

ST MARTHA PARISH COUNCIL

Minutes of the Annual Meeting of St Martha Parish Council held on 29th May 2025 in Chilworth Village Hall

2025-79 - Present:

Councillors:

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

Guildford Borough Councillor – Danielle Newson

Surrey County Councillor and Guildford Borough Councillor – Robert Hughes

Two members of the public

In attendance: Parish Clerk - Anne Tait

2025-80 - Appointment of the Chairman for municipal year 2025/2026

It was proposed by Cllr J Peake, seconded by Cllr G Brown that Cllr Mrs P. Allen be appointed as Chairman. No other nominations being received, it was unanimously **RESOLVED** that Cllr Mrs P Allen be duly elected as Chairman of the Parish Council for the municipal year 2025- -2026.

2025-81 - Chairman to sign Declaration of Acceptance of Office

Cllr Mrs P Allen duly signed her Declaration of Acceptance of Office form.

2025-82 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were accepted from Parish Councillor Miss Toynbee, Cllr Adrian Cansell Shalford Community Council and Simon Harrold – Tree Warden

2025-83 - Appointment of Vice Chairman for municipal year 2025-2026

It was proposed by Cllr J Peake, seconded by Cllr Mrs Osman and unanimously **RESOLVED** that Cllr G Brown be elected as the Vice-Chairman. No other nominations being received, Cllr G Brown was elected as Vice Chairman for the municipal year 2025-2026.

2025-84 - 2025-166 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)

No declarations were made.

2025-85 -Declaration of Non-Pecuniary Interests

No declarations were made.

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2025-86 - Amendments to Register of Interests

No amendments were declared.

2025-87 Public Participation session

No matters were raised

2025-88 - Minutes of the previous meeting

It was proposed by Cllr Mrs Allen, seconded by Cllr Peake, and unanimously **RESOLVED** that the minutes of the Full Council meeting held on 10th April 2025 be approved and signed by the Chairman.

2025-89 - Appointment of Committees

- a) **Planning Committee**: It was unanimously **RESOLVED** that all members would serve on the Planning Committee for the municipal year 2025- 2026.
- b) **Personnel Committee**: It was unanimously **RESOLVED** that all members would serve on the Planning Committee for the municipal year 2025- 2026.
- (c) **Finance Committee**: It was unanimously **RESOLVED** that all members would serve on the Finance Committee for the municipal year 2025- 2026.

2025-90 - Reports, Communications and Updates:

- a) **Parish Clerk**: the Clerk had provided a written report, which had been circulated to all Members via email:

The Defibrillator at the Percy Arms

A new unit and box have now been installed, the old box taken to Cranleigh tip and the pads/inside of the old defib have been returned to The Defib Shop for re-cycling. Details of the new unit are required to be updated on 'The Circuit'.

2025 Schedule of Meeting dates and venues

- 26th June – St Thomas' Church Room at 7 p.m.
- 24th July - Chilworth C of E Infant School_at 7 p.m.
- 12th September - Chilworth C of E Infant School at 7 p.m.
- 16th October - Chilworth C of E Infant School at 7 p.m.
- 13th November - Chilworth C of E Infant School at 7 p.m.
- 11th December - Chilworth C of E Infant School at 7 p.m.

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Repairs to the steps of the Memorial

I checked on 23/05/25 and there has not been any repair to the steps – or any message received from Paul Evans. A request has also recent been sent to Paul Evans, Contracts Manager at Stone Edge Conservation to send a 'reinstatement value' for the War Memorial. This is to increase the level of insurance cover with Zurich.

Potholes at the end of Halfpenny Close

A report has been sent to 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 Tiles opposite The Percy Arms on the A248

Andy North (Atkins) has been called again – for the fifth time regarding the repair/ replacement of the damaged roof tiles to the bus shelter. This was caused by the recent work (craning in) a new very large electrical system box at the station. He confirmed again that this has been reported to Network Rail (communication/liaison Team) to action the repair.

b) Parish Councillors Cllr Mrs Allen had provided a written report, which had been circulated to all Members via email:

Footpath 469: It was noted that this footpath is designated as a 'BOAT' – Byway Open to All Traffic.

Footpath 260: A message was received re overhanging trees next to 3 Powder Mills Cottage.

RESOLVED that a letter be sent to the residents of 3 Powder Mills Cottage asking that the overhang be cut.

Bridleway 252/Footpath 252a and Footpath 254

The notices on 252a had been removed and I have now replaced them. The Volunteer Path Warden will be giving 252a and part of 254 another trim soon.

Gunpowder Mills direction sign at the end of Vera's Path

The new sign was delivered to my house and has been installed by my husband, David Allen. A picture and narrative have been added to the News items on the Parish Council website.

