

# ST MARTHA PARISH COUNCIL

---

## Minutes of the Meeting of St Martha Parish Council held on 9<sup>th</sup> January 2025 at 7:00 p.m. in Chilworth Village Hall

### 2025 -1 Present:

#### Councillors:

Cllr Mrs. P Allen (Chair), Cllr G Brown (Vice Chair), Cllr Mrs. Osman, Cllr J. Peake, Cllr Mrs. Tantram and Cllr Miss Toynbee  
Simon Harrold – Tree Warden

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

**In attendance:** Parish Clerk - Anne Tait

### 2025 -2 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Parish Councillor R Young and Guildford Borough Councillor Danielle Newson.

### 2025 -3 - 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.

### 2025 -4 - Declaration of Non-Pecuniary Interests

No declarations were made.

### 2025 -5 - Register of Interests

No updates were declared

### 2025 -6 - Minutes of the previous meetings:

**RESOLVED:** That the minutes of the Full Council Meeting held on 12<sup>th</sup> December 2024, be deferred for approval until the next meeting of the Council.

### 2025 -7 - Clerk's Report

The Clerk's report had been circulated via email in advance of the meeting:

- a) **Date and format of the 2025 Annual Assembly** - Details were deferred until the next Parish Council meeting.
- b) **The Defibrillator at the Percy Arms** - Stephen Pidgeon – our Emergency Rapid Response Officer left the area over 12 months ago and has relocated in Devon. I have contacted the Parish Clerks at both West Clandon and Shalford for their advice on who they contact to advise on the whether the batteries and pads require re-newing.

## ST MARTHA PARISH COUNCIL

---

- c) **Renovation of the Lockner Farm Bus Shelter** - Keith Dodd will send an estimate (before the meeting on the 9<sup>th</sup> January 2025) for repairs/renovations to the two bus shelters. Richard Walker (Peasmarsh Builder) sent a message, that he has looked at the site and the main work is to strip off outside as the internal timbers and roof are still sound.

Andy North at Atkins – (project manager for Network Rail) has been contacted and he will file a complaint to ask for the roof to be repaired at the Chilworth Station Bus Shelter following damage incurred by contractors whilst winching new equipment.

- d) **Change of date for the February 2025 Parish Council Meeting** - The next meeting is to be held on Thursday 13<sup>th</sup> February 2025 at 7 p.m. in Chilworth Infant School.

### 2025-8 - Chairman's Report

The Chairman's report had been circulated via email in advance of the meeting:

- a) **Chilworth Station/Gunpowder Mills Site signage** - Sam Jones, Surrey Hills Access Lead, is hoping to progress signage for the Gunpowder Mills on the signpost by the Station Bus Stop. He has spoken to the team who helped build and erect the signpost and they feel it should be possible to add the Gunpowder Mills to the relevant finger and will mention the inclusion of Albury/Dorking at the same time. He is hoping to speak to the team again early in this new year. In the meantime, they have waymarked the Rail to Ramble trail between Chilworth and Shalford, and plans are afoot to do the leg to Gomshall next.
- b) **Gunpowder Mills at the Chilworth entrance to Vera's path** - Land Barn Carpenters, as recommended by Sam Jones, have been contacted to quote for a post and directional finger. Sara Grisewood (from the Community Rail Partnership) and Cllr Allen are hoping to speak about a map or poster outside the Station to highlight the Gunpowder Mills Site.

It was noted that at Minute number 24/190 - it was **RESOLVED**: that the Parish Council would fund a new sign post.

- c) **Public Telephone Box at Chilworth Station** - BT has carried out a land registry search and has confirmed that the kiosk is sited on Public Highway. Under Ofcom regulations, as there is insufficient mobile coverage, BT cannot remove the telephone and therefore cannot offer this for adoption as things currently stand. A contract for adopted kiosks would be between BT and the proposed adopter not Ofcom.
- d) **Defibrillator at the Percy Arms** - I am hoping to speak to the manager of the Percy Arms Pub to ask if they would be prepared to put a sign on the front of the Pub highlighting where the Defibrillator is located as it isn't obvious from the road. There are a number of suitable outside signs that can be bought on-line.
- e) **Electronic Bus Timetable at Chilworth Station Bus Stop** – I contacted Bob Hughes, Surrey County Councillor, to enquire about a possible electronic Bus Timetable at Chilworth Station Bus Stop. He received a reply from Alison Houghton, Principal Transport Officer, SCC, that it may be possible to have a RTPI display installed in the shelter at Chilworth Station (opposite the Percy Arms pub) but a survey would have to be undertaken by a SCC contractor to confirm feasibility. Any RTPI display

## ST MARTHA PARISH COUNCIL

---

would require the provision of a power supply, and trunking/ducting from the power supply (in a feeder pillar) into the shelter.

