



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 08 June 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 items on 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: **02 June 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 and other interests not previously notified to the WBC Monitoring Officer.

3.00 MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 11 MAY 2017.

Recommendation: To approve the minutes of the Annual Parish Council meeting held on 11 May 2017 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 Annual 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.

WA/2017/0857 23 Jun 2017	Application under Section 106 of the Town and Country Planning Act to modify the legal agreement relating to WA/2010/1252 to remove Schedule 9 of that agreement requiring the provision of an ex-services men's club.	Working Men's Club, Woodside Road.
WA/2017/0864 23 Jun 2017	Formation of new access and driveway.	The Farm Studio, Fisher Lane Farm, Fisher Lane.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETING.

Recommendation: To note the minutes Planning Committee meeting held on the 25 May 2017.

5.00 POLICING IN THE PARISH.

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

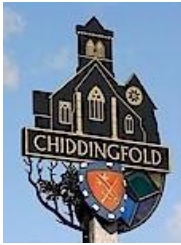
- 6.00 NEIGHBOURHOOD PLAN.
Recommendation: To receive an update on matters not detailed on this agenda.:
- 7.00 WORKING AND ADVISORY GROUPS.
To review current Working Groups or special project Advisory Groups and to set up new groups if required.
Recommendation: To review current groups and to set up new groups if required.
- 7.01 UPDATES FROM WORKING GROUPS.
Recommendation: To receive a general update on the work of each group:
- 7.01.01 Environment and Amenities Group (EAG) - RU
 - 7.01.02 Broadband Group (BBG) - TF
 - 7.01.03 Emergency Plan Group (EPG) - RU
 - 7.01.04 Road and Traffic Group (RTG) - TF
 - 7.01.05 Village Maintenance Group (VMG) - CT
 - 7.01.06 Recreation Ground Maintenance Group (RGMG) - RH
- 8.00 CORRESPONDENCE AND BUSINESS.
Recommendation: To note business and correspondence since the last council meeting, to decide any action required:
- 08.01 PARISH COUNCIL TELEPHONE.
Recommendation: To note a briefing from the Clerk regarding a change to the Parish Council telephone.
- 9.00 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.
- 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 income and expenditure against the budget and make any adjustments or virements.
Recommendation: To approve the financial statements of accounts against budget for the year to 31 Mar 2018.
- 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 2017-2018 budget.
- 10.03 ANNUAL INTERNAL AUDIT.
Recommendation: To receive the Annual Internal Audit Report for the 2016-2017 accounts.
- 10.04 ANNUAL GOVERNANCE STATEMENT.
Recommendation: To approve the annual governance statement (statement to be read by the Chairman).
- 10.05 UNAUDITED ACCOUNTS FOR 2016-2017.
Recommendation: To approve the unaudited accounts for the year 2015-2016.
- 10.06 DUNSFOLD PARK DECISION ON FINANCIAL SUPPORT.
At the May Parish Council meeting it was agreed that further information on the feasibility of winning a case against development of Dunsfold Park would be made available to Council. Following this, Council would take a decision at this meeting whether to make a financial contribution to the costs of the case and how much.
Recommendation: To decide whether this Council should make a financial contribution towards the legal costs of opposing the Dunsfold Park Development and, if so, to decide how much that should be.
- 10.07 AUTHORITY TO CLOSE A BANK ACCOUNT.
The 'Clerk's Gratuity Fund' bank account has remained open but unused and with a zero balance for a number of years. With the introduction of compulsory pension schemes, gratuity funds for Clerks are no longer lawful. This account should now be closed.
Recommendation: To authorise the Clerk to arrange for the 'Clerk's Gratuity Fund' bank account to be closed.
- 11.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]
Recommendation: To note the next meeting is the Annual Council Meeting on Thursday 13 July 2017 in the CWR of the Village Hall commencing 19:45.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 08 June 2017

WORKING PAPER

ITEM 3.00



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MINUTES

Minutes of the Parish Council Annual Meeting held on Thursday 11 May 2017
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present:	Cllr Richard Hogsflesh, Chairman (RH)	Cllr Susie Forrest (SF)	Cllr Tim Forrest (TF)
	Cllr Roger Underwood, Vice-Chairman (RU)	Cllr Christine Tebbot (CT)	Cllr Neil Denyer (ND)
	Cllr Daniel Hall (DH)	Cllr Anthony Johnson (AJ)	
In attendance:	Sue Frossard CILCA MILCM (Clerk)	Public: 3	

