

# ST MARTHA PARISH COUNCIL

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## Minutes of the Annual Meeting of St Martha Parish Council held on 21<sup>st</sup> May 2015 at Chilworth C of E Infants School

Present:

Cllr Mrs. P. Allen	Cllr. D. Bunting (Outgoing Chairman)
Cllr. M. Lunnon (Vice Chairman)	Cllr. J. Peake
Cllr. C. Seabrook	Cllr. The Rev. S. Sokolowski (Incoming Chairman)

In attendance: Anne Tait - Parish Clerk

Also present: Three members of the public: Rosemary Lemon, Andrew Norris, June Tiller

### **15/30** ELECTION OF CHAIRMAN

Cllr The Rev. S. Sokolowski was nominated as Chairman by Cllr Peake, seconded by Cllr Seabrook and unanimously elected Chairman of the Parish Council for the ensuing year.

### **15/31** ACCEPTANCE OF THE OFFICE OF CHAIRMAN

Cllr The Rev. S. Sokolowski duly signed the declaration of acceptance for the office of Chairman and took the Chair.

### **15/32** ELECTION OF VICE CHAIRMAN

Cllr Michael Lunnon was nominated as Vice Chairman by Cllr Bunting seconded by Cllr Peake and unanimously voted as Vice Chairman for the ensuing year.

### **15/33** ACCEPTANCE OF OFFICE

Councillors signed their Declaration of Acceptance of Office as Parish Councillors for the next term of Office.

### **15/34** APPOINTMENT OF INTERNAL AUDITOR

Michael Taylor was nominated by Cllr Peake, seconded by Cllr Bunting and unanimously voted as Internal Auditor for the Parish Council for the ensuing year.

### **15/35** REGISTER OF INTERESTS

Under the Localism Act 2011, elected and co-opted parish councillors are required to register their disclosable pecuniary interests within 28 days of taking office (or co-option). All parish councillors (whether elected via a contested poll or in an uncontested election) will take office four days after election day – Monday 11 May 2015 – this is also the date on which parish councillors who did not seek re-election or who were not re-elected cease to be parish councillors. Parish Councillors will need to complete and return a Register of Interest to the Clerk no later than Monday 1 June 2015. Guildford Borough Council retain a hard copy of the register for public inspection. A scanned copy will be available on the Parish Council website – and GBC will provide a link to this page.

### **15/36** CANDIDATE SPENDING AND DECLARATION OF EXPENSES

Lynda Murlowski Electoral Services Manager reminded all Councillors in an e-mail that deadline for the return of the expenses form plus declaration of expenses is 04/06/15. This is a legal requirement and must be submitted even where the election was uncontested in the parish/parish ward.

## ST MARTHA PARISH COUNCIL

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### **15/37** APPOINTMENT OF COMMITTEES

The following appointments to the Planning, Finance and Personnel Committees were unanimously agreed:

**Planning Committee** – All Councillors

**Personnel Committee** – Cllr Bunting, Cllr The Rev. S. Sokolowski and Cllr Seabrook

**Finance Committee** – Cllr Mrs Allen, Cllr Lunnon, Cllr Peake, and Cllr The Rev. S. Sokolowski

### **15/38** APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Surrey ALC Ltd is an outside body and in order for the AGM to be properly held it is important that formal appointments are made to Surrey ALC Ltd.

**It was RESOLVED that Cllrs Allen and The Rev Sokolowski would represent St Martha and attend the AGM at Dorking Halls on 15/10/15 at 19:30.**

### **15/39** STATEMENTS BY THE PUBLIC Prior to the commencement of the formal meeting, members of the public were invited to speak.

- Andrew Norris reported on the Graffiti that has appeared in the Gunpowder Mills site. He asked that the Parish Council contact the local schools.
- Cllr Allen confirmed that she would mention this to the leader of the next Forest Walk (by the children of Chilworth Church of England Infants School) on 9th June, as they no doubt, be surprised by this defacement.

### **15/40** APOLOGIES FOR ABSENCE:

Surrey County Council - Cllr Keith Taylor

Surrey Police - PCSO Damon Young

### **15/41** DISCLOSURE OF INTERESTS

Cllrs Peake and The Rev. Sokolowski declared a non-pecuniary interest on item 13 as they are both Governors of Chilworth C of E Infants School. Cllr Sokolowski is employed by the Diocese and is also Chairman of the Chilworth Community Association.

