

St Martha Parish Council

Clerk's Report for the meeting on 24 July 2025

SALC - Clerks and Councillors Forum – see forwarded email on 10/07/25 for a slide presentation. (Both events are identical in content).

Dates and venue of the SMPC meetings up to and including May 2026

To set the meeting dates from January to May 2026. Chilworth C of E Infant School have confirmed that the faith group meet on the first Thursday of the month. There are no current bookings for Tuesday evenings – which may be an option for Members and allow our Borough and County Councillor to attend...? as other Parish Councils meet on a Thursday.

Internal Audit – issues to be addressed in Mark Mulberry's report

- The website domain needs to be in St Martha Parish Council's name – change is now completed
- Supporting / briefing agenda papers are required to be available on the website – Emma will add these additional papers with the agenda on the website – as separate documents.
- Financial Regulations – the need to update the regulations to remove the square brackets where tailoring is required.

Repairs to the Steps of the Memorial

Still awaiting news from the Masons and Paul Evans on the repair.

Parking at the junction of Blacksmith Lane and Halfpenny Close

The PC were copied into a message sent by Noel Goddard on 07/07/25 to the GBC Parking Dept, SCC and Jeremy Hunt MP regarding his concern regarding the increasing number of vehicles parking on Halfpenny Close in Chilworth, Surrey GU4, which has become a significant impediment to both access and safety in our community.

Mr Goddard documented the number of vehicles parked at the junction of Blacksmith Lane and Halfpenny Close over week commencing 30/06/25.

Monday, 30th June: 14 cars and 2 vans
Tuesday, 1st July: 16 cars and 4 vans
Wednesday, 2nd July: 11 cars and 6 vans
Thursday, 3rd July: 16 cars and 3 vans
Friday, 4th July: 11 cars and 5 vans
Saturday, 5th July: 7 cars and 3 vans
Sunday, 6th July: 14 cars and 2 vans

The Clerk forwarded Mr Goddard's message to Cllr Hughes and he replied:

I passed this on to the County Council parking enforcement team. I am not sure whether they have the relevant powers to prevent the parking you describe, but it seemed to me to be the logical place to start. If this is not the solution, I will of course pursue it further.

Damage to the Bus Shelter Roof opposite P/Arms

A unique reference number raised by is: 250703-000332

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Harry Riley (Network Rail Public Affairs Manager):

"I am sorry to hear about the damage to the bus stop outside Chilworth Station. The team have investigated your report thoroughly and have concluded that the damage to the roof was not caused by the crane we used during the works.

I've attached a video that shows the only lift during the works, the crane and it's load do not go near to the bus stop. There is also a telephone wire running between the crane and the bus stop that we would have taken down if the lift had damaged the bus stop roof.

After speaking to the project team, if you are able to send me the photos of the damage I will pass this onto them. We are working at the station again this September during the upcoming closure, while we don't have specialised roofers, if the works are minor the team will see what can be done during the closure.

I'm sorry this answer is not the one you are looking for, but I hope the above information provides a useful breakdown of our decision making."

Cllr Mrs Allen has sent (twice) photos of the damage to Harry Riley.

The Clerks response to Mr Riley's letter is that the damage has been caused to both corners (at the bottom). If the ridge had been damaged – then that would be a different matter. Therefore, it is irrelevant about the phone wire – which is higher up.

Insertion in the Chilworth Village Magazine – agenda item 8(d)

A proposal to consider a tear-out page in the next magazine to support feedback from residents regarding the speeding / reckless driving along the A248 - from Lockner Farm entrance to Postfford House.

As a guide to the cost the Parish Council arranged with Minuteman printers in the Chilworth Village Magazine August/September 2024 edition for:

- 1,000 Flyers A5 colour 1 side 130gsm gloss inserted into the Chilworth Parish magazine:
- (In July 2024) the cost: £109.00

The PC Website – some important changes and decisions to be discussed

The stmarthaparishcouncil.co.uk domain will be renewed for one further year – (due in August).

