

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 10th July 2014 at Chilworth C of E Infants School

Present:

Cllr. D. Bunting (Chairman)	Cllr. M. Lunnon	Cllr. J. Peake
Cllr. C. Seabrook	Cllr. The Rev. S. Sokolowski	

In attendance: Anne Tait - Parish Clerk

Also present: Cllr Mike Parsons – Shalford Parish Councillor
Rosemary Lemon
Helen McIntyre
Mr & Mrs M. Ede
Mr Chris Carter
Mrs June Tiller
Ms Jean Gamble

14.74 APOLOGIES FOR ABSENCE:

Cllr Mrs C. Browning - St Martha Parish Council
Cllr Keith Taylor – Surrey County Council

14.75 DISCLOSURE OF INTERESTS

Cllrs Peake and The Rev. Sokolowski declared a non-pecuniary interest in any items relating to the school as they are both Governors of Chilworth C of E Infants School. Cllr Sokolowski is employed by the Diocese and is Chairman of the Chilworth Community Association.

14.76 REPORT FROM LOCAL OFFICERS FROM SURREY POLICE

The Clerk reported that although advising PCSO Damon Young of the date/time of the meeting and offering to report the crime stats, no message had been received from him.

14.77 REPORT FROM LOCAL SURREY COUNTY COUNCIL AND GUILDFORD BOROUGH COUNCILLORS

No Councillors were present.

MINUTES OF THE MEETING HELD ON TUESDAY 10TH JUNE 2014 AND 25TH JUNE 2014

1. Cllr Peake requested that at Minute number 14/25 it should read: **It was AGREED to conclude the issue of the cinder path.**
2. Cllr Peake requested that the corporate response from the Parish Council should state that a **'recommendation' is made from the Parish Council to approve or oppose the application under consideration.** By adding 'recommend' to the statement there should be no doubt from members of the public that the Parish Council have the final decision on the application.

It was **RESOLVED** that the above two amendments are made and the minutes were then confirmed and signed as a true and correct record by the Chairman, Cllr Bunting.

14. MATTERS RAISED BY THE ELECTORS ON LOCAL ISSUES

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Helen McIntyre was also concerned about the bridge over the Tillingbourne down Lockner Lane which has been partially washed away when the river was in flood. Additionally the damaged upstream side of the bridge is continuing to crumble and erode, and the plastic warning barrier is beginning to collapse as the erosion progresses.

The Chairman reported that there are three different owners of the bridge. Surrey County Council own the bridleway and have an obligation to keep it open. The second owner is Ross Nye of Longfree Farm.

RESPONSE: Cllr Lunnon reported that Hilary Lucas used to own the field and he offered to telephone her for further information.

14.78 MATTERS ARISING – NOT COVERED ELSEWHERE ON THE AGENDA:

14/27_13/64/08_12/52/08 - **War Memorial Grant Application**

The Chairman reported that the Clerk had sent the application to English Heritage. Mick Ede reported that he still has the Smartwater liquid containing a code that can be read under ultraviolet light. It was reported that the fence needs replacing around the Memorial. It was suggested that the garden around the War Memorial site should be enhanced and a tree planted in commemoration of the anniversary of World War I.

It was **RESOLVED** that the Clerk apply for a tree to be planted from the 'Community Ideas Database' fund. And to apply to the Department Culture Media and Sport (DCMS) War Memorial fund.

- 14/11_14/27 **Parish Council Website**

The Clerk reported that due to other work priorities the website was not yet ready for release. The Chairman thanked Cllr Peake for forwarding editorial comments.

- 14/25 **Finger Post at Station Triangle**

The Clerk gave an update on an e-mail received from Bahram Assadi who advised that the signs should be up by the end of July. He confirmed that he will chase the contractors again.

It was RESOLVED that the Parish Council will await Surrey County Council to fix the signs; all **AGREED** that the PC should not pay for this job.

- **Planter by Station**

The Chairman confirmed that the planter is owned by Surrey County Council, but it was the responsibility of the Parish Council to maintain.

It was RESOLVED that the Parish Council would fund the cost of bedding plants, Mrs R. Lemon kindly offered to plant them and water the container.

- 14/50 **Bridge on Lockner Lane**

It was RESOLVED that the Clerk e-mail Moy Cash and ask for clarification on past correspondence and confirm ownership.

Helen McIntyre reported that the north side of the bridge channel is blocked and therefore water is washing away the track.

It was RESOLVED that the Clerk write to Mr. Ross Nigh of Longfree Farm, (copy to Steve Palmer of Longfree Cottage), with regard to the track/bridleway.

- 14/62 **Vacancy in Office of a Parish Councillor**

It was RESOLVED to advertise in The St Thomas Newsletter, the Clerk agreed to send editorial to Cllr Browning.

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- 2015 Elections Promotional Products from SSALC
It was RESOLVED to order 3 - 5 packs at a cost of £4.00 and the Clerk to request free posters and flyers from SSALC.

