

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 24th July 2025 at 7:00 p.m. in Chilworth C of E Infant School

PART I

2025-121 - Present:

Councillors:

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

Surrey County Councillor and Guildford Borough Councillor Robert Hughes
Shalford Community Councillor – Adrian Cansell

Two members of the Public

In attendance: Parish Clerk - Anne Tait

2025-122 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Danielle Newson and Parish Councillor R. Young

2025-123 - 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.

2025-124 - Declaration of Non-Pecuniary Interests

No declarations were made.

2025-125 - Register of Interests

No updates were declared

2025-126 - Minutes of the previous meetings:

It was proposed by Cllr Mrs Tantram, seconded by Cllr Toynbee and unanimously **RESOLVED** that the minutes of the Full Council Meeting held on 26th June 2025 be approved and signed by the Chairman as a true record.

2025-127 - Public Participation

A parishioner reported concern has been raised by parents regarding the speed of traffic outside the school – and asked what can be done? Cllr Hughes reported that this is a County Council matter, and he referred to the Road Safety Outside Schools report that he recently commissioned. He assured the meeting that this issue is high on his Agenda.

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The Clerk reported that a message had been received from the Clerk at Shalford Community Council, suggesting convening a meeting between the two Parish Councils in Shalford, so that we can work together for a village wide scheme. The Clerk has confirmed that St Martha would be willing to meet in September and join with Shalford CC in pushing forward for some 20mph initiatives across the village, particularly in the vicinity of the two schools.

A member of the public asked if the Parish Council is responsible for rainwater drainage. This was discussed and acknowledged that the Parish Council have a responsibility to inform the Borough and County Councils of a problem.

2025-128 - Reports

a) **The Clerk's report** had been circulated to Members via email in advance of the meeting and included details of:

- Internal Audit – issues to be addressed in Mark Mulberry's report:
 - i. The website domain needs to be in St Martha Parish Council's name – change is now completed
 - ii. Supporting / briefing agenda papers are required to be available on the website – Emma will add these additional papers with the agenda on the website – as separate documents.
 - iii. Financial Regulations – the need to update the regulations to remove the square brackets where tailoring is required.
- Repairs to the Steps of the Memorial
Still awaiting news from the Masons and Paul Evans on the repair.
- A report from a resident on the parking at the junction of Blacksmith Lane and Halfpenny Close
- Damage to the Bus Shelter Roof opposite Percy Arms on the A248 ref: 250703-000332
- Insertion in the Chilworth Village Magazine – to elicit views from Parishioners re speeding traffic along the A248 near Roseacre Gardens.
- The CMS arrangements for the PC Website

b) **Cllr Mrs Allen's** report had been circulated to all Members via email in advance of the meeting and included details of:

- Chilworth War Memorial Garden
- Bus service from Chilworth to Cranleigh
- Bridleway 258
- Bridleway 252/Footpath 252a and Footpath 254
- Footpath 469
- New Panel Map at Chilworth Station
- North Downs Line Steering Group
- Telephone Box at Chilworth Station
- Meeting at Chilworth Vineyard
- Dormice at the Gunpowder Mills Site

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- Surrey Hills Boundary Extension

c) Councillor's reports from Surrey County Council and Guildford Borough Council

- Footpath 252 work is scheduled to be carried out by SCC.
- Roseacre Gardens Cllr Hughes regrettably reported that he had been unable to be at the AGM.
- The Rural Roads Area 3, Cllr Hughes reported on the findings but was disappointed in the consultation.

2025-129- Chilworth Village

- a) **RESOLVED** – that the December meeting will now be held on Tuesday 16th December 2025 in Chilworth Infant School.
- b) **RESOLVED** – the dates of Parish Council meetings in 2026 are as follows to be held on Chilworth Infant School:
- Thursday 15th January 2026
Thursday 12th February 2026
Thursday 12th March 2026
Thursday 9th April 2026
Thursday 14th May 2026
- c) **RESOLVED:** to provide a 'tear out' page in the October/November 2025 edition of the Chilworth Village Magazine to support the gathering of feedback from residents regarding the speeding traffic along the A248 from the 252 bridleway next to the bus stop opposite Lockner Farm to just past Roseacre Gardens at the point the road starts to straighten and widen again. Cllr Mrs Tantram to provide a draft.

2025-130 - Planning Matters for consideration

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

Planning Application: 25/P/00946 - Tamaroa, Blacksmith Lane, Chilworth GU4 8NF

Proposal: Proposed front infill extension to create external store.

It was **RESOLVED** to recommend approve

- (b) **Planning Application: 25/P/00764 – West Lodge, Blacksmith Lane, Chilworth GU4 8NQ**

Proposal: Single storey rear extension, separate to host dwelling and linked by a glazed covered walkway, together with renewal of existing fenestration.

- (c) **Planning Application: 25/P/00765** is for listed building consent on the above property.

It was **RESOLVED** to submit the following comments:

There is no reference to the potential impact during construction, of vehicles, machinery, and the delivery of materials to the site off Blacksmith Lane, a narrow lane with Mill Place directly opposite West Lodge.

No refence to any possible impact on the Gunpowder Mills Site itself during construction, or how the historic entrance gates will be protected.

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Halfpenny Lane is not suitable for HGVs or wide vehicles, being a narrow single-track lane with passing places. Construction vehicles should enter Blacksmith Lane from the Chilworth direction, not via Halfpenny Lane.

No reference to how construction vehicles will access the Gunpowder Mills Site at the same time as ensuring the safety of the general public visiting the Site via the same entrance.

