

# ST MARTHA PARISH COUNCIL

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## Minutes of the Meeting of St Martha Parish Council held on 11<sup>th</sup> September 2014 at Chilworth C of E Infants School

### Present:

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

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

**Also present:** Rosemary Lemon  
Mr & Mrs M. Ede  
Mrs June Tiller

**14.94** APOLOGIES FOR ABSENCE: None received

**14.95** DISCLOSURE OF INTERESTS

Cllrs Peake and The Rev. Sokolowski declared a non-pecuniary interest in any items relating to the school as they are both Governors of Chilworth C of E Infants School. Cllr Sokolowski is employed by the Diocese and is Chairman of the Chilworth Community Association.

**14.96** REPORT FROM LOCAL OFFICERS FROM SURREY POLICE

The Clerk reported on a message received from PC Ryan Stephens (dated 17/07/14) advising that he has been seconded to another unit for a period of up to six months, so will no longer be the point of contact for the area. He advised that PC 40185 Karen Page will be responsible for the areas whilst he is away and advised that all emails in relation to Parish council meetings or matters that local officers should be made aware of should be sent to PC Page. PCSO 12581 Damon Young and PCSO 10556 Linda Cleary are still covering the area. The Clerk reported that following PC Ryan's message an Agenda had been sent to PC 40185 Karen Page and an e-mail offering to report the crime stats on behalf of Surrey Police. No message had been received.

**14.97** REPORT FROM LOCAL SURREY COUNTY COUNCIL AND GUILDFORD BOROUGH COUNCILLORS

No Councillors were present and the Clerk had not received any apologies.

### MINUTES OF THE MEETING HELD ON:

1. 10<sup>th</sup> July 2014: Cllr Peake requested that at Minute number 14.77 (para 2) the Minutes should read "*By adding 'recommend' to the statement there should be no doubt from members of the public that the Parish Council **do not** have the final decision on the application*".
2. 28<sup>th</sup> July 2014: Cllr Sokolowski requested that changes were made to the Minute reference with regard to Mr Richard Melhuish. Mr Melhuish is the Founder and

## ST MARTHA PARISH COUNCIL

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Chairman of the Land & Water Group and had offered to improve the land prior to purchase.

It was **RESOLVED** that following the above two amendments the minutes were confirmed and signed as a true and correct record by the Chairman, Cllr Bunting.

### 14.98 MATTERS ARISING – NOT COVERED ELSEWHERE ON THE AGENDA:

- 14/27\_13/64/08\_12/52/08 - **War Memorial Grant Application**

The Clerk reported that the War Memorial Trust and English Heritage were now satisfied with the schedule of works as stated in the Method Statement dated 19<sup>th</sup> May 2014. An order had been sent to John Rye - Special Works Manager at Chichester Stonework Limited, with a letter stipulating that any additional work found to be needed to the foundations must have the approval of the War Memorial Trust before commencing. The Clerk confirmed to Mr Rye this requirement.

- 14/11\_14/27 **Parish Council Website**

The Clerk reported that due to other work priorities the website was not yet ready for release.

- **Planter by Station**

Mrs R. Lemon reported that she had planted the container and is keeping it watered – at no cost to the Parish Council. The Chairman thanked her for her generosity.

- 14/50 **Bridge on Lockner Lane**

The Clerk was asked to contact GBC again.

- 14/81 **Flow of Canal in the Gunpowder Mills Site**

The Clerk reported on an e-mail dated 30/07/14 from Nicholas Rowe (GBC) who asked if further information could be sent with regard to the amount of vegetation that is impeding the water flow. i.e. how much there is, whereabouts along the canal the vegetation is and which channel is blocked or has impeded flow as there are many throughout the site. Following confirmation from Cllrs Lunnon and Peake the Clerk replied that the problem is the whole length of the cut. It was **RESOLVED** that the Clerk write again to GBC asking for an update on the issue and offering a local Councillor to meet the GBC officer on site.

- It was **RESOLVED** that the named Councillors would attend the Shalford Parish Council meetings:

- 23rd October at Shalford Village Hall – Cllr Browning
- 20th November at Chilworth Village Hall - Cllrs Peake and Sokolowski
- 18th December at Shalford Village Hall – to be decided at the next meeting 13<sup>th</sup> November 2014

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- Report from Cllrs Bunting, Peake and Seabrook on the Shalford PC meeting dated 24<sup>th</sup> July 2014
  - Railway bridge at New Pond Road is to be repaired and heightened.
  - Cllr Palmer reported on the local plan and a proposed Hornhatch development.

### 14/99 FINANCIAL MATTERS:

**Current Financial Statement** – the Clerk gave a report on the current situation for each budget head.

## ST MARTHA PARISH COUNCIL

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£13,609.19	Business Reserve Account (as at 30/08/14)
£7,266.86	Current Account (as at 30/08/14)
£37,910.00	Field Account (as at 30/08/14)

Income received since last meeting (10/07/14): **NIL**

The Clerk reported that a VAT claim had been submitted to HMRC for the period 01/02/12 – 31/07/14 for £1,001.44. No payment has yet been received. The Clerk reported that on enquiry, HMRC reported they are 3 months behind with processing claims.

Payments made since last meeting (10/07/14): **NIL**

**(a) Payments** - for consideration approval or confirmation

On the proposition of Cllr Lunnon, seconded by Cllr Peake it was **RESOLVED to approve the cheques for September 2014 totalling £1,832.25 (including VAT) as attached to record minutes were approved and signed.**

**(b) Concurrent Functions Grant Aid bids for 2015-16** - The Clerk reported on an e-mail dated 16th July 2014 from Joyce Stewart at GBC.

