



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel & Fax: 01428 683906
www.chiddingfold-pc.gov.uk
Chairman: Councillor Richard Hogsflesh
Parish Clerk: Sue Frossard CILCA MILCM
clerk@chiddingfold-pc.gov.uk

TO MEMBERS OF THE COUNCIL

You are hereby summonsed to attend the monthly meeting of Chiddingfold Parish Council on Thursday 12 January 2017 in the Charles Watts Room of the Village Hall at 7.45 pm, for the purpose of transacting the following business.

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Signed: **Sue Frossard**
Sue Frossard CILCA MILCM, Clerk to the Parish Council

Date: **05 January 2017**

AGENDA

1.00 APOLOGIES FOR ABSENCE.

Recommendation: To receive and accept apologies for absence.

2.00 DECLARATIONS OF INTEREST.

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

Recommendation: To receive declarations of pecuniary or other interests not previously notified to the WBC Monitoring Officer.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 08 DECEMBER 2016.

Recommendation: To approve the minutes of the Parish Council meeting held on 08 Dec 2016 as a true record of decisions taken and the Chairman to sign the minutes.

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES.

Recommendation: To review outstanding actions from the Parish Council meeting minutes.

4.00 PLANNING APPLICATIONS.

Recommendations on planning applications are usually decided by the Parish Council Planning Committee which meets on the fourth Thursday of each month at 11am in the Parish Office. Planning Committee agendas are published on the parish main notice board and on the website three clear working days before a meeting. The full Council only considers planning applications where the response deadline falls between Planning Committee meetings.

Recommendation: To consider the following applications:

| | | |
|----------------------------|--|--|
| WA/2016/2411 19/01/2017 | Erection of extensions and alterations to roof space to provide habitable accommodation following demolition of existing conservatory. | Holcot, Woodside Road. |
| WA/2016/2424 19/01/2017 | Erection of a fence. | Dunsfold Ryse, High Street Green. |
| WA/2016/2451 03/02/2017 | C of L 192 for the erection of an extension. | Middlecott, School Lane. |
| WA/2016/2454 03/02/2017 | Erection of a single storey extension following demolition of existing detached carport/store. | Rose Cottage, Ramsnest, Petworth Road. |

5.00 POLICING IN THE PARISH.

Recommendation: To receive an update on crime, Neighbourhood Watch, Farm Watch and other Police matter.

6.00 WORKING AND ADVISORY GROUPS.

To review current Working Groups or special project Advisory Groups and to set up new groups if required.

Recommendation: To review current groups and to set up new groups if required.

6.01 UPDATES FROM WORKING GROUPS.

Recommendation: To receive an update on the work of each group:

6.01.01 Environment and Amenities Group (EAG) - RU

6.01.02 Broadband Group (BBG) - TF

6.01.03 Neighbourhood Plan Development Group (NDPG) - CT

6.01.04 Emergency Plan Group (EPG) - RU

6.01.05 Road and Traffic Group (RTG) - TF

6.01.06 Village Maintenance Group (VMG) - CT

6.01.07 Recreation Ground Maintenance Group (RGMG) - RH

7.00 CORRESPONDENCE AND BUSINESS.

Recommendation: To note business and correspondence since the last council meeting, to decide any action required:

8.00 LATE ITEMS.

For information and discussion only. (Lawful decisions can only be made on items specified on the agenda where sufficient information has been provided for councillors to make an informed decision.

Recommendation: To note and discuss late items.

9.00 VACANCY FOR COUNCILLOR

Interviews for the vacancy on the council will have been concluded by the time of this meeting.

Recommendation: To receive details of the interviews and to discuss and, if appropriate, confirm co-option of the ninth council member.

10.00 FINANCE AND COMPLIANCE GROUP (FCG)

Recommendation: To receive updates from FCG on any matters not itemized on the agenda.

10.01 FINANCIAL STATEMENT OF ACCOUNTS.

Recommendation: To review the budget and to resolve to make any necessary adjustments.

Recommendation: To approve the draft financial statements of accounts against budget for the year to 31 Mar 2017.

