

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 13<sup>th</sup> November 2025 at 7:00 p.m. in Chilworth C of E Infant School

**2025-164 - Present:**

### **Councillors:**

Cllr Mrs. Allen (Chair), Cllr G Brown (Vice Chair), Cllr Miss D. Toynbee and Cllr R. Young

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

Three members of the Public

Mark Dawkins – St Martha Tree Warden

**In attendance:** Parish Clerk - Anne Tait

### **2025-165 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**

Parish Councillors Mrs. M. Osman, J. Peake and Mrs J. Tantram

Guildford Borough Councillor Danielle Newson

### **2025-166 - 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.

### **2025-167 - Declaration of Non-Pecuniary Interests**

No declarations were made.

### **2025-168 - Register of Interests**

No updates were declared

### **2025-169 - Public Participation**

- The Chairman welcomed Mark Dawkins the new volunteer Tree Warden for St Martha Parish. Mark reported that the 50<sup>th</sup> anniversary of the National Tree Week was from 22<sup>nd</sup> to 30<sup>th</sup> November. Although it was not possible to upload this information onto the Council's website, it is the Council's intention to feature future events on the news page. Mark also reported that an Instagram account is due to be set up for local tree wardens to liaise.
- It was reported that the drain outside number 100 Dorking Road on the A248 was blocked. A report had been logged on SCC 'Fix My Street'.

### **2025-170 - Reports**

- a) **The Clerk's report** had been circulated to Members via email in advance of the meeting and included details of:
  - Request for a dog wastebin in the Gunpowder Mills.

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- The Clerk's home working arrangements
- Dates of Meetings in 2026:
  - Thursday 15<sup>th</sup> January 2026
  - Thursday 12<sup>th</sup> February 2026
  - Thursday 12<sup>th</sup> March 2026
  - Thursday 9<sup>th</sup> April 2026
  - Thursday 28<sup>th</sup> May 2026 - Chilworth Village Hall – The Annual Assembly of St Martha Parish, followed by the Annual Meeting of the Parish Council

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

- Local Government Reorganisation for Surrey
- Planned Road Safety Outside Chilworth C of E Infant School and Nursery
- Consultation on the stretch of the A248 from Lockner Farm to Roseacre Gardens
- SALC AGM – Thursday 13 November
- Upgrades to Level Crossings along the North Downs Line
- Jessie's Seat
- Pay Phone at Chilworth Station
- Rail to Ramble Podcasts – Whistlestop Arts
- Visitors' Map outside Chilworth Station
- Electronic Timetable in the Chilworth Station Bus Shelter
- New Signage opposite the Percy Arms Pub
- Fire on Blackheath Common
- New Parish Tree Warden
- Chilworth War Memorial
- Dormice Project

c) **Surrey County Councillor's Report** – Cllr Hughes reported that Surrey County Council are identifying and logging assets in preparation for devolution. Land acquisition for development at the Tillingbourne School playing fields was discussed.

d) **Parish Councillors**  
Cllr Brown reported on the Shalford Community Council meeting (23/10/25). Discussion included the Travellers site at the back of Bramley Golf Club; the speed limits outside Tillingbourne School and the traffic congestion at Tangley level crossing.

### 2025-171 - Minutes of previous meetings:

It was proposed by Cllr Brown, seconded by Cllr Young, and **RESOLVED** that minutes of the Full Council Meeting held 9<sup>th</sup> October 2025 be approved and signed by the Chairman as a true record.

### 2025-172 – Chilworth Village

A discussion took place regarding a celebratory event in 2026 to mark '400 years of the Gunpowder Mills. It was agreed to arrange an event on Saturday 5<sup>th</sup> September 2026.

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- **RESOLVED:** Following the collation of responses of comments/experiences by the Clerk to Parishioners' experiences whilst using the footpath/highway along the A248 near to Roseacre Gardens. It was agreed to arrange a meeting to discuss the responses with Cllr Bob Hughes.

## 2025-173 - Planning Matters for consideration

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

### Planning Application: 25/P/01471 36 Dorking Road, Chilworth GU4 8NR

**Proposal:** Single storey rear extension following demolition of garage and rear shed structure  
The recommendation from the Parish Council is to APPROVE this application - as submitted.

- b) **To receive and note any outcomes or notices from GBC on application(s) previously reported:**

### 25/P/00867 Longfrey Cottage, Longfrey Farm, Dorking Road, Chilworth GU4 8RH

**Proposal:** Conversion of attached double garage to habitable accommodation, minor raising of the existing garage and utility flat roof in order to provide insulation and new flat roof covering to replace bitumen felt roof.

**GBC Approved 10/10/25**

### 25/P/00676 Chilworth Manor, Halfpenny Lane, Chilworth GU4 8NN

**Proposal:** Installation of a free-standing solar array comprising of 220 panels, inverter and three battery storage cabinets.

**WITHDRAWN 22/10/25**

### 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

**GBC Refused 31/10/25**

### 25/P/00765 West Lodge, Blacksmith Lane, Chilworth, GU4 8NQ

Listed Building Consent (as above)

## 2025-174 - 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 Miss Toynbee, seconded by Cllr Brown and unanimously **RESOLVED** that the payments to the value of £546.74 be approved.

**Table 1: Proposed list of payments 13<sup>th</sup> November 2025**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	13/11/25	Staff excess mileage	Shell	4.05	0	4.05
Clerks Expenses	13/11/25	Sitting wedge cushion for the Clerk re home working	Sissel UK Ltd	26.04	5.21	31.25
IT expenses	31/10/25	9 x Licences from Microsoft	BN Info. Security Ltd. Inv:4374	53.88	10.77	64.65

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Zoom	17/10/25	Facility to hold meetings on line 17/10/25 -16/11/25	Zoom	13.99	2.80	16.79
War Memorial Maintenance	12/11/05	Garden Maintenance – double visit	Ian Watson	110.00	0	110.00
War Memorial Maintenance	06/11/25	Section fell Whitebeam to ground level by Dominic Gill	Owen Ross (Dominic Gill)	250.00	50.00	300.00
<b>Totals:</b>				<b>457.96</b>	<b>68.78</b>	<b>526.74</b>

**(b)** The Responsible Financial Officer (RFO) had prepared bank reconciliations for periods ended 30th September 2025 and 31st October 2025, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Young, seconded by Cllr Miss D Toynbee and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr Mrs P Allen during the meeting.

**(c)** **RESOLVED:** To add Raymond Young as an authorised signatory on the Parish Council's Unity Bank Account. The Clerk to initiate the required forms.

**(d) St Martha Parish Council Policies**

The Chairman reported that the advice given from SALC was that Policies were not to be changed, until further advice and information on devolution was known.

**(e) To receive and review** the current budget heads for (year ending 31/03/26).  
**RESOLVED:** that a working party of all Councillors be convened on Monday 8<sup>th</sup> December at 1:00 – 2:30 p.m. to discuss the budget heads and start to agree the level of the 2026/27 precept request from Guildford Borough Council.

**2025-175 – Items for the next meeting:**

- Gunpowder Mills celebrations
- Responses from Parishioners re the A248
- Council Policies

**2025-176 - Date of the next meeting:** 16<sup>th</sup> December 2025 in Chilworth C of E Infant School