

## **St Martha Parish Council - NOTICE OF MEETING**

7<sup>th</sup> February 2026

**To: All Members of St Martha Parish Council**

You are hereby respectfully summoned to attend the **Full Council Meeting** to be held in **Chilworth C of E Infant Schol** on **Thursday 12<sup>th</sup> Febuary 2026 at 7.00 pm** for the purpose of transacting the following business.

Signed: *Anne Tait*

Clerk to the Council

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**Members of the public and press have a right and are cordially invited to be present at the meeting. Members of the public can express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe but not comment during the rest of the meeting without the consent of the Chairman.**

### **AGENDA PART I**

- 1. To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40.
- 2. Public participation session** ([see above](#))
- 3. 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)
- 4. Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
- 5. Register of Interests** – a declaration from Members on amendments.
- 6. Surrey County Councillor's Report**
- 7. Guildford Borough Councillors' Report**
- 8. Shalford Community Councillor's Report**
- 9. Tree Warden's Report**
- 10. Chair's Report**
- 11. Parish Councillors' Report**
- 12. Clerk's Report**
- 13. Minutes of the previous meetings:**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Full Council Meeting on 15<sup>th</sup> January 2026

#### 14. Chilworth Village and Correspondence

- **To discuss the Heritage Open Days** - New Year Planning and latest correspondence
- **Annual Assembly** – programme planning 0
- **Emergency Plan for St Martha Parish** – with reference to Helen Barnsley **Lead Emergency Planning & Resilience Specialist** - email forwarded 21/01/26.

**RESOLVED:** to arrange a workshop to draft a simple collation of contacts.

#### 15. Planning Applications - for consideration:

**Planning Application:** 26/P/00079 **Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU**

**Proposal:** Installation of rooftop PV solar arrays.

**Planning Application:** 26/P/00080 **Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU**

**Proposal:** Construction of a new open front porch, installation of roof lantern, and alterations to fenestration, external materials, and roof finishes.

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

**Planning Application:** 24/P/01821 **Old Manor Farm, Old Manor Lane, Chilworth GU4 8NE**

**Proposal:** **AMENDED APPLICATION** Erection of 4no. 4-bed dwellings and associated landscaping with access from Old Manor Lane.

**GBC refused 04/02/26**

#### 16. Highways, Footpaths and Rights of Way

#### 17. The Gunpowder Mills

- a) **To receive and discuss** an update on the request to GBC for an additional dog waste bin in the Gunpowder Mills.
- b) **To receive and discuss** an update on the water flow

#### 18. Policies, Financial and Regulation Approvals

- a) **To receive and approve** the schedule of payments presented by the Clerk.
- b) **To receive, approve and sign** the bank reconciliation for period ended 31<sup>st</sup> January 2026 - issued to all Members prior to the meeting
- c) **To receive, discuss and approve** the purchase of an Internal Notice Board for the Lockner Farm Bus Shelter.
- d) **To review and discuss** the timetable to update St Martha Parish Council Standing Orders from the NALC template (to better reflect Code of Conduct requirements).
- e) **To review and discuss** the timetable to update St Martha Parish Council Financial Regulations and to identify other outstanding Policies that require revising.

#### 19. Items for the next meeting

To receive any suggestions from Members for items for inclusion on future agendas.

#### 20. Next Meeting: 12<sup>th</sup> March 2026 at 7 p.m. 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.

### **21. The Clerk's Contract**

To receive and consider the hours worked and logged on two timesheets - December 2025 and January 2026.

A log showing the two months and cumulative hours for 2025 will be issued to all Members prior to the meeting.