

Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel: 07557 344499
www.chiddingfold-pc.gov.uk
Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CiLCA PSLCC
Deputy Clerk and RFO: Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

TO MEMBERS OF THE COUNCIL

You are hereby summonsed to attend a meeting of Chiddingfold Parish Council on Thursday 23 April 2020 via Zoom at 6pm, for the purpose of transacting the business below.

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to raise questions, relevant to items on the business of the Council, at the scheduled point in the proceedings. Guidance on this process is available from the Parish Council website.

MEETING DETAILS Meeting ID: 826 4356 5080

Click [here](#) to access the Zoom meeting on computer / smartphone or open the Zoom application on your device
To join by phone call 0203 051 2874 / 0203 481 5237 / or 0203 481 5240 (standard call charges apply).

Please read the [Remote Meetings Protocol](#) on the Parish Council website under Documents >Policies and Procedures > Remote Meetings Protocol

Signed: Lauren Blatherwick
Lauren Blatherwick, Clerk to the Parish Council

Date: 17 April 2020

AGENDA

1.00 APOLOGIES FOR ABSENCE

To receive and consider accepting apologies for absence.

2.00 DECLARATIONS OR INTEREST / DISPENSATIONS

Registrable interests must be disclosed, and if not yet registered, be declared and notified to the Monitoring Officer within 28 days. Non-registrable interests are to be disclosed in accordance with the council's Code of Conduct. Where a councillor has a disclosable pecuniary interest, they must not vote or speak on the item, unless a dispensation has been granted, or do anything to influence other Members in regard to that item. The requirements in relation to remaining present and for other interests are as set out in the Code of Conduct.

To receive declarations of pecuniary and other interests and to consider any requests for dispensations.

PUBLIC PARTICIPATION SESSION

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 MARCH 2020 and 25 MARCH 2020

To approve the minutes of the Meeting of the Parish Council on 12 March 2020 and the Extraordinary Meeting of the Parish Council on 25 March 2020 as a true record of decisions taken. The minutes will be signed at the next 'in person' meeting of the Parish Council.

3.01 REVIEW OF ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

To review outstanding actions from previous Parish Council meetings (where not a specific agenda item and not addressed in the Clerk's Meeting Briefing):

NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. CPC to ask WBC to add improvements to the existing footpath to their Infrastructure Development list. CT to forward wording to the Clerk for provision to WBC.

FEB ACTION: CT to speak to school about gritting the section of path immediately by the rear entrance.

4.00 DELEGATED DECISION MAKING

To receive and note the decisions made under delegated powers since the last meeting of the Parish Council.

5.00 PLANNING

5.01 MINUTES OF THE MARCH PLANNING COMMITTEE MEETING

To note the March meeting of the Planning Committee was inquorate and did not proceed.

5.02 DELEGATED PLANNING RESPONSES

To note the planning responses made under delegated powers between meetings.

5.03 APPLICATIONS

The Planning Committee usually decides responses to planning applications, but full Council may consider any planning application, including where the response deadline falls between Planning Committee meetings.

PROPOSED: To resolve the response of the council to the following applications (details available at <http://planning360.waverley.gov.uk/planning>)

CA/2020/0043	Works to and removal of trees	Middlecott, School Lane
WA/2020/0445 28/04/2020	Construction of a tennis court and associated fencing	Hollyhurst House, Mill Lane
WA/2020/0486 08/05/2020	Erection of extension and construction of a detached garage.	Oakdene, Ridgley Road

The italicized dates in the first column are the response deadline dates given to this Council

5.04 FURTHER RESPONSE – WA/2018/2234

The Council has until the end of April to submit any further response to this application. Planning advice has been instructed to inform the Council's consideration.

To resolve whether to provide a further response and the content of any such response.

6.00 CLERK'S REPORT

To receive and note report on matters since the previous meeting not detailed elsewhere on this agenda and comment as appropriate.

7.00 COUNCIL MEETINGS

To consider the briefing from the Clerk and decisions outline therein.

PROPOSED:

- 1. That Council and Committee meetings resume and may be held remotely until legislation ceases to permit this and /or the Council approves resumption of physical meetings, whichever is the sooner.*
- 2. Decisions on matters 2-5 in the briefing note.*

8.00 GRASS CUTTING

8.01 The Council having previously resolved, within consideration of the overall grass cutting arrangements, that the quote from AEM Contractors for a cut and collect in the proposed wildflower areas was acceptable, the Council needs to formally resolve the awarding of the contract and the institution of new Wildflower areas.

PROPOSED:

- 1) To accept the AEM quote of £729 for the cut and collect service of the established wild areas of Combe Common.*
- 2) To institute new wild flower areas at The Green, Pickhurst Road, The Knipp and High Street Green in 2020.*
- 3) To accept the AEM quote of £303 for a cut and collect at the additional areas set out at 2 above.*

9.00 TREES

9.01 *To note the contents of the March 2020 Tree Report (previously circulated).*

9.02 *PROPOSED: To resolve to undertake the recommended mulching of the ancient Hawthorn on The Green at a cost of £200.*

10.00 FINANCE AND COMPLIANCE

10.01 MINUTES OF THE MARCH 2020 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING

To note the minutes of the FCC meeting held on 11 March 2020.

12.00 LATE ITEMS

For information and discussion only (lawful decisions can only be made on items specified on the agenda).

To note and discuss late items.

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

To confirm the date of the next Parish Council Meeting and Committee meetings, if known.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 3.00



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[DRAFT] MINUTES

Minutes of the Parish Council Meeting held on Thursday 12 March 2020
at 19.45 in the Charles Watts Room of the Village Hall.

Cllrs Present: Roger Underwood (RU)
Ian McKie (IM)
Anthony Johnson (AJ)

Peter Little (PL)
Tony Wiener (TW)
Susie Forrest

In attendance: Lauren Blatherwick (Clerk)

Public: WBC Cllr Anna James
+1

0.00 ELECTION OF A CHAIRMAN

In the absence of the Chairman and Vice-Chairman the first order of business was to elect a Chairman.
PROPOSED (PL) / RESOLVED (unanimous): RU be elected Chairman for the meeting.

1.00 APOLOGIES FOR ABSENCE

Apologies were accepted from: Daniel Hall (DH) Chairman and Christine Tebbot (CT) Vice Chairman.

2.00 DECLARATIONS OF INTEREST

SF declared a non-pecuniary interest in item 8:00.

Procedural PROPOSED (RU) RESOLVED (unanimous): The agenda order be amended to move item 8:00 to follow item 13:00

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13 FEBRUARY 2020

RESOLVED: To approve the minutes of 13 February 2020. The Chairman signed the minutes

3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES AND OUTSTANDING FROM PREVIOUS MEETINGS

Review outstanding actions from previous Council meetings (where not an agenda or Clerks's report item):

NOV ACTION: Proposal for improved pedestrian route from Coopers Place to Witley Station. CPC to ask WBC to add improvements to the existing footpath to their Infrastructure Development list. CT to forward wording to the Clerk for provision to WBC. **ONGOING**

DEC ACTION: DH to write formally to The Surgery in recognition of their reopening. DISCHARGED as no longer appropriate.

FEB ACTION: CT to speak to school about gritting the section of path immediately by the rear entrance. **ONGOING** no report received.

4.00 PLANNING

RU: Update - WBC hope that their application in relation to Queensmead will be ready for the June Southern Area Planning, but it may be more likely to be the July meeting.

