



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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

www.chiddingfold-pc.gov.uk

TO MEMBERS OF THE COUNCIL

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summonsed to attend a meeting of Chiddingfold Parish Council on Friday 24 July 2020 at 4.00pm, for the purpose of transacting the business below.

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

Date: 20 July 2020

MEETING DETAILS

Zoom Meeting ID: 876 2059 9671
Join the meeting at: <https://us02web.zoom.us/j/87620599671>
To join by phone: 0203 051 2874 / 0203 481 5237 / or 0203 481 5240
(standard call charges apply).

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

AGENDA – 24 July 2020

- 1.00 APOLOGIES FOR ABSENCE
To receive and consider accepting apologies for absence.
- 2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)
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 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 PREVIOUS MINUTES
To approve the minutes of the Meeting of the Parish Council on 09 July 2020 as a true record of decisions taken. The minutes will be signed at the next 'in person' meeting of the Parish Council.

- 4.00 NEIGHBOURHOOD PLAN - NEXUS FEE PROPOSAL AMENDMENT
To consider the proposed fee addendum from Nexus Planning
PROPOSED: To agree a further fee budget of £1,000 (excluding VAT and disbursements) to cover liaison by Nexus with Waverley BC between the submission of the NP (Regulation 15) and subsequent submission by Waverley BC for examination (Regulation 17).
- 5.00 SPENDING APPROVAL - ADMINISTRATION COST CENTRE
To consider the Clerk's request for spending authority in excess of the budgeted expenditure.
PROPOSED: To agree approval to spend in relation to the following:
i) 4036 Postage and Delivery - £25
ii) 4038 Housekeeping - £25
iii) 4041 Telephone - £220
- 6.00 STAFFING REVIEW WORKING GROUP TERMS OF REFERENCE
To consider the proposed terms of reference for the Staffing Review Working Group established at the meeting of the Council on 13 July 2020
PROPOSED: To approve the draft Terms of Reference
- 7.00 WOOLMER HILL SCHOOL BUS SERVICE CHANGES
In light of the reduction in the bus service from Surrey County Council, to consider what, if any, response the Council wishes to make, or any further steps to inform the Council's response that should be taken.
PROPOSED (DH): To consider what action the Council should take.
- 8.00 LOCUM CONTRACT
The Council has resolved to contract a locum RFO pending permanent recruitment processes. A contract has been prepared and is before the council for approval. Thereafter to formally appoint the office of RFO from 1st August 2020.
PROPOSED: i) To approve the contract terms for the locum RFO, Andy Beams; and ii) To appoint Andy Beams as RFO to Chiddingfold Parish Council from 1st August 2020.
- 9.00 DATE OF THE NEXT MEETING [For information. Dates are set at the Annual Council Meeting but may be varied 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.]
To confirm the date of the next scheduled Parish Council Meeting is 10 September 2020.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 24 JULY 2020

WORKING PAPER

ITEM 3.00

PROPOSED (DH):To approve the draft Neighbourhood Plan (post-Regulation 14 consultation) for submission to Waverley BC for Regulation 15 and 16 consultation RESOLVED (unanimous).

7.00 PROPOSED FINANCIAL REGULATIONS (FRs) v.7.0

TW stated the draft had not been approved by the FCC. The RFO stated that TW had circulated the draft to all councillors for comment, but only IM had responded and his comments had been considered. TW said he had raised a number of errors, the RFO said these arose from a numbering error, since corrected. A conflict between Standing Order 20(c) and the FCC terms of reference over responsibility for drafting FRs was identified.

PROPOSED (RFO): to approve and adopt version 7.0 of the Chiddingfold Parish Council Financial Regulations RESOLVED 3/4 in favour and NOT APPROVED.

