

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 10th April 2025 at 7:00 p.m. in Chilworth C of E School

2025-64 - 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

Two members of the Public

In attendance: Parish Clerk - Anne Tait

2025-65 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Danielle Newson; St Martha Tree Warden Simon Harrold and Parish Councillor Mrs Julia Tantram

2025-66 - 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.

2025-67 - Declaration of Non-Pecuniary Interests

No declarations were made.

2025-68 - Register of Interests

No updates were declared

2025-69 - Minutes of the previous meetings:

It was proposed by Cllr Brown, seconded by Cllr Peake and unanimously **RESOLVED** that the minutes of the Full Council Meeting held on 13th March 2025 be approved and signed by the Chairman as a true record.

2025-70 - Public Participation

It was reported that the height of the water in the stream behind 77 and 79 Dorking Road remains unusually high. Councillors agreed to make further investigations.

2025-71 - Reports

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

The renovation to the Bus Shelter opposite Lockner Farm on the A248

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I met with Shane Harris on 07/04/25 and he will send me an estimate for the work required. His initial inspection is that the cladding has 'gone', around the back and sides and he will try to find a replacement for the same style of cladding, if not, it will have to be straight cut wood. The roof looks sound, probably five days' work.

Cllr Toynebee agreed to do research into the availability of cladding.

Repairs to the steps of the War Memorial

Message received on 01/04/25: from the Contracts Manager at Stone Edge: I will ask if my masons can pop down 4th to 5th April to review for me and I'll come back to you.

To date – no contact has been received from Stone Edge.

Trees on the Green in Halfpenny Close

I understand that a flowering tree has now been planted by SCC on the green and the two Alders removed from the green have been planted to the grassed area at the end of Halfpenny Lane – alongside 'Byways'.

Potholes at the end of Halfpenny Close

A request has been reported on the SCC Fix-My-Street Website that:

1. the road surface is breaking up – following the very recent repairs to the potholes.
2. The verge/road edge is breaking up on Blacksmith Lane just beyond the junction of Halfpenny Close which is breaking away into the kerbside. According to the SCC Officer this is termed as 'verge shift' – i.e. large lorries/4 x 4 cars breaking up the edge of the verge.

Bus Shelter Roof opposite P/Arms

Still awaiting an update that Atkins will the repair/replace the damaged roof tiles to the bus shelter caused by the recent craning from the green of a new electrical system at the station.

The Internal Audit by Mulberry & Co for year ended 31/03/25

The internal audit has been set for 17th June 2025 in the Mulberry Farnham Offices.

Cllr Mrs Allen's report had been circulated to all Members via email in advance of the meeting.

Sign by Chilworth Station green - opposite the Percy Arms

I am making progress getting directional finger posts updated/replaced by the Chilworth Station Bus Shelter - opposite the Percy Arms. This arose after a meeting with Surrey Hills and the Community Rail Partnership. We decided we wanted the Gunpowder Mills added to the sign so those coming out of the station to see which direction to go in, and those driving, plus the sign is missing for Albury going east and some of the lettering is coming off. Surrey Hills has offered to upgrade what is their post and directional fingers. It isn't a SCC Highways sign.

It can either be upgraded with vinyl lettering again, or engraved letter. The latter I think will be much better and longer lasting but that will take a little longer to have done but worth the wait. A new team working for Surrey Hills needs to get the machinery to do this and get used to using it. I expect they are going to be doing lots of the Surrey Hills posts in the future.

The Parish Council needs to decide what to ask for on the three directional fingers:

- I. Albury/Dorking or Albury
- II. Gunpowder Mills/Shalford/Guildford OR Gunpowder Mills/Shalford
St Augustine's Abbey/Blackheath/Shamley Green OR St Augustine's Abbey/ Blackheath

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RESOLVED: Cllr Peake stated that local directional fingers should only be included i.e. Albury.

Chilworth War Memorial and Garden

The Clerk and I met the new grass cutting contractor and looked at the site and talked through various things, including the beds around the Memorial and the wilding area (which will be reduced slightly in size). The Clerk and I also discussed the recent damage to the Memorial itself and a booked visit by the stonemason.