4.01 APPLICATIONS

RESOLVED: To respond to the below applications as follows:

WA/2020/0211	Erection of extensions and alterations to create a two storey dwelling	April Cottage, Pickhurst Road
20-March-20	<i>No Objection (unanimous)</i> Noted that WBC had been consulted for pre-application advice.	
WA/2020/0232	Erection of an outbuilding following demolition of existing outbuildings.	Crosstrees, Pickhurst Road
24-March-20	<i>No Objection (unanimous)</i> Noted that WBC had been consulted for pre-application advice.	

The italicized dates in the first column are the response deadline dates given to this Council.

- 4.02 **MINUTES OF THE JANUARY 2020 PLANNING COMMITTEE MEETING**
The minutes of the Planning Committee meeting held on 27 February 2020 were NOTED.
- 20.02hours Public Questions: WBC Cllr A James commented on the positive reception of the WBC planning applications in relation to social housing in Chiddingfold at the Local Committee. MoP asked about the process of assessing planning applications by the parish council.
- 5.00 **NEIGHBOURHOOD PLAN**
CT was not present to provide an update. Cllrs expressed concern at the lack of detailed information and progress since Regulation 14. Clerk reported that progress on the HRA had been paused as the amended policies post-Reg14 were required to complete the report. The NPSG needs to produce the amended NP and policies then bring to Council for approval ahead of provision to AECOM. The NPSG had not met for several months. CT was due to produce several redrafted policies. PL wanted council to find out what was outstanding and what support CT requires from NPSG, Council or Nexus to conclude the redraft and for a timescale for this work, this was supported by the cllrs present. **ACTION: Clerk to seek a report from the RFO as NPSG administrator on the work done pos-Reg14 and what was outstanding and a timescale for completion.**
- 6.00 **CLERK'S REPORT**
The Clerk's Report for the March meeting was NOTED.
- 7.00 **GRANTS AND DONATIONS POLICY**
A revised draft was reviewed by the FCC on 11 March. This draft was recommended to Council for adoption with one minor amendment on the application form to insert "/ total project cost" at the top of page 2.
RESOLVED (unanimous):
1) To adopt the proposed amended Grants and Donations Policy.
- [8:00 moved down agenda]
- 9.00 **COMMUNICATIONS STRATEGY WORKING GROUP**
PROPOSED (TW) / RESOLVED (unanimous): To resolve to establish a working group to explore and report back to Council on a strategy in respect of external communications, looking at what to provide, how frequently, distribution channels, who will produce it and costs associated.
PROPOSED PL / RESOLVED (unanimous): to defer appointing the working group until the Neighbourhood Plan is suitably progressed.
- 10:00 **APPLICATION FOR USE OF THE PAVILION / COXCOMBE REC ON 13 MARCH**
NOTED that the Clerk gave consent under the scheme of delegation for use of the Pavilion and Recreation Ground for a charity cycling rest stop on 13 March at the request of the Chiddingfold Football Club.
- 11:00 **FINANCE AND COMPLIANCE**
11.01 **MINUTES OF THE JANUARY 2020 FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETING**
NOTED the February FCC meeting was postponed and there are no minutes to note.

- 11.02 BUSINESS PLAN
 TW set out that the intention was to headline plans over the period of this Council and that it was intended that working groups be set up to expand on these headlines. The FCC had already started looking at two projects: a facility at Combe Common and improvements to the Playground.
 PROPOSED (TW) / RESOLVED) (unanimous):
 1) To approve the Business Plan prepared by the FCC
 2) To establish working groups to investigate (a) changing room facilities at Combe Common and (b) playground improvements.
 TW indicated that he was prepared to lead a group to look at the playground, it was suggested that DH would lead on the Combe Common project. Working Groups were not formally constituted at this meeting.
- 12.00 LATE ITEMS
 For information and discussion only (lawful decisions can only be made on items specified on the agenda).
- 12.00.01 Clerk: update on the WBC water procurement tender, Parish can submit for inclusion without commitment at the time.
- 12.00.02 Clerk: Clockhouse AGM invitation deadline, request that any Cllr wishing to attend notifies the Clerk.
- 12.00.03 Clerk: Repairs to the setts provisionally to take place the week after Easter and will include re-bedding the loose flagstone on the steps for no additional charge.
- 12.00.04 Clerk: Coronavirus – concern about the public health measures impacting on meetings, to be monitored.
- 12.00.05 Clerk: Annual Parish Meeting – DH has not made any progress with this. SF offered to contact DH and assist.
- 12.00.06 SF: SCC roadworks signs erected are unsatisfactory – placed incorrectly and not properly fixed. Clerk reported on her dealing with SCC on the matter of roadworks signage and encouraged Cllrs to make their own reports.
- 13.00 DATE OF THE NEXT PARISH COUNCIL MEETING [For information. Dates are set at the Annual Council Meeting.]
 NOTED the next Parish Council Meeting will be held on Thursday 09 April 2020 in the CWR of the Village Hall commencing 19:45.
- 8.00 GRASS CUTTING
- 8.01 RESOLVED unanimous (SF not participating): To exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960 from consideration of item 8.00 on the basis that the contract information is confidential during the contract awarding stage.
The briefing from the Clerk was NOTED. All the quotes were considered to be appropriate and acceptable.
 RESOLVED (unanimous):
 1) To accept the quote from Johnstone Ground and Gardens Limited for the annual cut and mulch grass cutting contract.
 2) To accept the quote from AEM Contractors for a cut and collect in the wildflower areas, subject to formal confirmation by Council that additional wildflower areas at Pickhurst Road, The Knipp and High Street Green be instituted in 2020.
- 14.00 COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION (this item will be subject to an application to exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960))
- 14.01 RESOLVED (unanimous): To exclude the press and public from consideration of items 14.02 on the basis that public discussion prejudicial to the public interest by reason of the confidential nature of business to be transacted and that information is subject to legal privilege.
- 14.02 COMBE COMMON – DRAINAGE WORKS AND BOUNDARY CLARIFICATION
The briefing from the Clerk on the settlement of the boundary and protection of drainage works and associated legal documents and recent correspondence was NOTED.
 It was agreed that the boundary survey should proceed as previously resolved, notwithstanding the change of position by the neighbour and that the Clerk should obtain quotes / opinion on the addition of a further drainage collection channel as a mitigation effort and without any intention of signalling an acceptance of responsibility for the stability of the area.
 RESOLVED (unanimous):
 1) To inform the Council's insurers of the situation and seek input on next steps.
 2) Not to offer to fund for independent legal advice for neighbouring land owner.



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[DRAFT] MINUTES

Minutes of the Parish Council Meeting held on Wednesday 25 March 2020
at 19.45 in the Charles Watts Room of the Village Hall.

Cllrs Present: Daniel Hall (DH)
Ian McKie (IM)

Roger Underwood (RU)

In attendance: Lauren Blatherwick (Clerk)

Public: None

1.00 APOLOGIES FOR ABSENCE

Apologies were accepted from: Christine Tebbot, Anthony Johnson, Susie Forrest and Tony Wiener

2.00 DECLARATIONS OF INTEREST

None.

3.00 3.00 COVID-19 – IMPACT ON COUNCIL ADMINISTRATION

The Clerk's briefing in respect of the impact of the Covid-19 virus and the consequent government response, on the administration of this Council was noted.

