

# ST MARTHA PARISH COUNCIL

## Minutes of the Meeting of St Martha Parish Council held on 9<sup>th</sup> February 2017 at Chilworth C of E Infants School

Present:

Cllr Mrs P. Allen	Cllr P. Corning	Cllr R. Good
Cllr. M. Lunnon (Chairman)	Cllr J. Peake	Cllr C. Seabrook

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

**Also present:** Cllr Adrian Cansell (Shalford Parish Council)  
Cllr K. Taylor (Surrey County Council)  
Cllr D. Wright (Guildford Borough Council)  
Cllr R. Billington (Guildford Borough Council)  
Five members of the public

The Chairman welcomed everyone to the meeting.

### **PUBLIC SESSION**

It was reported that Footpath number 259 from Mill Lane to Lockner Farm is very muddy.  
It was reported that there is a pothole on the A248 in Chilworth opposite 38 New Road, (GU4 8NR) the Clerk was asked to report this to Surrey County Council.

### **AGENDA**

#### **17/16 APOLOGIES AND REASON FOR ABSENCE**

Apologies for absence were received and accepted from Cllr The Rev. S. Sokolowski.

#### **17/17 DECLARATION OF INTERESTS**

None declared

#### **17/18 MINUTES OF THE PREVIOUS MEETINGS**

Cllr Peake reminded those present that his proposal at Minute number 17/15 was **AGREED and RESOLVED**. Following this correction it was **RESOLVED** that the Minutes of the St Martha Parish Council meeting held on 12<sup>th</sup> January 2017 be approved and signed by the Chairman as a true record.

**17/19 REPORTS** - Councillors received the following Reports, Communications and Updates (for information only, or to be discussed as an Agenda item at a future Council meeting).

a) Parish Clerk

- Cllr Peake requested an alteration to the Attendance Register for the mtg on 08/12/16. He confirmed that he had informed other Councillors of his absence. It was **AGREED** to amend the code on the Attendance Register to number (1).
- It was reported that the footpath has been cleared from Roseacre Gardens to Postford House
- It was noted that the litter bin at the end of Halfpenny Close had not yet been re-fixed by GBC.
- It was reported that a request had been received (via the Wonersh Parish Council Clerk) for St Martha Parish Councillors to informally meet with members of the Planning Committee of Wonersh Parish Council. The purpose of the meeting would be to discuss planning issues

in the St Martha area of Blackheath, and in particular Blackheath Cottage. As both Councils meet at 7:30 p.m. on the second Thursday in the month, the Clerk was asked to propose to Wonersh Clerk that the St Martha Parish Council meeting starts thirty minutes earlier (at 7 p.m.) on 9<sup>th</sup> March, and the Wonersh Parish Council meeting start 30 minutes later (at 8 p.m.)

- The Clerk reported on the following training sessions:
  1. **Employment Briefing & Awareness Events 2017**  
**Thursday 6<sup>th</sup> April 2017**, - 10:00 – 13:00 at Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ **OR**  
**Tuesday 6<sup>th</sup> June 2017** – 10:00 – 13:00 at East Horsley Village Hall.

It was **AGREED** to ask Cllr Sokolowski if she would like to attend this event.

2. **Social Media Workshop – 12<sup>th</sup> July 2017** – Cranston Suite, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT. 2 sessions offered EITHER 9:30 – 12:30 **OR** 13:30 -16:30. The cost per delegate is £55.00 (excl. VAT). Cllr Allen **AGREED** to book a delegate onto the a.m. session and the name of the Cllr attending will be decided at the next meeting.

#### b) Parish Councillors

- Cllr Mrs Allen reported on the Quiet Lanes and De-Cluttering Working Group Meeting held on 26/01/17 and reminded those present that her notes had been sent to all Councillors on 30/01/17. Cllr Mrs Allen explained about the Proposed Quiet Lane Zones/Unsuitable for HGVs. Cllr Taylor reported that this would be discussed at the Local Committee on 22/03/17.
- Cllr Corning reported that he did not attend the Shalford Parish Council meeting held on 26/01/17. Councillors **AGREED** their attendance at the following Shalford PC meetings:

Thursday 23rd February at Chilworth Village Hall – Cllr Lunnon

Thursday 23rd March at Shalford Village Hall – Cllr Corning

Thursday 20th April at Peasmarsh Village Hall – Cllr Sokolowski

The Annual Assembly is on Thursday 6th April at Shalford Village Upper Hall.

#### c) Surrey County and Borough Councillors

- Cllr Keith Taylor – Gave an overview of current funding issues, he confirmed that work continues on Council budgets.
- Cllr David Billington – Lead Councillor for Parks and Leisure reported that the Cricket Ground has been partially knocked down for a re-build, which will be disability compliant. He confirmed that the ground will have a wider use and will encompass other sports than cricket. Negotiations and consultations have begun to develop the Spectrum.