8.00 DELEGATION OF ALLOTMENT DEPOSIT EMR VIREMENTS

PROPOSED (RFO): (a) to delegate to the RFO, in consultation with the Clerk (who has delegated responsibility for management of the allotments), the decision to effect: (i) virements from the allotment plot deposits EMR to the allotment maintenance EMR; and (ii) return of allotment monies to outgoing tenants RESOLVED (unanimous). ACTION: RFO [Motion 8.00(b) did not proceed at 8.00(a) was passed]

9.00 AMENDMENT – ACCOUNTING STATEMENTS

NOTED: The RFO identified an error in the cash balance of the final accounts for 2019-2020 of £39.31 (credit). The error arose because bank savings account interest was credited to the account on 31 Mar 2020 but the quarterly statement was not received until mid-May. The difference was picked up on the June 2020 bank reconciliation. The 2019-2020 accounts have been corrected and revised balances brought forward into this year. The External Auditors agreed, on 02 July 2020, that Section 2 of the AGAR (the Accounting Statements) can be adjusted by the RFO and the changes initialled by the RFO and Clerk. ACTION: RFO and Clerk

10.00 PLANNING

10.01 MINUTES OF THE JUNE PLANNING COMMITTEE MEETING

The Minutes of the meeting of the Planning Committee on 22 June 2020 were Noted.

10.02 DELEGATED PLANNING RESPONSES

None to Note.

10.03 PLANNING APPLICATIONS FOR CONSIDERATION

RESOLVED: To respond to the below applications as follows:

WA/2020/0259 - Land coordinate 492599 134278 track known as Muddy Lane, Prestwick Lane

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. As amended and amplified by plans and information received 29/05/2020, 08/06/2020, 17/06/2020 and 19/06/2020.

The Council was in general pleased to see the proposed alterations and additional detail. Subject to the points made in the original response and the proposed parking not adversely impacting the minimum width and safe use of the bridleway, the council resolved No Objection (Unanimous). ACTION: Clerk

11.00 POLICY REVIEWS

PROPOSED (Clerk): To approve the continuation of the Equality and Diversity policy without amendment. RESOLVED (unanimous). ACTION: Clerk

12.00 RECREATION FACILITIES – COVID-19

12.00.1 PROPOSED: To return to the tennis courts at Coxcombe Lane (i) basketball nets RESOLVED (unanimous) and (ii) netball posts RESOLVED (unanimous). ACTION: Clerk

12.00.2 PROPOSED: To implement additional risk management measures in the form of additional signage to reinforce social distancing and hygiene requirements, including guidance from the sports' governing bodies within a budget of £50 RESOLVED (unanimous). ACTION: Clerk

13.00 PUBLIC WASTE BINS

It was the consensus view that the situation had improved since first reported and minor problems were being acted on promptly when reported to WBC. The Council considered the possible options in the Clerk's briefing.

13.00.1 PROPOSED: i) To increase the number of public waste bins RESOLVED 0/7 in favour and NOT APPROVED ii) To place notices on bins detailing how to report them for emptying RESOLVED (unanimous) ACTION: Clerk; and iii) To request the new coffee shop considers making a bin available outside the shop during opening hours. ACTION: DH

13.00.2 PROPOSED: To relocate the bin currently to the West of Boots the Chemist on The Green RESOLVED: 0/7 in favour and NOT APPROVED. ACTION: Clerk

14.00 REPAIRS – BOLLARDS ON THE GREEN

It was identified that a third bollard was now missing (on Pickhurst Road) and the proposal was varied at the suggestion of the Clerk to include this with an increased budget of £150.

PROPOSED: To approve unbudgeted expenditure up to £150 to repair / replace the 3 damaged bollards on The Green and Pickhurst Road. RESOLVED (unanimous). ACTION: Clerk

15.00 PETWORTH ROAD RECREATION GROUND

PL updated the Council that the golf club were no longer interested in a lease arrangement only in purchase. Given the identified community aspirations for the site contained within the draft Neighbourhood Plan, consideration of sale of the site was considered inappropriate at this time.

[PROPOSED (PL): To resolve to spend £750 on a market valuation for sale or lease of the Petworth Road site to inform future decision making regarding the site - WITHDRAWN without objection.]

16.00 ITEMS TO NOTE

NOTED: Air Ambulance Kent Surrey and Sussex correspondence thanking the Council for £500 grant funding.

