



Chiddingfold Parish Council

OVERVIEW OF CHIDDINGFOLD PARISH COUNCIL

Chiddingfold Parish Council comprises nine councillors. The Parish Council has open public meetings eleven times a year, on the second Thursday of each month except August. The May meeting is the Annual Parish Council meeting at which decisions are set out for the coming year. The Council works closely with the community offering opportunities for residents to have their say on all aspects of parish life. This is often achieved through consultations or through working groups populated with a mix of residents and councillors.

In addition to the parish council meetings there are monthly Planning Committee meetings, held on the fourth Thursday of every month. There is an Annual Parish Assembly on one evening each year, called by the Chairman (not the Clerk) and to which all residents are invited. This gives the council the opportunity to update everyone on achievements and to explain what is planned for the future. This is an opportunity for residents to participate in the future development of the parish.

The Council has a Statement of Community Engagement which is included with the other recruitment documents.

CPC employs a Clerk and a Deputy Clerk and Responsible Financial Officer. For all other outside work contractors are used, including a long-term parish lengthsman, who works closely with the council to keep the Public Rights of Way, verges and drainage systems clear and well-maintained.

There are three recreation grounds in Chiddingfold, one is owned by Waverley Borough Council but leased to and maintained by CPC (as is The Green). The other two are owned by CPC. The parish is currently preparing a Neighbourhood Plan which will define the future use of these grounds.

The Neighbourhood Plan will also define the future of the parish in respect of housing (sites, density, style, design), employment and environment and sustainability. This work is ongoing and it is anticipated that the new Clerk will work with the Council on this important work. The final Plan will define the direction of the parish over the next 20 years. The parish council aims to use this exercise to assure the future of this vibrant and diverse community.

The current Clerk has been in post for 10 years and is now retiring. The new Clerk will continue the work already started to support CPC and the community it serves. They must be a strong and confident administrator and a people person, confident and capable with IT and social media. For this a competitive salary is offered for 37 hours per week. The position requires hard work, flexibility and the highest standards; these qualities are more important than formal clerking qualifications, but the successful candidate must be ready to learn and develop professionally.

Please call Sue, our current Clerk, for an informal discussion on 07557 344499.



OVERVIEW OF CHIDDINGFOLD



Chiddingfold is a small, beautiful village, steeped in history. It is centred round a village green with a village pond, Grade I listed Church, The Crown Inn and other Grade II and Grade II* listed buildings. Chiddingfold lies approximately 12 miles south-west of Guildford in the Surrey Hills Area of Outstanding Natural Beauty (AONB).

The name Chiddingfold has evolved over the centuries from the Saxon meaning fold, an enclosure for animals, in the hollow belonging to the Caedingas, followers of Cedd or Cedda, the East Saxon Bishop (AD 654- 664). Items from the Stone Age, Bronze Age, Iron Age, Celtic and Roman periods are in local museums and are found in the names of places in the parish such as Cherfold, Okelands, Mesels, Frillinghurst, Killinghurst and Sittinghurst [Sydenhurst].

Traditional Wealden industries of glass making and iron founding were carried on from the early 13th century to the 17th century, using timber from the forests in the Weald for fuel. Farming of cattle, sheep and arable, Kersey cloth making, Chiddingfold.



1935



2017



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Key buildings of the village include St Mary's 12th century church which replaced an earlier wooden chapel, and the Post Office and other shops. There are three inns: The Swan, The Winterton Arms and the world famous 14th century Crown Inn built on the site of an earlier 'Halle' of 1285.



The Crown Inn

Most properties around the green date from 14th to 16th century. They are timber framed Wealden houses with later additions of tile hung or period facades, as are others within the parish boundaries.

The thriving St Marys Church of England School has provided education for local children since 1837. There are several other facilities for village use including the Village Hall rebuilt in 1994, the Recreation Ground and Pavilion, 1995, Combe Common football ground and the 19th century Cricket Green.

