

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 16th April 2026 at 7:00 p.m. in Chilworth C of E Infant School

2026-43 - Present:

Parish Councillors:

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

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

Shalford Community Councillor - Adrian Cansell

One member of the public – who left at 7:15 p.m.

In attendance: Parish Clerk - Anne Tait

2026-44 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

St Martha Parish Councillors Peake and Toynbee; Mark Dawkins - St Martha Tree Warden; Guildford Borough Councillor Danielle Newson

2026-45 - 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.

2026-46 - Declaration of Non-Pecuniary Interests

- a) Cllr Tantram declared an interest in Agenda item 22 (at which point she will leave the meeting) and at agenda item 15 – the planning application 26/P/00351: Far Corner, 14 Roseacre Gardens, Chilworth, GU4 8RQ (which she will not be commenting on).

2026-47 - Register of Interests

No declarations were received.

2026-48 - Public Participation

The Member of the public asked Cllr Hughes about the timescale of the alterations to road outside Chilworth C of E School.

2026-49 - Reports

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

Cllr Hughes reported that work was progressing to set up the legal and practical Council operations from the start of disaggregation of services. He is particularly involved with reviewing the systems in Children Services so that they are operational from day one.

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(b) Shalford Community Councillor's Report

Cllr Cansell gave no report.

(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
- Meeting with Surrey Fire and Rescue to discuss resilience to Heathland Fires
- An update on Local Government re-organisation
- St Martha Parish Council Emergency Plan
- Platform Planters at Chilworth Station
- Road Safety proposals for outside Chilworth School
- Farnborough Airport – press release dated 1st April 2026

(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 from the Borough / Town / Parish liaison meeting held on 11/03/26 from Perry Ashton, Joint Assistant Director of Transformation regarding the progress of devolution and local government reorganisation in Surrey.
- Details of the GBC Mayor for 2026/27

(f) Parish Councillors' Report – Cllr Toynee was unable to be present, the following is a report on the lack of water entering the Gunpowder Mills at the 'snail' junction:

In late December 2025 the current owner of Postford House noticed that water had ceased flowing through the leat on his property. The leat, after leaving Postford House, continues towards Chilworth. Some of the water branches off in a field behind the war memorial and joins the cut at the Gunpowder Mills at the 'snail' junction. The main part of the leat carries on, behind the Percy Arms, and feeds the large lake at Tangley Mere.

The problem of the lack of water stems from an area south of Albury just before the leat enters Postford House. Here it passes under the railway along with the natural stream. The railway bank has collapsed on the leat and the water from the leat is now flowing into the natural stream and the leat is completely blocked.

The owners of Postford House and Tangley Mere are very concerned about this situation and have been in discussions with Network Rail, the Environment Agency, Albury Estates and owners of adjoining land. Discussions are ongoing as to who is responsible for the repairs and, once that has been agreed, how those repairs would be made, given that heavy machinery would have to enter the site across several fields.

A letter was sent to the Environment Agency by the Clerk on 18/02/26.

Concern about water flow at Chilworth Gunpowder Mills which is classified as a Scheduled Ancient Monument. (<https://historicengland.org.uk/listing/the-list/list-entry/1018507>). The historic site is owned by Guildford Borough Council, who have a duty of care to protect this designated monument. The River Tillingbourne flows through the site, along with several 'cuts' which were made over 100 years ago to