10.02 RECEIPTS AND PAYMENTS.

Recommendation: To note receipts and to approve payments as detailed on the Order to Pay form and to ratify any payments necessarily made since the last council meeting and in accordance with the 2016-2017 budget.

10.03 REVISED CODE OF CONDUCT

Following a revision of the Borough's Code of Conduct a revised Parish Council Code of Conduct, reflecting changes of policy and regulation within the Borough, is appropriate. A draft is attached for Council's approval.

Recommendation: To resolve to approve and adopt the revised Code of Conduct.

11.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]

Recommendation: To note the date of the next Parish Council Meeting is on Thursday 09 Feb 2017 in the CWR of the Village Hall commencing 19:45.



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3.00

12/01/2017

Tel & Fax: 01428 683906
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Chairman: Councillor Richard Hogsflesh
Parish Clerk: Sue Frossard CiLCA MILCM
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MINUTES

Minutes of the Parish Council meeting held on Thursday 08 December 2016
at 7.45 pm in the Charles Watts Room of the Village Hall.

Clrs Present: Cllr Richard Hogsflesh (RH), Chairman Cllr Tim Forrest (TF) Cllr Susie Forrest (SF)
Cllr Roger Underwood (RU), Vice-Chair Cllr Christine Tebbot (CT) Cllr Daniel Hall (DH)
Cllr Neil Denyer (ND)
In attendance: Sue Frossard CiLCA MILCM (Clerk)
Public: 0

1.00 APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Anthony Johnson (AJ).

2.00 DECLARATIONS OF INTEREST.

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

Cllr Underwood declared a personal interest in Item 7.02.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 10 NOVEMBER 2016.

PROPOSED (DH): To approve the minutes of the Parish Council Meeting held on 10 November 2016 as a true record of decisions taken and the Chairman to sign the minutes.

SECONDED (TF). RESOLVED (UNANIMOUS).

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES.

The Clerk reported that she had only received three responses to the SCC National Highway & Transport Survey. The deadline was extended to Monday 12 December.

4.00 PLANNING APPLICATIONS.

Recommendations on planning applications are usually decided by the Parish Council Planning Committee which meets on the fourth Thursday of each month at 11am in the Parish Office. Planning Committee agendas are published on the parish main notice board and on the website three clear working days before a meeting. The full Council only considers planning applications where the response deadline falls between Planning Committee meetings. The following applications were considered:

| | | | |
|----------------------------|--|---|---|
| WA/2016/2235 23/12/2016 | Erection of front boundary fence and gate. | 22 Pathfield. | Object - spoils the street scene, out of keeping and inappropriate development in the AONB. |
| WA/2016/2242 23/12/2016 | Change of Use and alterations to outbuilding and garage to form single dwelling and garage with associated parking and garden. | Land at former Christmas Tree Nursery, Woodside Road. | Support - this council supports making good use of redundant buildings. |

The Chairman reported that a four-minute slot had been given for speaking on Dunsfold Park before the Planning Committee meeting and Charles Orange will speak on behalf of local councils opposing the application. An Officers' Report has come out on Dunsfold Park recommending approval, despite the fact that Surrey County Council Highways has objected to it. In essence the report states that Dunsfold Park is the answer to the need for WBC to build lots of houses, rather than revising the housing figure in light of Brexit.

5.00 POLICING IN THE PARISH.

SF updated the meeting on the recently circulated 'In The Know'. Finally something that is relevant to Chiddingfold.

6.00 WORKING AND ADVISORY GROUPS.

It was AGREED that no new Working or Advisory Groups are required..

6.01 UPDATES FROM WORKING GROUPS.

6.01.01 Environment and Amenities Group (EAG) - RU. Nothing to report.

6.01.02 Broadband Group (BBG) - TF. Nothing to report.

6.01.03 Neighbourhood Plan Development Group (NDPG) - CT

CT reported that this is on track, an article has just been submitted to the Parish Magazine to publicize the 27 and 28 January public consultation. DH suggested also putting a post on the Community Facebook page and on 'NextDoor'. A leaflet drop is planned and a banner on The Green. Calls for sites is going ahead and CT is doing Searches to obtain land-owner details so that a letter can be sent.

