

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 10<sup>th</sup> October 2024 at 7:00 p.m. in Chilworth C of E School

### 24/145 Present:

#### Councillors:

Cllr Mrs. P Allen (Chair), Cllr G Brown (Vice-Chair), Cllr J. Peake and Cllr Mrs. Tantram  
Shalford Peasmarsch and Chilworth Community Councillor Adrian Cansell  
Surrey County Councillor and Guildford Borough Councillor – Robert Hughes  
One Member of the public

**In attendance:** Parish Clerk - Anne Tait (left the meeting a 7.45 p.m.)

### 24/146 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Simon Harrold (Tree Warden)

### 24/147 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.

### 24/148 Declaration of Non-Pecuniary Interests

Cllr Peake and shortly to be co-opted Mrs Maureen Osman as they both live in Halfpenny Close.

### 24/149 Register of Interests

No updates were declared.

### 24/150 Co-option of new Parish Councillors

Guildford Borough Council have advised that they have not received a call for an election for the vacancies at St Martha Parish Council. The Council may now co-opt new members.

On the proposition of Cllr Peake, seconded by Cllr Brown it was RESOLVED that Miss Debbie Toynbee and Mrs Maureen Osman be co-opted onto the Council. Miss Toynbee and Mrs Osman signed both the Declaration of Acceptance of Office forms and Confirmation to Receive Summons by email.

The Clerk confirmed that Alan Oxford will create Parish Council email addresses for them both, all correspondence relating to the Parish Council must be sent and received at/from this address.

The Clerk informed Members that plans are now in progress to change all Councillors email addresses to a .GOV.UK address. The two new councillors were warmly welcomed and took their seats with the other councillors.

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### 24/151 Minutes of the previous meeting:

**RESOLVED:** That the minutes of the 3<sup>rd</sup> September 2024 be approved and signed by the Chairman at the November meeting of the Parish Council.

### 24/152 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 Peake, seconded by Cllr Brown and unanimously **RESOLVED** the payments to the value of £3,101.63 be approved. The payment list was duly signed by the Chairman, Cllr Mrs Allen, during the meeting.

**Table 1: Proposed list of payments 10<sup>th</sup> October 2024**

Budget Head	Date	Description	Supplier	Net	VAT	Total
Clerk's Expenses	10/10/24	Staff mileage	Shell	17.55	0	17.55
Zoom	17/08/24	Facility to hold meetings on line 17/09/24 -16/10/24	Zoom	12.99	2.60	15.59
IT expenses	16/09/24	1 x HP302XI ink cartridge	Viking direct	£35.94	£7.19	43.13
IT expenses	30/06/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3398	52.68	10.54	63.22
IT expenses	31/07/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3433	52.68	10.54	63.22
IT expenses	31/08/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3490	52.68	10.54	63.22
IT expenses	30/09/24	9 x Licences from Microsoft	BN Info. Security Ltd. Inv: 3554	52.68	10.54	63.22
Room Hire	01/10/24	Hire for PC meetings Inv: 1200	Chilworth Village Hall	20.00	0	20.00
Staff Salary	07/10/24	Net Payroll July, August, Sept 2024	Hazelford Ltd	2154.28	0	2154.28
Staff Salary	07/10/24	PAYE and NIC 2024/25 Q2	Hazelford Ltd	598.20	0	598.20
<b>Totals</b>				<b>£3,049.68</b>	<b>£51.95</b>	<b>£3,101.63</b>

(b) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for period ended 30/08/24 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 Peake, seconded by Cllr Brown and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr Mrs Allen during the meeting.

(c) A discussion took place regarding the 15-month invoice received from Chilworth C of E Infant School for the SMPC hall booking.

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**RESOLVED:** The Clerk to ask the Bursar for a revised invoice to cover the financial year – i.e. October 2024 to March 2025.

