

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 6th May 2021 at 7 p.m. by Zoom Video Conferencing

Present:

Cllr Mrs. P. Allen
Cllr G. Brown
Cllr J. Peake (Vice Chairman)
Cllr Mrs. C. Price
Cllr Jean-Pierre Pugh
Cllr The Reverend S. Sokolowski (Chairman)

In attendance: Parish Clerk - Anne Tait

Public

Cllr Richard Billington – Guildford Borough Council (left at 21:13)
Mr Andrew Norris – (left at 21:15)

CHAIRMAN’S ANNOUNCEMENT

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

21/46 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40 Apologies and reason for absence had been received from Cllr Mrs Julia Tantram and Cllr Diana Jones. Apologies and reason for absence accepted.

21/47 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) – No declarations were made.

21/48 Declaration of Non-pecuniary interests

No declarations were made.

21/49 Minutes

RESOLVED: The Minutes of the Ordinary Parish Council Meeting held on 17th March 2021 were **APPROVED** as a correct record and will be signed by the Chairman (as soon as practicable) at the earliest opportunity.

21/50 Public session

Cllr Adrian Cansell reported that there was a loose metal plate that could become a trip hazard at the entrance outside the gates of West Lodge. The Clerk was asked to report this to Hendryk Jurk.

21/51 Reports

Parish Clerk Format of Council meetings post 7 May 2021.

There has been considerable consternation expressed from the Town and Parish Council sector about the Government forcing parish and town councils to meet face-to-face before the Covid restrictions are fully lifted on 21st June 2021. The Rt. Hon. Robert Jenrick MP has, however, stated there is insufficient parliamentary time to introduce further primary legislation to facilitate ongoing virtual meetings. In the light of the advice from National Association of Local Councils (NALC) any statutory meeting held on and after 7th May 2021 must be face to face. It was **AGREED** that as there is no suitable venue in St Martha Parish to hold a face-to-face meeting, Cllr Mrs Allen offered to contact the Diocese to enquire if the meeting could be held in either St Thomas Church/Rooms, Chilworth or St Martin’s Church, Blackheath.

ST MARTHA PARISH COUNCIL

Parish Councillors

1. **Chilworth Station.** Cllr Mrs Allen reported on a meeting on 05/05/21 with Network Rail, contractors, and David Daniels. The proposed start date to enhance the Station is 12th -13th December 2021. Community Partnership will fund up to £15,000, new barriers will be installed during 2022/2023. The white lines need to be re-painted, leading up to the level crossing in the road and the telephone box requires to be maintained. No one is taking responsibility for the Gate Keepers Hut. Cllr Brown asked if the Parish Council could get it locally listed? A. Norris asked is it on operational land and what is the status of the building? It was noted that a mirror has been put up on a concrete post on Network Rail land, Cllr Mrs Allen will try to find out additional information about this from local residents.
2. **Local and National Listing.** It was AGREED that Cllrs Peake and Mrs Tantam would proceed with National Listing on The Bungalow. A. Norris has provided information. Cllr Pugh reported that out of politeness we should inform the owners and the reason for applying for the listing.
RESOLVED The procedure for Local and National Listing is to inform the owners then send in the application into GBC after fourteen working days.
3. **Shalford Parish Council Meeting held on 29/04/21.** Cllr Pugh reported that the meeting had been mostly taken up with electing Members. He had asked Shalford PC for moral and practical support with the West Lodge project and also for written support with our application for Your Fund Surrey.

Borough Councillors

Cllr Billington reported that GBC will be holding face-to-face meetings in the Baptist Church. At the Guildford Borough Council Annual Meeting/Selection Council on 19/05/21, Cllr Marsha Mosley will be elected Mayor for the Municipal year 2021/22 and Cllr Dennis Booth the Deputy Mayor. Cllr Billington confirmed that he will continue as a Borough Cllr and has greatly enjoyed being a Mayor and meeting people.

Surrey County Councillor

Councillor Mrs Allen reported that she had sent a message to Cllr Keith Taylor thanking him for his long service and support for St Martha Parish Council during a total of thirty-two years in Office. All Cllrs acknowledged that we owe him a great debt of gratitude.

21/52 THE GUNPOWDER MILLS

1. **West Lodge Lease:**
RESOLVED: Cllr Pugh proposed two meetings to discuss the Heads of Terms. The first meeting to be for Councillors only on 12/05/21 at 6:30 p.m. via Zoom. The second meeting with Andrew Norris and Councillors on 25/05/21 at 11 a.m. via Zoom. Cllrs to then decide on way forward at the end of meeting.
2. **Picnic Benches**
The Clerk reported on a message received from John Andrews on 08/04/21: *"we have removed three of the picnic benches which were unsafe and beyond repair. We have also reinforced the five remaining benches but expect that these will also need replacing in the next year or so as the wet ground has really taken its toll"*.
3. **The disintegrating snail sculpture:** Cllr Mrs Allen has now received three contacts of local wood sculptors. It was AGREED to discuss this further at the next meeting.