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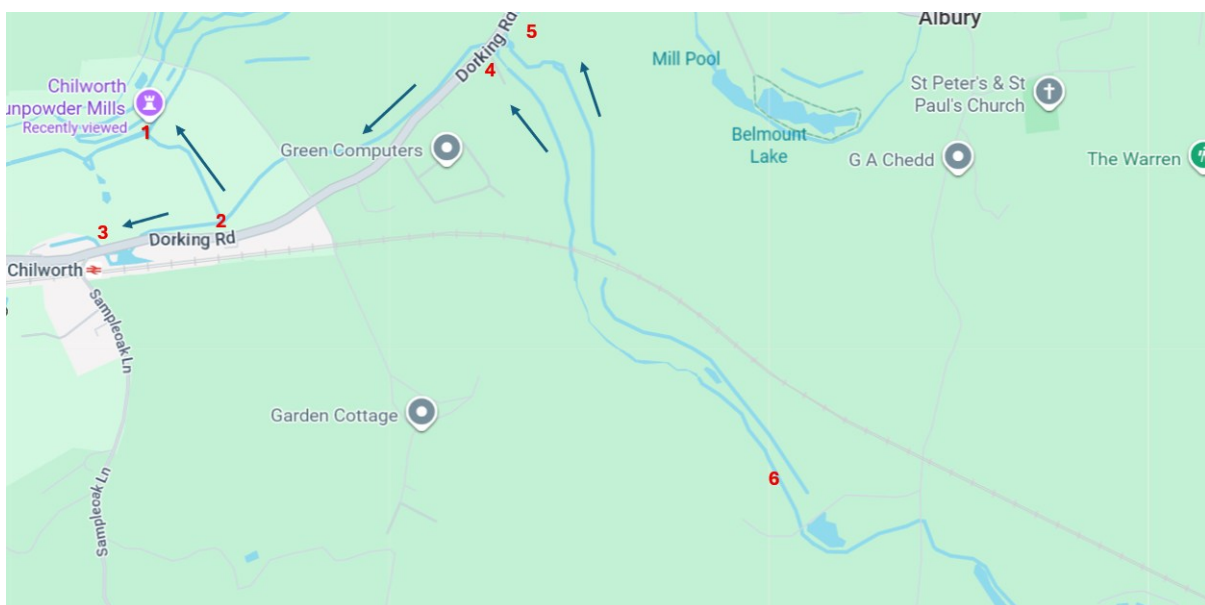
divert the water around the Mills. The largest 'cut' runs alongside the public footpath through the centre of the mills and eventually flows under the path where it used to cascade down a drop and into the river. Last year, Guildford Borough Council did a huge amount of work at the point where it rejoins the river. Originally this was where a waterwheel would have been placed, which illustrates how much water used to flow along here.

The concern is that at one crucial point, at the other end of the Mills, the water is not flowing into the cut, and the whole length of the stream through the mills is in danger of completely drying up in the summer.

Several residents have noticed this too and we are trying to find the cause.

During February, when, due to the above average amount of rain that had fallen, the River Tillingbourne was on a flood alert, I looked into this and can confirm that despite the extremely wet and rainy conditions, water is not flowing into the Gunpowder Mills as it should.

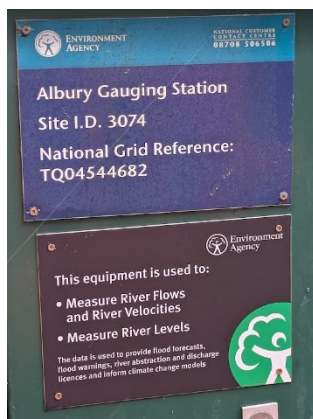
Please see the map and comments below.



1. This is where the stream joins the cut at the Gunpowder Mills. The junction is known locally as 'The Snail' as there is a large wooden carved snail at this point.
2. The stream runs into the Gunpowder Mills, across a private field from point 2 on the map where it connects with another stream running west/east. There may be a sluice gate here, but at the moment we think that is not the cause of the blockage.
3. The stream here is static. It used to flow strongly east to west at this point, under the road, into the duck pond and then returning back under the road to run behind The Percy pub. Water levels in the duck pond are low.
4. Travelling east towards the source of the stream we reach points 4 and 5 on the above map, where there are Millstones on the roadside marking the entrance to Chilworth village from the direction of Albury. There are two bridges at this point and two streams that flow under the road. The stream on the east of these two (5) is flowing strongly and can be heard rushing under the road towards Mill Lane. A short distance away, at point 4, (which traces to the Gunpowder Mills) there is hardly any water flowing which can be seen from a smaller bridge on the north side of the road.
5. Opposite, on the south side of the road, the stream disappears into a gated property - 172 Dorking Road and cannot be traced further at this point.

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6. I therefore accessed the stream from further south, via Blackheath Lane in Albury. Here the water is flowing strongly, and 'Albury Gauging Station' is at this point



It would therefore seem that whatever is stopping the water flowing is between the Albury Gauging Station and 172 Dorking Road, Chilworth.

A reply was received (7th April 2026) by the Clerk RE: Enquiry: ENQ2026/15128

From: Lower Tributaries Asset Performance Team – Wey Catchment Sent via Thames Area Customers and Engagement Team

Thank you for your enquiry The water flow at the Chilworth Gunpowder Mills Estate, GU4 8NQ, which we received on 18 February 2026. We are sorry for the delay in response. Your enquiry was forwarded to our Asset Performance Team who have provided the response below.

