

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 14th September 2017 at Chilworth C of E Infants School

Present:

Cllr The Revd. S. Sokolowski (Chairman)

Cllr Mrs. P. Allen

Cllr P. Corning

Cllr R. Good (left at 22:00)

Cllr M. Lunnon

In attendance: Parish Clerk - Anne Tait

Also present: Borough Cllr D. Wright (arrived at 19:55) and four members of the public.

The Chairman welcomed everyone to the meeting, explained the emergency evacuation procedure and reminded those present to switch their electronic devices to silent.

AGENDA

17/97 APOLOGIES FOR ABSENCE

The Council accepted apologies and reasons for absence from Parish Councillor Peake and County Councillor Keith Taylor.

17/98 DECLARATION OF INTERESTS

None were declared.

17/99 MINUTES

RESOLVED: That Part I and II of the Minutes of the Council Meeting held on 6th July 2017 be signed by the Chairman as a correct record.

17/100 THE GUNPOWDER MILLS SITE

West Lodge — Councillors received an update from the Working Group held on 11/09/17.

Councillor Mrs. Allen reported that Rob Fairbanks suggested that a mandate should be obtained by Parishioners to proceed with the proposal to rent West Lodge. It was suggested that a well publicised meeting would be arranged (distributing a flyer to each house) to get the whole village on side and ascertain what the residents of Chilworth want to get out of the arrangement. Andrew Norris noted that all expenditure will come out of the St Martha precept – and not Chilworth Ward – as this is in Shalford. It was noted that any meeting arranged by the Parish Council must be clear on the intentions/plan of action for the use of West Lodge. Cllr Corning reported that he felt the task of managing West Lodge is too big for the Parish Council to be solely responsible. The decision must be realistic, St Martha is a small Parish Council, and it would need a small enthusiastic cohort to help run the building. The building must realise its costs. There must be a specific purpose for West Lodge for the community. The recent discussions with several agencies, for use as a training venue have not come to fruition.

Borough Councillor David Wright reported that the Gunpowder Mills site is a site with strong archaeological interest. The situation is that it is currently a rundown shack, owned by Guildford Borough Council (GBC) and has been round it's neck for too long. It is the only Scheduled Monument site that GBC own and it could be developed. He felt that GBC is trying to assist the community - by helping itself, however, GBC need a sense that the community want it. It must be driven by committed people.

Councillor Wright reminded those present that the Heritage Lottery Fund is in favour of restoring buildings for use.

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Parking near West Lodge – A member of the public, Mr Pannell, outlined the problems he has recently experienced with inappropriate and dangerous parking in the vicinity of West Lodge. He has also contacted Mark Appleton (a GBC Asset Manager) who requested copies of Pannell's photos and agreed to speak with Highways about a notice signposting St Martha's car park. Andrew Norris reported that this issue is due to be discussed at the Gunpowder Mills meeting next week. He reported that the Gunpowder Mills Group have a proposal to change the area outside West Lodge so that parking restrictions are governed by signs or posts. The Parish Council/Gunpowder Mills Group will ask GBC to erect stout posts on the boundary line.

The Flow of Water along the Canal: to discuss the e-mail from the Environment Agency on 22/08/17 - ref: THM55636. The Chairman deferred this item until John Peake is present and can respond.

17/101 PUBLIC SESSION

An opportunity for members of the public and press to address the Council at this point. Items to be discussed:

- **Newlands Corner** – in an e-mail Mike Goodman wrote: "As the Planning Inspectorate has now told us a public inquiry into the educational play trail is needed, we have decided not to pursue this proposal at the moment. While we fully intend to revisit our plans for the trail at a later date because of its recreational, health and learning benefits, we are not prepared to spend around £30,000 of taxpayers' money on an inquiry at a time when our budgets are under such severe pressure from the rising need for the likes of children's services and adult social care.
- **Dunsfold Park Development** – no update was available.
- **Chilworth War Memorial Listing** – The Chairman confirmed that no additional information was required to be added to the report from the Listing Co-ordinator for War Memorials at 'Historic England'. It was noted that the War Memorial has been awarded listed status and the list Entry Number is 1448322.
- **Shalford Parish Council Meeting held on 20/07/17**
Councillors discussed any points of interest to St Martha Parish arising from the meeting notes circulated by the Chairman on 21/07/17.
- **Consultation on Proposed Changes to Surrey's Community Recycling Centres (CRCs) -**
The Clerk was asked to publicise the final details following the Cabinet Meeting (held on 26/09/17) on the Parish Council website.
- **Mailchimp-versus-e-mail to Parishioners**
RESOLVED: Councillors considered that a Mailchimp looks more professional than an e-mail and the Clerk was asked to implement this.

