



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Chairman: Councillor Daniel Hall
Clerk: Lauren Blatherwick CiLCA PSLCC
RFO: Andy Beams
clerk@chiddingfold-pc.gov.uk
Tel: 07557 344499
www.chiddingfold-pc.gov.uk

TO MEMBERS OF THE CHIDDINGFOLD PARISH 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 Thursday 10 September 2020 at 6.00pm, for the purpose of transacting the business below.

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

Date: **01 September 2020**

MEETING DETAILS

Zoom Meeting ID: 853 6978 0460
Join the meeting at: <https://us02web.zoom.us/j/85369780460>
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 – 10 SEPTEMBER 2020

- 1.00 **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- 2.00 **DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)**
Interests not yet disclosed in the Council's Register must be declared and notified to the Monitoring Officer within 28 days. If a Member has a DPI, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item. Non-registrable interests are to be disclosed in accordance with the council's 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**
3.01 **MINUTES OF THE LAST MEETING**
To approve the minutes of the Meeting of the Parish Council on 13 July and 24 July 2020 as a true record of decisions taken at those meetings. The minutes will be signed by the Chairman at the next 'in person' meeting of the committee.

- 3.02 **ACTIONS FROM PREVIOUS MINUTES** (where not forming a separate agenda item)
To receive an update on any matters not addressed in agenda items.
09.07.20 - Public Waste Bins on The Green - To request the new coffee shop considers making a bin available outside the shop during opening hours. **ACTION: DH**
- 4.00 **CLERK'S REPORT & DELEGATED DECISION MAKING**
- 4.01 *To receive and note the Clerk's Report and any matters arising*
- 4.02 *To receive and note any decisions made under delegated powers since the last meeting of the Parish Council*
03.09.2020 – Permission for St. Mary's Church to hold a picnic on The Green on 6 September.
- 5.00 **PLANNING MATTERS**
- 5.01 **APPLICATIONS FOR RESPONSE**
PROPOSED: To resolve the response of the council to the following applications (details available at <http://planning360.waverley.gov.uk/planning>)
- WA/2020/1204 - 2 Woodland Cottages, Pickhurst Road
Erection of extension and alterations to elevations.
- WA/2020/1190 - Ramblers, 3 The Cricket Green, Woodside Road
Erection of extensions and alterations to elevations including dormer window and juliette balcony.
- WA/2020/1262 - 2 Turners Mead
Erection of two storey extension and porch.
- 5.02 **PLANNING CONSULTATION - [Changes to the Current Planning System](#)**
PROPOSED: To resolve to approve the draft response to the government consultation.
- 6.00 **WEBSITE / EMAIL SERVICES**
PROPOSED: To instruct Eyelid to provide and host a new WCAG2.1AA compatible Parish Council website and hosted email service, to be hosted by Cloudnext.
- 7.00 **WILDFLOWER / GRASS CUTTING**
PROPOSED: To approve the changes to cutting method and schedule at Combe Common to support the wild flower and insect environment
- 8.00 **VILLAGE HALL COMMITTEE**
PROPOSED: To consider the making of appointments of Councillors to the Village Hall Charity Committee.
- 9.00 **WOOLMER HILL SCHOOL BUS**
To Note the Clerk's updated Briefing.
- 10.00 **PETWORTH ROAD SITE – REQUEST FOR COMMERCIAL ACTIVITY ON SITE**
An initial request has been received for permission to undertake commercial activity at the site by way of Drone licencing assessments.
PROPOSED: To consider whether to progress the request further.