Website

A photograph of a Dartford Warbler has been added as the top of the Climate page of the website. (Photo courtesy of David Allen). I wonder if the wording of the first sentence on that page needs a slight change as the actions refer to GBC and not St Martha PC.

Environment and Climate Change

On 23 July 2019, the Council adopted a motion to declare a Climate Emergency and passed a motion committing to actions including:

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- Achieving net-zero carbon across all Guildford Borough Council services by 2030
- Establishing borough-wide partnerships to evaluate and determine how and when Guildford Borough could become carbon neutral.
- Developing a clear action plan and timescale for being net-zero carbon across our Council operations.

Dormice Boxes at the Gunpowder Mills Site

Debbie Toynbee, Harry Good and I met Kathryn Killner from the Surrey Dormice Group to install monitoring boxes and nest boxes at the Gunpowder Mills Site. A WhatsApp group has been set up and Debbie is arranging an inspection rota so the boxes can be regularly checked. Each inspection will take about one and half to two hours and a record will be kept. This will hopefully give some indication as to whether there are dormice in the area now.

Cllrs Mrs. Osman and Tantram are hoping to join the group but couldn't make the initial setting up, a site meeting will be arranged later.

Opening of the Nursery Woodland Cabin at Chilworth School

I accepted an invitation to the opening of the new Nursery Woodland Cabin for 2–4-year-olds at the school on 1 May. The Cabin was officially opened by the Mayor of Guildford, Councillor Sallie Baker.

Sir Jeremy Hunt, MP

I attended a meeting at Albury Village Hall in order to meet Jeremy Hunt and hear what he had to say about work in this constituency. He is concentrating on three things:

- NHS provision in the area, with particular attention to our smaller hospitals such as Cranleigh
- Internet provision – which is very poor to non-existent in some areas
- Pushing through the proposed boundary changes to the Surrey Hills AONB (Surrey Hills National Landscape)

New Illustrated Panel for Chilworth Station

I am meeting shortly with Sara from Community Rail Partnership and artist, Claire Watson to discuss a panel to go on the wall outside the Station. Claire has done some beautiful artwork for some other stations along the North Downs Line celebrating their areas and linking in with Rail to Ramble and the Surrey Hills National Landscape.

Brash Pile at the War Memorial Wilding Area

I would like to put a small brash pile of small branches and twigs near the back of the wilding area to provide habitat and shelter for a variety of wildlife, including insects, birds, amphibians and small mammals.

Chilworth School Community Tea and 'Support a Safer Chilworth'

I helped at the community tea at Chilworth School on Friday 16 May and also spoke to one of the people helping organize the 'Support a Safer Chilworth' campaign. This is seeking 20mph in Chilworth and wants safe crossings points particularly outside the schools. The campaign is being run by the Shalford, Peasmarsh and Chilworth Climate Action Group. They are asking people to sign in support of this by 1st June 2025.

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Visit to Chilworth Manor Vineyard

Along with two other Parish Councillors, I will be visiting Chilworth Manor Vineyard at 4.30pm on Monday 2nd June, by kind invitation of Sir Graham Wrigley.

Shalford Community Council Annual Meeting Thursday 22 May 2025

I attended Shalford Community Council Annual Meeting at Shalford Village Hall. It was a well-attended event with refreshments beforehand. Items covered were:

- Sorting out the proposed parking on common land for the Parrot Pub when it is re-opened
- 20mph in Chilworth and possible speed bumps to make things safer. Potential for a crossing near Chilworth Station. People encouraged at the meeting to sign up to show support.
- Enhancing Shalford Station and forecourt and acquiring the kiosk in the car park as a community asset. 20 September event at Shalford Village Hall.
- Station adoption and travel map
- Air quality near the Seahorse Pub
- The success of the volunteer watering group for new trees and encouraging more new people to join
- Smith's Charity - £4,000 given each year to local people
- Presently one vacancy on Shalford Community Council
- Update on playgrounds including Brookwood Sports Field and Hornhatch
- Allotments at Bradstone Brook fully booked but some space still at Peasmarsh
- Upgrading of street lighting in the parish
- Recent damage to the platform of the newly restored Grade 2 listed Shalford War Memorial
- Financial report and Shalford Community Council assets explained
- Devolution – reports from GBC Councillor and Surrey County Councillor. Lack of public consultation and the need to keep local government local. The size of each unitary authority needs to be large enough to be economically viable to cover very large expenses.

