

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 13th February 2025 at 7:00 p.m. in Chilworth Village Hall

2025-27- Present:

Councillors:

Cllr Mrs. P Allen (Chair), Cllr G Brown (Vice Chair), Cllr Mrs. Osman, Cllr J. Peake, Cllr Mrs. Tantram, Cllr Miss Toynbee and Cllr R. Young

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

In attendance: Parish Clerk - Anne Tait

2025-28 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Danielle Newson.

2025-29 - 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)

No declarations were made.

2025-30 - Declaration of Non-Pecuniary Interests

No declarations were made.

2025-31 - Register of Interests

No updates were declared

2025-32 - Minutes of the previous meetings:

On the proposition of Cllr Mrs Tantram, seconded by Cllr Young and unanimously **RESOLVED** the minutes of the Full Council Meetings held on 12th December 2024 (revised), 9th January 2025 and the Extra-Ordinary meeting held on 21st January 2025 were approved and signed by the Chairman as true records.

2025-33 - Clerk's Report

The Clerk's report had been circulated to Members via email in advance of the meeting:

a) **Defibrillator at the Percy Arms** – message from the Defib Shop: the current model has been discontinued. There are spare pad and charge sticks still available. The cost of new pads and a charge stick is £145 + VAT. Following delivery a service from an engineer would be booked at a cost of a service of £165.50. A new Defib similar to the current model would cost £695 + VAT.

b) **Bus Shelter opposite Lockner Farm on the A248**

A text message from Mr Dodd was received to say that due to health reasons he is unable to undertake any work in the 'foreseeable'.

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Footpath 259

I have forwarded the photos and message from Cllr Tantram and received the following reply from Neil Sawyer, SCC, Countryside Access Assistant (Legal Definition).

Thank you for your email, this has been logged under reference IC40712.

Communication with Anne-Marie Hannam - SCC Senior Traffic Engineer

No further progress has yet been arranged to discuss the options to reduce speeding along the **A248** from Locker Farm to Mill Lane with Ms Hannam (via Cllr Bob Hughes).

Noise from Bird Scarers

Update from Cllr Toynbee (via the Shalford Facebook group):

They are crow scarers. My neighbour spoke to the farmer, and they've had to start using them again because the ground is so wet that the corn seeds aren't germinating and are being eaten by the crows'.

Cllr Mrs Osman reported: *"the noise has definitely quietened as I hardly hear anything now whereas it sounded like a cannon before".*

Fencing around Halfpenny Close

Another email (with photos) was sent to Nathen Matthews Estate Manager at Ashville on 05/02/25 (first message sent on 29/12/24) regarding the fencing between properties number 9 and no. 12 Halfpenny Close Chilworth Surrey GU4 8NJ.

Mr Matthews replied:

"We received some complaints from neighbours surrounding the plot that the vegetation on the land was blocking the local drains, so we arranged a cutback for this to be cleared. This has resulted in the land being exposed and not meeting the requirements of our insurers. Because of this we have installed the fencing to meet those requirements and continue to manage the land as per our clients' expectations.

There are currently to my knowledge no long-term plans for the land so the fencing will remain within situ for the foreseeable future."

2025-34 - Chairman's Report

The Chairman's report had been circulated to Members via email in advance of the meeting:

Cutting of Footpaths 252 and first part of 254 off 252

I have been in touch with Tim Fuller, our Volunteer Path Warden, who is very happy to recommence cutting the above Footpaths. I will keep checking now that spring is round the corner as to when they need their first cut.

Nomination for King's Garden Party

With John Peake's consent, I put his name forward as a nomination for the King's Garden Party on Tuesday 20 May 2025 in recognition of his 49 years of service to St Martha Parish Council. He has also served the community as a member of the Board of Governors of Tillingbourne School since 1977 and Chilworth School since 1988. A remarkable achievement and contribution to the life of Chilworth Village. I was therefore delighted when told John had been selected by the SALC Board to represent the Parish and Town Council sector in Surrey at the King's Garden Party at Buckingham Palace. Sadly, John has felt unable to accept this kind invitation due to recent concerns over his health but to ensure he is recognised they have asked me to write a short article on his achievements and send a photograph to the Association so they can put it in the May issue of their Newsletter. I am also hoping that Chilworth Village Magazine will accept the inclusion of an article in its April/May edition.