Bridleway 252/Footpath 252a and Footpath 254

The wire between the Bridleway and Footpath 252 has been reinstated by David Allen and I put notices up explaining the new gap that has been created in the fencing for cyclists to use if the Bridleway section is very muddy. Two extra fence posts were put in to allow for the gap.

The new Volunteer Path Warden will be giving 252a and part of 254 their first trim of the year over the next couple of weeks.

Guildford Borough Planning Meeting – 02/04/25

I, along with other Councillors, attended via Zoom the Borough update on the National Green Belt Policy, Guildford's five-year land supply changes, and the new Local Plan and the next steps.

North Downs Line Steering Group Meeting – 03/04/25 at Shalford Village Hall

Along with Cllr Young, I attended the North Downs Steering Group Meeting.

Updates on the numerous excellent initiatives that are taking place along the line were reported and the meeting then went into groups to discuss: 'What makes an effective Community Rail Steering Group?' It was a very productive morning and I will circulate the minutes of that meeting once they are published.

I am in contact with Gomshall Parish Councillors, on behalf of the Community Rail Partnership, to see if someone can join the Steering Group to represent that community. I also asked Network Rail, as did CRP, to look at the state of the Gatekeeper's Hut at Chilworth Station as I think it could do with some maintenance work.

SALC on Surrey's Local Government Reorganisation – an update and learning about the experience of Cornwall & Somerset reorganisation. I will watch the recording of this session as it is now available.

Cllrs Toynbee and Young's report from the Shalford Community Council meeting on 27/03/25 had been circulated to all Members via email in advance of the meeting

Prior to the meeting beginning Adrian Cansell was given a certificate and an award to recognise all the work he has put in over the years at Brookwood. It was presented by Bob Hughes and photos taken.

Public session

Bex Bolland (from the Climate Action Group) said that they are hoping to push for a 20 mph limit through Chilworth and a zebra crossing at Tillingbourne school. Bob Hughes said he had met with the road safety team at Chilworth Infant school (and Tillingbourne?) and they have seen the problems for themselves. The reports have only just been completed and will now be considered.

There was some discussion about whether street lighting was compulsory where 20 mph limits were in force. Matt Furniss said it was 'nuanced' but there does need to be some form of lighting to show that it is 20 mph at the entrance to the zone and that vertical features have to be lit.

There was concern from a member of the public that the times of the school day at Chilworth Infant school and Tillingbourne School had been changed so it was now impossible to walk from one to the other in the time available. She wanted to state for the record that all the children doing this journey

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would be late. This didn't fit with the current push for walking or cycling to school. She added that she had spoken to both heads and they said it couldn't be changed. However, Matt said it was up to the governing body. She was given a name of someone to contact, and it was also suggested that John Peake might be able to help as it was thought he was on the governors of both schools.

There was some discussion about the upcoming road works and the closing of Kings Road. HGVs coming up from the south will be diverted through Wonerish and up through Chilworth and Albury which Matt said he knew wasn't ideal. He said that the contractors were well aware of the impact the work will cause and that it needed to be done as quickly as possible.

Mellisa Walker was co-opted onto the council as a new councillor for Chilworth Ward.

Councillors reports from Surrey County Council and Guildford Borough Council

There has been no time to do a full air quality report but GBC will monitor the air before and after implementation of the 20-mph scheme and will report back.

A letter of support had been sent for GWR's bid to increase battery operated trains and SCC is pushing the government to invest in more battery trains locally.

Broadford Road which has been closed. Some discussion about what work had been carried out and it was explained that traffic islands had been installed to narrow the road and reduce the speed, which seems to be working and a better alternative to vertical measures.

Resurfacing work in Hornhatch is in Bob's budget for next year and he wants to push for it to be at the beginning of the new financial year rather than at the end.

Shalford Community Council Clerks Report

Shalford Cemetery

Repairs to a section of the back wall are planned to start mid April. Bob's benches for Hornhatch and Brookwood are going ahead.

Nuala had been to a meeting of Parish Clerks. She said there was a fair amount of discussion about the unitary authorities. There will also be a public consultation. Guildford's view is that there is still a role for Parish Councils, but they may have to gear up to take on more responsibilities. Some areas such as Woking have no Parish Councils so there is quite a mix in the area.

The local plan will run as it should for the next 5 years until a time when the unitaries will be in place.

