

NOTICE OF MEETING

7th February 2025

To: All Members of the Council

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **Chilworth C of E Infant School** on **Thursday 13th February 2025 at 7.00 pm** for the purpose of transacting the following business.

Signed: *Anne Tait*

Clerk to the Council

Members of the public and press have a right and are cordially invited to be present at the meeting. Members of the public can express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe, but not comment during the rest of the meeting without the consent of the Chairman.

AGENDA PART I

- 1. To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40.
- 2. Declaration of Disclosable Pecuniary Interests (DPIs)** - by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)
- 3. Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
- 4. Register of Interests** – a declaration from Members on amendments.
- 5. Minutes of the previous meeting:**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

 - 12th December 2024 (revised); 9th January 2025 and 21st January 2025
- 6. Public participation session (see above).**
- 7. Reports:**

To receive Reports, Communications and Updates from:

 - **Parish Clerk**
 - **Chairman's Report** – to follow
 - **Parish Councillors**
 - **Guildford Borough Councillor's Report (5 Minutes)**
 - **Surrey County Councillor's Report (5 Minutes)** –
 - **Shalford Community Councillors Report**
 - **St Martha Parish Council's Tree Warden** (5 minutes)
- 8. Chilworth Village and the Annual Assembly of St Martha Parish**
 - a) **To discuss** any agenda items from the Shalford Community Council meeting held on Thursday 23 January 2025 – reference Cllr Miss Toynbee's email on 23/01/25.

- b) **To discuss** the arrangements for the Annual Assembly of St Martha Parish – to be held between 1st March and 1st June 2025

9. Planning

a) **To discuss and agree the recommendation to Guildford Borough Council on the following applications:**

- **Planning Application: 25/P/00032 130 Dorking Road, Chilworth, GU4 8NS**
Proposal: Proposed ground floor side extension and first floor extension to create two storey dwelling with flat roof and changes to fenestration following removal of pitched roof and garage
- **Planning application: 25/P/00019 32 Dorking Road, Chilworth, GU4 8NR**
Proposal: Installation of an Air Source Heat Pump to the front elevation.
- **Planning application: 25/P/00009 Alder Lodge, Blacksmith Lane, Chilworth GU4 8NQ**
Proposal: Application under section 73a of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) of planning permission 24/P/00201 for an application under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) to increase the ridge heights of application 23/P/00759, approved on 18/09/2023 for the proposed erection of a new two-storey detached dwelling with re-use of existing brick store incorporated and proposed dismantling and re-erection of the existing garden shed, realignment of wall and removal of metal framed structure and associated works (Amended drawings received 25/08/2023) to allow for the replacement of a window with a feature window on the south-eastern elevation, alterations in regard to the surface area of the timber featheredge boarding within the end gables and the slight alteration of door and window styles and opening functionality.

b) **To receive and note any outcomes or notices from GBC on applications previously reported:**

- **Enforcement number: EN/25/00019: Street Record, Halfpenny Close, Chilworth**
An alleged unauthorised development - the erection of a fence line

Description and GBC decision: Fencing in question does not constitute development under section 55 of the Town and Country Planning Act 1990 (as amended), no planning breach has been established. Case closed as no planning enforcement action can be taken. Sign off date: 31/01/25.

10. Highways, Footpaths and Rights of Way

To note the 2025 version of the 'Guide for Parish and Town Council Clerks' - from SCC Highways.

11. St Martha Parish Council Policies

To note and discuss the Table of Policies ([previously sent by the Clerk) and discuss a plan for review/creation.

12. The Gunpowder Mills and Dormice

Cllr Mrs Toynbee reported the latest communication from John Andrews (**GBC Countryside Warden**):

I have communicated with a lady from the Surrey Dormouse Group who said they'd be interested in doing footprint tunnels up there to check for the presence or dormice.

This would take place starting in the Spring and would involve topping up the ink in the tunnels maybe every 2 weeks. I was wondering whether this was something you or anyone else local might be interested in doing.

13. Policies, Financial and Regulation Approvals

- a) **To receive and approve** the schedule of payments presented by the Clerk.
- b) **To receive approve and sign** the bank reconciliation for period ended 31st January 2025.
- c) **To receive and discuss** the quotation for an oak sign and finger post for the Gunpowder Mills – reference Cllr Mrs Allen’s emails on 05/02/25.

14. Items for the next meeting

To receive any suggestions from Members for items for inclusion on future agendas.

15. Next Meeting: Thursday 13th March 2025 at 7 p.m.

AGENDA PART II

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business, members of the public and press are to be excluded from the meeting.

16. The Clerk’s Contract

- a) **To receive and consider** the hours logged on the Clerk’s 2024 timesheets for a two-month period from November to December 2024.
A log showing the cumulative hours for 2024 will be issued to all Members prior to the meeting.
- b) **To discuss** the details for the Clerk’s annual appraisal.

17. Chilworth War Memorial

To receive and discuss the letter from B. Wakeford re the maintenance programme in 2025/26.