- 1.00 ELECTION OF CHAIRMAN.
Cllr Richard Hogsflesh had agreed to stand again as Chairman, there were no other nominations. Proposed by Cllr Anthony Johnson, seconded by Cllr Susie Forrest. Unanimously appointed.
- 2.00 ELECTION OF VICE-CHAIRMAN.
Cllr Roger Underwood had agree to stand again as Vice-Chairman, there were no other nominations. Proposed by Cllr Richard Hogsflesh, seconded by Cllr Tim Forrest. Unanimously appointed.
- 3.00 DECLARATIONS OF ACCEPTANCE OF OFFICE.
Declarations of Acceptance of Office were signed by RH and RU in the presence of the Clerk and the meeting continued.
- 4.00 APOLOGIES FOR ABSENCE.
Apologies for absence had been received from Cllr Simon Manuel and were accepted.
- 5.00 DECLARATIONS OF INTEREST.
If an interest has not 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.
If 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 Anthony Johnson declared a prejudicial interest in Item 17.02 and a personal interest in Item 20.04.
Cllr Neil Denyer declared a prejudicial interest in Item 17.02, and a personal interest in Item 20:04.
These declarations were duly recorded by the Clerk.
- 6.00 MINUTES OF THE LAST MEETING.
The last meeting was held on the 13 April 2017.
RESOLVED: Proposed by CT, Seconded by SF, Council unanimously agreed to approve the minutes of the meeting held on 13 April 2017 as a true record and the Chairman signed the minutes.
- 7.00 APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER.
RESOLVED: To appoint the Clerk, Suzanne Frossard CILCA MILCM, as Proper Officer and Responsible Financial Officer to the Council for the forthcoming year.
- 8.00 DELEGATION ARRANGEMENTS.
RESOLVED: It was unanimously agreed to continue delegation of management of the allotments to the Proper Officer.
RESOLVED: It was unanimously agreed to continue delegation of routine maintenance tasks and payment of same, in accordance with the Council budget, to the Proper Officer.

RESOLVED: It was unanimously agreed to continue delegation of planning matters and recommendations to the Planning Authority to the Council Planning Committee.

9.00 TO APPOINT A PLANNING COMMITTEE.

RESOLVED: It was unanimously agreed to continue the Planning Committee, comprising seven members (quorate at a minimum of three).

RESOLVED: It was unanimously agreed that the Term of Office of councillor and non-councillor committee members is for one council year.

RESOLVED: It was unanimously agreed that the Terms of Reference for the Planning Committee remain unchanged.

RESOLVED: It was unanimously agreed to permit the Planning Committee to elect their chairman and to determine the dates of their meetings.

10.00 WORKING GROUPS.

RESOLVED: It was unanimously agreed to continue with the existing Working Groups and to review these groups, their objectives, structure, Terms of Reference and members throughout the year.

Two changes were agreed: DH to lead The Recreation Ground Maintenance Group (RGMG) and CT to lead The Neighbourhood Plan Development Group (NPDG).

11.00 STANDING ORDERS AND FINANCIAL REGULATIONS. (Copies of Version 4.1 of the Standing Orders and version 3.0 of the Financial Regulations, currently in the possession of all Councillors, were reviewed in March 2017. No further changes are recommended).

RESOLVED: to approve and adopt Version Number 4.1 of the Standing Orders, as recommended by NALC, and Version 3.0 of the Financial Regulations.

11.01 RESOLVED: to confirm that this Council remains eligible to use the General Power of Competence.

12.00 TO ELECT PARISH COUNCIL REPRESENTATIVES.

RESOLVED: Proposed by RH, Seconded by SF and unanimously agreed that the following Councillors will represent the Council on outside bodies:

RU, CT and TF to the Chiddingfold Village Hall and Recreation Ground Charity;

RH to report to the Parish Magazine;

SF to Police and Community Support; and

The Clerk on matters concerning SurreyALC.

