

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 22nd June 2021 at Chilworth Village Hall

Present:

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

In attendance: Parish Clerk - Anne Tait

Public

Mr Andrew Norris – (left at 21:15)
Rosemary Lemon - (left at 21:15)
Katie Leah – (left at 20:45)

The Chairman welcomed everyone to the meeting.

21/77 To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1 para 40. Apologies and reason for absence had been received from Cllr G. Brown and Cllr Bob Hughes. Apologies and reason for absence accepted.

21/78 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.

21/79 Declaration of Non-Pecuniary Interests
No declarations were made.

21/80 Minutes

RESOLVED: The Minutes of the Annual Parish Council Meeting held on 19th May 2021 were **APPROVED** as a correct record and signed by the Chairman.

21/81 Public session

Andrew Norris reported that additional wear and tear in the Gunpowder Mills site has recently incurred due to the increase in visitor numbers. He suggested that a 'working team' is mustered to remove the 'obstacles' that have been moved into place - to prevent further damage. Signs indicating that the site is scheduled have been requested to be erected by GBC, which may prevent further damage. He reminded those present that a group of 'Friends/volunteers' could start work around the site. This would be covered by GBC's insurance. Volunteers would use their own tools, not engage in lone working, or work in water courses. A list of those signed up to the work would have to be taken.

Rosemary Lemon asked for help cutting down an overgrown verge alongside the garden at 79 Dorking Road. The vegetation would then be kept to an acceptable level following the initial clearance. Cllr Pugh offered to take a strimmer to reduce the height.

21/82 Reports

Parish Clerk

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The Clerk reported that a finger post road sign by Chilworth Station had been broken and was found by a local parishioner. This has been reported to Surrey County Council by the Clerk - Reference number: 1910811 and will be replaced.

Parish Councillors

- 1. Rail to Ramble:** Cllr Mrs Allen reported that the first event organised by Surrey Hills assisted by the Rail Partnership is being held on 29/06/21. Cllr Mrs Allen reported that the Network Rail AGM is on 08/07/21.
- 2. Surrey Hills Epic Challenge Event:** Cllr Pugh and Mrs Price gave an update on the proposed cycling events on 17th July 2021 and later in the year.
RESOLVED: Cllr Pugh will draft a letter for the Clerk to send to Rob Fairbanks (AONB), and Carolyn McKenzie (SCC) outlining our concerns and confirming that St Martha Parish Council fully supports the sentiments expressed by the "Save Surrey Countryside" group, in their letters to Surrey County Council on 20 May 2021 and to the AONB on 14 April 2021.
- 3. National Listing on 'The Bungalow':** Cllr Mrs Tantram reported that with assistance from Andrew Norris completion of the form is making gradual progress. It was noted that the Planning application had now been APPROVED by GBC on 10th June 2021.

Borough Councillors

Cllr Diana Jones reported on a Climate Emergency meeting held on 14/06/21. Cllr Mrs Allen suggested that this Parish Council may consider joining Albury and the other Tillingbourne Valley Parish Councils to support this initiative.

21/83 Calendar of Meetings

RESOLVED: That the Clerk circulate a list of dates for proposed monthly meetings and to undertake research into suitable venues in the Parish to hold face-to-face meetings.

21/84 The Gunpowder Mills

Guildford Heritage Open Days Registration Form:

Cllr Mrs Price reported that she is completing the form on behalf of 'The Friends'. Cllr Mrs Price suggested that the Parish Council may consider using this event to open West Lodge to the public. Andrew Norris has offered to take guided tours and Hugh Anscombe from Surrey History Industrial Group has been asked to assist. Cllr Mrs Price reported that we would provide a 'nature' trail for children and was considering asking a local school teacher to prepare a simple activity for children to undertake, relating to the nature of the site. The Parish Council will be in attendance for one day on the Sunday 19th September 2021.

West Lodge:

Cllr Mrs Tantram suggested setting up a group to project management taking on a proposed Lease. Cllrs Pugh and Mrs Tantram will discuss this further and how to take it forward.

Heads of Terms (H of T) for West Lodge

The Clerk reported that the Meeting with Claire Morris, Jacqueline Stewart and Mark Appleton from Guildford Borough Council (GBC), has been confirmed for 08/07/2021 at 9 a.m. via TEAMS.

Cllrs Mrs Allen and Mrs Tantram with Andrew Norris (AN) AGREED to develop a response to GBC to cover the general intentions, queries, and clarifications re the Heads of Terms version dated 13th April 2021 (the intention is for this to be drafted by 29/06/21).

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RESOLVED: Andrew Norris (AN) stated that he proposes to feed back to GBC that - “on balance the PC will pursue the Heads of Terms. “

AN reported that he had a meeting with ‘Surrey Choices’ and Hendryk Jurk, for a discussion on how Surrey Choices could help with functions, minor repairs/cleaning. AN reported that Hendryk Jurk had no problem with Surrey Choices working on site.