However, there is no identified funding for a RTPI display in this locality. SCC members have used some of their member allocation towards provision of RTPI displays or have found other suitable funding. To provide a RTPI display, power supply and for all the installation the costs would be in the region of £7,500 (exact costs unknown until survey undertaken and quote for power supply provided). SCC would be willing to take on the ongoing maintenance if a RTPI display was installed. If suitable funding is found, then SCC would be happy to progress this provision and for delivery in 2025/2026.

### **2025-9 - Guildford Borough and Surrey County Councillor's Report**

Cllr Bob Hughes gave the following report:

**Budgets** - Cllr Hughes reported that he attends regular Borough Council budget meetings, which will be presented to Council on 5<sup>th</sup> February 2025.

**Staff Changes** - Bahram Assadi has retired, Soe Hein has moved to Mole Valey and Reigate. Anne-Marie Hannam is the new Senior Traffic Engineer. All requests to communicate with Ms Hannam (including arranging a site meeting), must now be requested in the first instance to Cllr Hughes for him to initiate with Ms Hannam.

**The Government's Devolution Agenda** - Mayoralty and Unitary Authorities are being proposed by Central Government. Surrey County Council and Guildford Borough Council Councillors have received briefings, although there is presently little definitive information available. Guildford Borough Council will be submitting its formal response by the end of January 2025. Matters are proceeding at a pace. Surrey County Council resolved to opt in to the Government's Devolution and Local Government Reorganisation Programme as a priority. This may result in the postponement of the County Council elections scheduled for 2025. For a mayoralty to be introduced, a population of 1.5 million would be required, which may mean extending the County boundary.

More likely is that two, or possibly three, Unitary Authorities could be established. This might be split east and west, or possibly east, west, and central. It is unlikely the outstanding debts of some Borough Councils will be written off in full by the Government. At present, there is no view on the position of town and Parish Councils. Further information is to be issued by the Government in the near future. Guildford Borough Council supports all the Surrey County Council proposals, apart from the elections being delayed.

**2025-10 - Shalford Community Councillors Report** - Cllr Cansell reported that new wooden benches have been placed in Brookwood and Hornhatch.

**2025-11 - Tree Warden** - Simon Harrold reported that he had a meeting with the Merrow tree warden to discuss arranging a walk in the locality.

**2025 -12 - Chilworth Village**

## ST MARTHA PARISH COUNCIL

---

Cllrs Mrs Osman and Mrs Tantram attended the Shalford Community Council Meeting on 19/12/24 and gave the following report:

- a) **20mph limits** are to be placed on already agreed roads within the Shalford area. VAS signs were suggested for these roads but will need further discussion. Speed bumps were also a consideration providing they are inserted in the most appropriate way. Some King's Road residents want improvements, but not all are happy with a 20mph limit.
- b) **Traffic Mirrors:** GBC cannot install traffic mirrors on common land and need agreement from Highways. Conversely, SCC is not willing to have a mirror as this is against their policy, so although SCC councillors are supportive, they cannot go ahead without Highway's agreement.
- c) **Climate group** consultations regarding 20mph generally starts at the beginning of January and will last for 12 weeks.
- d) **Guildford to Godalming Green Way** – the extension to be agreed. At the site next to Shalford cemetery the steps will be replaced by a slope to aid cyclists rejoining the road from the cycle path.
- e) **Shalford Railway Station** the pot holes have been repaired and re-surfaced. There is a suggestion of adopting the station entrance to form a transport hub. This would come at some cost to the council so will need further discussion. They are contemplating the placement of planters but this would take up parking space which would not be advantageous.
- f) **E-bikes at Shalford Station** – the Sustainability Hub have agreed to support this with agreement from Network Rail. The Climate Action Group is supporting this with a £3,000 grant related to 'adopting' the station. This includes the old Newsagent Hut and making water available to cyclists to fill bottles at the water point there (Network Rail pay the water bill).
- g) **A public water fountain** is to be installed behind the church via Climate Action Group. Also, toilets and a café, maybe bike racks with the water fountain?
- h) **Local Government Review and Borough Linking:** Surrey is expected to be amongst the first to get involved. However, there may be local boroughs reluctant to join with other local boroughs. Some examples were mentioned.
- i) **Solar Panels on the Village Hall roof** were discussed which would mean borrowing the money to pay for the installation. As the village don't own the Village Hall it would not be straight forward. The cost is in the region of £75,000 but would also provide an income.
- j) **The loss of the small bus services to Godalming and Cranleigh** - as this affects Shalford residents and is a significant loss. The current replacement of a 'bookable bus' is inadequate to the needs of the village and needs investigation.
- k) **Climate Action** - Cllr Evans updated the Council on the Climate Action Group. The Council was asked to consider support for the Orchard Group with help to manage trees in the early years after planting ie watering and clearing of weeds at the base.

