

## NOTICE OF A MEETING OF THE PARISH COUNCIL

To all Members of the Council, you are hereby respectfully summoned to attend the Full Council meeting of St Martha Parish Council to be held on  
**Tuesday 25 July 2023 at 7.00 pm in Chilworth Village Hall**

Members of the public and press have a right and are cordially invited to be present at the meeting.

Anne Tait - Parish Clerk  
Thursday 20/07/23

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. **Consent to receive the meeting summons by email** – Councillors to re-sign a form.
6. **Minutes of the previous meetings:** The following Council Minutes are to be agreed and signed by the Chairman as a true record:
  - The Extra-Ordinary Meeting held on 02 May 2023
  - The Parish Council Meeting held on 20 June 2023
7. **Public participation session** – 10 minutes - 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.

### 8. Reports:

To receive Reports, Communications and Updates from:

**Parish Clerk:** Report attached.

**Guildford Borough Councillors' Reports (5 Minutes)**

**Surrey County Councillor's Report (5 Minutes)**

**Shalford Community Councillor's Report (5 minutes)**

**Parish Councillors:** Cllr Mrs Allen's report attached.

### 9. Chilworth

To receive and discuss topics from both Shalford and St Martha Council meetings.

- Delivery of the 20s Plenty Stickers and letters and an update
- An update from Cllr Bob Hughes on the meeting (held on 24/07/23) with Soe Hein and interested local residents re the speed limit on the Dorking Road

## 10. Policies, Financial and Regulation Approvals

- To agree to defer the approval of Terms of Reference** for the Personnel Committee.
- To receive, review and approve** the schedule of payments presented by the Clerk.
- To receive, approve and sign** the bank reconciliation for period ended 30/06/23.
- To discuss and approve** the estimate from Stone Edge Conversation to the repair of the Chilworth War Memorial.
- To discuss and approve** the increase in hourly rate and commitment to use Mulberry & Co for three years for internal audit purposes. (See Clerk's notes for details).

## 11. Planning

(a) **To discuss and agree a response to GBC** on the following applications: none received to date

(b) **To receive and note** any outcomes of applications previously reported:

- **Appeal Ref: APP/Y3615/D/22/3306496 - 6 Pine View Close, Chilworth, Surrey GU4 8RS**  
The appeal is allowed, and planning permission is granted for the construction of a first-floor front extension, construction of a rear two storey extension, external renovation of dwelling, internal and external alterations in accordance with the terms of the application, **Ref 22/P/00237**, dated 9 February 2022, subject to the schedule of conditions.
- **23/P/00712 Moorland House, Blackheath, GU4 8RD** Proposed first floor rear extension to replace the existing balcony. **GBC APPROVED 05/07/23**

## 12. Climate Change

- **To discuss:** The increase in Surrey's new proposed 20 mph speed limit
- **To discuss:** The DRAFT letter to Waverley and GBC – ref email from Cllr Mrs Allen on 10/07/23
- **To discuss:** The Climate change tool kit – ref email from Cllr Mrs Allen on 10/07/23

## 13. Highways and Rights of Way

**14. Correspondence** – a reply from Mrs C. Manning ref the Footpath dedication between Footpath 257 and 258

## 15. The Gunpowder Mills and West Lodge

- To receive an update from the working party on the West Lodge Business Proposal submitted to Guildford Borough Council.
- To receive a proposed DRAFT letter from Cllr Pugh for discussion by St Martha Parish Councillors, before it is sent to clarify matters to Guildford Borough Council Officers. Ref email 17/07/23.
- The 2023 Heritage Weekend 9<sup>th</sup> – 18<sup>th</sup> September - the final deadline to register your event/s and apply for the free marketing materials is 10<sup>th</sup> August 2023.

## 16. Items for the next meeting

Items for inclusion on future agendas - to receive any suggestions from Members.

**Date of next full Council meeting:** Tuesday 5<sup>th</sup> September 2023

**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 to be excluded from the remainder of the meeting.**

## 17. The Clerk's Contract of Employment

To receive and consider the hours logged on the Clerk's April - June 2023 timesheets. A log showing the cumulative hours for 2023 had been issued to all Members prior to the meeting.

