

ST MARTHA PARISH COUNCIL

Minutes of the Annual Meeting of St Martha Parish Council held on 17th May 2018 at Chilworth C of E Infants School

Present:

Cllr The Revd. S. Sokolowski (Chairman)
Cllr Mrs. P. Allen
Cllr G. Brown
Cllr M. Lunnon (Vice Chairman)
Cllr J. Peake

In attendance: Parish Clerk - Anne Tait

Also present: Guildford Borough Councillors David Wright and Richard Billington, Surrey County Councillor Keith Taylor and three members of the public.

The Chairman welcomed everyone to the meeting, explained the emergency evacuation procedure and reminded those present to switch their electronic devices to silent.

AGENDA

18/36 APOLOGIES FOR ABSENCE

Surrey CClr Taylor and Guildford BClr Wright – both attending another meeting. The Chairman reported that a letter of resignation had been received from Cllr R Good dated 17th May 2017.

18/37 ELECTION OF CHAIRMAN

Cllr The Rev. S. Sokolowski was nominated as Chairman by Cllr Mrs Allen, seconded by Cllr Peake. The Clerk received no other nominations.

RESOLVED: Cllr The Rev. S. Sokolowski was elected Chairman of the Parish Council for the ensuing year.

18/38 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.

18/39 ELECTION OF VICE CHAIRMAN

Cllr Michael Lunnon was nominated as Vice Chairman by Cllr Peake, seconded by Cllr Mrs Allen. The Clerk received no other nominations.

RESOLVED: Cllr M. Lunnon was elected Vice-Chairman of the Parish Council for the ensuing year.

18/40 APPOINTMENT OF INTERNAL AUDITOR

The Chairman confirmed that following his confirmation Michael Taylor had agreed to audit the accounts for year ending 31/03/19.

18/41 APPOINTMENT OF COMMITTEES

- a) **Planning Committee**: It was AGREED that all Cllrs would sit on this Committee.
- b) **Personnel Committee**: It was AGREED that all Cllrs would sit on this Committee.
- c) **Finance Committee**: It was AGREED that all Cllrs would sit on this Committee.

18/42 DECLARATION OF INTERESTS None were declared.

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18/43 MINUTES

RESOLVED: That the Minutes of the Ordinary St Martha Parish Council Meeting held on 22nd March 2018 and the Extra Ordinary Meeting held on 26/04/18 be signed by the Chairman as a true record.

18/44 PUBLIC SESSION

The Chairman thanked members of public for taking the time to attend the meeting.

18/45 REPORTS

- a) Parish Clerk: it was noted that there were no updates to report on.
- b) Parish Councillors: Cllr Mrs Allen reported that the re-planting of the War Memorial garden has now been completed.
North Downs Link group meeting: Cllr Mrs Allen reported that Chilworth Station has a new sign and the BT telephone box has been upgraded. The profile has been raised regarding the Signal Box and this is now on the Agenda for further discussion. GWR are keen to increase their involvement with the community.
Surrey Hills - The Quiet Lanes and Decluttering initiative is nearing completion to remove signs that are confusing and unsightly.
- c) Surrey County Councillor – Cllr Taylor gave apologies
- d) Burpham Court Farm: Cllr Billington reported on the proposal that this is to be a wet land area. He also reported that GBC's biggest asset is the Spectrum, and there are proposals underway for development. As previously reported the Cricket Pavilion has now been extended to include other sports.

18/46 PLANNING

- (a) Notice of those received since last meeting:
- **18/P/00773** – 29 Dorking Rd. Chilworth, GU4 8NW – Erection of a detached garage following demolition of existing. Erection of a s/storey side/rear extension and new roof light. *Parish Council recommendation is APPROVE plans as submitted.*
 - **18/P/00782** – Tyting Farm, Halfpenny Lane, Chilworth, GU4 8PZ - Change of use from Agricultural land to dual use agricultural land and public open space.
Parish Council recommend OBJECT raising the following points: This land is in the green belt and within the Surrey Hills AONB. The public already have adequate access to the land as bridleway 246 runs through the whole length. The lanes at the West and East ends of the site are single track with passing places. There are no available adequate parking spaces nearby. Hence the site should remain as agricultural land only.
 - **18/P/00675** - Heathfield House, Lockner Holt, Chilworth GU4 8RG - Certificate of Lawfulness to establish if two existing s/storey rear extensions are lawful.
Parish Council recommendation is APPROVE plans as submitted.
 - **18/P/00730** - Heathfield House, Lockner Holt, Chilworth GU4 8RG - Certificate of Lawfulness for existing development to establish whether one single and one double car ports are lawful. *Parish Council recommendation is APPROVE plans as submitted.*
 - High Clandon Estate Vineyard, Clandon Downs, High Clandon, Surrey, GU4 7RP – Variation of licence – comments by 01/06/18.