21/53 PLANNING MATTERS

(a) **Councillors to RECEIVE and NOTE the outcome of applications previously reported:**

21/T/00067: Ferndale, Old Manor Gardens, Chilworth GU4 8NE. – T1 (Cherry) – fell. T2 (Leyland Cypress) – remove four lowest limbs and remove deadwood on 3 main stems up to 5 metres. G1 (Hazel) reduce height by 2.7 metres to height of fence 1.8 metres. G2 (Laurel Hedge) behind shed reduce height by 1.5 metres to 3 metres, reduce width by 1 m garden side and beyond shed reduce height to 1.8m. Chilworth Gunpowder Mills Conservation Area. **GBC APPROVED 01/04/2021**

ST MARTHA PARISH COUNCIL

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

- **21/P/00903 – Farley 32 Roseacre Gardens, Chilworth GU4 8RQ.** Front porch enlargement ground floor rear extension rear dormer adjustment and enlargement and changes to rear fenestration. **RESOLVED: The Parish Council recommend that GBC APPROVE the plans as submitted.**
- **21/P/00435 – Moorland House, Blackheath, GU4 8RD.** Proposed changes to fenestration including 2 x side facing Juliet balconies. **RESOLVED: The Parish Council recommend that GBC APPROVE the plans as submitted.**
- **21/P/00902 - Brackenwood, Blackheath GU4 8RQ.** Extension to a domestic ancillary building, plus alteration to the pitched roof from gable ends to barn hip style to match the house and garage. **RESOLVED: The Parish Council recommend that GBC APPROVE the plans as submitted.**
- **21/P/00635 – The Bungalow, Blacksmith Lane, Chilworth GU4 8NQ.** Proposed single storey rear extension following demolition of existing structure, removal of one chimney, external repairs, changes to fenestration and re-roofing. **RESOLVED: The Parish Council recommend to GBC the following:**
 - The chimney should be repaired and retained as a historical feature.
 - Any changes to the windows should replicate the existing construction.
 - Regarding the rear extension there should be a visible join line to indicate its separate existence. This building was built in 1885 as a Factory Office and Laboratory for the Gunpowder Mills. It is an historically significant building and one of few complete buildings related to the Mills estate. The building is contemporaneous with West Lodge, which is listed at Grade II and is equally important historically. The Parish Council is proceeding with an application for the similar listing of the Bungalow. Thus, any changes to it should be sympathetic to its historical value.
 - A fuller historical assessment of the building is attached

21/54 HIGHWAYS AND RIGHTS OF WAY

Cllr Mrs Price has asked Cathy Browning to put an article in the June/July 2021 Chilworth Magazine to recruit speed watch volunteers.

The Clerk reported to Councillors that the faulty drain causing flooding on the Dorking Road at the end of Pine View Close, has again been reported to SCC by the Clerk and again been repaired by SCC.

21/55 CHILWORTH WAR MEMORIAL

Cllr Mrs Allen reported that on 22/04/21 she and Mr Allen visited the War Memorial and repaired the rocking paving slabs which has significantly reduced any potential trip hazard where the slabs were of uneven heights. The Chairman thanked Mr Allen for his continuing and unstinting support to the Parish Council.

21/56 CORRESPONDENCE

The Epic cycle event – reference e-mail from John Oliver on 21/04/21. Cllr Pugh reported that Surrey Hills have given their support to this event. **RESOLVED:** Cllrs AGREED that we should express our disappointment at the disruption and potential damaging impact, harming our most precious environmental sites jointly with other local Parish Councils. Cllr Pugh offered to DRAFT a protest letter – to be shared with local Parish Councils.

ST MARTHA PARISH COUNCIL

21/57 FINANCIAL MATTERS

- (a) Cllrs to **RECEIVE and APPROVE** the schedule of payments, transfers and cheques.
The payments list had been circulated to all Members via email in advance of the meeting. It was proposed Cllr Pugh, seconded Cllr Peake and unanimously **RESOLVED** that the payments totalling £550.59 be approved; the payment list to be signed by Cllr Sokolowski and Cllr J Peake as soon as practicable.
- (b) Cllrs to **RECEIVE and APPROVE** the bank reconciliation to 31/03/2021.
The Responsible Financial Officer (RFO) had prepared the bank reconciliation for the year ended March 2021 in accordance with the Accounts and Audit Regulations. Copies of which had been issued electronically to all Members in advance of the meeting. It was proposed Cllr Jean-Pierre Pugh, seconded Cllr J Peake and unanimously **RESOLVED** that the Chairman sign the bank reconciliation as soon as practicable.
- (c) Cllrs to **RECEIVE and APPROVE** the Accounts for year ended 31/03/2021.
The RFO had prepared the Year end Accounts in accordance with the Accounts and Audit Regulations, a copy of which had been issued electronically to all Members in advance of the meeting. It was proposed Cllr Jean-Pierre Pugh, seconded Cllr J Peake and unanimously **RESOLVED** that the Chairman sign the Accounts as soon as practicable.
- (d) **RESOLVED** Cllrs **APPROVED** the correction at **Minute Number: 21/29** of the figure to £1,832.99 from £1,832.98.
- (e) **RESOLVED** Cllrs **APPROVED** to renew the on-going maintenance contract at the War Memorial for the financial year ending 31/03/2022 - at no additional cost.

21/58 ITEMS FOR THE NEXT MEETING

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

- West Lodge Lease
- Cllr J Peake to report his conversation with Richard Parker re the hedge from Lockner Farm to the War Memorial which needs to be cut back further for safety reasons.

The meeting closed at 9.30 p.m.

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 at 9:03 p.m.

AGENDA PART II

21/59 E-mail migration

The Clerk gave an update on the progress and negotiation with Alan Oxford and Ben Nicols re the email migration from Google workspace to Microsoft Outlook. **RESOLVED** Cllrs **AGREED** to progress with the plans.

21/60 The 2021 Clerk's Appraisal

The Chairman reported on the Appraisal. **RESOLVED** Cllrs proposed that the Clerk ask Mark Mulberry for advice on claiming overtime, claiming annual leave and sick leave.

DATE OF THE NEXT COUNCIL MEETING: Wednesday 19th May 2021 at 7 p.m. - Venue to be confirmed.