

St Martha Parish Council - NOTICE OF MEETING

18 September 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 School** on **Thursday 24th September 2026** at 7.00 pm for the purpose of transacting the following business.

Signed: *Anne Tait*

Clerk to the Council

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 Chair.

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** – including a discussion with PC Members regarding SCC Highways closure of roads whilst repairs are undertaken.
- 7. Guildford Borough Councillors' Report**
- 8. Shalford Community Councillor's Report**
- 9. Tree Warden's Report**
- 10. Parish Councillors' Report(s)**
- 11. Clerk's Report**
- 12. Minutes of the previous meetings**

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

 - Full Council Meeting 30th July 2026
- 13. Chilworth Village, Chilworth Station and Correspondence**
 - **To receive and discuss** Chilworth Station and railways matters

- **To receive comments** on the latest document from Waverley Borough Council regarding the Blackheath Common Wildfire Management Plan.

14. Planning Applications:

a) For Members' consideration:

- **Application Number: 26/P/01069** **Lockner Farm, Dorking Road, Chilworth GU4 8RH**
Proposal: Construction of outdoor horse arena.
- **Application Number: 26/P/01157- 14 Halfpenny Close, Chilworth, Guildford, GU4 8N**
Proposal: Erection of single storey rear extension/patio and alterations to existing windows
- **Application Number: 26/P/01031 – 2 Percy Cottages, 66 Dorking Road, Chilworth GU4 8NT**
Proposal: Erection of a part single/two storey rear extension following demolition of existing two storey rear extension.

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

Application Number: 26/P/01053 - 14 Halfpenny Close, Chilworth GU4 8N

Proposal: **Certificate of Lawfulness** for a proposed development to establish whether the erection of a single storey rear extension would be lawful.

GBC Refused: 25/08/26

Application Number: 26/P/00511 - 2 Orchard Cottages, Sample Oak Lane, Chilworth GU4 8QW

Proposal: Single storey side and rear extension with changes to fenestration

GBC Approved: 03/09/26

15. Highways, Footpaths and Rights of Way

- **To receive and discuss** the signs recently displayed outside Chilworth Manor.

16. The Gunpowder Mills

- To receive and discuss** from Cllr Toynbee an update on the water flow from the recent meeting at Postford House.
- To receive and discuss** event in the Gunpowder Mills Open Day on 5 September 2026.

17. Policies, Financial and Regulation Approvals

- To receive and approve** the schedule of payments for the period ended 24th September 2026 presented by the Clerk and issued to all Members prior to the meeting.
- To receive, approve and sign** two bank reconciliations for periods ended 31st July 2026 and 31st August 2026 - issued to all Members prior to the meeting.
- To receive and discuss** the damaged fence around the War Memorial.
- To receive and discuss** an update on the budget heads as of 24th September 2026.
- To receive, discuss and approve** Councillors attendance at the training courses regarding the new National Planning Policy Framework 2026 (NPPF) launched on 17th August 2026.

- f) **To receive and discuss** the quotation to repair the fence at the Chilworth War Memorial.
- g) **To receive and 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. See Minute number: 2026-84 (h) page 840. The link will be issued to all Members prior to the meeting.
- h) **To discuss and approve** the next steps for updating/creating St Martha Council Policies from the schedule prepared by Cllr J Tantram.

18. Items for the next meeting

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

19. Next Meeting: Thursday 29th October 2026

AGENDA PART II

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the business, members of the public and press are to be excluded from the meeting.

20. Clerk's Appraisal

To receive and discuss the Appraisal report and the updated Clerk's Job Description. Copies issued to all Members prior to the meeting.

21. NALC Annual Pay Awards

To approve The National Joint Council (NJC) for Local Government Services agreement on new pay rates applicable from 1 April 2026 to 31 March 2027.

The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1st April 2026, and Members are asked to confirm this new rate for the Clerk.

A copy of the new rates will be issued to all Members prior to the meeting.