- 11.00 ZOOM SUBSCRIPTION
PROPOSED: To authorise and approve the unbudgeted costs of an annual Zoom subscription.
OR
To authorise and approve the unbudgeted costs of a monthly Zoom subscription for the rest of the year 2020/21, or such earlier date as the Council may resolve.
- 12.00 DATE OF THE NEXT MEETING
To note the date of the next Parish Council meeting will be 8 October 2020 at 6pm.
- 13.00 EXCLUSION OF PRESS AND PUBLIC FROM FOLLOWING ITEMS
Items may be subject to an application to exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960).
PROPOSED: To resolve to exclude the press and public from consideration of Items 14.00, 15.00 and 16.00 (each to be considered separately).
- 14.00 INSURANCE ARRANGEMENTS
The current policy expires 30.09.2020 and the Clerk has obtained quotes for new policies
PROPOSED: To determine i) whether to insure against subsidence ii) which of the available quotes to proceed with; and iii) whether to take up an annual or 3 year fixed cost policy.
- 15.00 STAFFING
To receive the report of the Working Group and consider the recommendations therein and next steps and actions arising.
PROPOSED: To resolve i) to accept the report of the working group (with any amendments as required by Council); (ii) to adopt Option E - Combining the Clerk and RFO roles and hire a (Part Time) Assistant to the Clerk as the Council's preferred option; (iii) whether to form an HR Committee; (iv) to appoint the HR Committee (or a working group) to undertake discussions with the Clerk, SSALC, HR Services and others as considered appropriate with a view to progressing the Council's preferred option; and (v) the HR Committee (or a working group) is charged with developing and implementing appropriate personnel-related policies and procedures including holiday/absence authorisation, timesheet and expenses management, monitoring CPD, etc.
- 16.00 COMBE COMMON
To consider the correspondence received following discussions with the Legal Advice Service under the Council's insurance.
PROPOSED: To resolve whether to write to third parties in the terms proposed.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 3.00



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[DRAFT] PARISH COUNCIL MINUTES – 24 JULY 2020

Minutes of the Parish Council Meeting held on Monday 24 July 2020 at 16:00 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.

Cllrs Present: Daniel Hall - Chairman (DH)
Anthony Johnson (AJ)
Ian McKie (IM)
Roger Underwood (RU)

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

In attendance: Lauren Blatherwick (Clerk)

Members of the Public: 0

1.00 APOLOGIES FOR ABSENCE

None.

2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)

PUBLIC PARTICIPATION – No session as no public present and no written submissions

3.00 PREVIOUS MINUTES

3.01 MINUTES OF THE LAST MEETING

RESOLVED (unanimous): To approve the minutes of the meeting of the Parish Council on 9 July 2020 as drafted. The Chairman to sign at the next 'in-person' FCC meeting.

4.00 NEIGHBOURHOOD PLAN - NEXUS FEE PROPOSAL AMENDMENT

RESOLVED (unanimous): To approve 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

The Clerk explained that a new SIM card was to be purchased for the Clerk phone as the current contract was linked to the previous RFO's personal contract. There was discussion about the need for the locum RFO to have a council phone and number. TW proposed to remove this element from the proposal and keep only an amount in relation to the costs of the Clerk's phone, this amendment was carried.

RESOLVED (unanimous): To agree approval to spend in relation to the following:

- i) 4036 Postage and Delivery - £25
- ii) 4038 Housekeeping - £25
- iii) 4041 Telephone - £100

6.00 STAFFING REVIEW WORKING GROUP TERMS OF REFERENCE

RESOLVED (unanimous): To approve the draft Terms of Reference as drafted.

7.00 WOOLMER HILL SCHOOL BUS SERVICE CHANGES

The Clerk has sought information from Surrey County Council, the school and Stagecoach.

16:33 – The Chairman left the meeting

RESOLVED (unanimous): To continue to seek more information to inform any decision making.

8.00 LOCUM CONTRACT

The Clerk outlined proposed minor changes to the terminology from the version as drafted. TW proposed insertion of 2 additional words into the job description in relation to the function of the Finance and Compliance committee, these changes were accepted unanimously ahead of the vote.

RESOLVED (unanimous): 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.]

The date of the next scheduled Parish Council Meeting was confirmed as 10 September 2020 at 6pm.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 4.01



Chiddingfold Parish Council

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CLERK'S REPORT - FOR SEPTEMBER PCM

1. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

Clerk Items from previous Minutes:

JUNE: Mullard Memorial Bench Proposal (Bonfire Association) - WBC have confirmed that they have no objections. Proposed terms have been prepared and will be discussed with the Bonfire Association. ONGOING