No mention of vehicular access by the property owners and visitors onto the Highway once the building works have been completed. This should always be in a forward direction.

Any possible changes to the grass verge at the front of the building would alter the visual aspect of the Conservation Area and the street view.

- (d) **Planning Application 25/P/00967 – Netherlands Wood, Albury Estate, GU5 9TE** forwarded by Sally Blake, Save Surrey Countryside with a request that the Parish Council may like to send in a comment.

Proposed mixed-use forestry and sustainable eco-retreat comprising of 32 tourist cabin accommodations with associated facilities, landscaping, parking and access.

RESOLVED: To submit the following comment to Guildford Borough Council:
St Martha Parish Councils objects to this planning application on the following grounds:

Irreversible loss of Ancient Woodland, impact on the Surrey Hills National Landscape, AGLV, and Green Belt, a threat to rare species due to irreplaceable habitat loss, road safety concerns (being off Staple Lane), impact on the dark skies policy, changes to the historic landscape and characterisation (refer to HLC and LCA and National Character Area of the Thames Basin Heaths (NCA)). This development is also not appropriate in a North Downs Biodiversity Opportunity Area (BOA), or a Site of Nature Conservation Importance (SNCI).

- (e) **To receive and note any outcomes from GBC on applications previously reported: NIL**

2025-131- Highways, Footpaths and Rights of Way

It was reported that the verges around Halfpenny Close have become extremely overgrown with weeds. These mostly consist of couch grass that have very strong roots which, in time, destroy the surface of the road edges.

RESOLVED: The Clerk to report this to SCC.

2025-132 - 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 P Allen, seconded by Cllr Mrs J Tantram and unanimously **RESOLVED** that the payments to the value of £3,691.58 be approved. The payment list was duly signed by the Chairman Cllr Mrs P Allen, during the meeting.

Table 1: Proposed list of payments 24th July 2025

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Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	24/07/25	Staff excess mileage	Shell	8.10	0	8.10
IT expenses	30/06/25	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 4126	53.88	10.77	64.65
Clerk's Expenses	24/07/25	Ink cartridge and 1 x ream of copy paper	Viking	34.81	6.96	41.77
Zoom	24/07/25	Facility to hold meetings on line 17/06/25 -16/07/25	Zoom	13.99	2.80	16.79
Room Hire	15/07/25	2 Meetings 29/05/25 & 11/06/25	Chilworth Village Hall	30.00	0	30.00
Staff Salary	16/07/25	Net Payroll Apr/May/June 2025	Hazelford Ltd	2,345.39	0	2,345.39
Staff Salary	16/07/25	PAYE and NIC 2025/26 Q1	Hazelford Ltd	814.77	0	814.77
War Memorial Maintenance	02/07/25	Grass cutting on 11 th and 25 th June 2025	Ian Watson	110.00	0	110.00
IT expenses	06/07/25	Invoice 011677	Alan Oxford	29.25	0	29.25
Insurance	01/07/25	Additional increase in cover for Chilworth War Memorial	Zurich	95.86	0	95.86
IT expenses	24/07/25	Annual Website hosting Apr 2025 to March 2026	Cowshed Business	135.00	0	135.00
Totals:				3,671.05	20.53	3,691.58

- (b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 30/06/25 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 G Brown, seconded by Cllr Miss D Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs P Allen during the meeting.
- (c) **Annual Governance & Accountability Return (AGAR)** The Clerk advised that Mulberry Local Authority Services Ltd had issued an unqualified audit and there were no matters of concern that had been raised. The Notice of Conclusion of Audit had been erected on 27th June 2025 - on the Parish noticeboards and website. It was proposed by Cllr G Brown, seconded by Cllr Mrs J Tantram, and unanimously **RESOLVED** that the auditor's report be approved and accepted.
- (d) **RESOLVED:** It was proposed by Cllr Miss D Toynbee and seconded by Cllr G Brown to award a donation to the PCC for the printing costs of the Chilworth Village News for year ended 31/03/2026.
- (e) **RESOLVED:** It was proposed by Cllr J Peake, seconded by Cllr Miss D Toynbee to agree the earmarked and general reserves for year ended 2024/2025.

2025- 133 - Correspondence

- 1) **Telephone box at Chilworth Station - RESOLVED:** if GWR continue with the process of removal, adoption by the Parish Council will be discussed further.

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- 2) **Local Government Reorganisation in Surrey** – it was **RESOLVED** that no comment would be sent from the Parish Council - Councillors to respond individually.
- 3) **Need for Proper Emergency Process at St Martha** - Councillors noted the letter from Sir Graham Wrigley to John Baker (SCC Countryside Access Officer -West Surrey); Michael Baxter (Albury Estates); and Neil Strudwick (Thames Water). The Clerk was asked to forward the correspondence onto Cllr Bob Hughes.

2025-134 - The Gunpowder Mills – referenced in the Chairman’s report.

2025-135 - Date of the next meeting: 11th September 2025 in Chilworth C of E Infant School

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.

2025-136 - The Clerk’s Contract

To receive and consider the hours logged on the Clerk’s 2025 timesheets for a three-month (inclusive) period from April to June 2025. A log showing the individual months and cumulative hours for 2025 was issued to all Member prior to the meeting.

RESOLVED It was proposed by Cllr G Brown, seconded by Cllr Mrs J Tantram to award the Clerk a total of sixty-six hours overtime.

This was an accrual of 24 hours in April, 10 hours in May and 32 hours in June 2025.