Tanning and dyeing, brickworks, coppicing, stick making and large family estates created employment during the various stages of village development to the end of the 20th century.



Chiddingfold Parish Council

JOB DESCRIPTION CLERK TO THE PARISH COUNCIL

Overall Responsibilities

The Clerk to Chiddingfold Parish Council will be the Proper Officer of the Council and as such has a statutory duty to carry out all the functions required by law of a local authority's Proper Officer; in particular to serve or issue all statutory notifications.

The Clerk will be responsible for ensuring that instructions of the Council in connection with its function as a Local Council, are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and to produce the information required for the Council to make effective decisions. The Clerk is further responsible for constructively implementing those decisions.

The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The role is full time, a basic 37 hours per week. In addition it is expected that the Clerk will work a further 2-4 hours each month, attending evening meetings. Evening meetings are reimbursed at time and one half the basic hourly rate. The remuneration will be as set out in the NALC Salary Scale Range LC2, and the Spinal Column Point for commencement will be according to experience.

Specific Responsibilities

To ensure that statutory and other provisions relating to the running of the Council are observed.

To issue notices and prepare the agendas, in consultation with appropriate Members, for public meetings of the Council, Committees and Sub-Committees. To attend such meetings and to prepare minutes for approval and take forward any action points.

As necessary and as agreed with the Council to attend meetings relevant to the Council. To report to the Council on those meetings, as appropriate.

To ensure that the Council's obligations for Risk Assessment and Data Protection are properly met.

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or the known policy of the Council.

To be the main point of contact and to work with agencies and higher authorities, contractors, community organizations and with members of the public in connection with the business of the Parish Council.

To study reports and other data on activities of the Council and on matters concerned with those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

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To work with CPC Councillors to ensure that CPC has robust and fit-for-purpose mechanisms in place to fully meet its obligations; including if and when it begins to take over services and/or contracts as part of the devolution of services from the Borough or County Council. This may include managing the tender process, selection of contractors and service providers, project management and delivery.

To draw up proposals (either on own initiative or as a result of suggestions by Councillors) for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

To be responsible for managing and regularly updating the CPC website and social media accounts, including Facebook.

To prepare, in consultation with the Chairman, press releases about the activities or, or decisions of, the Council.

To develop the necessary professional knowledge required for the efficient management of the affairs of the Council. Individual membership of The Society of Local Council Clerks is required and all costs associated with membership fees are covered by CPC.

To work towards achieving the status of Qualified Clerk (obtaining the Certificate in Local Council Administration) as a minimum requirement for effectiveness in the position of Clerk to the Council.

To attend the conferences and technical update sessions of The National Association of Local Councils (NALC), The Surrey Association of Local Councils (SSALC), The Society of Local Council Clerks, and other relevant bodies, as Clerk and/or as a representative of the Council, as required.

To receive invoices for goods and services to be paid for by the Council and to ensure such accounts are passed to the Responsible Financial Officer (RFO) and are met in accordance with the annual budget or with the approval of the full Council. To ensure that financial reports are provided to Council each month.

To authorise the RFO to issue invoices on behalf of the Council for goods and services and to work with the Council and the RFO to prepare the Council's annual budget and precept demand.

To ensure that statutory notices, agendas, minutes, accounts summaries and notices of meetings are displayed on the main parish notice board and, where relevant, on the other four notice boards around the parish. To maintain all notice boards and to organize display of local communities' notices of events.

To manage and administer the allotment gardens and rentals.

To work with parish contractors and lengthsmen to ensure the adequate maintenance of, for example, drains and culverts, public rights of way, common land hedges and trees



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PERSON SPECIFICATION CLERK TO THE PARISH COUNCIL

The successful candidate will possess the following...

Essential Qualities

Educated to at least GCSE level or equivalent.

Excellent English language skills for report writing and for composing and writing letters.

Accurate and fast (>90wpm) keyboard skills.

