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## ST. MARTHA PARISH COUNCIL

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### NOTICE OF A MEETING

To all Members of the Council, you are hereby respectfully summoned to attend the

**Annual Meeting of St Martha Parish Council to be held on**

**Thursday 28th May 2026 at 7:15 p.m. in**

**in Chilworth Village Hall**

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.

Anne Tait

22/05/26

#### **AGENDA**

1. **Appointment of Chair for the municipal year 2026/27.**
2. **The Chair to sign Declaration of Acceptance of Office.**
3. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
4. **Appointment of Vice-Chair for the municipal year 2026/27.**
5. **Public participation session** – 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 the rest of the meeting but may not speak or interrupt the meeting following the public participation session without the consent of the Chair. Each speaker to have a maximum of five minutes to address the Council. The number of speakers to be limited to three.
6. **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)
7. **Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct
8. **Amendments to the Register of Interests** – an update from Members on any amendments.
9. **Minutes of the previous meeting:** Minutes of the meetings to be agreed and signed by the Chair as a true record:
  - 16<sup>th</sup> April 2026 Full Council Meeting
  - 5<sup>th</sup> May 2026 Extra Ordinary Meeting
10. **Appointment of Committees:**
  - Planning Committee

- Personnel Committee
- Finance Committee

#### 11. Reports:

To receive Reports, Communications and Updates:

- **Chair's Annual Report**
- **Parish Clerk**
- **Parish Councillors**
- **Shalford Community Council – Adrian Cansell**
- **Surrey County Councillor**
- **Guildford Borough Councillors**
- **West Surrey Councillors**
- **Tree Warden – Mark Dawkins**

#### 12. Policies, Financial and Regulation Approvals

- To receive and approve** the schedule of payments presented by the Clerk and issued to all Members prior to the meeting.
- To receive and approve** the bank reconciliation for April 2026 and issued to all Members prior to the meeting.
- To receive and approve** the St Martha Parish Council Annual Accounts 2025/2026 and issued to all Members prior to the meeting.
- To receive** the final report on the budget heads to 31/03/26 and issued to all Members prior to the meeting.
- To review and discuss** the earmarked reserves for 2026/2027
- To review and discuss** the general reserves for 2026/2027
- To receive and approve** the updated St Martha Parish Council Standing Orders issued to all Members prior to the meeting.
- To review and discuss** the roles and responsibilities regarding items on the Asset Register for year ended 31/03/26 - issued to all Members prior to the meeting.
- To receive and discuss**, the Code of Conduct consistent with the Localism Act 2011; and complaints regarding parish councillors are considered under the standards arrangements of the principal authority by the Monitoring Officer. The link issued to all Members prior to the meeting.

#### 13. Chilworth Station

**To receive and discuss** from Cllr Mrs Allen the Visitors Map and Lectern on the Station green.

#### 14. Dates of Meetings

- To receive and agree** the proposed dates of full Parish Council meetings from May to December 2026. Issued to all Members prior to the meeting.
- To discuss and agree** dates for Members to attend Shalford Community Council Meetings.

#### 15. Planning

- To discuss and agree a response to GBC on the following application(s):**
  - 26/P/00562 West Lodge, Blacksmith Lane, Chilworth GU4 8NQ
  - 26/P00563 Listed Building consent - West Lodge, Blacksmith Lane, Chilworth GU4 8NQ
- To receive and note the outcome of applications previously reported:**
  - 25/P/01624 **Chilworth Manor, Halfpenny Lane, Chilworth GU4 8NN**

**Proposal:** Installation of a free-standing solar array comprising of 167 panels, inverter and three battery storage cabinets.

**GBC APPROVED 05/05/26**

**16. Highways and Rights of Way**

**17. Correspondence**

To receive and consider any correspondence for discussion.

**18. Items for the next meeting**

Items for inclusion on future agendas - to receive any suggestions from Members.

**19. Date of next Full Council meeting:** 25<sup>th</sup> June 2026