6.01.04 Emergency Plan Group (EPG) - RU. Nothing to report.

6.01.05 Road and Traffic Group (RTG) - TF. TF reported that Surrey Highways have come up with their plans for the next five years, rather dismal. Following Project Horizon, there is now Project Horizon 2. 80% of this is allocated to and determined by Surrey Highways as to which ones they are going to do. The remaining 20% is determined by the Local Committees because they wanted to have local people deciding what they want done. They have produced a list of 110 minor roads that need attention, including some in this parish. Then they have prioritized them from 1 to 110. Skinners Lane, for example, is quite high up the list, whereas High Street Green is around 105. Next, each item is measured, eg. 1200m, 1000m, etc. Then, in small type they say that the Local Committee can allocate a total of 2,200m, so: 110 sites requiring work to 500m on average does not allow very much to be done throughout the whole of Waverley Eastern Villages. Further restricted by the fact that the above is to be spread over the duration of Project Horizon 2, ie 5 years. Therefore, the vast majority of all roads will have nothing done on them whatsoever apart from a little patching here and there. TF and our County Councillor, Mrs Victoria Young, are meeting with Highways tomorrow.

6.01.06 Village Maintenance Group (VMG) - CT

CT asked the Clerk to check if we can use £3,900 of the PIC money available to this council for 'Environmental Improvement' for The Green margins and drainage.

We also have access to £5,900 for 'Equipped Play Space'. The Clerk was asked to contact WBC and ask them to prepare a Playground Plan to replace the children's playground, particular the sprung equipment which is in excess of 20 years' old. WBC have a Play Officer and a Play Strategy and they should produce a Plan to guide this Council.

ACTION: Clerk to apply for £3,900 PIC money for 'Environmental Improvement'.

ACTION: Clerk to request a Playground Plan from WBC.

ACTION: In conjunction with the above, Clerk to apply for £5,900 PIC money for 'Equipped Play Space'.

6.01.07 Recreation Ground Maintenance Group (RGMG) - RH. Nothing to report.

7.00 CORRESPONDENCE.

The following letters of thanks in response to Parish Council donations had been received:

7.01 KENT SURREY SUSSEX AIR AMBULANCE

7.02 CHIDDINGFOLD FIRST RESPONDERS.

ACTION: The Clerk was asked to contact The Friends of Chiddingfold Surgery to ask them to lead a project to install a community defibrillator with a funding contribution from the parish council.

7.03 WAVERLEY CITIZENS ADVICE

7.06 SURREY CRIMESTOPPERS; and, since the agenda was published

ROYAL BRITISH LEGION, HOPPA, THE CLOCKHOUSE.

7.04 BT CONSULTATION ON REMOVAL OF PAY PHONES

BT sent an email consultation to Ward Councillors to establish whether they can remove payphones. In this parish, the phones on the A283 (near Skinners Lane) and in Woodside Road. These have been used 7 and 3 times respectively in the last year.

RESOLVED: To request that Cllr Simon Inchbald go back to BT to ask that the pay phones in Woodside Road and opposite Skinners Lane are kept.

ACTION: Clerk to contact Cllr Inchbald to state the Council's opinion on these two pay phones.

7.05 RAMSNEST BROADBAND GROUP

An application has been received from the Ramsnest Broadband Group asking for the Parish Council's support in their endeavour to obtain a reasonable speed broadband for 51 properties in the group.

RESOLVED: Council unanimously approved support for this group in line with S.137 per capita funding guidelines and as recently paid to other, similar groups in the parish.

ACTION: Clerk to make a payment of £378 to the Ramsnest Broadband Group.

7.07 TREES AT ASHCOMBE

A letter had been received from residents of Ashcombe regarding removal of trees on the Ashcombe road junction and asking this Council to have regard to the history behind this action before making a decision on any further works.

ACTION: The Clerk was asked to contact the WBC Tree Officer to ask for a report on the health of this mature, native Ash tree.