2. CORRESPONDENCE

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

- 06.07.20 Resident enquiry re. responsibility for trees on verge on Ridgley Road. Directed to SCC reporting service.
- 07.07.20 enquiry from the Village Cemetery re. obtaining a public waste bin, advised that a commercial contract was the most likely solution.
- 08.07.20 Community Orchard Project South East survey and presentation offer. Circulated and survey completed.
- 08.07.20 RHSS Grant Fund details. Circulated.
- 14.07.20 Notice of tree removal at entrance to the field behind Woodside Road (site 5).
- 16.07.20 Parent concern re. removal of Woolmer Hill School bus service. On agenda 24.07.20 and briefing sent out by clerk to councillors.
- 20.07.20 (and follow ups) Resident concern re. tree cutting on Coxcombe Lane. Reported to SCC as it was unclear who had undertaken the work and the tree was left in location in a potentially dangerous state. The tree was subsequently removed. Feed back given to resident.
- 21.07.20 – SLCC Surrey Branch invitation to Climate Change event. Circulated.
- request for new basketball nets.
- Resident report of overgrown hedge on Coxcombe Lane. Clerk reported to SCC and resident told how to report.
- Various - Resident raising speed reduction at High Street Green. Passed to Cllrs, enquiries to SCC and meeting arranged.
- Various - Resident correspondence on wildflowers – informing the agenda item.
- 05.08.20 APCAG AGM minutes forwarded to Cllrs.
- 26.08.20 – Resident concerns re. noise and activity at property which may be in breach of planning and licencing. Advice given re. reporting concerns to WBC and spoke with Planning Enforcement who will investigate and update.

CONSULTATIONS

- 06.08.20 WBC Climate Emergency Action Plan (public consultation) – closes 16 October
- 07.08.20 WBC informal consultation on Street Trading Policy – closes 18 September
- 08.08.20 Government's White Paper, Planning for the Future – WBC sharing ahead of discussions – responses by 28 October

3. HIGHWAYS

Tree / Veg reports:

- Hedge on Coxcombe Lane (Glebe House) – SCC to action.
- Concerns about leaning tree at Junction Skinners Lane (corresponded with resident and SCC)

Roadworks

A number of SCC highways works were scheduled for July / August and these were circulated and shared on social media.

Offensive Graffiti – Road Sign

Reported to SCC and it was removed within 24 hours. This was commented about on social media and an update was posted to residents.

High Street Green – Traffic Calming

Following previous correspondence from Residents an update was received re. prospects of a survey by SCC on the basis of resident funding, but requiring the support of the PC. Information was sought by the Clerk from SCC and joint meeting on site is arranged for 8th September, which the Clerk will attend.

High Street Green – Verge Bollards

Arrangements have been made to replace missing bollards that protect the verge from parking. This will also support the wildflower initiative at this location (see separate briefing).

4. COXCOMBE LANE SEWAGE LEAK

On 20 July a substantial sewage leak occurred on the edge of The Green behind the pond. Shortly before 5pm sewage began to leak from the ground. I happened to be there as it started and reported it immediately to Southern Water and put out some warning cones with the assistance of councillors RU and SF who also made reports to Southern Water. I later also reported the matter to the Environment Agency.

That evening Southern attended and identified the issue was a break in the pressurised pipe from the pumping station, the station was switched off to stop the leak and pending repairs the waste water was taken away by tanker from the station. Work was prioritised and continued 24 hours.

Although the leak was from the sewage system, it had been partially processed and filtered and the risks posed were said to be low, and after exposure to sunlight, low enough not to require decontamination, though the site was to be washed down. There is not thought to have been any negative impact on the pond.

Repairs were completed on 24 July and shortly after the site was restored.

Updates were posted on social media to keep residents informed.

5. ALLOTMENTS

All plots were now tenanted, but a tenant has now indicated they wish to give up their plot. An issue was raised by the previous owner of Plot 15A re. their deposit, but they have yet to come back to me with requested details.

6. COXCOMBE LANE RECREATION GROUND

The basketball and netball courts were reopened on 20 July with additional signage reflective of government advice and the advice of the sports' governing bodies. An article on the re-opening was put on the website (and shared on social media) and submitted to the Parish Magazine. The residents that had written to directly were given an update on the council's decision-making and responded positively.

A request was been received for nets to be installed on the hoops and these have been ordered and installed.

Clerk is chasing WBC for clarification on documents relation to the lease of the site and tennis courts.