(d) **Concurrent Functions Grant Aid (CFGA) 2023/24**

The Clerk confirmed that the above had now been received from Guildford Borough Council (GBC). Following numerous emails and telephone messages to GBC, and thanks to the intervention of two members of the GBC Finance Specialist Team, the agreed grant of £1,298.50 has been received for the noticeboard at the end of Old Manor Lane.

**RESOLVED:** The Clerk agreed to send Cllr Bob Hughes the details of the challenges in reaching the team.

(e) **Notification of New Premises Licence Application** from Chilworth C of E Infant School for a licence to supply alcohol for one event on 05/11/2024.

Following a discussion regarding the wording on the licensing application, which appears to potentially not meet safeguarding requirements, it was unanimously agreed that Cllr Mrs Tantram will follow up with the school and licensing team to discuss the matter.

(f) **Sexual Harassment in the Workplace Policy** - a new statutory duty for all employers from October 2024.

Cllr Mrs P Allen created a draft policy and carried out three risk assessments, which all agree that the risk for SMPC is low. Three other related policies need to be reviewed. The Clerk highlighted that NALC have brought out some model policies for Parish Councils to use and urged Councillors to create an account to view these model policies.

**RESOLVED:** On the proposition of Cllr Peake, seconded by Cllr Allen it was AGREED to adopt the Policy. The Clerk to upload onto the Website.

(g) **The purchase of a Public Access Trauma Kit (Pact) for our meetings in Chilworth C of E infant School**

A first aid kit did not appear to be available at the school without a key to the office. It was agreed that Cllr Peake will discuss the matter with the Bursar to discover where the first aid kit is stored and whether one is available in the hall. There was general agreement that depending on what is contained in the school first aid kit, it may be necessary to purchase one of our own.

(h) **Surrey Hills National Landscape (AONB) Boundary Variation Project**

Cllr Mrs Allen has supported the changes. Drogas Lane in Shalford Parish was excluded. It was flagged up as an area that should have been included but was not. CGPM was not in itself suitable/beautiful enough to be included. Cllr Mrs P Allen was concerned the Secretary of State will disagree with the current recommendations and will not wash over Chilworth. There is also no mention of the scheduled monument (Gunpowder Mills) in the report.

**RESOLVED:** Cllr Mr J Peake proposed that St Martha Parish Council submits a comment- in addition to Cllr Mrs Allen and Cllr Brown seconded the proposal.

## 24/153 Public Participation Session

No issues were raised

## 24/154 Reports, Communications and Updates:

### **Parish Clerk:**

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

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- Dates of PC Meetings in 2024 and 2025
- Trees on Halfpenny Green
- Members agreed that Cllr Mrs Tantram could proceed with creating a risk assessment of the A248 near the Roseacre Gardens exit, based on the helpful feedback gained at the Roseacre Gardens AGM.
- Grass cutting at the War Memorial should be going ahead before 09/11/24 date.
- The Clerk agreed to order a wreath on behalf of SMPC from The Royal British Legion and Cllr Mrs Allen agreed to lay the wreath at the service on 10/11/24 at 3 p.m.

### **Parish Councillors:**

#### **Cllr Mrs Allen reported on planting another tree at Chilworth Station**

An offer has been received for another tree for the land owned by Network Rail. Network rail works have led to parking on the green where the current tree is sited. Therefore it was unanimously agreed that we cannot accept an additional tree due to a lack of space.

#### **Guildford Borough Councillor's (GBC) and Surrey County Council's (SCC) Report**

A conservation architect has been appointed to the Gunpowder Mills - Thomas **Ford and Partners**. **A full report was requested by Cllr Peake regarding the** previous work at the Gunpowder Mills that remains incomplete due to the funds running out.

Debenhams – work has started on knocking down the current building to replace it with flats.

SCC has produced a list of newly agreed road speed reductions. The school safety team are meeting at CIS later this year to discuss the implementation of a 20mph zone. Near to Roseacre Gardens is also being considered for a 20mph zone. The residents in the areas concerned will be consulted.

Cllr Mrs P Allen noted that Norfolk County Council research shows that white lines lull drivers into a false sense of security, increasing speeds.