Excellent inter-personal and communication skills; ability to communicate at all levels.

Must be self-assured and confident dealing with people, the Council, agencies and authorities.

Must be tactful and diplomatic.

Ability to work equally well on own and as part of a team.

Must be IT literate and self-sufficient; with a good working knowledge of Microsoft products -
Windows 10/Office Suite.

Must be familiar with the safe use of the Internet and emailing, and have an understanding of IT
system safeguarding and data back-up and restore.

Ability to research, obtain, collate and report information from a variety of sources.

Must be able to prioritize and work to deadlines.

Must be able to manage own time effectively.

Self-motivated, must be able to work on own initiative.

Working knowledge of general accounting practices.

Must hold a current UK driving licence and have own transport.

Ability to carry out off-road inspections of the parish, including Public Rights of Way, allotments and
recreation grounds.

Must support and have belief in the policies of the Council (eg. Equal opportunities, transparency).

Willing to commit to ongoing Continuing Professional Development (CPD) in the role.

Must be able to respond to changes in the profession, requiring new learning or changed procedures.

Desirable Qualities

Hold a Certificate in Local Council Administration (CiLCA) or an equivalent diploma or degree.

Previous relevant employment.

Previous experience of council/committee procedures.

Project management experience.

Knowledge of the local area.

Legal experience, or a good general understanding of law and Government.

Must enjoy variety in work and be able to respond to unexpected situations.



Chiddingfold Parish Council

APPLICATION GUIDANCE NOTES

Thank you for applying for the post of Clerk to Chiddingfold Parish Council (CPC).

Before you complete this application form, please read these guidance notes in conjunction with the job description and the person specification. It is important that your application explains how you meet those requirements. In addition you should be aware of the following:

Right to work in the UK: In order to comply with the Asylum and Immigration Act (1996), you need to confirm that you are able to supply evidence of your eligibility to live and work in the UK. Acceptable evidence would be a passport, a resident permit issued by the Border and Immigration Agency, or a National Insurance number with any supporting documentation. Should you be granted an interview you will be asked to bring original documents with you on the day as evidence of your right to work in the UK (copies will not be accepted). Documents will be copied and initialled by the interviewer and held on file for the duration of the recruitment process or, if employed, for the duration of your employment with CPC. The original documents will be returned to you by the end of the interview.

Disabilities Disclosure Statement: CPC has a duty under the Equality Act 2010 to make “reasonable adjustments” for people with disabilities who want to work for the Council or access our services. Please tell us if you have a disability so that we can make reasonable adjustments at the interview. You can do this by ticking the box below if you consider that you have a disability and the Council will then contact you by telephone to discuss any adjustments that can be made.

Equality: CPC’s Equality Policy ensures that all Members, employees and job applicants are treated equally and that there is no discrimination on any grounds including, but not limited to, the grounds of gender, disability, race, age, colour, ethnic origin, culture, religious belief, marital status, sexuality, HIV status and responsibility for dependents. The Parish Council will appoint, train, develop and promote on the basis of merit and ability.

Rehabilitation of Offenders Act 1974: If you are applying for a post exempt under the Rehabilitation of Offenders Act, you must declare all convictions (spent and unspent, cautions or bind-overs). Failure to do so could result in any offer of employment being withdrawn, or your dismissal, if already appointed. For any exempt post, you will be required to provide us with proof of identity and, if appointed, a criminal record check will be undertaken. An offer of employment will not be confirmed unless this check is satisfactory to the Council.

Please complete the following application form and return it either by email to - clerk@chiddingfold-pc.gov.uk - or by post to the Clerk at - Chiddingfold Parish Council, The Banking House, The Green, Chiddingfold, Surrey, GU8 4TU - in either case to arrive no later than 12 noon on Friday 16 March 2018. Any applications received after this time will not be considered.

Applicants who have been selected for interview will be informed by email no later than Tuesday 27 March 2018. Interviews will be held week commencing Monday 02 April 2018 at the Council offices at the address above. . CPC would like the new Clerk to take up the post on or around the 01 June 2018.



