

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 3rd September 2024 at 7:00 p.m. in Chilworth Village Hall

24/127 Present:

Councillors:

Cllr Mrs. P Allen (Chair), Cllr G Brown (Vice-Chair), Cllr J. Peake
Shalford Peasmarsch and Chilworth Community Councillor Adrian Cansell
Tree Warden Simon Harrold
PCSO Emma Welland and PCSO Damon Young - covering the area of Albury, Shere Chilworth and
Shalford
Five Members of the public

In attendance: Parish Clerk - Anne Tait

24/128 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Apologies and reason for absence was received from: Parish Councillor Mrs Julia Tantram, GBC Cllr
Danielle Newson and GBC / SCC Cllr Bob Hughes. Apologies were accepted by the Council.

24/129 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)

No declarations were made.

24/130 Declaration of Non-Pecuniary Interests

Cllr Brown declared an interest in planning application **24/P/01230**.

24/131 Register of Interests

No updates were declared.

24/132 Minutes of the previous meeting:

It was proposed by Cllr Peake, seconded by Cllr Bown, and unanimously **RESOLVED** that the minutes of
the 9th July 2024 be approved and signed by the Chairman.

24/133 Public Participation Session

PCSO Young reported that the biggest problem in the area is burglary. Members asked if the damage to
the new feathers planted in Halfpenny Close green could be logged as criminal damage.
The PCSOs confirmed that evidence would have to be submitted before a case of criminal damage could
be 'opened'. This may be from a dash-cam on a parked car or CCTV footage from a neighbouring
property.

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24/134 Reports, Communications and Updates:

Parish Clerk:

The Clerk's report had previously been circulated giving an update on the following items:

- Footpath dedication between Footpath 257 and 258
- Footpath 582 St Martha - Overgrown. SCC ref IC 3911
- Information leaflets for the Gunpowder Mills Estate

Parish Councillors

Cllr Mrs. Allen reported that there was a meeting of the North Downs Steering group on 06/09/24.

St Martha Parish Council's Tree Warden

Simon Harrold reported that he had attended a Zoom training course organised by The Tree Council and the Tree Warden AGM. He continues to make connections with other Wardens.

At the end of November, it is National Tree Week, and he wondered if we could discuss the possibility of organising an awareness raising visit of the different trees in the Parish by an event – such as a Tree Walk.

National Tree Week is the UK's largest tree celebration (treecouncil.org.uk) and Simon intends to contact other Wardens to see if they were planning any events. It was suggested that Simon contacts John Andrews the Countryside Warden at the Gunpowder Mills Estate to explore the possibility of offering an awareness of the trees in the Gunpowder Mills Estate.

RESOLVED The Clerk to send John Andrew's details to Simon.

Report from Borough Councillor and County Councillor – Bob Hughes

The Clerk reported in Cllr Hughes's absence:

I have raised the removal of the grit bin in Sample Oak Lane with Highways (again) and they assure me they will be attending soon.

I visited Chilworth C of E Infant School about road safety and there will be a site visit by the relevant Highways officers later this month. I hope some measures will be taken to slow traffic and stop some of the irresponsible parking. I am following up with the team about what might be possible.

24/135 Chilworth Village

Cllr Brown attended the Shalford Community Council meeting on 18/07/24 and reported that the War Memorial renovation in Shalford is very costly.

RESOLVED: St Martha Parish Council need to review the insurance value with regard to the W/Memorial.

24/136 Policies, Financial and Regulation Approvals

(a) Proposed list of payments and transfers to be tabled at the meeting for approval:

The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr Brown, seconded by Cllr Peake and unanimously **RESOLVED** the payments to the value of £2,617.21 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Allen, during the meeting.

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Table 1: Proposed list of payments 3rd September 2024

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	03/09/24	Staff mileage	Shell	12.15	0	12.15
Zoom	17/08/24 to 16/09/24	Facility to hold meetings on line	Zoom	12.99	2.60	15.59
Postage	03/09/24	3 x letters to GBC re Cllrs resignation/ROI	Royal Mail	2.25		2.25
Printing/promo	24/07/24	Promo leaflet for Aug/Sept Village News	Minuteman Press	109.00	0	109.00
Room Hire	09/07/24	Hire for PC meetings Inv: 1186	Chilworth Village Hall	60.00	0	60.00
Salary	18/07/24	Net Payroll April/May/June 2024	Hazelford Ltd	1,660.32	0	1,660.32
Payroll	18/07/24	PAYE and NIC 2024/25 Q1	Hazelford Ltd	401.40	0	401.40
IT expenses	01/08/24	Website and IAG updates	Cowshed Business Services	50.00	0	50.00
Parish Improvements	01/08/24	Replace/repair 19 fence posts on Footpath 252	David Allen	123.50	0	123.50
Subs	28/08/24	Annual Subscription	SLCC	183.00	0	183.00
Totals				£2,614.61	£2.60	£2,617.21