RESOLVED (unanimous):

1) to immediately suspend the current regime of Council and Committee meetings;

2) to suspend the planned Annual Parish Meeting for 2020; and

3) to approve an addition to Standing Orders for a further scheme of delegation in circumstances when Council meetings are suspended due to emergency as follows:

8A. SUSPENSION OF MEETINGS

Should the holding of Council Meetings be suspended as a result of civil emergency, the implementation of government advice / restrictions on direct contact in relation to national health, or other emergency, the Clerk has delegated authority to take decisions in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council Meetings. In non-urgent situations the Clerk should action the business having sought in writing the views of all councillors with not less than 3 working days notice. Decisions made under such delegations shall be noted at the next meeting of the council. In urgent situations, SO 8 applies.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 4.00



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RECORD OF DELEGATED DECISION MAKING

In accordance with standing orders the Clerk may make decisions under a scheme of delegation approved by the Council and set-out in Standing Orders. The scheme of delegation was extended on 25 March 2020 at an Extraordinary Meeting of the Council in view of the Coronavirus / Covid-19 pandemic.

The following decisions were made and should be noted by Council at the next meeting of the Council

1.00 PLANNING RESPONSES (31.03.20)

The meeting of the Planning Committee on 25 March was inquorate and did not proceed.

WA/2020/0281 31 Mar 20	Listed building consent for internal and external alterations to annexe/studio.	Solars, Pockford Road. WBC Officer to Decide
WA/2020/0280 31 Mar 20	Listed building consent for erection of extension and internal and external alterations.	Solars, Pockford Road. WBC Officer to Decide
WA/2020/0279 31 Mar 20	Erection of extension and alterations to dwelling together with alterations to existing annexe/studio.	Solars, Pockford Road. No Objection
WA/2020/0292 31 Mar 20	Certificate of lawfulness under section 191 for use of barns and stabling as equestrian use and the stationing of an ancillary static caravan.	Great Oaks Farm, Combe Lane The council has knowledge that the site has been in longstanding use as an equestrian facility. No Objection
WA/2020/0325 7 Apr 20	Certificate of lawfulness under section 192 for single storey rear extension and alterations.	Old Pockford, Vann Lane WBC Officer to Decide
WA/2020/0328 7 Apr 20	Certificate of lawfulness under section 192 for the erection of an ancillary outbuilding.	Old Pockford, Vann Lane WBC Officer to Decide
TM/2020/0048 7 Apr 20	Application for works to tree subject to tree preservation order WA83	3 Yewens WBC Officer to Decide

2.00 NEIGHBOURHOOD PLAN (03.04.2020)

DH proposal arising from the RFO's summary of progress post Regulation 14 Consultation, which was requested by the Parish Council at the February meeting.

Decided:

- To disband the Neighbourhood Plan Steering Group;
- To instruct Nexus to complete the post Regulation 14 draft NP for approval by the council;
- To agree the costs of the additional Nexus work in line with their addendum fee estimate; and
- To agree the draft NP policies as have been produced by Nexus and the provision of these to AECOM so that the Habitats Regulations Assessment can progress.

- 3.00 GRASS CUTTING (03.04.2020)
The previous decision on the award of the annual contract could not proceed due to the contractor's unavailability. The impact of Covid-19 on the contract / changes in contractor practices.
Decided:
 - The annual grass cutting contract is now to awarded to AEM Contractors.
 - Grass cutting should continue as per the planned schedule.
- 4.00 ALLOTMENTS (03.04.2020)
The impact of Covid-19 and a request to consider reduced rents.
Decided:
 - To continue to keep allotments open, but advise of additional hygiene measures.
 - Not to alter the general rent arrangements (save as required for the planned shift in renewal date), but to consider any specific requests for variation from individuals.
- 5.00 PLANNING RESPONSE - WA/2020/0259 (09.04.2020)
WA/2020/0259 (an extension of time was obtained until 10 April 2020)
Use of land to provide a base for outdoor education and recreation together with the erection of 4 buildings; 5 moveable structures associated parking and ancillary works.
Land coordinate 492599 134278 track known as Muddy Lane, Prestwick Lane
Decided:
No Objection, on a conditional basis (full response is appended)
- 6.00 PLANNING RESPONSE - WA/2018/2234 (09.04.2020)
Decided:
To instruct Florence Churchill (Planning Advisor to Surrey and Sussex Association of Local Councils) to advise on a further response to WBC on the application.
- 7.00 REMOTE MEETINGS (17.04.2020)
Following on from the coming into effect of the Meetings held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.
Decided:
 - To hold a remote meeting of the Council on 23 April 2020 at 6pm using Zoom
 - To implement a Remote Meetings Protocol (appended and dated 15.04.2020)

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 5.02



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Our Reference: 40783

9 April 2020

Planning Department
Waverley Borough Council
Council Offices
The Burys Godalming
Surrey GU7 1HR

BY EMAIL ONLY

Dear Sirs,

Chiddingfold Parish Council has instructed me to submit its recommendation in respect of the following:

WA/2020/0281 31 Mar 20	Listed building consent for internal and external alterations to annexe/studio.	Solars, Pockford Road. WBC Officer to Decide
WA/2020/0280 31 Mar 20	Listed building consent for erection of extension and internal and external alterations.	Solars, Pockford Road. WBC Officer to Decide
WA/2020/0279 31 Mar 20	Erection of extension and alterations to dwelling together with alterations to existing annexe/studio.	Solars, Pockford Road. No Objection
WA/2020/0292 31 Mar 20	Certificate of lawfulness under section 191 for use of barns and stabling as equestrian use and the stationing of an ancillary static caravan.	Great Oaks Farm, Combe Lane The council has knowledge that the site has been in longstanding use as an equestrian facility. No Objection
WA/2020/0325 7 Apr 20	Certificate of lawfulness under section 192 for single storey rear extension and alterations.	Old Pockford, Vann Lane WBC Officer to Decide
WA/2020/0328 7 Apr 20	Certificate of lawfulness under section 192 for the erection of an ancillary outbuilding.	Old Pockford, Vann Lane WBC Officer to Decide
TM/2020/0048 7 Apr 20	Application for works to tree subject to tree preservation order WA83	3 Yewens WBC Officer to Decide

Yours faithfully,

L Blatherwick

Lauren Blatherwick
Clerk to Chiddingfold Parish Council



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Deputy Clerk and RFO: Sue Frossard CiLCA
clerk@chiddingfold-pc.gov.uk

Our Reference: 40782

9 April 2020

Planning Department
Waverley Borough Council
Council Offices
The Burys Godalming
Surrey GU7 1HR

BY EMAIL ONLY

Dear Sirs,

Application WA/2020/0259

Chiddingfold Parish Council has instructed me to submit its recommendation in respect WA/2009/0259 - Land coordinate 492599 134278 track known as Muddy Lane, Prestwick Lane. An extension of time was allowed for this response until 9 April 2020.

The application concerns a rural site of approx 12 acres of agricultural land. No significant change is proposed in relation to 10 acres of the site where it is proposed to introduce ponies to graze (although the applicant indicated to the PC that sheep were an alternative). The remaining 2 acres, mostly situated on the North East side and a strip around the perimeter is proposed to be fenced off and used for recreation / camping / tourism use.

In relation to the land for grazing, this does not appear to be a change of use, indeed local residents write of this having been used as such in the past, and while residents may make points about the suitability of the site for grazing due to being wet, it does not appear that there is any planning permission required to resume this activity and so this reply does not consider this aspect further.

Change of use is required for the other 2 acres. The actual level of development proposed is low. 8 single story wooden structures are proposed. 6 described as temporary as they are without foundations and can be moved periodically. Additional camping for 5 tents is proposed.

