



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 remote meeting of Chiddingfold Parish Council on Thursday 14 May 2020 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 - Remote meetings permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Zoom Meeting ID: 881 7944 6758

Join the meeting at <https://us02web.zoom.us/j/88179446758>

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: 07 May 2020

AGENDA

1.00 APOLOGIES FOR ABSENCE

To receive and consider accepting apologies for absence.

2.00 DECLARATIONS OF 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 23 APRIL 2020

To approve the minutes of the Meeting of the Parish Council on 23 April 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). NONE

4.00 DELEGATED DECISION MAKING

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

1 Item – Thorn Tree Girdle repairs

5.00 PLANNING

5.01 MINUTES OF THE MARCH PLANNING COMMITTEE MEETING

To note there was no April meeting of the Planning Committee.

5.02 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>)

WA/2020/0486 20/05/2020	AMENDMENT - Erection of extension and construction of a detached garage. Works to and removal of trees	Oakdene, Ridgley Road
WA/2020/0553 19/05/2020	Certificate of lawfulness under section 192 for erection of single storey rear extension and entrance porch.	Sydenhurst House, Mill Lane
WA/2020/0586 22/05/2020	Erection of extension to dwelling and alterations to outbuilding to provide ancillary accommodation.	Combe Lane Farm, Combe Lane
WA/2020/0573 22/05/2020	Erection of single storey extension.	Combe Lane Farm, Combe Lane
WA/2020/0616 22/05/2020	Certificate of lawfulness under section 192 for erection of infill extension under an existing roofed area.	2 Woodland Cottages, Pickhurst Road
WA/2020/0612 26/05/2020	Erection of a detached dwelling together with associated works.	Land West of Clover Cottage, Prestwick Lane
WA/2020/0611 26/05/2020	Erection of extension and alterations to elevations.	Langhurst House, Pook Hill

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

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.

6.01 EXTRA GRASS CUT – THE GREEN

The grass on The Green is scheduled for 2 cuts in April and May. It has grown fast and an additional cut is proposed, to improve the appearance of this feature of the village the cost of this is £110.

PROPOSED: To instruct an extra May cut of the central Green.

7.00 WAR MEMORIAL

To consider the briefing from the Clerk and proposal to instruct a regime of monitoring.

PROPOSED: To instruct Antsey and Stone Ltd to undertake a programme of 6 monthly monitoring of the lean of the War Memorial at a cost of £175 for the initial report and £30 per recording visit.

8.00 DONATIONS (see briefing)

8.00.1 CHIDDINGFOLD GOOD NEIGHBOURS

PROPOSED: To purchase gloves and hand sanitiser to the value of £100 for donation to the Chiddingfold Good Neighbours (the coordinating group for local volunteers in relation to coronavirus).

8.00.2 HANDMADE FOR HEROES

PROPOSED: To donate a sum to Chiddingfold Handmade for Heroes (via the Haslemere Rotary) for the purchase of material for the making of scrubs to be donated to local care and medical settings.

9.00 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.

10.00 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 will be 11 June at 6pm.

11.00 HARD SURFACE REPAIRS AT COMBE COMMON (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) on the basis that the information is commercially sensitive.)

11.01 *PROPOSED: To resolve to exclude the press and public from consideration of Item 11.02*

11.02 To consider the briefing from the Clerk and whether to accept any of the quotes received.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 14 May 2020

WORKING PAPER

ITEM 3.00



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[DRAFT] MINUTES

Minutes of the Parish Council Meeting held on Thursday 23 April 2020
at 18:00 remotely as permitted by The Local Authorities and Police and Crime Panels (Coronavirus)
(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

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

In attendance: Lauren Blatherwick (Clerk)

Public: WBC Cllr John Gray
Sue Frossard (RFO and Deputy Clerk)

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 / RESOLVED (unanimous): RU be elected Chairman for the meeting.

1.00 APOLOGIES FOR ABSENCE

None received.

2.00 DECLARATIONS OF INTEREST

None.

PQ Public Questions: WBC Cllr Gray gave an update at the request of the Chairman on the conduct of planning at WBC in light of the coronavirus. WBC are looking to make time-table changes, but planning at the moment continues as before.

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

RESOLVED (5 for, 1 abstention): To approve the minutes of the Council Meeting of 12 March 2020.

RESOLVED (5 for, 1 abstention): To approve the minutes of the Extraordinary Council Meeting of 25 March 2020.

The Chairman to sign the minutes at the next 'in-person' meeting of the Council.