13.00 PRESS/MEDIA POLICY. To review the Council's policy for dealing with the press/media.

RESOLVED: Proposed by RU, Seconded by CT and unanimously agreed that the Parish Council's views are expressed to the press/media through the Chairman. (Other Councillors have the right to express their personal views).

14.00 REVIEW COUNCIL AND EMPLOYEE MEMBERSHIP OF OTHER BODIES. The Council's and Clerk's membership of the following bodies has been budgeted for 2017-2018.

RESOLVED: Proposed by RH, Seconded by TF and unanimously agreed that the Council continues its membership of SurreyALC, NALC, SCPFA and Surrey Hills Society and the Clerk's membership of SLCC and ILCM.

15.00 CODE OF CONDUCT. The Chiddingfold Parish Council Code of Conduct had been amended in line with changes to the WBC Code of Conduct, from which it stems. The revision had been adopted on 12 January 2017.

RESOLVED: Proposed by RH, Seconded by TF and unanimously agreed to adopt the Code of Conduct, dated the 12 January 2017, without further changes.

16.00 PARISH COUNCIL MEETINGS FOR 2017-2018. The CWR of the Village Hall has been booked for every second Thursday of each month, except August when there is no meeting, up to May 2018. In addition the Main Hall and CWR have been booked for the Parish Annual Assembly on Thursday 25 May 2018.

RESOLVED: Proposed by RH, Seconded by RU and unanimously agreed to set the dates, times and place of ordinary meetings of the full Council and for the Parish Annual Assembly for the forthcoming year, in line with the above.

17.00 PLANNING COMMITTEE.

Council was asked to receive and note updates on planning matters not itemized on the agenda.

There were no updates.

- 17:01 PLANNING COMMITTEE MINUTES. Cllrs Roger Underwood, Tim Forrest and Susie Forrest had not been available at the previous Planning Committee meeting, to approve the minutes of the March Planning Committee Meeting. The Chairman (of this meeting) to sign the Planning Committee minutes if approved by the above.
RESOLVED: To approve the draft minutes of the Planning Committee Meeting held on 28 April 2017.
- 17:02 PLANNING APPLICATIONS TO CONSIDER. The following planning applications require recommendations to be sent to Waverley Planning in advance of the next Planning Committee meeting:

WA/2017/0652	Change of Use from Use Class A4 (Drinking Establishment) to Use Class D2 (Assembly and Leisure) to provide a children's gymnastic development facility.	Ex Servicemen's Club, Woodside Road.	Comment: That 'Community Use' should be retained as in the original S106 condition. Recommendation: No objection.
WA/2017/0679	Erection of agricultural building.	Dyers House, Pickhurst Road.	Recommendation: No objection.
WA/2017/0685	Alterations to roof space to provide additional habitable accommodation.	1 Knowsley Terrace, Woodside Road.	Recommendation: No objection.

- 17:03 PLANNING DECISIONS.
Full details of planning decisions, including decision notices and conditions, for all applications are available on the Waverley Planning Portal at: <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

18.00 WORKING AND ADVISORY GROUPS.

(In conjunction with Item 10.00 above).

- 18.01 ENVIRONMENT & AMENITIES GROUP (EAG). Update on EAG matters.

There was no update from this group.

- 18.02 BROADBAND GROUP (BBG). Update on BBG matters.

TF updated the meeting. They have started laying fibre all the way along Pickhurst Road and along Fisher Lane to provide fibre to the houses, whereas the rest of the parish has fibre to the cabinet and then the existing copper wire to the houses. They are encountering problems because the cabinets are in poor condition. This will be linked up to the self-funded Broadband system provided by a group of around 100 residents. This means that properties between the centre village and Fisher Lane should, one would think, be able to link into this. Unfortunately, some people in the parish were slow to take up Broadband and, whereas the Parish Council advised BT that around 50% would take up Broadband, BT based their cabinet capacities on the initial uptake of around 25%. Over time the take-up has increased to the higher level, but BT have now run out of capacity to connect everyone. BT planned to install an additional cabinet alongside the one near Queens Mead but, 2-3 hours from completion of the installation, Surrey Highways stopped the work because BT didn't have the proper traffic control in place. The basis for this objection was that the works extended across half of the road and it is a bus route. In fact it used to be a bus route, but has not been so for years, there are just 2 school buses in the morning and . It may now take another 2-3 months to get this re-scheduled.

