

# ST MARTHA PARISH COUNCIL

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## Minutes of the Annual Meeting of St Martha Parish Council held in Chilworth Village Hall at 7:15 on Thursday 28 May 2026

**2026-71- Present:**

**Parish Councillors:**

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

Surrey County Councillor and Guildford Borough Councillor Robert Hughes

Guildford Borough Councillor Danielle Newson

Shalford Community Councillor - Adrian Cansell

Five members of the public

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

**2026-72 - Appointment of the Chair for Municipal Year 2026/2027**

It was proposed by Cllr Brown seconded by Cllr Toynbee that Cllr Patricia Allen be appointed as Chair. No other nominations being received, it was unanimously **RESOLVED** that Cllr Allen be duly elected as Chair of the Parish Council for the Municipal Year 2026-2027.

**2026-73 - Chair to sign Declaration of Acceptance of Office**

Cllr Allen duly signed her Declaration of Acceptance of Office form.

**2026-74 - Appointment of Vice Chair for Municipal Year 2026-2027**

It was proposed by Cllr Allen, seconded by Cllr Young and unanimously **RESOLVED** that Cllr Graham Brown be elected as the Vice-Chair. No other nominations being received, Cllr Brown was elected as Vice Chair for the Municipal Year 2026-2027.

**2026-75 Public Participation**

It was reported that a tree blocking the A248 adjacent to the pond next to 100 Dorking Road had been removed from the highway by SCC. Investigations are on-going as to who is responsible for clearing away the debris on the pond side of the fence and to clear the culvert. An update from Network Rail is expected.

The Chair reported that the fingerpost by the bus shelter at Chilworth Station is expected to be replaced soon.

**2026-76- To accept apologies and reasons for absence in accordance with the LGA 1972, Sch 1 para 40.** St Martha Parish Councillor Tantram; and Mark Dawkins - St Martha Tree Warden

**2026-77- 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.

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## 2026-78- Declaration of Non-Pecuniary Interests

No declarations were made.

## 2026-79 - Register of Interests

No declarations were received.

## 2026-80- Appointment of Committees:

**RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Young that all Members of the Parish Council would serve on the following Committees:

- Planning Committee
- Personnel Committee
- Finance Committee

## 2026-81- Minutes of the previous meeting:

It was proposed by Cllr Brown, seconded by Cllr Toynbee and **RESOLVED** that the Minutes of the Full Council Meeting held on 16<sup>th</sup> April 2026 be approved and signed by the Chair as a true record.

## 2026-82 – Chilworth Village and Correspondence

Cllr Brown reported on the date for Ragwort pulling had been arranged for Thursday 21/05/26, meeting at the Chilworth Manor Vineyard car park at 5 p.m.

## 2026-83 - Planning Matters for consideration

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

- 26/P/00562 [West Lodge, Blacksmith Lane, Chilworth GU4 8NQ](#)
- 26/P/00563 [Listed Building consent - West Lodge, Blacksmith Lane, Chilworth GU4 8NQ](#)

**RESOLVED:** the Parish Council recommendation is that this planning application is **APPROVED**.

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

- 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.

**GBC APPROVED 05/05/26**

## 2026-84 - Policies, Financial and Regulation Approvals

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

A copy of which had been issued to all Members via email in advance of the meeting – ref Table 1.

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It was proposed by Cllr Allen, seconded by Cllr Young and unanimously **RESOLVED** that the payments to the value of £267.61 be approved.

**Table 1: Proposed list of payments 28<sup>th</sup> May 2026**

| Budget Head      | Date     | Description  | Supplier                               | Net           | VAT          | Total         |
|------------------|----------|--|--|---------------|--------------|---------------|
| IT Expenses      | 30/04/26 | 9 Licences from Microsoft                            | BN -IS integrated IT experts Inv: 4749 | 53.88         | 10.77        | 64.65         |
| War Memorial     | 06/03/26 | Garden maintenance 09/03/26                          | I.W. Gardens (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         |
| Clerk's Expenses | 28/05/26 | Expenses from 16/04/26 to 28/05/26                   | Shell                                  | 8.10          | 0            | 8.10          |
| Zoom             | 17/04/26 | Facility to hold meetings on line 17/04/26 -16/05/26 | Zoom                                   | 13.99         | 2.80         | 16.79         |
| Zoom             | 17/05/26 | Facility to hold meetings on line 17/05/26 -16/06/26 | Zoom                                   | 13.99         | 2.80         | 16.79         |
| IT Exps          | 08/05/26 | 1 x HP 302XL Ink Cartridge Black;                    | Viking Office UK Ltd                   | 46.14         | 9.23         | 55.37         |
| Postage          | 12/05/26 | Cllrs resignation letter to GBC                      | Royal Mail                             | 0.91          | 0            | 0.91          |
| <b>Totals:</b>   |          |  |  | <b>242.01</b> | <b>25.60</b> | <b>267.61</b> |

