

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 16th December 2025 at 7:00 p.m. in Chilworth C of E Infant School

AGENDA PART I

2025-177 - Present:

Councillors:

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

Surrey County Councillor and Guildford Borough Councillor Robert Hughes
Three members of the Public

In attendance: Parish Clerk - Anne Tait

2025-178- To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Parish Councillors: Cllr J. Peake
Guildford Borough Councillor Danielle Newson
Mark Dawkins – St Martha Tree Warden

2025-179 - 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.

2025-180 - Declaration of Non-Pecuniary Interests

No declarations were made.

2025-181 - Register of Interests

No updates were declared

2025-182 - Public Participation

A local resident reported that a request via 'Fix My Street' had been sent to Surrey County Council with regard to the blocked drain opposite the pond at 100 Dorking Road – on the A248. This was causing flooding across both sides of the carriageway. Additionally, the water was being dispersed from travelling vehicles onto the footway which was inaccessible for pedestrians.

2025-183 - Reports

a) Surrey County Councillor's Report

Chilworth C of E Infant School - Cllr Hughes reported that Highways will introduce 20 mph outside the school in the New Year. A question was raised about why there had not been a public consultation on

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this issue. Cllr Hughes reported that work regarding devolution continues, so that hand-over services are in the best possible situation.

Guildford Borough Council have decided to move ahead with the next stage of its Community Governance Review and consult on proposals to create a new parish council for the 'unparished' area of Guildford. Unlike other areas in Guildford Borough, ten wards currently don't have a parish or town council representing residents at a very local level.

If created, the new parish council would provide a strong connection to local communities, bridging the gap between residents and the new larger unitary council being set up as part of Local Government Reorganisation. Residents in the ten affected wards would democratically elect parish councillors to provide local representation at the heart of their community.

GBC's draft recommendations propose:

- Create one parish area called 'Guildford' to cover the ten wards that are currently unparished.
- Form 'Guildford Parish Council' to serve the parish area.
- Name the ten parish wards the same as the existing ten borough wards.
- Elect 24 councillors to represent the ten wards that make up the parish area.
- Charge a precept (a new increase to the amount of council tax paid by each household) to pay for the running of the parish council and the services it may provide.

The new council must initially be set up as a Parish Council but could change to a Town Council at its first meeting.

Guildford Borough Council have appointed Jo Knight as a new Joint Strategic Director of Finance and Resources and Section 151 Officer. This is a joint role at Guildford Borough Council and Waverley Borough Council.

b) Shalford Community Councillor's Report

Cllr Adrian Cansell reported on discussions held at the Community Council's meeting with regard to speeding outside Tillingbourne School, and the proposal that two areas of the playing fields by Tillingbourne School had been included in GBC's 'strategic sites' as possible areas for housing development. It was thought that the proposal had come from the Learning Partners Academy Trust. Cllr Cansell will provide an update to Members at the January 2026 meeting.

c) Tree Warden's Report

Mark Dawkins reported that he has set up an Instagram account and started to populate it with images promoting the tree-life and woodlands in the Parish. He asked if any Council Members have access to Instagram, please look at the account and follow it. You should be able to find it by going on Instagram and searching for St Marthas Tree Warden. Last week, Mark attended a Zoom training session, provided by the Surrey Tree Wardens Network, on the importance of hedgerows and trees being allowed to grow in hedgerows. If any Council members would like further information, Mark will be happy to provide it as the attendees were given comprehensive notes after the training.

As you may be aware, Surrey County Council have dug up about half an acre of the grazing fields at the eastern end of Tyting valley, just off the north-east side of St Martha's hill. Keeper's Cottage is located very close by.

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Mark understands that the area has been set aside for new tree planting and has been told that it is intended to be “high impact”, with mixed, native broad leaf trees and a large wild-flower border. The planting has yet to take place, but the area has been composted, mulched and fenced off with very sturdy fencing - presumably to keep cattle out.

Our website now shows Mark’s account to the header of the St Martha Parish Council Instagram account.

d) **The Chair’s report** had been circulated to all Members via email in advance of the meeting and included details of:

- Jessie’s Seat
- Rail to Ramble Podcasts – Whistlestop Arts
- Fire on Blackheath Common
- Road and kerb repairs in Halfpenny Close/Blacksmith Lane
- Meeting with the new owner of the field below St Martha’s hill
- Upgrades to the Tangley Level Crossing

RESOLVED: That the Clerk write to Matt Furniss with a complaint on the standard of the work and potholes in Halfpenny Close and Blacksmith Lane.

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

- An update on the request for a dog wastebin in the Gunpowder Mills. It was noted that information from Guildford Borough Council was out-of-date regarding Lockner Lane being re-surfaced.

RESOLVED: That the Clerk write to Hendryk Jurk and Galvin Gillies on this inaccuracy.

