

ST MARTHA PARISH COUNCIL

Minutes of the Annual Meeting of St Martha Parish Council held on 16th May 2019 at Chilworth C of E Infants School

Present:

Cllr The Revd. S. Sokolowski (Chairman)

Cllr G. Brown

Cllr J. Peake

In attendance: Parish Clerk - Anne Tait

Also present: Surrey County Councillor Keith Taylor, Guildford Borough Councillor Richard Billington (arrived at 8:30 p.m.) 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.

AGENDA

19/37 APOLOGIES FOR ABSENCE

Cllr Mrs Allen - attending a Diocese Meeting.

19/38 ELECTION OF CHAIRMAN AND CHAIRMAN'S DECLARATION OF ACCEPTANCE

On the nomination of Cllr John Peake, seconded by Cllr Graham Brown and there being no other nominations, Cllr The Revd. Stephanie Sokolowski was elected to serve as Chairman of the Council for the ensuing year. In accordance with the statutory requirement, Cllr The Revd. Stephanie Sokolowski took the Oath of Office and signed the Declaration of Acceptance of Office as Chairman of the Council for the ensuing year.

19/39 ELECTION OF VICE CHAIRMAN

On the nomination of Cllr Graham Brown, seconded by Cllr The Revd. Stephanie Sokolowski, and there being no other nominations, Cllr John Peake was elected to serve as Vice-Chairman of the Council for the ensuing year.

19/40 APPOINTMENT OF INTERNAL AUDITOR

The Chairman confirmed that following his confirmation Michael Taylor had agreed to audit the accounts for year ending 31/03/20.

19/41 APPOINTMENT OF COMMITTEES

- a) **Planning Committee**: It was AGREED that all Cllrs would sit on this Committee.
- b) **Personnel Committee**: It was AGREED that all Cllrs would sit on this Committee.
- c) **Finance Committee**: It was AGREED that all Cllrs would sit on this Committee.

19/42 DECLARATION OF INTERESTS None were declared.

19/43 MINUTES

RESOLVED: To approve and sign as a correct record the Minutes of the Ordinary St Martha Parish Council Meeting held on 14th March 2019.

ST MARTHA PARISH COUNCIL

19/44 PUBLIC SESSION

The Chairman thanked members of public for taking the time to attend the meeting.

Rosemary Lemon – reported that the furniture was being taken out of West Lodge.

Cllr Peake noted that there was a new Borough Cllr for the Tillingbourne Ward – Cllr Diana Jones.

He requested the Clerk send an invitation to Cllr Jones to meet informally to appraise her regarding West Lodge, Andrew Norris also offered to be in attendance.

19/45 REPORTS

a) The Parish Clerk reported:

- A message received from Landmark - the new fingerpost for 'Vera's Path' was despatched quite a long time ago, and they are investigating with the couriers as it would appear it has gone missing.
- That future meetings will continue to be held in the Hall of Chilworth C of E School, as the Tai Chi class has now re-located into Chilworth Village Hall.
- That GBC have replaced the Commemorative Chair outside Chilworth C of E School. However, it was noted that the chair has been fixed has not been fixed in the agreed position with Bahram Assadi.

RESOLVED: not to request an alteration to the position of The Chair.

b) Parish Councillors:

- Cllr Peake reported that he had approached the landowner on the repairs required to the damaged fence adjacent to the kissing gate in Peter Burt's field on the western end. It was noted that the path is heavily used to the side of the kissing gate. Cllr Peake approached the landowner and it was AGREED that the kissing gate is now difficult to use- but it is standing and safe. No action to be taken. It was noted that this is a Permissive right of Way.
- The Clerk reported on behalf of Cllr Mrs Allen that a tree in the Memorial Garden grounds has died. It was AGREED to accept the offer of David Allen and his gardener to remove it. A litter picking session in the Parish was carried out on 15/04/19 between Lockner Farm and the boundary with Albury. Thanks were extended to Rosemary Lemon, Maggie Scott, Michael Lunnon and Cllr Mrs Allen for carrying out this task.
- It was AGREED that the Clerk would investigate if it would be possible for SCC to install an electronic bus timetable in the shelter by Chilworth Station.

a) Surrey County Councillor – Cllr Taylor reported that there are not enough placements for the September 2019 intake into Secondary Schools. There are no plans to build another school. The capacity for numbers in Primary schools are no problem.

b) Borough Councillor - Cllr Billington reported that the final composition of the Council is:

Conservative: 9

Liberal Democrats: 17

Residents for Guildford and Villages: 15

Guildford Greenbelt Group: 4

Labour: 2

Green Party: 1

ST MARTHA PARISH COUNCIL

19/46 PLANNING

(a) Notice of those received since last meeting:

- **19/P/00679:** Mereside, 14 Dorking Road, Chilworth, GU4 8NR. *Parish Council recommend GBC APPROVE plans as submitted.*
- **19/P/00766:** Heathfield House, Lockner Holt, Chilworth, GU4 8RG – Certificate of Lawfulness for existing development to establish whether a rear conservatory is lawful. *Parish Council recommend GBC approve.*
- **19/T/00101:** Mill Reach, Mill Lane, Chilworth, GU5 9BA – *Parish Council recommend GBC approve plans as submitted.*

(b) Outcome from Guildford Borough Council of those previously reported:

- **19/P/00375** Sunne Dene, 27 Roseacre Gardens, Chilworth, GU4 8RQ. GBC APPROVED 24/04/19

Andrew Norris reported that The Bungalow - a listed building is for sale. Cllr AGREED to apply for listing on The Bungalow on the grounds of its historic association with Gunpowder Works as an office and Laboratory. Also contact Marianna Beadsworth.

19/47 DATES FOR PARISH COUNCIL MEETINGS DURING 2019/20

RESOLVED: That the next three Ordinary Parish Council meetings would be held on:

- 18th July 2019
- 5th September 2019
- 21st November 2019

19/48 AUTHORS OF THE CHILWORTH MAGAZINE

RESOLVED: referring to the past list, the authors of the Chilworth Magazine would be:

Aug/Sept	Cllr Mrs P. Allen – deadline 15 th July 2019
Oct/Nov	Cllr John Peake – deadline 15 th Sept 2019

19/49 GDPR

RESOLVED: The Clerk to complete the form from Ciaran Ward at GBC to use Guildford Borough Council's services for guidance on data protection and record management issues

19/50 PARISH COUNCIL WEBSITE

- a) Councillors to receive an update on the new Regulation re Accessibility and GBC's offer
- b) What would be the cost to update to make it 100% and the cost to host it

19/51 THE GUNPOWDER MILLS SITE

Cllrs discussed the latest correspondence on 16/04/19 from Francesca Taylor, Environment Agency re the flow of water and sheet piling.

RESOLVED: Cllr Peake to draft a letter for the Clerk to send to Wayne Cocroft at Historic England outlining the major problem with the canal.

19/52 CORRESPONDENCE

'H' Sign at the front of the Public Footpath (Vera's path)

The Clerk reported on a message received from Aman Choudhary - Surrey Highways on 13/05/19: Ref 1162720, confirming that the site visit to Chilworth is due for June/July 2019 and the request for an 'H' sign is on the list. If approved, the lines are most likely to be painted in August 2019.

ST MARTHA PARISH COUNCIL

19/53 HIGHWAYS

To bring any highways or other matters to the attention of Surrey County Council and Guildford Borough Council. None reported or identified.

19/54 FINANCIAL MATTERS

- (a) Cllrs approved and signed the schedule of cheques.
- (b) Cllr Peake signed the bank reconciliation for April 2019.
- (c) Cllrs approved the St Martha Annual Accounts for year ended 31/03/19.
RESOLVED: The Chairman to sign.
- (d) Cllrs approved Section 1 of the Annual Governance and Accountability Return (AGAR) 2019/20.
- (e) Cllrs approved Section 2 - the Accounting Statements of the AGAR 2019/20.
RESOLVED: The Chairman to sign Section 1 and 2.
- (f) **RESOLVED:** Cllrs agreed that the Chairman should sign a **Certificate of Exemption** for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000.
- (g) Cllrs submitted their Register of Interests Form for the Clerk to upload onto the Council Website and to forward the original to GBC.
- (h) Cllrs discussed adding an additional signatory to the NatWest current account. **AGREED** to ask Cllr Mrs Allen to be the additional (3rd) signatory and to be the nominated Cllr to sign the Bank Reconciliation at each ordinary Parish Council Meeting.
- (i) **RESOLVED:** Transfer £10,000 into Reserve Account from the current account.

19/55 ITEMS FOR THE NEXT MEETING

Cllrs requested that the following are Agenda items at the next meeting:

- From Cllr Mrs Allen: traffic calming and a possible VAS sign
- Electronic sign for bus shelter
- Accessibility Website

DATE OF NEXT COUNCIL MEETING 18th July 2019

The Chairman thanked those present for their attendance and closed the meeting at 10:35 p.m.