

## 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 20 February 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  
15/02/24

### 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. **Co-option of a Parish Councillor** - To co-opt Graham Brown to fill a vacancy for a Councillor.
6. **Minutes of the previous meetings:** The following Council Minutes are to be agreed and signed by the Chairman as a true record:
  - The Parish Council Meeting held on 10<sup>th</sup> January 2024.
7. **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.
8. **Reports:**  
**To receive Reports, Communications and Updates from:**
  - **Parish Clerk**  
Report to be sent under separate cover.
  - **Parish Councillors**  
Cllr Mrs Allen to report on any updates re Chilworth Station  
Cllr Mrs Price – to report on three dumpy bags permanently outside the driveway of Rowley Cottage White Lane, which is considered unsightly.
  - **Guildford Borough Councillors' Reports (5 Minutes)**
  - **Surrey County Councillor's Report (5 Minutes)**
  - **Shalford Community Councillor's Report (5 minutes)**

## 9. Chilworth Village

To receive and discuss topics of interest from both Shalford and St Martha Council meetings.

## 10. Policies, Financial and Regulation Approvals

- a) To discuss and approve the schedule of payments presented by the Clerk.
- b) To receive, approve and sign the bank reconciliation for period ended 31/01/24.
- c) To receive, an update on the 5<sup>th</sup> version of the draft budget for 2024/25
- d) To receive notice of the receipt of a VAT refund of £981.14 – period 17/04/22 to 31/12/23

## 11. Planning

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

Planning application: **24/P/00051 - Inglenook, 22 Roseacre Gardens, Chilworth GU4 8RQ**

**Proposal:** Single storey rear extension following demolition of existing conservatory  
Parish Council no recommendation.

Planning application: **24/P/00119 - 31 Halfpenny Close, Chilworth GU4 8NH**

**Proposal:** Single storey rear extension and changes to fenestration following demolition of chimney stacks.

**EN/18/00238** - To note the Enforcement of an Unauthorised dwelling and non-compliance with an enforcement notice at: - **Blackheath Cottage, Blackheath, Guildford, GU4 8RD**

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

## 12. Climate Change

Cllr Mrs Allen to report on the Council's Bio Diversity Duty. The Government guidance published on 17 May 2023 clarifies that, as a public authority, Town and Parish Councils must **(a)** consider what they can do to conserve and enhance biodiversity **(b)** agree policies and specific objectives based on their consideration and **(c)** act to deliver their policies and achieve their objectives.

## 13. Highways and Rights of Way

SCC Consultation on Rights of Way, Surrey Rights of Way Improvement Plan – survey to be completed by 10<sup>th</sup> March 2024 (ref e-mail 23/01/24)

## 14. Correspondence

Surrey County Council Highways Meeting with Parish Councils – (ref email on 05/05/23 from Cllr Hughes)

## 15. The Gunpowder Mills and West Lodge

## 16. Items for the next meeting

Items for inclusion on future agendas - to receive any suggestions from Members.

## EXCLUSION OF PRESS AND PUBLIC FOR CONFIDENTIAL BUSINESS

EXCLUSION OF PRESS AND PUBLIC that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the items listed under Confidential Business of the Agenda.

## **AGENDA PART II**

### **16. The Clerk's Contract of Employment**

To receive and consider the hours logged on the Clerk's 2023 timesheets. A log showing the cumulative hours for 2023 had been issued to all Members prior to the meeting.

### **17. A Tree Warden for St. Martha Parish Council**

To receive and consider the application for a tree warden.

### **18. Co-option proposal in June 2024**

The Clerk to update Members on a proposal of a Councillor to be co-opted in June 2024.