Cllr Mr B Hughes requested information regarding footpath 259 to follow it up – Cllr Mrs Tantram agreed to provide this.

School transport is becoming a significant issue due to demand and costs rising sharply over the last four years.

Shere Parish Council also meets on a Thursday, which may make it difficult for Cllr Mr B Hughes to attend SMPC meetings, depending on the dates.

#### **Shalford, Peasmarsh and Chilworth Community Council (SPCCC) Councillor's Report:**

A new Councillor has been appointed and a new part-time assistant clerk who is participating in some of the meetings and consultations.

SPCCC are arranging a meeting with the Rt Hon Jeremy Hunt to discuss speed limits and Air Quality Management Areas (AQMA) - St Mary's Church tied it in with Guildford's AQMA. Farnham's one way system has been changed, resulting in a better AQMA (this work has also involved reducing the speed to 20mph in some areas).

Low areas of land can trap pollution and due to the bends cars are slowing down and then speeding up, worsening the AQMA.

The work to knock down Debenhams, and replace it with flats, will result in an estimated 50 lorries a day for the three years the works will take (one year knocking down and clearing and then two years to settle and then build). This has the potential to worsen the AQMA of the route used by the lorries.

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Planning remains an issue for SPCCC, with challenges finding out information re planning applications. It is difficult to be able to find out which planning officer is allocated to a particular planning application. One of the forms that was previously available has now gone missing from all applications.

It is hoped that the meeting being arranged with the Rt Hon Jeremy Hunt with Guildford Borough Council, and SPCCC will help to resolve these issues.

SMPC can potentially feed into this meeting with any issues Councillors identify.

Future SPCCC meeting dates:

24<sup>th</sup> October 7pm to be attended by Cllr Mrs Tantram

21<sup>st</sup> November 7pm

19<sup>th</sup> December 7pm

### **St Martha Parish Council's Tree Warden**

Simon report is as follows:

**20 Sept.** Acute Oak Decline surveying at Hatchlands Park with Forest Research. Results coming soon, but from the 80, or so, oaks I looked at the disease hasn't hit them too badly.

- Maybe we could organize a similar study on our patch.

**27 Sept.** Water testing with Carbon Zero on River Wey by Stoke Lock.

Stoke Lock **27/09/24**: >4,840 cfu per 100ml

Slyfield **27/09/24**: >24,200 cfu per 100ml (24x the legal limit. YIKES!!!)

The National recommended upper limit for any recreational activity along the river is 1,000 cfu (colony forming units) per 100ml...

It would be interesting to know the water quality of the Tillingbourne in the Gunpowder Mills.

Tree planting in Bramley next month.

I intend to investigate organising a tree walk and I'd also like to contribute a bi-monthly local tree related article to the Chilworth Parish Magazine to help raise awareness.

### **24/155 Climate Change an update from Cllr Mrs. Allen**

The meeting took place on the 6<sup>th</sup> September in a tent next to the community garden at Farnborough North Station. There is a garden, raised beds, 10/12 allotments and then beehives. There was a discussion regarding accessibility to the station – a person with physical and mental disabilities came and spoke about their experiences, which provided a very helpful insight.

Cllr Mrs Allen highlighted the benefit of being part of the steering group and would like to encourage other Parish Councils to become members too.

Regarding improvements to Chilworth station – there is a need to provide a sign to indicate the way to the Gunpowder Mills. This could go on the grass providing directions with a QR code and a finger post down Vera's path. The next meeting date is tba.

It was suggested that it would be helpful to have a conversation with Chilworth Infant C of E School to encourage a school trip on the train for the children.

There remain issues with the lack of train frequency – there used to be one every 30 minutes then every hour and now even less. There have been promises to increase the number of times a train stops at Chilworth, rather than passing through, for some time.

Another issue is that there is no timing coordination with the bus service. My Trip App, shows where the buses are – it was suggested that we add notices in our bus shelters, including a QR code (this is

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available on the timetables but the print is very small). The code and/or information could be added to the parish magazine as well.

