

NOTICE OF MEETING

10th December 2025

To: All Members of St Martha Parish Council

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **Chilworth C of E Infant Schol** on **Tuesday 16th December 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. Public participation session** ([see above](#))
- 3. 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)
- 4. Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
- 5. Register of Interests** – a declaration from Members on amendments.
- 6. Surrey County Councillor's Report**
- 7. Guildford Borough Councillors' Report**
- 8. Shalford Community Councillor's Report**
- 9. Tree Warden's Report**
- 10. Chairman's Report**
- 11. Parish Councillors' Report**
- 12. Clerk's Report**
- 13. Minutes of the previous meetings:**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Full Council Meeting on 9th October 2025
- Full Council Meeting on 13th November 2025

14. Chilworth Village

- To discuss and receive the responses from Parishioners to the comments/experiences whilst travelling/walking on the A248 near to Roseacre Gardens – as requested in the Chilworth Village Magazine.
- To discuss the possibility of requesting an ‘average speed limit’ system along the A248.
- To update the latest information on the field below St Martha’s.

15. Planning Applications - for consideration:

Planning Application: 25/P/01578 - Lockner Farm, Dorking Road, Chilworth GU4 8RH

Proposal: Erection of a new single storey dwelling and detached garage following demolition of existing stable building (with extant consent to convert to a dwelling), removal of sand school and equestrian paraphernalia.

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

Planning Application: 25/P/01319 - Lake House, Mill Lane, Chilworth GU4 8RP

Proposal: Raise the height of the padel court walls/fencing from 2 metres to 4 metres.

GBC REFUSED 13/11/25

16. Highways, Footpaths and Rights of Way

17. The Gunpowder Mills

- a) The request for an additional dog waste bin in the Gunpowder Mills - an update on the correspondence.

18. 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 30th November 2025 - issued to all Members prior to the meeting
- c) To receive and review the current balance of each budget heads for (year ending 31/03/26) and to discuss and approve the DRAFT budget heads – as proposed by the Clerk.
- d) To discuss and agree the Precept request from GBC for 2026/2027.
- e) To review the timetable to update St Martha Parish Council Standing Orders from the NALC template (to better reflect Code of Conduct requirements).
- f) To review the timetable to update St Martha Parish Council Financial Regulations and to identify other outstanding Policies that require revising.

19. Items for the next meeting

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

20. Next Meeting: 15th January 2026 at 7 p.m. in 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.

21. The Clerk's Contract

To receive and consider the hours logged on the Clerk's 2025 timesheets for a five-month (inclusive) period from July to November 2025.

A log showing the individual months and cumulative hours for 2025 will be issued to all Member prior to the meeting.