

ST MARTHA PARISH COUNCIL

Minutes of the Annual Meeting of St Martha Parish Council held on 11th May 2017 at Chilworth C of E Infants School

Present:

Cllr Mrs. P. Allen
Cllr P. Corning
Cllr R. Good
Cllr M Lunnon (out-going Vice-Chairman)
Cllr J. Peake
Cllr The Revd. S. Sokolowski (out-going Chairman)

In attendance: Parish Clerk - Anne Tait

Also present: County Cllr K. Taylor, Borough Cllr D. Wright, Cllr A. Cansell (Shalford Parish Council) and two 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.

17/61 ELECTION OF CHAIRMAN

Cllr The Rev. S. Sokolowski was nominated as Chairman by Cllr Peake, seconded by Cllr Mrs Allen. The Clerk received no other nominations.

RESOLVED: Cllr The Rev. S. Sokolowski was elected Chairman of the Parish Council for the ensuing year.

17/62 ACCEPTANCE OF THE OFFICE OF CHAIRMAN

Cllr The Rev. S. Sokolowski duly signed the declaration of acceptance for the Office of Chairman and took the Chair.

17/63 ELECTION OF VICE CHAIRMAN

Cllr Michael Lunnon was nominated as Vice Chairman by Cllr Mrs Allen, seconded by Cllr Corning. The clerk received no other nominations.

RESOLVED: Cllr M. Lunnon was elected Vice-Chairman of the Parish Council for the ensuing year.

17/64 APPOINTMENT OF INTERNAL AUDITOR

The Chairman confirmed that Michael Taylor has agreed to audit the accounts for year ending 31/03/18.

AGENDA

17/65 APOLOGIES FOR ABSENCE

The Council accepted apologies and reasons for absence from Borough Cllr R. Billington and Maggie Scott (Chilworth2gether).

17/66 DECLARATION OF INTERESTS

None were declared.

17/67 APPOINTMENT OF COMMITTEES AND DATES OF FORTHCOMING PARISH COUNCIL MEETINGS

The Chairman proposed that no Committees were to be appointed for this ensuing year. 'Task and Finish Groups' for Councillors would be arranged, if required, on Thursday 15th June 2017 and 12th October 2017. The outcome of the meetings to be reported at the next Full Council meeting.

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RESOLVED: To cease monthly Full Parish Council meetings and convene them on alternate months in Chilworth C of E School at 7:30 p.m. This arrangement to be reviewed after six months – i.e. at the 9th November 2017 meeting. Dates of Full Parish Council meetings:

- Thursday 6th July 2017
- Thursday 14th September 2017
- Thursday 9th November 2017

17/68 MINUTES

The Minutes of the Council Meeting held on 6th April 2017 were approved by Councillors and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting held on 6th April 2017 be signed as a correct record.

17/69 REPORTS

Parish Clerk

Action Points: The Clerk reported on the outcome of the meeting held on 06/04/17.

War Memorial - Risk Assessment of Trees: The Clerk reported on the meeting held with a tree surgeon Angus Wilson, (28/04/17) on the area around the War Memorial. Cllr Mrs Allen suggested that the Clerk contact Arbortech Ltd to ask for a risk assessment of the trees.

Councillor Vacancy: The Clerk reported that confirmation had now been received from Guildford Borough Council that the Parish Council may co-opt. Cllr Corning suggested that a flier be printed and distributed to every household advertising the vacancy for a Parish Councillor.

Parish Councillors

Councillors discussed the draft letter to the Environment Agency by Cllr Peake. The Chairman reported on the advice given from Richard Melhuish.

RESOLVED: that the Chairman would accept Mr Melhuish's offer of advice and assistance from expert Engineers from The Land & Water Foundation.

Cllr Lunnon reported on the training he attended to manage a VAS on 11/04/17 in Guildford. Cllr Cansell reported that Shalford Parish Council have agreed to site the VAS at the St Martha (Parish) end of Chilworth. It was AGREED that a possible site and suitable pole must be identified, ideally outside the Chilworth C of E School. The Clerk AGREED to contact and ask Mr. Assadi to meet with Cllr Lunnon.

The Chairman reported on proceedings from the Shalford Parish Council meeting held on 20/04/17. Cllr Mrs Allen reported on the Quiet Lanes and De-Cluttering Group held on 11/05/17.

It was AGREED that the following Cllrs would attend the Shalford Parish Council Meetings:

- 25th May – Cllr John Peake
- 22nd June – Cllr Mrs Patricia Allen
- 20th July – Cllr The Revd. Sokolowski
- 21st September - Cllr The Revd. Sokolowski

The Clerk AGREED to notify the Clerk of Shalford Parish Council.

Surrey County Councillor – Cllr Taylor gave an outcome on the Local Elections held on 04/05/17.

Borough Councillor – Cllr Wright reported that the final consultation on the Local Plan runs from 9th June – 24th July. He confirmed that the consultation will only be on the changes since the last draft. Regarding the reduction in the number of Planning Committee Members, he confirmed that if St Martha PC received a contentious planning application, Councillors could ask for it to be called in. It was noted that Guildford Borough Council (GBC) now require twenty objections from parishioners to an application for it to be discussed at a GBC Planning Committee. Councillors advised that this would be difficult to achieve in a small Parish. It was AGREED that the Clerk would draft a letter to Cllr Spooner outlining these concerns.