- 18.03 NEIGHBOURHOOD PLAN DEVELOPMENT GROUP (NPDG). Update on NPDG matters.

CT reported that the next Neighbourhood Plan (NP) consultation format has now been agreed, to be linked with the Parish Annual Assembly from 4pm on the 18 May, following on from the statutory meeting business. RH will do a Chairman's Report and this will be published in the Parish Magazine. The rota for setting up and taking down was agreed as were the arrangements for refreshments. RH will produce his agenda and this will be published on the notice boards and the parish website.

- 18.04 EMERGENCY PLAN GROUP (EPG). Update on EPG matters.

There was no update from this group.

- 18.05 ROAD AND TRAFFIC GROUP (RTG). Update on RTG matters.

TF advised the meeting that Highways have offered to give the Parish Council help on traffic calming and speed reduction; the consultants need to do further work following their one-day survey of the parish and Surrey Highways will be involved with that. Highways were also supportive of this Council's plans for de-cluttering and they do now seem more positive in their approach to controlling HGVs crossing counties through the villages (instead of using the arterial routes). As far as the NP is concerned, the traffic consultants will liaise with the overall consultants (Nexus).

- 18.06 VILLAGE MAINTENANCE GROUP (VMG). Update on VMG matters.

There was no update from this group.

- 18.07 RECREATION GROUND MAINTENANCE GROUP (RGMG). Update on RGMG matters.

DH reported that his NP Group for Leisure and Recreation have been gathering evidence, talking to the Scouts, Cubs, Village Nursery and Football Club, building a picture of what is needed in the parish. Details will be sought from the wider population during the consultation on 18 May.

- 19.00 PARISHIONERS' CORRESPONDENCE.
There was no correspondence.
- 20.00 OTHER CORRESPONDENCE AND BUSINESS.
- 20.01 LETTER FROM ST MARY'S SCHOOL (RE. CHIDDFEST).
Council NOTED a letter of thanks from St Mary's School in respect of the Council's financial support for Chiddfest.
- 20:24 PUBLIC QUESTIONS
A question was raised about the proposed usage of The Villagers. It was to be kept for access to people from the village but there are concerns that the company planning to Lease the building will take it on with that agreement in place and then place such a high cost on the hire that it's never taken up. What can the Parish Council do to ensure that doesn't occur?
RH responded that whilst this Council wants to ensure that the condition is maintained throughout the Change of Use process, it is not possible for this Council to control the cost of hire.
TF suggested that, in the Parish Council's response to the Change of Use Application, the concept of price regulation is introduced by a recommendation that, when not in use by the Lessee, the building should be made available to the local community 'at a reasonable price'.
A further question was raised about this Council's recommendation to the Planning Authority of 'No Objection to the Change of Use', because successive applications of this nature have been seen in the past to evolve and drop conditions on the way.
RH explained that this Council has no issue with the granting of the application for Change of Use to Class D2, as that is probably what it should always have been (and not A4 as original Classed). What this Council is also suggesting is that the Condition requiring the building to be available to the community, contained in the Section 106 Order on the original application, should continue.
- 20:29 END OF PUBLIC QUESTIONS
- 20.02 TREE INSPECTION. A full tree inspection had been carried out by Thursday Tree Services in 2014 and works recommended had been carried out. A further full tree inspection had now been carried out by the same company on all trees on the Leased and Parish Council-owned land in the parish. The report identifies each tree, details its state of health and recommends work to be done in the short and medium term.
RESOLVED: Council approved the content and recommendations contained in Thursley Tree Services' report.
ACTION: The Clerk will obtain prices for tree maintenance, and work out a schedule based on the arborist's suggested priorities.
ACTION: The Planning Committee will contact the WBC Tree Officer with regard to the tree in Middlecott that has been severely cut back leaving mostly dead wood at the crown. This is overhanging the recreation ground and was raised as a concern in the arborist's report.
- 20:03 ERHA - SOCIAL RENTED HOUSING AT FIELD VIEW CLOSE. A 2-bedroom house in Field View Close is available for rent at £126.60 per week and the Clerk reported that this had been advertised on the notice boards and parish website. This was duly NOTED.
- 20:04 FOOTBALL CLUB - REQUEST FOR COMPENSATION FOR FORFEIT MATCHES AND LOST WHEELIE BIN. The Football Club have had to cancel two matches and pay a forfeit due to the running track lines being marked within the side line of the pitch at Coxcombe Lane. A request had been received for financial compensation for the two forfeited matches. In addition the FC's household wheelie bin has been removed from the Coxcombe car park at the time of the 'litter blitz' and the FC were having to use the public litter bin for their waste. A request had been made to this Council to purchase a replacement bin.
DH reported that he had met with ND and the FC and these requests have now been withdrawn.
- 20.05 DUNSFOLD PARK. RH PROPOSED that this Council resolve to join the other joint parish councils and POW campaign group in applying to become a Rule 6 party to the Dunsfold Park public inquiry. [Note: A Rule 6 Party is recognised as an official part of the public enquiry with a right to oppose or support an application decision.]
RESOLVED: To approve that this Council joins with the other joint parish councils and POW campaign group in applying to become a Rule 6 party to the Dunsfold Park public inquiry.
RH further PROPOSED that this Council makes a financial contribution towards consultants, traffic detailed studies and legal representation. [The original estimate was for £150,000, but this has now been negotiated to a flat fee of £80,000, for all work leading up to the inquiry. The fund is now looking for a total of £200,000 to fight the decision].
RESOLVED: This Council (or some members of this Council) to meet with Bob Lees to try to understand fully exactly why it is thought this case can be won. Then to call an extraordinary meeting of this Council to decide whether to make a financial contribution and how much.