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 – NO UPDATE.

FEB ACTION: CT to speak to school about gritting the section of path immediately by the rear entrance – NO UPDATE.

PL suggested these items be followed outside of the meeting structure as appropriate. There were no contrary opinions.

4.00 DELEGATED DECISION MAKING

The record of decisions made under delegated powers since the last meeting of the Parish Council was received and Noted.

5.00 PLANNING

5.01 MINUTES OF THE MARCH PLANNING COMMITTEE MEETING

It was Noted that the March meeting of the Planning Committee was inquorate and did not proceed.

5.02 DELEGATED PLANNING RESPONSES

The record of planning responses made under delegated powers between meetings was Noted.

5.03 APPLICATIONS

RESOLVED: To respond to the below applications as follows:

CA/2020/0043	Works to and removal of trees. <i>Partial Support / Object</i> <i>Comment:</i> <i>Work proposed to T1-7 and the hedge is supported, but the Council is concerned about the proposed removal of the Red Cedar Hedge along School Lane, this is a well established and there is a concern about loss and impact on wildlife habitat from its removal.</i>	Middlecott, School Lane
WA/2020/0445 28/04/2020	Construction of a tennis court and associated fencing . <i>No Objection</i>	Hollyhurst House, Mill Lane
WA/2020/0486 08/05/2020	Erection of extension and construction of a detached garage. <i>No Objection</i>	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

PL suggested that significant planning history and previous response of the Council be included alongside the objection drafted on behalf of the Council by the SSALC planning advisor.

RESOLVED (unanimous): To respond with the letter as drafted by Florence Churchill and the planning history as summarised by this Council in the related appeal proceedings and the previous response on this application.

6.00 CLERK'S REPORT

SF noted that the Clerk had just circulated a response from SCC Cllr Victoria Young on the matter of the Ash trees along Combe Common.

7.00 COUNCIL MEETINGS

In relation to proposal 3, SF raised that the previous schedule for Council Meetings clashed with the Clap for Carers (NHS). TW proposed a second planning meeting each month in order to remove planning from the Council Meeting agenda, save for applications of exceptional significance.

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. RESOLVED (unanimous)

2. Remote meetings be hosted over a basic Zoom Pro service. RESOLVED (unanimous)

3(a) The Council will schedule meetings to avoid conflicting with Clap for Carers (8pm Thursday). RESOLVED (unanimous)

3(b) Council Meetings to be on 2nd Thursday of the month commencing 6pm. RESOLVED (unanimous)

3(c) Standard Planning applications to be excluded from the agenda of monthly Council meetings. NOT PASSED (3:4 with the Chairman exercising a casting vote)

3(d) Planning Committee Meetings to be on 4th Thursday of the month commencing 11am. RESOLVED (5:1)

4. A physical Notice of Meetings shall continue to be placed on the Council's main noticeboard. RESOLVED (unanimous)

5. To exercise the option not to hold an Annual Meeting in May (with appointments continuing until the 2021 Annual Meeting if an Annual Meeting is not held sooner). RESOLVED (unanimous)

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.

RESOLVED (unanimous):

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 The March 2020 Tree Report was Noted.

9.02 RESOLVED (5:6): 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

The Clerk confirmed that an incorrect version of the draft minutes had been included in the meeting pack, and that the correct version had now been circulated.

The Minutes of the minutes of the FCC meeting held on 11 March 2020 were NOTED.

There was no ITEM 11:00

12.00 LATE ITEMS

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

12.01 SF raised a donation from the Council to support the work of volunteers being coordinated by the Good Neighbours for community support in the light of the coronavirus. There was agreement from all present to the purchase of £100 of PPE (gloves and sanitiser) for donation to volunteers. **ACTION: Clerk to include a proposal on the next agenda.**

12.02 SF informed the Council of the sad passing of former Councillor and Chairman, Harold Mullard. There will be an article in the Parish Magazine reflecting on his many contributions. **ACTION: Clerk to send a letter of condolence.**

13.00 DATE OF THE NEXT PARISH COUNCIL MEETING

The date of the next Parish Council Meeting is 14 May at 6pm (this is expected to be a remote meeting).

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 14 May 2020

WORKING PAPER

ITEM 4.00



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RECORD OF DELEGATED DECISION MAKING For approval at May Meeting of the Parish Council

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 GIRDLE WORK – THORN TREE

Repairs to the Girdle on the ancient Thorn Tree on The Green had been recommended in the previous 2 Tree Reports. The Blacksmith's quote was received and the Council arboriculturist proposed that the work be scheduled at the same time that he was carrying out mulching of the tree. The quote was circulated to Councillors and no objections to the work taking place were received.