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17/70 FINANCIAL MATTERS

a) Monthly Expenditure List

RESOLVED: To approve the monthly expenditure list for April/May 2017 (totalling £1,714.90 + £11.65 VAT), as attached to record minutes. These were approved and the cheques signed.

b) **RESOLVED: To approve the St Martha Parish Council Accounts for the Year Ended 31st March 2017.**

c) **RESOLVED: To approve the Bank Reconciliation for period ended 30/04/17**

d) **RESOLVED: To approve the Annual Governance Statement, Section 1 of the BDO Annual Audit Return for the year ended 31st March 2017**

e) **RESOLVED: To approve the updated Asset Register as at 31/03/17**

f) **RESOLVED: To approve Section 2 of the annual return, the Accounting Statements for the year ended 31st March 2017.**

g) Insurance:

The Clerk reported that the Parish Council's (3-year) long-term agreement with Came & Company will expire on 31/05/17. Quotations had been requested from the following Companies:

- i. Came & Company
- ii. Zurich
- iii. Aon SME Enterprise

It was AGREED that the Clerk would prepare and send a comparison paper to Councillors for a decision on which quote to accept.

17/71 PLANNING

(a) Outcome of those previously reported:

17/P/00396 – Little Brook, Old Manor Lane – **APPROVED 18/04/17**

17/P/00588 – Girraween, Mill Lane, Chilworth, Guildford, GU4 8RP - **REFUSE 11/05/17**

(b) Notice of those received since last meeting – an enforcement case:

EN/17/00111- 8 Pine View Close, Alleged erection of decking and raised garden area

(c) **RESOLVED: The Chairman will decide on the 5 geographical areas in the Parish, and assign a Councillor to each 'area' to view the property and report to the Parish Council.**

17/72 THE GUNPOWDER MILLS SITE

West Lodge – The Chairman outlined the actions for the Parish Council arising from the meeting with GBC Planning Department on 24/04/17.

RESOLVED: It was unanimously AGREED to submit a pre-planning application for change of use at West Lodge. The Task & Finish Group to be comprised of Andrew Norris, Maggie Scott, Cllrs Corning, and Mrs Allen, (Cllrs Peake and Lunnon are welcome to attend the meetings).

17/73 NEWLANDS CORNER

It was noted that Sally Blake, the Co-ordinator of the Save Newlands Corner Campaign Group will be present at the Annual Assembly to give an update and answer any questions.

17/74 DUNSFOLD PARK DEVELOPMENT

It was noted that Bob Lees of 'Protect Our Waverley' (POW) will be present at the Annual Assembly to give an update on the Dunsfold Park Development proposals and the impact for Chilworth and surrounding Villages.

17/75 CORRESPONDENCE

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The Clerk reported on an e-mail from Amy Ballard SCC Transport Officer with a request to install a real-time passenger information (RTPI) display in the Chilworth Railway Station bus stop on Dorking Road (for buses heading towards Guildford and Cranleigh). There would be no cost to the Parish Council for installation and maintenance.

RESOLVED: It was unanimously AGREED to give permission to SCC.

The Clerk reported on an e-mail from a Parishioner with a suggestion that the current cycle route along the Gunpowder Mills be extended as far as possible towards Tillingbourne School.

RESOLVED: Cllr Peake AGREED to telephone the Parishioner and explain why this is not possible.

The Clerk reported on an e-mail from Bahram Assadi, SCC Traffic Engineer, informing Councillors that the current Horizon programme has been revised and along the Dorking Road from Blacksmith Lane to Chilworth Road (Weston House) is on the 'Horizon Version 2' list for resurfacing. The resurfacing is scheduled to be carried out sometime between 2018 to 2021.

RESOLVED: that the Clerk write to Jason Russell, Assistant Director of SCC Highways and Colin Kemp, SCC Cabinet Member for Highways informing them of the dangerous surface of the A248 especially from Mill Lane to Pine View Close.

17/76 THE ST MARTHA STRATEGY PLAN

Councillors AGREED to meet as a 'Task and Finish Group' on 15/06/17 to progress the discussions with Anne Bott held on 07/03/17.

17/77 HIGHWAYS AND RIGHTS OF WAY

No new matters (other than those already minuted) were raised.

17/78 PARISH COUNCIL COMMUNICATIONS

RESOLVED: That Cllr Mrs Allen would write the editorial for the June/July edition of the Chilworth News.

Liaison with other groups in Chilworth: Councillors discussed how the Parish Council could improve the liaison with other groups in the village e.g. the Gunpowder Mills Group and Chilworth2gether.

RESOLVED: Cllrs Lunnon and Peake would report back to the Parish Council on the Gunpowder Mills meetings. It was also noted that Andrew Norris also attends the meetings, which was an additional line of communication.

17/79 ITEMS FOR THE NEXT MEETING

None discussed

DATE OF NEXT MEETING: 6^h July 2017