### **15/42** REPORT FROM LOCAL OFFICERS FROM SURREY POLICE

The Clerk reported on the following crime stats sent by PCSO Damon Young:

1. 15/04/2015 Theft of lead from property grounds Blackheath
2. 21/04/2015 criminal damage - smashed window in Albury
3. 03/05/2015 Criminal Damage to wing mirror St Martha
4. 06/05/2015 Theft of tools from a field St Martha

### **15/43** REPORT FROM THE INTERNAL AUDITOR

The Clerk reported that an internal audit on the St Martha Parish Council accounts for the year ended 31/03/15 took place on Thursday 7th May 2015.

The Internal Auditor, Michael Taylor, sought clarification on the process that is in place for Councillors to sign and agree payments.

He asked that all future additional salary payments to the Clerk be documented with details of how the calculation of the amount had been arrived at. This will ensure that Councillors are able to verify and check the payment.

**It was RESOLVED that the details of the following two Minutes are altered to now read:**

## ST MARTHA PARISH COUNCIL

---

1. **Minute Number 14/63 (c)** Clerk's Hours - on the proposition of Cllr Bunting, seconded by Cllr Seabrook it was **RESOLVED** to award the Clerk an additional 20 hours pay for work that had been undertaken during Jan, Feb, Mar, April and May 2014. 20 hours @ £11.2960 per hour = £225.92 gross figure (subject to 20% PAYE payable to HMRC through the payroll Company Hazelford).
2. **Minute Number 14/112** Clerk's Hours - it was proposed by Cllr Seabrook and seconded by Cllr Browning (following scrutiny of the Clerk's record of hours worked from January 2014) and **RESOLVED** to award the Clerk an additional 100 hours for hours worked over and above 35 per month. 100 hours @ £11.2960 per hour = £1,129.60 gross figure (subject to 20% PAYE payable to HMRC through the payroll Company Hazelford).

### **15/44** REPORT FROM THE ANNUAL MEETING OF ST MARTHA PARISH (THE ANNUAL ASSEMBLY)

Cllr Bunting reported that this was held on 19<sup>th</sup> May 2015 at Chilworth Village Hall.

He felt slightly disappointed with regard to attendance; however, other Councillors felt that the numbers of parishioners attending was good. Matters pertinent to the village were discussed. Cllr Bunting reported that Rob Fairbanks had received a letter from the Heritage Lottery Fund confirming the application for a grant for the project 'Tales and Trails of the Tillingbourne Valley' had been successful.

It was AGREED that a decision whether to appoint a representative from the Parish Council on the Steering Committee will be confirmed at the July meeting of the Parish Council. Andrew Norris commented that the project will rely on volunteers and he hoped that sufficient numbers will be recruited.

### **15/45** MINUTES

The Minutes of the Council Meeting held on 12<sup>th</sup> March 2015 were approved by Councillors and signed by the Chairman as a correct record.

### **15/46** MATTERS ARISING – NOT COVERED ELSEWHERE ON THE AGENDA

- Cllr Seabrook reported that a Horse Chestnut tree has fallen across Vera's Path. He has contacted Tom Childs – the tree/footpath Officer at Guildford Borough Council who will arrange to make a site visit.
- The department of Communities and Local Government laid a legislative reform order on 12<sup>th</sup> January 2015 in Parliament to allow local (parish and town) councils to use electronic communications to send agendas. All St Martha Parish Councillors signed their consent form to receive Agendas electronically.
- Bus Shelter replacement – the Clerk reported that the seat needs sanding as it is rough in places and the Parish Council notice board needs replacing as it is now very stained. It was agreed to hold a meeting at the bus shelter at 09:00 on 22/05/15. The Clerk reported that Mr Bramble had been paid for his labour – and £100.00 had been withheld whilst these two points are rectified. Cllr Allen suggested that any future work undertaken by the Parish Council should be evidenced by a photograph – as an illustrative reference before the item is repaired/replaced.

Cllr Bunting reported that the Parish Council Newsletter had not progressed because the St Thomas newsletter serves the same purpose. A discussion took place with regard to the distribution to residents in Blackheath and White Lane. Councillors agreed that all St Martha residents should receive the St Thomas Newsletter. Cllrs Allen and Sokolowski AGREED to speak to the distributors to confirm.

## ST MARTHA PARISH COUNCIL

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- The following Councillors AGREED to attend the Shalford Parish Council meetings :

25<sup>th</sup> June 2015 - Shalford Village Hall - Cllr. The Rev. S. Sokolowski

23<sup>rd</sup> July 2015 - Chilworth Village Hall – Cllrs Allen and Peake

24<sup>th</sup> September 2015 - Peasmarsh Village Hall – Cllrs. Bunting and The Rev. S. Sokolowski

22<sup>nd</sup> October 2015 - Shalford Village Hall – Cllr Lunnon

19<sup>th</sup> November 2015 - Chilworth Village Hall – Cllr Allen

17<sup>th</sup> December 2015 - Shalford Village Hall - Cllr. The Rev. S. Sokolowski

### **15/47** CO-OPTION OF COUNCILLOR - FOLLOWING AN ELECTION

It was AGREED to advertise in the St Thomas Newsletter and on the Parish Website.