Decision – to authorise the quoted for repairs to the girdle on the Thorn Tree.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 14 May 2020

WORKING PAPER

ITEM 5.02

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

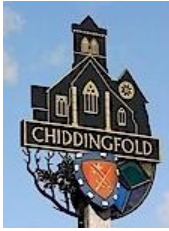
<http://planning360.waverley.gov.uk/planning>

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 14 May 2020

WORKING PAPER

ITEM 6.00



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CLERK'S REPORT FOR MAY PCM

1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

FEB: Clerk to seek quote for an updating report from the stone mason who previously inspected the War Memorial. ACTIONED (see briefing)

APR: Clerk to send a letter of condolence to the family of ex-Chairman and Councillor, Harold Mullard. ACTIONED

APR: Clerk to respond to planning applications as resolved. ACTIONED

2. CORRESPONDENCE

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

WBC sought assistance in reaching a number of local businesses / groups that are believed to be eligible for rate relief, but who have not applied. I have contacted the groups to suggest that they make applications.

WBC - Authority Monitoring Report for the year 2018/19 (published April 2020)

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):

None, though surveys from NALC / SSALC and SLCC re. the impact of coronavirus on council budgets and practices have been completed.

4. HIGHWAYS

High Street Green Verge – Thames Works

I visited the site, which does not appear to have had any rectification (due to have completed by 16th March), but the grass has regrown. Worryingly there is evidence that there is still a leak at the location and water is now travelling under the tarmac and also emerging on the other side of the road. When inspecting the site, the SCC Local Highways Officer Dan Payne drove past and I was able to stop him to discuss the matter. He is also taking the matter back to the team that installed the new surface. Although not fixing the issue I have suggested that a reinstatement of a grip in a slightly different location may assist with draining the area on the opposite side.

Water Leak – A283 near Northbridge

Hambledon PC flagged a leak in this area and Cllr Underwood confirmed it. I reported it to Thames Water (they don't provide a reference number) and to SCC Reference number: 1553189, on 24 April. SCC are supposed to respond within 28 days. I have since received an email from Thames that they inspected but found no evidence of a leak.

Coxcombe Lane

The investigation work by SCC into the leak at this location (delayed by Covid) should now take place within the next 4 weeks.

Damage to Pickhurst Road past Highstreet Green

A lorry went off the road and caused considerable damage to the road edge and ditch. This has been reported by a resident, but I have followed up as well. It is currently coned off.

5. TREES

The Spring mulch and repairs to the girdle for the ancient Hawthorn took place on 29th April. The grass has been removed and replaced with mulch. The grass needs to be kept from returning as this competes with the tree for nutrients. There was considerable public interest in the event and concern was expressed that the tree might be being removed. The new bracket should facilitate future adjustments.

Council have been updated on the issue of 20 roadside Ash trees at Combe Common that are showing Ash dieback and will need to be felled. I reported these trees to SCC and indicated that this Council considers them Highways Trees. This is based on the LR Plan with the deeds and a map of the verge I obtained from SCC. Previous discussion about a tree on this verge tailed off without an outcome, the issues now raised (risk and cost) mean that this must now be pursued. SCC agreed to inspect and prioritise work on them within their scheduling arrangements (they do not consider them urgent). It appears that SCC are accepting responsibility for all the identified trees.

6. COMBE COMMON

Car Park

I have received 3 quotes for improvements to the car park. See Briefing.

7. OTHER RECREATION GROUNDS

Cllr Weiner raised that a gatepost at the Petworth Road entrance to Coxcombe Recreation Ground needs replacing – having inspected the gate the other side is also very loose and the whole gate needs re-installing. I have sought a quote for this.

Petworth Road recreation ground has been topped.

8. WEBSITE / SOCIAL MEDIA

The website has continued to be updated with News items, links to helpful information and new documents, including the *Remote Meetings Protocol*.

I have also written a History section for the site, summarising the notable history of the parish.

Various Council generated posts and useful third party posts have been shared on social media. The Council Facebook page is growing, but the majority of interactions are with the posts that are shared on the Chiddingfold Community Facebook Page.

9. REPAIRS TO SETTS

The TJ Hunt undertook repairs to the Setts on The Green at the end of April and re-set a loose slab at the top the steps near Forrest Stores at no extra charge within this project.

10. 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.