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

The dates of the next Parish Council Meetings were confirmed as 13 July 2020 at 5.00pm and 10 September 2020 at 6.00pm.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 24 JULY 2020

WORKING PAPER

ITEM 4.00



Chiddingfold Parish Council

The Banking House
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CLERK'S BRIEFING

DATE: 20.07.20

RE: NEXUS FEE PROPOSAL

In May 2019 Nexus provided a fee proposal for work to the conclusion of the Neighbourhood Plan (review of the Inspectors report), which was approved by Council.

An addendum proposal was approved in respect of the additional work required to complete the draft plan following Reg 14. This work was originally intended to be undertaken by the NPSG, but was transferred to Nexus in April 2020. That work is now complete and the Parish Council approved the draft plan at the meeting on 09 July 2020. One paragraph, concerning the etymology of historic place names was to be corrected and this has been done.

Nexus have requested an additional funding approval to take account of the likelihood of additional, unplanned work associated with dealing with Waverley Borough Council going forward in view of personnel changes at WBC:

*As previously discussed, we have now exhausted the tasks and fees outlined in our fee proposal addendum dated 20th March 2020. We do continue to have the monthly budget of £500 for Parish Council liaison as per our fee proposal dated 1st May 2019, but I would be most grateful if we could agree a further fee budget of **£1,000** (excluding VAT and disbursements) to cover liaison with Waverley BC between the submission of the NP (Regulation 15) to them and their subsequent submission for examination (Regulation 17). I anticipate that this will comprise more work than initially envisaged due to changes in personnel at the Borough Council and their consequent lesser understanding of the background to the Chiddingfold Neighbourhood Plan, but we will only charge for actual time spent.*

I hope that the above is acceptable to the Parish Council, but please don't hesitate to contact me should you have any queries or wish to discuss.

Kind Regards

Hywel

Hywel James
Principal Planner

Lauren

Lauren Blatherwick
Clerk to the Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 24 JULY 2020

WORKING PAPER

ITEM 5.00



Chiddingfold Parish Council

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CLERK'S BRIEFING

DATE: 20.07.20

RE: SPENDING APPROVAL – ADMIN COST CENTRE

Standing Orders require council approval for unbudgeted expenditure. Several codes within the Admin cost centre have utilised the budgeted amount and therefore further expenditure requires council approval.

I seek an approval for a specified further sum against 3 specific cost codes in order to allow general administrative functions to continue without needing a resolution from the Council:

4036 - Post and Delivery

£30 was budgeted for the year. This was a slight reduction on the previous year's expenditure. Only £2 remains available and the Clerk has just had need to purchase additional stamps, which will exceed the budgeted class. The council has had to pay delivery on the signs in relation to covid-19 and going forward can reasonably be expected to incur delivery charges in the Aug-Mar period, therefore an authority for an additional £25 expenditure in this code is sought.

4038 – Housekeeping

£20 was budgeted, but council approved the purchase of hand sanitiser for the Good Neighbours Covid-19 voluntary work. As the council purchased the sanitiser this was allocated against this cost centre, which is now overbudget, but without having been used for the intended council housekeeping costs. The Clerk has just purchased a much smaller amount of hand sanitiser for council use and requests authority for an additional £25 expenditure in this code for the rest of the year.

4041 -Telephone

£23 remains of the £150 budget, which is insufficient for the remainder of the year. An unexpectedly large bill was received, which was incurred when the Clerk's phone exceeded the contracted minutes (as a result of many more phone calls arising from covid-19). This was out of keeping with historic usage. A full report will be made to the next FCC meeting. The council requires a phone for the Clerk and, going forward the RFO*, and the cost estimate for this until the end of the financial year is £220 and so authority is sought for this additional expenditure in order to provide continuity of service.

*The RFO had been using her personal number at no charge to the council, but the locum RFO will require a phone and number and this has been costed at £120 for the phone and service to year end.

Lauren

Lauren Blatherwick
Clerk to the Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 24 JULY 2020

WORKING PAPER

ITEM 6.00

Terms of Reference for the Staffing Review working group-

Background

The current RFO has resigned and a locum has been identified to fulfil the immediate requirements of the Council. At the Parish Council meeting on the 13th July 2020 it was resolved that a working group be formed to carry out a review of the Council's staffing needs going forward.