- 21.00 LATE ITEMS SINCE THE CLOSE OF THE AGENDA. For information and discussion only, lawful decisions can only be made on items that appears on the agenda.
There were no late items.
- 21.01 POLICE MATTERS. SF reported that during this month there had been one house burglary, one shed burglary and two people had been arrested in connection with a previous spate of burglaries. The community is more aware of what is going on locally through Good Neighbours and social media, especially now that the Police website is providing information more quickly.
- 21.02 DISABLED PARKING ON THE GREEN. At the request of a relative of a resident of The Green, Surrey Highways had marked out a disabled parking bay on The Green. Not a formal 'Blue Badge' space so open to anyone to use - a convenient parking place for anyone with mobility issues needing close parking to the pharmacy or other shops.
- 21.03 VILLAGE OF THE YEAR TV PRODUCTION. The Parish Council had been approached by a television company to enter a 'Village of the Year' competition presented by Penelope Keith.
ACTION: CT will pass the information to John Tagg at The Archive to decide whether or not to enter.
- 22.00 FINANCE AND COMPLIANCE GROUP (FCG).
- 22.01 FINANCIAL STATEMENT OF ACCOUNTS.
Council NOTED that the financial statement of accounts for the month to 30 April 2017 was not available because the 2016/17 year end accounts have yet to be approved.
- 22.02 RECEIPTS, PAYMENTS AND RATIFICATIONS.
RESOLVED: To approve the receipts.
RESOLVED: To approve items for payment and to ratify any payments necessarily made since the last council meeting, all in accordance with the 2017/2018 budget and as detailed on the Order for Payment
RESOLVED: To approve items for payment and to ratify any payments necessarily made since the last council meeting, in accordance with the 2017/2018 budget and as detailed on the Order for Payments presented to Council.
- 22.03 PARISH INSURANCE.
RESOLVED: To approve continuation of the parish insurance policy. (In accordance with the 2017/2018 and 2018/2019 budgets).
- 22.04 INTERNAL AUDITOR.
RESOLVED: To approve the appointment of Mrs Sheila Danson as Internal Auditor for the year 2017/2018.
- 22.05 CLERK'S PAY SCALE INCREASE. In accordance with Part 2 of the NALC pay increases for 2016-2018 for Clerks employed under the terms of the model contract, to increase the Clerk's salary by 1% from 01 April 2017.
RESOLVED: To approve implementation of the NALC model contract pay increase of 1% for the Clerk for Part 2, 2017/2018, with effect from 01 April 2017.
- 23.00 PROVISIONAL DATE OF THE NEXT PARISH COUNCIL MEETING. (Assuming approval of the recommended dates at Item 16 above).
Recommendation: To note the date of the next meeting is the 08 June 2017.
(Items for the agenda are required by noon on Tuesday 30 May 2017.)

