

ST MARTHA PARISH COUNCIL

Minutes of an Extra-Ordinary Meeting of St Martha Parish Council held on 4th June 2024 at 7:00 p.m. in Chilworth Village Hall

24/87 Present:

Councillors:

Cllr Mrs. P Allen (Chair), Cllr G. Brown (Vice-Chair), Cllr J. Peake, Cllr Mrs. Price

In attendance: Parish Clerk - Anne Tait

24/88 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40.

Apologies were accepted from Parish Councillor Cllr Pugh, Guildford Borough Councillor Danielle Newson, Surrey County Councillor and Borough Councillor Hughes, and Simon Harrold

24/89 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)

None were given.

24/90 Declaration of Non-Pecuniary Interests

None were given.

24/91 Register of Interests – a declaration from Members on amendments

24/92 Public Participation Session

No members of the public were present.

24/93 Planning

The Clerk reported that no planning applications had been received since the last meeting on 28/05/24.

24/94 Policies, Financial and Regulation Approvals

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.

Table 1: Proposed list of payments 4th June 2024

Budget Head	Date	Description	Supplier	Net	VAT	Total
IT Expenses	02/06/24	Invoice 010538	Alan Oxford	18.00	0	18.00
Parish Improvements	25/05/24	Remove and dispose of two Noticeboards and replace with one	Paul Birch	465.00	0	465.00

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		at the end of Old Manor Lane				
Totals:				£483.00	£0	£483.00

RESOLVED: 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 £483.00 be approved.

- a) **RESOLVED:** It was proposed by Cllr G Brown and seconded by Cllr Mrs Allen to approve Year End Accounts for year ended 31/03/24.
- b) **RESOLVED:** It was proposed by Cllr Mrs Price and seconded by Cllr Pugh to approve the AGAR **Section 1 Annual Governance Statement for 2023/2024**. The Chairman to sign.
- c) **RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Pugh to approve the AGAR **Section 2 Accounting Statement for 2023/2024**. The Chairman to sign.
- d) **RESOLVED:** It was proposed by Cllr Peake and seconded by Cllr Mrs Price to approve the Clerk submitting a **Certificate of Exemption** for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman to sign.
- e) **RESOLVED:** It was proposed by Cllr G. Brown and seconded by Cllr J. Peake to approve the updated set of **Financial Regulations**.
- f) **RESOLVED:** It was proposed by Cllr Mrs Allen and seconded by Cllr J. Peake to approve the updated **Standing Orders**.
- g) **RESOLVED:** Councillors discussed the earmarked and general reserves for 2024/2025.

24/95 Clerk's Report

- **Footpath dedication between Footpath 257 and 258** – Catherine Valiant SCC Countryside Access Officer (Commons) reported *“I have not as yet made any progress with this, however I will be meeting with a member of staff this week who I am going to task with taking this on, and I will ask her to make contact with you and to start the process.”*

RESOLVED: Cllr Peake to forward to the Clerk the contact details of Peter Burt's son to give to pass onto SCC.

- **Footpath 252a Chilworth and the A248 Dorking Road** message from Adrian Riddle Countryside Access Team reported that the volunteer group Surrey Choices are due to clear the posts and wires. The reference number for this issue is IC28745

24/96 Councillors' Report

RESOLVED: The newly installed Notice Board at the end of Old Manor Lane - It was AGREED that no further action is needed on reducing the height.

24/97 Date of the next full Council Meeting: Tuesday 18th June 2024 in Chilworth Village Hall at 7:30 p.m.