Climate action initiative

The Church gardens will be open again this summer. The first trees are in flower in the orchard and there is a volunteer programme for watering. The trees will need 800 litres a week.

Bex Bolland had given the councillors a document asking the council to consider a proposal for finger posts as part of the plans for a car free travel map and signposting being planned for the railway station area of Shalford. She is working with the Surrey Climate commission, the community rail commission, and Mary Anne (didn't catch where she was from) who is involved in signage. The posts will be produced by Norbury sawmill and will be provided at cost at approximately £500 per post. There are 6 posts, and funding has been sourced for them. Bex was asking if Shalford CC would take on the long-term maintenance of the posts as GBC do not want to. It was agreed they would. Bex stated that if the posts did rot or fall over in time, she would hope that they would get funding anyway to replace them.

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VE Day and VJ Day 8th May and 25 August 2025

A Shalford resident asked what the Council was doing for VE and VJ day. There was some discussion about buying silhouette soldiers, putting up bunting etc. The original silhouette man costs £600 and the VE day one, which is smaller at 4ft, costs £175.

It was thought that this was a lot of money to spend or something that might just get vandalised and, given that the war memorial had just been restored, the preferred option was to ask the vicar if she would do a service around that time.

Guildford Borough and Surrey County Councillor's Report

Councillor Bob Hughes reported that Members' time is still being taken up on Unity Authority business/plans. He recently attended a ceremony at Wood Hatch for Community Champions – with Parish Councillors Adrian Cansell and Patricia Allen and Barry Wakeford receiving an award.

St Martha Parish Council's Tree Warden – Simon Harrold

I cannot attend the meeting on Thursday due to a prior engagement. I took Merrow Tree Wardens on a walk around the Gunpowder Mills, Chilworth Manor etc... They will be reciprocating with a tree walk round Merrow in the next month or so. The idea is to have two walks ready for the public in the autumn. Apart from this nothing more to report of the tree warden front.

2025-72- Chilworth Village

RESOLVED That the Annual Assembly of St Martha Parish will be held in Chilworth Village Hall on Thursday 29th May 2025 starting at 6:30 p.m. The Annual Meeting of St Martha Parish Council will then follow.

2025-73 - Planning Matters

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

- I. Planning Application **25/T/00062 - Gresham, Blacksmith Lane, Chilworth, GU4 8NQ**
Proposal: T1. Cupressus Macrocarpa - fell because of excessive shading to neighbours garden (Chilworth Gunpowder Mills Conservation Area).
RESOLVED The recommendation from St Martha Parish Council is:
APPROVE - the tree is not a good example of a native species, and the owner and neighbour are in agreement.
- II. Planning Application **25/P/00414 - The Beeches, Blacksmith Lane, Chilworth, GU4 8NQ**
Proposal: Single storey front extension with covered porch.
RESOLVED The recommendation from St Martha Parish Council is to **APPROVE** the application as submitted.
- III. Planning Application **25/P/00450 - Lockner Farm, Dorking Road, Chilworth GU4 8RH**
Proposal: Application under Section 73 to for variation of Condition 2 (approved drawings) to make changes that include: Raise the ridge of the central section by 150mm, change the dormer windows on the north east elevation, replace the utility room back doors with windows on Units 1 and 2, remove the ground floor window to the north west elevation of Unit 1, and add timber cladding to

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the first floor of Unit 2 of planning permission 23/P/00286 approved 28/07/2023 for 'Conversion of stable building and extensions to form two dwellings'.

RESOLVED The recommendation from St Martha Parish Council is to **APPROVE** the application as submitted.

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

Planning Application: 25/P/00178 - Sunne Dene, 27 Roseacre Gardens, Chilworth GU4 8RQ

Proposal: Removal of existing first floor chalet bungalow roof and construction of new first floor accommodation with raised eaves, alterations to the fenestration, new porch and new external finish.

GBC APPROVED 03/04/25

2025-74- Highways, Footpaths and Rights of Way

Shere Division Parish Meeting held on 20/03/25 – attended by the Clerk and Cllr Mrs Tantram

Following the meeting Cllr Mrs Tantram reported in an email to James Haley (SCC Stakeholder Engagement Officer for Waverley and Guildford, Highways Operations & Infrastructure) of her experience of raising the serious road safety issues along the Dorking Road adjacent to and surrounding the junction with Roseacre Gardens.

As you will remember at the meeting in Shere last week I asked you if it was possible to upload documents, which James advised it was.

I have just now raised the road safety issues via FixmyStreet and encountered the following problems.

Firstly, FixmyStreet makes it clear it is for reporting single issues - it is not designed to report complex road safety concerns involving multiple converging issues that require a scheme, rather than a single solution.

Secondly, there is no facility to upload documents, only photographs.

It is difficult for me to understand why I was directed down this route because as it stands FixmyStreet is not suitable to report this type of issue. My view, therefore, is that there is neither a process/procedure for Parish Council's to raise ongoing complex road safety concerns, nor a way for them to spend their budgets on road safety improvements due to a lack of access to road safety engineers who are essential in developing appropriate schemes to mitigate road safety issues.

On 03/04/25 James Haley replied, " I have raised this with the traffic engineering team and will update you further once I have heard back from them".

2025-75 - 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 £3,493.10 be approved. The payment list was duly signed by the Chairman Cllr Mrs Allen, during the meeting.

Table 1: Proposed list of payments 10th April 2025

Budget Head	Date	Description	Supplier	Net	VAT	Total
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Clerk's Expenses	10/04/25	Staff excess mileage	Shell	20.25	0	20.25
IT expenses	31/03/25	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3885	57.36	11.47	68.83
Clerk's Expenses	13/03/25	Numpad for Laptop	Viking	21.21	4.24	25.45
Zoom	17/03/25	Facility to hold meetings on line 17/03/25 -16/04/25	Zoom	12.99	2.60	15.59
IT expenses	06/04/25	Technical Support	Alan Oxford	31.50	0	31.50
IT expenses	10/04/25	Underpayment to the Clerk for 2 x cartridges on claim for 13/02/25	Viking	3.09	0	3.09
Telephone/ Broad band	10/04/25	50% for the Clerk to provide a Broad-band/land-line/mobile for the P/Council - period 01/04/25 to 31/03/25	Anne Tait	462.69	0	462.69
Staff Salary	08/04/25	Net Payroll Jan/Feb/March 2025	Hazelford Ltd	2,349.97	0	2,349.97
Staff Salary	08/04/25	PAYE and NIC 2024/25 Q4	Hazelford Ltd	515.73	0	515.73
Totals:				3,474.79	18.31	3,493.10

- (b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 31/03/25 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) **RESOLVED:** It was proposed by Cllr Peake, seconded by Cllr Miss Toynbee and unanimously agreed to accept 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.
- (d) It was proposed by Cllr Brown, seconded by Cllr Mrs Allen and unanimously **RESOLVED** to accept **the** quote from The Defib Shop for both a new Unit and Box for a Defibrillator in the Percy Arms Car Park.
- (e) It was proposed by Cllr Brown, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** to adopt the NALC Model Standing Order 14 – which has been updated to better reflect Code of Conduct requirements. 14.a-c have been removed.
- (f) It was proposed by Cllr Brown, seconded by Cllr Miss Toynbee and unanimously **RESOLVED** to adopt Model Standing Order 18.a.v, 18.c, 18.d and 18.f – adjusted for St Martha Parish Council to £10,000, to meet the new Procurement Legislation and to ensure consistency with NALC's Model Financial Regulations.
- (f) NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

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- (g) It was proposed by Cllr Brown, seconded by Cllr Miss Toynbee and unanimously RESOLVED to delete the word “invites” from the maintenance contract at the Chilworth War Memorial.
- (h) Dates to discuss St Martha Parish Council Policies was deferred until Cllr Mrs Tantram is in attendance.

2025-76 - Items for inclusion on the May agenda:

- Roseacre Gardens – an update from SCC
- Devolution
- Public Footpath

2025-77 - Date of the next meeting: 29th May 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.

2025-78 - The Clerk’s Log of Hours

A log showing the recorded cumulative hours from the Clerk during 2025 had been issued to all Members prior to the meeting.

Councillors discussed the hours logged for the three-month period from January to March 2025. It was proposed by Cllr Brown and seconded by Cllr Miss Toynbee and **RESOLVED** to award the Clerk a total of forty-four (44) hours additional pay to be included in the April 2025 payroll. Twenty hours in January 2025 and twenty-four in March 2025.