14.79 HERITAGE LOTTERY FUND BID

- **The Chairman reminded those present of the RESOLUTION agreed in the Minutes of 18th March 2014 (14/28) - This Parish Council agree that the Parish Council work with the Gunpowder Mills Group and Chilworth2gether to hold discussions with Guildford Borough Council on the future of West Lodge, and negotiate terms and conditions by which the building can be used by and for the Community.**

He reported that there was no progress on this issue.

14.80 PARISH COUNCIL NEWSLETTER

It was RESOLVED to defer the decision to publish to the next meeting.

14.81 GUNPOWDER MILLS GROUP

Cllr Lunnon reported on the correspondence between Moy Cash and Maggie Scott with regard to the Heritage weekend on Saturday 13th September that the Chilworth2gether team are organising. A request to GBC was sent to open up West Lodge to the public as part of the event, to offer teas outside the Lodge on the newly cleared garden area. The answer from Moy was that it cannot be used, there have been condition surveys done recently by the assets department and they are not currently able to make it available for public use.

The Chairman reminded those present that West Lodge is not part of the Gunpowder Mills site. Cllr Lunnon reported that the next meeting is on 15th JULY. Cllr Peake reported that the Gunpowder Mills Estate is generally in a state of neglect.

It was RESOLVED: that a letter is sent by the Parish Clerk to Moy Cash stating that the Parish Council are extremely concerned with regard to the flow of water through the canal and the amount of overgrown vegetation that is in the water-way. And request that GBC take remedial action to increase the flow of water.

14.82 HIGHWAYS

It was noted that the 21 days consultation period for the introduction of yellow lines at Sample Oak Lane will soon be over. Guildford Borough Council will then enforce the no parking policy.

14.83 DRAFT LOCAL PLAN

The Chairman reported that there is very little impact on St Martha Parish in the plan.

It was RESOLVED: that Cllr Peake will draw up a DRAFT proposal on how the new plan will impact on the Parish. This will be circulated for Cllrs to AGREE at meeting on 11th September 2014.

14.84 CORRESPONDENCE

- The updated Traveller Strategic Housing Land Availability Assessment (Traveller SHLAA) (GBC)
It was RESOLVED: that Cllrs Peake and Bunting would complete this on behalf of the Parish Council.
- The Clerk reported on a letter received from Shalford Parish Council: *confirming that at the meeting on 26th June members agreed that this would be a very effective way to communicate better and to gain a better understanding of what our two Parish Councils are doing as well as working better for the residents for the whole of Chilworth. The Council would be pleased to*

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welcome a St Martha member to meetings and to send a representative to St Martha meetings. As the letter was included in correspondence at the meeting on 26th June it will be discussed as an agenda item on 24th July to agree whether a nominated Shalford PC member should attend your meetings or whether different members will attend. As Shalford PC do not meet in August the first meeting after that would be 11th September at Peasmarsh Village Hall starting at 7.30pm.

It was noted that the next Shalford Parish Council meeting is scheduled for 11th September which clashes with the St Martha September meeting. As Cllr Mike Parsons was present at the meeting, it was agreed that St Martha would send a Cllr to attend the Shalford Parish Council meeting on 24th July 2014.

It was RESOLVED: that a Councillor representative would be agreed at the 11th September meeting to attend Shalford PC meeting on 23rd October 2014.

14.85 FINANCIAL MATTERS:

Current Financial Statement – report by the Clerk

£13,607.91	Business Reserve Account (as at 01/05/14)
£9,901.38	Current Account (as at 02/05/14)
£37,910.00	Field Account (as at 16/05/14)

Income received since last meeting (18/03/14)

- a) **£6,394.50** (current account)– first half of the precept
- b) **£2,000.00** (field account) donation from Chilworth2gether

Payments made since last meeting (18/03/14): **NIL**

(a) Payments - for consideration approval or confirmation

It was **RESOLVED** to approve the above payments on the proposition of Cllr Lunnon seconded by Cllr Peake.

(b) Any other matters of a financial nature

- **Clerk's hours:** The Clerk submitted a time-log for June 2014 and reminded those present that this had been sent electronically to members of the Personnel Committee. The total for June 2014 was 91 and the average monthly total from January 2014 was 47.79. **It was RESOLVED that the hours would be reviewed at the September meeting – see Minute 14.59 (a).**
- **Community Ideas Database (CID)** plant a commemorative tree at the Chilworth War Memorial

14.86 PLANNING

(a) Outcome of those previously reported: the Clerk reported on numbers 11 and 13.

(b) Notice of those received since last meeting: the Clerk reported on numbers 12; 13; 14 & 15.