21/85 Planning Matters

(a) Councillors to RECEIVE and NOTE the outcome of applications previously reported:

- **21/P/00331 Bracken, Blackheath GU4 8RD** – Certificate of Lawfulness for existing development to establish whether an ancillary tennis pavilion pool house + garage with annexe was completed more than four years ago from the date of this application. **GBC APPROVED 02/06/2021**
- **21/P/00661 Longmead, Halfpenny Lane, Chilworth, GU4 8PY** – Proposed single storey detached replacement building to be used as a carer’s annexe following demolition of existing building. **GBC APPROVED 17/05/2021**
- **21/P/00635 – The Bungalow, Blacksmith Lane, Chilworth GU4 8NQ.** Proposed single storey rear extension following demolition of existing structure, removal of one chimney, external repairs, changes to fenestration and re-roofing. **GBC APPROVED 10/06/2021**
- **21/P/00903 – Farley 32 Roseacre Gardens, Chilworth GU4 8RQ.** Front porch enlargement ground floor rear extension rear dormer adjustment and enlargement and changes to rear fenestration. **GBC REFUSED 18/06/2021**

(b) Councillors to DISCUSS AND AGREE a response to GBC on the application(s) received since the last meeting. The Clerk reported that no new applications had been received.

21/86 The Queen’s Green Canopy: Cllr Mrs Allen reported that *The Queen’s Green Canopy* (QGC) is a unique tree planting initiative created to mark Her Majesty’s Platinum Jubilee in 2022 which invites people from across the United Kingdom to “**Plant a Tree for the Jubilee.**” Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools, and corporates will be encouraged to play their part to enhance our environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee Year in 2022.

Cllr Mrs Allen will write an editorial for the next newsletter. Further discussion/plans on planting/location of trees to be on the Agenda for the next meeting.

21/87 Financial Matters

- (a) The Responsible Financial Officer (RFO) had prepared the bank reconciliation for May 2021 in accordance with the Accounts and Audit Regulations. Copies of which had been issued electronically to all Members in advance of the meeting. It was proposed Cllr Pugh, seconded Cllr Peake and unanimously **RESOLVED** that the Chairman sign the bank reconciliation.
- (b) **RESOLVED:** It was proposed Cllr Mrs Price, seconded Cllr Mrs Tantram and unanimously AGREED that Section 1, the Annual Governance Statement (AGAR) for 2020/2021 be approved. The Chairman and Clerk duly signed Section 1 of the AGAR.
- (c) **RESOLVED:** It was proposed Cllr Pugh, seconded Cllr Peake and unanimously AGREED that Section 2 of the AGAR, ‘Accounting Statements for 2020/2021’ be approved. This section had been signed by the Responsible Financial Officer (RFO) in advance of the meeting. The Chairman then signed Section 2 of the Accounting Statements of the AGAR 2020/21.

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- (d) **RESOLVED:** It was proposed Cllr Mrs Price, seconded Cllr Peake and unanimously **APPROVED** the submission of a Certificate of Exemption for a smaller authority where the gross income or gross annual expenditure does not exceed £25,000. The Chairman signed the Certificate of Exemption.
- (e) **RESOLVED:** It was proposed Cllr Peake, seconded Cllr Mrs Allen that the Risk Assessment and Risk Management as at 31/03/21 be unanimously **APPROVED**.
- (f) **RESOLVED:** It was proposed Cllr Mrs Allen, seconded Cllr Mrs Price that the Asset Register as at 31/03/21 and the Insurance Schedule (issued to members in advance of the meeting via email) be unanimously **APPROVED**.
- (g) **RESOLVED:** It was proposed Cllr Peake seconded Cllr Mrs Price that the list of earmarked and general reserves as per the Asset Register (previously circulated prior to the meeting via email) be unanimously **APPROVED**.
- (h) **RESOLVED: Financial Regulation 3.2.** A Member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
The Clerk reported that a Cllr needs to be appointed to fulfil the Regulation.
- (i) **RESOLVED:** Cllrs AGREED to the spend of £35 (on receipt of an invoice) to the Guildford Dragon to advertise/print the 'Friends of West Lodge and the Gunpowder Mills'. Cllr Mrs Price to arrange this with the Guildford dragon.

21/88 Items for the next Meeting

Councillors agreed the following items for discussion at the next meeting:

- (a) Heritage open Day
- (b) Community Rail Partnership
- (c) National Listing on 'The Bungalow'
- (d) Cllrs to confirm their continuing commitment to monitoring the Parish Councils assets

The meeting closed at 9.30 p.m.

EXCLUSION OF PRESS AND PUBLIC FOR CONFIDENTIAL BUSINESS

EXCLUSION OF PRESS AND PUBLIC that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the items listed under Confidential Business of the Agenda at 9:03 p.m.

DATE OF THE NEXT COUNCIL MEETING: Thursday 22nd July 2021 at 7 p.m. - Venue to be confirmed.