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## ST. MARTHA PARISH COUNCIL

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### NOTICE OF A MEETING

To all Members of the Council, you are hereby respectfully summoned to attend the

**Annual Meeting of St Martha Parish Council to be held on**

**Thursday 29th May 2025 at 7:15 p.m. in**

**in Chilworth Village Hall**

Members of the public and press have a right and are cordially invited to be present at the meeting.

Anne Tait

23/05/25

#### **AGENDA**

1. **Appointment of Chairman for the municipal year 2025/26.**
2. **Chairman to sign Declaration of Acceptance of Office.**
3. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
4. **Appointment of Vice-Chairman for the municipal year 2025/26.**
5. **Public participation session – 10 minutes** – Members of the public can express a view or ask question on relevant matters on the agenda and are welcome to stay and observe, but not comment during the rest of the meeting without the consent of the Chairman.
6. **Declaration of Disclosable Pecuniary Interests (DPIs)** – by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)
7. **Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct
8. **Amendments to the Register of Interests** – an update from Members on any amendments
9. **Minutes of the previous meeting:** Minutes of the meeting held on 10<sup>th</sup> April 2025 to be agreed and signed by the Chairman as a true record.
10. **Appointment of Committees:**
  - Planning Committee
  - Personnel Committee
  - Finance Committee
11. **Reports:**

To receive Reports, Communications and Updates:

**Parish Clerk:** Report to follow.

**Parish Councillors:** Reports to follow

**Guildford Borough Councillors** – Bob Hughes and Danielle Newson

**Surrey County Councillor** – Bob Hughes

**Tree Warden** – Simon Harrold

## 12. Policies, Financial and Regulation Approvals

- a) **To receive and approve** a Membership to Zero Carbon Guildford (merger with Guildford Environment Forum)
- b) **To receive and approve** the renewal schedule of St Martha Parish Council Zurich Insurance Policy
- c) **To receive and approve** the schedule of payments presented by the Clerk
- d) **To receive and approve** the bank reconciliation for April 2025
- e) **To receive and approve** the St Martha Parish Council Annual Accounts 2024/2025
- f) **To receive** the final report on the budget heads to 31/03/25
- g) **To receive and approve** the **Annual Governance & Accountability Return (AGAR)** for the year ended 31 March 2025:
  - i. **Section 1 Annual Governance Statement** for 2024/2025. The Chairman to sign.
  - ii. **Section 2 Accounting Statement** for 2024/2025. The Chairman to sign.
- h) **To receive and approve** submitting a **Certificate of Exemption** for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman to sign.
- i) **To review and discuss** the earmarked reserves for 2024/2025
- j) **To review and discuss** the general reserves for 2024/2025
- k) **To review and discuss** the roles and responsibilities regarding items on the Risk Register for year ended 31/03/25.

## 13. Dates of Meetings

- a) **To approve the Schedule of Meetings for 2025** – ref Clerk's Report.
- b) **To discuss and agree** dates for Members to attend Shalford Community Council Meetings.
- c) **To discuss and agree** authors for the Chilworth Village Magazine.
- d) **To discuss and agree** a provisional date for the Clerk's appraisal and a date for Members to meet to start the review of Council Policies.

## 14. Planning

### (a) To discuss and agree a response to GBC on the following application:

- i. **Application number: 25/P/00685** The Charcoal House, Blacksmith Lane, Chilworth GU4 8NQ  
**Proposal:** Changes to fenestration, including additional windows, new standing seam roof and gable cladding.

### (b) To receive and note the outcome of applications previously reported:

- i. **Application Number:** 25/P/00009 - Alder Lodge, Blacksmith Lane, Chilworth GU4 8NQ  
**Proposal:** Application under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) of planning permission 24/P/00201 for an application under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) of application 23/P/00759, approved on 18/09/2023 to allow for the replacement of a window with a feature window on the south-eastern elevation, alterations in regard to the surface area of the timber featheredge boarding within the end gables and the slight alteration of door and window styles and opening functionality.  
**GBC APPROVED: 22/04/25**
- ii. **Application Number:** 25/P/00032 - 130 Dorking Road, Chilworth GU4 8NS  
**Proposal:** Proposed ground floor side extension and first floor extension to create two storey dwelling with flat roof and changes to fenestration following removal of pitched roof and garage  
**GBC APPROVED: 14/05/25**

**15. Highways and Rights of Way**

**16. Correspondence**

To receive and consider any correspondence for discussion.

**17. Items for the next meeting**

Items for inclusion on future agendas - to receive any suggestions from Members.

**18. Date of next Full Council meeting:** 19<sup>th</sup> June 2025

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business, members of the public and press are to be excluded from the meeting.**

**19. The repair / renovation to the Lockner Farm Bus Shelter**

To receive and consider the quotes to repair/renovate the bus shelter opposite Lockner Farm.