

ST MARTHA PARISH COUNCIL
Minutes of the Meeting of St Martha Parish Council held on
14th January 2016 at Chilworth C of E Infants School

Present:

Cllr. Mrs P. Allen	Cllr R. Good
Cllr. M. Lunnon (Vice-Chairman)	Cllr. C. Seabrook
Cllr. The Rev. S. Sokolowski (Chairman)	

In attendance: Parish Clerk - Anne Tait

Also present: Cllr Bill Birkett (Shalford Parish Council), and seven members of the public.

The Chairman welcomed everyone to the meeting and explained the emergency evacuation procedure.

PUBLIC SESSION

The public were invited to address the Council prior to the Council meeting:

A resident reported that the footway on the south side of the A248 was covered in slime and dirt. The Clerk agreed to contact Cllr Taylor for an update on which footpaths were to be upgraded from the Eastern Cluster funds.

A resident asked if there was an update on the proposed sale by GBC of West Lodge. The Chairman reported that she was due to have a meeting with Marieke van der Reijden Asset Development Manager, and James Whiteman from the Development Directorate of Guildford Borough Council.

AGENDA PART I

16/01 APOLOGIES AND REASON FOR ABSENCE

The Council accepted apologies and reasons for absence from Cllr J. Peake.

16/02 DECLARATION OF INTERESTS

Cllr Sokolowski declared that she was the Chair of the Chilworth Community Association.

16/03 MINUTES

The Minutes of the Council Meeting held on 12th November 2015 and the Minutes of the Extraordinary meeting held on 14th December 2015 were signed by the Chairman as a true record.

16/04 REPORTS

- The Clerk reported that apologies had been received from PCSO Damon Young from Surrey Police; there was no one from the team working that evening. No report had been received for dissemination.
- Cllr Allen reported on the Shalford Parish Council meeting held on 17/12/15 and reminded Councillors that the notes had been circulated.
- Brookwood Sports Field: The Chairman reported that the sports equipment had now all been installed. Shalford Parish Council will be it maintaining it, as it is in their parish. The Chairman thanked the Parish Council on behalf of the Chilworth Community Association for the amenity.

16/05 FINANCIAL MATTERS

(a) The Clerk reported on the following balances:

£6,115.52	Business Reserve Account (as at 31/12/15)
£12,345.31	Current Account (as at 31/12/15)
£70.00	Field Current Account (as at 31/12/15)

Income received since (12/11/15):

- 76p interest on Business Reserve Account 26p in November and December 2015 and 24p in January 2016

(b) Schedule of Cheques totalling £538.61 (+ VAT totalling £28.60) as attached to record Minutes were **approved and signed**.

(c) Precept and Budget for 2016/17

RESOLVED: Councillors approved the budget and AGREED to precept upon Guildford Borough Council for the sum of £13,465 including the Local Council Tax Support Scheme (LCTSS) of £39.00.

[Appendix](#)

A

(e) Parish Council's Assets and Risk Assessment

RESOLVED: following the resignation of Councillor Bunting it was AGREED that Cllr Seabrook would inspect and report on the following:

1. Village Bench at Halfpenny Close
2. Village Bench at Old Manor Farm Lane

It was also AGREED that each Councillor would present their reports from each asset at the next Parish Council meeting on 10th March 2016.

16/06 PLANNING

- (a) The Clerk reported on those received since last meeting numbers: 24; 21 18; 17; and 16 as shown on the Appendix B.
- (b) The Clerk reported on number 14 on the list: **15/P/01626 The Charcoal House, Blacksmiths Lane, GU4 8NQ**. Michael Parker is the case officer – and he confirmed there is no update on the decision.
- (c) The Clerk reported on the outcome of those previously reported numbers: 23; 24; 25; 26 as shown on Appendix B.

[Appendix B](#)

(d) **15/P/00171 - Blackheath Cottage, Blackheath, GU4 8RD**

RESOLVED: Councillors AGREED to reaffirm their comments made in March 2015.

LOCKNER FARM – Councillors discussed the cost of applying for 'listing' to the main house and the Chairman explained the complexities of the Listing. Mrs McIntyre suggested that the barns might fall into disrepair – which was of concern. Cllr Lunnon suggested that two Councillors could investigate if GBC could place an order on the barns being demolished.

RESOLVED: Councillors AGREED to defer the decision whether to proceed until the next meeting.

