

Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel & Fax: 07557 344499
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 13 July 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: 06 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 08 JUNE 2017.

Recommendation: To approve the minutes of the Annual Parish Council meeting held on 08 June 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 June 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/2017/0955 14 Jul 2017	C of L S.191 for use of the stable block ancillary to the main dwelling.	Old Pickhurst Lodge, Pickhurst Road.
WA/2017/1000 21 Jul 2017	(Deferred from June Planning Committee meeting.) Erection of single storey extensions and alterations.	Oak Rise, 4a Woodside Close.
WA/2017/1067 28 Jul 2017	Erection of extensions and alterations following demolition of conservatory and porch.	25 Yewens.
WA/2017/1085 28 Jul 2017	C of L S.191 for the use of the premises as a dwelling for a period of more than 4 years.	Gostrode Farm, Gostrode Lane.
WA/2017/1088 28 Jul 2017	Erection of a single storey extension and porch; erection of a dormer window to provide habitable accommodation in roof space.	Bramble House, 12 Woodberry Close.
WA/2017/1096 04 Aug 2017	Erection of a single storey extension.	Deven Cottage, Ridgley Road.

WA/2017/1110 04 Aug 2017	Erection of a first floor extension, alterations and associated works.	The Weigh House, Petworth Road.
WA/2017/1117 04 Aug 2017	Erection of a detached garden building.	1 Newton Cottages, Ridgley Road.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETING.

Recommendation: To note the minutes Planning Committee meeting held on the 22 June 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 GENERAL BUSINESS.

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

08.01 DEFIBRILLATOR FOR THE PARISH.

The Clerk had been asked to obtain quotations for defibrillators to bring to a previous parish council meeting but time spent on the Neighbourhood Plan had prevented this. To ensure this is now dealt with and mindful that there is no meeting in August, TF brings the following proposal to this meeting:

PROPOSAL: (TF) To authorise the Clerk to seek quotations to buy and install a defibrillator on the outside of the parish office as soon as possible. To agree a ceiling cost.

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 DUNSFOLD PARK DECISION ON FINANCIAL SUPPORT.

At the June Parish Council meeting it was resolved that further information on the feasibility of winning a case against development of Dunsfold Park was needed before a decision could be made on this Council's contribution. It was agreed that this Council would meet with Bob Lees (POW) to ascertain the reasons for his positive view of the case. Following that meeting, Council to decide whether to continue financial support for the case and, if so, how much that should be.

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.

10.04 LENGTHSMAN SCHEME.

Notice had been received from Surrey Highways that there is no funding this financial year for the Lengthsman Scheme. This had been in the region of £5,000 per year and had allowed the Clerk to schedule work with contractors effectively maintaining verges, drains and culverts and Public Rights of Way. Despite the withdrawal of funding, the proposal is to continue the schedule of maintenance work, as follows:

PROPOSAL: (TF) To continue the Chiddingfold Lengthsman scheme maintenance work, taking advantage of vegetation clearance by the Waverley Team. The ongoing maintenance to be funded from the precept, augmented by any grants that are, or become, available.

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

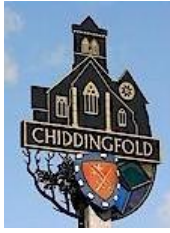
Recommendation: To note the next Parish Council meeting will be held on Thursday 14 September 2017 in the CWR of the Village Hall commencing 19:45.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 13 July 2017

WORKING PAPER

ITEM 3.00



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MINUTES

Minutes of the Parish Council meeting held on Thursday 08 June 2017
at 7.45 pm in the Charles Watts Room of the Village Hall.

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

1.00 APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Anthony Johnson (AJ) and were accepted.

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 Neil Denyer declared a pecuniary interest in Item 4.00 - WA/2017/0857.

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

PROPOSED (DH): To approve the minutes of the Parish Council Meeting held on 11 May 2017 as a true record of decisions taken and the Chairman signed the minutes, subject to the following change:

SECONDED (SF): RESOLVED (UNANIMOUS).

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES.

It was NOTED that the Clerk has yet to obtain quotes for tree works around the parish.

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.

Cllr Neil Denyer left the meeting.

WA/2017/0857 - Working Men's Club, Woodside Road, Chiddingfold.

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-servicemen's club.

Recommendation: To strongly object.

Cllr Neil Denyer returned to the meeting.

WA/2017/0864 - The Farm Studio, Fisher Lane Farm, Fisher Lane, Chiddingfold.

Formation of new access and driveway.

Recommendation: No objection.

The Planning Authority's decisions on recent applications had been circulated prior to the meeting and were NOTED.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETING.

The minutes of the Planning Committee meeting held on 25 May 2017 were NOTED.

5.00 POLICING IN THE PARISH.

SF advised the meeting that there was nothing of note to report, but that she hoped some of the new volunteer Police would be able to attend the Chiddingfold fête, based at the Good Neighbours' stand.