[Appendix 1](#)

### Clerk's Report for the meeting 25/07/23

- **Consent to receive the meeting summons by email** – Councillors to re-sign a form stating their Parish Council's email address and not their private email address – under GDPR regulations. The form will be sent prior to the meeting.
- **Defective War Memorial stone** – Estimate from Stone Edge Conservation to be discussed and AGREED in Finance Section of Agenda
- **Gunpowder Mills** – Heritage Days **8-17 September**
- **Defibrillator Registration - The Clerk** has registered the SMPC defibrillator at the request of Will Quince, MP (Minister of State, DHSC) Data shared by the British Heart Foundation. There are 65,870 defibrillators registered in the UK, with 51,332 of these located within England. But we know many more AEDs are not registered, meaning ambulance services cannot find them when they are needed most. That is why we urgently need as many organisations and individuals as possible to register their defibrillator today.
- **Notice Board at the end of Old Manor Lane** – awaiting quote from Paul Birch to install and take away the two old boards (Mr Birch has confirmed that he will take delivery of the order) .

Meeting took place between the Clerk and Jean-Pierre on 22/06/23. **Overall** measurements of the existing glass-fronted board = 47" wide and 36" high. **Internal** measurements = 42" wide and 36" high.

The second 'community board' was not measured.

AGREED to replace one board to take 18 x A4 sheets. Double doors, one side lockable for the Parish Council which will take 9 x A4 sheets, the other for community use.

**Brochure and product specification from Harry Stebbing forwarded with these notes. Collated information on the three quotations received.**

Action points:

#### The Clerk:

1. to find out who made the new one outside St Thomas's as finding someone locally to make it – which would make lots of sense. **No information has yet been received from three members of the PCC.**

2. Ascertain when the project must be completed, and the grant aid claimed from GBC. [An extension has been claimed by the Clerk and now known to be March 2025.](#)

### Jean-Pierre

1. Ask Julian Bramble if he would make a replacement board.
  2. Check with the Notice-board Company if there has been a price increase since their quote (on 12/09/22).
- **Surrey ALC – Mulberry & Co.** Internal Audit Fees pricing structure for 2023-24 onwards increasing our hourly rate to £65 per hour from £60 per hour. Also, a reminder of the benefits of continuing to receive the Council's internal audit provision through Mulberry & Co - **ref email from Surrey ALC** received on 06/07/23 forwarded on 17/07/23.
  - **Terms of Reference** - Personnel Committee to be drafted.
  - **News from Surrey ALC** – please refer to the email dated 06/07/23 (forwarded on 17/07/23)
    1. New CEO
    2. To appoint a representative from SMPC to be able to vote at the AGM
    3. Date of the AGM is 19/10/23 at Dorking Halls (9.30 – 3 p.m.)
  - **SCC footpath dedication between 257 and 258** - Cllr Peake has written to Mrs Manning asking for confirmation that the access across her land can continue. The Clerk has sent a copy of the letter to Joanne Porter – for her information. Copy sent to Cllrs on 10/07/23.

### [Appendix 2](#)

#### Report from Cllr Mrs Patricia Allen

- **20's Plenty Stickers:** stickers have been distributed in Blacksmith Lane and two thirds of the houses in Dorking Road. **Action** – to monitor the use of these and whether more are needed in the long term.
- **DRAFT Letter to Waverley/Guildford on Planning – environment issues:** to consider whether the Parish Council agrees to signing this letter to Waverley and Guildford Borough Councils, produced by the Climate Change Group. (A copy of the letter has been circulated.)
- **Public Electric Car Charger:** the Parish Council has already recognised the benefit of having a public electric car charger in the Parish and has suggested a possible site might be the lower car park at the Percy Arms Pub. Albury PC is also considering an EV Charger in its Parish and has suggested working with St Martha to forward these proposals as it has some knowledge of the procedure. Andi McCann from Albury PC has offered to speak to the Percy Arms as he knows the owner. Financial help from Cllr Hughes...?
- **Parish Climate Change Action Plan:** arising from a meeting with local Parish Councils (Shalford, Shere, Albury and St Martha) at Zero Carbon Guildford, hosted by Andi McCann (Albury PC) and Ben McCallam (SCC) and attended by Cllr Mrs Allen – a Toolkit has been completed by Ben McCallam for St Martha Parish to inform and help with decision making. The Toolkit has been circulated to PC members for consideration and comment.
- **North Downs Line Steering Group AGM** – Cllr Mrs Allen hopes to attend this AGM being held at Gatwick Airport on 25 July.
- **Community Rail Partnership** – the new SCR Community Rail Officer has resigned so David Daniels (who had just retired) is stepping in to cover until September. This will probably mean that the new planters at the station, proposed water butt, Gunpowder Mills sign and discussion about the Gate Keeper's Hut will be on hold for the time being.