Alan advises: *for £8/year there is no reason to discard it – the likelihood of having logins tied to that domain that you have forgotten about or later cannot regain access to would be of more inconvenience.*

Alan will renew the domain for one further year. The cost is modest and doing so will:

- prevent anyone else registering the address for their own site; and
- give search engines time to finish transferring any residual reputation and search traffic to www.stmartha-pc.gov.uk.
- stmartha-pc.gov.uk will, of course, be renewed annually as normal.

From Emma:

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For the website I am updating it now rather than Perch - are you happy with how that is working? We could put a content management system in again so you could update things, but that will have a cost to implement into the website and also an ongoing cost to the content management system (Perch was unusual in that after the initial cost it was free).

I don't think you will be able to implement a CMS for less than £500/year (or £380 assuming the hosting costs come out of the £500) but I will look and see if there are any options. If this is the budget I think we will have to stick with doing it manually, but I will do some research and let you know.

The 'hosting costs' refer to the £120 annual fee paid to a third-party provider for website hosting. This covers the cost of renting secure server space where the website's pages, documents, and images are stored. Without this, the website would not be accessible online.

This charge is billed once a year. At present, the cost remains at £120, but it may need to increase in future due to the growing volume of documents stored—particularly audit and parish records from previous years. For now, the current space is sufficient.

In addition, there is a £15 annual charge for domain registration for www.stmarthaparishcouncil.co.uk.

This is paid to the domain registrar to maintain ownership of the website address (URL) and keep the domain active. It has now been transferred to Alan so next year my hosting invoice will not include this domain cost, just the hosting costs.

The Renovation of the Bus Shelter opposite Lockner Farm

A letter to Bill Stammers was sent on 27/06/25, confirming that the Parish Council have accepted his quote. Bill has now replied: *I have added the work to my schedule and currently reckon that I shall be able to start this work sometime in September.*

Guildford's Heritage Open Days celebration

Venues and groups across Guildford borough are invited to take part in a national celebration of heritage and culture this Autumn.

Heritage Open Days, run by the National Trust, will take place in September. Guildford will celebrate with a programme of exciting events from Friday 12 to Sunday 14 September, and we're encouraging new venues and groups to get involved.

Cllr Tom Hunt, Deputy Leader and Lead Councillor for Economy and Place, says: "Heritage Open Days is England's largest community led festival of history and culture. The celebration will bring together local organisations and volunteers to showcase the inclusive culture and historic beauty of our borough.

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“Sign up now to secure your place in this years’ festival, attract new visitors to your venue or event, and join the amazing network of Heritage Open Day organisers across the country.”

The theme of Heritage Open Days 2025 is Architecture. Your venue or event doesn't need to be big or fancy, or boast famous connections, it just needs to meet these conditions:

- Admission from entrance to exit must be free of charge.
- You must offer something special - you could feature a venue that isn't usually open to the public, launch a new event or online activity, offer free entry when you usually charge, or work with others to celebrate local art, music, culture or history.

Your venue or event can be anywhere in Guildford borough and doesn't have to be open for the full weekend.

By signing up to take part in Heritage Open Days, you'll also benefit from:

- a social media training session
- a Getting Good Press webinar
- inclusion in event promotional materials, listings and online information.

Guildford's Heritage Open Days programme already includes:

- vintage bus rides to events around the borough
- heritage vehicles and Victorian strollers in the town centre
- re-enactments in the Castle Grounds
- events and activities in the Council's heritage attractions
- entertainment and music from local groups including Guildford Jazz
- an event to mark 120 years of the Railway in Guildford
- guided tours
- the opening of buildings that are usually closed to the public, including the Royal Grammar School and Abbots Hospital
- a children's trail of events around the town – find out facts you never knew!

To find out more, or to register your venue or event, [visit the Heritage Open Days website](#). Registration will close on Thursday 14 August.