

To: **All St Martha Parish Councillors**

Your attendance is requested at the **Annual Meeting of St Martha Parish Council**
to be held on
Thursday 17th May 2018 at 8:45 p.m.
in Chilworth Village Hall

Anne Tait (Clerk)

AGENDA

1. **APOLOGIES AND REASON FOR ABSENCE**
2. **ELECTION OF CHAIRMAN**
3. **APPOINTMENT OF VICE-CHAIRMAN**
4. **APPOINTMENT OF INTERNAL AUDITOR**
5. **APPOINTMENT OF COMMITTEES:**
 - a) **Planning Committee**
 - b) **Personnel Committee**
 - c) **Finance Committee**
6. **DECLARATION OF INTERESTS** by Members on agenda items
7. **MINUTES**

To approve and sign as a correct record the Minutes of the Ordinary St Martha Parish Council Meeting held on 22nd March 2018 and the Extra Ordinary Meeting held on 26/04/18.
8. **PUBLIC SESSION** Members of the public and press are cordially invited to be present at the meeting. There will be an opportunity to address the Council for a period of 15 minutes and then are welcome to observe the rest of the meeting.
9. **REPORTS:**

To receive Reports, Communications and Updates (for information only, or to be discussed at a future Council meeting)

 - a) Parish Clerk
 - b) Parish Councillors
 - c) Surrey County Councillor
 - d) Borough Councillor
10. **PLANNING**
 - (a) Notice of those received since last meeting:
 - **18/P/00773** – 29 Dorking Rd. Chilworth, GU4 8NW – Erection of a detached garage following demolition of existing. Erection of a s/storey side/rear extension and new roof light. Corporate response by 17/05/18

- 1) **18/P/00782** – Tyting Farm, Halfpenny Lane, Chilworth, GU4 8PZ - Change of use from Agricultural land to dual use agricultural land and public open space. Corporate response by 18/05/18
- 2) **18/P/00675** - Heathfield House, Lockner Holt, Chilworth GU4 8RG - Certificate of Lawfulness to establish if two existing s/storey rear extensions are lawful. Corporate response by 23/05/18
- 3) **18/P/00730** - Heathfield House, Lockner Holt, Chilworth GU4 8RG - Certificate of Lawfulness for existing development to establish whether one single and one double car ports are lawful. Corporate response by 17/05/18
- 4) **18/P/00798** – St Marthas Cottage, 77 Dorking Rd., Chilworth, GU4 8NP – Glazed link between main house and outbuilding. Corporate response by 31/05/18
- 5) **GUPLA0524** - High Clandon Estate Vineyard, Clandon Downs, High Clandon, GU4 7RP – Variation of licence – representations by 01/06/18.

(b) Outcome from Guildford Borough Council of those previously received:

- 18/T/00032 – No objection is raised to the work set out in the application.
- 18/T/00069 - No objection is raised to the work set out in the application.
- 18/T/00078 - No objection is raised to the work set out in the application.

11. DATES AND VENUE FOR PARISH COUNCIL MEETINGS DURING 2018/19

Reference (Minute number **18/09**), Councillors to discuss the frequency of meetings in 2018 and to set dates up to and including the Annual Parish Meeting in May 2019.

12. GDPR

- a) Councillors to agree The Policy for St Martha Parish Council
- b) The Clerk to report on e-mail addresses for Councillors

13. PARISH COUNCIL WEBSITE

- a) To discuss the description of the geographical location of St Martha Parish
- b) To discuss the content of The Parish Council's Mission Statement

14. THE GUNPOWDER MILLS SITE

- West Lodge resolution to send the letter to the Secretary of State for
- Report from Cllr Peake on the reply to Katie Bradford (dated to 05/02/18) with regard to the removal of the Sheet Metal pilling and the ownership of the land.
- Councillors to discuss the programme for The Annual Gunpowder Mills Group Consultative Meeting on 08/11/18.

15. CORRESPONDENCE

Councillors to receive and discuss the following correspondence from the Clerk:

- Armed Forces Small Grant Scheme – 'There but Not There'

16. THE ST MARTHA BUSINESS PLAN

Councillors to discuss and AGREE a conclusion to the discussions with Anne Bott held on 07/03/17 and Cllrs subsequent follow up meeting on 15/06/17.

17. HIGHWAYS

To bring any highways or other matters to the attention of Surrey County Council and Guildford Borough Council.

18. FINANCIAL MATTERS

- (a) To approve and sign the schedule of cheques
- (b) To approve the St Martha Annual Accounts for year ended 31/03/18
- (c) Cllrs to approve Section 1 - the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) 2017/18. The Chairman to sign.
- (d) Cllrs to approve Section 2 - the Accounting Statements of the AGAR 2017/18
The Chairman to sign.

19. ITEMS FOR THE NEXT MEETING

To receive requests for items for discussion at the next meeting

20. DATE OF NEXT COUNCIL MEETING

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

CLERKS SALARY AND PENSION

- 21.** Cllrs to note, discuss and agree the Clerk's NJC Pay award for 2018/19 from April 2018, accepted by the Association of Local Councils and endorsed by the Society of Local Council Clerks.
- 22.** To note and agree the statutory contribution level for the Clerk's NEST Pension scheme.