The insurers have had no contact in response to their letter or the council's. They are considering next steps and will update in due course.

11. ALLOTMENTS

The new section on perimeter fencing has been installed. This was funded by an SCC from Cllr Victoria Young's Members Allowance.

The plot renewals were sent out on 1st April. I have had to chase up 5 plots I hadn't heard from and they have given a deadline of 15th May for the outstanding responses. There are a couple of payments still to come in from confirmed renewals, but these are expected in the next few days. In total it look like 5 plots will be available for new tenants (1 has been leased already) in the cycle. There are 9 names currently on the waiting list so it should be that all plot will be allocated.

A permanent repair to the fencing damaged in the break-in in April has been arranged.

12. GRASS CUTTING

Grass cutting has taken place broadly in line with the new contract (though on one occasion the grass in front of Forrest Stores was not cut as there was a sizable queue there). There are issues with the cuts of some of the outlying areas and these will be followed up. Growth has been substantial and an extra cut on The Green is suggested for May to account for this as 2 cuts a month is not looking tidy.

The Cricket Club have raised some issues with the cutting, which I have followed up with AEM to understand whether any changes should be considered. AEM have identified to the club a number of actions that could be taken to improve the issues with the pitch. No request has been made to the Parish Council by the Cricket Club for any changes or support for any works.

13. WAR MEMORIAL

(see briefing)

14. COVID-19

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 assisted with the edit of the Good Neighbours leaflet which is going out to all homes in the Parish.

I attended the - Lawyers in Local Government Webinar - "Covid-19 Weekly Brief: Parish Councils" on 29.04.2020.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

06 May 2020

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 14 May 2020

WORKING PAPER

ITEM 7.00



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CLERK'S BRIEFING

DATE: 07.05.20

RE: WAR MEMORIAL

When reviewing the assets of the Council earlier this year I identified that a lean to the War Memorial had been identified some years back when the inscriptions were renewed. It did not appear that this was addressed at the time, or had been reviewed subsequently. I have followed this up and the emails are attached.

A programme of monitoring and research into the site is recommended. It seems to me to be appropriate to get a base-line measure and to then monitor any movement to establish whether movement is taking place. 6 monthly is recommended and so I suggest that this is the start, point, if little movement is seen then perhaps this would reduce and vice versa.

It may be that the lean occurred as result of work done to install the path in 2000, rather than any ongoing movement, in which case the lean may not be worsening, though if that work altered drainage on the site there may be an ongoing problem.

It has been suggested to look for historic records about the site and the installation to inform the understanding of any movement. I have made enquiries with St.Mary's (emails previously circulated) and will contact the Archive.

The Church records officer has identified several lines of enquiry (the Surrey History Centre and London Metropolitan Archives), but in the current circumstances it is not possible to follow these up as they require visits to records offices. These can be followed up in due course. It does seem likely that there are burials beneath as bones were excavated from the location of the path.

Lauren Blatherwick

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

From: "Christopher Anstey" < >
To: "'Lauren'" <clerk@chiddingfold-pc.gov.uk>
Sent: 27/04/2020 09:22:25
Subject: RE: Re[2]: War Memorial Chiddingfold

Lauren,

Sorry to have been a long time in replying about the monitoring of the War Memorial, it has taken a little while to work out a way of measuring the lean in a reliable and repeatable way.

We can now provide an accurate measurement as a start figure for monitoring. I would suggest the slope is checked every six months .

The initial measurement can be done for £ 175 00p plus vat and each subsequent reading will be £30 00p plus vat.

In the mean time it would be really useful to have any pictures or information about the building of the Memorial, I suspect that it is built on the site of a number of graves and it may be that it is that these have collapsed and caused the dropping of the east side of the Memorial. Pictures of the Church before the Memorial would also be useful, the church may have burial records.

Chris Anstey

Anstey & Stone Ltd.

----- Original Message -----

From: "Christopher Anstey" < >
To: "'Lauren'" <clerk@chiddingfold-pc.gov.uk>
Sent: 16/03/2020 09:56:18
Subject: RE: War Memorial Chiddingfold

Lauren,

The repointing on the War Memorial was in no way intended to correct the lean.

I was able to go and check the memorial last week and can confirm that the whole of the base and shaft has a lean towards the road . this will not get any better over the years and should be monitored in some way .

If you would like us to measure the degree of lean this can be arranged.

Chris Anstey.

Anstey & Stone Ltd.

