

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 15<sup>th</sup> January 2026 at 7:00 p.m. in Chilworth C of E Infant School

**2026-01 - Present:**

### **Councillors:**

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

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

Guildford Borough Councillor Danielle Newson

Shalford Community Councillor - Adrian Cansell

Mark Dawkins - St Martha Tree Warden

One member of the public

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

**2026-02 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**

Parish Councillors: Cllr J. Peake and Mrs J. Tantram

**2025-03 - 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.

**2026-04 - Declaration of Non-Pecuniary Interests**

No declarations were made.

**2026-05 - Register of Interests**

No updates were declared

**2026-06 - Public Participation**

No items were raised

**2026-07 - Reports**

### **a) Surrey County Councillor's Report and Guildford Borough Councillors' Reports:**

Cllr Hughes reported on the offer from SCC of a 20-mph speed limit throughout the section from Chilworth School to Tillingbourne School.

**RESOLVED:** The Clerk was asked to send a written request to Cllr Hughes to initiate a request to Surrey County Council to consider installing an average speed camera system - from the start of St Martha Parish (at the Albury Village end) to Lockner Farm entrance on the Dorking Road (A248).

Members have observed that the installation of 'average speed cameras' have appeared to be effective in reducing the speed on the A25 up to Newlands Corner and through Bramley Village.

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If an installation was agreed it was hoped this resource could be effective in reducing speeding vehicles in the Roseacre Gardens area of Dorking Road - the A248.

Members were advised that the Leader of Guildford Borough Council had undertaken a reshuffle of the Council's Executive following the recent resignations of the Deputy Leader and the Lead Councillor for Finance. As a result of the reshuffle:

- Cllr Phil Bellamy has been appointed as Lead Councillor for Finance.
- Cllr Vanessa King has been appointed as Deputy Leader and Lead Councillor for Economy and Place, with additional responsibility for Leisure.
- Cllr Angela Goodwin has taken on an expanded portfolio as Lead Councillor for Environment and Sustainability, including responsibility for Climate Change.
- Cllr Catherine Houston has stepped down from the Executive.

The Leader had thanked those leaving Executive roles for their contributions and welcomed the newly appointed Members.

**b) Shalford Community Councillor's Report**

Cllr Cansell reported that there was no further update on the sale of land at Tillingbourne playing fields.

**c) Tree Warden's Report**

Mark Dawkins reported there was no update.

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

- Public Telephone outside Chilworth Station
- Meeting with Surrey Fire and Rescue to discuss resilience to Heathland Fires
- Disturbance due to Firework Displays
- Upgrades to the North Downs Line crossings
- Jessie's Seat
- Guildford Borough Council Local Plan Engagement Workshops 2026

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

- Additional Dog Waste Bins in the Gunpowder Mills Estate
- Authors for the Chilworth Village Magazine
- Maintenance at the Chilworth War Memorial
- Parish Council Meeting dates from January – May 2026
- Renovation of the Bus Shelter opposite Lockner Farm

**2026-08 - Minutes of previous meetings:**

It was proposed by Cllr Young, seconded by Cllr Brown and **RESOLVED** that the Minutes of the Full Council Meeting held on 16th December 2025, be approved and signed by the Chair as a true record.

**2026-09 – Chilworth Village**

- The Clerk reported that recent emails from the Heritage Open Days Team (Sarah, Liam, Alex, Charlotte, Jade) – with regard to the New Year Planning 2026 had been forwarded to all Members.

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Cllr Toynbee and Tracey Heard suggested that they could conduct guided tours on Saturday 5<sup>th</sup> September with Mark Dawkins and the Merrow Tree Warden.

- Guildford Borough Council Local Plan Engagement Workshops 2026 on 29/01/26. Cllr Allen was booked to attend the evening session and Cllr Brown booked to attend the afternoon session.
- Emergency Plan for St Martha Parish - it was **RESOLVED** to arrange a workshop at the Percy Arms to draft a simple collation of significant contacts in the Parish.

### 2026-10 - Planning Matters for consideration

- a) **To discuss and agree** the recommendation to Guildford Borough Council on the following applications.  
**RESOLVED:** The Clerk to request from the relevant planning officers a short extension in time for return of their comments.