Given that camping in excess of 28 days per year is a large part of the offering proposed on site, it is presumed that there a licence will be required to operate the campsite. It is presumed that licencing will provide for requirements in relation toilets, waste water, showers, refuse disposal, fire safety, electrical installations, LPG storage.

Summary:

The overall area of the site where a change of use is proposed is proportionately small; the majority remains of open aspect and agricultural nature. The level of built form is low and rural in style, the visual and landscape impacts appear to be minor. There is scope for the proposed development to bring some ecological improvements, the reinstatement of connective hedgerows for example and such should be reflected in planning conditions.

Some additional traffic on Muddy Lane (and surrounding routes for access) will result from the development, but this does not appear to be at a high level. It is noted that in 2013, the access route to the adjacent sewage works was considered as part of the Environmental Impact Assessment for the building of those works. It was considered suitable for the required construction traffic, provided care was taken – this included HGVs and ready mix concrete tanker deliveries. Up to 5 cars/light vans each day were also envisaged during the 9 month construction period. This gives a point of reference for the capacity of the lane.

Parking is suggested at the top section of the lane near the site entrance. It appears that this is already in use for informal use for parking. The Applicant suggests that this would provide parking for 6 vehicles and a further 4 could be accommodated within a fenced area just inside the site entrance. Surrey Hills AONB in their response note that it is felt that this provision may prove inadequate and this Council feels that this is likely to be the case if the site operates at the suggested capacity. However, overall the proposal does not require a large amount of vehicle parking (less out of peak season) and were additional spaces required, these could potentially be accommodated by an extension of the proposed paddock area parking, subject to any necessary planning permissions.

Arrangements for fresh water are not in place. The Application proposes an extension of the piped supply, but the applicant has also suggested a borehole might be an option. Clearly water is essential to the proposal and would be looked at within any licencing application. Water supply is not considered a planning matter. The development is extremely unlikely to proceed if a fresh water supply is not achieved.

National government guidance broadly says local authorities should support farm diversification applications including tourism and the application falls within this guidance.

The proposal does not appear to adversely impact the openness or permanence of the Green Belt. (NPPF 133). While construction of new buildings is normally considered inappropriate development, there is provision for them in relation to outdoor recreational use where that doesn't harm the openness or purpose of the land (NPPF 145). Change of use in for outdoor recreation is also a provided exception (NPPF 146). Residents have pointed out that the main activities offering is off-site and the built form at this location is for camping, this is still understood to fall under the heading of Recreational use.

The development proposed offers some environmental improvements to the land, but there are questions in relation to waste water that need to be considered (NPPF 170 and 172).

The Applicant appears to have complied the requirements of NPPF 174. The application would seem to be in compliance with Waverley Retained 2002 policies D7, C7, LT10 and LPP1 policies EE1, RE3 and NE1.

The Council is unclear how the application complies with policy D9- Accessibility (retained LP2002). It is noted that Surrey Hills AONB are positively supporting the application.

The Parish Council does not object to the proposed change of use and development within the application, however, this position is conditional upon the following matters being addressed (which may be through licencing, planning conditions or other regulatory schemes), if the matters below are not addressed then this Council would oppose the application:

- The number of visitors to the site should be limited as part of any planning permission. A maximum of 10 camping units (tent and shelter combined) and 40 persons staying on site to include staff. Camping should be limited to no more than 42 weeks per year.
- Noise restrictions should be imposed at per the recommendations of Environmental Health. If a generator is to be used on site, a restriction on noise level should be attached.
- The biodiversity gains indicated in the Preliminary Ecological Survey Appraisal by SWT Ecological Services should be instituted and WBC may wish to impose conditions for some of the recommendations in section 5 should be applied is planning permission is granted.
- The Council accepts that a properly managed composting toilet is a valid option, but there should be a clear plan for management of sanitary waste.
- Grey Water soakaways (showers, washing up areas, sinks). There is no detail on the specifics for this and most soakaways will require a processing element. Local residents have concerns about this proposal as the site is described as clay and often very wet and water logged. It is important that the waste water treatment on site does not cause smells or pose a risk to human health and the natural environment. It is presumed that WBC will be able to determine whether this approach is viable taking into account the amount of waste and the location and to attach any necessary conditions to ensure that harm is not caused to the environment. If this is not adequately addressed by licensing then an agreed plan for the treatment of waste water should be a condition of any planning permission.
- There are no defined proposals for removal of rubbish from the site. As indicated above, it is presumed that licencing will address this aspect, if not an agreed management plan should be part of any planning permission.
- The area where parking is proposed on Muddy Lane is on land belonging to the Applicant. The parking should be limited in number and restricted to a defined area as part of any planning permission, so as to prevent parking intruding on the necessary road and bridleway access.
- There should be a restriction on the total number of vehicles on site (including those parking on the lane).
- No change is proposed to the public rights of way. The Application provides for a boundary fence / hedge along the BW250 as it goes over the field and to and installation of gates at either end of the field. New gates will require permission from SCC as the Highways Authority. Resident's concerns about gates can be addressed by a planning condition and WBC are asked to consult with the British Horse Society as to suitable gate access and to ensure that any gates also allow for wildlife access.

- Any on-site lighting should be subject to a condition for an agreed plan and minimal in scope, low level and sensitive to the rural location and natural environment. The specific recommendations on the Ecology Services Report should be followed.
- The Forestry Commission should be consulted on the proposals, if they haven't been thus far.

Yours faithfully,

L Blatherwick

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 5.03

**These papers are available via the
Waverley Planning Portal**

<http://planning360.waverley.gov.uk/planning>

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 5.04
to follow

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 6.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S REPORT

FOR APRIL PCM

1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

FEB: Clerk to request removal of the broken Ash Combe grit bin that SCC will not repair. ACTIONED (request that at next inspection, if not replaced, it be removed as it serves no purpose while not water-tight).

FEB: Clerk should get quotes for surface patching Combe Common Car Park and look into possibilities for improvements to the right side of the entrance. ONGOING (3 quotes have been requested and 2 received so far)

FEB: Clerk to seek quote for an updating report from the stone mason who previously inspected the War Memorial. IN PROGRESS - the Stone Mason who undertook works in 2015 has confirmed that he did not do work to correct the lean, I am waiting for a quote for report / monitoring schedule.

FEB: Clerk to write to the owners of Coxcombe seeking an update on their own investigations / proposals into options for the Ash tree and requesting they respond to the Council's insurers. ACTIONED (see below).

FEB: Clerk to seek update from Football Club re. food licencing. ACTIONED (response forwarded).

FEB: Clerk to produce Litter Blitz poster and advertise. ACTIONED BUT EVENT WAS CANCELLED DUE TO COVID-19

MAR: Clerk to seek a report from the RFO as NPSG administrator on the work done pos-Reg14 and what was outstanding and a timescale for completion. ACTIONED and addressed in delegated decision making

2. CORRESPONDENCE

Summary of notable correspondence passed to Cllrs for consideration as received and not contained in a separate item:

Various enquiries from residents and family of residents asking about support for vulnerable people or asking about how to volunteer in relation to Covid-19. I have passed on relevant information.

I forwarded information on Sports England grants for sports groups needing funding support due a Covid-19 related drop in revenue, to the Football and Cricket Clubs.

Comment on the adequacy of the wildflower regime and a suggestion that this might be a cost-cutting measure.