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No comments.

- **18/T/00109** - Redwoods, Redwood Grove, Chilworth, GU4 8NU - T1 and T2 Wellingtonia - crown lift to remove the lowest limb which overhangs the rear patio and garage roof to increase light to the rear of the property. Chilworth Conservation Area and TPO P1/201/21. *Parish Council recommendation is APPROVE plans as submitted.*

(b) Outcome from Guildford Borough Council of those previously received:

- 18/T/00032 – No objection is raised to the work set out in the application.
- 18/T/00069 - No objection is raised to the work set out in the application.
- 18/T/00078 - No objection is raised to the work set out in the application.
- 18/P/00555 – GBC APPROVED 11/05/18

18/47 DATES AND VENUE FOR PARISH COUNCIL MEETINGS DURING 2018/19

Reference (Minute number **18/09**), Councillors discussed the frequency of meetings in 2018 and set dates up to and including the Annual Parish Meeting in May 2019.

- 12th July 2018
- 6th September 2018
- 1st November 2018
- 10th January 2019
- 14th March 2019

May 2019 (the Clerk to ascertain the correct statutory period after the election to hold the first meeting).

18/48 GDPR

- a) The Clerk reported that all Cllrs now have a dedicated 'stmarthaparishcouncil.co.uk' e-mail address.
- b) The Clerk reported that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The SSALC advice is unchanged, as SLACC believe it is more than 'good practice' for a council to appoint a DPO, it is a vital safeguard for the council to have access to independent, skilled advice to ensure it is able to act lawfully. Cllrs discussed if St Martha Parish Council should appoint a DPO, with reference to the GBC 'offer'. The Clerk reported that a meeting with Ciaran Ward - the GBC Information Rights Officer had been arranged on 31/05/18, when further information would be available.

RESOLVED: to discuss this again at the next meeting in July 2018.

18/49 PARISH COUNCIL WEBSITE

RESOLVED: that the mission statement on the website should read:

'To promote a sense of community by consultation and aiming to securing and maintaining the best possible services and environment within the Parish'. The Clerk to action the alteration.

18/50 THE GUNPOWDER MILLS SITE

a) West Lodge

RESOLVED: Councillors agreed that the letter written by The West Lodge Working Group, following the decision on 20/02/18 by the GBC Executive to proceed with the sale of West Lodge should be sent to Mr P. O'Dwyer, with copies to all previous cc'd recipients plus Gavin Morgan.

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- (b) **The Flow of Water along the Canal and the removal of the Sheet Metal piling:** - ref: THM55636 – Cllr Peake reported that additional research was required regarding the ownership of the land, before a reply to Katie Bradford could be drafted.
- (c) **Annual Consultative Meeting:** It was noted that this will take place on 8th November 2018, in Chilworth Village Hall. Guildford BCllrs Billington and Furniss have confirmed they are able to Attend on this revised date. Suggestions for the programme from the working party held on 18/04/18 are:
- Cllr Matt Furniss to talk on Guildford Plan and local green belt
 - Cllr Richard Billington to talk on Borough issues/anything that affect Chilworth/AONB
 - West Lodge update
 - Surrey Wildlife Trust on e.g. dormice/otters
 - David Daniels on Rail link

18/51 CORRESPONDENCE

Councillors to receive and discuss the following correspondence from the Clerk:
Armed Forces Small Grant Scheme – ‘There but Not There’. Cllrs to note and discuss the preapplication criteria/guidance. **RESOLVED:** Not to apply for a grant.

18/52 THE ST MARTHA BUSINESS PLAN

RESOLVED: Councillors AGREED that there was to be no further follow-up to the discussions with Anne Bott held on 07/03/17 and the subsequent follow up meeting by Cllrs on 15/06/17.

18/53 HIGHWAYS

To bring any highways or other matters to the attention of Surrey County Council and Guildford Borough Council. None reported or identified.

18/54 FINANCIAL MATTERS

- (a) To approve and sign the schedule of cheques
(b) To approve the St Martha Annual Accounts for year ended 31/03/18
(c) Cllrs to approve Section 1 - the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) 2017/18.

RESOLVED: The Chairman to sign in agreement.

- (d) Cllrs to approve Section 2 - the Accounting Statements of the AGAR 2017/18 **RESOLVED:** The Chairman to sign.

18/55 ITEMS FOR THE NEXT MEETING

Cllrs requested that the following are Agenda items at the next meeting:

- Standing orders – strategy for revision
- North Downs Line
- De-cluttering
- Footpaths
- GDPR
- Missing/broken Footpath Posts
- Website
- Repairs to Bus Shelter – window frame, shingles and new pin board
- Gunpowder Mills

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- Recruitment of Parish Councillors

DATE OF NEXT COUNCIL MEETING 12th July 2019

The Chairman thanked those present for their attendance and closed the meeting at 10:35 p.m.