

NOTICE OF A MEETING OF THE PARISH COUNCIL

To all Members of the Council, you are hereby respectfully summoned to attend the Full Council meeting of St Martha Parish Council to be held on **Tuesday 16th April 2024 at 7.00 pm in Chilworth Village Hall**

Members of the public and press have a right and are cordially invited to be present at the meeting.

Anne Tait - Parish Clerk
11/04/24

Agenda

1. **To accept apologies and reason for absence to be approved** in accordance with the LGA 1972, Sch 1, para 40.
2. **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)
3. **Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct.
4. **Register of Interests** – a declaration from Members on amendments.
5. **Minutes of the previous meetings:** The Council Minutes held on 19 March 2024 are to be agreed and signed by the Chairman as a true record.
6. **Public participation session** – 10 minutes - 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 Chairman.
7. **Reports:**
To receive Reports, Communications and Updates from:
 - **Parish Clerk to** report on the following:
 1. The Annual Assembly
 2. The annual donation to Chilworth PCC
 3. Trees on Halfpenny Close green
 4. .GOV.UK address
 5. Chilworth War Memorial grass cutting contract for year ending 31/03/25
 6. Mud covering the footpath along the pond adjacent to 100 Dorking Rd. GBC ref: 00480259
 - **Parish Councillors:** Cllr Mrs Allen to report on any updates re Chilworth Station
 - **Guildford Borough Councillor's Report (5 Minutes)**
 - **Surrey County Councillor's Report (5 Minutes)**
 - **Shalford Community Councillor's Report (5 minutes)**
 - **St Martha Parish Council's Tree Warden (5 minutes)**

8. Chilworth Village

To **receive and discuss** any topics of interest from Shalford Community Council meeting on 25/03/24.

9. Climate Change

To receive any updates from Cllr Mrs Allen.

10. Policies, Financial and Regulation Approvals

- a) To receive and approve the schedule of payments presented by the Clerk.
- b) To receive approve and sign the bank reconciliation for period ended 31/03/24.
- c) To receive and approve the Year End Accounts for 31/03/24.
- d) To receive and discuss the Notification of Full Variation GUPLA0675 at Chilworth Manor.

11. Planning

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

1. Planning Application 24/P/00460 - 46 Dorking Road, Chilworth, GU4 8NR

Proposal: Erection of orangery extension to rear elevation

2. Planning Application 24/P/00476 - Ideal Croftgrove, Unit 10, Sample Oak Lane, Chilworth, GU4 8QW

Proposal: Erection of detached storage building

3. Planning Application EN/18/00238 - Blackheath Cottage, Blackheath, GU4 8RD

An update email from Joanna Searle (Planning Enforcement Team Leader) forwarded to Councillors on 08/04/24.

(b) To receive and note any outcomes from GBC on applications previously reported:

1. Planning Application 24/P/00051 Inglenook, 22 Roseacre Gardens, Chilworth GU4 8RQ

Proposal: Single storey rear extension following demolition of existing conservatory.

GBC APPROVED on 04/04/2024

12. Highways and Rights of Way

- a) To discuss Vera's Path and the message via Cllr Hughes from SCC The Countryside Team.

13. Correspondence

Invitation to the Zoom SALC Councillors Forum on Wednesday **24th April 2024 at 7:30pm.**

14. The Gunpowder Mills and West Lodge

- a) To note that West Lodge is now being advertised for sale.
- b) To note the date for Cllrs to meet with John Andrews (GBC Countryside Warden) and Gareth Hurd (Senior Countryside Warden) to discuss how the PC could link with GBC on Bio Diversity issues in the Estate.

15. Items for the next meeting

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

**Next Meeting : The Annual Meeting of St Martha Parish Council
Tuesday 21st May 2024**

Clerk's report for the Parish Council Meeting on 16th April 2024

1. **The Annual Assembly** – DRAFT poster to be agreed – sent under separate cover.
2. **Donation to Chilworth PCC - for printing the Chilworth Village Magazine**

Information re the donation from Shalford Community Council – now forwarded to Cllrs.

3. **Trees on the green in Halfpenny Close**

I received a call from a Parishioner who lives in Halfpenny Close. He was speaking on behalf of a number of parishioners in the Close with regard to the number of trees now planted on the green roundabout and the way the new six have been planted.

I contacted Surrey Council and their reply to the points raised are [shown in blue text below each question](#).

The issues that residents are concerned about:

- There are now 21 trees on the green. This includes the 6 that were planted by SCC on 20/12/23.
- The residents living around Halfpenny Close were not consulted nor was any information circulated on whether they would like 6 new trees.
- The complainant said that it has been suggested (by more than one resident) they should be pulled out. I suggested that this was not advisable as they were planted free of charge under a joint grant agreement between SCC and St Martha PC.
- There are at least three mature trees on this green that are looking dead. I have informed SCC that it would be advisable for a survey to be done on these and asked if SCC (or the PC) would be responsible for the survey..?
- [SCC replied: These trees are inspected on a five-year cyclical inspection cycle. The last inspection was in August 2021. However, you can report any immediate concerns using this link and we will inspect.](#)
- A new tree has recently been planted on a stump that was removed some time ago...? I have asked SCC if they planted this...?
- [SCC Highways have been planting many replacement trees at sites of existing tree stumps. The team have confirmed that this new tree is part of that scheme.](#)
- Another new tree has recently been planted in commemoration of someone that has recently died – the comment was “it is becoming a Memorial Garden”.
- [This is not permitted. As this has been identified as Surrey Highway land, permission is required for any planting on this site, with a large concern on this regarding the potential presence of below ground utilities, liability insurance and other risks. Any planting on this site needs to be requested in writing through SCC.](#)
- The stakes of the new 6 trees are at an angle of 45° which look unsightly. I have asked SCC is this is the usual way of planting...?
- [This is the correct method of inserting single stakes to support trees. They are planted at an angle to reduce the surface area that may potentially rub against the stake and cause damage to the bark. These stakes will be removed after three years.](#)

As the trees are on SCC land, we will deliver watering and maintenance on the six new trees until established. This maintenance will be delivered by our contractors. That being said, if you have interested members of the community then we would of course welcome supplementary weekly watering of these trees for the next 3 summers (April-September). The more help the trees get the more likely they will thrive and survive.

4. A Contractor for footpath clearance along the Dorking Road

Meeting with the contractor on Sunday 14th April at 9 a.m. to show him the area to be cleared.

5. .GOV.UK address

I have taken advice from other Parish Clerks, Emma Hosking and Alan Oxford as to the choice of Approved Registrars to approach for a quote to set up our domain.

6. Chilworth War Memorial grass cutting contract for year ending 31/03/25

Sent under separate cover is the current 'contract' that requires updating to obtain quotes for the ensuing financial year.

N.B This is annual exercise and is not a consequence of the incumbent's present injury.

7. Mud covering the footpath along the pond adjacent to 100 Dorking Rd. GBC ref: 00480259

This has now been cleared by GBC.