7. BINS

Following issues with overflowing bins, I fixed signs giving details on how to report full bins to WBC on the majority on bins around the Parish. It is hoped that this will become a familiar process for residents going forwards and mitigate the negative results of littering once bins become too full.

8. SCHOOL BUSES

Clerk has been in touch with residents, WBC, SCC and Stagecoach and prepared a briefing in relation to the matter of the withdrawal of the SCC concessionary bus service to Woolmer Hill School.

9. WILDFLOWERS

The clerk met with Fiona Hayes of Butterfly Conservation on 28 July to discuss how the wild flower area at Combe Common could be managed to support the rare Wood White Butterfly (see Agenda Item). Subsequently residents spotted the Wood White Butterfly in the Churchyard of St. Mary's – the first sighting in the village and very good news for the ongoing conservation effort. A short piece on the sighting was placed on the Website and social media.

10. WEBSITE

Considerable research into options for new website and email providers to fulfil the Accessibility requirements and provide a better user experience was undertaken, resulting in a proposal to Council (see Agenda Item).

11. MAINTENANCE

The council's regular contractor was instructed to repair / replace the 3 bollards on The Green as agreed by Council at the July meeting, this was completed on 28.07.20.

Instructions for the replacement of missing bollards at High Street Green have been given.

12. INSURANCE

This year's policy expires 30 September 2020. I have been exploring options since the start of July, updated the insurance asset register and had discussions with multiple brokers and insurers – see separate briefing and Agenda Item.

13. LORD LIEUTENANT'S OFFICE

I wrote to the Lieutenancy with recommendations of local groups to be acknowledged for their voluntary service in relation to covid-19 and had follow-up correspondence in support of the nominations. All three nominated groups received letters from the Lieutenancy. I was requested by GNS to provide a short introduction on the matter to the Parish Magazine and this was done.

14. ADDITIONAL MATTERS

Working with Nexus in relation to issues raised by WBC over Web Accessibility requirements and the Neighbourhood Plan documents.

- practical and contract arrangements for the locum RFO
- end of employment arrangements with the previous RFO
- ongoing investigations into issues in relation to the Petworth Road Recreation site
- reviewed Covid-19 guidance and other sector updates
- booked councillor training as requested
- met with Butterfly Conservation officer and AEM Contractors re. grass cutting sites

I have attended updating Data Protection training with SSALC.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

02 September 2020

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 6.00



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CLERK'S BRIEFING

Subject: WEBSITE AND EMAIL PROVIDER

Date: 28.08.2020

ISSUE

The council has identified a need for website improvements. The current site is not compliant with the Website Accessibility requirements (coming into effect 23 September 2020) - [The Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations 2018](#), nor is it mobile device friendly. In addition, councillors have raised the opinion that it is dated looking.

The council has also experienced ongoing periodic issues with the current email system, provided by the same company that provide the website, with messages not sending or receiving. Despite reports to the current provider, the issue has not been resolved.

Transfer to an accessible site will be just outside the regulation timescale (it is typically 4-6 weeks to achieve a switchover), but as long as there is a reasonable identified plan to resolve the issues in place, the council will not suffer any negative consequences.

I note that that issues in relation to content of a website, as opposed to structure and features are a separate matter and can be reviewed and adjusted according to need.

The requirements that the council has are:

Web Accessibility compliance WCAG2.1AA (<https://www.w3.org/WAI/standards-guidelines/wcag/>)

GDPR compliant servers (UK/EEA located, some uncertainty re. post-brexit arrangements)

SSL certification preferred

Webmail email setup so that accounts can be managed by the council with 10-12 email addresses with good storage limits

Preference able to support the gov.uk domain/ JISC registered <https://community.jisc.ac.uk/library/janet-services-documentation/list-registrars> though this can be outsourced

Attractive and usable internal and external interfacing

Familiarity with local councils preferred

Reasonable costs for set-up and ongoing fees

Positive reviews from local council users

Good customer service

2FA preferred (2 factor authentication)

Storage

I have tried to find out how large our current storage use is, but haven't had an answer from our current provider.