3. CONSULTATIONS

Details of the following consultations have been circulated to Cllrs who have the option to ask that they be brought onto the agenda (response deadlines shown in brackets):

- Government Consultation in relation to the Dormant Asset Scheme, NALC position and request for responses by 27 March 2020
- Elstead and Weyburn Neighbourhood Plan Pre-Submission Consultation (Regulation 14 of The Neighbourhood Planning (General) Regulations 2012) for response by 22 April 2020

4. HIGHWAYS

Blocked Culvert Ridgley Road

Reported to SCC who requested to be put in contact with the landowner. I have done this and SCC will undertake the work when staff are available, but at this time they are working below usual staffing levels.

Road Closure – High Street Green – 23/3 (15 days Mon-Fri)

Following notice of this closure I requested details of the diversion route and made the point again about vehicles using unofficial diversions on unsuitable smaller lanes. SCC agreed to use additional diversion signage. Details of the closure and the official diversion (via Godalming) were circulated on social media. SCC roadworks have largely been suspended in light of the Covid-19 situation. Only critical activities like key repair and maintenance works are currently taking place.

Road Closure – Skinners Lane – 5 day window from 9 April (likely to be just 1 day)

Details shared on Social Media and website.

High Street Green Verge – Thames Works

SCC agreed that Thames had left the site in an unsuitable condition and would arrange for them to correct this. I was clear that no fine topsoil be used in view of the intention to create a wildflower verge there. Thames have agreed with SCC to carry out the necessary remedial works before 16 March and SCC were due to inspect on the 16th and feedback, however, with Covid-19 this has been pushed back (see email).

Fly-Tip – Pockford Road

I reported a fly-tip to WBC on 17 April 2020 having been made aware of it. WBC aim to clear such within 2 working days.

5. TREES

The Winter Tree Inspection from Thursley Tree Care has been received, but had to send it back for corrections and received an apology and a corrected report has now been received.

The Spring Mulch and replacement girdle for the ancient Hawthorn is still to take place. The arboriculturist is in discussions with a blacksmith re. the girdle and has quoted for the mulching. The mulching is best timed within the next couple of weeks and, given that the recommendation comes out of the council's instructed report. Council is asked to agree the expenditure (see agenda).

The most significant work remains as identified in the previously to a large number (16+) roadside Ash trees at Combe Common that are showing Ash dieback and will need to be felled. It is unclear if all are PC trees. I will enter into discussions with SCC Highways about responsibility. The full job is estimated at 3 days work and will require traffic lights on the road.

6. COMBE COMMON

Boundary / Drainage Issues

ABM boundary survey has been received. The overlay against the land registry records shows some encroachment by the adjoining landowner, some in the area of bank movement. I will enter into discussions with the insurers as agreed.

There were groundworks at the site to level the pitch (and possibly to improve drainage) back in the 1970's. SSE have been requested to provide any documents they have showing the previous

topography and I have made enquiries of the Football Club to ascertain if they have any records of the work done.

Other

An increase in dog-fouling has been reported, associated with increased use under the Covid-19 restrictions. I designed a sign and an allotmentee kindly offered to print, laminate and display these at the recreation ground. I have also posted on social media.

7. WEBSITE

Policies have been updated in line with changes approved at the last meeting or under delegated powers.

Added:

- Litter Blitz Poster
- PAGNE public meeting re Gatwick Airport
- WBC – New Car Parking Rates (from 1st April)
- Road Closure of A283 on 28/2 and updates
- Joint Public Health England and Surrey County Council statement on confirmed COVID-19 case in Surrey and link to the gov.uk page
- Link to the Queen's Address

A specific folder in relation to Covid-19 has been set up and various documents on a range of topics added. References to advice always link back to the official government sources. Cllrs are referred to this for information.

8. REPAIRS TO SETTS

The TJ Hunt quote was accepted by Council and they were provisionally booked for this the week after Easter, however, Coronavirus has delayed matters and changed working practices. They have now indicated that they hope to start work at the end of week commencing 20/4 and will use a team that are members of the same household and have implemented a number of additional protective measures. They agreed to include re-setting a loose slab at the top the steps near Forrest Stores at no extra charge. I will advertise the works on social media and ask that people don't park there.

9. PAVILION SUBSIDENCE

At the end of March the insurers wrote seeking an update on whether there has been a response to the PC's letter to the tree owners. I confirmed that no response has been received and offered to follow this back up. The insurers asked that I did this and then they would allow 2 weeks before referring it to the Building Consultant for next steps. A further letter was sent seeking that the owners communicate their intentions / proposals.

10. ALLOTMENTS

SCC grant funds towards the new fence section have been received and preparatory works undertaken by Johnstones. I was told that the work was on hold due to coronavirus, but I have just received confirmation that works have been completed and I will be inspecting these ahead of the Council Meeting.

The far gate has had new mesh fitted (delayed from before Christmas by the wet weather) and it looks much improved.

The plot renewals have been sent out. Renewals this year will be on the basis of an 8 month period to run to the end of November, rather than the standard 12 months. This is in order to shift the renewal period to the Winter and allow time for reletting ahead of the new growing season, at the moment new tenancies are being dealt with in April / May and this is too late for a proper season. From 1st December 2020 it would revert back to being an annual tenancy.

One allotmentee raised whether the Council should be looking a payment deferment or similar in the current circumstances, this was dealt with under delegated powers and all councillors were briefed and asked to comment. The decision was made not to apply any general change of policy, but to let allotmentees know that the Council will consider any individual approach for payment options if the Covid-19 situation has caused them any difficulty in being able to make their renewal payment.

Unfortunately, there was a break-in at the allotments early on 9 April. They damaged a lock and a section of fence and proceeded to go through and steal items from at least 2 allotmentees. I reported the break-in to police and have advised the allotmentees to do the same. Temporary repairs have been arranged, I had hoped to include a permanent repair with the new fencing installation, but this took place without notice and so wasn't included.

11. COUNCILLOR VACANCY

The vacancy was been advertised in line with the Council's co-option policy and responses sought by 31st March on the basis of a decision on at the April PCM. At this time no responses have been received, though 1 Cllr has had an expression of interest. A new recruitment window should be advertised it is suggested to allow 2 months so to come after the Annual Meeting of the Council if it goes ahead.

12. PHONE BOX ADOPTION

Improvements to the Woodside Road box ahead of adoption were completed. Paperwork for BT has been sent in. I will update when the paperwork is finalised, but it is expected that this process may take longer than usual given the current circumstances.

The Skinners Lane box has now been removed.

13. WATER PROCUREMENT

WBC have opened their water procurement tender up to include local Waverley Council supplies if wished. I am continuing to explore this as an option for CPC on the basis that this would present a cost saving and potentially be administratively simpler.

14. SCHOOL and AFTER SCHOOL CLUB USE OF COXCOMBE REC

Email from WBC 12 March raised that an afterschool club was using the site and this needs to be looked into. Given that schools have been closed, this is not a present priority, but needs to be looked into going forward.

15. COVID-19

Council sports courts have been closed and the football club has acted to make goals as inaccessible as they can as the government requires pitches to be closed.

As noted above I continue to update the website with relevant local information and links to advice and to respond to enquiries seeking details of how to access and offer support in the community. I

also continue to work with local organisations and volunteer groups, such as the Good Neighbours to offer support and advice as appropriate.

With the introduction of new regulations to facilitate the holding of meetings remotely / virtually. I prepared a protocol for such meetings (implemented under delegated powers).