Objective

The working group will produce a report to inform the decision making of the Council regarding the staffing requirements for the foreseeable future [and the options for achieving this](#). The report will be objective and evidence based and offer a recommendation/[recommendations](#) for the Council to consider.

Scope

Consultation with both SSALC and HR Services ~~should~~ form part of the working group's activities, [as required](#). ~~General advice from SSALC and scoping discussions with HR Services e.g. to define available services and costs are within the remit of the group, but all proposals for formal instruction of and expenditure on external advice will require a resolution by Council-~~

The working group's report will detail [and review](#) the existing [staffing](#) arrangements and attempt to perform a benchmarking exercise with other local parishes for the purposes of comparison.

The report will review the anticipated time requirement for the RFO role.

The report ~~may~~ include recommendations regarding suggested changes to the existing [staffing and officer](#) arrangements.

Commented [IM1]: "will" pre-judges that there will be recommended changes

The report will consider the implications of a potential restructuring ~~and combination~~ of the ~~RFO and Clerk's and RFO's~~ roles.

Commented [IM2]: Clerk should be placed first as it is the more senior role

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Timetable

The ongoing locum costs and the anticipated interruption to the performance of the Council makes this matter extremely time sensitive and [the report](#) should be completed [and presented to Council](#) as soon as possible-

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CHIDDINGFOLD PARISH COUNCIL

MEETING ON 24 JULY 2020

WORKING PAPER

ITEM 7.00

Dear Mrs James, Mr Gray and Chiddingfold Parish Council,

Yesterday, we were informed by Surrey CC that the two coaches they provide for Woolmerhill School children from Chiddingfold will no longer be available. I attach the letter here for your information.

These two coaches were full every day - morning and afternoon - and are permanently oversubscribed. They carried approximately 40+ children daily.

There is no public bus alternative from the village that gets the children to or home from school on time and the train station in Haslemere is not within safe/reasonable walking distance of the school.

Woolmer Hill is seeking to create alternative private coach routes for Chiddingfold but currently the cost of this alternative would be well over £2000 a year for a parent of two children who attend the school. This is beyond most - if not all - families in the village and the news has deeply concerned everyone.

The removal of this service will have a huge detrimental effect on Woolmer Hill School as families will have seen the school as a viable option for their children with the support of fairly priced travel. I cannot see how any family will now choose Woolmer Hill over our closer schools or schools that are still offering reasonable travel arrangements. There are parents considering removing their children from Woolmer Hill School this morning and the parents of the children due to start in September are already making alternative enquiries.

To say this news could not have come at a worse time for our families would be wildly understating the facts - both financially in the current climate and practically given how close to the end of term we are.

I would very much appreciate your kind attention on this matter and some advice as to how we can proceed.

Yours sincerely,

Antonia Cowley

Telephone: 0300 200 1004
Email: passenger.transport@surreycc.gov.uk

Mrs Cowley
2 Oakleigh Cottages
Woodroffe Road
Chiddingfold
Godalming
GU8 4RU



Transport Coordination Centre
County Hall
Kingston upon Thames Surrey
KT1 2DY

13 July 2020

Dear Mrs Cowley

**Withdrawal of School Coach Service
EN2 - Matilda Cowley - Wootton Hill School**

I write with regard to the coach service which your child uses to get to school. Surrey County Council has conducted a review of this service and due to the low numbers of children who qualify for transport assistance that will be using the coach in September 2020, the decision has been made to withdraw the service.

The coaches are provided for children who qualify for transport assistance and whilst seats are sold to children who do not fall into this category, the council are not able to guarantee these transport arrangements.

The Transport Coordination Centre must consider the most cost effective form of transport when providing transport for entitled children, and due to the significant decrease in these numbers, it is no longer cost effective to continue providing this coach service.

I am sorry if this letter contains disappointing news but I trust I have explained the situation. If you do have any queries on this matter, please contact us on the above telephone number.

Yours faithfully

A handwritten signature in black ink, appearing to read "Eamonn Gibert".