Extrapolating from the file sizes of the first 10% of one Cllr inbox I arrived at an estimate of 139MB for each councillor mailbox (i.e. 1.25GB for all cllrs), the largest individual email in the 10% sample was 9.3MB. Therefore, I would suggest allowing no less than 1.75GB for total email use

In terms of the website Cllr Johnson tells me that his own website is a little under 100MB. I have manually been able to add on the storage in the documents section of the PC website, which comes to 187MB, but does not include any other pages including the Mins and Agenda section and so the overall storage will probably be in the region of 250MB. There is considerable scope to reduce the historic data (taking the Archive mins and agenda away would reduce 25MB and this could be extended by another 25MB easily I would think). I note we were unable to host the NP documents on our website due to their size so these are not included in the totals (239MB with largest individual file 51MB), but these are not typical of our usual document size. I suggest that 200MB be allowed for the website, 250MB if the NP (without supporting documents) is to be included.

On this basis I would think that we should be looking for a minimum of 2GB total storage and a greater safety net might be preferable.

With some offerings website and email have a joint storage limit, extra storage can be bought if required.

With regard to email; I am aware that some councillors would support a change in policy to drawing emails into their existing personal account providers from webmail. Webmail services will facilitate this, but it is the current policy of council not to allow it as it is not best practice. The merits of this can of course be reviewed, *but this is separate matter to the selection of a new provider* and is not considered in this briefing note. The email server used needs to be GDPR compliant (EEA now and potentially UK based in the long term).

OPTIONS AVAILABLE

Upgrade the current service – [Parish Council.Net](#)

They are still ostensibly offering sites and say that these are accessibility compliant, but looking at some examples of their recent sites, they do not zoom-reflow, which is a fundamental aspect

and I have concerns about the level of compliance offered (sites do not appear to have an accessibility statement). We have not had a positive experience of website support / communication from the company and have had ongoing issues with their webmail service. Further, their recent sites are still stylistically similar to what we have at present, which councillors have indicated a wish to move away from, in favour of something more modern feeling. Servers are UK and EU based

Costs would be £500 for the website and £300 / year (plus a fee for extra email accounts above 10) and £150 / 2 years for domain registration.

No longer appears on the list of JISC registrants and so query whether the gov.uk domain name can continue to be offered.

It seems unlikely that this would fix the email issues that we have been having.

New Provider

There are 2 routes for the website: an all-in-one design and host service, or separate web design and website hosting services. Email is another matter: many website hosts will host email too, some for an additional fee, but not all. Where email hosting is not available then a third party host will be required (the alternative is that the PC hosts its self, but this would require having and maintaining our own servers, which I have discounted for practical reasons).

Design and host, the all in option tends to be more expensive on a year to year basis and less bespoke, but potentially offers greater ongoing support should it be needed in terms of the managing the site, however, a well-designed site should need minimal external support. Having a website designed and hosted separately offers greater control and flexibility over site design i.e. more bespoke, but may have greater set-up costs.

I have monitored discussions by other clerks regarding providers and have received speculative marketing emails from 2 providers. Using these I have reviewed a 9+ options below. Not every site I have looked at are included below, some were excluded last year from further consideration. There are other providers that haven't been considered due to time limitations.

One key choice is whether to go with a WordPress offering or not. My understanding is that a Wordpress site would be easy for the Council to move server provider if it wanted to. Where a web designer uses a different platform it is more likely that the council will be tied to the provider (as is the case currently). Wordpress is generally regarded as easy to use and well-supported. For these reasons Wordpress may be preferred, but I have not considered it to be an essential requirement.

There are a number of providers that appear to meet our requirements, choosing is somewhat subjective, and while there may be sites that it is simple to exclude, it will be more difficult to have an objectively 'right' choice. While I have come to my own view, I urge councillors to come to their own opinions and to propose their own preferences, if appropriate, and then the matter can be resolved by a vote. I have considered the 2 companies put forward by Councillor PL in response to the initial note I sent out on progress researching options.

CLERK'S RECOMMENDATION

Site design – [Eyelid](#)

Hosting and Email – [Cloudnext](#)

Although 2 separate companies, they are working jointly in the provision of the service and so are more akin to a design and host service, although the PC would be free to use a different host.

Recommended by multiple clerks on the forum and very responsive to enquiries. Send PC switched to them from our current provider last year and are very pleased. The website is a WordPress platform, which is well and widely supported and easily transferrable if needed.