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 08 June 2017

WORKING PAPER

ITEM 4.01

Chiddingfold Parish Clerk

From: ForrestSusie@aol.com
Sent: 30 May 2017 16:26
To: clerk@chiddingfold-pc.gov.uk
Cc: katie.gardiner2006@btinternet.com
Subject: Notes of Planning Meeting May 25th

Prior to commencement of meeting Cllrs held a minutes silence for those who lost their lives in Manchester.

In Attendance...Roger Underwood...Tim Forrest...Richard Hogsflesh...Susie Forrest.

Agenda Item.....

- 1] Apologies received from the Clerk
- 2] Declarations of Interest...None
- 3] Minutes of last meeting read and all agreed... Proposed by RH seconded by TF.
- 4] Planning Applications.....

WA/2017/0704...5, Ashcombe....No Objection

CA/2017/0054...1, Hope Cottages....WBC Tree Officers to decide

NMA/2017/0073...West End Barn...No Objection

WA/2017/0718...1, Newton Cottages. Cert of Law. No Objection. WBC officers to decide

WA/2017/0720...Lower Combe..No Objection...Comment...Site Location Plan is incorrect
Pestwick Lane has been referred to as Pickhurst lane

WA/2017/0739...Cherfold..No Objection

WA/2017/0741...Penang Farm. No Objection

WA/2017 0746...Landa.. Object. This slab sided, flat roofed extension will detract from the
street scene

WA/2017/0777... Land at Garden Cottage...Support the re-use of agricultural buildings

5] Planning Decisions..... on WBC web site

6] Planning Issues.....

a] It was noted that an application had just appeared on the WBC web site WA/2017/0857 Working Mens Club.... previously referred to as Chiddingfold Ex Servicemen's Club. Applicant William Lacey has applied under Section 106 of the Town and Country Planning Act to modify the legal agreement relating to WA/2010/1252 to remove Schedule 9 of that agreement requiring the provision of an ex service men's club. This application will be discussed at our next CPC meeting June 8th. Clerk please put it on the agenda.

b] It was agreed to ask Clerk to write to WBCTree Officer's Andy Clout Tree Section Manager...Arno Spaarkogel Senior Tree Officer and Matt Lank Park and Countryside Officer regarding the tree work carried out at Middlecott on School Lane. It had been noted on a report requested by Chiddingfold Parish Council from Thursley Tree services on trees growing on or adjacent to land leased by CPC from WBC. An oak tree in the garden of Middlecott that borders the Coxcombe Lane Recreation Ground itemised quote... "T12 has had extensive reduction. The work is not of acceptable arboriculture standard and will cause future tree failure. Over electrical cable and NW end of St Mary's school play area. Photo 11 refers".

Please will tree officers look into this and report back to CPC regarding standard of work carried out and how it is going to be rectified.

Cllrs felt that quoting our tree specialist's views on the work done was relevant and might encourage WBC to pay more attention to the expertise of tree surgeons used by residents especially in the centre of the Conservation Area. Sue any queries on this give me a call.

c] Lythe Hill Hotel...SF will continue to get answers regarding the removal of trees and other works being carried out before planning permission has been granted.

Date of next meeting June 22nd

Roger please liaise with Sue if I have got anything wrong!!

Susie

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 08 June 2017

WORKING PAPER

ITEM 8.01



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CLERK'S BRIEFING

DATE: 01 June 2017

RE: PARISH COUNCIL TELEPHONE

Background

The existing contract with BT for the Council landline has been in place since before I took Office in May 2008. The line is rented by the Parish Council, it is not a shared service with The Archive.

I have periodically reviewed the service and, over the years, have varied the facilities the line has offered. For example, addition of the BT Answerphone (in preference to purchasing a phone capable of recording messages), the ability to divert the phone, either in situ or remotely, and to access messages from other phones.