6.00 NEIGHBOURHOOD PLAN.

RU reported that the story boards are now being put together. There is a meeting with the consultants, Nexus, on the 19 June, to finalise the content of the boards. RU also reported that there is a meeting on Friday, 09 June, with Gayle Wootton of WBC (this Council's NP mentor) to receive an update on housing numbers. It was AGREED that DH will provide wine for the consultation and sandwiches for the organizers (numbers on each day to be confirmed). An event plan and rota is still needed, to be circulated to all councillors.

7.00 WORKING AND ADVISORY GROUPS.

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

7.01 UPDATES FROM WORKING GROUPS.

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

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

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

7.01.04 Road and Traffic Group (RTG) - TF. TF asked Council to AGREE that Isobel, the traffic consultant can attend the NP consultation for the afternoon of Friday. This was AGREED by 6 votes for and 1 abstention, to be ratified at the July meeting.

7.01.05 Village Maintenance Group (VMG) - CT. Nothing to report.

7.01.06 Recreation Ground Maintenance Group (RGMG) - RH. DH reported that more and better communication is required with the Football Club as regards their use of the Coxcombe Lane recreation ground, their plans for pitch repairs and use by other organizations. DH is working with the Football Club to achieve this.

ACTION: DH to continue working with the recreation ground users to improve communication and co-operation.

8.00 CORRESPONDENCE AND BUSINESS.

There was none.

8.01 PARISH COUNCIL TELEPHONE.

A briefing from the Clerk on the cost of renting a landline from BT was noted. The recommendation was to give up this line, as Broadband is supplied by The Banking House as part of the shared outgoings, and to take out a contract on a mobile phone. The figures were reviewed by the Council and this was AGREED unanimously.

ACTION: The Clerk to cancel the BT landline, purchase a mobile phone and take out a mobile contract.

9.00 LATE ITEMS.

There were no late items.

10.00 FINANCE AND COMPLIANCE GROUP (FCG)

ACTION: The Clerk was asked to provide a breakdown of costs from the Neighbourhood Planning consultants, Nexus.

10.01 FINANCIAL STATEMENT OF ACCOUNTS.

TF reported that Income and Expenditure is approximately on budget. The financial statement of accounts had been reviewed against the 2017-2018 budget and found to be in line with the budget totals (see Item 10.05 below).

PROPOSED (TF): To approve the financial statement of accounts against budget for the year to 31 Mar 2018.

SECONDED (RU). RESOLVED (UNANIMOUS).

10.02 RECEIPTS AND PAYMENTS.

The Clerk read out the Order to Pay form which listed payments to ratify, current payments, receipts.

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 2017-2018 budget.

SECONDED (RU). RESOLVED (UNANIMOUS).

10.03 ANNUAL INTERNAL AUDIT.

Council RECEIVED and NOTED the Annual Internal Audit Report incorporated in the 2016-2017 accounts.

10.04 ANNUAL GOVERNANCE STATEMENT.

The statement was read by the Chairman.

PROPOSED (RH): To receive and accept the Annual Governance Statement.

SECONDED (RU): RESOLVED (UNANIMOUS).

10.05 UNAUDITED ACCOUNTS FOR 2017-2018.

Council was asked to approve the unaudited accounts for the year 2016-2017.

PROPOSED (TF): To receive and accept the Annual Governance Statement.

SECONDED (RH): RESOLVED (UNANIMOUS).

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.

It was AGREED that the Council should meet with Bob Lees (POW) to ascertain the reasons for his positive view of the case and it was further AGREED that, following that meeting, Council will decide whether to continue financial support for the case and, if so, how much that should be.

10.07 AUTHORITY TO CLOSE A BANK ACCOUNT.

The 'Clerks' 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 are no longer lawful. This account should now be closed.

It was AGREED that the Clerk should close the account.

ACTION: The Clerk is to contact the bank with authority to close the 'Clerks' Gratuity Fund' bank account.

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

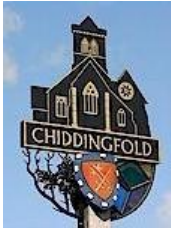
Chiddingfold Parish Council Annual Council Meeting, Thursday 13 July 2017 in the CWR of the Village Hall commencing 19:45.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 13 July 2017

WORKING PAPER

ITEM 4.01



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PLANNING COMMITTEE MINUTES

Minutes of the Chiddingfold Parish Council Planning Committee meeting held on Thursday 22 June 2017 at 11 am in the Parish Office, The Banking House, The Green, Chiddingfold.

Cllrs Present: Cllr Roger Underwood Chairman (RU) Cllr Susie Forrest (SF) Cllr Tim Forrest (TF)
In attendance: Sue Frossard (Parish Clerk) Public: 0

- 1.00 APOLOGIES FOR ABSENCE.
Apologies had been received from the Cllr Richard Hogsflesh.
- 2.00 DECLARATIONS OF PECUNIARY INTEREST (DPI).
There were no Declarations of Interest.
- 3.00 MINUTES OF THE LAST MEETING.
The minutes of the Planning Committee meeting held on 25 May 2017 were agreed and signed by the Chairman.
- 4.00 PLANNING APPLICATIONS.
The following applications were considered and recommendations to Waverley Planning were agreed, as below:

CA/2017/0067 30 Jun 2017.	Chiddingfold Conservation Area works to, and removal of, trees.	Primrose Cottage, Petworth Road.	Recommendation: WBC Tree Officers to decide.
WA/2017/0908 30 Jun 2017.	Change of use and alterations to elevations of agricultural buildings A and B and associated yard, to a mixed use for Use Class B2/B8 (general industrial/warehouse/distribution) to accommodate a fencing contractor business.	Prestwick Farm, Prestwick Lane.	Comment: Query the name - stated as 'Prestwick Farm' on the application, but 'Little Prestwick Farm' on the detailed design and access statement. Recommendation: Use of these premises as proposed in this application is consistent with the emerging Chiddingfold Neighbourhood Plan.
WA/2017/0857 07 Jul 2017.	[Amendment to Applicant name]. 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.	Comment: The amendment to the Applicant name is noted as now being correct. Recommendation: The previously recorded objection to this Application still stands, letter reference 40608).
WA/2017/0918 07 Jul 2017.	Listed Building Consent for the re-location of existing internal panelling, removal of one modern external door and one modern internal door and wall.	Lythe Hill Hotel, Petworth Road, Haslemere.	Recommendation: No objection.
WA/2017/0955 14 Jul 2017	C of L S.191 for use of the stable block ancillary to the main dwelling.	Old Pickhurst Lodge, Pickhurst Road.	Deferred to the July Parish Council Meeting, pending response to enquiries made to WBC.
WA/2017/0964 14 Jul 2017	C of L S.191 for a detached outbuilding to provide garden room/store/art studio.	Prestwick Cottage, Prestwick Lane.	Comment: The site location plan is incorrect. Recommendation: Strongly object.

- 5.00 PLANNING DECISIONS.
Full details, 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>.
- 6.00 PLANNING ISSUES.
- 6.01 Lythe Hill Hotel. It was NOTED that a second response had been made by Southern Planning on the Lythe Hill Hotel application.
- 6.02 Barfold Farm. It was NOTED that a Portacabin is on site and WBC Planning Enforcement have visited.
- 6.03 Neighbourhood Plan. It was AGREED that the Parish Council needs to review which Technical Support (AECOM) packages, from the list available, the NP Steering Group wishes to use the grant for.
ACTION: TF to ask CT which, if any, packages have already been agreed.
- 7.00 DATE OF THE NEXT PLANNING COMMITTEE MEETING.
The Planning Committee usually meets the fourth Thursday of each month. The agenda is posted on the parish main notice board and website. If no planning issues arise, no meeting is held. If planning applications require a response between Planning Committee meetings these are discussed at a Parish Council meeting and appear on that agenda. The next Planning Committee meeting is scheduled for 27 July 2017 at 11am in the Parish Office.

NOTE: Subsequent to this meeting the July Planning Committee meeting has been cancelled as, due to absences, it cannot be quorate. Any Applications arising will be dealt with at the July Parish Council Meeting on 13 July 2017.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 13 JULY 2017

WORKING PAPER

ITEM 10.01

31st March 2017

31 March 2018

Current Assets			
2,011	VAT Control A/c	3,031	
12,731	Lloyds Current Bank A/c	8,321	
105,123	Lloyds 30 Day Deposit A/c	150,132	
421	Nationwide Business Investor	421	
<u>120,286</u>			<u>161,905</u>
120,286	Total Assets		161,905
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		161,655
Represented By			
24,758	General Reserves		52,301
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		28,421
<u>117,151</u>			<u>161,655</u>

The above statement represents fairly the financial position of the authority as at 30 June 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Summary Income & Expenditure by Budget Heading 30 June 2017

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	67,953	138,482	70,529			49.1%
	Income						
	less Transfer to EMR	21,948					
	Movement to/(from) Gen Reserve	<u>46,005</u>					
101	Administration	1,845	14,950	13,105		13,105	12.3%
	Expenditure						
102	Staff Costs	10,477	54,865	44,388		44,388	19.1%
	Expenditure						
103	Cllrs Costs	54	750	696		696	7.2%
	Expenditure						
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(54)</u>					
201	Common Land	1,268	7,100	5,832		5,832	17.9%
	Expenditure						
301	Highways	480	5,500	5,020		5,020	8.7%
	Expenditure						
401	Recreation Facilities	4,238	22,756	18,518		18,518	18.6%
	Expenditure						
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(4,238)</u>					
501	Community Support	0	5,450	5,450		5,450	0.0%
	Expenditure						
601	General Power of Competence	100	2,335	2,235		2,235	4.3%
	Expenditure						
701	Capital Projects	4,987	32,500	27,513		27,513	15.3%
	Expenditure						
	plus Transfer from EMR	4,987					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Grand Totals:- Income	67,953	138,482	70,529			49.1%
	Expenditure	23,449	146,206	122,757	0	122,757	16.0%
	Net Income over Expenditure	<u>44,504</u>	<u>(7,724)</u>	<u>(52,228)</u>			
	plus Transfer from EMR	4,987					
	less Transfer to EMR	21,948					
	Movement to/(from) Gen Reserve	<u>27,543</u>					