

ST MARTHA PARISH COUNCIL

Minutes of the Annual Meeting of St Martha Parish Council held on 28th May 2024 in Chilworth Village Hall

24/67 Present:

Councillors:

Cllr Mrs. P Allen (Vice Chairman), Cllr J. Peake, Cllr Mrs. Price (Chairman), Cllr Jean-Pierre Pugh

Shalford Peasmarsh and Chilworth Community Councillor Adrian Cansell
Surrey County Councillor and Guildford Borough Councillor – Robert Hughes (arrived at 7:30 p.m.)
St Martha Tree Warden – Simon Harrold

One member of the public

In attendance: Parish Clerk - Anne Tait

24/68 Appointment of the Chairman for municipal year 2024/2025

It was proposed by Cllr J Peake, seconded by Cllr G Brown that Cllr Mrs P. Allen be appointed as Chairman. No other nominations being received, it was unanimously **RESOLVED** that Cllr Mrs P Allen be duly elected as Chairman of the Parish Council for the municipal year 2024/2025.

24/69 - Chairman to sign Declaration of Acceptance of Office

Cllr Mrs P Allen duly signed her Declaration of Acceptance of Office form.

24/70 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were accepted from Parish Councillor Cllr Pugh and Guildford Borough Councillor Danielle Newson.

24/71 Appointment of Vice Chairman for municipal year 2024/2025

It was proposed by Cllr J Peake, seconded by Cllr Mrs P Allen, and unanimously **RESOLVED** that Cllr G Brown be elected as the Vice-Chairman. No other nominations being received, Cllr G Brown was elected as Vice Chairman for the municipal year 2024/2025.

24/72 Vote of thanks for the outgoing Chairman

It was proposed by Cllr Mrs Allen, seconded by Cllr J Peake, and unanimously **RESOLVED** that a vote of thanks be given to the outgoing Chairman – Cllr Mrs C Price for all her work over the past year.

24/73 Public participation session

It was reported that the footpath is over-grown by Lockner Lodge.

RESOLVED: The Clerk to report to Surrey County Council.

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- Simon Harrold reported on the 'Music on the Hill' event. The Little Bean Coffee Trailer was also present, but this did not affect the Tea Bar's profits, and all went well.

24/74 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)

None were given.

24/75 Declaration of Non-Pecuniary Interests

Cllr J Peake declared that he was a Governor of Chilworth Infant School and would not be reporting on or contributing to the discussion re planning application 24/P/00743.

24/76 Register of Interests

No amendments were declared.

24/77 Minutes of the previous meeting

It was proposed by Cllr Mrs Allen, seconded by Cllr Peake, and unanimously **RESOLVED** that the minutes of the Full Council meeting held on 16th April 2024 be approved and signed by the Chairman.

24/78 Appointment of Committees

- Planning Committee:** It was unanimously **RESOLVED** that all members would serve on the Planning Committee for the municipal year 2024/25.
- Personnel Committee:** It was unanimously **RESOLVED** that all members would serve on the Planning Committee for the municipal year 2024/25.
- Finance Committee:** It was unanimously **RESOLVED** that all members would serve on the Finance Committee for the municipal year 2024/2025.

24/79 Policies, Financial and Regulation Approvals

(a) Proposed list of payments and transfers to be tabled at the meeting for approval:

The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr Mrs Price, seconded by Cllr Peake and unanimously **RESOLVED** the payments to the value of £225.44 be approved. The payment list was duly signed by Cllrs Mrs Price and Peake during the meeting.

Table 1: Proposed list of payments 28th May 2024

Budget Head	Date	Description	Supplier	Net	VAT	Total
IT expenses	30/04/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3273	52.68	10.54	63.22
Clerk's Expenses	28/05/24	Staff mileage	Shell fuel	16.20	0	16.20

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IT expenses	05/05/24	IT support invoice: 010400	Alan Oxford	15.75	0	15.75
IT expenses	10/05/24	2 x Ink Cartridges Black and Tri Colour	Viking Direct	65.91	13.18	79.09
Room Hire	17/04/24	Hire for meetings Invoice 1182	Chilworth PCC	20.00	0	20.00
Zoom	17/04/24 to 16/05/24	Facility to hold meetings on line	Zoom	12.99	2.60	15.59
Zoom	17/05/24 to 16/06/24	Facility to hold meetings on line	Zoom	12.99	2.60	15.59
Totals				196.52	28.92	225.44

- a) The Responsible Finance Officer (RFO) had prepared the bank reconciliation for period ended 30th April 2024 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Mrs Price, seconded by Cllr Peake and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.
- b) **To receive and approve the Annual Accounts 2023/2024 – RESOLVED** this item to be deferred until the Extra-Ordinary meeting to be held on 4th June 2024.
- c) **To receive and approve an updated set of Financial Regulations – RESOLVED** this item to be deferred until the Extra-Ordinary meeting to be held on 4th June 2024.
- d) **To review and discuss the earmarked reserves for 2024/2025 RESOLVED** this item to be deferred until the Extra-Ordinary meeting to be held on 4th June 2024.
- e) **To review and discuss the general reserves for 2024/2025 - RESOLVED** this item to be deferred until the Extra-Ordinary meeting to be held on 4th June 2024.

24/80 Dates of Meetings

The following dates were agreed for upcoming Parish Council Meetings – all to be held at 7 p.m. in Chilworth Village Hall:

- Tuesday 9th July 2024
- Tuesday 3rd September 2024
- Tuesday 8th October 2024
- Tuesday 12th November 2024
- Tuesday 17th December 2024

It was noted that the next Shalford Community Council will be held on Thursday 27th June 2024 in Shalford Village Upper Hall.

24/81 Reports, Communications and Updates:

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Parish Clerk: the Clerk submitted the following report:

Trees on the green at Halfpenny Close

On-going e/mail discussions with Mr & Mrs Davey – the residents would like four of the newly planted (feathers) removed and have offered to help with this task. Cllr Mrs Allen does not feel that they should be re-planted on the War Memorial site – the only land that the PC owns.

I have asked John Andrews if GBC would accept them on the Gunpowder Mills Estate – proposal would be by on the green by the picnic benches. Surrey Choices could ensure good maintenance. If GBC agree then SCC would also have to agree.

Clearance of vegetation along the Dorking Road

Matt Hiley quoted £25.00 per hour for a 6-hour day, estimating that it would take 4 days in all - with no VAT. He subsequently confirmed that he was able to remove all arisings from the clearance site.

A second quote has been received from Graham re clearing vegetation along the pavement of Dorking Road and forwarded to Cllrs. £1,248 (incl. VAT)

Chilworth War Memorial grass cutting contract for year ending 31/03/25 – deferred from the 16 April PC meeting

A copy of the current 'contract' was sent to Cllrs for 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.

Chilworth War Memorial

The Clerk has reminded Paul Evans at Stone Edge Conservation that a small piece of pointing needs replacing and sent him the photos supplied by Cllr Mrs Allen.

Paul replied: *"I have a large project commencing towards the end of July and will have Labour that I can send down to make good"*.

Local Listing of Pilar Lodge

The Clerk has emailed GBC Local Listing to enquire if there was an update to the application for Local Listing submitted to Louise Boxall by Cllr Mrs Allen for Pilar Lodge on 25 March 2021. (cc to SC Cllr Robert Hughes).

Footpath dedication between Footpath 257 and 258

The Clerk has emailed Dan Williams - SCC Senior Countryside Access Officer (Legal Definition) regarding an update on the above matter. (cc to SC Cllr Robert Hughes).

Parish Councillors:

Cllr Mrs Allen reported that the demolished grit bin is still on the side of the road in Sample Oak Lane – opposite the property - Sample Oak.

Shalford Community Council

Cllr Adrian Cansell reported that Shalford have problems with blocked ditches and flooding.

Guildford Borough Councillors

24/82 Planning

To discuss and agree a response to GBC on the following applications:

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1) **24/P/00749 Flat 3, Oak House, Sample Oak Lane, Chilworth GU4 8QW**

Proposal: Proposed conversion of existing flat (flat 3) to provide two self-contained flats with addition of one dormer window and rooflights.

RESOLVED: The Parish Council recommend that this application is APPROVED – as submitted.

2) **24/P/00743 Chilworth Church of England Aided Infant School, Dorking Road, Chilworth, GU4 8NP**

Proposal: Installation of 2no. air source heat pump units within a steel and mesh fenced compound adjacent to the north elevation.

RESOLVED: Parish Councillors are aware that a neighbour is concerned about the noise from the heat pump units. Councillors have requested that planners give consideration to erect some screening and sound-proofing to the fence compound.

3) **To receive and note the outcome of applications previously reported:**

1) **24/P/00460 46 Dorking Road, Chilworth GU4 8NR**

Proposal: Erection of orangery extension to rear elevation.

GBC APPROVED 08/05/2024

2) **24/P/00218 3 Pine View Close, Chilworth GU4 8RS**

Proposal: Proposed front and rear dormer extensions along with changes to fenestration.

GBC APPROVED 22/04/2024

3) **24/P/00476 - Ideal Croftgrove, Unit 10, Sample Oak Lane, Chilworth, GU4 8QW**

Proposal: Erection of detached storage building

GBC REFUSED 21/05/2024

24/83 Highways and Rights of Way

No issues were raised and discussed.

24/84 Correspondence

A complaint had been received regarding the timing of the barriers being lowered over the level crossing at Chilworth Station. Cllr Mrs Allen received a message from Jack Wharton the Senior Public Affairs Manager, Network Rail Southern:

“Our management of the level crossing and signalling is as follows:

On the Up line (towards Redhill/Gatwick) the barriers are put down when the train leaves Shalford if it's a stopper, if it's a non-stopper the barriers are put down as soon as it reaches the station.

On the Down line (towards Reading) we have trigger points that the camera will automatically come on for both stoppers and non-stoppers and that is when the signallers will lower the barriers.

Both on the Up and Down, they are timed this way so that train drivers get a green aspect on the signals ensuring they are kept to time. It would appear that the management of the crossing is very much to ensure that train services are kept on time. I do appreciate the feedback however and this has been received by the operations team and every effort will be made to ensure that the barrier time is kept to a minimum when it is safest to do so.”

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24/85 There were requests for items to be discussed at the next meeting.

24/86 Date of next Council meeting Tuesday 4th June 2024 at 7 p.m.