Gunpowder Mills Directional Sign

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I obtained three quotes for a 3m, or just under, oak post and directional finger sign to go at the end of Vera's Path signing the Gunpowder Mills as there is currently no such sign. Sam Jones, Access Officer, Surrey Hills National Landscape, spoke to the SCC Rights of Way team and they have no objection for the installation of a new post being placed there. They did suggest moving the directional finger for Vera's Path onto the new post, but this was discussed at the last PC Meeting and decided to be too complicated and would incur more cost. Councillors have been sent a copy of the most reasonable quote which is from a company called The Sign Maker. This will be discussed under Item 14c of the agenda.

Fire in Sample Oak Lane and subsequent appeal

On Friday 31st January there was a very bad fire at a property in Sample Oak Lane, the family lost everything and subsequently appealed for help. I emailed round the Councillors to see if they were happy for me to place a News item on the PC website as part of the appeal was asking for certain items of clothing to be left at The Percy Arms. Several Councillors came back confirming they thought this was a good idea. I therefore asked Emma Hosking if she would be happy to do this and she was delighted to do so and help the cause. It will be on the PC website for a limited period of about one month or so. It is top of the New Items. I also mentioned the appeal via the Blackheath Village email system, and this was subsequently forwarded to Chilworth School. It has also been on social media and other outlets. I am aware of a number of local people who have given donations of money or clothing.

On behalf of the Parish Council, I thanked the Surrey Fire Service and the whole support team for the very professional and caring way they dealt with the situation.

2025-35 Parish Councillors' Report

Cllr Toynbee's report had been circulated to Members via email in advance of the meeting

Shalford Community Council meeting held on 23/01/25

Roadworks

A member of the public was concerned about the management of the various roadworks that are currently ongoing in the area, particularly on the A281. He said his impression was that there was very little management of the traffic and had intervened himself on several times.

Cllr Matt Furniss explained that this was out of the Community Council's control and was a Surrey County Council issue. He said that if there was an emergency the contractors don't have to inform the council before they go in. (The problem it seems in Shalford is that water has got into the gas pipes, and they can't find out where. They are going to replace the gas pipe this year and are encouraging Thames water to change their pipe at the same time to limit disruption.)

Cllr Furniss said there were fines if the emergency works weren't completed within 48 hours but appreciated these were very low and not an incentive to get the work done in time. He agreed mostly with the member of the public and invited him to write to his MP. Concerns about road safety when trying to exit residential road.

A member of the public was concerned at the danger of exiting his road Oakdean Road and asked about putting a mirror up on the green opposite. He was advised that GBC could put a mirror on the green without having to go to SCC as it would not be on the highway. This seemed contrary to the advice he had been given by GBC.

Bex Bolland from the Shalford Climate Action group and Sara Grisewood from Southeast Community Rail Partnership CIC. (Sara is also working with St Martha's Parish Council re Chilworth station.)

Bex and Sara explained that they are working with various stakeholders re Shalford station to encourage people to travel by other means than by car.

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There is a kiosk in the station car park which GWR are minded to gift to the Community Council to be used as a community asset. Sara explained her role within the community rail partnership and said that she was really the 'glue that brought the railway companies together with other stakeholders and volunteers'. She thought that the building would be a useful asset for the community. Bex added that there were 3 things in the pipeline:

- a) Year 200 for railways is coming up so there was the opportunity for events and celebration.
- b) GWR are planning to install a battery train by 2031 which will be electric from Reading to Gatwick. This might include a battery recharge section at Guildford.
- c) Potential refurb of Shalford station car park – improvements for everyone.

The main discussion was around whether Shalford CC wanted to adopt the kiosk on a lease at a peppercorn rent. There was some concern about whether this would incur costs with refurbishment and ongoing upkeep. Sara said there were three pots of funding that they could apply for and that all that was needed now was Shalford's general approval of the idea, to which the CC agreed.