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(c) **TO CONSIDER** the corporate response from St Martha Parish Council to:

- **14/P/01110 9 Halfpenny Close, Chilworth GU4 8NJ** - Single storey rear extension, rear hip to gable roof extension to allow loft conversion including Juliet balcony on rear elevation and velux windows on front and side elevations and the widening of hipped roof at the front to replace flat roof area.

It was **RESOLVED that the corporate response from St Martha Parish Council:**

that this Council recommend approval of the above planning application.

However, Councillors understand that an amended application has been submitted by Mr Carter 'deleting' the velux window at the front of the property.

Appendix A

14.87 REVIEW OF COUNCIL POLICIES

The Clerk reminded Councillors that an annual review of the following parish council policies is overdue:

1. Health and Safety
2. Freedom of information Requests
3. Data Protection
4. Financial Regulations
5. Complaints
6. Grant awarding
7. Asset Register
8. Standing Orders
9. Risk Assessment

It was **RESOLVED that a working party be convened to recommend amendments to numbers 4, 7 and 9 on 12th August at 19:30 at the St Thomas Church Rooms. These recommendations will be brought to the September meeting of the Parish Council and a resolution sought to adopt.**

14.88 RIGHTS OF WAY

Cllr Seabrook reported that:

- Vera's Path had been cleared by Mick Ede - with grateful thanks
- Trees have been cleared
- Fallen Oak has been cut by Lockner Bridge
- Cllr Seabrook has offered to clear the hedge east of Lockner Farm
- The continuation of Old Manor Lane is overgrown

Cllr Lunnon reported that he attended the Countryside Day on 24th June 2014.

EXCLUSION OF PRESS AND PUBLIC it was RESOLVED at 9:40 p.m. that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Public be excluded from the items listed under Part II of the Agenda.

AGENDA PART II

DISCLOSURE OF INTERESTS

Cllrs Peake and The Rev. Sokolowski declared a non-pecuniary interest as they are both Governors of Chilworth C of E Infants School. Cllr Sokolowski is employed by the Diocese and is Chairman of the Chilworth Community Association.

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14.89 VILLAGE GREEN

The Chairman reported on the meeting held on Wednesday 9th July 2014.

Present: Maggie Scott, Cathy Wells, Cllr Michael Lunnon, Cllr David Bunting

Purpose To agree a negotiating position to present to Diocese Board of Education re purchase part of the field (2.2 Acres) for community use.

		£	£
Capital	Total Donations banked	37,910	
	106 Money	31,042	
	Promised by Graham Rigley	10,000	78,952
	Possible from Playing Fields Association (PFA)	5,000	83,952
	Working figure (excludes PFA)		<u>79,000</u>

Risk Factors

Donors

- Withdrawal as motivation factors may have changed.
- Size of land being offered precludes cricket and organised sport. One donation of £10,000 was specifically for a cricket ground.
- Threat of development has significantly diminished as it enjoys protection by its designation as a Conservation Area, AGLV (likely to be converted to AONB) and green belt. It is excluded from the Chilworth Settlement Boundary and will not feature as a site for potential development in the new Local Plan
The counter argument is that the future is a long time, and therefore it is important to keep it green "for posterity". Plans and status can change.
- A potential donor has given an indication he would be willing to make a significant contribution but has not given a firm commitment – much depends on the type of project being undertaken and the community involvement.
- The extent of any withdrawal of donations will not be known until after consultation with all donors – ie after the meeting with the Diocese on 22nd July.

106 Money

- Should have been spent in the last financial year. If the developer chooses to request a return on the money as it is currently unspent, he can and the community benefit is forfeited.

Grant Money

- Playing Fields Association may not fund an "Open Space" if it is not a Playing Field. Alternatively more development grant might be available.

Negotiation with the Diocese on 22nd July will be based on assumptions that there will be cc£79,000 in the kitty. (see above)

Anticipated capital costs in purchase.

- Legal fees **£7,000** to include contractual arrangements, e.g. for road entrance and field access + VAT.

	£79,000
60,000	
7,000	
Balance	£12,000

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Anticipated Costs in bringing field to public use

Diocese to provide serviceable entrance to field from road including 12' gate, hardcore inset entrance.

- £2,000 fencing and gate with pedestrian access to demark southern boundary.

No other major costs are anticipated:

- the entrance from Vera's Path and the Gunpowder Mills - open. Fence "rolled back"
- Ground surface to remain untreated – no harrow or roller
- Animal burrows to remain – but as now taped to bar access
- Fallen tree to be cut up by Community – wood offer
- Possible abandonment of northern boundary fence, so field adjoins the Gunpowder Mills site.

Income and Expenditure

Income Possible use for village summer fete, Dog Show, etc. by Chilworth2gether

Expenditure Insurance – Council to ascertain cost of public liability.

Other Issues to be Considered

- Administration / Organisation / management e.g. Trust
- Controls to use of Field – camping, dogs, barbecues
- Additional funding

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

DATE OF NEXT MEETING: 11th September 2014