

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 22nd April 2020 at 11 a.m. by Zoom Video Conferencing

Present:

Cllr Mrs. P. Allen
Cllr G. Brown
Cllr J. Peake (Vice Chairman)
Cllr Mrs. C. Price
Cllr S. Sokolowski (Chairman)

In attendance: Parish Clerk - Anne Tait

Also present:

Andrew Norris
Jean-Pierre Pugh
Cllr Keith Taylor – Surrey County Council
Cllr Adrian Cansell – Shalford Parish Council
Emma Hosking – Cow-Shed Design

CHAIRMAN'S ANNOUNCEMENT

The Chairman welcomed everyone and explained the arrangements for conducting the Zoom meeting.

20/26 APOLOGIES FOR ABSENCE

There were no apologies as all Members were present.

20/27 DECLARATION OF INTERESTS

None declared

20/28 ST MARTHA PARISH COUNCIL STANDING ORDERS

Members considered the recommendations from the National and Surrey Associations of Local Councils (NALC/SSALC) following new Government Regulations (The Local Authorities (Coronavirus) (Flexibility of Local Council Meetings) (England) Regulations 2020).

ADDITION TO STANDING ORDERS

Members considered a proposal to add the following statement to Standing Orders: 'Covid-19 – if the Council cannot be compliant with standing Orders, it will be complying with Government Regulations – the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

RESOLVED: To approve an additional item to Standing Orders regarding Council compliance during Covid-19.

VIRTUAL COUNCIL MEETINGS

Members considered several options provided by NALC/SSALC regarding conducting virtual Council meetings during the time of Lockdown. It was noted that other Councils were using a variety of platforms, but Zoom was being used by the majority.

RESOLVED: To approve the use of Zoom (Pro-version) as a Video Conferencing Platform for meetings during 2020/21. The Clerk to set up an account and re-claim the monthly fee of £14.93 via the usual expenses form.

20/29 MINUTES

RESOLVED: The Minutes of the Council Meetings held on 15th January 2020 and 12th February 2020 were approved as a correct record and signed by the Chairman.

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20/30 COMMUNICATION AND LIAISON

COVID-19

Cllr Mrs Allen thanked Emma Hosking from Cow-Shed Website Design, for all the voluntary work she is undertaking for the Parish Council by uploading information onto the website. This includes essential information of local suppliers offering delivery services, the Chilworth Care Committee and Guildford Borough Council support helplines.

MAILCHIMP

Emma outlined the purpose of Mailchimp and described how it could assist with the dissemination of information to a younger demographic group within the Parish. Emma advised that Instagram may be preferable to Facebook and Cllr Mrs Price suggested that we ought to also consider opening a Twitter account.

RESOLVED: Emma agreed to set up an Instagram and Twitter account and to trial Mailchimp. Emma confirmed that there would be no charge for this to the Parish Council.

20/31 THE GUNPOWDER MILLS

West Lodge:

RESOLVED: that the Clerk submit a Planning Application from the Parish Council to GBC for a 'Change of Use'. That the Clerk write to Mark Appleton and Paul Stacey at Guildford Borough Council confirming Councillors' authorisation that Andrew Norris would assist the Parish Council in clarifying intentions, requirements, and narrow issues, relating to the Planning Application for Change of Use.

20/32 PLANNING

(a) Councillors to note the outcome of those applications previously reported:

- **20/T/00050:** The Tile House, Blacksmith Lane, Chilworth, GU4 8NQ - Yew (T1) reduce crown by 25%. Chilworth Gunpowder Mills Conservation Area. **GBC APPROVED 21/03/2020**
- **20/P/00318:** Juniper Cottage, Blacksmith Lane, Chilworth, GU4 8NQ - Proposed single storey front extension including changes to fenestration. **GBC APPROVED 30/03/2020**
- **20/P/00252:** Hurstcote, Halfpenny Lane Chilworth, GU4 8PY- Certificate of Lawfulness for a proposed development whether the erection of an outbuilding and three porches will be lawful. **GBC APPROVED 02/04/2020**

(b) Councillors to **AGREE** a response to GBC on the following applications:

- **20/P/00433:** 126 Dorking Road, Chilworth, GU4 8NS. Erection of a wall and fence in the front of the property (retrospective). *Parish Council recommend that GBC refuse the plans as submitted.*
- **20/P/00639:** Heathfield House, Lockner Holt, Chilworth, GU4 8RG. Variation of Condition 2 (drawing numbers) re **19/P/01757** approved on 03/12/19, re minor amendments to roof profile, floor layout and fenestration and addition of rooflights. *Parish Council recommend that GBC approve the plans as submitted.*

20/33 CORRESPONDENCE

Chilworth Post Office: The Chairman reported that she had replied to the letter from Mr G. Fagg announcing his retirement from the Post Office. It was noted that Planning Application has now been approved by GBC for Change of Use to a Physiotherapy Practice.

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RESOLVED: To arrange a meeting with Members of Shalford Parish Council and the Londis Shop owner to discuss the possibility of the Shop taking on the Post Office business.

20/34 FINANCIAL MATTERS

RESOLVED:

- (a) Cllrs APPROVED the bank reconciliation for March 2020
- (b) Cllrs APPROVED the re-newal (from 01/06/2020) of the Zurich Insurance Policy on a 5-year Long Term Agreement (LTA)
- (c) Cllrs APPROVED the War Memorial maintenance contract for the forthcoming year
- (d) Cllrs approved the schedule of cheques for payment as presented by the Parish Clerk – as appended to these Minutes.

20/35 ITEMS FOR THE NEXT MEETING

Councillors agreed the following items for discussion at the next meeting:

- The Chilworth War Memorial remedial work

The Chairman thanked those present for their attendance and closed the meeting at 1:15 p.m.

DATE OF NEXT MEETING: Wednesday 17th June 2020