Thank you for your email regarding the water flow at Chilworth. We are aware of an issue that is affecting flows in the area. Our local Operations team has investigated and identified that the cause is located on private land. We have notified the relevant landowner, who is responsible for carrying out the necessary repairs. We have been informed that they are currently in the process of organising these works.

2026-50 - Minutes of previous meeting:

It was proposed by Cllr Tantram, seconded by Cllr Brown and **RESOLVED** that the Minutes of the Full Council Meeting held on 12th March 2026 be approved and signed by the Chair as a true record.

2026-51 – Chilworth Village and Correspondence

Cllr Toynbee reported that on Saturday 5th September there will be three guided tree walks around the Gunpowder Mills, led by Cllr Toynbee, Tracey Heard, Mark Dawkins and the Merrow Tree Wardens.

2026-52 - Planning Matters for consideration

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

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

Proposal: Erection of a single storey rear winter garden extension

RESOLVED: that the Parish Council comment as follows:

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

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- **26/P/00351: Far Corner, 14 Roseacre Gardens, Chilworth, GU4 8RQ**

Proposal: Erection of detached two storey outbuilding for use as garage and home office/Gym space.

RESOLVED: that the Parish Council comment as follows:

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

(b) It was noted that the following application was on the Guildford Borough Council's planning portal with a deadline set for 18/05/26 for receipt of comments.

- **26/P/00264 Old Manor Farm, Old Manor Lane, Chilworth, GU4 8NE**

RESOLVED a draft comment to be circulated to all Members for comments.

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

- a) **25/P/00827 Lockner Farm, Dorking Road, Chilworth GU4 8RH**

Proposal: Erection of a new single storey dwelling and detached garage following demolition of existing stable building; removal of sand school and equestrian paraphernalia.

GBC – WITHDRAWN – 16/03/26

- b) **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, removal of sand school and equestrian paraphernalia.

GBC – APPROVED 17/03/26

- c) **26/P/00079 - Alderbrook House, 4 Redwood Grove, Chilworth GU4 8NU**

Proposal: Installation of rooftop PV solar arrays

GBC - APPROVED 25/03/26

- d) **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.

GBC - APPROVED 17/03/26

2026-53 - The Gunpowder Mills

On 1st April 2026 the Clerk wrote to Hendryk Jurk and Galvin Gillies at Guildford Borough Council:

The request has again been re-visited by Members of this Parish Council for an additional dog waste bin and you will see by the attached photo the alternative site can easily be accessed by the GBC waste crews, who must regularly access past this point to deal with the refuse of Longfrey Farm and the other large house along the track. Additionally, this one could be used, not only by dog owners visiting the Mills, but also those walking past and onto the Downs who would not be going anywhere near the other two dog waste bins.

We suggest that 'off road vehicles' would not be required to access the track at Lockner Farm, which as well as being used by residents of Longfrey Farm (located further than the suggested bin site), must also already be used by refuse vehicles because the residents do not bring their bins up to the Dorking Road to be emptied.

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I would appreciate your views on the alternative site (as shown on the attached photo) and the comments I have made above.

The Clerk received an automated out-of-office message from Hendryk Jurk which referred to forwarding messages onto Neil Barton – which the Clerk had done. However, no further communication has been received from any of the recipients.

2026-54 - Policies, Financial and Regulation Approvals

(a) Proposed lists of payments to be tabled at the meeting for approval:

The payment list for 31/03/26 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 Allen, seconded by Cllr Tantram and unanimously **RESOLVED** that the payments to the value of **£105.00** be approved.

Table 1: Proposed list of payments 31st March 2026

Budget Head	Date	Description	Supplier	Net	VAT	Total
War Memorial	06/03/26	Garden maintenance 09/03/26	Ian Watson	55.00	0	55.00
Website	13/03/26	Website News and IG updates -invoice dated 13/03/26	Cow-Shed Web Design	50.00	0	50.00
Totals:				105.00	0	105.00

The payment list for 16/04/26 was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 2. It was proposed by Cllr Allen, seconded by Cllr Tantram and unanimously **RESOLVED** that the payments to the value of **£3,525.90** be approved.