Cloudnext host for £79.99 / year, providing 40GB web storage (backed up monthly) and email accounts each have 5GB limits (largest included offering I have found). Realistically, this is more than should be needed. The servers are UK based (Derby) and they are JISC registered.

The webmail is through Roundcube software. This is an open access piece of software and the Deputy Clerk flagged the long-time reliability of this as it is through a General Public Licence, however, eyelid have confirmed that the software used to support webmail is hosted on the CloudNext server and can't be taken down, even if RoundCube ceased to operate. If it was no longer being actively supported then it would be available, but in order to keep a supported provision it is likely that an alternative interface would be implemented, but there would be no pressing need to do this and email would continue to operate.

Eyelid was set up by a Mark Millmore, a councillor and is supported by James Stirling a Parish Clerk and as such they are very familiar with Parish Councils and their requirements. They have done lots of PC websites (150) and had a NALC award for a project with the Herefordshire CALC.

Looking at the sites they provide, what they can offer and the costs, they are my front runner. The Accessibility widget (the little man symbol that opens up a range of accessibility functions, colour changes, text reader etc) on the site is a very nice touch and the sites facilitate zoom reflow and feel quite modern.

They offer the means for residents to sign-up to receive updates i.e. agendas when published and news items, which would offer another means of communicating with the community.

Cloudnext also offers 2fa.

I have found them very responsive on the phone and by email.

<https://eyelidproductions.co.uk/wordpress-websites-for-parish-councils/>

<https://www.cloudnext.uk/wordpress-hosting/>

examples of the Roundcube webmail interface: <https://roundcube.net/screens/>

Setup - £700 Eyelid and £79.99 Cloudnext £780

Ongoing - £100 Eyelid and £79.99 Cloudnext (Domain costs £90/ 2 yearly) £225/year
(see attached quotation)

ALTERNATIVES CONSIDERED

Parishcouncilwebsites.org.uk (Netwise Training Ltd)

The websites look reasonable and the company appears to have a good understanding of the sector and meet requirements. SSL certification is included. However, not all of their sites appear to have accessibility statements. Not Wordpress based.

Webmail is via C-Panel.

Option to purchase additional storage - the standard package includes 5GB storage (for website and email accounts together), which would seem to be more than sufficient. There is an option for a 10GB capacity (an extra £100 setup and on each annual fee) and additional storage can also be bought at £20/1GB/year. JISC registered so can support gov.uk domain

Positive reviews from other clerks. .

Enquiry about server location sent 27.07.20 not replied to. Chased 06.08.20 but no reply.

Setup - £599

Ongoing - £360+ £300 (plus domain renewal £60/year)

Parish Council Websites

UK server hosting and Wordpress based websites. Their basic website package offering is very limited and does not have SSL certification, but the next 2 levels up are said to, however, the example that they direct you to of their Ultimate website package (Stratton Audley) does not have secure site, which is concerning, though a number of their other sites do show as secure. Their main company site Zizi Design is also not secure (and is formatted incorrectly with overlapping text <https://zizidesign.co.uk/services/>).

Comparatively small amount of server space on all offerings 300MB, 500MB 1GB, but sufficient for purposes if the add on email storage is purchased. The sites do Zoom reflow, but are fairly basically styled / formatted, the basic and middle offering in particular.

Their webmail is either RoundCube or Horde (both Open Access).

They have good information links in relation to council requirements on their website.

They are not on the JISC list and so not able to offer / support the gov.uk domain name themselves, so this would need to be outsourced for a small additional fee.

Their website states Parish Council Websites is a Trading Company of Zizi Design, but I can find no Companies House information under either name.

They have responded promptly (with 24 hours) to email enquiries.

I would discount the most basic £299 and middle package £399 on storage capacity and also the limited content and functionality on the basic site offer.

Set-up £499

Ongoing – £484*

* Hosting and support £200 / year, Email - £224, Domain – approx £50-70 /year

[Annual fee of £80pa for up to 12 email accounts and a charge of £12pa for each account for 250MB of storage if required. On current email use I would expect that storage would need to be paid for]

[VisionICT](#)

All-in-one provider and host. Provides the SSALC site and presents to SLCC and CALCs. Offers SSL certification (though not all their sites show as secure: Linton PC, Bishops Waltham, Easton-on-the-Hill, Princes Risborough, Worth, SSALC).

