

ST MARTHA PARISH COUNCIL

Minutes of the Extra-Ordinary Meeting of St Martha Parish Council held in Chilworth Village Hall on 18th June 2026 at 7 p.m.

2026-90 - Present:

Parish Councillors:

Cllr P. Allen (Chair), Cllr G Brown (Vice-Chair), Cllr D Toynbee, and Cllr R. Young

In attendance: Parish Clerk - Anne Tait

2026-91 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.
St Martha Parish Councillor J. Tantram

2026-92 - Public participation session - No issues were raised.

2026-93 - 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)

No declarations were made.

2026-94 - Declaration of Non-Pecuniary Interests

No declarations were made.

2026-95 - Register of Interests

No declarations were received.

2026-96 Correspondence

It was reported that a meeting is to take place on 24th June with Darryl Cook, Parish Councillors Brown and Toynbee and Guildford Borough Councillor Danielle Newson.

2026-97 Planning Applications for consideration

- **26/P/00640: [Pine View Close, Chilworth GU4 8RS](#)**

Proposal: Erection of first floor extension above existing detached garage to provide ancillary residential accommodation

RESOLVED: that the Parish Council comment as follows:

The Parish Council consider that this is an inappropriate design for the street scene and will potentially give the impression of a separate dwelling. There should not be a window on the upper elevations which overlooks the neighbouring property.

To receive and note any outcomes or notices from GBC on planning applications previously reported:

- **25/P/01620 - [51 Dorking Road, Chilworth GU4 8NW](#)**

Proposal: Outline application to consider access, appearance, layout and scale for a new dwelling (landscaping reserved), following demolition of attached side annexe to number 51.

GBC APPROVED 26/05/26

ST MARTHA PARISH COUNCIL

2026-98 - Policies, Financial and Regulation Approvals

- a) The payment list for 18/06/26 was presented to the meeting, a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1.

It was proposed by Cllr Brown, seconded by Cllr Young and unanimously **RESOLVED** that the payments to the value of **£354.29** be approved. The payment list was duly signed by the Chair, Cllr Allen, during the meeting.

Table 1: Proposed list of payments 18th June 2026

Budget Head	Date	Description	Supplier	Net	VAT	Total
IT expenses	31/05/26	9 x Licences from Microsoft	BN-IS Info. Security Ltd. Inv: 3885	53.88	10.77	64.65
Clerk's Expenses	26/06/25	Ink cartridges	Viking	38.67	7.73	46.40
Zoom	17/06/25	Facility to hold meetings on line 17/06/25 -16/07/25	Zoom	13.99	2.80	16.79
Clerk's Expenses	26/06/25	Parking Ticket in Farnham for IA visit	Waverley BC	2.90		2.90
IT expenses	26/06/25	Website News and IG updates	Cowshed Business Services Ltd	50.00	0	50.00
Internal Audit	26/06/25	Internal Audit by Mark Mulberry – Council year 2024/25	Mulberry Local Authority Services Ltd	130.00	26.00	156.00
Totals:				306.99	47.30	354.29

- b) The Clerk reported that an Internal Audit for the financial year ended 31st March 2026, had been carried out by Mark Mulberry on 11 June 2026. A copy of the report had been issued to all Members prior to the meeting.

It was proposed by Cllr Allen, seconded by Cllr Toynbee and unanimously **RESOLVED** to approve the Internal Auditor's Report for the Financial Year ended 31 March 2026.

c) (i) Section 1 - Annual Governance (AGAR) Statement for 2025/2026

RESOLVED: It was proposed by Cllr Brown and seconded by Cllr Young to approve the AGAR Section 1 Annual Governance Statement for 2025/2026. The Chair signed.

ST MARTHA PARISH COUNCIL

(ii) Section 2 - Accounting Statements (AGAR) Statement for 2025/2026

RESOLVED: It was proposed by Cllr Toynbee and seconded by Cllr Young to approve the AGAR Section 2 Accounting Statements for 2025/2026. The Chair signed.

- d) **RESOLVED:** It was proposed by Cllr Allen and seconded by Cllr Brown to submit a **Certificate of Exemption** for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chair signed.

2026-99 - Items for the next meeting

To receive any suggestions from Members for items for inclusion on future agendas.

- Clerk's Job description clarification from the Clerk on any points to be deleted or any points that require adding
- Blackheath Common Wildfire Plan
- Discussion point with Cllr Bob Hughes re emergency re-routing of traffic due to road works and the new plan of introducing 20mph in Chilworth
- Updating Policies

2026-100 - Date of the next meeting: 25th June 2026 in Chilworth C of E infant School (subsequently postponed to 1st July 2026)