

ST MARTHA PARISH COUNCIL

Minutes of the Meeting of St Martha Parish Council held on 22nd March 2018 at Chilworth C of E Infants School

Present:

Cllr The Revd. S. Sokolowski (Chairman)
Cllr Mrs. P. Allen
Cllr G. Brown
Cllr R. Good (left at 21:30)
Cllr M. Lunnon (Vice Chairman)
Cllr J. Peake

In attendance: Parish Clerk - Anne Tait

Also present: Guildford Borough Councillors David Wright and Richard Billington, Surrey County Councillor Keith Taylor and three members of the public.

The Chairman welcomed everyone to the meeting, explained the emergency evacuation procedure and reminded those present to switch their electronic devices to silent.

AGENDA

18/16 APOLOGIES FOR ABSENCE

The Council accepted apologies from Shalford Parish Councillor Adrian Cansell.

18/17 DECLARATION OF INTERESTS

None were declared.

18/18 MINUTES

RESOLVED: That the Minutes of the Ordinary St Martha Parish Council meeting held on 18th January 2018 be signed by the Chairman as a true record.

18/19 PUBLIC SESSION

A member of the public asked why the proposed development at 74 New Road, Shalford was on this Agenda, as the property is not in St Martha Parish. Cllr Mrs Allen replied that this Parish Council is interested in retaining the property, although not in our Parish.

A member of the public thanked Cllr Mrs Allen and Maggie Scott for cleaning road signs and grit bins in the Parish. It was noted these tasks had not been initiated by the Parish Council.

A member of the public reported that Guildford Borough Council (GBC) had received a pre-planning application for the Bungalow off Blacksmith Lane known as 'Powder Mills Place'. Cllr Peake will research into the history of the property with a view to requesting local listing from GBC. Clerk will then forward the information to Marianna Beadsworth at GBC.

The Chairman thanked members of public for taking the time to attend the meeting and express their views.

18/20 REPORTS

- a) 74 New Road Shalford, it was reported that Shalford Parish Council have confirmed that the planning application would not be considered automatically at the Planning Committee, but would be decided under delegated authority by the Planning Officer unless, there were twenty objections from the public. The Officer was proposing approval. Andrew Norris suggested talking to the Victorian Society. It was noted that a flyer had been delivered through letter boxes in Chilworth Ward about this

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planning application and asking for letters of objection by 14th March by www.chilworth-says-enough.com

- b) It was also noted that Debbie Toynbee has additional information on the history of the cottage her email address is: debtoynbee@hotmail.co.uk
- c) Cllr Lunnon reported on the Shalford Parish Council meeting held on 25/01/18. Notes of the meeting were circulated on 31/01/18.
- d) It was discussed and AGREED the following attendance by St Martha Cllrs at Shalford Parish Council Meetings during 2018:

19 April – Peasmarsh Village Hall – Cllr Lunnon
24th May – Shalford Village Hall - Cllr Brown
21 June – Shalford Village Hall – Cllr Peake
26 July – Chilworth Village Hall – Cllr Mrs Allen
13 September – Peasmarsh Village Hall – Cllr The Reverend Sokolowski
18 October – Shalford Village Hall – Cllr Brown
22 November – Chilworth Village Hall – Cllr Peake
20 December – Shalford Village Hall – to be decided

- e) It was noted that a short descriptive sentence to acknowledge the Gunpowder Mills Site in the ‘Welcome’ paragraph on the Parish Council’s website was required.
RESOLVED: Cllr Mrs Allen to write a sentence and forward it to the Clerk.

- a) The Clerk gave an update on the request(s) to SCC re the footpath adjacent to Sample Oak Lane.
RESOLVED: Surrey CCLr Taylor AGREED to try and get the path adopted as a public footpath.

- b) It was reported to the Clerk that the following rights-of-way signposts require attention:
 - 1) FP 578 - Sign at end of Vera’s path – at the Dorking Road end is leaning over backwards.
 - 2) FP 260 - Old Manor Lane – the signpost and pole have become completely detached
 - 3) FP 469 - Blacksmith Lane/Halfpenny Corner, white house on left - signpost and pole have become completely detached

GBC Councillor Billington reported on the new Play Area in West Knight Gardens. After 25 years the Guildford Spectrum is being re-vamped and fitted with a new heating system, the roof repairs have gone well. The Cricket Pavilion in Woodbridge Road is a now Sports Pavilion with disabled access. The Stoke Park master plan is out to consultation for re-development. There is a proposal for a wetland area at Burpham Court Farm. Cllr Billington asked if Cllrs were aware of any trees that are important to the street scene in our Parish, and would benefit from an application for a Tree Preservation Order (TPO).