**(c) Bid for Grants to GBC in this financial year** - The Clerk was advised by GBC of a scheme to put forward urgent requests for items that need to be done in this financial year. It was **RESOLVED to apply for a grant from for £2,000.00 to replace the fencing at the back and right hand side of War Memorial.**

**(d) Nat West Bank Authorised Signatories** – the Clerk reported that following the resignation of Cllr Mick Ede the bank details held for the signatories require amending. **It was RESOLVED that Cllr Seabrook should be the fourth signatory (with Cllrs Bunting, Peake and Lunnon).**

**(e) BDO Audit Return for the year ended 31/03/14** – The Clerk presented to Councillors a copy of the letter from BDO, confirming that the audit had been completed to their satisfaction, with no issues arising to report to the Council. On the proposition of Cllr Peake, seconded by Cllr Bunting it was **RESOLVED that Councillors approve and accept the decision of BDO (external auditors).**

**(f) Bus Shelter** - It was **RESOLVED to replace the Bus Shelter as AGREED at the meeting on 16<sup>th</sup> July 2013 - Minute number 13/62/10 (d). The model chosen was 'The Surrey'. GBC Grant is for £4,195.00, the balance to be taken out of reserves. The Clerk agreed to obtain an up-to-date quote from Littlethorpe.**

### **14/100 PLANNING**

(a) Outcome of those previously reported: numbers 13; 15; 16; 17 and 18 on the planning details sheet. Plus the appeal APP/Y3615/D/14/2222320 at 77 Dorking Road, Chilworth.

## ST MARTHA PARISH COUNCIL

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(b) Notice of those received since last meeting: numbers 17; 18; 19 and 20.

(c) The Clerk alerted Councillors to the 'new' report on Enforcement issues added at the end of planning details sheet. [Appendix A](#)

### **14/101 REVIEW OF COUNCIL POLICIES**

The Clerk reminded Councillors that an annual review of the following parish council policies is overdue:

1. Health and Safety
2. Freedom of information Requests
3. Data Protection
4. Financial Regulations - **It was RESOLVED to approve the recommendations made by the working party held on 12/08/14.** [Appendix B](#)
5. Complaints
6. Grant awarding
7. Asset Register
8. Standing Orders
9. Risk Assessment

It was **RESOLVED** that a working party be convened to recommend amendments to numbers 7 and 9 on 14<sup>th</sup> October at 19:30 at the St Thomas Church Rooms. These recommendations will be brought to the November meeting of the Parish Council and a resolution sought to adopt.

### **14/102 CORRESPONDENCE AND CLERK'S REPORT**

- Tyting Society DRAFT : GBC Plan consultation e-mail from Tim Harrold – Cllrs agreed that there was no further discussion on this issue.
- Clerks and Councils Direct – on circulation to Councillors
- Surrey Association of Local Councils – invitation to the 16<sup>th</sup> October 2014 AGM
- Complaint about refuse bins from the residents of 1 Halfpenny Close. **It was RESOLVED that the Clerk draft a letter and circulate it to Cllrs for comment.**

### **14/103 BLACKSMITH'S LANE – SPEEDING**

- The Clerk was asked to write to SCC Highways for a traffic calming inspection with local Councillors.

### **14/104 INVITATION OF CHILWORTH MANOR TO DISCUSS A SINGLE PARISH FOR CHILWORTH**

It was noted that both sets of Councillors (from St Martha and Shalford Parish Councils) have been invited. **It was RESOLVED that Councillors should RSVP personally to Chilworth2gether.**

### **14/105 GUNPOWDER MILLS GROUP**

- Cllr Peake reported the increasing growth of Japanese Knotweed and Himalayan balsam. The efforts of a few years ago have not been kept up and the task is now too late for this year. Cllr Lunnon will raise this at the Gunpowder Mills meeting on 14<sup>th</sup> September 2014.
- It was noted that the date for the November meeting is now Wednesday 19 November 2014, 7.30pm at Chilworth Village Hall.

### **14/106 PARISH COUNCIL NEWSLETTER**

It was RESOLVED to defer the decision to publish to the next meeting in November 2014.

## ST MARTHA PARISH COUNCIL

---

### **14/107** DRAFT LOCAL PLAN

It was **RESOLVED: that the proposal drawn up by Cllr Peake and circulated to Councillors by e-mail on 28/08/14 is correct and the Clerk was instructed to send it to GBC.**

### **14/108** HIGHWAYS /RIGHTS OF WAY

- **Bridleway 252** - The Clerk received a request to report the poor and dangerous condition of a short section of this bridleway. The part between its junction with footpath 257 near Chilworth Manor and its junction with bridleway 258, the Downs Link path. The Clerk reported this to SCC BW258 and FP257 St Martha (ref: EF800236060) and e-mail received from Luke Dawson - Countryside Access officer Northwest Surrey and Guildford confirmed that he would inspect these routes and assess what further action is required, he thanked the Clerk thanked for reporting the matter.

### **14/109** ITEMS FOR THE NEXT MEETING – none noted.

**EXCLUSION OF PRESS AND PUBLIC** it was RESOLVED at 9:50 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.

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

**DATE OF NEXT MEETING: Tuesday 24<sup>th</sup> November 2014**