

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 9th October 2025 at 7:00 p.m. in Chilworth C of E Infant School

2025-151 - Present:

Councillors:

Cllr G Brown (Vice Chair and Chair for this meeting), Cllr Mrs. M. Osman, Cllr J. Peake,
Cllr Mrs. J. Tantram, Cllr Miss D. Toynbee and Cllr R. Young

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

Three members of the Public

In attendance: Parish Clerk - Anne Tait

2025-152 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Parish Councillor Mrs. P Allen and Guildford Borough Councillor Danielle Newson

2025-153 - 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.

2025-154 - Declaration of Non-Pecuniary Interests

Cllr Peake declared an interest in any discussions about the Leat behind properties 15 – 18 Halfpenny Close.

2025-155 - Register of Interests

No updates were declared

2025-156 - Minutes of previous meetings:

It was proposed by Cllr Brown, seconded by Cllr Mrs Tantram, and unanimously **RESOLVED** that the revised minutes of the Full Council Meeting held 24th July 2025 be approved and signed by the Chairman as a true record.

It was proposed by Cllr Brown, seconded by Cllr Young, and **RESOLVED** that minutes of the Full Council Meeting held 11th September 2025 be approved and signed by the Chairman as a true record.

2025-157 - Public Participation

- It was reported that the Chilworth Station planter had been moved to a better position.
- The new timings of Tangley Crossing have been causing a problem – with traffic building up along the Dorking Road.
- It was noted again that the speed humps entering the 20mph limit into Shalford were exceptionally high.

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2025-158 - Reports

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

- Footpath 257
- 20 mph speed limit in Chilworth
- The Surrey Police Cadet Unit Leader
- Shalford Community Council meeting dates
- The diseased (Meripilus) copper beech on the A248 outside number 79 Dorking Road
- The CMS on the PC website
- 25/P/00764 – West Lodge, Blacksmith Lane, Chilworth GU4 8NQ
- A survey for Parishioners to complete on their experiences of traffic along the A248

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

- Fire on Blackheath Common
- Consultation on Local Government Reorganisation in Surrey - Neighbourhood Area Committees Seminar (NACs) – SALC & SCC seminar
- SALC Employment Rights Bill - webinar
- Surrey ALC Councillors' Forum
- Upgrades the Tangley Level Crossing and Chilworth Station Level Crossing
- Jessie's Seat/the Chilworth Chicken
- Pay Phone at Chilworth Station
- Water Pipes and Drainage on St Martha's Hill
- Vera's Path
- Rail to Ramble Podcasts – Whistlestop Arts
- Visitors' Lectern Map outside Chilworth Station
- Parking in Dorking Road
- Farnborough Airport

c) **Parish Councillors**

- It was reported that the Leat is completely blocked behind 15 Halfpenny Close, Chilworth. Cllr Miss Toynbee reported that she recently had a discussion with a contractor regarding this problem and she would contact John Andrews GBC Countryside Warden for more information.
- It was reported that Sir Graham Wrigley is negotiating to buy 'Peter Burt's' field. Guildford Borough Council has then agreed to formalise the permissive footpath.

2025-159 - Planning Matters for consideration

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

Planning Application 25/P/01286 – [Bracken, Blackheath, Guildford, GU4 8RD](#)

Proposal: Proposed erection of a single storey ancillary outbuilding to replace the existing store outbuilding.

It was **RESOLVED** to recommend that GBC Planners approve this application as submitted.

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

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- 25/P/00747 **Ideal Croftgrove, Unit 10, Sample Oak Lane, Chilworth, GU4 8QW**
Proposed erection of detached storage building.
GBC **approved** on 08/09/25
- 25/P/00946 **Tamaroa, Blacksmith Lane, Chilworth, Guildford, GU4 8NF**
Proposed front infill extension to create external store
GBC **approved** on 23/09/25
- 25/P/00685 **The Charcoal House, Blacksmith Lane, Chilworth GU4 8NQ**
Proposed changes to fenestration, including additional windows, new standing seam roof and gable cladding, alterations to parking configuration, erection of fencing, bin store and cycle store, and other landscaping works (description amended 31/07/2025)
GBC **approved** on 01/10/25

Alleged unauthorised development consisting of the installation of a parking space in the curtilage of a listed building West Lodge, Blacksmith Lane, Chilworth GU4 8NQ

With reference to the above enquiry I have visited the site and had an opportunity to investigate the relevant issues, including taking advice from the Council's Conservation Officer.

The development namely, the porous hard surface and associated landscaping in front of the listed building, constitutes permitted development as set out by Class F, Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). The works do not require listed building consent. Therefore, planning permission from Guildford Borough Council is not required.

No further planning enforcement action can be taken and our case will be closed.

2025-160 - 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 **£4,338.94** be approved.

Table 1: Proposed list of payments 9th October 2025

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses		Staff excess mileage	Shell	4.05	0	4.05
IT expenses	31/08/25	9 x Licences from Microsoft	BN Info. Security Ltd. Inv:4246	53.88	10.77	64.65
Zoom	17/09/25	Facility to hold meetings on line 17/09/25 -16/10/25	Zoom	13.99	2.80	16.79
War Memorial Maintenance	09/10/25	3 x grass cutting on 10 and 24/09; and 8 th October 2025	Ian Watson	165.00	0	165.00
Staff Salary	06/10/25	Net Payroll July/Aug/Sept 2025	Hazelford Ltd	2,792.97	0	2,792.97
Staff Salary	06/10/25	PAYE and NIC 2025/26 Q2	Hazelford Ltd	1,010.48	0	1,010.48

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Training	24/09/25	Attendance for Cllr Allen at the Annual Conference	SALC	40.00	8.00	48.00
War Memorial Maintenance	03/10/25	Visual survey of trees around the Chilworth War Memorial by Dominic Gill – Inv: 1075	Own Ross	60.00	12.00	72.00
Printing	25/09/25	1,000 folded A4 leaflets for insertion into the Chilworth Village Magazine	Minuteman Press	165.00	0	165.00
Totals:				4305.37	33.57	4338.94

(b) The Responsible Financial Officer (RFO) was unable to prepare the bank reconciliation for period ended 30th September 2025 as the bank statements had not been received from Nat West. This was deferred to the next meeting on 13/11/25.

(c) St Martha Parish Council Policies

Cllr Mrs Tantram reported that this is an on-going project.

2025-161 - Correspondence

The Clerk reported that a request had been received from a Parishioner for a dog waste bin at Lockner Lane. The proposed site is at the end of the footpath where the Gunpowder Mill trail reaches the Downs Link.

RESOLVED: The Clerk to enquire from Guildford Borough Council.

2025-162– Items for the next meeting:

- The Leat at the back of Halfpenny Close
- Community Emergency and Resilience plan
- The SALC IT Policy Template
- Zurich Insurance
- CMS for the website
- Enquire the start date to work on the Lockner Farm Bus Shelter
- Tangle and Chilworth Station Level Crossings
- A248 Responses
- Celebration of 400 years of Gunpowder Mills

2025-163 - Date of the next meeting: 13th November 2025 in Chilworth C of E Infant School