Table 2: Proposed list of payments 16th April 2026

Budget Head	Date	Description	Supplier	Net	VAT	Total
War Memorial	03/04/26	Garden maintenance 23/03/26	Ian Watson	55.00	0	55.00
Website	13/04/26	Website News and IG updates -invoice dated 13/04/26	Cow-Shed Web Design	50.00	0	50.00
Staff Costs	03/04/26	Salary Jan/Feb/March 2026	Hazelford Ltd	2,211.85	0	2,211.85
Staff Costs	03/04/26	PAYE and Er's NIC 2025/26 Q4	Hazelford Ltd	756.57	0	756.57
IT expenses	31/03/26	9 x Licences from Microsoft	BN -IS integrated IT experts Inv: 4685	53.88	10.77	64.65
Subscriptions	01/04/26	Annual Subscription	NALC	48.59	0	48.59
Subscriptions	01/04/26	Annual Subscription	SALC	217.30	0	217.30
Clerk's Expenses	16/04/26	Excess Travel	Shell	8.10	0	8.10
IT Expenses	23/03/26	1 x HP 302XL Ink Cartridge Black; 1 x HP	Viking Office UK Ltd	78.88	18.68	97.56

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		302XL Ink Cartridge Cyan, Magenta, Yellow;				
Stationery	23/03/26	Noticeboard magnets and 100 x A4 labels	Viking Office UK Ltd	14.48	0	
Postage	23/04/26	VAT return	HMRC	1.80	0	1.80
Totals:				3496.45	29.45	3525.90

- (b) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 31st March 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) Members discussed and approved the Financial Regulation 2.6: to appoint a Member, other than the Chair, **to verify bank reconciliations produced by the RFO at least once in each quarter, and at each financial year end.**
RESOLVED: Cllr Ray Young will verify these documents at the March, July, and December Parish Council meetings.
- (d) **RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Tantram to retain Financial Regulation 6.6: **for each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation.**
- (e) **RESOLVED:** Following the approval at (c) and (d) above it was proposed by Cllr Allen, seconded Cllr Brown to **APPROVE** the updated St Martha Parish Council's Financial Regulations. The Clerk to arrange for these to be upload them onto the website.
- (f) **RESOLVED:** St Martha Parish Council Information Technology Policy - this item was deferred to the next meeting.
- (g) **RESOLVED:** It was proposed by Cllr Tantram, seconded by Cllr Young to approve the Parish Council's updated Website accessibility statement. This is now shown on the Council/Policies section of the website. <https://www.stmartha-pc.gov.uk/pages-stmarthaparish/accessibility.php>
- (h) **To note** the Year-end Internal Audit 2025/2026 –will be carried out by Mulberry Local Authorities Ltd on Wednesday 20th May 2026 in Chilworth Village Hall.
- (i) **RESOLVED:** It was agreed to defer the discussion – ‘Planning for Transition’, until after the West Surrey Local Election on 7th May 2026, starting with a working group meeting to consider the next steps for this Parish Council.
- (j) **RESOLVED:** Updating Council Policies - Cllr Tantram had researched into the list of Policies from Brixham Parish Council, which do not appear to be cross referenced against the SALC recommended Policy list for Parish & Town Councils - March 2026. Cllr Tantram will query this with Brixham Parish Clerk. The plans going forward for updating/creating St Martha Council Policies from the NALC templates, and the SALC recommended Policy is deferred until the June 2026 meeting.

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(k) **RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Young the St Martha Parish Council will fund the issuing of Poll Cards to St Martha Parish Council Parishioners for a possible contested election in May 2027.

2026-55 - 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

2026-56 - Date of the next meeting: 28th May 2026 in Chilworth Village Hall

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.

2026-57 The Parish Clerk's Contract

RESOLVED: It was proposed by Cllr Allen, seconded by Cllr Young to an increase from 39 to 45 per calendar month in the Parish Council Clerk's basic hours. To take effect from 1st April 2026.

The Clerk and Chair signed a written confirmation of this variation in contracted hours which will be appended to the Clerk's contract. The Clerk to send the Chair a copy.

2026-58 Certificate in Local Council Administration – (CiLCA) Training

Cllr Tantram left the room, and a discussion took place regarding:

- a) approving Cllr Tantram's access to the relevant St Martha Parish Council documents so that she may complete the CiLCA training.
- b) for the Parish Council to cover the costs of the training – at a total of £920.

RESOLVED: That the Chair take further additional advice from the Lead Trainer of CiLCA and an Extra-Ordinary Meeting to take place on 5th May 2026 to update Members on this request from Cllr Tantram.