### **15/48** RISK ASSESSMENT

To assess the significant risks and review the adequacy of arrangements to manage these.

- It was RESOLVED to accept the updated Risk Assessment as discussed at the working party on 14/10/14

[Appendix A](#)

- It was RESOLVED that the following Councillors would have the responsibility for visiting and reporting any follow up action required from the following Parish Council assets:

- Chair outside Chilworth C of E School – Cllr Peake
- Lockner Farm Bus Shelter – Cllr Lunnon
- Kissing Gates - Cllr Lunnon
- Railway Station Bus Shelter - Cllr Mrs Allen
- 1 x Village Bench at Old Manor Farm Lane and 1 x Village Bench Halfpenny Close - Cllr Bunting

The Clerk AGREED to send each Councillor a form to log the dates/outcomes of their visits.

### **15/49** STANDING ORDERS

It was RESOLVED to adopt the revised Standing Orders from the working party held on 23<sup>rd</sup> April 2015.

It was noted that the Financial Regulations were adopted by the Council on 11<sup>th</sup> September 2014.

### **15/50** FINANCIAL

(a) Financial report by the Clerk:

£6,113.47	Business Reserve Account (as at 01/05/15)
£14,943.76	Current Account (as at 01/05/15)

#### Income received since last meeting (12/03/15):

- 25p interest on Business Reserve Account
- £6,508.50 GBC precept

#### Payments made since last meeting (12/03/15):

- NIL

## ST MARTHA PARISH COUNCIL

---

**(b) It was RESOLVED to adopt the updated Asset Register as at 31/03/15.**

[Appendix B](#)

**(c) It was RESOLVED to accept the renewal schedule from Came & Company without change.**

**(d) Schedule of cheques for consideration, approval or confirmation.**

**It was RESOLVED to approve cheques for May 2015 totalling £3,970.27 (+VAT = £20.65) as attached to record minutes.**

**(e) ISP (Internet Service Provider)**

The Clerk reported that The Parish Council has been advised to change to gmail business for sending/receiving e-mails and for operating the website. There will be a set up cost as our email clerk@stmarthaparishcouncil.co.uk needs to be retained. To activate gmail business will cost £3.30 per calendar month. The Clerk has been reliably informed that Gmail business is far superior for filtering spam which is currently approx 30 - 40 messages per day.

Additionally the Parish Council has changed server for receiving/sending e-mails and to host the website. This was previously Memset, and is now Interferenza. Changing will alleviate the recent problem of e-mails not being received/or sent.

**It was RESOLVED to pay the monthly direct debit charge of £3:30 to GMail Business.**

**(f) Barry Wakeford**

Councillors discussed the maintenance specification for the War Memorial for the period April 2015 to March 2016. **It was RESOLVED that the Maintenance Specification (revised May 2005) is up-to-date and fit for purpose. It was AGREED that Councillors would bring to the Council's attention any areas for action or improvement when Mr Wakeford sends in his quarterly account for payment.**

**(g) It was RESOLVED that the St Martha Parish Council Accounts for the Year Ended 31<sup>st</sup> March 2015 were approved and AGREED.**

[Appendix C](#)

**(h) It was RESOLVED to approve the Annual Governance Statement, (Section 2) on the BDO Annual Audit Return for the year ended 31<sup>st</sup> March 2015.**

### **15/51 PLANNING**

**(a) Outcome of those previously reported**

**(b) Notice of those received since last meeting**

[Appendix D](#)

### **15/52 REVIEW OF COUNCIL POLICIES**

**It was RESOLVED that a meeting will be arranged on 23<sup>rd</sup> June in the St Thomas Rooms at 19:30 to discuss and agree numbers 4 and 5.**

1. Health and Safety
2. Freedom of information Requests
3. Data Protection
4. Complaints
5. Awarding Grants

### **15/53 DATES FOR PARISH COUNCIL MEETINGS DURING 2015/16**

**It was RESOLVED that the Parish Council will meet on the following dates at 19:30 in Chilworth Church of England School.**

## ST MARTHA PARISH COUNCIL

---

- Thursday 9<sup>th</sup> July 2015
- Thursday 10<sup>th</sup> September 2015
- Thursday 12<sup>th</sup> November 2015
- Thursday 14<sup>th</sup> January 2016
- Thursday 10<sup>th</sup> March 2016
- Thursday 12<sup>th</sup> May 2016 (Annual Meeting of the Parish Council)

### **15/54** SECTION 106 Monies - HAYWARDS CORNER, CHILWORTH

Cllr Sokolowski reported on the revised application to Guildford Borough Council to be spent on play equipment at Brookwood Sportsfield. Cllr Sokolowski confirmed that Proludic Limited would be visiting to quote for a fitness track and new play equipment.