17/102 REPORTS

To receive Reports, Communications and Updates (for information only, or to be discussed at a future Council meeting)

- **Parish Clerk**
 - a) A Risk Assessment of the trees around the War Memorial – the Clerk updated Councillors on the three quotations received so far. It was AGREED that the Clerk should contact Arbor Care in Shalford and invite to quote.
 - b) Action Points – the Clerk gave the outcome of the points agreed at the Parish Council meeting held on 06/07/17.

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- c) Date for a Parish Council meeting in January 2018 –
RESOLVED: that this will take place on Thursday 18/01/18. The Clerk to book Chilworth School.
- d) The VAS –The Clerk is still awaiting written confirmation from Shalford PC as to whether a 2nd pole would be acceptable for St Martha Parish to erect (near to the War Memorial), before contacting Bahram Assadi to carry out a site inspection. St Martha will also be requesting from Surrey County Council the level of donation expected from the Parish Council of installing the pole(s).

- **Parish Councillors:**

Co-option of a Parish Councillor – it was AGREED to distribute a door-to door A5 flier at the same time as the flier advertising the Gunpowder Mills meeting in November. The Clerk was asked to arrange the printing by NJM, Councillor Corning agreed to send a MASTER copy to the Clerk.

Brookwood Management Committee – Councillor Lunnon AGREED to be the St Martha representative on the Committee. It has been estimated by Shalford Parish Council that there would be four meetings per year. The Clerk to advise Shalford PC Clerk of Councillor Lunnon's appointment.

17/103 THE CHILWORTH PARISH MAGAZINE

It was AGREED that the Chairman would write the copy for the October/November edition.

17/104 PLANNING

- (a) The Clerk reported there were no decisions to report on previous applications received.
- (b) The Clerk reported on those received since last meeting:
- 17/P/01814 - 138 Dorking Road: Double storey porch with a single storey rear extension and alterations to the rear dormer roof. Councillors Corning and Lunnon visited the site and were asked what is the percentage increase of mass and bulk. Councillor Corning to identify the % of new build.
- Councillor Peake also subsequently visited and reported: "This is clearly not currently a Small Dwelling and is on a fairly large site. There are no new windows proposed which overlook the neighbour. Although a large extension is proposed it would not result in overdevelopment of the site. **RESOLVED:** APPROVE the application as submitted.

17/105 CORRESPONDENCE

- Councillor Mrs Allen gave an update on the Quiet Lanes and De-Cluttering Group, the next meeting is on 20/09/17 in Albury.
- Councillor Mrs Allen reported on the latest meeting of the Community Rail Partnership Line Group.
- Councillors Mrs Allen and Corning will attend the Line Group – sub-set of the West Sussex 16/10/17 at GBC Council Offices.
- Councillors to discuss their attendance at the Surrey ALC AGM and Annual Conference – 12/10/17 at Dorking Halls. **RESOLVED** – no attendees.

17/106 HIGHWAYS AND RIGHTS OF WAY

No matters were raised.

17/107 FINANCIAL MATTERS

- a) Monthly Expenditure List

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RESOLVED: To approve the monthly expenditure list for July, August and September 2017 (totalling £1,719.47 + VAT £18.43), as attached to record minutes. These were approved and the cheques signed.

b) Councillors **APPROVED** the Clerks attendance at the SLCC training session on General Data Protection Regulation Compliance Training (GDPR) on 05/09/17.

RESOLVED – Following the Clerk's report on the GDPC training, it was **AGREED** that follow-up action by Councillors would be required. The Clerk was asked to request any master templates from SSALC and defer the appointment of a Data Protection Officer for St Martha until the March 2018 meeting of the Parish Council.

c) Councillors received an update on the quotation from Barry Wakeford to upgrade/re-plant the Memorial Garden at the War Memorial.

RESOLVED – To accept the quotation from Barry Wakeford within Memorial Garden perimeter: Supply and plant shrubs and bulbs, prune trim and cut out overgrown plant growth to Rosemary, Lavender, and Conifer trees. Grub out unwanted saplings and remove ivy growth where possible. Dig over and prepare areas of beds for planting. Supply shrubs and bulbs to be planted in beds. Clear, load and cart away all debris arising to Municipal tip. Total: £465.00

RESOLVED – The Clerk to submit an application to Guildford Borough Council's CFGA Grant Panel 2018/19.

(d) The Clerk reminded Councillors that a Revision of the St Martha PC Financial Regulations was last carried out in September 2014.

RESOLVED – The Clerk to re-send Financial Regulations to all Councillors, comments to be received by the Clerk by 12th October 2017.

17/108 ITEMS FOR THE NEXT MEETING

None received

DATE OF NEXT MEETING: 9th November 2017

The Chairman thanked those present for their attendance and closed the meeting at 10:25 p.m.