

To: All St Martha Parish Councillors

Your attendance is requested at an Ordinary Parish Council Meeting to be held on  
**Thursday 22<sup>nd</sup> March 2018 at 7.30 p.m.**  
**at Chilworth C of E Infants School**

Anne Tait (Clerk)

**AGENDA**

**1. APOLOGIES AND REASON FOR ABSENCE**

**2. DECLARATION OF INTERESTS by Members on agenda items**

**3. MINUTES**

To be agreed and signed by the Chairman as a true record of the Ordinary St Martha Parish Council meeting held on 18<sup>th</sup> January 2018.

**PUBLIC SESSION** The next fifteen minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting.

**4. REPORTS:**

To receive Reports, Communications and Updates (for information only, or to be discussed at a future Council meeting)

• Parish Clerk

1. Planning Application for 74 New Road, Shalford.
2. Cllr Lunnon to report on the Shalford PC meeting held on 25/01/18.
3. Agree attendance for St Martha Cllrs at Shalford PC Meetings during 2018.
4. Cllrs to advise the Clerk on a short descriptive sentence to acknowledge the Gunpowder Mills Site in the 'Welcome' paragraph on the Parish Council's website.
5. An update on the request(s) to SCC re the footpath adjacent to Sample Oak Lane.

• Borough Councillors (5 Minutes)

• Surrey County Councillor Report (10 Minutes)

Cllr Keith Taylor to report on the Horizon programme for the next financial year (2018/19).

• Parish Councillors

1. Meeting Quiet Lanes and de-cluttering Workshop 11/04/18 at 2 – 4 p.m. in Shalford Village Hall
2. Tillingbourne Tales Steering Group meeting: Monday 5th March 2018, 10:00 - 12:00, Shere Village Hall.
3. North Downs Line Steering Group

**5. THE GUNPOWDER MILLS SITE**

**West Lodge** – Councillors to discuss and agree a DRAFT letter to send to GBC from The West Lodge Working Group, following the decision on 20/02/18 by the GBC Executive to proceed with the sale of West Lodge.

**The Flow of Water along the Canal:** - ref: THM55636. Cllrs to decide on a response to Katie Bradford of the Environment Agency, regarding the sheet piling in the canal.

**Annual Consultative Meeting:** It was noted that this will take place on 8<sup>th</sup> November 2018, in Chilworth Village Hall.

**6. PLANNING**

- (a) Outcome of those applications previously reported
- (b) Notice of those received since last meeting
- (c) To discuss the current arrangements of how St Martha Parish Councillors, form a corporate response to GBC on applications.

**7. CORRESPONDENCE**

To note any recent correspondence received by the Clerk:

- 1. Bahram Assadi – the ownership of the land opposite the War Memorial
- 2. Cllrs to discuss how to advertise (? Flier), arrangements for refreshments, and finalise the programme for the Annual Assembly on Tuesday 8th May 2018.
- 3. Cllrs to discuss the plans to recruit a new Parish Councillor.

**8. GDPR**

- a) Councillors to discuss and agree the next steps.
- b) Councillors to note and discuss the invitation from Wonersh Parish Council.

**9. HIGHWAYS AND RIGHTS OF WAY**

- a) To bring any highways or other matters to the attention of Surrey County Council and Guildford Borough Council.

**10. LOG OF VISITS OF PARISH ASSETS AND RISK REGISTER**

- a) Councillors to give a report on their inspection of Council assets.
- b) Councillors to review the Council's Risk Register.

**11. FINANCIAL MATTERS**

- (a) Monthly expenditure list for February 2018 and bank reconciliation for February 2018 – to approve and sign
- (b) Monthly budget report February 2018
- (c) To receive and approve the schedule of cheques for approval and payment as presented by the Parish Clerk.

**12. ITEMS FOR THE NEXT MEETING**

To receive requests for items for discussion at the next meeting.

**13. DATE OF NEXT COUNCIL MEETING – Thursday 17/05/18 – The Annual Meeting of the Parish Council**

**EXCLUSION OF PRESS AND PUBLIC**

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

**CONFIDENTIAL BUSINESS**

**CLERK'S APPRAISAL**

- 14.** The Chairman to report on the Clerk's Annual Appraisal held on 15/03/18