

St Martha Parish Council - NOTICE OF MEETING

24th June 2026

To: All Members of St Martha Parish Council

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **St Thomas' Church Room** on **Wednesday 1st July 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** – including a discussion with Members regarding SCC Highways closure of roads whilst repairs are undertaken.
- 7. Guildford Borough Councillors' Report**
- 8. Shalford Community Councillor's Report**
- 9. Tree Warden's Report**
- 10. Chair's Report**
- 11. Parish Councillors' Report**
 - Shalford Community Council Meeting on 18th June 2026
Cllr Tantram to report on the discussions about producing a Neighbourhood Plan for the whole of Chilworth Village.
 - Chilworth Rail Station
Cllr Allen to update the discussions with Network Rail, the Community Rail Partnership and members of the North Downs Line Steering Group regarding the Visitors' Map Lectern.

12. Clerk's Report

GBC Electoral Services Officer

A message received from Mery Davies – on 5th June 2026:

'Following the resignations of Maureen Osman and John Peake, I can confirm that as of 5pm today we have not received a claim for an election in either case. The Parish Council may, therefore, proceed to fill the vacancies by co-option'.

13. Minutes of the previous meetings:

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

- Extra-Ordinary Meeting 5th May 2026
- Annual Meeting of the Council Meeting on 28th May 2026
- Extra-Ordinary meeting – 18th June 2026

14. Chilworth Village and Correspondence

15. Planning Applications:

a) For consideration:

- **26/P/00747 - [Gardeners Cottage, White Lane, GU4 8PS](#)**

Proposal: Demolition of existing dwelling and erection of detached two-storey 4-bedroom dwelling including basement accommodation and attached garage with bike store and EV chargers, detached rear garden shed, external bin store, hard and soft landscaping and remodelled driveway (self Build).

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

16. Highways, Footpaths and Rights of Way

17. The Gunpowder Mills

- a) **To receive and discuss** from Cllrs Brown and Toynbee an update on the water flow from the recent meeting at Postford House.

18. Policies, Financial and Regulation Approvals

- a) **To receive and approve** the schedule of payments for the period ended 1st July 2026 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 May 2026 - issued to all Members prior to the meeting.
- c) **To receive and approve** the St Martha Parish Council Information Technology Policy, issued to all Members prior to the meeting.
- d) **To discuss and approve** the next steps for updating/creating St Martha Council Policies from the schedule prepared by Cllr J Tantram.

19. Items for the next meeting

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

20. Next Meeting: 30th July 2026 at 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

- a) To discuss and approve** the recommendation from NALC to increase by 10p per mile the travel expenses for the Clerk – as from 1st April 2026.
- b) To receive** the hours logged on four timesheets February to May 2026 and the Clerk's claim for an overtime payment.

A log showing the four months and cumulative hours will be issued to all Members prior to the meeting.