There was a presentation by Bex Bolland, Shalford Climate Action Group and Sara Grisewood, Southeast Community Rail Partnership, outlining the proposals for the redevelopment of Shalford Station Kiosk for community benefit, and the seeking of views from residents for how this building could be meaningfully used for the community.

- c) **Cllr Miss Debbie Toynbee:** had provided a written report, which had been circulated to all Members via email:

Dormice

As mentioned in Cllr Mrs Allen's report we had a very enjoyable meeting with the dormouse lady, Kathryn, who put up 15 tunnels and 5 nest boxes. I have plotted all of these on a What Three Words map which should make them easier to find amongst the undergrowth. These need to be checked every two weeks, the ink renewed on the tunnels in all cases, and if there are footprints, we will need to remove the card and replace with new. Kathryn will then look at the card and identify the footprints. Patricia and I were discussing the checking of the tunnels last week and think that it would be easier and quicker with two people. Harry will do the first check, as I am away, but when return I'll do my check, hopefully with Patricia, and then devise a rota, take Cllrs Mrs. Osman and Tantram to visit the site (and anyone else who is interested).

Flooding

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I had an interesting conversation with Nick Hopkins who is a keen angler and understands how the water flows from Albury through Chilworth. He was concerned that builders at the Mill Pond in Albury had emptied the whole pond into the Tillingbourne resulting in tons of silt being washed through. I suggested he came to one of our meetings to which he agreed - he cannot make the May one but hopes to come along in June. I'm not sure if this is connected to the increased water flow at 79 Dorking Road, as I understand this is still ongoing, so probably not.

Cycling Events – use of the Downs Link

Following the discussion at the last meeting I emailed the Ramblers Association and asked if they had come across anything like this before.

They were very helpful, passing my message onto various people until I got the following reply from a 'Toby Edwards':

I have spoken to my colleague, who has managed our legal cases for over thirty years, and he has provided me with some advice for you.

He has not heard from the local Ramblers, either here or anywhere else, of this being an issue. That's not to say that it isn't an issue, but it means that we haven't dealt with it before at the Ramblers, i.e, no-one's come to us about it till now.

Section 31 of the Road Traffic Act 1988 certainly prohibits, except in certain narrowly defined circumstances, both cycle racing and trials of speed on any "public way". I suppose that a "trial of speed" means where competitors race against the clock instead of against each other all at the same time. The circumstances in which the activity is lawful is where it has been authorised, by (i.e, on behalf of) the Secretary of State for Transport. This authorisation cannot be given for events on bridleways, so racing or speed-trialling on a bridleway is always an offence.

We'd recommend raising it with the highway authority, Surrey County Council, if you haven't yet. Their duties under the Highways Act 1980 section 130 include asserting and protecting the rights of the public to the use and enjoyment of all highways, including footpaths and bridleways: so dealing with the issue of dangerous cyclists falls within that duty. Section 122 of the Road Traffic Regulation Act 1984 also requires them to use their powers "to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians)", underlining added. So the duties are there right enough. The problem is enforcement. The Council could liaise with the police and arrange for a few prosecutions. We don't suppose they will, however, and suppose the police will say that they don't have the resources. (If neither the council nor the police will act it's hard to see what anyone else can do.) So the best advice we can give is to try to interest Surrey County Council in the matter, particularly through lobbying councillors with examples of collisions, near-misses, and (importantly) reports of people no longer using the paths for fear of collision.

RESOLVED: Cllr Peake will find out from Tillingbourne School the date of the next event, as the organisers use the school as a base for cyclists.

d) Guildford Borough Councillor - Danielle Newson

New Mayor and Deputy Mayor

Cllr Sallie Barker OBE ended her successful year as Mayor raising over £105,000 for charity.

Cllr Howard Smith was elected the new Mayor of Guildford for the municipal year 2025/2026 at this week's Annual Meeting of Council. Cllr Jane Tyson was appointed Deputy Mayor.

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Howard's theme for his mayoral year is 'improving lives'. From helping young people make the most of opportunities, particularly in music and the performing arts, to helping the more senior members of our community enjoy and make the most of their lives.

More information the Mayor and his chosen charities are on our website.

80 years on Guildford remembers VE Day

On the 80th anniversary of Victory in Europe Day we held two special events. The special VE Day 80 flag-raising ceremony held at the Guildhall was the Mayor's first official engagement. He felt honoured to have welcomed local veterans, serving soldiers, cadets, and other invited guests as his father served in WW2 in the RAF.

Later in the day, the community beacon lighting for the 80th anniversary of Victory in Europe Day was both a joyous celebration and a moment for reflection. For the hundreds of people gathered in Stoke Park, marking this historic occasion was an experience to remember.

The new Deputy Mayor, Cllr Jane Tyson, welcomed people to the event.