- Dates of the Parish Council meetings January – May 2026

2025-184 - Minutes of previous meetings:

It was proposed by Cllr Toynbee, seconded by Cllr Young, and **RESOLVED** that the Minutes of the Full Council Meetings held on 9th October 2025 and 13th November 2025, be approved and signed by the Chairman as a true record.

2025-185 – Chilworth Village

A discussion took place regarding the possibility of installing a 30 mph ‘average speed limit’ cameras system along the section of the A248 from Albury to Lockner Farm. Councillors noted that this appeared very effective with slowing down traffic from Newlands Corner to the A25 and through Bramley Village.

RESOLVED: The Clerk to write to Cllr Hughes asking for this proposal to be considered.

RESOLVED: Members agreed that the responses from Parishioners to the comments/experiences whilst travelling/walking on the A248 near to Roseacre Gardens – (as requested in the Chilworth Village Magazine) would await the outcome of the request from SCC for an average speed limit in this vicinity.

2025-186 - Planning Matters for consideration

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

Planning Application: 25/P/01578 - Lockner Farm, Dorking Road, Chilworth GU4 8RH

Proposal: Erection of a new single storey dwelling and detached garage following demolition of existing stable building (with extant consent to convert to a dwelling), removal of sand school and equestrian paraphernalia.

It was **RESOLVED:** that the Parish Council recommend the following to GBC Planning Dept:

The Parish Council have significant concerns regarding the over-development of the site. Members have asked that a written undertaken if permission is granted for 25/P/01578 that planning application 25/P/00827 will be **WITHDRAWN**.

Additionally, permitted developments rights are removed for extensions and any development within the curtilage.

Planning Application: 25/P/01624 Chilworth Manor, Halfpenny Lane, Chilworth GU4 8NN

Proposal: Installation of a free-standing solar array comprising of 167 panels, inverter and three battery storage cabinets.

RESOLVED That the Clerk request an extension from GBC for comments as a statutory consultee, until 16/01/26 (following the next Parish Council Meeting on 15/01/26).

Outline planning application 25/P/01620 51 Dorking Road Chilworth GU4 Dorking Road, Chilworth GU4 8NW

Proposal: Outline application to consider access, appearance, layout and scale for a new self-build dwelling (landscaping reserved), following demolition of attached side annexe to number 51

RESOLVED That the Clerk request an extension from GBC for comments as a statutory consultee, until 16/01/26 (following the next Parish Council Meeting on 15/01/26).

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

Planning Application: 25/P/01319 - Lake House, Mill Lane, Chilworth GU4 8RP

Proposal: Raise the height of the padel court walls/fencing from 2 metres to 4 metres.

GBC REFUSED 13/11/25

2025-187 - 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 **£141.81** be approved.

Table 1: Proposed list of payments 16th December 2025

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	16/12/25	Staff excess mileage	Shell	4.05	0	4.05
IT expenses	30/11/25	9 x Licences from Microsoft	BN =IS integrated IT experts Inv:4447	53.88	10.77	64.65

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Zoom	17/11/25	Facility to hold meetings on line 17/11/25 -16/12/25	Zoom	13.99	2.80	16.79
IT expenses	11/12/25	1 x 302XL Black cartridge / 1x ream of copy paper	Viking Direct	46.93	9.39	56.32
Totals:				118.85	22.96	141.81

- (b) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 30th November 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 reconciliation be approved and signed by the Chair, Cllr Mrs P Allen during the meeting.

- (c) **To receive and review** the current balance of each budget heads for (year ending 31/03/26) and discuss and approve the DRAFT budget heads – as proposed by the Clerk.

RESOLVED: The Clerk was asked to provide and circulate to all Members any further clarification requested on various budget heads. Therefore, this item is deferred until the next meeting.

- (d) **To discuss and agree** the Precept request from GBC for 2026/2027.

RESOLVED: to defer the decision until the next Parish Council meeting on 15/01/26.

- (e) **To review and adopt** the timetable to update the St Martha Parish Council Policies NALC Model Standing Orders (to better reflect Code of Conduct requirements), along with the New Model Financial Regulations.

RESOLVED: to defer the arrangements for reviewing to the next Parish Council meeting on 15/01/26.

2025-188 - Date of the next meeting: 15th January 2026 in Chilworth C of E Infant School

AGENDA 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.

2025-189 - The Clerk's Log of Hours

The Clerk had issued a log to all Members prior to the meeting showing the recorded cumulative hours worked during 2025.

Councillors discussed the hours logged for a five-month period from July to November 2025. It was proposed by Cllr Brown and seconded by Cllr Mrs Allen and **RESOLVED** to award the Clerk a total of thirty-one (31) hours additional pay to be included in the December 2025 payroll.