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

17 April 2020

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 7.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

DATE: 17.04.2020

RE: NEW LEGISLATION - REMOTE MEETINGS / ELECTIONS

NB: The legislation sections mirror that in the earlier 8 April briefing.

Local council meetings – New Regulations

1) On 2 April, the government published [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#). These regulations come into force on 4 April.

REMOTE MEETINGS

[Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#)

There are some issues with the drafting of the regulations, for example, Parish Meetings are not included, which is presumed to be an oversight. Other issues as they apply to the PC are referenced within the summary below:

General

2(4) apply to meetings held before 7th May 2021.

3(a) 'local authority' includes PC

Remote Attendance

4(1) enables local authorities to hold and alter the frequency and occurrence of meetings without requirement for further notice.

4(2) Provides for the continuation of appointed roles, in circumstances when an annual meeting isn't held, until the next annual meeting (ie. May 2021) or such other time as determined by the PC.

5(1) the place of a meeting is extended to members not to all be physically present together

5(2) allows virtual / remote attendance by members provided all the conditions of 5(3) are met

5(3) the essentials are that members can hear other members and any public entitled to speak and be heard by other members and all public in attendance (speaking or otherwise). Visual feed is not required if not practicable to achieve.

5(5) gives these regulations priority over any other PC rules / standing orders.

5(6) allow the PC to make rules / standing orders governing remote meeting attendance including – voting, access to documents (members and public), remote access to meetings by public and press

Modification of meeting and public access requirements

6. (a) and (b) changes the interpretation of Schedule 12 to the 1972 Act (meetings and proceedings of local authorities) so that 'present' includes remote attendance and 'place' of meeting includes multiple locations / virtual locations.

6 (c) disapplies para 7 – the requirement to hold an annual meeting and additional requirement re. timing of the annual meeting.

This presents a conflict with the para 8 of the LGA 1972 which requires 3 meetings to be held in addition to the annual meeting. NALC believe that para 8 should also have been disapplied.

Public and press access

13 varies Section 1 of the Public Bodies (Admission to Meetings) Act 1960(1) (admission of public to meetings of local authorities and other bodies)

13(a) amends s1(4)(a) to allow posting of the public notice of meetings online on the council website as an alternative to at the council's office, BUT while it appears the intention was to remove the requirement for a physical notice and to allow instead for online notices, the wording requires PC's to post on the website of their principle council. This appears to be an error and meant only to apply to those PCs without their own website, unfortunately the drafting is clumsy and the effect appears to exclude the PC's own website from this option – this is presumed to be a drafting error. NALC's view is that a decision to publish on the local council's website is unlikely to be challenged.

[see the full text of the section for the ambiguous wording, the new addition is in red:

Public Bodies (Admission to Meetings) Act 1960

1. Admission of public to meetings of local authorities and other bodies.

(4)Where a meeting of a body is required by this Act to be open to the public during the proceedings or any part of them, the following provisions shall apply, that is to say,—

(a)public notice of the time and place of the meeting shall be given by posting it at the offices of the body (or, if the body has no offices, then in some central and conspicuous place in the area with which it is concerned) "or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972" three clear days at least before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened]

13(b) inserts a new paragraph - s1.(9A), which provides that a meeting is still open to the public where there is no physical attendance, but it is accessible to the through live, remote means.

Public and press access

17. removes the requirement regulation 8 of the Openness of Local Government Bodies Regulations 2014 to facilitate a public inspection at the PC office or provision of copies of the written record and any background papers of decisions provided that they are published or line or in some other appropriate way.

Options for Remote Meetings

There are various packages available which the Council can subscribe to and which do not cost attendees (though data / call charges do apply). Zoom is my recommendation as it offers all the services needed and has good peer reviews. I have tried GoToMeetings and did not prefer it, I note that anecdotally Zoom appears to be favoured. In addition, Zoom is being used by a number of councils and government departments already.

Zoom allows the host to share the management of the meeting with others, which will enable to Chairman to control the meeting (mute function). The waiting room allows for councillors to 'leave the room' when required for declared interests, and undertake confidential items of business. The host (clerk or RFO) would be able to share documents with the participants and there would be scope for public questions as usual. The meeting can be recorded directly by the host.

Zoom also allows public attendance (required by law). It is not required that the public have an opportunity to speak at meetings, but this is an option with Zoom and I suggest that public participation is retained unless it proves to be problematic. I am aware that broadband is an issue in some areas, but 4G coverage will hopefully fill in most problem spots and it is possible for mobile phones to be used as a hotspot to enable computer / tablet connections where there is a broadband issue. Attendance by telephone is also available. I note that the Council is required to provide public access to meetings, but where that access is limited by the available infrastructure, the Council is still compliant.

I have hosted an informal meeting as a test-run, which 5 councillors and the RFO were able to attend and I am happy to host additional meetings 1:1 or otherwise to assist councillors with getting familiar with the system.

NALC are looking to agree a discounted rate for local councils and liaising with the Crown Commercial Service and Zoom regarding this. There is currently a deal for a minimum of 10 licences per subscription, which is far more than is required and so does not represent good value.

I have subscribed for a monthly service at £11.99/month, if an annual subscription is taken then the cost reduces to £9.99/month. There is no indication how long social distancing measures will be in place, but my suggestion is to retain a monthly subscription at this time and see what, if any discount NALC are able to agree.

There is an option to add on toll-free calls, but this is priced £100/month and I do not see that this is necessary, however, should there prove to be public demand then this could be reconsidered.

I have produced a Protocol for Remote Meetings setting out the process for attending and participating.

I have considered if any changes to SOs appropriate, but I see no need to vary SOs as the conduct of the meeting will be as normal, albeit participants will not all be at the same physical location and voting can continue by show of hands.

DECISIONS TO BE MADE:

1. Now that meetings can be held remotely should Council resume holding meetings (both Council and Committee)? (I note that legislation requires the holding of 3 meetings in addition to the annual meeting, but does not require these to be at any specific time of frequency). I recommend that Zoom is used. The Annual Governance Statement and

Statement of Accounts require approval at a Council Meeting, provision for time extensions for audit have been made, but these may have unintended consequences in the next financial year and the RFO wishes have the AGAR completed in May to minimise future complications. Proposed: Council and Committee meetings resume and may be held remotely until legislation ceases to permit and /or the Council approves resumption of physical meetings, whichever is the sooner .

2. How should remote meetings be held?
Zoom is proposed (monthly Zoom Pro service, without additional add-ons).
3. If meetings resume, what should be the schedule?
The option is there to hold them on a different frequency, date and time if this is felt to be appropriate. I suggest that the previous meeting schedule is reinstated. A change of timing for Council meetings has been suggested, but as the majority of free evening telephone call packages start at 7pm, I suggest that meetings do not start earlier than 7:15pm, to benefit those calling in by telephone. These practical arrangements can be revisited if required.
4. If meetings resume, should a physical notice of meetings (agenda) be placed on notice boards or only online?
Technically the legislation still requires PCs to display a physical notice, but this appears to be a legislative drafting error, and NALC advice it is unlikely that Councils will be subject to negative consequences for not doing so. In any event, I propose to place a notice on the notice board to state that meetings have resumed and details can be found on the council website unless instructed otherwise.
5. Do we hold the 2020 annual meeting remotely? If so in May?
Subject to the establishing of a remote meeting process, there does not appear to be a reason not to hold an annual meeting this May. This meeting contains a number of prescribed actions as set-out in Standing Orders. New legislation allows for the Annual Meeting to be held other than in May or not at all for this year.

Lauren

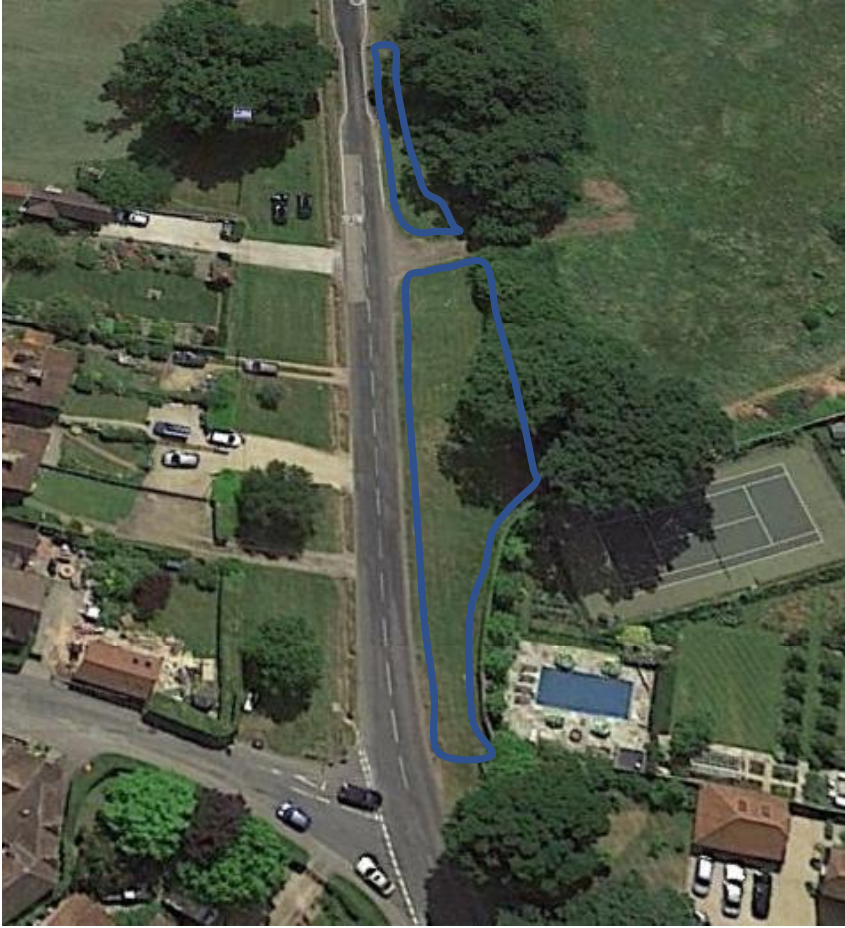
Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 8.00



Pickhurst Road (approx. 100 m in length – approx. 650sqm)



The Knipp (approx. 400sqm) – but it is slightly sunken and can be damp, which might be an issue for machine cuts.



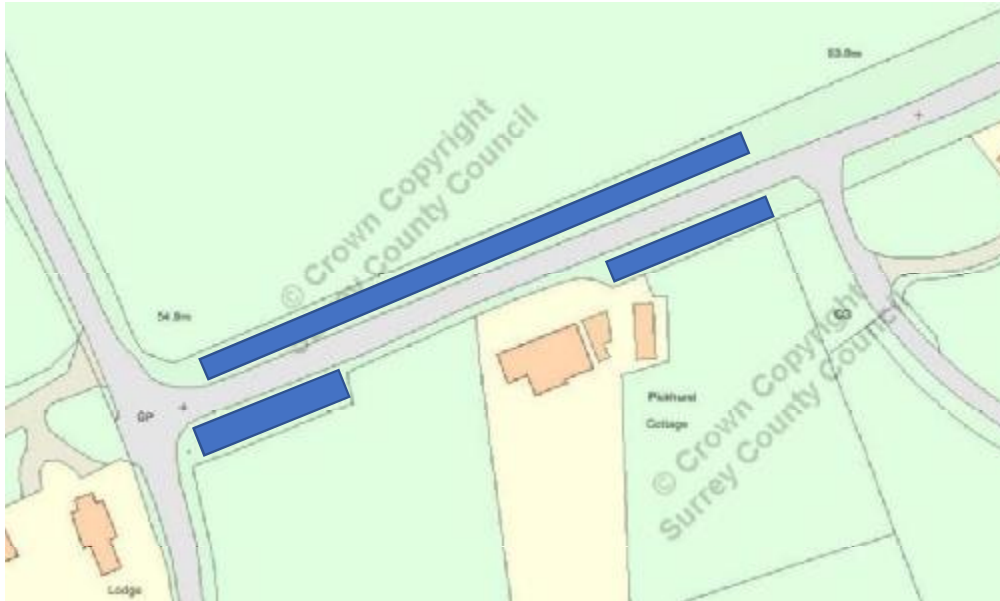
High Street Green, junction with Pickhurst Road (approx 135sqm and 150sqm)



Strip along Glebe House wall by the Pond on The Green (approx 15 m long)

HIGH STREET GREEN JUNCTION

Correct Map: Wildflower area – there will be a 1m (+) margin from the road and a .5m margin from the ditch at the back on both parts



incorrect map

COMBE COMMON - corrected



CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 9.00

19/04/2020

Subject: Hawthorn
From: "Simon Hall" <simon51@gmail.com>
Sent: 22/03/2020 20:19:58
To: "Parish Clerk" <clerk@chiddingfold-pc.gov.uk>;

Dear Lauren

I hope you and family are keeping well in these very unprecedented times we are all living through.

~~Mike Coles~~ the Blacksmith has been unwell since January and I have asked Malcolm Coles who is a farmer in Thursley if he will replace the metal bracket on the historic Hawthorn. He does welding and metal work.

As spring is almost here, I can do the mulching in the next two weeks.

This will involve removing the top layer of grass and putting in a wood mulch.

My price for this is £200

Please let Mark Chester and myself know if you have had time to see the amended tree survey.

Kind regards
Simon

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 23 APRIL 2020

WORKING PAPER

ITEM 10.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel: 07557 344499
www.chiddingfold-pc.gov.uk

Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CILCA PSLCC
Deputy Clerk & RFO: Sue Frossard CILCA PSLCC
clerk@chiddingfold-pc.gov.uk

Minutes of a meeting of the Chiddingfold Parish Council Finance and Compliance Committee held on **Wednesday 11 March 2020** at 7.00pm in The Banking House, The Green

Cllrs Present: Cllr Daniel Hall (DH) Cllr Peter Little (PL)
Cllr Tony Wiener (TW)
In Attendance: Sue Frossard (RFO) **Public:** 0

MINUTES

1.00 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2.00 DECLARATIONS OF INTEREST / DISPENSATIONS

Registrable interests must be disclosed and, if not yet registered, must be declared and notified to the Monitoring Officer within 28 days. Non-registrable interests are to be disclosed in accordance with the council's Code of Conduct. Where a councillor has a disclosable pecuniary interest they must not vote or speak on the item, unless a dispensation has been granted, or do anything to influence other Members in regard to that item. The requirements in relation to remaining present and for other interests are as set out in the Code of Conduct. No declarations of interest were made and no dispensations were requested or approved.

3.00 MINUTES OF THE FCC MEETING HELD ON 08 JANUARY 2020

RESOLVED: (unanimous) to approve the minutes of the FCC meeting, held on 08 January 2020, as a true record of decisions taken and the Chairman signed the minutes.

3.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETINGS

NOTED: Outstanding actions from previous FCC meetings, not itemised on the agenda, were noted.

(TW) Children's Playground. To present the proposal to the Clerk (as set out in the January FCC minutes, Item 8.01) and seek her advice. Completed. [Passed to the Clerk - the PC suggested at its February meeting that a working group be set up to progress this].

(PL) Parish Council Grant Awarding and Donations policy and process. PL to amend the draft policy to incorporate councillor feedback, to chase councillors (a final time) for their issues with the draft grants policy and to check the Godalming TC policy for possible points for inclusion. Then to bring the final draft back to FCC for approval for submission to the full council. See Item 5.02 below.

(RFO) Change to the FCC Terms of Reference. RFO to pass the draft FCC Terms of Reference to the Clerk with a recommendation that the full council approve these at the February PCM. Completed. [Passed to the Clerk].

(PL) Business Plan. To pass the draft Business Plan to the Clerk, with a recommendation that the full council approves this at the February PCM. Completed. [Passed to the Clerk].

(DH) Toilet facility at Combe Common. DH to obtain at least three quotations for drawing up plans for this facility and prepare cost estimates to bring to the next FCC meeting for consideration before making a recommendation to full council. Completed. [Passed to the Clerk].

PUBLIC QUESTIONS (From 7.15 pm to 7.30 pm)

There were no questions.

AGREED: that public questions be moved to the beginning of FCC meetings, from 7.00pm to 7.15pm.

ACTION: the RFO was asked to schedule public questions for FCC meetings from 7.00pm to 7.15pm.

Minutes of the 11 March 2020 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2020-03-11 / 20

- 4.00 FINANCE
- 4.01 RFO'S BRIEFING ON FINANCES
ACTION: the RFO was asked to provide the chairman with a cost breakdown for the allotments.
- 4.02 FINANCIAL STATEMENT OF ACCOUNTS
RESOLVED: (unanimous) to approve the balance sheet and the actual income and expenditure against the budget, which was as expected at this point in the year.
RESOLVED: (unanimous) that no EMR virements need to be recommended to full council.
- 4.03 RECEIPTS AND PAYMENTS
 Receipts, future-dated payments, payments necessarily made since the last meeting and transfers of funds between accounts listed on the Order to Pay form were reviewed and were in accordance with the 2019-2020 budget.
RESOLVED: (unanimous) to note receipts and transfers and the payments made between meetings; to authorize the RFO to make the future-dated payments.
- 4.04 BANK RECONCILIATIONS
RESOLVED: (unanimous) that the bank reconciliations to 29 Feb 2020 were reviewed and found to be correct.
ACTION: the RFO was asked to change the payee description (on the Lloyds current account) from St Mary's Room to St Mary's Church.
- 4.05 OFFICERS' TIMESHEETS
 The Officers' timesheets were reviewed and the meeting Chairman initialled them to confirm their accuracy.
- 4.06 CIL
NOTED: that the balance of potential, local CIL for Chiddingfold had not changed since the agenda was issued and stands at £37,253.39.
NOTED: that no CIL has yet been confirmed as due, collected or allocated.
- 4.07 OVERVIEW OF ACCOUNTING PROCEDURES
 The newly formed FCC had raised a number of questions around the accounting process and reports. The RFO had invited FCC members to a meeting at her home office to demonstrate the monthly and annual processes and to invite questions. The aim being to enable the FCC to better understand the accounting system and the FCC role. This meeting was rescheduled from 21 Jan to the 05 Feb 2020.
NOTED: The Chairman confirmed that members of the FCC, not present on the visit, had been briefed on the organization of the RFO's office and accounting procedures.
- 4.08 PARISH INSURANCE
 The asset check had been carried out and the asset register updated. Maps had been sent to all councillors and the RFO was asked to also distribute the new register.
PROPOSED (TW): That the parish insurance schedule be reviewed and competitive quotations sought, in conjunction with the Clerk, so that a recommendation can be put before the PC before the new insurance renewal date (01 Oct 2020).
RESOLVED: (unanimous) that the FCC, in conjunction with the Clerk, will review the insurance schedule and obtain competitive quotations prior to the 01 Oct 2020 renewal.
ACTION: the FCC to review the insurance as resolved, before the 01 Oct 2020 renewal date.
- 4.09 NATIONWIDE BUSINESS INVESTOR ACCOUNT
 The RFO had received the 'closing account' form from Nationwide and this, together with accompanying documents had been passed to the Clerk for full council to confirm the account closure and transfer of the closing balance to the new Nationwide Business Savings Account.
NOTED: that the Business Investor Account closing form has been resolved by full council and signed and the form to transfer the balance to the new Nationwide Business Savings Account and close the (soon to be discontinued) Investor Account has been sent to Nationwide Building Society.
- 5.00 COMPLIANCE
- 5.01 PARISH COUNCIL CIL POLICY
 The RFO had produced a draft CIL Policy for the FCC to consider.
PROPOSED (DH): that the draft CIL Policy be approved for recommendation to the full council for adoption.
RESOLVED: (majority) that the draft CIL Policy is approved for recommendation to the full council for adoption.
- 5.02 PARISH COUNCIL GRANT AWARDING AND DONATIONS POLICY AND PROCESS. (Brought forward from January).
 PL had amended the draft policy to incorporate councillor feedback. The amended draft is now tabled for FCC approval for its submission to the full council with a recommendation to adopt.
PROPOSED (PL): to approve the draft Grant and Donations Policy for recommendation to the full council for adoption.

RESOLVED: (unanimous) to approve the draft Grant and Donations Policy for recommendation for adoption by the full council – subject to re-insertion of ‘*project cost*’ on the application form.

5.03 **LETTER FROM THE INTERNAL AUDITOR, FOLLOWING AN INTERIM AUDIT**

This item had been the subject of discussion at the PC meeting in February, but the FCC wished to record that the comments had been noted and proper procedures implemented for the future. In particular:

- that projects must be instigated and specified by the full council prior to any FCC research or costing involvement; and
- that bonus payments to staff should be agreed and minuted, in advance of payment, by the FCC or the full council.

It was noted that the latter decision had been made outside of a formal meeting because of the uncertainty (of new councillors) as to whether or not the Clerk/RFO should be present during such staff discussions.

6.00 **GENERAL BUSINESS AND CORRESPONDENCE**

6.01 **CORRESPONDENCE RECEIVED**

There had been no correspondence.

7.00 **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).

Following a number of questions about overspends against budget, in particular in relation to grass-cutting, the RFO raised the question of the budgetary process and the relationship of ear-marked reserves and expenditure. She felt that this had not been fully understood by the newly-formed FCC and noted that the priorities at FCC budget meeting had not been correct. Top priority had been to restrict the precept to a 2% increase, next to fund capital projects and, lastly, provision for essential services, in many cases cutting back on previous years. This was discussed at some length. It was agreed that, by the time of the next budget-drafting meeting of the FCC, councillors will be familiar with the in-year results of their budgeting and will be better able to set priorities.

ACTION: the RFO was asked to send a breakdown of the grass cutting budgeted and actual figures to the Clerk, as she is reviewing the contract for 2020-2021.

8.00 **DATE OF THE NEXT FCC MEETING**

[For information. Dates are set at the Annual Meeting of the FCC].]

NOTED: that the next FCC Meeting will be held on Wed 20 May in The Banking House, The Green, commencing at 7pm.