In addition to the line rental and cost of each call these functions, provided as a 'Network Services' package all added on to increase the total cost of the landline. For 2015, this averaged £152.50 per quarter.

In 2015, to reduce costs, I took up an offer from BT to have a linked BT mobile phone which, using their own cellnet, meant that Network Services and call divert charges were no longer applied to the main line phone. This saved around £100 a quarter, less the cost of the mobile service of £45 per quarter, so a net saving of £55 per quarter. This worked well for around eighteen months, when BT de-commissioned their local cellnet mast, so the mobile phone had no signal.

I discontinued the mobile phone contract as it was no longer possible to use the mobile in Chiddingfold. Network Services were reinstated on the landline. The cost of the landline now averages £200 per quarter, £800 per year.

At year end I looked at the astronomical cost of keeping this landline and could not find a single reason to justify the expense compared to current costs for mobile phones. I know that there is a Vodafone signal in the Parish Office and in most surrounding areas as I use my own mobile phone all the time for work when I'm out and about (and the coverage will further improve when the new mast is installed at Combe Common. So I have taken out a Vodafone contract for a mobile phone for the Parish Council.

Costs

The one-off capital cost for the phone was £54.17 and the monthly contract is £7.92. This includes up to 500 calls, unlimited texts and 250Mb data. So, £149.21 for the first year, then £95 per year thereafter, so an ongoing annual saving of around £700 compared to the landline; there is simply no justification for spending this from the public purse.

/Contd ...

New Phone Specification

The mobile number is 07557 34 44 99.

The mobile phone is a ZTE Blade A512 Android Smart Phone (so capable of collecting Parish Council emails too if required).

The contract is SIM only.

The initial contract period is 18 months, but this continues if not cancelled at the end of that time.

Features include: answerphone, divert to any another phone, ability to collect/send parish emails, text to contractors on site and able to be given to someone else to 'mind'.

Handover Management

The only downside, is that the parish office number will (eventually) have to change. For two years the existing number can continue to be used as it can be permanently and seamlessly diverted to the mobile* or, even cheaper, a recorded message can request the caller to redial using the new number. After the two years that ceases, but I anticipate that everyone will be familiar with the new number by that time as all outgoing correspondence will be changed immediately and I will do a mail-shot to our regular contacts.

The new phone is live now, I have not cancelled the landline yet, but will do so shortly after this meeting unless the council can see any reason not to do so.

Sue Frossard

Sue Frossard CiLCA MILCM
Clerk to Chiddingfold Parish Council

* I believe this will cost around £60 for the two years, but I have yet to be able to get through to BT to find out.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 08 June 2017

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ITEM 10.01

31st March 2017

31 March 2018

Current Assets			
2,011	VAT Control A/c	2,781	
12,731	Lloyds Current Bank A/c	14,095	
105,123	Lloyds 30 Day Deposit A/c	150,132	
421	Nationwide Business Investor	421	
<u>120,286</u>			<u>167,429</u>
	120,286	Total Assets	167,429
Current Liabilities			
2,434	Creditors	0	
400	Accruals	0	
300	Receipts in Advance	250	
<u>3,134</u>			<u>250</u>
	117,151	Total Assets Less Current Liabilities	167,179
Represented By			
24,758	General Reserves		56,583
0	EMR - Open Space Development		1,198
28,360	EMR - Recreation Dev Fund		33,360
10,000	EMR - PWLB Repayments		20,000
3,625	EMR - Election Expenses		4,375
2,500	EMR - Tennis Courts		5,000
5,000	EMR - Emergency Relief		5,000
0	EMR - Computer equipment		500
7,500	EMR - CC & CL Hedge Cutting		9,500
2,000	EMR - Major Pitch Maint 2015		2,000
33,408	EMR - Neighbourhood Plan		29,663
<u>117,151</u>			<u>167,179</u>

The above statement represents fairly the financial position of the authority as at 31 May 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Summary Income & Expenditure by Budget Heading 31/05/2017