From: Lauren <clerk@chiddingfold-pc.gov.uk>
Sent: 02 March 2020 10:34
To:
Subject: War Memorial Chiddingfold

Dear Mr Antsey,

You undertook work to the Chiddingfold War Memorial in the grounds of St Mary's Church in 2015 before my time as Clerk. I attach your initial report / recommendations and the Contractor Declaration. I am just wanting to clarify if the re-pointing work that was undertaken was to rectify the lean identified in your initial

report so I can be clear if this was addressed - there is no particular lean visible now, but I do not want to make assumptions.

Kind regards,

Lauren

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www.ansteyandstone.co.uk
christopheranstey@btinternet.com

Anstey & Stone

Mr. R.N.D. Allen
Dyers House
Fisher Lane
Chiddingfold
Surrey
GU8 4TG

5th May 2014

Dear Mr. Allen,

Chiddingfold War Memorial

Thank you for asking me to give a quotation for the works to the memorial.

The memorial is built entirely of Portland stone with a pierced wheel cross at the top of a slender one piece shaft. The dedication and names for the First world war are confined to the block immediately below the shaft. The dedication and names for the Second world war are placed on the vertical faces of the steps. The Second world war letters are cut deeper than those of the first world war some of which were cut very shallow. All the letters have been painted in the past this paint is now fading and does not contrast with the heavy lichen and algae growth on the surface of the stone. The surface of the South face of the first war block is heavily corroded as indicated by the raised shell fossil which can be seen on the face, the surface of the fossil marks the original face of the stone, which has lost about 2mm of material. This loss is making the letters on the South face and some on the North face hard to read due to loss of definition.

Three of the vertical joints between the step units need to be cleaned and re-packed and pointed. There is about 1metre of open horizontal joint which needs to be re-pointed. The foundation of the memorial is more exposed than it should be, the earth level should be up to the bottom of the lowest step. Over the years the Eastern side of the memorial has dropped towards the church yard retaining wall. The whole memorial is still acting in one piece. This lean should be addressed in the next few years before any joints open up.

The work required to restore the memorial is as follows:

- 1) Make two applications of algaecide.
- 2) Assemble tower scaffold around shaft.
- 3) Using water and nylon brushes clean down the whole monument.
- 4) Rake out and re-fill open joints between stones as noted above.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 14 May 2020

WORKING PAPER

ITEM 8.00



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CLERK'S BRIEFING

DATE: 07.05.20

RE: DONATIONS REQUESTS

Chiddingfold Good Neighbours

The Council having previously considered, as a Late Item, and approved the principle of a donation to The Chiddingfold Good Neighbours of PPE (gloves and hand sanitiser) for use by volunteers supporting the community in relation to the coronavirus, a proposal is brought forward for approval.

The Good Neighbours are coordinating volunteers and also working with the Bonfire Committee Helping Hands Volunteers.

Currently volunteers are providing their own PPE.

I have asked the RFO to contact HMRC about the VAT rules for such a donation. NALC guidance (LTN 55 para 54(ii)) and VAT notice 749 at 6.4 both indicate that the PC can claim back vat on a donation to a volunteer group.

Taken from Notice 749.

6.4 Examples of when VAT can and cannot be recovered

You will not be able to meet the requirements in paragraph 6.3, if the person giving you the money does so only on condition that:

you give them something or do something for them in return

another person benefits as a direct result of the payment

The following will help you to decide whether you can recover the VAT paid on goods and services.

.....

But if you instigate and carry out a project or pay for goods and meet the cost entirely from your own resources, and give the goods or services away free to another body, then your activity is non-business and you can reclaim the VAT you have incurred on the goods and services you have given away.

This does not impact the donation itself, but was a question raised at the April meeting. VAT will not be reclaimed without confirmation from HMRC.

Handmade for Heroes

26 volunteers in the Parish, coordinated by Valissa Burnett are making scrubs, scrubs bags and masks to order for local medical / care organisations and individuals working with those affected by coronavirus. They recently made scrubs for the Chiddingfold Surgery staff.

A request has been received for funding assistance for the purchase of material and haberdashery (see email for details).

The group does not have a bank account in their own name (as required under the PC policy), but it is proposed that the donation could be made to the Haslemere Rotary who will then pass this on (this has been the method used for funding via the Community Fund).

Under the PC policy, donations do not normally exceed £100, but this is a guideline and the Council may choose to exceed the £100 figure.

A budget of £100 was allocated for donations in-year and £415 for small grants in-year (which could be used for donations, should council wish), and neither pot has been spent from so far.

Lauren Blatherwick

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Clerk to Chiddingfold Parish Council