SCC Councillor's report - Matt Furniss

EV charge points. The Community Council are generally in approval of having 4 – 6 EV charging points and consultation will continue. It transpires that the council must have the frontages consent if power is going to be sold between the frontage of a house and the highway. (This is an old law that predates electric cars). Where the council was going to put a charging point the resident has objected so it has been withdrawn. This is something they will have to consider going forward. The charging points won't take up any parking spaces as people will still be able to park there regardless of whether they are charging a car.

20 mph speed limit

Consultation period is still ongoing. It appears that most of the village are supportive and most of those who have objected are those who live elsewhere and want to drive through as quickly as possible. 'Tables' are to be installed as well as cushions (the square humps that can actually be straddled with a car). The consensus was that cushions were not wanted and if they were to be installed, should be of the type that could be removed. All agreed on the tables which are to be at the Christmas hill crossing point, Shalford infant school, Seahorse and (I think) near the crossing by Snooty Fox. There are to be 2 more speed humps between the church and the bridge.

I asked if something similar was being considered for New Road, Chilworth and Bob said he had asked about this only 2 days ago – especially for outside Tillingbourne school. He said that cars parked on the pavement were a traffic calming measure. He also said that a large safety team came to Chilworth school last week to see what the traffic was like there.

Later in the meeting the PC considered its response the traffic calming measures and decided:

To support the principle of increasing EV charging points. There was some discussion as to who would supply them and locations need to be carefully chosen. It was agreed more research was necessary. They were supportive of the 20mph limit. It was agreed it was a means to an end in that the issue was they want slower cars through the village.

A person from the '20 is plenty' charity/action group has agreed to speak to residents in Shalford Village Hall on Monday 27 Jan at 2pm to discuss the benefits of the 20 mph limit.

Matt Furniss then spoke in general about the reorganisation of the councils, the two unitary councils, the timeline for elections etc. He said the general feeling was that it was the best thing to do.

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SCC and GBC Councillor's report - Bob Hughes:

Resurfacing of the road going into Hornhatch has been 'put into the programme'.

He also said that money has been given to Chilworth Village Hall to reimburse it for the cost of replacing the defibrillator pads. (The village hall has to pay £295 every time the defib is used and once every two years for replacement packs).

- **Parish Clerk:**
- The repairs at Brookwood were now complete.
- The grass cutter has reported that his charges will increase.
- There are some spaces on the allotments and are advertising for new holders.
- There is a 'drop in' event regarding the Gatwick rail closures on Tuesday 28/02/25 by Network Rail in Shalford village hall.

Lighting stock upgrade

Shalford are responsible for approximately 70 streetlamps. There was some discussion as to whether they would continue to do this, whether to upgrade them or whether to pay Surrey County Council to look after them. There was also a lot of discussion about running EV chargers from lampposts. It was agreed that further research would be carried out into EV charging contractors, the feasibility of running EV points from lampposts and also how street lighting would be run if and when the council reorganisation takes place.

Report from St Martha PC meeting

Cllr Cansell sent his apologies due to illness. Cllr Hughes had been at the meeting on Tuesday and reported that the Old Manor Farm planning application had been discussed and that a couple of residents had come to the meeting. He stated that he was going to find out who owned the road, and whether it was unadopted.

2025-36 - Guildford Borough and Surrey County Councillor's Report

Cllr Hughes reported that communication from Guildford Borough Council is still difficult. A short discussion on the Devolution took place.

2025-37 - Chilworth Village

A discussion took place regarding the arrangements for the Annual Assembly of St Martha Parish – to be held between 1st March and 1st June 2025.

RESOLVED The Clerk to enquire if Chilworth Village Hall is available to book for this event on Tuesday 8th April 2025.

2025-38 - Planning

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

Planning Application: 25/P/00032 130 Dorking Road, Chilworth, GU4 8NS

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Proposal: Proposed ground floor side extension and first floor extension to create two storey dwelling with flat roof and changes to fenestration following removal of pitched roof and garage.

RESOLVED: The Parish Council recommend that this application is **APPROVED** – as submitted.

Planning application: 25/P/00019 32 Dorking Road, Chilworth, GU4 8NR

Proposal: Installation of an Air Source Heat Pump to the front elevation.

Ask for clarification on the statement that it failed planning on its noise assessment.