(f) Councillors discussed a revised system for viewing and recommending a corporate response to Guildford Borough Council.

RESOLVED: to adopt the following procedure:

- **The Clerk to send the paper plans to the Chairman**
- **The Chairman to forward the plans onto two Councillors who would visit the property and make a recommendation on the decision. If required, additional information would be advised to be included in the corporate response. This is all recorded on the circulation sheet and sent around for any comments from other Councillors – who may have historical information relevant to the application under consideration.**

16/07 THE FREQUENCY OF PARISH COUNCIL MEETINGS

Councillors reviewed the frequency of meetings.

RESOLVED: on a 6 – month trial period to convene an Ordinary meeting every month. The following dates were AGREED:

Wednesday 24th February 2016
 Thursday 10th March 2016
 Thursday 14th April 2016
 Thursday 12th May 2016

16/08 CHILWORTH WAR MEMORIAL

Councillors considered the latest reply to John Rye’s e-mail dated 04/01/16 when he apologised for *“for not making it clear, it would be the whole stone in Doultling, NOT just a small piece”*.

It was AGREED that the Clerk should ask John Bailey if we should issue a JCT contract / schedule of works.

‘Respect and Remember Project’: The Clerk reported that she had received an e-mail from Bernii Langridge the Community Payback Manager for Surrey, who had forwarded our request onto Mike Palmer the Placement Co-ordinator.

16/09 THE BUS SHELTER AT CHILWORTH RAILWAY STATION

The Clerk reported on advice given by Andrew Bedding Came & Company Local Council Insurance with regard to the height of the new shelter.

On the basis the bus shelter, in its current configuration, fails to meet current legislation pertaining to the height of structures in a public space, the insurers may refuse to consider a claim for injury or damage on the basis Policy Condition 10 C has been breached.

However, if no such legislation exists the Parish Council should undertake a written risk assessment of the bus shelter, taking into account the recent complaint, and then decide whether reasonable precautions are being taken to prevent injury if the bus shelter is left in its current configuration. If it is decided this is not the case it should be either heightened or removed.

RESOLVED: that the Clerk ask Bahram Assadi and Paul Puttock to a site meeting.

16/10 PARKING RESTRICTIONS AT THE PERCY ARMS/CHILWORTH SCHOOL AREA

Cllr Mrs Allen reported on the meeting held on 16/11/15 with Cllr Peake, Andy Harkin (GBC Parking Co-ordinator) and Keith Taylor with regard to the proposal parking restrictions.

There are clearly different views in the local community about the need and desirability of further parking controls. However, it was agreed that at least some modest changes were still required to address the most serious safety concerns. Specifically, it was agreed to go out to public consultation on a proposal for 5 metre double yellow lines on either side of each of the following:

- i) the entry and exit to the layby opposite the school
- ii) the entrance/exit to the pub and
- iii) the entrance/exit to the main parking area at the rear of the new housing development.

Additionally, it was agreed to a request from a local resident for a white ‘H’ line along the length of the double dropped kerb in front of 77 and 79 Dorking Road.

16/11 CORRESPONDENCE

- Councillors discussed and received a report on the Flooding from James Whiteman, Director of Environment GBC. Councillors AGREED no action.
- Councillors discussed and received an invitation to the Surrey Countryside and Rural Enterprise 2016 Conference on 10/03/16 9 – 2 p.m. Woking at a cost of £54.00 per delegate. Councillors AGREED that no one would attend.
- It was noted that Cllr Mrs Allen had completed the questionnaire for the Rural Strategy Consultation.

16/12 THE ST MARTHA BUSINESS PLAN

Councillors AGREED to defer a date for re-view to the February meeting.

16/13 HIGHWAYS

- a. The Clerk confirmed receipt of a copy of the Definitive Map and Definitive Statements for St Martha Parish from SCC Countryside Access Team.
- b. Cllr Bill Birkett suggested until there is a large development at the Farm no progress will be forthcoming with regard to Rice's Corner.

16/14 ITEMS FOR THE NEXT MEETING

The following requests were noted as items for discussion at the next meeting:

- Lockner Farm Listing

16/15 DATE OF NEXT COUNCIL MEETING– to note that the date of the next Parish Council Meeting is 24th February 2016.

EXCLUSION OF PRESS AND PUBLIC

EXCLUSION OF PRESS AND PUBLIC it was RESOLVED at 10:15p.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 closed the meeting at 11:40 p.m.