

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 12th November 2015 at Chilworth C of E Infants School

Present:

Cllr. Mrs P. Allen	Cllr. D. Bunting
Cllr. M. Lunnon (Vice-Chairman)	Cllr. J. Peake
Cllr. C. Seabrook	Cllr. The Rev. S. Sokolowski (Chairman)

In attendance: Parish Clerk - Anne Tait

Also present: Cllrs Adrian Cansell and Bill Birkett (Shalford Parish Council), Cllr D. Wright (GBC), Cllr K. Taylor (SCC), and six members of the public.

The Chairman welcomed everyone to the meeting and explained the emergency evacuation procedure.

PUBLIC SESSION

The public were invited to address the Council prior to the Council meeting:

A resident asked if an update was available on the planning application for Blackheath Cottage. The Parish Council confirmed that no information had been received.

Cllr Wright asked if the Parish Council was aware that Guildford Borough Council (GBC) was proposing to sell West Lodge (on the Gunpowder Mills Site)? Andrew Norris gave an update. Cllr Wright suggested that a dialogue should be re-established with Guildford Borough Council Asset Management Department. It was AGREED that Andrew Norris would convene a meeting between the three interested parties – Chilworth2gether, Parish Council and the Gunpowder Mills to draft a letter. Councillors AGREED that Cllr Peake would represent the Parish Council at the meeting.

AGENDA PART I

15/103 APOLOGIES AND REASON FOR ABSENCE – none all Cllrs present

15/104 DECLARATION OF INTERESTS by Members on agenda items.

Cllr Sokolowski declared that she was the Chair of the Chilworth Community Association.

15/105 MINUTES

It was noted that Cllr J. Peake was not present at the meeting held on 10th September 2015 and that the date of the next meeting was not given. Following these two amendments Councillors **RESOLVED: to approve the Minutes of the Council Meetings held on 10th September 2015 and the Minutes of the Extra-ordinary meeting held on 5th October 2015.** The Chairman signed as a correct record.

15/106 REPORTS:

The Clerk reported that apologies had been received from PCSO Damon Young from Surrey Police; there was no one from the team working that evening. PCSO Young asked the Clerk to report the following crime stats:

- The defibrillator at Albury Village Hall had been stolen on 28/10/15.
- Andrew Norris reported that there is no Heritage Crime officer in GBC. He agreed to send the Crime Report number to the Clerk with regard to the Graffiti at Gunpowder Mills.

- Cllr Allen reported that about twenty logs/stumps had been stolen from the Gunpowder Mills site – used by children whilst attending the Chilworth Forest School.
- Surrey County Councillor Keith Taylor – reported on the Eastern Cluster Meeting held on 28/10/15. The total funding for this year is £17,500 for each Cluster. £8,750 is from SCC and is to be spent on Highways maintenance (this includes footways). The other £8,750 is from GBC and there is more flexibility in how this is spent.

Many of the representatives from the Parishes attending raised the issue of roadside pavements or footpaths in their areas, which are in very poor condition. At least the SCC half of the Cluster Funding has to be spent on Highways Maintenance and Ian Fowler advised that work on pavements satisfied this requirement. Keith Taylor, Bill Barker, David Wright and Matt Sarti therefore agreed that at least £8,750 of this year's funding should be spent on this. The representatives attending were asked to send a list to Julie Sanders for Ian Fowler, to assess the cost of fixing them. Although SCC are unlikely to be able to fix all of these stretches of footpath, Cllr Taylor assured those present that his panel colleagues will try to allocate the available money across the Cluster in a fair manner.

The panel also agreed to investigate the possibility of spending some or all of the other £8,750 on acquiring traffic measurement equipment for shared use by the Parishes in the Cluster. This arose from a suggestion by John Brockwell of Albury PC regarding some equipment that he had seen in use by Matt Redfern, the local Police Casualty Reduction Officer. The Police, local Highways and Transport Development Planning (TDP), can all understand why Parish Councils are interested in obtaining data on traffic volumes and speeds and have no objection to local initiatives to collect such data. However, they all warn that when they are asked to advise on formal decisions (e.g. assessing requests for road safety improvements, speed limit changes or responding to planning applications) they would not feel able to rely on data collected in this way. Basically, they would have to arrange for further measurements to be taken by fully trained professional staff.

- **Rice's Corner:** Cllr Peake reported again on the discussions at Shalford PC's meetings with regard to Rice's Corner and the traffic tailbacks – **Reference Minute 15/93**. Cllr Allen reported that not all are in agreement for the installation of traffic lights.
- Councillor Sokolowski gave a report on the Shalford Parish Council meeting held on 24/09/15.
- **Quiet Lanes and De-cluttering Groups:** A discussion took place on undertaking an audit of the parish with regard to the suggested removal of 'redundant' signs and white lines in the road. All Cllrs volunteered to carry out an audit, Cllr Allen suggested that a pre-printed pro-forma would be useful, so that the audit would have a consistent format and content to all the Parishes undertaking this task. The Chairman to raise this at the next meeting.
- Councillor Sokolowski gave a report on (a) The Tillingbourne Valley Steering Group meeting on 21/11/15, and (b) reminded those present about the Community event on 23/11/15.
- Councillor Sokolowski gave a report on the Section 106 application for Brookwood Sports Field.
- The Clerk reported that two plaques had been received for the new bench at the end of Halfpenny Close. It was AGREED that the plaque without the dot after 'St' should be used. Cllr Lunnon AGREED to fix the plaque to the back of the seat.

15/107 CHILWORTH WAR MEMORIAL

Councillors considered the reply from John Rye dated 05/10/15, and subsequent comments from Helen Bowman (War Memorial Trust) and John Bailey (Thomas Ford & Partners). The Chairman outlined the current situation. It was **AGREED in principle** that the Parish Council should accept the offer from Chichester Stoneworks to replace the spalled stones for free. The Clerk was requested to write to John Rye and ask him to confirm exactly what he was proposing to “replace for free”.

‘Respect and Remember Project’: It was **AGREED** that the Clerk would write to Jeff Harris – Deputy Police and Crime Commissioner for Surrey and request that the garden around the War Memorial is improved by removing/replacing dead shrubs, and making general improvements.

15/108 FINANCIAL MATTERS

a) The Clerk reported on the following balances:

£6,115.00	Business Reserve Account (as at 30/10/15)
£13,918.18	Current Account (as at 30/10/15)
£570.00	Field Current Account (as at 30/10/15)

The Clerk reported that there was one outstanding Field donor to be contacted for a refund.

RESOLVED that any monies left in the account following a 6-week period of endeavouring to contact the final donor would be donated to Chilworth2gether.

Income received since last meeting (10/09/15):

- 25p interest on Business Reserve Account (30/10/15)
- 28p interest on Business Reserve Account (30/09/15)
- £6,508.50 GBC – 2nd half of Precept (25/09/15)
- £220.00 GBC – grant for new bench in Halfpenny Close
- £688.15 HMRC – VAT refund (period 01/01/15 – 31/07/15)

b) **RESOLVED to approve** cheques totalling £258.31 (+ VAT totalling £29.06) as attached to record Minutes.

(c) To receive a log of the Clerk’s hours from January 2015. **RESOLVED that this item be deferred to the next meeting on 14/01/16 – following a Personnel Committee Meeting on 05/01/16.**

(d) To receive and consider the Budget and set the Precept for 2016/17 (request due at GBC by 20/01/16)

RESOLVED that this item be deferred to the next meeting on 14/01/16 – following an Extraordinary meeting on 14/12/15.

(e) To receive the NALC and SLCC update on the Clerk’s ‘auto-enrolment’ into a pension scheme.

RESOLVED that this item be deferred to the next meeting on 14/01/16 – following a Personnel Committee Meeting on 05/01/16.

15/109 PLANNING

(a) The Clerk reported on the outcome of those previously reported – Number: 13 on the attached Sheet – Appendix A.

(b) The Clerk reported on those received since last meeting - Numbers: 14 – 20.

Appendix A

(c) Paperless Plans: The Clerk reported on the proposed new paperless plan system and IT equipment that may be provided by Guildford Borough Council. From 1st April 2016, GBC will not be sending Parish Clerks paper plans to distribute to Councillors for their comments – other than plans for large developments. The details of each p/app may be viewed on line and Cllrs

will be able to add a comment on line for the Clerk to collate and send to GBC. GBC require to know how St Martha will be able to manage this – as there is no office available. GBC are proposing to purchase the PC a projector and screen to use for projecting the plans for Cllrs to see. The Bursar at Chilworth School has arranged for the Parish Council to have access to their wi-fi for the Clerk to log into the GBC planning portal during the meeting(s). A further meeting is arranged on 19/11/15 with the Planning Dept., for an update to discuss what may be involved during the change.

- (d) The Clerk reported that a review in the order of Councillors' names on the circulation list currently attached to each p/application had been requested. It was AGREED and noted that although the names of Councillors are in an order on the covering sheet, there was no requirement to adhere to the circulation order of the list. It was important however, that every Councillor signs to confirm that they have seen it, commented and recommended approval or oppose.
- (e) The Clerk reported on an offer to meet with Guildford Borough Council Lead Councillors for Planning, Infrastructure and Environment and Rural Economy, Countryside, Parks and Leisure who wish to discuss their portfolios with the Parish Council and answer questions regarding the Local Plan. The Clerk was asked to invite them to the next meeting on 14/01/16.

15/110 THE BUS SHELTER AT CHILWORTH RAILWAY STATION

Councillors considered the reply from Julian Bramble to the Parish Council's letter dated 6th October 2015. Cllr Peake suggested this matter is deferred to the next meeting on 14/01/16, all AGREED.

15/111 CORRESPONDENCE

Councillors considered the following items:

- Town Centre Plan
- Centre Transport Package
- Guildford Cycle Plan

RESOLVED that there are no responses from St Martha to the above consultations.

15/112 THE ST MARTHA BUSINESS PLAN

Councillors discussed and AGREED a date for re-view - 11/02/16.

15/113 COMMUNITY GOVERNANCE REVIEW

The Chairman confirmed that the outcome will be AGREED at a GBC Meeting on Wednesday 9th December 2015 at 7:00p.m.at the Millmead Baptist Church, Millmead, Guildford.

15/114 GUNPOWDER MILLS GROUP

The Chairman gave a report on the Annual Public Consultative Meeting held on 11/11/15.

15/115 HIGHWAYS

It was noted that a meeting has been arranged for Monday 16/11/15 to discuss extending the parking restrictions along Dorking Road, Chilworth. Parish Councillors Mrs Allen and Peake, Guildford Borough Council Andy Harkin (On-Street Parking Co-ordinator, GBC Operational Services) and Keith Taylor (SCC) have confirmed their attendance.

15/116 COUNCILLOR RESIGNATION AND APPOINTMENT

Cllr Bunting addressed the Council on tendering his resignation from midnight on 12th November 2015. It was noted that he had been a Councillor for eight years and the Parish Council Chairman for six. He thanked Councillors for the gift of a shrub.

15/117 ITEMS FOR THE NEXT MEETING

The following requests as items for discussion at the next meeting:

- War Memorial
- De – cluttering
- Clerk's workload
- West Lodge
- Bus Shelter

15/118 DATE OF NEXT COUNCIL MEETING– to note that the date of the next Parish Council Meeting is 14th January 2016.

EXCLUSION OF PRESS AND PUBLIC

EXCLUSION OF PRESS AND PUBLIC it was RESOLVED at 9:45 p.m. that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Public be excluded from the items listed under Part II of the Agenda

AGENDA PART II

15/119 CO-OPTION OF A PARISH COUNCILLOR

The Chairman welcomed Richard Good to the meeting - as a prospective candidate to fill the vacancy following the election in May 2015. The Chairman outlined the roles/responsibilities of a Councillor. Mr Good confirmed that he had been a resident in the village for thirty-two years. It was proposed by Cllr Bunting, seconded by Cllr Peake and **RESOLVED that Mr Good be co-opted onto the Parish Council at the next meeting.**

The Chairman closed the meeting at 10:05 p.m.