

Members of St Martha Parish Council are hereby summoned to attend the
PARISH COUNCIL MEETING
to be held on **Tuesday 22nd June 2021 at 7.00 pm in Chilworth Village Hall** for the purpose of
transacting the following business.

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

Anne Tait

All attendees will be required to sign in for Track and Trace

AGENDA PART I

1. APOLOGIES AND REASON FOR ABSENCE

2. DECLARATION OF INTERESTS by Members on agenda items

3. MINUTES to AGREE AND SIGN by the Chairman as a true record the Minutes of the Annual Meeting
of St Martha Parish Council held on 19th May 2021.

4. PUBLIC SESSION to RECEIVE and CONSIDER questions from members of the public.

5. REPORTS:

To receive Reports, Communications and Updates:

Parish Clerk: An update on the broken signpost by Chilworth Station triangle.

Parish Councillors:

To RECEIVE and NOTE an update from Cllr Pugh to provide an update from the meeting re The Epic
cycle event.

To RECEIVE and NOTE from Cllr Pugh on the proposed work at Chilworth Manor Vineyard.

To RECEIVE and NOTE an update on Local Listing on The Bungalow.

To RECEIVE and NOTE from Cllr Mrs Price to report on any issues for St Martha PC from the Shalford
Meeting held on 27/05/21.

• **Borough Councillor's Report (5 Minutes)**

• **Surrey County Councillor's Report (5 Minutes):**

6. DIARY OF MEETINGS

To **DISCUSS AND AGREE** dates (and a venue) for meetings during 2021 and up to the
Annual Meeting in May 2022.

7. GUNPOWDER MILLS

To **DISCUSS AND AGREE** hosting an 'open day' at West Lodge. Reference Cllr Mrs Price's e-mail dated
07/06/21.

West Lodge: To receive any updates.

8. PLANNING

(a) **To RECEIVE and NOTE** the outcome of applications previously reported:

- **21/P/00331 Bracken, Blackheath GU4 8RD** – Certificate of Lawfulness for existing development to
establish whether an ancillary tennis pavilion pool house + garage with annexe was completed
more than four years ago from the date of this application. **GBC APPROVED 02/06/2021**

- **21/P/00661 Longmead, Halfpenny Lane, Chilworth, GU4 8PY** – Proposed single storey detached replacement building to be used as a carer’s annexe following demolition of existing building. **GBC APPROVED 17/05/2021**
- **21/P/00635 – The Bungalow, Blacksmith Lane, Chilworth GU4 8NQ.** Proposed single storey rear extension following demolition of existing structure, removal of one chimney, external repairs, changes to fenestration and re-roofing. **GBC APPROVED 10/06/2021**

(b) To DISCUSS AND AGREE a response to GBC on the following applications: No new applications have been received at the time this Agenda was published.

9. HIGHWAYS AND RIGHTS OF WAY

To **RECEIVE and CONSIDER** any requests/issues.

10. 'THE QUEEN'S GREEN CANOPY'

To **DISCUSS AND AGREE** Cllr Mrs Allen’s proposal regarding this project.

11. CORRESPONDENCE

12. FINANCIAL MATTERS

- (a) To **RECEIVE and APPROVE** the schedule of payments presented by The Clerk
- (b) To **RECEIVE and APPROVE** the bank reconciliation for May 2021
- (c) To **RECEIVE and APPROVE** Section 1 of the Annual Governance and Accountability Return (AGAR) 2021/22. The Chairman to sign.
- (d) To **RECEIVE and APPROVE** Section 2 - the Accounting Statements of the (AGAR) 2021/22
The Chairman to sign.
- (e) To **RECEIVE and APPROVE** the submission of a Certificate of Exemption for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman to sign.
- (f) To **RECEIVE and APPROVE** the Risk Assessment as at 31/03/21. And confirm each Councillors commitment to individual monitoring.
- (g) To **RECEIVE and APPROVE** the Asset Register as at 31/03/21 and Insurance Schedule (issued to members in advance of the meeting via email).
- (h) To **RECEIVE** the list of earmarked and general reserves as per the Asset Register and **APPROVE** the level.
- (i) To appoint a councillor to undertake the quarterly financial checks in accordance with Financial Regulation 3.2.

13. ITEMS FOR THE NEXT MEETING

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

DATE OF THE NEXT COUNCIL MEETING: To be decided

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

14. To RECEIVE and CONSIDER the May 2021 timesheet submitted by the Clerk