## ST MARTHA PARISH COUNCIL

---

- l) **Shalford Cemetery Wall** - Cllr Dunford updated the council on progress with the preparations for the wall repairs.
- m) **Traffic Calming Scheme**: Although there is a great deal of support in the village, it is not unanimous, especially if it is an 'off the shelf' scheme. Concerns there is not much opportunity for redesign, is it a 'get what you're given or nothing at all' situation? More likely to be options 1, 2 etc. GBC common land is part of the project. Issues around gas and water mains replacement works that are required meaning that there may be a delay as there is no point having the works done and then digging the roads up. This would not stop the signage going in, it is the road tables that would be delayed.
- n) **Defibrillator at St. Mary's** - the Council was asked to consider the installation of a defibrillator on the Churchyard wall to cover the northern end of the village.

It was noted that the following St Martha Parish Councillors would be attending the Shalford Community Council Meetings:

23/01/24 – Cllr Miss D Toynbee

20/02/24 – Cllr G Brown

### 2025 -13 - Planning

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

**Planning Application 24/P/01782 134 Dorking Road, Chilworth GU4 8N**

**Proposal:** Two storey side/rear extension

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

- b) **To receive and note any outcomes from GBC on applications previously reported:** None to report

### 2025 -14 - Highways, Footpaths and Rights of Way

**RESOLVED:** The Clerk to send the following message (and photos) to the Rights of Way Team with reference to **Footpath 259 – GU4 8RP**.

I would be grateful if a member of your team could visit the above location to assess the problems – identified below and on the attached photographs.

The serious lack of maintenance by the resident at The Lake House, Mill Lane, Chilworth GU4 8RP (the east end of the path as it exits onto Mill Lane) has led to significant overgrowth of holly and bamboo, as well as low growing tree branches. More seriously the rotting of the posts has enabled their barbed wire fence to collapse into the path causing a serious hazard, especially if someone were to slip and fall.

Where recorded on the definitive map the width of footpath 259 is 4ft / 1.20m. At the worst point the width of the path is only around 40cm – about 1ft 4 inches. In addition a tree is growing in the path, which at the time the photos were taken was covered in white mould at its base.

A reply was received on 13/01/25 from Neil Sawyer, Countryside Access Assistant (Legal Definition) *Thank you for your email, this has been logged under reference IC40712.*

## ST MARTHA PARISH COUNCIL

Cllr Hughes reported on the procedure for contacting the new Senior Traffic Engineer - Anne-Marie Hannam. Any request has to be initially communicated by Cllr Hughes – as our local County Councillor Officer.

### 2025 -15 - 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 Peake, seconded by Cllr Mrs Tantram and unanimously **RESOLVED** that the payments to the value of £169.42 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Allen, during the meeting.

**Table 1: Proposed list of payments 9<sup>th</sup> January 2025**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	09/01/25	Staff mileage	Shell	12.15	0	12.15
IT expenses	31/12/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3697	57.36	11.47	68.83
Zoom	12/12/24	Facility to hold meetings on line 17/11/24 -16/21/24	Zoom	12.99	2.60	15.59
Postage	02/01/25	Register of Interests for new Cllr - R. Young to GBC	Royal Mail	0.85		0.85
IT expenses	05/01/25	Assistance for Cllrs to create new mailbox for.gov.uk	Alan Oxford – Invoice number 011182	18.00	0	18.00
Training	17/12/24	Cllr Mrs Osman to attend course on 10/02/25: 'Councillors Roles, Responsibilities and Working arrangements'	Mulberry LAS Ltd	45.00	9.00	54.00
<b>Totals</b>				<b>£146.35</b>	<b>£23.07</b>	<b>£169.42</b>

- (b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 31/12/24 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 Peake, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.
- (c) Following discussion on individual budget heads it was **RESOLVED:** and proposed by Cllr Mrs. Allen, seconded by Cllr Peake that the budget for the financial year ending 31/03/2026 is set at £19,688.
- (d) **RESOLVED:** It was proposed by Cllr Mrs. Tantram seconded by Cllr Mrs. Osman that the Precept request from Guildford Borough Council for the financial year ending 31/03/2026 would be £15,581.00.

**2025- 16 - Date of the next meeting:** 13<sup>th</sup> February 2025