8.00 LATE ITEMS.

For information and discussion only. Lawful decisions can only be made on items specified on the agenda and where sufficient information has been provided to make an informed decision.

There were no late items.

9.00 VACANCY FOR COUNCILLOR

Interviews for the vacancy on the council have not yet started. RH, RU and TF will carry these out over the next few weeks and a short-list of applicants will be introduced to the full council at the January council meeting.

ACTION: RH, RU and TF to interview candidates for co-option onto the council.

10.00 FINANCE AND COMPLIANCE GROUP (FCG)

There were no updates from FCG on items not on the agenda.

10.01 FINANCIAL STATEMENT OF ACCOUNTS.

The financial statements of account was reviewed against the 2016-2017 budget.

RESOLVED: Council unanimously approved the financial statement of accounts against budget for the year to 31 Mar 2017.

10.02 RECEIPTS AND PAYMENTS.

The Chairman read out the Order to Pay form which listed payments, receipts and payments to ratify.

PROPOSED (TF): To approve payments as detailed on the Order to Pay form and ratified the payments necessarily made since the last council meeting and in accordance with the 2016-2017 budget.

SECONDED (CT). RESOLVED (UNANIMOUS).

10.03 PARISH COUNCIL BUDGET FOR 2017-2018.

A draft budget had been sent to all councillors on 17 Nov to give more than the statutory time for consideration. The Clerk pointed out that the tax base for the coming year is not yet known and any adjustment to this will affect the bottom line figure.

PROPOSED (CT): To approve the 2017-2018 budget and movement of reserves.

SECONDED (ND). RESOLVED (UNANIMOUS).

10.04 PARISH COUNCIL PRECEPT FOR 2017-2018.

Subject to approval of the budget at 10.03 above, Council is asked to approve a precept demand of £120,500 to Waverley Borough Council for the year 2017-2018. (The Clerk again reminded Council that variations to the tax base will not be known until January).

PROPOSED (TF): To approve a precept demand of £120,500 for the year 2017-2018.

SECONDED (RH). RESOLVED (UNANIMOUS).

ACTION: Clerk to submit a demand to WBC for £120,500 precept for 2017-2018.

10.05 PARISH PIC MONIES.

An email had been received setting out the remainder of the PIC monies available to Chiddingfold for specific categories of recreation expenditure. Council is asked to discuss and decide what projects might be part-funded from this source. (If none is used now the funds will remain available, but note that WBC or other local community groups can bid for funding so monies may decrease over time.) Drawing down of these funds and associated actions had been discussed and noted under Item 6.01.06 above.

11.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]

The next Parish Council Meeting is on Thursday 12 January 2017 in the CWR of the Village Hall commencing 19:45.

31st March 2016

31 March 2017

| Current Assets | |
|-----------------------|-----------------------------------|
| 4,194 | Debtors 0 |
| 1,227 | VAT Control A/c 777 |
| 19,853 | Lloyds Current Bank A/c 9,573 |
| 5,070 | Lloyds 30 Day Deposit A/c 135,108 |
| 420 | Nationwide Business Investor 421 |
| 70,000 | Lloyds Fixed-Term Deposit A/c 0 |
| 100,763 | 145,878 |

100,763 Total Assets 145,878

| Current Liabilities | |
|----------------------------|-------------------------|
| 2,341 | Creditors 0 |
| 480 | Accruals 0 |
| 350 | Receipts in Advance 300 |
| 3,171 | 300 |

97,592 Total Assets Less Current Liabilities 145,578

Represented By

| | | |
|---------------|------------------------------|----------------|
| 18,449 | General Reserves | 63,185 |
| 53,360 | EMR - Recreation Dev Fund | 23,360 |
| 2,875 | EMR - Election Expenses | 3,625 |
| 0 | EMR - Tennis Courts | 2,500 |
| 5,000 | EMR - Emergency Relief | 5,000 |
| 5,000 | EMR - Playground Replacement | 5,000 |
| 4,500 | EMR - CC & CL Hedge Cutting | 4,500 |
| 8,000 | EMR - Neighbourhood Plan | 38,000 |
| 408 | EMR - Butchers Paving | 408 |
| 97,592 | | 145,578 |