Chiddingfold Parish Council

APPLICATION FORM

ALL INFORMATION PROVIDED WILL BE TREATED IN THE STRICTEST CONFIDENCE. In accordance with the Data Protection Act 1998, the data collected on your application form will only be used for the purpose of recruitment and employment and will not be disclosed to any external sources except as may be required by law for the detection and prevention of fraud or crime. Both electronic and paper records will be deleted by shredding when the recruitment process for this position has been completed except in the case of the successful candidate whose data will be securely held as part of the personnel record.

Job Title: CLERK TO CHIDDINGFOLD PARISH COUNCIL

How did you hear about this post?:

PERSON DETAILS

Title: First Name: Last Name: Suffix:

Permanent Address (for correspondence):

..... Postcode:

Email address:

Home phone: Mobile phone:

Preferred contact: National Insurance No:

Preferred method of contact:

CURRENT OR MOST RECENT EMPLOYMENT

Organization Name: Job Title:

Organization Address:

..... Postcode:

Date started: Date left: Salary:

Reason for leaving:

Summary of duties:

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PREVIOUS EMPLOYMENT(S) (most recent first)

Dates (from and to):	Organization:	Job title and duties:
to		

EDUCATION (most recent first)

Dates (from and to):	School/College/University:	Examinations passed and level (eg. GCSE, Diploma, Degree):
to		

WORK-RELATED QUALIFICATIONS (most recent first)

Dates (from and to):	Examining Body:	Qualification gained:
to		



Chiddingfold Parish Council

REFERENCES

Your employment by the Council is dependent on satisfactory references. Please give the names and addresses of two individuals, not related to you, from whom we may obtain references. The first person should be your current or most recent employer:

Contact Name: Job Title:

Organization: Phone No:

Email address:

Organization Address:

..... Postcode:

Can we contact this referee prior to the interview? YES / NO

Contact Name: Job Title:

Organization: Phone No:

Email address:

Organization Address:

..... Postcode:

Can we contact this referee prior to the interview? YES / NO

RIGHT TO WORK IN THE UNITED KINGDOM

Before you commence working you **MUST** provide evidence to demonstrate you have the right to work in the United Kingdom. This documentation will be required at the interview stage. It is important that you read the 'Right to work in the UK' section of the Application Guidance Notes.

Are you eligible to work in the United Kingdom? YES / NO

Are you a non-EEA National or do you require worker registration? YES / NO



Chiddingfold Parish Council

DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a position with CPC you are required, as a minimum, to disclose if you have any UNSPENT criminal convictions in accordance with the Rehabilitation of Offenders Act 1974. Any information given is confidential and will be considered only in relation to the position to which this application relates.

Please note that the post for which you are applying is exempt under the Rehabilitation of Offenders Act 1974 and you must declare ALL convictions, spent and unspent, and any cautions and bind-overs.

PLEASE DECLARE THAT:

I have no spent or unspent convictions? Signature:

OR

Exempt posts only:

I have attached details of spent and unspent criminal convictions: Signature:

CANVASSING OF COUNCILLORS OR OFFICERS OF THE COUNCIL

All forms of canvassing will automatically disqualify a candidate from employment. That is: you must not ask a Chiddingfold Councillor or Officer of the Council to use their influence to help you gain this position.

Are you related to a Councillor or Officer of the Council? YES / NO

If YES, please give the name of your relative:

Your relationship to that person:

MOBILITY

The post of Clerk to the Council involves driving/the ability to travel, including walking off-road on Public Rights of Way.

Are you able to fulfil these duties? YES / NO

Do you have a full, current driving licence? YES / NO

DISABILITY

If you have a disability will this need to be taken into account at interview? YES / NO

If YES, please tell us how we might accommodate your requirements:

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.....

.....



