

NOTICE OF MEETING

5th September 2025

To: All Members of the Council

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **Chilworth C of E Infant School** on **Thursday 11th September 2025 at 7.00 pm** for the purpose of transacting the following business.

Signed: *Anne Tait*

Clerk to the Council

Members of the public and press have a right and are cordially invited to be present at the meeting. Members of the public can express a view or ask a 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.

AGENDA PART I

- 1. To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40.
- 2. 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)
- 3. Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
- 4. Register of Interests** – a declaration from Members on amendments.
- 5. Minutes of the previous meeting:**
The following Council minutes are to be agreed and signed by the Chairman as a true record:
 - Full Council Meeting held on 24th July 2025
- 6. Minutes of the Meeting held on 29th May 2025**
Members to discuss and review the Minute at 2025/90 (b) – queried by a Parishioner.
- 7. Public participation session** ([see above](#)).
- 8. Reports:**
To receive Reports, Communications and Updates from:
 - Parish Clerk – to follow
 - Chairman's Report – to follow
 - Parish Councillors
 - Surrey County and Guildford Borough Councillors' Reports
 - Shalford Community Councillor's Report

9. Chilworth Village

Dates of Parish Council Meetings:

- a) **To confirm** the dates and venue of the SMPC meetings up to and including May 2026 – as shown on the Clerk's Report.

10. Planning Applications - for consideration

- a) **To discuss and agree the recommendation to Guildford Borough Council on the following application:**

- **Planning Application 25/P/01018 - Lockner Farm, Dorking Road, Chilworth GU4 8RH**
Proposal: Construction of an outdoor riding arena
- **24/P/01821 Old Manor Farm, Old Manor Lane, Chilworth GU4 8NE**
Proposal: AMENDED APPLICATION Erection of 4no. 4-bed dwellings and associated landscaping with access from Old Manor Lane
- **24/P/00749 Flat 3, Oak House, Sample Oak Lane, Chilworth GU4 8QW**
Proposal: AMENDED APPLICATION Proposed conversion of existing flat (flat 3) to provide two self-contained flats with addition of one dormer window and rooflights

- b) **To receive and note any outcomes or notices from GBC on applications previously reported:**

23/P/00773 South Oaks Caravan Park, Dorking Road, Chilworth GU4 8NS

Proposal: Erection of three detached dwellings, the retention of existing ten caravan pitches and new access following the rearrangement of the site

WITHDRAWN: 18/08/2025

25/P/00414 - The Beeches, Blacksmith Lane, Chilworth GU4 8NQ

Proposal: Single storey front extension with covered porch

GBC Approved: 01/08/2025

11. Highways, Footpaths and Rights of Way

12. Correspondence

- Guildford Borough Council Consultation on Statement of Licensing Policy 2026 – 2031 – ref email forwarded on 11/08/25
- Horse and Rider signs in Blacksmiths Lane – ref email forwarded on 15/08/25
- Public Access Bleed Kits – ref email forwarded on 04/09/25

13. The Gunpowder Mills

14. Policies, Financial and Regulation Approvals

- a) **To receive and approve** the schedule of payments presented by the Clerk.
- b) **To receive, approve and sign** the bank reconciliation for period ended 31st August 2025 - issued to all Members prior to the meeting.
- c) **To receive and discuss** the CMS for the Parish Council website – further details in Clerk's notes.
- d) **To review** the timetable to update the St Martha Parish Council Policies.

- e) **To receive** the information from **Zurich Insurance** claims department for repairs to the roof tiles of the Chilworth Railway Station Bus Shelter.

15. Items for the next meeting

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

16. Next Meeting: Full Parish Council - Thursday 9th October 2025 at 7 p.m. - Chilworth C of E Infant School

AGENDA PART II

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.

17. (a) The NALC Annual pay awards announced - To consider/approve the new payrates and to agree the backdated pay (pay award commences 1 April 2025).

(b) Clerk's Appraisal an update from Cllrs Brown and Mrs Tantram from the meeting held on 4th August 2025.

(c) To review and discuss the Clerk's working arrangements.