Electronic bus signs that provide realtime information on bus locations/timings would be very useful and are available in neighbouring parishes. It was agreed to make a request to Cllr Mr B Hughes to see if this could be picked up and actioned.

Rail to Ramble North Downs Line is promoting the entire route from Hazelmere to Betchworth. Cllr Mrs P Allen will circulate the minutes.

Cllr Peake mentioned that there are 5 acres behind the school that are currently fallow and could be improved.

### 24/156 Planning

(a) **To discuss and agree** the recommendation to Guildford Borough Council on the following application(s):

**a) Planning Application 24/P/01380 – Lake House, Mill Lane, Chilworth, GU4 8RP**

**Proposal:** Padel Court and associated change of use of land to residential.

There was a lengthy discussion of the various issues raised by Cllr Mrs Tantram, outlined in her report regarding possible issues with this application. It was agreed to provide the comments to GBC and object to the current location, whereas positioning the court on the other side of the house reduces most of the concerns raised.

It was **RESOLVED** that the Parish Council would object to this planning application on the following grounds:

It was **RESOLVED** at the meeting on 10/10/24: that the Parish Council recommendation to Guildford Borough Council Planning officers is to **REFUSE** this planning application as submitted. However, positioning the court on the other side of the house reduces most of the concerns raised. Although this does mean that the padel court would be in Flood Zone 2, that is the case for the residential property itself, and given that this is a hard standing sports court, open to the elements, on balance, it would seem preferable to the multiple issues identified with the current location.

**b) Planning Application 24/P/01280 – Chilworth Manor, Halfpenny Lane, Chilworth, GU4 8NN**

**Proposal:** Variation of Condition 2 (approved plans) to allow for the intermittent use of the roof of the building for events alongside the retrospective introduction of a guard rail around the roof of the building (as required by Building Regulations) and minor alterations to approved scheme including partial change to the roofing material of planning permission 21/P/02415 approved 07/07/2022 proposed construction of new detached building comprising of wine cellar and tasting room with associated landscaping and car parking

**RESOLVED:** The Parish Council recommend the GBC planning Officers **APPROVE** this application as submitted.

**c) Planning Application 24/T/00220 – Tamaroa, Blacksmith Lane, Chilworth, GU4 8NF**

Proposal – Fell a diseased Birch tree in the Chilworth Gunpowder Mills Conservation Area.

**RESOLVED:** Leave for the Tree Officer and suggested that the owners replace the tree.

There were no outcomes from GBC on applications previously reported

### 24/157 Highways and Rights of Way

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### **Footpath 259 alongside the Lake House, Mill Lane**

Cllr Mrs Tantram and Cllr Mrs Allen have both walked the relevant part of the footpath recently and agree it is now severely impinged by the overgrown foliage and trees which have also allowed the barbed wire fence to fall inwards into the path.

There was unanimous agreement to contact the relevant Rights of Way officer to progress the issue, as well as advising Cllr Mr B Hughes.

### **24/158 The Gunpowder Mills and West Lodge**

There are still no more leaflets. Four boxes have been made but there are currently no leaflets to go into them. It was agreed at the last meeting, subject to the cost, to fund the production of the leaflets. This will be followed up again to see if the costs are now available.

### **24/159 Chilworth War Memorial**

Email received from Paul Evans - Stone Edge Conservation, who apologised on 10/10/24, for the delayed response they have been extremely busy over the past months, and there have not been any Masons in the area.

He hopes to get the area addressed next week.

### **24/160 Items for the next meeting**

General harassment training and how to process any complaints

The Annual Assembly.

Cllr Mrs P Allen will check her availability on Maundy Thursday.

Permissive footpath – this needed to be deferred as the Clerk needs to comment (how to get a right of way provided).

Renovation bus shelter at Lockner Farm – quote should be available

Budget

Policy review (listing).

School Heating

**24/161 Date of the next meeting:** 11<sup>th</sup> November 2024