In her closing words, the Leader of the Council, Cllr Julia McShane, thanked everyone involved in putting on such a moving and thought-provoking event, and finished by asking that the crowd take a moment the following day to reflect on the evening's commemoration.

Our Executive supports a move to three unitary authorities in Surrey

Our Executive backed a proposal to replace Surrey's existing county, district and borough councils with three new unitary authorities at their meeting on Wednesday 7 May 2025.

The decision follows strong support for the three unitary option in a recent survey of 3,265 residents across Surrey. The survey, organised by nine of Surrey's district and borough councils, found that nearly two-thirds (63%) support the creation of three unitary councils, compared to just 17% who favoured the alternative two unitary model backed by Surrey County Council. The remaining 20% expressed no clear preference. Residents also gave a clear message that a local, responsive council structure is important to them. Over 60% identified "understanding of local issues" and "local decision-making" as their highest priorities. "Supporting local businesses," "easy access to councillors," and "creating jobs and economic growth" also ranked highly. Residents can find out more on Local Government Reorganisation in Surrey at

www.surreylgrhub.org

Guildford Flood Alleviation Scheme Update

The Guildford Flood Alleviation Scheme has launched a new web page, offering people the chance to register and subscribe for scheme updates. The new page includes scheme information, videos and documents, as well as a regularly updated news section. Visit the page here: [Guildford Flood Alleviation Scheme | Engage Environment Agency](#)

Please note that this page will take over from the old website hosted on Citizen Space.

Save the date for this year's Guildford Green Day!

Guildford Green Day is supporting the national Big Green Week. It will help raise awareness of climate change issues and environmental concerns by promoting climate change initiatives, waste and recycling, flood resilience, vegan food, and local green businesses.

We are coordinating the free, fun and interactive event, bringing in dozens of local providers, traders and community organisations. The event will involve a range of environmental, education and awareness activities, family entertainment, and many different stalls on the High Street. More information to follow soon!

2025-91 - Policies, Financial and Regulation Approvals

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(a) Proposed list of payments and transfers 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 Brown, seconded by Cllr Young and unanimously **RESOLVED** the payments to the value of £1,554.64 be approved. The payment list was duly signed by Cllrs Mrs Allen during the meeting.

Table 1: Proposed list of payments 29th May 2025

| Budget Head | Date | Description | Supplier | Net | VAT | Total |
|---------------------|----------------------|--|----------------------------------|-----------------|--------------|-----------------|
| IT expenses | 30/05/25 | 9 x Licences from Microsoft | BN Info. Security Ltd. Inv: 3936 | 53.88 | 10.77 | 64.65 |
| Clerk's Expenses | 29/05/25 | Staff excess ileage | Shell fuel | 16.65 | 0 | 16.65 |
| Printing | 23/04/25 | Printing 350 flyers to advertise the Annual Assembly of St Martha Parish | NJM | 40.00 | 8.00 | 48.00 |
| Subscriptions | 01/04/25 | SALC and NALC Subs 2025/26 | Surrey ALC | 254.08 | 0 | 254.08 |
| War Memorial | 06/05/25 | Grass cutting on 9 th and 23 rd April 2025 | Ian Watson | 110.00 | 0 | 110.00 |
| War Memorial | 29/05/25 | Grass cutting on 7 th and 21 st May 2025 | Ian Watson | 110.00 | 0 | 110.00 |
| IT expenses | 01/05/25 | 1 x black Ink Cartridge and 1 x box of 5000 staples | Viking Direct | 39.78 | 7.96 | 47.74 |
| Insurance | 28/05/25 | Annual Policy Schedule | Zurich | 465.37 | 0 | 465.37 |
| Room Hire | 16/04/25 | Hire Chilworth Vill Hall for a meeting on 09/01/25 | Chilworth PCC | 20.00 | 0 | 20.00 |
| Room Hire | 19/05/25 | Hire School Hall from April – December 2025 | Chilworth C of E Infant School | 154.00 | 0 | 154.00 |
| Parish Improvements | 15/05/25 | Install the Defib at The Percy Arms | DR Smith & Partner | 186.59 | 37.32 | 223.91 |
| Zoom | 17/04/25 to 16/05/25 | Facility to hold meetings online | Zoom | 12.99 | 2.60 | 15.59 |
| Postage | 15/04/25 | VAT Return | HMRC | 0.87 | 0 | 0.87 |
| | 15/05/25 | Return old defib pads | The Defib shop | 8.19 | 0 | 8.19 |
| Zoom | 17/05/25 to 16/06/25 | Facility to hold meetings online | Zoom | 12.99 | 2.60 | 15.59 |
| Totals | | | | 1,485.39 | 69.25 | 1,554.64 |

a) To receive and approve a Membership to Zero Carbon Guildford (merger with Guildford Environment Forum).

