

## ST MARTHA PARISH COUNCIL

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### Minutes of an Extra-Ordinary Meeting of St Martha Parish Council held on 28 February 2023 at 7:00 p.m. in Chilworth Village Hall

**23/31 Present:**

**Councillors:**

Cllr Mrs. P Allen, Cllr Mrs. C Price (Chairman), Cllr J Peake and Cllr Mrs. Tantram  
Guildford Borough Councillor Diana Jones

**Two members of the Public**

**In attendance:** Parish Clerk - Anne Tait

**23/32 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.**

Guildford Borough Councillor Diana Jones  
Parish Councillor Cllr Jean-Pierre Pugh

**23/33 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.

**23/34 Declaration of Non-Pecuniary Interests**

None were given.

**23/35 Register of Interests** – a declaration from Members on amendments

**23/36 Public Participation Session**

Members of the public are able to express a view or ask a question on relevant matters on the agenda, and are welcome to stay and observe, but not comment upon during the rest of the meeting, without the consent of the Chairman.

No matters were raised.

**23/37 Planning**

**Councillors received and noted the outcome of the following application previously reported:**

- **22/P/01130 Greenbank Cottage, Blacksmith Lane, Chilworth GU4 8NF.** Proposal: New external corner doors to existing rear extension. New conservation roof light at first floor.  
**GBC APPROVED 24/02/23**

**23/38 Council Policies and Procedures**

Cllr Mrs Tantram reported and highlighted the progress of creating and updating the following statutory policies:

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Cllr Mrs Tantram reported and highlighted the progress of creating and updating the following statutory policies:

1. Dignity at Work – no amendments
2. Disciplinary Procedure – amended
3. Equality and Diversity – amended
4. Grievance Procedure – amended

**RESOLVED:** Members to send Cllr Mrs Tantram their views on the following:

5. Habitual and Vexatious – new -
6. General Communication Policy – new

And which Policies are required to work on next (from the list compiled by Cllr Mrs Tantram from Worplesdon PC).

### **23/39 The Parish Councils Asset Register and Risk Assessment**

- It was proposed by Cllr Peake, seconded by Cllr Mrs Allen to AGREE the Asset Register for year ending 31/03/23.
- It was proposed by Cllr Peake, seconded by Cllr Mrs Tantram to agree the Risk Assessment Register for year ending 31/03/23.
- To review and agree the frequency and completion of the Risk Assessments of assets.

**RESOLVED:** The Clerk to update the Risk Assessment register showing the named Cllr for checking on each asset. The Clerk to produce individual comments sheet for the assets for completion by Councillors.

### **23/40 Parish Council Website**

Cllrs to discuss a new webpage referencing Climate Change news and organisations.

**RESOLVED:** The Clerk to create a new 'Climate' page and information on 'Becoming a Councillor'.

### **23/41 West Lodge**

John Price reported on the recent Developments regarding the proposal to refurbish West Lodge. He confirmed that a meeting had been arranged with Guildford Borough Council on 20/03/23 when a firm proposal need to be in place for discussion.

A visit to West Lodge had been arranged with GBC on 03/03/23 to discuss the refurbishment.

Mr Price and Cllr Mrs Price confirmed that the following letters had been sent:

- The Tyting Society
- The SMEs in Chilworth
- The Shalford Peasmarsh and Chilworth Community Council

Mr Price had received a pledge of £5,000 interest free loan from Cllr John Peake and Pledges from other Parishioners.

Mr Price stated that St Martha Parish Council had discussed a pledge of 10,000 – a proposal to be made at the next Council meeting, which he understood was as far as we can go at this stage.

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### **23/42 The Annual Assembly of St Martha Parish**

**RESOLVED:** The Clerk to arrange NJM to print A3 and A4 posters and 50 fliers. The Clerk to arrange for Tom Brook to attend to assist the speakers with their presentations on the IT system in Chilworth Village Hall.

**Date of the Next Council Meeting:** 28<sup>th</sup> March 2023 in Chilworth Village Hall at 7 p.m.