

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 10th January 2024 at 6:00 p.m. in Chilworth Village Hall

24/01 Present:

Councillors:

Cllr Mrs. P Allen (Vice Chairman) Cllr J Peake, Cllr Mrs. Price (Chairman), Cllr Jean-Pierre Pugh

Shalford Peasmarsh and Chilworth Community Councillor Adrian Cansell

In attendance: Parish Clerk - Anne Tait

24/02 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Guildford Borough Councillor Danielle Newson

Surrey County Councillor and Guildford Borough Councillor Bob Hughes

24/03 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.

24/04 Declaration of Non-Pecuniary Interests

No declarations were made.

24/05 Register of Interests – no amendments from Members were given.

24/06 Minutes of the previous meetings:

It was proposed by Cllr Allen, seconded by Cllr Peake, and unanimously **RESOLVED** that the minutes of the Full Council meeting held on 12th December 2023 be approved and signed by the Chairman as a true record.

24/07 Public Participation Session

There were no members of the public present.

24/08 Reports Communications and Updates:

Parish Clerk:

The Clerk's report had previously been circulated giving an update on the following items:

- Dates of meetings in 2024
- The format and date of the St Martha Annual Assembly

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- Information and advice on Budget setting taken from the Joint Panel on Accountability and Governance Practitioners' Guide (JPAG) – March 2022.
- Information and advice on General and Earmarked Reserves taken from the Joint Panel on Accountability and Governance Practitioners' Guide – March 2022

Parish Councillors

Cllr Peake reported that under their current Tree Donation planting scheme Surrey County Council planted six trees on 20/12/23 in Halfpenny Close.

Borough Councillor's Report

Cllr Newson's January 2024 report had been circulated to all Members via email in advance of the meeting.

Cllr Newson's report included details about the following matters:

- Financial Update
- Governance Improvements
- Crowdfund Guildford
- Changes to the Executive
- Bring Sites (Recycling)
- Flooding in Gomshall

County Councillor's Report

Cllr Hughes's report had been circulated to all Members via email in advance of the meeting.

Cllr Hughes's report included details about the following matters:

- Guildford Borough Budget for 2024/25
- Surrey County Council's budget
- Highways and flooding

24/09 Chilworth Village

It was noted that Cllr Mrs Price will attend the Shalford Community Council meeting on 14/12/23.

24/10 Policies, Financial and Regulation Approvals

(a) Proposed list of payments and transfers to be tabled at the meeting for approval:

The payment list was presented to the meeting a copy of which had been issued to all Members via email in advance of the meeting – ref Table 1. It was proposed by Cllr J Peake, seconded by Cllr Pugh and unanimously **RESOLVED** the payments to the value of £2,793.66 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Price, during the meeting.

Table 1: Proposed list of payments 10th January 2024

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	10/01/24	Staff mileage	Ms A Tait	4.05	0	4.05
Zoom	10/01/24	Meetings on line	Zoom	12.99	2.60	15.59
IT expenses	30/11/23	9 x Licences from Microsoft	BN Information Security Ltd	52.68	10.54	63.22

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Payroll Admin	30/09/23	Payroll admin charge for yr end 31/03/23	Hazelford Ltd	225.00	45.00	270.00
Room Hire	07/01/24	Room hire for PC meetings	Chilworth Village Hall	40.00	0	40.00
Payroll	08/01/24	Payroll – Oct/Nov/Dec '23	Hazelford Limited	1903.32	0	1903.32
Payroll	08/01/24	PAYE and NIC 2023/24 Q3	Hazelford Limited	497.48	0	497.48
Totals				2,735.52	58.14	2,793.66

(b) The Responsible Finance Officer (RFO) had prepared the bank reconciliation for December 2023 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr Pugh, seconded by Cllr Peake and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Price during the meeting.

(c) 2024/2025 Budget Version 5

A discussion took place on v5 of the draft budget for 2024/25.

RESOLVED: It was proposed by Cllr Peake, seconded by Cllr Mrs Price, to recommend approval to set the budget for 2024/25 at £14,318.

RESOLVED: The Clerk to contact the Parish Council's Internal Auditor for advice on recording spending from reserves.

(d) RESOLVED: It was proposed by Cllr Mrs. Price seconded by Cllr Mrs. Allen that the Precept request from Guildford Borough Council for year ending 31/03/2025 would be £13,850.

24/11 Planning

(a) No applications had been received to consider and agree a recommendation to GBC.

(b) There were no outcomes from Guildford Borough Council of previously reported applications.

24/12 Climate Change

Cllr Mrs Allen introduced the guidance from the government on 'Complying with the biodiversity duty.

RESOLVED: to be deferred for discussion at the February meeting.

24/13 Correspondence – Surrey County Council Highways Meeting with Parish Councils – (ref email on 05/12/23 from Cllr Hughes). This item is deferred to the January 2024 meeting.

24/14 The Gunpowder Mills and West Lodge

It was reported that there is no update on the sale of West Lodge.

24/15 Items for the next meeting

- The format of the 2024 Annual Assembly
- Bio Diversity Duty

24/16 Date of next full Council meeting: Tuesday 20th February 2024