

To: **All St Martha Parish Councillors**, your attendance is requested at the
Annual Meeting of St Martha Parish Council to be held on
Wednesday 19th May 2021 at 7:00 p.m.
at St Martin's Church Blackheath, GU4 8QT

Anne Tait
Clerk to the Council

COVID PREVENTION MEASURES

1. Please wear a face mask, or face covering prior to entering the Church.
2. Hand sanitiser to be used on entry and exit from the meeting.
3. All attendees to sign in for Track and Trace.
4. Please wait to be shown to a seat.
5. Face masks must be worn apart from when speaking (sorry about this but those are the current rules on places of worship and public indoor spaces)

AGENDA

1. **APPOINTMENT OF CHAIRMAN** for the municipal year and to receive the Declaration of Acceptance of Office.
2. **APPOINTMENT OF VICE-CHAIRMAN** for the municipal year.
3. **To accept APOLOGIES and reason for absence** in accordance with the LGA 1972, Sch12, para 40
4. **APPOINTMENT OF COMMITTEES:**
 - a) **Planning Committee**
 - b) **Personnel Committee**
 - c) **Finance Committee**
5. **DECLARATION OF INTERESTS:** Members are invited to declare any disclosable pecuniary interests or non-pecuniary interests in respect to matters being considered at the meeting.
6. **MINUTES**
To approve and sign as a correct record the Minutes of the Ordinary St Martha Parish Council Meeting held on 6th May 2021.
7. **PUBLIC SESSION:** Cllrs to **RECEIVE and CONSIDER** questions from members of the public.
8. **REPORTS:**
To receive Reports, Communications and Updates (for information only, or to be discussed at a future Council meeting) from:
 - a) **Parish Clerk**
 - b) **Parish Councillors** – to include the Chairman’s Annual Report
 - c) **Surrey County Councillor:** Cllr Bob Hughes
 - d) **Guildford Borough Councillor**
9. **PLANNING**
 - (a) **Councillors to RECEIVE and NOTE the outcome of applications previously reported:**

21/P/00427: 8 Pine View Close, Chilworth, GU4 8RS. Proposed front door infill extension, part conversion of garage to habitable accommodation, side infill extension between garage and house, two single storey rear extensions changes to fenestration and new rear patio and landscaping. **GBC APPROVED 23/04/2021**

(b) Councillors to DISCUSS AND AGREE a response to GBC on the following application:

- **21/P/00951: Tower House, Lockner Holt, Chilworth, GU4 8RG** – Erection of replacement garage, following demolition of existing garage

10. DATES FOR PARISH COUNCIL MEETINGS DURING 2021

- a) Cllrs to set forthcoming Parish council Meeting dates and venues during 2021.
- b) Cllrs to agree attendance at the next Shalford PC meeting on 27/05/2021.

11. THE GUNPOWDER MILLS SITE

- a) Cllrs to **RECEIVE and NOTE** a report from the meeting held on 12/05/21.

12. CORRESPONDENCE

Cllrs to **RECEIVE and NOTE** recent correspondence.

13. HIGHWAYS

Cllrs to **RECEIVE and CONSIDER** any highways or other matters to the attention of Surrey County Council and Guildford Borough Council.

14. FINANCIAL MATTERS

- (a) Cllrs to **RECEIVE and APPROVE** the schedule of payments presented by The Clerk
- (b) Cllrs to **RECEIVE and APPROVE** the bank reconciliation for April 2021
- (c) Cllrs to **RECEIVE and APPROVE** Section 1 of the Annual Governance and Accountability Return (AGAR) 2021/22. The Chairman to sign.
- (d) Cllrs to **RECEIVE and APPROVE** Section 2 - the Accounting Statements of the AGAR 2021/22
The Chairman to sign.
- (e) Cllrs to **RECEIVE and APPROVE** submitting a Certificate of Exemption for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman to sign.
- (f) Cllrs to **RECEIVE and APPROVE** changes to the signatories on the NatWest current account and the unity Trust Bank Account.

15. ITEMS FOR THE NEXT MEETING

To receive requests for items for discussion at the next meeting

16. DATE AND VENUE OF NEXT COUNCIL MEETING – to be decided

17. EXCLUSION OF PRESS AND PUBLIC FOR CONFIDENTIAL BUSINESS

EXCLUSION OF PRESS AND PUBLIC that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the items listed under Confidential Business of the Agenda.

AGENDA PART II

18. E-mail server – Cllrs to **RECEIVE and NOTE** an update re the email migration from Google workspace to Microsoft Outlook.

19. THE CLERK'S CONTRACT OF EMPLOYMENT - Cllrs to **RECEIVE and CONSIDER** the advice from Surrey ALC regarding the Clerk claiming additional hours worked each month.