- (b)** The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 30<sup>th</sup> April 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)** **RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Young to **APPROVE** the 2025/2026 St Martha Parish Council Annual Accounts - issued to all Members prior to the meeting.
- (d)** **RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Toynbee to **APPROVE** the final report on the budget heads to 31/03/26 - issued to all Members prior to the meeting.
- (e)** **RESOLVED:** It was proposed by Cllr Brown, seconded by Cllr Toynbee to **APPROVE** the earmarked and general reserves for 2026/2027.
- (f)** **RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Brown to **APPROVE** updated St Martha Parish Council Standing Orders issued to all Members prior to the meeting.
- (g)** **RESOLVED:** It was proposed by Cllr Toynbee, seconded by Cllr Young to **APPROVE** the Risk Management Policy and agreed the updated roles and responsibilities regarding items on the Asset Register - issued to all Members prior to the meeting.

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- h) **RESOLVED:** To defer to the July 2026 meeting to discuss the Code of Conduct consistent with the Localism Act 2011; and complaints regarding parish councillors are considered under the standards arrangements of the principal authority by the Monitoring Officer.

### 2026-85 - Chilworth Station - Visitors Map and Lectern on the Station Green

Cllr Mrs Allen gave a report on the Teams meeting with Network Rail (NR), the Community Rail Partnership and two other members of the North Downs Line Steering Group on 17<sup>th</sup> June 2026.

Discussions are still ongoing about a site for the Lectern for the visitors' map and also a site for the commemorative wooden seat relating to Jessie's Seat (in recompense for the damage that was accidentally caused).

The situation is very difficult as GWR and NR do not want anything at the Station itself, or immediately outside it, or on the walls of the Station House. At the moment NR is asking Surrey County Council (who own the strip of land between the A248 and the main part of the station green) if a lectern can be placed on their land. The current proposal is for:

- A wooden lectern with the visitors' map to be placed between the station bus shelter and the NR train sign (opposite the Percy Arms). In order to face north/south for it to be easily read it would need to have its back to the A248 and have the tarmac area extended so it could be used by anyone in a wheelchair.

Failing that the map would be placed inside the platform shelters and one on the south board of our bus shelter as previously discussed with Parish Councillors.

The idea of a Jessie's commemorative seat has been put on hold. GWR and NR are unwilling to have it on their land immediately outside the station. They are going to be approached once more to see if they would agree to it on one of the platforms.

### 2026-86 - Dates of Meetings:

**RESOLVED:** It was proposed by Cllr Allen, seconded by Cllr Toynbee to APPROVE the following meeting dates:

| Month     | St Martha PC Meeting Dates | Cllrs attendance at Shalford Community Meetings |
|-----------|----------------------------|---|
| July 2026 | Thursday 30/07/26          | Thursday 23/07/26<br><b>Cllr Brown</b>          |
| Sept 2026 | Thursday 24/09/26          | Thursday 17/09/26<br><b>Cllr Young</b>          |
| Oct 2026  | Thursday 29/10/26          | Thursday 22/10/26<br><b>Cllr Allen</b>          |
| Nov 2026  | Thursday 26/11/26          | Thursday 19/11/26<br><b>Cllr Toynbee</b>        |
| Dec 2026  | Thursday 17/12/26          | Thursday 17/12/26                               |

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### **2026-87 - Correspondence**

The Chair reported on the letter of resignation received from Councillor John Peake who had served for fifty years on St Martha Parish Council. His first meeting as a Councillor on St Martha Parish Council was in May 1976. Cllr Allen presented John with a card and framed letter from Buckingham Palace in recognition of his long service to the Parish and Community.

### **2026-88 - Items for the next meeting**

There were no suggestions from Members for items for inclusion on future agendas.

**2026-89 - Date of the next meeting:** 25<sup>th</sup> June 2026 in Chilworth C of E infant School