The above statement represents fairly the financial position of the authority as at 05 January 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Summary Income & Expenditure by Budget Heading 05-01-2017

Cost Centre Report

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|-----|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 100 | Income | 136,592 | 131,998 | (4,594) | | | 103.5% |
| | Income | | | | | | |
| | less Transfer to EMR | 3,250 | | | | | |
| | Movement to/(from) Gen Reserve | <u>133,342</u> | | | | | |
| 101 | Administration | 9,668 | 9,780 | 112 | | 112 | 98.9% |
| | Expenditure | | | | | | |
| 102 | Staff Costs | 40,796 | 55,362 | 14,566 | | 14,566 | 73.7% |
| | Expenditure | | | | | | |
| 103 | Clrs Costs | 542 | 750 | 208 | | 208 | 72.3% |
| | Expenditure | | | | | | |
| | plus Transfer from EMR | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(542)</u> | | | | | |
| 201 | Common Land | 2,766 | 9,500 | 6,735 | | 6,735 | 29.1% |
| | Expenditure | | | | | | |
| 301 | Highways | 4,153 | 6,400 | 2,247 | | 2,247 | 64.9% |
| | Expenditure | | | | | | |
| 401 | Recreation Facilities | 19,711 | 24,651 | 4,940 | | 4,940 | 80.0% |
| | Expenditure | | | | | | |
| | plus Transfer from EMR | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(19,711)</u> | | | | | |
| 501 | Community Support | 6,025 | 5,000 | (1,025) | | (1,025) | 120.5% |
| | Expenditure | | | | | | |
| 601 | General Power of Competence | 2,435 | 3,320 | 885 | | 885 | 73.3% |
| | Expenditure | | | | | | |
| 701 | Capital Projects | 2,511 | 38,000 | 35,489 | | 35,489 | 6.6% |
| | Expenditure | | | | | | |
| | plus Transfer from EMR | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(2,511)</u> | | | | | |
| | Movement to/(from) Gen Reserve | <u>0</u> | | | | | |
| | Grand Totals:- Income | 136,592 | 131,998 | (4,594) | | | 103.5% |
| | Expenditure | 88,606 | 152,763 | 64,157 | 0 | 64,157 | 58.0% |
| | Net Grand Totals:- Income over Expenditure | <u>47,986</u> | <u>(20,765)</u> | <u>(68,751)</u> | | | |
| | plus Transfer from EMR | 0 | | | | | |
| | less Transfer to EMR | 3,250 | | | | | |
| | Movement to/(from) Gen Reserve | <u>44,736</u> | | | | | |



CODE OF CONDUCT

This Code of Conduct was first adopted by Chiddingfold Parish Council under Item 15.0 at the Annual Parish Council Meeting held on 09 May 2013. It was subsequently reviewed and adopted, unchanged on 14 May 2015 and 12 May 2016 and then was amended, in line with changes to the WBC Code of Conduct, and the revision was adopted on:

12 January 2017

1. Introduction and Interpretation

- (1) This Code applies to you as a Member of Chiddingfold Parish Council (“the Council”) when you act in your role as a Member.
- (2) You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
- (3) This Code is based on and is consistent with the seven ‘Nolan’ principles of public life set out in Section 28 of The Localism Act 2011 which Chiddingfold Parish Council endorses: -

| | | | |
|--------------|----------|----------------|-------------|
| selflessness | openness | accountability | objectivity |
| integrity | honesty | leadership | |

Chiddingfold Parish Council is under a duty to promote and maintain high standards of conduct by members

- (4) It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.
- (5) In this Code – “meeting” means any meeting of (a) the Council; (b) any of the Council’s committees, sub-committees, working or advisory groups. “Member” includes a co-opted member and an appointed member.
- (6) If you are unsure about whether or not the Code of Conduct applies to a particular situation, you should consult the Monitoring Officer or Deputy Monitoring Officer at Waverley Borough Council.