RESOLVED Councillors unanimously agreed to a Membership and awarded a £25.00 donation to Zero Carbon Guildford for year ending 31/03/26.

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- b) **To receive and approve** the renewal schedule of St Martha Parish Council Zurich Insurance Policy **RESOLVED:** To approve the payment of £465.37. It was noted that this may be increased for year ending 31/03/26 when the re-instatement value of the Chilworth War Memorial is known.
- c) The Responsible Finance Officer (RFO) had prepared the bank reconciliation for period ended 30th April 2025 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 Mrs Tantram, seconded by Cllr Peake and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.
- d) **RESOLVED** It was proposed by Cllr Mrs Tantram and seconded by Cllr Peake to approve the St Martha Parish Council Annual Accounts for year ended 31st March 2025.
- e) Cllrs received the final report on the budget heads versus the (actual) budget to for year ended 31st March 2025.
- f) The Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2025, it was **RESOLVED** to defer the approval to an Extra-Ordinary Meeting to be held on 11th June 2025.
- g) The AGAR Certificate of Exemption for the year ended 31 March 2025, it was **RESOLVED to defer the approval** to an Extra-Ordinary Meeting to be held on 11th June 2025.
- h) The earmarked and general reserves for 2024/2025 - it was **RESOLVED to defer, review and discuss**, to an Extra-Ordinary Meeting to be held on 11th June 2025.
- i) Risk Register and Risk Management it was **RESOLVED to defer and discuss** the roles and responsibilities regarding items on the assets register for year ended 31/03/25 to an Extra-Ordinary Meeting to be held on 11th June 2025.

2025-92 - Planning

(a) To discuss and agree a response to GBC on the following application:

- i. **Application number: 25/P/00685 [The Charcoal House, Blacksmith Lane, Chilworth GU4 8NQ](#)**
Proposal: Changes to fenestration, including additional windows, new standing seam roof and gable cladding.

Statutory Consultee response to GBC: St Martha Parish Council would like to comment that it has concerns about losing the distinctive roof of this historic building. It would also like to emphasise the importance of ensuring that there is a Level 3 Historic Buildings Report, or, failing that, any consent be subject to a condition requirement, and for such a record to be approved and deposited with Surrey History Society and Guildford Museum before work commences.

(b) To receive and note the outcome of applications previously reported:

- i. **Application Number: 25/P/00009 - [Alder Lodge, Blacksmith Lane, Chilworth GU4 8NQ](#)**
Proposal: Application under section 73 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) of application 23/P/00759, approved on 18/09/2023 to allow for the replacement of a

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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.

GBC APPROVED: 22/04/25

ii. Application Number: 25/P/00032 - 130 Dorking Road, Chilworth GU4 8NS

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

GBC APPROVED: 14/05/25

2025-92 - Highways and Rights of Way

Funds to implement traffic slowing on the A248 near Roseacre Gardens has been added to Cllr Hughes's portfolio for financial year ending 31st March 2026.

2025-93 - Correspondence

A letter had been received from the resident of a property situated in a private lane opposite the entrance to the Gunpowder Mills Site. The public footpath (260) can be picked up about halfway down the lane, however, the entrance is very difficult to see because of overhanging branches.

RESOLVED: That a letter be sent to the residents of Rose Cottage, Powder Mills Place, Blacksmith Lane, Chilworth, with a request from the Parish Council that it would be greatly appreciated if you could cut back the overhang so there is a clear view up the footpath with no height restriction.

2025-94 - Items for the next meeting

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

- Traffic Calming on the A 248 near to Roseacre Gardens
- An update on Devolution

2025-95 - Date of next Full Council meeting: An Extra-Ordinary meeting on Wednesday 11th June 2024 at 12:30 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.

2025-96 -The repair / renovation to the Lockner Farm Bus Shelter

To receive and consider the quotes to repair/renovate the bus shelter opposite Lockner Farm.

Cllr Miss Toynbee had Bill Stammers to supply a quote for the bus shelter. I am sure we are all agreed that the quote is extremely comprehensive but also a lot higher than we would have hoped. However, he seems to have addressed all the potential problems, and I would feel confident that if he did do the job, it would last for many years to come. I would also say that the 'Waney Edge' wood is expensive – but this is much pricier than the usual off the shelf cladding.

The Clerk reported that Shane Harris had sent the details/measurements of cladding required for the shelter for the Clerk to forward onto a supplier of Waney Edge Cladding.