

St Martha Parish Council - NOTICE OF MEETING

11th April 2026

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 **Thursday 16th April 2026 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 Chair.

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. Chair'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 12th March 2026

14. Chilworth Village and Correspondence

- **Heritage Open Days**

To receive and discuss any updates on planning the event for 2026 and report on the latest correspondence.

15. Planning Applications - for consideration:

a) **26/P/00236 - 6 Pine View Close, Chilworth GU4 8RS**

Proposal: Erection of a single storey rear winter garden extension

b) **26/P/00351: Far Corner, 14 Roseacre Gardens, Chilworth, GU4 8RQ**

Proposal: Erection of detached two storey outbuilding for use as garage and home office/Gym space

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

a) **25/P/00827 Lockner Farm, Dorking Road, Chilworth GU4 8RH**

Proposal: Erection of a new single storey dwelling and detached garage following demolition of existing stable building; removal of sand school and equestrian paraphernalia.

GBC – WITHDRAWN – 16/03/26

b) **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, removal of sand school and equestrian paraphernalia.

GBC – APPROVED 17/03/26

c) **26/P/00079 - Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU**

Proposal: Installation of rooftop PV solar arrays

GBC - APPROVED 25/03/26

d) **26/P/00080 - Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU**

Proposal: Construction of a new open front porch, installation of roof lantern, and alterations to fenestration, external materials, and roof finishes.

GBC - APPROVED 17/03/26

16. Highways, Footpaths and Rights of Way

17. The Gunpowder Mills

a) **To receive and discuss** an update on the request to GBC for an additional dog waste bin in the Gunpowder Mills.

b) **To receive and discuss** any update on the water flow from the Environmental Agency/Owners of properties.

18. Policies, Financial and Regulation Approvals

a) **To receive and approve** two schedules of payments for the periods ended 31/03/26 and 16/04/26 presented by the Clerk and issued to all Members prior to the meeting.

b) **To receive, approve and sign** the bank reconciliation for period ended 31st March 2026 - issued to all Members prior to the meeting.

(c) **To receive, discuss and approve** Financial Regulations 2.6: to appoint a Member, other than the Chair, to verify bank reconciliations produced by the RFO at least once in each quarter, and at each financial year end.

- (d) **To receive discuss and approve** Financial Regulations 6.6: for each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation.
- (e) **To receive, discuss and approve** the updated St Martha Parish Council's Financial Regulations, issued to all Members prior to the meeting. To be updated to include 18 (c) and 18 (d) - if approved.
- (f) **To receive and approve** the St Martha Parish Council Information Technology Policy, issued to all Members prior to the meeting.
- (g) **To receive and** approve the Parish Council's updated Website accessibility statement_– the link: <https://www.stmartha-pc.gov.uk/pages-stmarthaparish/accessibility.php>
- (h) **To discuss and approve** the next steps for updating/creating St Martha Council Policies from the schedule prepared by Cllr J Tantram.
- (i) **To note** the Year-end Internal Audit 2025/2026 – by Mulberry Local Authorities Ltd will be carried out on Wednesday 20th May 2026.
- (j) **To discuss and agree** producing an Action Plan – 'Planning for Transition' – starting with a working group meeting to consider next steps.
- (k) **To discuss and agree** issuing Poll Cards to St Martha Parish Council Parishioners for a possible contested election in May 2027.

19. Items for the next meeting

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

20. Next Meeting: The Annual Meeting of St Martha Parish Council on 28th May 2026 — this meeting will follow the Annual Parish Assembly starting at 6:30 in Chilworth Village Hall.

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 discuss and approve an increase in the Parish Council Clerk's basic hours from 39 to 45 per calendar month. Written confirmation will be issued for this variation in contracted hours and appended to the Clerk's contract dated 1st January 2014 at Point 13.

22. Certificate in Local Council Administration – (CiLCA) Training

- a) **To discuss and approve** Cllr Tantram's access to the relevant St Martha Parish Council documents so that she may complete the CiLCA training.
- b) **To discuss and approve** in addition to (a) for the Council to cover the costs of the training at a total of £920.