2. General Obligations

- (1) **You must** always treat member colleagues, officers, other organizations and members of the public with respect.
- (2) **You must not** conduct yourself in a manner which is contrary to the Council’s duty to promote and maintain high standards of conduct by Members.

- (3) **You must not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest;
 - (b) made in good faith and in compliance with the reasonable requirements of the Council; and
 - (c) you have consulted the Monitoring Officer at Waverley Borough Council or taken other independent legal advice prior to its release.
- (4) **You must not** prevent another person from gaining access to information to which that person is entitled by law.
- (5) **You must not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
- (6) **You must not** undertake any action that could be regarded as harassment, intimidation and/or bullying of member colleagues, officers, or members of the public.

3. When using or authorising the use by others of the resources of the Council -

- (1) **Do** act in accordance with the Council's reasonable requirements and policies;
- (2) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (3) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

4. Gifts and Hospitality

- (1) **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.
- (2) **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- (3) **Do** register with the Parish Clerk any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

5. Registration of Interests

- (1) **You must** notify the Monitoring Officer at Waverley Borough Council of your disclosable pecuniary interests, or other interests, which the Council has decided are appropriate for registration (those listed in paragraph 5(4)). On election, you must do this within 28 days of being elected or appointed to office. Details of disclosable pecuniary interests are set out in the Annexe to this Code. You should give sufficient details of the interests for a member of the public to understand where there might be a conflict of interest.
- (2) **Do** similarly notify the Monitoring Officer at Waverley Borough Council of any disclosable pecuniary or other interests not already registered within 28 days of your re-election or re-appointment to office. If any of these change you should update your Register of Interests entry promptly.
- (3) **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person. They also apply to any past and reasonably expected future occupational pension office, trade, profession or vocation as well as present interests.
- (4) **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies -
 - (i) bodies to which you have been appointed or nominated by the Council;
 - (ii) bodies exercising functions of a public nature;
 - (iii) bodies directed to charitable purposes;
 - (iv) bodies one of whose principal purposes include the influence of public opinion or policy.

6. Disclosure of Interests and Participation

- (1) **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure (see paragraph 5(4) above) as soon as you become aware of it.
- (2) **Do** notify the Monitoring Officer at Waverley Borough Council of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
- (3) **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter.
- (4) **Do** declare any other non-pecuniary interest(s) that you consider to have sufficient weight so as to undermine your ability to make an open-minded and objective decision. Where this is the case, **do** exclude yourself from consideration of the item by withdrawing from the chamber for the duration of it being discussed.
In making a judgement about whether a non-pecuniary interest is of sufficient weight as to undermine your objectivity, you should consider what an ordinary member of the public, with knowledge of the relevant facts, would think.

7. Decision-making and Predetermination

- (1) If you have been involved in campaigning in a political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- (2) However, do not place yourself under any financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.
- (3) When making a decision, do consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice of relevant parties, including advice from officers, and taking all relevant information into consideration, remaining objective and making decisions on merit. Whilst this is particularly relevant for Planning and Licensing Committees, it also applies to other decision-making.

ANNEXE – DISCLOSABLE PECUNIARY INTERESTS

1. Employment, office, trade, profession or vocation

Any employment, occupational pension, office, trade, profession or vocation carried on for profit or gain. If your employment relates to any local service of function you should give full details, including any details of past, present or future contracts with an organisation seeking any permission or licence for Chiddingfold Parish Council.

2. Sponsorship

Any payment or provision of any other financial benefit (other than from the Council) made or provided within the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7) of the Localism Act 2011 in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. Contracts

Any contract which is made between you (or a body in which you have a beneficial interest) and the Council-

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

4. Land and property

Any beneficial interest in land or property which is within the area of the Council. This includes your own home, if you own it.

5. Licences or Tenancies

Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

6. Corporate Tenancies

Any tenancy where (to your knowledge)-

- (a) the landlord is the Council; and
- (b) the tenant is a body in which you have a beneficial interest.

7. Securities and Shares

Any beneficial interest in securities or shares of a body where-

- (a) that body (to your knowledge) has a place of business or land in the area of the Council; and
- (b) either-
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.