#### **25/P/01620 - 51 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.

#### **It was RESOLVED: that the Parish Council comment as follows:**

St Martha Parish Council - Strongly Object to this application as submitted on the following grounds:  
The increase in the number of vehicles that will potentially be using the 4 x parking spaces presents a real danger for children being collected/delivered to the Chilworth Infant School and visitors using the public footpath into the Gunpowder Mills site.

#### **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.

#### **It was RESOLVED: that the Parish Council comment as follows:**

Parish Councillors recommend that Guildford Planning Department APPROVE this application - as submitted

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

#### **Planning Application 24/P/01286 – Bracken, Blackheath, Guildford, GU4 8RD**

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

**GBC APPROVED - 07/01/26**

#### **Planning Application 24/P/01471 36 Dorking Road, Chilworth GU4 8NR**

**Proposal:** Single storey rear extension following demolition of garage and rear shed structure

**GBC APPROVED - 08/12/25**

### 2026-11 - The Gunpowder Mills

#### **Information Leaflets for the Gunpowder Mills**

Cllr Toynbee reported that last year she had received from Guildford Borough Council, on behalf of the Parish Council, 2,400 leaflets which she divided into months to top up the information boxes in the

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Estate. The system worked well; therefore, Cllr Toynbee has asked Guildford Borough Council if the Parish Council is able to request another 2,400 for this year.

**John Andrews - GBC Countryside Warden replied:** 'I will order some today and hopefully we will have them ready before your supply runs out'.

### 2026-12 - 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 £3,340.51 be approved.

**Table 1: Proposed list of payments 15<sup>th</sup> January 2026**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	15/01/26	Staff excess mileage	Shell	4.05	0	4.05
IT expenses	31/12/25	9 x Licences from Microsoft	BN =IS integrated IT experts Inv:4508	53.88	10.77	64.65
Zoom	17/12/25	Facility to hold meetings on line 17/12/25 -16/01/25	Zoom	13.99	2.80	16.79
IT expenses	11/01/26	IT support	Alan Oxford	19.00	0	19.00
Room Hire	09/01/26	School Hall hire for PC meetings January – April 2026	Chilworth C of E Infant School	66.00	0	66.00
War Memorial	18/12/25	Garden maintenance 01/12/25 (1½ visit) & 15/12/25	Ian Watson	137.50	0	137.50
Parish Improvements	15/01/26	Purchase of Cedar shingles to repair the bus shelter roof opposite P/Arms	D.Toynbee	43.00	0	43.00
Staff Costs	09/01/26	Salary	Hazelford Ltd	2,226.60	0	2,226.60
Staff Costs	09/01/26	PAYE and Er's NIC 2025/26 Q3	Hazelford Ltd	762.92	0	762.92
<b>Totals:</b>				<b>£3,326.94</b>	<b>13.57</b>	<b>£3,340.51</b>

- (b) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 31st December 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 (as at 12/02/26) of each budget head for year ending 31/03/26.

The expected additional spend up to 31/03/26 has been estimated and the proposed figures for each b/head have been projected for 2026/27.

**Appendix 1** – Draft budget heads for 2026/2027 - as at 12/02/26.

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

**RESOLVED:** It was proposed by Cllr Toynbee seconded by Cllr Young that the Precept request from Guildford Borough Council for the financial year ending 31/03/2027 would be £19,536.

- (e) **To receive and review** a list of reserves for year ending 31/03/2027. Cllr Mrs Allen circulated a DRAFT proposal for both Earmarked and General Reserves.

**Appendix 2** – Reserves for 2026/2027.

The Clerk reminded Members that until the final accounts have been reconciled at the end of the financial year (31/03/26), the figure for reserves in 2026/27 cannot be agreed. This figure has to agree with Box 8 on the Annual Governance and Accountability Return (AGAR) and also the bank reconciliation for period ended 31/03/26.

- (f) **To review and discuss** 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 12/02/26.

**2026-13 - Date of the next meeting:** 12<sup>th</sup> February 2026 in Chilworth C of E Infant School