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Income	67,901	138,482	70,581		49.0%
		less Transfer to EMR	21,948				
		Movement to/(from) Gen Reserve	<u>45,953</u>				
101	Administration	Expenditure	1,775	14,950	13,175	13,175	11.9%
102	Staff Costs	Expenditure	6,933	54,865	47,932	47,932	12.6%
103	Cllrs Costs	Expenditure	54	750	696	696	7.2%
		plus Transfer from EMR	0				
		Movement to/(from) Gen Reserve	<u>(54)</u>				
201	Common Land	Expenditure	938	7,100	6,162	6,162	13.2%
301	Highways	Expenditure	90	5,500	5,410	5,410	1.6%
401	Recreation Facilities	Expenditure	4,238	22,756	18,518	18,518	18.6%
		plus Transfer from EMR	0				
		Movement to/(from) Gen Reserve	<u>(4,238)</u>				
501	Community Support	Expenditure	0	5,450	5,450	5,450	0.0%
601	General Power of Competence	Expenditure	100	2,335	2,235	2,235	4.3%
701	Capital Projects	Expenditure	3,745	32,500	28,755	28,755	11.5%
		plus Transfer from EMR	3,745				
		Movement to/(from) Gen Reserve	<u>0</u>				
		Movement to/(from) Gen Reserve	<u>0</u>				
Grand Totals:-		Income	67,901	138,482	70,581		49.0%
		Expenditure	17,873	146,206	128,333	0	128,333
		Net Income over Expenditure	<u>50,028</u>	<u>(7,724)</u>	<u>(57,752)</u>		
		plus Transfer from EMR	3,745				
		less Transfer to EMR	21,948				
		Movement to/(from) Gen Reserve	<u>31,825</u>				

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
314 EMR - Open Space Development	0.00	1,197.81	1,197.81
320 EMR - Allot Main & Repairs	0.00		0.00
321 EMR - Recreation Dev Fund	28,360.00	5,000.00	33,360.00
322 EMR - Con Area Enhancements	0.00		0.00
323 EMR - PWLB Repayments	10,000.00	10,000.00	20,000.00
324 EMR - CL Pavilion Repairs	0.00		0.00
325 EMR - CP Estate fencing	0.00		0.00
326 EMR - Election Expenses	3,624.98	750.00	4,374.98
327 EMR - General Contingencies	0.00		0.00
328 EMR - Green Car Park Resurf	0.00		0.00
329 EMR - Traffic Calming	0.00		0.00
330 EMR - Tennis Courts	2,500.00	2,500.00	5,000.00
331 EMR - Emergency Relief	5,000.00		5,000.00
332 EMR - Playground Replacement	0.00		0.00
333 EMR - Computer equipment	0.00	500.00	500.00
334 EMR - CC & CL Hedge Cutting	7,500.00	2,000.00	9,500.00
335 EMR - Major Pitch Maint 2015	2,000.00		2,000.00
336 EMR - Banking House	0.00		0.00
337 EMR - Neighbourhood Plan	33,408.00	-3,744.52	29,663.48
338 EMR - Bus Shelter	0.00		0.00
339 EMR - Butchers Paving	0.00		0.00
	<u>92,392.98</u>	<u>18,203.29</u>	<u>110,596.27</u>

CHIDDINGFOLD PARISH COUNCIL

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ITEM 10.03

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

CHIDDINGFOLD PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		No Petty Cash.
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
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For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit SHEILA DANSON

Signature of person who carried out the internal audit *Sheila Danson* Date 01/06/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 08 June 2017

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ITEM 10.04

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

CHIDDINGFOLD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

This annual governance statement is approved by this smaller authority on:

08/06/2017

and recorded as minute reference:

10.04

Signed by Chair at meeting where approval is given:

CHIDDINGFOLD

Clerk:

Steward

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 08 June 2017

WORKING PAPER

ITEM 10.05

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

CHIDDINGFOLD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	113,807	97,592	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	116,500	118,500	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,227	18,720	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	53,749	54,660	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	4,494	4,569	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	91,699	58,432	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	97,592	117,151	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	95,343	118,275	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	374,261	374,261	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	99,334	98,642	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Steedman

Date

08/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

08/06/2017

and recorded as minute reference:

10.05

Signed by Chair at meeting where approval is given: