

# ST MARTHA PARISH COUNCIL

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## Minutes of the Annual Meeting of St Martha Parish Council held on 12<sup>th</sup> May 2016 at Chilworth C of E Infants School

**Present:**

Cllr. Mrs. P. Allen	Cllr. R. Good	Cllr J. Peake
Cllr. C. Seabrook	Cllr. The Rev. S. Sokolowski (Chairman	

**In attendance: Parish Clerk** - Anne Tait

**Also present:** CllrA. Cansell (Shalford Parish Council) and two members of the public.

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

### **16/69** ELECTION OF CHAIRMAN

Cllr The Rev. S. Sokolowski was nominated as Chairman by Cllr Peake, seconded by Cllr Mrs Allen and unanimously elected Chairman of the Parish Council for the ensuing year.

### **16/70** 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.

### **16/71** ELECTION OF VICE CHAIRMAN

Cllr Michael Lunnon was nominated as Vice Chairman by Cllr Peake seconded by Cllr Seabrook and unanimously voted as Vice Chairman for the ensuing year.

### **16/72** APPOINTMENT OF INTERNAL AUDITOR

Michael Taylor was nominated by Cllr Peake, seconded by Cllr Seabrook and unanimously voted as Internal Auditor for the Parish Council for the ensuing year.

## **AGENDA**

### **16/73** APOLOGIES FOR ABSENCE

The Council accepted apologies and reasons for absence from Councillors Corning and Lunnon.

### **16/74** DECLARATION OF INTERESTS

None were declared.

### **16/75** APPOINTMENT OF COMMITTEES

The following appointments to the Planning, Finance and Personnel Committees were unanimously agreed:

**Planning Committee** – All Councillors

**Personnel Committee**- Cllr The Rev. S. Sokolowski, Cllr Corning, Cllr Good and Cllr Seabrook

**Finance Committee** – Cllr The Rev. S. Sokolowski, Cllr Mrs Allen, Cllr Lunnon, and Cllr Peake,

### **16/76** STATEMENTS BY THE PUBLIC

- Rosemary Lemon commented that there was no current news on the website.
- Andrew Norris noted that if the Gunpowder Mills is promoted for walks etc., parking becomes a big issue.

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### 16/77 REPORT FROM THE ANNUAL MEETING OF ST MARTHA PARISH (THE ANNUAL ASSEMBLY)

The Chairman reported on the APM held on 3<sup>rd</sup> May 2016 in Chilworth Village Hall. She thanked the speakers who gave excellent interesting talks. The Clerk AGREED to send the Chairman's Annual Report to Cathy Browning to publish in the Chilworth Magazine. The Clerk AGREED to supply Cllr Mrs Allen with 17 copies to deliver to the residents living in Blackheath – but in the boundary of St Martha Parish.

### 16/78 MINUTES

The Minutes of the Council Meeting held on 14<sup>th</sup> April 2016 were approved by Councillors and signed by the Chairman as a correct record. Cllr Peake AGREED to draft a response to GBC with regard to the Local Plan. He suggested that the Clerk waits until the start of the consultation period – before sending.

### 16/79 FINANCIAL

(a) The Clerk gave a Financial Report:

£6,116.2 8	Business Reserve Account (as at 01/04/16)
£9,742.5 3	Current Account (as at 02/03/16)

Income received since last meeting (14/04/16):

- NIL

Payments made since last meeting (14/04/16):

- NIL

(b) **RESOLVED: to adopt the updated Asset Register as at 31/03/16.**

[Appendix A](#)

(c) **RESOLVED: to accept the renewal schedule from Came & Company without change.**

(d) **RESOLVED: to approve cheques for May 2016 totalling£668.96 (+ 6.42 VAT = 675.38) as attached to record minutes.**

(e) **RESOLVED: to approve the St Martha Parish Council Accounts for the Year Ended 31<sup>st</sup> March 2016. Proposed – Cllr Seabrook, seconded Cllr Peake.**

[Appendix B](#)

(f) **RESOLVED: to approve the Annual Governance Statement, (Section 2) on the BDO Annual Audit Return for the year ended 31<sup>st</sup>March 2016. Proposed – Cllr Peake, seconded – Cllr Seabrook.**

### 16/80 PLANNING

(a) Outcome of those previously reported:

- **15/P/01626 - The Charcoal Hse, B'Smsith Lane, GU4 8NQ.** 'Change of Use' from offices to two dwellings, demolition of existing s/storey extension and erection of a new two storey extension + external alteration to include two roof lights/dormer window with changes to fenestration. **Decision by GBC – dated 29/04/16 to REFUSE.**

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(b) Notice of those received since last meeting: 16/P/00844:

- **8 Dorking Road, Chilworth, GU4 8NR.** Two storey rear extension following demolition of existing conservatory. New dropped kerb to front of property to facilitate existing parking. Parish Council recommend **APPROVE**.

Appendix C

### **16/81 WAR MEMORIAL**

- To review the letter from John Bailey to John Rye dated 25<sup>th</sup> April 2016. The Clerk AGREED to contact John Rye and ask for an update on the expected start date of the replacement stones.
- 'Police & Crime Commissioners Community Safety Fund' – The Chairman AGREED to contact Mike Palmer to arrange another visit to discuss the renovations to the gardens at the War Memorial.

### **16/82 THE ST MARTHA BUSINESS PLAN**

**RESOLVED: to arrange a date and a working party at the next meeting to discuss how the Parish Council could improve communications with the public.**

### **16/83 DATES FOR PARISH COUNCIL MEETINGS DURING 2016/17**

The Clerk listed monthly dates for future Parish Council meetings to May 2017.

**RESOLVED that the Parish Council will meet on 9<sup>th</sup> June and 14<sup>th</sup> July at 19:30 in Chilworth Church of England School.** At the July meeting there will be a review to ascertain if the monthly meetings should continue.

### **16/84 CORRESPONDENCE**

- Attaching Items to Street Lights – Members to discuss the e-mail from Paul Wheadon dated 26/04/16.
- Beautification Fund – It was AGREED that the Clerk reply to Jeremy Oliver bring him up-to-date with the actions and issues he had raised.
- Walkfest - e-mail from Lionel Smith asking if anyone in St Martha Parish is contemplating arranging an accompanied walk during the dates.

**RESOLVED: the Clerk to advise Mr Smith that the Parish Council will not be participating in this event.**

VAS - It was noted that St Martha does not have a suitable pole on which to attach a VAS.

**RESOLVED: Cllr Cansell will contact the Shalford Clerk for an update.**

### **16/85 GUNPOWDER MILLS AND WEST LODGE**

- Dog Fouling: The Clerk reported on an e-mail received from Pauline Bennett GBC Cleansing Inspector - Operational Services. She confirmed that an order has been raised for a bin to be installed at the end of Vera's Path, near the school. This is the only location that GBC found to be littered and suffer from fouling and therefore the only area that GBC are able to install a bin. Pauline has also confirmed that GBC will empty the bins.
- West Lodge: Cllr Peake has AGREED to ask for a meeting with the new Lead Councillor for Internal Business Systems, Heritage and the Arts – Cllr Nikki Nelson –Smith to discuss the future of West Lodge. The Clerk was asked to complete an application for West Lodge to become a Community Asset.

### **16/86 HIGHWAYS AND RIGHTS OF WAY**

- The Clerk updated Councillors on the request to Surrey County Council to re-surface the A248 - Mill Lane to the entrance of Lockner Farm.

**RESOLVED: The Clerk to re-send the e-mail to Ian Fowler.**

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- Kissing Gates and two new Steps: The Clerk reported on an e- mail from Paul Puttock: To supply and fit 2 x additional steps below kissing gates as discussed on site £390.00. with Cllr Seabrook. The quote includes all plant labour and materials.  
**RESOLVED: To proceed with the additional work and cost.**
- Parish & Town Ward Programme: The Clerk reported on an e-mail received from Ryan Caldon – confirming the tasks the Parish Council requested and that had been completed by the team:
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  - a) In Chilworth along the A248 on the north side of Dorking Road, adjacent to a field belonging to Lockner Farm. From the farm, past Pine View Close and Roseacre Gardens to the little wooden bridge crossing a stream. Clear silt and debris along stretch. Work up until the fence or until the pavement ends and litter pick.
  - b) Chilworth along the A248 – the bus shelter opposite Lockner Farm - Clean inside and around the bus shelter. Litter pick and weed.
  - c) Chilworth C of E Infant School and The Percy Arms - Clean around substation between these two venues and the layby outside the School.
  - d) Near the railway crossing in Chilworth and on the corner leading down to Old Manor Lane/ Dorking Road - Clear around the village bench and notice boards. Litter pick, weed and clear leaves.

### **16/87** ITEMS FOR THE NEXT MEETING

West Lodge

Newlands Corner

Local Plan

SSALC – Policies and Procedures

The Chairman thanked those present for their attendance and closed the meeting at 9.45 p.m.

**DATE OF NEXT MEETING: 9<sup>th</sup> June 2016**