

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 21 November 2023 at 7:00 p.m. in Chilworth Village Hall

23/151 Present:

Councillors:

CLLr Mrs. P Allen (Vice Chairman) CLLr J Peake, CLLr Mrs. Price (Chairman),

Emma Welland PCSO for East Guildford

Shalford Peasmarsh and Chilworth Community Councillor Adrian Cansell

Guildford Borough Councillor Danielle Newson AND Surrey County Councillor and Guildford Borough Councillor Bob Hughes

In attendance: Parish Clerk - Anne Tait

23/152 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Parish Councillor Jean-Pierre Pugh.

23/153 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.

23/154 Declaration of Non-Pecuniary Interests

None were given.

23/155 Register of Interests – no amendments from Members were given.

23/156 Minutes of the previous meetings:

- It was proposed by CLLr Peake, seconded by CLLr Mrs Price, and unanimously **RESOLVED** that the minutes of the Full Council meeting held on 5 September 2023 be approved and signed by the Chairman as a true record.
- It was proposed by CLLr Peake, seconded by CLLr Mrs Allen, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 24 October 2023 be approved and signed by the Chairman as a true record.

23/157 Public Participation Session

- Emma Welland the Police Community Support Officer (PCSO) for East Guildford introduced herself as being appointed full-time by Surrey Police on 17/11/23.

23/158 Reports Communications and Updates:

ST MARTHA PARISH COUNCIL

Parish Clerk:

- The Clerk's report had previously been circulated giving an update on the following items:

Penfold's Woodland Contracting Ltd – SCC Trees Donation

Delivery has now been confirmed for 07/12/23 at 9:00 a.m. at 17 Halfpenny Close, GU4 8NJ.

RESOLVED: The Clerk will contact Jess Eaton-Fearne requesting some volunteers to help plant the trees on the grass island at Halfpenny Close.

Attendance at Shalford Community Council Meetings

A revised schedule as follows:

Thursday 14/12/23	Cllr Mrs Price
Thursday 25/01/24	Cllr Jean-Pierre Pugh
Thursday 22/02/24	Cllr Mrs Allen
Thursday 21/03/24	
Thursday 25/04/24	
Annual Meeting - tba	

RESOLVED: The Clerk asked Members to advise which dates they could attend.

Policies Financial and Regulation Approvals Nat West Current Account

A paper copy of the mandate for a new signatory on the Parish Council's current account has been sent to Nat West and the Clerk is awaiting confirmation that this has been received and actioned.

Sink hole on Bridleway 252 in Chilworth IC36402

The Clerk was informed of the above issue on 18/11/23, this was then reported to Surrey County Council (Reference: IC36402). It has now been confirmed that the sink hole has been repaired (filled in) and the path returned to its former state.

West Lodge Planning Application 20/P/00793

The Clerk ascertained from James Amos, Area Guildford Borough Council Team Leader - Development Management (Applications), the following:

'As I understand it the permission granted for the change of use has not been implemented. The status of the building only changes from a dwelling to the new use once the change of use is implemented. The time limit is for 3 years from the date of the permission. If the change of use is not implemented before 4th February 2024, then the permission will lapse.'

West Lodge - Record of Executive Decision Taken by an Officer under Delegated Authority

Councillors discussed the:

ST MARTHA PARISH COUNCIL

To approve the appropriation under s104 of the National Countryside Act 1949(NPACA) for West Lodge, Blacksmith Lane Chilworth Guildford GU4 for planning purposes lifting the restrictive covenant.

RESOLVED: Cllr Newson AGREED to ascertain from Guildford Borough Council what the 'restrictive covenant' relates to.

Parish Councillors:

- Chilworth War Memorial - Cllr Mrs Allen is 'keeping a watch' on the hairline crack that has appeared on the stone replaced in 2022.
- Black strips across the road in Blacksmith Lane and 2 x sets in Halfpenny Lane

Cllr Price asked Cllr Hughes if the data could be available from this survey.

Guildford Borough Councillor's Report

- Cllr Newson reported that there is no news yet about the Local Council Support Scheme for 2024/25.

RESOLVED: Cllr Newson will ask Richard Lucas (GBC Finance and Property)

Surrey County Councillor's Report

- Cllr Hughes confirmed that GBC has avoided being serviced a Section 114 Notice.
- Work on the new Guildford M&S site in Ladymead Retail Park is planned to begin in January 2024.