DECLARATION

I certify that, to the best of my knowledge, the information given on this form is factually accurate. In accordance with the Data Protection Act 1998, I understand that information from this form may be computerised and/or held in hard copy for personnel / employee administration purposes and in addition, this information may also be used for the prevention and detection of fraud or crime. Any person appointed to Chiddingfold Parish Council found to have provided false information may be liable to dismissal without notice.

Signed: Date:



Chiddingfold Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

This First Revision of its original Statement of Community Engagement was adopted by Chiddingfold Parish Council under Item 9.04.02 at the Parish Council Meeting held on:

14 April 2016

Chiddingfold Parish Council's aims and objectives for seeking community engagement and the outcomes it hopes to achieve are:

Aims

- Y to work more closely with residents, businesses and community groups;
- Y to use a range of available media to capture and analyse views, listen to concerns, learn opinions and to use this information as the basis for decision-making.
- Y to encourage residents' participation in strategic planning, decision-making and monitoring and assessing services;
- Y to provide opportunities for residents' to work effectively and constructively with the Council.

Objectives

This strategy is part of the council's commitment to create and maintain effective working relationships with all sectors of the community, based on trust, openness and transparency. Outcomes of the strategy will include:

- Y improved communication through the establishment of new channels of engagement.
- Y better understanding by residents of the role of Councillors and how to best use Council services.
- Y improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
- Y more input into shaping public services, bringing greater satisfaction.

Defining the Community

Chiddingfold is a rural village and civil parish set in the heart of The Weald in Surrey, approximately 3 miles south of the centre of its principal authority Waverley Borough Council. It lies on the A283 between Milford and Petworth. Chiddingfold Forest is a Site of Special Scientific Interest (SSSI) lying nearby.

The community consists of a little over 1200 residential properties accommodating a wide demographic cross-section of around 2900 people. Post-war development has seen the village grow with a number of small-scale housing projects and numerous house replacements that gives the village its current diverse stock of housing.

Farming has been, and remains, a major industry in the area. Many residents commute to other areas, including London, for employment. The community may be defined as consisting of:

- Residents of the Village,
- Users of Parish Council Services,
- Village Hall Management Committee and Village Hall users,
- Head Teachers and Governors of St Mary's School,
- Young people who live and/or go to school in the Village,
- Retail and other and Businesses in the community,
- Interest groups – clubs and societies e.g. Chiddingfold Horticultural Society,
- Voluntary organisations eg. Good Neighbours, Car-Go! Transport Scheme,
- Church Groups, from the three churches in the parish,
- Farming Community,
- Groups of people defined by a common factor such as age, disability, faith. Other groups, such as Councillors, Council Staff, Neighbourhood Police and Countryside Officers.

Role of Council Members and Officers

The Parish Council is non-political with 9 elected Councillors identified in the community, via newsletters and the parish website, for their roles and responsibilities, which are also detailed and published in the Council's Model Publication Scheme, List of Services. Council members communicate with the public via attendance at meetings and/or as part of their work with relevant committees. Councillors each have a number of different roles that embrace a range of activities including: Planning and Development; Finance and Compliance; Recreation Ground Management; Highways Liaison; Police Liaison; Care for the Elderly; Housing; Liaison with other Parish Councils; Village Hall Management; liaison with principal authorities. These roles inevitably bring opportunities to discuss the work of the Council with residents and peers and encourages participation and feedback.

There is one officer of the Council, The Parish Clerk, who carries out all aspects of council work. The Clerk is based in an office located within The Archive in the centre of the village. The Parish Office is open from 9am to 4pm on Mondays and Thursdays. Outside of these times the Clerk is frequently at meetings or engaged on parish business but is generally contactable by email, telephone or by mail. The current Clerk is Sue Frossard and she is also the Council's Responsible Financial Officer, responsible for the parish finances.