Planning application: 25/P/00009 Alder Lodge, Blacksmith Lane, Chilworth GU4 8NQ

Proposal: Application under section 73a of the Town and Country Planning Act 1990

(as amended) for a variation of condition 2 (approved plans) of planning permission 24/P/00201 for an application under section 73 of the Town and Country Planning Act 1990 (as amended) for a variation of condition 2 (approved plans) to increase the ridge heights of application 23/P/00759, approved on 18/09/2023 for the proposed erection of a new two-storey detached dwelling with re-use of existing brick store incorporated and proposed dismantling and re-erection of the existing garden shed, realignment of wall and removal of metal framed structure and associated works (Amended drawings received 25/08/2023) to allow for the replacement of a window with a feature window on the south-eastern elevation, alterations in regard to the surface area of the timber featheredge boarding within the end gables and the slight alteration of door and window styles and opening functionality.

RESOLVED: The Parish Council recommend that this application is **APPROVED** – as submitted.

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

Enforcement number: EN/25/00019: Street Record, Halfpenny Close, Chilworth

An alleged unauthorised development - the erection of a fence line.

Description and GBC decision: Fencing in question does not constitute development under section 55 of the Town and Country Planning Act 1990 (as amended), no planning breach has been established. Case closed as no planning enforcement action can be taken. GBC sign off date: 31/01/25.

2025-39 - Highways, Footpaths and Rights of Way

The Clerk reminded Members to note the 2025 version of the 'Guide for Parish and Town Council Clerks' - from SCC Highways.

RESOLVED: The Clerk to contact SCC Rights of Way team to ask about the progress of the Footpath dedication between Footpath 257 and 258.

2025-40 - Policies, Financial and Regulation Approvals

(a) Proposed list of payments to be tabled at the meeting for approval:

The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr Mrs Allen, seconded by Cllr Mrs Tantram and unanimously **RESOLVED** that the payments to the value of £295.29 be approved. The payment list was duly signed by the Chairman Cllr Mrs Allen, during the meeting.

Table 1: Proposed list of payments 13th February 2025

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	13/02/25	Staff mileage	Shell	14.40	0	14.40

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IT expenses	31/01/25	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3697	57.36	11.47	68.83
Zoom	17/01/25	Facility to hold meetings on line 17/01/25 -16/02/25	Zoom	12.99	2.60	15.59
IT expenses	02/02/25	Remote anydesk facility; sourced alternative laptop from Currys; on site set up, printer, configured one-drive	Alan Oxford – Invoice number 011266	110.00	0	110.00
IT expenses	11/02/25	1 x HP 302XL black ink cartridge, 1 x HP 302XL Cyan, Magenta & Yellow ink cartridge	Viking Direct	68.97	14.41	83.38
Stationery	11/02/25	1 x ream white printer paper	Viking Direct	3.09		3.09
Totals				£266.81	£28.48	£295.29

(b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 31/01/25 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Peake, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.

(c) Councillors discussed the quotation from 'The Sign Maker' for an oak sign and finger post marking the way to the Gunpowder Mills. The lettering to be in Times New Roman both upper- and lower-case black lettering with a 95cm x 95cm post in thickness.

2025-41 - Items for inclusion on future agenda:

- St Martha Policies update
- Defibrillator
- Footpath dedication - path between Public Footpaths 257 and 258 (Peter Burts Field)

2025- 42 - Date of the next meeting: 13th March 2025

It was RESOLVED that pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business the public and press would be excluded from the remainder of the meeting.

2025-43 - The Clerk's Contract

A log showing the cumulative hours for 2024 had been issued to all Members prior to the meeting. Councillors discussed the hours logged on the Clerk's 2024 timesheets for a two-month period from November to December 2024. It was proposed by Cllr Mrs Tantram and seconded by Cllr Mrs Allen and

RESOLVED: to award the Clerk a total of eighteen hours additional pay to be included in the February 2025 payroll. Five hours for November and thirteen for December 2024.

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2025-44 – The Clerk’s Annual Appraisal

The Clerk confirmed that the last appraisal took place on 16th March 2017.

RESOLVED: Cllrs Mrs Allen and Tantram to review the form previously used and arrange a date for the 2025 appraisal, following the completion of the Internal Audit for the year ending 31st March 2025.