Shalford Community Councillor's Report

- Cllr Cansell confirmed that Shalford Community Council is responsible for the following four defibrillators:
 - 1) Outside Chilworth Village Hall, New Road, Chilworth GU4 8LX
 - 2) Outside The Snooty Fox Café in Kings Road, Shalford GU4 8JU
 - 3) On the building in the Sports Field at Brookwood, GU4 8LZ
 - 4) On the outside of Chilworth C of E infant School, Dorking Road, Chilworth GU4 8NP
- The Clerk confirmed that St Martha Parish Council is responsible for one defibrillator outside:
The Percy Arms Public House, 75 Dorking Road, GU4 8NP.
- Cllr Mrs Allen reported that on a recent visit, she had re-positioned two A-Frame notice boards obscuring the defibrillator at The Percy Arms car park.
- A contractor has been AGREED to update the Brookwood Sports field driveway.
- Planning permission has been agreed to re-build the Shalford War Memorial on the same site.
- A Christmas tree will be erected outside The Snooty Fox Cafe in Shalford on 2nd/3rd December.

ST MARTHA PARISH COUNCIL

23/159 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. It was proposed by Cllr Mrs Price, seconded by Cllr J Peake and unanimously **RESOLVED** the payments to the value of £275.41 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Price, during the meeting.

(b) It was proposed by Cllr Mrs Price, seconded by Cllr J Peake and unanimously **RESOLVED** that £6,000.00 be transferred from the Nat West current account to the St Martha Parish Council's Unity Bank Account.

(c) The Responsible Finance Officer (RFO) had prepared the bank reconciliation for October 2023 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 Allen, seconded by Cllr Peake and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Price during the meeting.

Table 1: Proposed list of payments 21 November 2023

Code	Date	Description	Supplier	Net	VAT	Total
War Memorial Maintenance	30/09/23	July/Aug/Sept maintenance	Wakeford	140.00	-	140.00
IT Expenses	30/09/23	Microsoft Licences	BN Information	52.68	10.54	63.22
Clerk's Expenses	21/11/23	Staff mileage	Ms A Tait	12.15	-	12.15
Room Hire	31/10/23	Hire for PC meetings	Chilworth V. Hall	40.00	-	40.00
Postage	21/11/23	Correspondence	Royal Mail	4.45	-	4.45
Zoom	17/11/23	Communication	Zoom	12.99	2.60	15.59
Total				262.27	13.14	275.41

23/160 Planning

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

Application Number: 23/P/01747 2A Roseacre Gardens, Chilworth, GU4 8RQ

Proposal: Conversion of garage to habitable accommodation and changes to fenestration.

It was **RESOLVED**: not to submit a comment and leave to planners.

(b) There were no outcomes from Guildford borough Council of previously reported applications.

23/161 Climate Change

Cllr Mrs Allen reported on the Interparish Climate Change Meeting held on 08/11/23 in Churt. The following issues were discussed:

ST MARTHA PARISH COUNCIL

(a) Planning issues with Claire Upton-Brown, Executive Head - Planning Development relating to both Waverley and Guildford Boroughs.

- Use and effectiveness of the Climate Change and Sustainability planning check lists.
- Pre-application Tree Felling.
- Feedback on Parish Councillor training.
- Enforcement and Appeals.

(b) Discussion on Farnborough Airport Expansion proposals:

- Parish Responses
- Next steps

(c) Traffic Calming and Road Safety measures including:

- 20mph initiatives
- 20s Plenty
- Surrey County Council Draft Road Safety Strategy Paper.

(d) Discussion on the Future of the Group:

- Size
- Focus
- Be more formalised?
- Should non-Parish Councillors be invited?
- How often to meet?

23/162 Correspondence – none was tabled.

23/163 The Gunpowder Mills and West Lodge

Councillors discussed the **Record of Executive Decision taken by an Officer under Delegated Authority** Forwarded to St Martha Parish Council by Cllr Robert Hughes on 17/11/23.

Cllr Newson will investigate further on the restrictive covenant and also whether West Lodge has been sold already.

23/164 Items for the next meeting

- Chilworth Station
- Climate Change
- Farnborough Airport

23/165 Pursuant to the Admission to Meetings Act 1960 Section 1(2)a and in view of the confidential nature of the following business, members of the public and press are to be excluded from the meeting.

NALC salary scales for 2023/2024 announced by the National Association of Local Councils (NALC) on 02 November 2023:

(a) The new SCP points salaries have been announced by NALC. The increase to be backdated to 1 April 2023. It was proposed by Cllr Mrs. Price, seconded by Cllr J Peake, and unanimously RESOLVED that the new salary awards, as agreed by NALC, be approved and adopted.

ST MARTHA PARISH COUNCIL

(b) It was proposed by Cllr Mrs. Price, seconded by Cllr J. Peake and unanimously RESOLVED that the back-dated pay owed to the Clerk also be approved and paid with the November salaries.

23/166 Date of next full Council meeting: Tuesday 12 December 2023