meeting held on the 10<sup>th</sup> July 2025](#) – Approved and Signed as a Correct Record**

**25.60 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**

**25.61 Brief Report from Surrey County Council (SCC) Councillor and Guildford Borough Council (GBC) Councillors on matters affecting Shere Parish. SCC & GBC Councillor B Hughes reported the following:**

- Investigations were taking place for potential sites for Electric Vehicle (EV) charging points and some potential locations had been identified – it was **Noted** that substation upgrades may be needed. Also **Noted** that the Clerk had added this to the October meeting agenda.
- Speed reductions were going ahead in Gomshall despite some objections from people living outside the area.
- Burchets Hollow, Peaslake resurfacing had been delayed but was going ahead.
- The planning application for exterior lights at Kings Court in Gomshall would be opposed at the GBC Planning Committee meeting on the grounds that they were excessive in that location.

Councillor T Florent highlighted the problem of large bin lorries in Peaslake where one had fallen in and damaged a ditch and asked that the smaller eighteen tonne lorries were used rather than the twenty-six tonne lorries. It was also **Noted** that the hedge trimming vehicle which caused the problem with the bin lorry had not actually cut the hedge on Ewhurst Road.

#### **Councillor R Smith Arrived**

Councillor R Findlay asked about the planned traffic calming review in Holmbury St Mary as there had been a serious high-speed accident. SCC & GBC Councillor B Hughes confirmed that a meeting was taking place on the 23<sup>rd</sup> September and he would report back to the council at its October meeting. He also asked for views on pavement parking as there had been rumours that central



## SHERE PARISH COUNCIL

government may be about to ban the practice. Both Councillor R Findlay and R Smith **Noted** that pavement parking was not the only issue but also the hedges on the other side of the road forcing traffic onto the wrong side of the road and, importantly, the speed of traffic.

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

**Item 25.65 (b) Shere Car Park Charging was brought forward on the agenda.** Chair P Tompkins read out a [short statement](#) from North Ward Councillors. A member of the public argued that the car park charging had driven away local residents from the village. After lengthy discussion it was **Agreed** that a six-month trial of no parking fees 9am-12 Noon on a Tuesday, Wednesday and Thursday morning would take place from January to the end of June 2026. The process and costs to be confirmed at the October full council meeting. The Clerk highlighted to council that this would mean a reduction of income not budgeted in the current financial year. It was **Agreed** that statistics would be made available on the number of visits to the car park before and after the trial and statistics would be provided by the businesses on their footfall and income.

**Agreed** free parking 24 hours a day from 9am 13th December to 9am 2nd January to support resident's social and family Christmas gatherings and to provide useful support to the businesses.

Four members of the public left the meeting

### 25.63 Annual Accounts 2024/25 – Reviewed and Agreed the [signed 2024/25 Annual Governance and Accountability Return](#) (including [report and certificate](#)), [Completion of audit notification from the external auditor](#) and [Notice of Conclusion of Audit](#)

### 25.64 Finance Matters 2025/26 July & August 2025

- a) **Approved** income of £11,277.72 and expenditure of £31,355.95 for the month ended July 2025 & **Approved** income of £9,883.11 and expenditure of £19,509.90 for the month ended August 2025 (Appendix 1)
- b) **Approved** Lloyds Credit Card cashbook transfer of £818.90 and expenditure of £572.23 for July and **Approved** Lloyds Credit Card cashbook transfer of £572.23 and expenditure of £372.72 for August 2025 (Appendix 2)
- c) **Noted** bank reconciliations and statement balances (including credit card) for months ended July & August 2025 (Appendix 3)
- d) **Noted** income and expenditure against budget and earmarked reserves to end of August 2025 (Appendix 4)
- e) **Noted** VAT expenditure for July & August 2025 (Appendix 5)
- f) Council Insurance – **Agreed** Clear Councils Insurance Invoice of £4,046.72 for second year of long-term agreement and papers to be reviewed in detail by the Chair and Clerk
- g) **Agreed** use of Playground sinking fund for all further repairs
- h) **Approved** Councillor R Findlay and Q Jayne as signatories on the council bank accounts
- i) Peaslake Cemetery Fence – **Agreed** [Grant application](#)
- j) **Ratified** £4,695.33 ex VAT for [calisthenics equipment for Shere Adult Fitness Equipment](#), slightly above the £4,000 estimate [agreed 10<sup>th</sup> July 2025 item 25.49](#)



## SHERE PARISH COUNCIL

- k) **Noted** that the Responsible Finance Officer, in consultation with the Chairman and Vice-Chairman of the Finance Committee, has undertaken the following tasks and reviewed the [Internal Audit Guidance](#) - **Ratified**
- l) **Confirmed** the scope of the internal audit for 2025/26; approved the internal audit plan setting out proposals for the internal auditor; confirmed that this properly takes account of the corporate risk (i.e., the controls and procedures within the Council which minimise the risk of the Council not being able to function or conduct what it sets out to do); considered the independence of the Internal Auditor (personal independence, financial independence, and professional independence)
- m) **Agreed** that the minimum tests proposed in the audit plan, together with the inspections conducted by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes noted [original Mulberry and Co Engagement Letter](#), as Internal Auditor for 2025/2026 as Year three of a three-year Agreement for internal audit provision from Mulberry & Co