Eamonn Gibert
Assistant Director SEND & LAC Commissioning
Children, Families, Lifelong Learning and Culture

Image quality poor as provided

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 24 JULY 2020

WORKING PAPER

ITEM 8.00

LOCUM CONTRACT OF EMPLOYMENT

THE EMPLOYER: Chiddingfold Parish Council

THE LOCUM: Andy Beams

DATE OF ISSUE: 27 July 2020

1. COMMENCEMENT DATE

- 1.1 Your contract takes effect from 27 July 2020.
- 1.2 The contract is anticipated to end on 31 October 2020 but see clause 12 for further information.

2. CONTINUOUS SERVICE

- 2.1 No period of employment before the commencement date counts as part of your period of continuous service.

3. JOB TITLE

- 3.1 You are contracted in the role of Responsible Financial Officer (RFO). You will be provided with a job description.
- 3.2 You will report to the Clerk during the period of the contract.

4. JOB DUTIES

- 4.1 You are expected to perform all duties which may be required of you as per the attached job description.
- 4.2 The council may from time to time wish to amend your job description. You may be required to undertake other reasonable duties to meet the requirements of the job.

5. PLACE OF WORK

- 5.1 Your normal place of work will be:
Based at home
- 5.2 You may be required to visit other council owned premises as part of the duties of your role.
- 5.3 You may be required to attend meetings on behalf of the council at other locations. Travel expenses to alternate locations will be reimbursed as per clause 7.2.

6. REMUNERATION

- 6.1 You are employed on a contracted self-employed basis.
- 6.2 The agreed hourly rate for the contract is £30 per hour.
- 6.3 The council has no responsibility for assessing or paying any income tax and/or National Insurance contributions due on any remuneration received.

7. EXPENSES

- 7.1 The council shall reimburse you at the rate of 45 pence per mile for mileage incurred in travel to and from your normal place of work.
- 7.2 The council shall reimburse you at the rate of 45 pence per mile for mileage incurred in performing the duties of the role.
- 7.3 Other expenses may be reimbursed at cost, provided appropriate receipts are obtained and the expenditure is approved in advance by the council.

8. HOURS OF WORK

- 8.1 Your contracted hours of work are an average of 10 per week. Working patterns are to be agreed between you and the person named in clause 3.2.
- 8.2 Amendments to these arrangements can be made by mutual agreement.
- 8.3 Any additional hours not specified above must be agreed in advance between you and the council and will be paid at the rate specified in clause 6.2.

9. ANNUAL LEAVE

- 9.1 There is no entitlement to annual leave under the terms of this contract.

10. SICKNESS ABSENCE AND SICK PAY

- 10.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the council of the reason for your absence as soon as possible.
- 10.2 There is no entitlement to sick pay under the terms of this contract.

11. PENSION

- 11.1 There is no entitlement to join the council pension scheme under the terms of this contract.

12. NOTICE OF TERMINATION OF EMPLOYMENT

- 12.1 The length of notice you are required to give the council to terminate your contract is one week in writing.
- 12.2 The length of notice the council is required to give you to terminate your contract is one week in writing.
- 12.3 By mutual agreement the end date of the contract may be varied. All other terms and conditions of the contract will continue to apply where the end date is extended.
- 12.4 All council owned property will be returned at the end of the contract period.

13. DISPUTE RESOLUTION

- 13.1 Any dispute regarding your employment should be dealt with in accordance with the council's grievance and disciplinary policies.

14. HEALTH AND SAFETY

- 14.1 You have a duty to ensure the health and safety of yourself and others. You must co-operate with the council so that it can comply with its health and safety obligations.
- 14.2 You will be provided with a copy of the council's Health and Safety Policy.

15. EQUAL OPPORTUNITIES

- 15.1 Must comply with the council's Equal Opportunities Policy, which you will be provided with a copy of.

16. INDEMNITY

- 16.1 The council undertakes to indemnify you during the period of this contract against any actions of commission or omission that are authorised by the council.

Council

Locum

Signed: _____

Signed: _____

Date: _____

Date: _____