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## ST MARTHA PARISH COUNCIL

### Minutes of the Meeting of St Martha Parish Council held on 12<sup>th</sup> March 2026 at 7:00 p.m. in Chilworth C of E Infant School

**2026-29 - Present:**

**Councillors:**

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

Surrey County Councillor and Guildford Borough Councillor Robert Hughes One member of the public

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

**2026-30 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**

St Martha Parish Councillor J. Peake; Mark Dawkins - St Martha Tree Warden; Guildford Borough Councillor Danielle Newson and Shalford Community Councillor - Adrian Cansell

**2025-31 - 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.

**2026-32 - Declaration of Non-Pecuniary Interests**

No declarations were made.

**2026-33 - Register of Interests**

No updates were declared

**2026-34 - Public Participation**

No points were raised.

**2026-35 - Reports**

**a) Cllr Bob Hughes: Surrey County Councillor and Guildford Borough Councillor:**

- There is no date set for the consultation for a 20 mph speed limit from Rices Corner to Albury. The options of precisely how far the 20 mph are not yet clear. The Chair requested that Members of this Parish Council have the opportunity to review the design proposals before any decision(s) are made.

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- Notice of a meeting to be held on 13<sup>th</sup> March 2026 in Chilworth Village Hall to discuss the time that the Tangley Crossing barrier is down. Gary Taylor a Shalford resident has organised a meeting, Jeremy Hunt will be attending (for 30 mins) and Cllr Hughes is chairing the meeting .

**b) Shalford Community Councillor's Report** Cllr Cansell was unable to be present.

**c) Tree Warden's Report**

Mark Dawkins was unable to be present.

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

- Upgrades to the North Downs Line Tangley Crossing
- North Downs Line Steering Group AGM
- Platform Planters at Chilworth Station
- Open Day at the Gunpowder Mills Site on Saturday 5 September
- Chilworth Rail to Ramble Podcast by Whistlestop Arts
- Farnborough Airport latest planning application

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

- Additional Dog Waste Bins - in the Gunpowder Mills Site
- Renovation of the Bus Shelter opposite Lockner Farm
- An update on Local Government re-organisation

**f) Parish Councillors' Report**

Cllr J Tantram reported that the revised 2026 edition of Highways, Transport & Network Management: A Guide for Parish and Town Councils has now been published by Surrey County Council (SCC). This is a comprehensive resource designed to help Councils understand how SCC manages a wide range of highways issues and what Parish and Town Councils can do to support residents effectively with highway issues. It was suggested that all or part of the document could be uploaded onto the website.

**2026-36 - Minutes of previous meetings:**

It was proposed by Cllr P Allen, seconded by Cllr R Young and **RESOLVED** that the amendment to the Minutes of the Full Council Meeting held on 15<sup>th</sup> January 2026 at **2026-12 (c-d-e)** be agreed.

**Appendix 1 – the Budget**

It was proposed by Cllr M Osman, seconded by Cllr J Tantram and **RESOLVED** that the Minutes of the Full Council Meeting held on 12<sup>th</sup> February 2026 be **APPROVED** and signed by the Chair as a true record.

**2026-37 – Chilworth Village and Correspondence**

- **The Heritage Open Days** -  
**RESOLVED:** Cllr D Toynbee will register our event on the website.

**2026-38 - Planning Matters for consideration**

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

### 26/P/00167 Little Poynetts, Blackheath, Guildford, GU4 8RD

**Proposal:** Erection of an open porch to side elevation, part single/two storey rear extension, addition of skylights to side elevations of existing roof and alterations to fenestration, following demolition of outbuildings.

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

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

### 26/P/00236 - 6 Pine View Close, Chilworth GU4 8RS

**Proposal:** Erection of a single storey rear winter garden extension

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

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

### 2026-39 - The Gunpowder Mills

a) **To receive and discuss** an update on the water flow issue from the Environmental Agency. Cllr D Toynee reported that she had followed up with a telephone call to the Environment Agency with regard to the letter sent from St Martha Parish Council. This was a complicated issue and various conversations had taken place with the residents of Postford House and Tangle Mere.

### 2026-40 - 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 G Brown, seconded by Cllr J Tantram and unanimously **RESOLVED** that the payments to the value of **£643.70** be approved.

**Table 1: Proposed list of payments 12<sup>th</sup> March 2026**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	12/02/26	Staff excess mileage	Shell	4.05	0	4.05
IT	22/02/26	HP Ink UK Ltd	HP 302XL Ink Cartridge	35.83	7.17	43.00
IT expenses	31/01/26	9 x Licences from Microsoft	BN =IS integrated IT experts Inv:4561	53.88	10.77	64.65
Zoom	17/02/26	Facility to hold meetings on line 17/02/26 -16/03/26	Zoom	13.99	2.80	16.79
Subs	12/02/26	Annual Subscription	Surey Wildlife Trust	42.00	0	42.00

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Subs	04/03/26	Annual Subscription	Surrey Hills Society	30.00	0	30.00
BT/EE	12/03/26	50% proportion of EE monthly charges for use of a landline, b'band, SIM for mobile for a 12 month period 01/04/25 - 30/03/26	EE to the clerk's home	443.21	0	443.21
<b>Totals:</b>				<b>622.96</b>	<b>20.74</b>	<b>643.70</b>

- (b) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 28<sup>th</sup> February 2026, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr P Allen, seconded by Cllr 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 review and discuss** the timetable to update St Martha Parish Council Financial Regulations and to identify other outstanding Policies that require revising.  
**RESOLVED:** Cllr Tantram and the Clerk to compare the current Financial Regulations with the NALC template and identify the text in square brackets where tailoring is required for St Martha Parish Council.
- (d) **Internal Audit arrangements for year ending 2026/27**  
**RESOLVED:** It was proposed by Cllr G Brown, seconded by Cllr J Tantrum and unanimously agreed to re-appoint Mulberry LAS for audit work relating to the financial years 2026/27 to 2028/29 inclusive.
- (e) **To receive, discuss and approve** an additional signatory on the Nat West Current Account.  
**RESOLVED:** It was proposed by Cllr P Allen, seconded by Cllr D Toynbee that Cllr J Tantrum be a signatory. The Clerk to arrange for the forms to be sent.

### 2026-41 - Items for the next meeting

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

- Planning for Transition
- Reserves and Forecast
- The Environment Agency re the water flow

**2026-42 - Date of the next meeting:** 16<sup>th</sup> April 2026 in Chilworth C of E Infant School