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

- a) Planning committee – Councillors R Findlay and J Cross **Appointed** and Councillor Q Jayne would be asked to also join
- b) Shere Car Park Charging:
  - to consider free parking from 9am 13<sup>th</sup> December to 9am 2<sup>nd</sup> January to support resident's social and family Christmas gatherings and to provide useful support to the businesses – **Considered earlier in the agenda**
  - to consider statistics from Ocean Parking and [consider local businesses proposal](#) – **considered earlier in the agenda**
- c) Tanyard Hall (TH) – to consider the following items:
  - lift extension plans with building inspector to review for fire safety regs compliance (if available for the meeting) – **Postponed** until the October Meeting
  - [Reviewed feedback from Drop-in visits to other venues](#) – **Received and Noted**
  - confirmation that the upstairs of TH can accommodate sixty people - **Noted**
  - receive quote of indicative cost of works (if available for the meeting) - **Postponed** until the October Meeting

It was **Noted** that SCC & GBC Councillor B Hughes offered funds towards the Tanyard Hall project.

**Agreed** a Management and Strategy meeting in the New Year to review the 3-year plan and consider the costings of each item of capital expenditure, taking into account the income from the car park over the current remaining term of the Management Agreement with Shere Recreation Ground Trustees.

- d) Considered identifying Simon Best Associates Architecture firm as preferred contractor due to their local expertise with GBC Planning and Conservation Areas - **Agreed to consider Simon Best as Architect, project by project.**
- e) Skate ramp, Shere:
  - **Ratified** £1,195 Raddi Skatepark Repairs for emergency works
  - **Received and Noted** feedback [received on usage](#). It was **Noted** that the Skate Ramp had a formal safety review every year and although younger children may without the council's consent use the equipment (and sometimes not for skating) that this was the responsibility of the parents to control.



## SHERE PARISH COUNCIL

- **Agreed** Raddi Quote £2,555 ex VAT from Play Areas – Repair & Replace (Local Government (Miscellaneous Provisions) Act 1976 – Section 19) for repairs to the rest of the surface.
- f) **Considered and Agreed** new IT Support Package £85 ex vat per month, move from office-based data storage to cloud base (office 365) £240 ex VAT (one off cost) and upgrade of two laptops, 3 docking station setups and installation £2,307 ex VAT (replacing 3 old desk top pcs, improving security, resilience and support) – IT Budget and general reserves for the remainder of the year
- g) Peaslake Farm – **Received** [update from English Rural](#) and awaiting further correspondence
- h) Peaslake Farmyard [Risk assessment](#) – **Considered** adopting and adding to current Risk Management Policy and Risk Register – **Agreed** and Councillor G Reffo was thanked for her work in drafting this.
- i) [Guildford Community Governance Review \(CGR\)](#) – **Considered** and **Agreed** not to reply to the consultation
- j) WASP Bus – **Appointed** Councillor M Keeble as additional Council Representative
- k) **Noted** Shere Village Hall Community Fair 29<sup>th</sup> November 2025 – event for local charities, volunteer groups, community groups as well as regular hirers of the hall to advertise what they do and try to encourage more people to join/volunteer/use them. It was also **Noted** the event was to take place 6-9pm and was open to all local groups in the surrounding villages

### 25.66 Considered the following policies for review and adoption/readoption:

- a) [Memorial Bench Policy](#) - **Readopted**
- b) [Annual Investment Strategy](#) - **Readopted**
- c) [Cookies Policy](#) – **Agreed** to add to the website the option to remove non-essential cookies and adjust the policy accordingly for following meeting
- d) [Privacy Notice](#) - **Readopted**
- e) [Updated Data Protection Policy](#) – **Readopted** subject to confirmation of inclusion of cloud-based storage
- f) [Data Audit](#) and [Councillor Training](#) – **Received and Noted** Data Audit and basic training taken place and further training had been offered

### 25.67 Date of next meeting: 7.30pm Thursday 9<sup>th</sup> October 2025 at Peaslake Village Hall, Walking Bottom, Peaslake GU5 9RR – Noted

### 25.68 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.

### 25.69 Felbury House Lease – Received rent valuation – It was **Agreed** to ask the surveyor to conduct a recalculation due to some incorrect information in the report. **Agreed** to inform Felbury House of this development.

### 25.70 Assistant clerk (Job share) - Ratified recommended appointment, as per attached confidential appendix

### 25.71 Staff holiday entitlement - **Agreed** uplifting all staff to NALC recommended holiday scales

Meeting Closed 9.37pm