The Parish Council does not directly employ ground maintenance staff but uses local contractors who have direct contact with members of the public and who are able to answer many questions concerning grounds maintenance matters. Their ability to do this effectively and courteously is as important as any other element of the Councils work in the community and provides good feedback on the views of people on the services offered by the Council.

Provision of Information to the Community

The Parish Office is open to the public Mondays and Thursdays from 9am to 4pm. Calls can be made or messages left at any time. The Council email address is - clerk@chiddingfold-pc.gov.uk. The parish office telephone (01428 683906) has an answerphone which is regularly monitored. Phone numbers and addresses for the Chairman, Vice-Chairman and other councillors are also published.

Members of the community may wish to engage with the Council at different levels - from the odd email or letter with a suggestion on how a service could be improved, to regular attendance at Council meetings. The Parish Council website address is widely published and the site contains current events and news, published policies, minutes, agendas, annual reports, financial statements and has directory contact listings for councillors, local businesses and community groups.

The Council obtained funding for a Council computer and, with the growing reliance on the Internet to provide information generally, this is available to residents, during parish office opening hours, to look up information on Government, County, Borough or Parish Council websites.

The Council produces a monthly report which is published in the parish magazine and this outlines current business and projects being undertaken by the Council. This report and other statutory notices are published on the main notice board (on the wall of Forrest Stores). General notices and information are published on four other parish notice boards: at either end of Coxcombe Lane recreation ground, outside the main entrance to the doctors' surgery and on the walkway to the Village Hall.

The local, non-denominational Good Neighbours Scheme uses a 'pyramid' of volunteers to ensure that every resident in the parish has a Good Neighbour. Interaction is two-way, the Good Neighbours are able to provide residents with information on local services and community groups, and are able to direct residents' issues to the correct agency.

Opportunities for Community Involvement

Residents are invited to attend parish council meetings and are made very welcome. During the meeting, the public may ask questions relevant to the agenda.

The Parish Council has one formal Committee dealing with matters related to local Planning. This Committee is governed by statutory regulation and operates exactly as if it were a council; meeting in public, making decisions and publishing agendas and minutes.

In addition there are permanent Working Groups. These include a group for Finance and Compliance. Most of the day-to-day business of the Council falls to one of these groups. These groups have no authority to make decisions and are not regulated. Any research, ideas and proposals from these groups must be brought to a full council meeting in order for a resolution to be made.

Additional, temporary Working Groups are formed as required, usually for one-off projects or to address a specific concern. Examples would be the Community Building Group, or the Bus Review Group. Residents are invited to join these groups and, through these, have an opportunity to shape their community.

Public consultations are held for business of significant importance to the community. Examples would be where a large amount of public money is to be used such as for a community building, or if the Council is required to respond to a consultation, then it seeks to learn the opinions of the community that it represents, this Council values opinions and suggestions from all residents.

The Council conducts a quarterly 'estates walkabout' with the Borough Council Housing Department. This provides the opportunity for tenants to raise issues regarding their housing and for the parish council to monitor issues and suggest solutions.

A number of annual, community events take place in the parish. These include the summer festival, bonfire night celebrations, carol service, litter-blitz day, annual pond clearance. Feedback is sought at all times and Councillors attend such events, not just to participate, but to be accessible for discussions and to listen to residents.

Contact details for local societies and services are collated in a Village Booklet, distributed by the Good Neighbours to all new residents and available from local shops and the Post Office.

The Council is always open to suggestions of practical ways of engaging with people and community groups. Longer term projects include the development of a Neighbourhood Plan and tackling speeding and low level crime reduction.

Statement of Intent as to Community Engagement:

Version No: 1.0
Prepared By: Sue Frossard AILCM (Clerk)
Prepared Date: 20 February 2012
Date Adopted: 08 March 2012
Review Due: March 2013

Statement of Intent as to Community Engagement:

Version No: 2.0
Prepared By: Sue Frossard CiLCA MILCM (Clerk)
Prepared Date: April 2016
Date Adopted: 14 April 2016
Next Review Due: March 2018

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