Surrey County Councillor Taylor reported on the Horizon Programme during the next financial year (2018/19). Included is the Major Maintenance of the 1.5km stretch of the A248 Dorking Road, between Blacksmith Lane and Mill Lane. The term “Major Maintenance” indicates that contractors will be undertaking serious repair work on the carriageway, and not just “Surface Dressing” it.

- He encouraged the Clerk to continue to report emerging pot-holes along this stretch of the road.
- Cllr Taylor reported that at the Local Committee Meeting on 21/03/18, a small amount of money was allocated for road safety schemes. He confirmed that an area in front of Tillingbourne School is in the programme.

Parish Councillors

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- The Chairman reported on the meeting 'Quiet Lanes and de-cluttering Workshop' on 11/04/18 at 2 – 4 p.m. in Shalford Village Hall. It was noted that no Cllr from St Martha will be attending.
- Tillingbourne Tales Steering Group meeting: Monday 05/03/18, 10:00 - 12:00, at Shere Village Hall. A reminder that these meetings are to be held every 6 months to monitor the progress of the project.
- North Downs Line Steering Group – Cllr Mrs Allen reported on the meeting held today.

18/21 THE GUNPOWDER MILLS SITE

West Lodge – Councillors discussed and agreed the DRAFT letter written by The West Lodge Working Group, following the decision on 20/02/18 by the GBC Executive to proceed with the sale of West Lodge.

RESOLUTION: Cllr Mrs Allen agreed to re-send the latest draft letter to the Clerk, for forwarding on to Mr P. O'Dwyer. Copies to all previous cc'd recipients plus Gavin Morgan.

- a) **Heritage Open Day** - Andrew Norris reported that members of Chilworth2gether asked if the Parish Council could take over the running of this event in the future. It is to be held between Thursday 13th to Sunday 16/09/18. It was noted that Cllrs were unable to volunteer to run the event this year.
- b) **The Flow of Water along the Canal:** - ref: THM55636. The Clerk was asked to re-send the response from Katie Bradford (dated to 05/02/18) to Cllr Peake to draft a response for the Clerk to send. Cllr Peake will also ascertain who owns the land. Cllr Lunnon offered to take photos of the site in question.
- c) **Annual Consultative Meeting:** It was noted that this will take place on 8th November 2018, in Chilworth Village Hall. Cllr Lunnon will send information to the Chairman regarding 'who does what'.

18/22 PLANNING

(a) Outcome of those applications previously reported:

- **17/P/02499** - 138 Dorking Road, Chilworth, GU4 8RF. **GBC APPROVED 30/01/18**
- **17/P/02540** - Orchard Corner, 21A Roseacre Gardens, Chilworth, GU4 8RQ. **APPLICATION WITHDRAWN 30/01/18**
- **18/P/00031** - Basie Cottage, 24 Roseacre Gardens, GU4 8RQ. **GBC APPROVED 22/02/18**

(b) Notice of those received since last meeting:

- **18/P/00224** - 39 Dorking Road, Chilworth, GU4 8NW. The Parish Council recommendation is that GBC REFUSE: St Martha Parish Council has concerns about the impact on No 37 Dorking Road re the added volume created by changes to the rear roof line. This Council request that Planning Officers review the impact on the neighbouring property, and whether this is within the acceptable current planning guidelines.
- **18/T/00032** - Wedgewood, Blacksmith Lane, Chilworth, GU4 8NF. The Parish Council recommendation is that GBC approve. **GBC APPROVED 27/03/18**

(c) A discussion took place regarding the current arrangements that St Martha Parish Councillors view proposed applications to form a corporate response from the Parish Council to GBC. The Clerk has previously advised that the current procedure is not lawful and a meeting should take place of Cllrs, that the public are invited to, to discuss the application and agree a response.