### **15/55** CORRESPONDENCE

- **Community Governance Review** - The Clerk reported on an update from John Armstrong Democratic Services Manager on 15<sup>th</sup> April 2015:

*I write to inform you that the Council considered this matter further at its meeting yesterday evening and noted the representations made both prior to and at the meeting.*

*The Council has agreed to continue with the current process for the community governance review of the Chilworth area, in accordance with the terms of reference approved on 9 December 2014, on the basis of its discretionary powers available under Section 82 of the Local Government and Public Involvement in Health Act 2007.*

*We will therefore continue with the review in accordance with the timetable approved on 9<sup>th</sup> December 2014, the next stage of which is the preparation of a further report to Council on 7<sup>th</sup> July 2015 to receive details of the outcome of the initial consultation, and to determine which of the options to pursue and, where appropriate, to consult further on.*

- **Correspondence from Jeremy Oliver** – The Clerk reported that an e-mail reply had been sent to Mr Oliver on 9<sup>th</sup> April 2015, advising that any subsequent change to the letter sent to Mr John Armstrong dated 1<sup>st</sup> December 2014 would have to be discussed and AGREED at full Council.

**It was RESOLVED to write to Mr Armstrong (cc to Mr Oliver) stating “we did not check our minutes from 20<sup>th</sup> November 1978 and unfortunately relied on people's memory from 37 years ago. We apologise for mis-understanding the records”.**

- **e-mail from Helen McIntyre received 21st May 2015**

a) The bus shelter opposite Lockner Farm is in need of repair. At least one of the vertical panels on the front right is loose/detached. The screw used in a previous repair may have been too short. Perhaps a quick repair now would prevent further deterioration.

b) The perennial problem of nettles along the pavement to the east of Lockner Farm is beginning again. Usually the problem is severe by the time it is drawn to the attention of the PC. Perhaps some cutting back in the short term could prevent the pavement from becoming dangerously narrow as usually happens in the summer.

**(a) Cllr Lunnon offered to look at the repair required on the bus shelter**

## ST MARTHA PARISH COUNCIL

---

**(b) The Clerk to request a visit from the crew of the Parish and Town Ward Programme** – as advised in an e-mail received on 22/04/15 from Katherine Willmott, Operational Services, Guildford Borough Council.

- **Chilworth War Memorial**

The Clerk reported that a meeting had been arranged with Helen Bowman on Thursday 28th May on site. Andrew Norris reported that in his opinion the material is not fit for purpose, which Chichester Stoneworks should have known as a professional in the field. He suggested that the Parish Council should engage an expert to give an independent appraisal of the spalling.

- **Single commemorative seat located outside Chilworth C of E Infant School**

**It was RESOLVED to accept the above gift** from Chilworth2gether. The Clerk AGREED to add this item to the Parish Council Asset Register and seek clarification with the Insurance Company that this additional item of 'street furniture' will be covered under the existing policy.

### **15/56** GUNPOWDER MILLS GROUP

Andrew Norris gave an update on the signboards for Gunpowder Mills site. The graffiti has been reported to Surrey Police, GBC and English Heritage.

### **15/57** HIGHWAYS AND RIGHTS OF WAY

The Clerk reported on a message received from Gavin Smith, Community Highway Officer:

*"the best option is for the Parish to contact the owner, as it is the owner who is responsible for their pond and any discharge. It is an offence to discharge on to the highway, but during my inspection there was nothing untoward. If a pond over fills then clearly it will discharge to adjacent land. GBC would take action if this was an immediate danger.*

*I don't recall any drainage system from the pond across the road many years ago when I inspected the location which was when I highlighted the concern of the collapsing road and moving embankment. Our structures team carried out all the works with Highways only doing the surface. I took a brief look at the pond retaining wall but can't see any outfall though there is a lot of vegetation.*

*The parish could write to the owner with their concerns and politely request action is taken to prevent discharge, of course if it re occurs in the wetter season again after this then I am happy to revert back but it can always be often to late then, now is the best time to be completing work. The drainage system from the pond if there is one is a private responsibility and therefore our only action here as Highway Authority would be reactive enforcement. "*

**It was RESOLVED to request that Gavin Smith attend a site meeting with Councillors, as it was still felt that the gullies are silted up.**

### **15/58** ITEMS FOR THE NEXT MEETING

None suggested

The Chairman thanked those present for their attendance and closed the meeting at 10.30 p.m.

**DATE OF NEXT MEETING: 9<sup>th</sup> July 2015**

