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## ST. MARTHA PARISH COUNCIL

### NOTICE OF A MEETING

To all Members of the Council, you are hereby respectfully summoned to attend the  
**Annual Meeting of St Martha Parish Council to be held on**  
**Tuesday 28th May 2024 at 7:15 p.m. in**  
**in Chilworth Village Hall**

Members of the public and press have a right and are cordially invited to be present at the meeting.

Anne Tait

23/05/24

#### **AGENDA**

1. **Appointment of Chairman for the municipal year 2024/25.**
2. **Chairman to sign Declaration of Acceptance of Office.**
3. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
4. **Appointment of Vice-Chairman for the municipal year 2024/25.**
5. **Public participation session – 10 minutes** – Members of the public can express a view or ask question on relevant matters on the agenda and are welcome to stay and observe, but not comment during the rest of the meeting without the consent of the Chairman.
6. **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)
7. **Declaration of Non-Pecuniary Interests** in accordance with the Parish Council's Code of Conduct
8. **Amendments to the Register of Interests** – an update from Members on any amendments
9. **Minutes of the previous meeting:** Minutes of the meeting held on 16<sup>th</sup> April 2024 to be agreed and signed by the Chairman as a true record.
10. **Appointment of Committees:**
  - Planning Committee
  - Personnel Committee
  - Finance Committee
11. **Policies, Financial and Regulation Approvals**
  - a) **To receive and approve** the schedule of payments presented by the Clerk.
  - b) **To receive and approve the bank reconciliation for April 2024**
  - c) **To receive and approve the Annual Accounts 2023/2024.**
  - d) **To receive and approve an updated set of Financial Regulations**
  - e) **To review and discuss the earmarked reserves for 2024/2025.**
  - f) **To review and discuss the general reserves for 2024/2025.**

## **12. Dates of Meetings**

**To receive and approve** the dates, time, and venue for forthcoming Parish Council Meetings

All meetings to be held in Chilworth Village Hall at 7 p.m.

## **13. Reports:**

To receive Reports, Communications and Updates:

**Parish Clerk:** Report to follow.

**Parish Councillors:**

**Guildford Borough Councillors** – Bob Hughes and Danielle Newson

**Surrey County Councillor** – Bob Hughes

## **14. Planning**

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

**1) 24/P/00749 Flat 3, Oak House, Sample Oak Lane, Chilworth GU4 8QW**

**Proposal:** Proposed conversion of existing flat (flat 3) to provide two self-contained flats with addition of one dormer window and rooflights.

**2) 24/P/00743 Chilworth Church of England Aided Infant School, Dorking Road, Chilworth, GU4 8NP**

**Proposal:** Installation of 2no. air source heat pump units within a steel and mesh fenced compound adjacent to the north elevation.

**(b) To receive and note the outcome of applications previously reported:**

**1) 24/P/00460 46 Dorking Road, Chilworth GU4 8NR**

**Proposal:** Erection of orangery extension to rear elevation.

**GBC APPROVED 08/05/2024**

**2) 24/P/00218 3 Pine View Close, Chilworth GU4 8RS**

**Proposal:** Proposed front and rear dormer extensions along with changes to fenestration.

**GBC APPROVED 22/04/2024**

**3) 24/P/00476 - Ideal Croftgrove, Unit 10, Sample Oak Lane, Chilworth, GU4 8QW**

**Proposal:** Erection of detached storage building

**GBC REFUSED 21/05/2024**

## **15. Highways and Rights of Way**

## **16. Correspondence**

To receive and consider any correspondence for discussion.

## **17. Items for the next meeting**

Items for inclusion on future agendas - to receive any suggestions from Members.

## **18. Date of next Full Council meeting – To be advised**