- (b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 31/07/24 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Mrs Price, seconded by Cllr Peake and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.
- (c) **RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Mrs Allen that Cllr Mrs Tantram would be a further signatory on the Unity Bank Account, Cllr Brown and Peake to sign the Unity form as existing authorised Members.
- (d) **RESOLVED:** To transfer £6,000.00 from the National Westminster Bank current account into the Unity Bank Account.
- (e) **RESOLVED:** It was proposed by Cllr Peake, seconded by Cllr Brown to approve the St Martha Co-option Policy. And for the Clerk to upload it onto the website.
- (f) **RESOLVED:** The Clerk to contact Jim Rayner and ask him to cut the grass at the Chilworth War Memorial. Payment upon invoice for each cut, until it is known if Bary Wakeford will be continuing the work in 2025.

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24/137 Planning

- To discuss and agree the recommendation to Guildford Borough Council on the following application(s):

Planning Application 24/P/01207 - 7 Dorking Road, Chilworth, GU4 8NW

Proposal: Erection of a rear pitched roof extension with the addition of rear facing dormer window.

It was **RESOLVED** leave to planners.

Planning Application 24/P/01230 - Edale, 9 Pine View Close, Chilworth, GU4 8RS

Proposal: Erection of single storey rear extension, two storey side extension and extension to front dormer.

It was **RESOLVED** to leave to planners.

Planning Application 24/P/01216 - Pilar Lodge, Sample Oak Lane, Chilworth, GU4 8RE

Proposal: Application under section 73 of the Town and Country Planning Act 1990 (as amended) for variation of conditions 2 (approved plans) and 6 (development shall not be constructed unless and until the existing outbuildings on site have been demolished) to withdraw consent for the construction of the guest house and for a replacement pool house, of planning permission 23/P/00307 approved 23/06/2023 for the demolition and replacement of the outdoor swimming pool to the main dwelling house, demolition and replacement of guest dwelling house, demolition of detached residential outbuildings and replacement with a detached garage block and greenhouse together with the associated access arrangements, landscaping and planting.

RESOLVED: The Parish Council recommend that this application is APPROVED – as submitted.

- To receive and note any outcomes from GBC on applications previously reported:

Planning Application 24/P/00743 Chilworth Church of England Aided Infant School, Dorking Road, Chilworth, GU4 8NP

Proposal: Installation of 2no. air source heat pump units within a steel and mesh fenced compound adjacent to the north elevation.

GBC APPROVED 08/07/24

24/138 Highways and Rights of Way

Cllr Tantram had produced a report from the Roseacre Garden's AGM regarding the speed of traffic along the stretch of the A248.

RESOLVED: This item to be deferred until Cllr Mrs Tantram is present at the meeting and can further outline the development a basic risk assessment / discussion group of the issues identified, who is responsible for them, e.g. residents' hedges, farm land 'hedges', Highways lack of signs etc. In addition, we could identify how we can potentially help to resolve the issues (such as the VAS or contributing towards some clearance if we have the correct powers/enough money and agree to do to do so) and which issues can only be resolved solely by Highways, due to cost or powers for example.

It was noted that Tim Fuller is a volunteer path warden for SCC.

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24/140 Correspondence

Members received and noted a letter written by Cllr Peake to Graham Wrigley dated 18/08/24 regarding the Permissive Right of Way that runs north towards St Martha's Church.

24/141 The Gunpowder Mills and West Lodge

The Clerk reported that there was no reply from John Andrews regarding the cost to GBC of printing the leaflets that are available to visitors at the Gunpowder Mills Estate.

24/142 Items for the next meeting

- Recruitment of new Parish Councillors
- Feedback from the Roseacre Street party
- Quote to renovate the bus shelter at Lockner Farm
- Budget for 2025/26
- Sexual Harassment in the Workplace
- Chilworth Station
- War Memorial

24/143 Date of the next meeting: Thursday 10th October 2024