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RESOLVED: A vote was taken, 5 Cllrs agreed that the current arrangement of two Cllrs visiting, forming a draft response and e-mailing it to other Cllrs to comment, would continue. The exception to this procedure would be a controversial application or a major development. The Chairman abstained from voting re-stating that the Clerk had concerns that the current arrangement is unlawful. Cllr Billington asked to be informed if there is any application received for the Parish that Cllrs felt was controversial.

18/23 CORRESPONDENCE

The Clerk reported on the following correspondence:

- **The Co-operative VAS:** Bahram Assadi confirmed that the grass verge opposite the War Memorial, where the new post for the VAS will be put up, is part of the highway. He also advised that the approximate cost of this new post and replacing the existing post with the 30mph repeater signs, with a new 3m post will be a cost to the Parish of £600.00.
- **RESOLUTION:** to fund one new pole opposite the War Memorial and replace the short pole outside 27/29 Dorking Road with a new 3m pole. The Clerk to write to the residents at properties, 27/29 Dorking Road and 102 Dorking Road, following confirmation from Shalford PC as to the frequency and duration that the VAS is expected to be in situ.
- **The St Martha Annual Assembly (08/05/18)** - Cllrs discussed a flier should be produced and delivered to all properties in the Parish. Cllrs AGREED to take the opportunity to advertise on the flier that there is currently a vacancy for a Parish Cllr. The Clerk reported that an invitation to parishioners had been put in the latest Parish Magazine asking for questions from the Parish for the speakers – Cllrs Furniss and Billington. Further discussions on the programme and content of the flier to be held.

18/24 GDPR

- a) It was AGREED that the Clerk would write to Wonersh Parish Council thanking Cllrs for the invitation to join them at GDPR training in April. As sessions had been attended by both the Clerk and Cllr Mrs Allen, it was decided that another event was not required.
- b) It was AGREED that the Clerk would arrange for each Cllr to have a dedicated Parish Council e-mail address from 25/05/18. The Clerk advised this would be an additional cost to the Council of £3.30 per calendar month for each Councillor.

18/25 HIGHWAYS AND RIGHTS OF WAY

Nothing to report – other than the footpath signs at Minute number 18/20.

18/26 LOG OF VISITS OF PARISH ASSETS AND RISK REGISTER

- a) Councillors gave a copy to the Clerk of their latest report on inspection of Council assets. The Clerk requested that a new notice board is erected in the bus shelter opposite Lockner Farm and that the 'window' is replaced in the side of the shelter. Cllr Mrs Allen reported that some shingles were missing from the bus shelter roof by the Railway Station, Cllr Lunnon reported that he had obtained some shingles.
- b) The Clerk had sent a copy of the latest Council's Risk Register to Cllrs - with the addition of the land around the War Memorial.

RESOLVED: Cllrs AGREED the Risk Register.

RESOLVED: Cllr Mrs Allen to be responsible for the Asset Register for land/trees around the Chilworth War Memorial. The Clerk to send the Register to Cllr Mrs Allen.

18/27 FINANCIAL MATTERS

- a) **Monthly Expenditure List**

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- (a) The Clerk circulated a monthly expenditure list for February 2018. Cllr Lunnon approved and signed the bank reconciliation for February 2018.
- b) The Clerk circulated the monthly budget report February 2018.

RESOLVED: To approve the monthly expenditure lists for February 2018 (totalling £2,112.56 + VAT £276.99) as attached to record minutes. These were approved and the cheques signed.

18/28 ITEMS FOR THE NEXT MEETING

- War Memorial Garden
- Bus shelter
- North Downs Line and Chilworth Station
- De-cluttering
- Footpath signs

DATE OF NEXT MEETING: 17th May 2018 The Annual Meeting of the Parish Council

EXCLUSION OF PRESS AND PUBLIC

EXCLUSION OF PRESS AND PUBLIC it was RESOLVED 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 Confidential business of the Agenda.

CONFIDENTIAL BUSINESS

CLERK'S ANNUAL APPRAISAL 2018

18/29 The Chairman reported on the Clerk's Annual Appraisal held on 15/03/18.

The Chairman thanked those present for their attendance and closed the meeting at 10:15 p.m.