

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 1st July 2026 at 7:00 p.m. in St Thomas' Church Room

2026-101 - Present:

Parish Councillors:

Cllr P. Allen (Chair), Cllr G. Brown (Vice Chair), Cllr J. Tantram, Cllr D. Toynbee and Cllr R. Young

Four members of the public

Mark Dawkins – Tree Warden – left at 7:45 p.m.

Guildford Borough Councillor D. Newson – left at 8:10

In attendance: Parish Clerk - Anne Tait

2026-102 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Surrey County Councillor and Guildford Borough Councillor Bob Hughes

2026-103 – Public participation session

A discussion took place regarding the lack of water in the Gunpowder Mills. It was noted that the private landowners, Albury Estates, Network Rail and the Environment Agency are all involved in the discussions to resolve the issue. A further meeting was planned for 8th July at Great Tangley Manor.

2026-104 - 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.

2026-105 - Declaration of Non-Pecuniary Interests

No declarations were made.

2026- 106- Register of Interests

No declarations were received.

2026-107 - Reports

- Surrey County Councillor's Report – Cllr Hughes was not present.
- Guildford Borough Councillor's Report – Cllr Newson reported that arrangements for the West Surrey Unitary Authority are underway.
- Shalford Community Councillor's Report – Cllr Cansell was not present.
- Tree Warden's Report – Mark Dawkins reported that The Tree Council are presently gathering data to monitor Hawthorn trees as there are two diseases that are appearing and causing concern.
- Chair's Report had been circulated to all Members via email in advance of the meeting and included details of:

- a) St Martha Parish Council Emergency Plan

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- b) 400 Years of the Chilworth Gunpowder Mills
- c) Traffic calming and road safety outside Chilworth School
- d) Yodel Sirens at the Chilworth and Tangleby Crossings
- e) Ambles & Rambles Podcast Launch
- f) Blackheath Common Management Plan and Wildfire Management Plan

- St Martha Parish Councillors' Reports

- a) **Cllr Tantram** reported on the discussions held at the Shalford Community Council Meeting on 18th June 2026, with regard to producing a Neighbourhood Plan for Chilworth Village. Cllr Tantram suggested that this would be an ideal opportunity for this Parish Council to contribute, so that the resulting Neighbourhood Plan would cover the whole of Chilworth Village.

RESOLVED: It was proposed by Cllr Allen, seconded by Cllr Young to review contributing in six months' time and the Clerk was asked to add this as an agenda item for the February 2027 agenda.

- b) Cllr Allen reported on discussions with Network Rail, the Community Rail Partnership and members of the North Downs Line Steering Group regarding the possibility of erecting a Visitors' Map on a Lectern at the Chilworth Rail Station on the green in front of the bus shelter. The Parish Council would take on the responsibility for the Lectern – including it to the insurance policy and asset register.

RESOLVED: It was proposed by Cllr Brown, seconded by Cllr Toynbee not to proceed with the Lectern, but to agree to an artist's map being displayed in the central panel of the noticeboard in the bus shelter facing the station – to include signage.

- Parish Clerk's Report

- a) A message had been received from the GBC Electoral Services Officer on 5th June 2026, confirming that following the resignations of Maureen Osman and John Peake, GBC have not received a claim for an election in either case. The Parish Council may, therefore, proceed to fill the vacancies by co-option.

- b) Dates of Meetings:

RESOLVED: That the Parish Council meetings from September – December 2026 will be held in Chilworth C of E Infant School.

Thursday 24/09/26

Thursday 29/10/26

Thursday 26/11/26

Thursday 17/12/26

2026-108 - Minutes of previous meeting:

It was proposed by Cllr Allen, seconded by Cllr Tantram and **RESOLVED** that the Minutes of the Extra-Ordinary Council Meeting held on 5th May 2026 be approved and signed by the Chair as a true record.

It was proposed by Cllr Brown, seconded by Cllr Young and **RESOLVED** that the Minutes of the Annual Meeting of the Parish Council on 28th May 2026 be approved and signed by the Chair as a true record.

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2026-109 - Planning Matters for consideration

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

- 26/P/00747 **Gardeners Cottage, White Lane, Guildford, GU4 8PS**

RESOLVED: that the Parish Council comment as follows:

The historic fallback position was a material consideration in establishing Very Special Circumstances for the previously approved self-build (25/P/00783), however, Very Special Circumstances must be assessed afresh for each application.

The existence of the extant permission materially changes the planning context and requires the reconsideration of the weight that can be afforded to the fallback position when assessing whether Very Special Circumstances are met. A fallback is only capable of carrying significant weight where there is a genuine and realistic prospect of its implementation if the current application were refused and this does appear less likely following approval of 25/P/00783.

Separately, St Martha Parish Council notes that, compared with the previously approved scheme (25/P/00783), the current proposal incorporates a substantially greater amount of glazing, which has the potential to increase visual impact when viewed from St Martha's Hill.

Should the Local Planning Authority be minded to grant permission, St Martha Parish Council requests that a condition requiring non-reflective glazing be imposed to minimise glare and protect views from St Martha's Hill.

2026-110 - Policies, Financial and Regulation Approvals

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

The payment list for 01/07/26 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 Brown, seconded by Cllr Tantram and unanimously **RESOLVED** that the payments to the value of **£100.92** be approved.

Table 1: Proposed list of payments 1st July 2026

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	01/07/26	Excess Travel and car parking charges in Farnham – for IA	Shell	29.00	0	29.00
Zoom	17/05/26	Facility to hold meetings on line 17/06/26 -16/07/26	Zoom	13.99	2.80	16.79
IT Expenses	29/06/26	1 x HP 302XL Ink Cartridge Black;	Viking Office UK Ltd	45.94	9.19	
Totals:				88.93	11.99	100.92

- (b) The Responsible Financial Officer (RFO) had prepared a bank reconciliation for period ended 31st May 2026, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Allen, seconded by Cllr Toynbee and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chair, Cllr Allen during the meeting.

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- (c) **RESOLVED:** St Martha Parish Council Information Technology Policy - this item was deferred to the 30th July 2026 meeting.
- (d) **RESOLVED:** Updating Council Policies – It was agreed that the first steps in this process would be to identify the Policies that are mentioned in the St Martha Parish Council existing Policies.

2026-111 - Items for the next meeting

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

- Clerk's 2026 appraisal and Job Description

2026-112 - Date of the next meeting: 30th July 2026 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.

2026- 113 The Parish Clerk's Contract

RESOLVED: It was proposed by Cllr Allen, seconded by Cllr Brown to award the recommendation from NALC to increase by 10p per mile the (excess) travel expenses undertaken by the Clerk – to take effect from 1st April 2026.

Councillors reviewed the hours worked by the Clerk on four monthly timesheets February 2026 to May 2026 (copies of which had been issued to all Members via email in advance of the meeting).

February – 19 hours; March – 8 hours; April – 3 hours and May 16 hours.

A total of 46 hours which the Clerk was claiming as an overtime payment.

RESOLVED: It was proposed by Cllr Allen, seconded by Cllr Brown to award the Clerk 46 hours overtime to be paid at the July 2026 payroll.