### 17/20 **FINANCIAL MATTERS**

(a) The schedule of cheques totalling £1,593.24 (+ VAT totalling £29.33) as attached to record Minutes were **approved and signed**.

(b) The Clerk distributed the following reports to each Member:

- A bank reconciliation for the period ended 31/01/17
- A updated review of the 2016/17 accounts

(c) Councillors discussed and reviewed the Assessment of Risks. The Clerk reminded Councillors that on the BDO Audit Form the Council is required to sign as – “being responsible for ensuring that there is a sound system of internal control”, and that the Council carried out an assessment of risks

facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and or external insurance cover where required”.

### **17/21 PLANNING**

- (a) The Clerk reported on the outcome of those applications previously reported – NIL.
- (b) The Clerk gave notice of those applications received since the last meeting – Numbers 2 and 3 on the planning log – as shown in Appendix A.
- (c) Councillors discussed and **AGREED** the corporate response to planning application:  
17/P/00138 – Basie Cottage, Roseacre Gardens, Chilworth, Guildford, GU4 8RQ.  
Recommend **REFUSE**.
- (d) Councillors discussed the current arrangements of dealing with planning applications:
- The Clerk informs all Councillors of a new p/application to view on-line.
  - The Chairman will decide on a rota basis which two Councillors will visit the property.
  - It will be incumbent on the two Cllrs to print the plans
  - For a contentious or large p/application the two Councillors will liaise with the Clerk when the corporate response can be discussed.

[Appendix A](#)

### **17/22 THE GUNPOWDER MILLS SITE**

- Cllr Peake reported on the Chilworth Gunpowder Mills Group meeting held on 26/01/17.  
The Heritage Open Day will be held on Sunday 10<sup>th</sup> September 2017 with Chilworth2gether.  
The management of the Annual Duck Race (17<sup>th</sup> April 2017) will now be done by Chilworth C of E Infant School, with advice from Chilworth2gether. The Annual Public Meeting will be held on 7<sup>th</sup> November 2017.
- West Lodge – Cllr Billington reported that Geoff Davis has apologised for the lack of an answer to the Parish Council’s letter and proposal sent in September 2016 and a reply will be received within the next two weeks.

### **17/23 THE ANNUAL PARISH MEETING**

Councillor Corning reported that a meeting would shortly take place between Councillors Corning, Lunnon and Peake to start to plan the programme.

### **17/24 NEWLANDS CORNER**

Councillors noted there was no further update on the proposed installation of parking meters.

### **17/25 NEIGHBOURHOOD/BUSINESS PLAN**

Councillors noted the final arrangements for the meeting with Anne Bott at 7 p.m. on 07/03/17 in Chilworth School.

### **17/26 HIGHWAYS**

Cllr Lunnon reported that the white stop lines at Rice’s Corner (the junction of the A248 and B2128) have been worn away. The Clerk was asked to report this to Surrey County Council, in addition to the pothole as minuted at the public session.

### **17/27 ST MARTHA PARISH COUNCIL COMMUNICATIONS**

- The Parish Council Laptop: The Clerk updated Councillors on the progress of setting up the laptop to full working order. Support has been recommended (Philip Wark) and contacted. The cost to the Parish Council will be £50.00 per hour (including VAT and travelling). Mr Wark estimates that

the work should take no longer than 2 hours maximum. Councillors agreed and **RESOLVED** to approve the expenditure. Cllr Peake suggested a local ICT expert and would send the Clerk a contact number for comparison re the hourly rate.

- Increasing the Effectiveness of Communications to Parishioners: Cllr Corning advised Councillors that progress was dependant on the next stage of setting up the new e-mail account on the laptop.
- The April/May Chilworth Parish Magazine: Councillors discussed and **AGREED** that the author of the next article would be Cllr Corning. The Clerk advised that the deadline is 15<sup>th</sup> March 2017, and requested that draft be sent to the Clerk by 12<sup>th</sup> March. Cllr Mrs Allen offered to write the next one for June/July.

#### **17/28 ITEMS FOR THE NEXT MEETING**

- It was **AGREED** that Councillors would bring their completed Log of Asset Register Forms.
- It was **AGREED** to re-instate 'Correspondence' on the Agenda.
- Cllr Mrs Allen requested 'De-cluttering and Quiet Lanes'.

**17/29 DATE OF NEXT COUNCIL MEETING** – the date of the next Ordinary Parish Council Meeting will be held on Thursday 9<sup>th</sup> March 2017.

#### **EXCLUSION OF PRESS AND PUBLIC**

**EXCLUSION OF PRESS AND PUBLIC** it was **RESOLVED** at 9:50 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 Confidential Matters of the Agenda.

The Chairman closed the meeting at 10:15 p.m.