Claims GDPR compliance with storage (location not confirmed). Sites do offer zoom-reflow. The basic site offering is very basic with few pages and may not be stylistically preferred as content is just listed within the page rather than in searchable sections. Jisc registered / gov.uk domain supported.

Storage limits are unknown, but presumed sufficient for the website, the greater need is in relation to emails, which would need to be separately purchased as they do not offer email hosting. Enquiry made online about options for email services on 05.08.20 (no reply)

Not currently offering 2FA.

One 1 Town Council is known to have switched from them due to issues.

Set-up £650 for basic core site offering going up to £2000 for increased features.

Ongoing - £175 (including domain reg fee) / year
email would need to be separately hosted for an additional fee.

Considered, but REJECTED in Clerk's analysis:

[2Commune](#) / UK Local Councils - rejected on ongoing price

All-in-one provider and host. A more expensive service and the neither the 'classic', nor 'modern' formats are particularly fresh feeling, while the 'responsive' style does feel more modern, but is the most expensive. There is no zoom-reflow on the classic and modern style webpages I have looked at, only the most expensive responsive style. Not Wordpress. Positive reviews from other clerks.

Website space is unlimited, subject to fair usage. Using Rackspace servers (located all over the world) so would need to ensure that a UK server was used for compliance.

JISC registered so can support gov.uk domain hosting and offers 2FA (as per government recommendation).

Email is a separate offering and is webmail through Rackspace and said to be GDPR compliant but servers are described as in the USA, which wouldn't be correct and would need to be checked – mailboxes are plenty large enough at 25GB.

Setup -£600-£1150 (depending on style) £600+ (I note that content migration is an optional feature and likely to have an additional fee)

Ongoing - £860* / year

*£400 for hosting and support, domain renewal £150 / 2 yearly, Email £35 /yr per email account (£385 minimum at present use)

[Cantium](#) – rejected on ongoing price

Owned by Kent CC. Web site design and hosting, but not email. There isn't a great deal on information on their council website service offering online.

Set-up £995*

Ongoing - £675* (plus domain fee and email fees) on a three year contract

*based on an email advert they sent, which described this as an offer price until Feb 2020.

[CouncilSpace](#) – rejected on credibility / experience

Appears to be a very new set-up with very limited information on their website (no links to councils they have provided sites for and no phone number on the site – only a contact box). I have not looked at this further. Do not appear to be JISC registered.

From £295/year POA I did not seek a quote.

[Parish Council Website](#) – rejected costs

Their website is Secure, but has errors (see proforma contacts box on the contact page <https://parishcouncilwebsite.net/contact.php>). They offer UK data servers and SSL certificates. Claim to be JISC registered (but not showing on the registrant list). Email is a 2GB account for all members and officers.

Packages limit the number of meetings that agendas and minutes can be posted for each month: parish – 1 meeting, community – 1 meeting and one committee meeting – town – 1 council and 3 committee which I see could cause issues (we have called extra meetings recently for example) – this feels unnecessarily restrictive. We would be required to have the Town package as we have 2 committees.

There is an accessibility widget on the site.

Set up (Town Package) - £750

Ongoing £806 / year (£750 hosting and support fee and £56 for a gov.uk domain)

[Xreflow](#) – rejected costs

Design and hosting service and able to provide email. GDPR compliant UK based servers, SSL Certification, 40GB storage and weekly back-ups. I don't find their example website Sedlescombe or Long Itchington Parish Council the example provided in their quote, to be particularly user friendly, but this is a subjective view.

Uses Wordpress (or other platforms). 12 week timeframe for construction and 15 weeks for completion.

Bronze level (quoted for below) provides 1 GB storage for the website and monthly back-ups and includes email accounts with a 500MB limit on each.

Not JISC registered.

Set-up £2,500 (includes first year hosting)

Ongoing (after first year) - £900 / year or £720 / year on a 24 month contract

Domain fee via another provider approx £60/year

PROPOSED

To instruct Eyelid to provide and host a new WCAG2.1AA compatible Parish Council website and hosted email service, to be hosted by Cloudnext.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 7.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

Subject: WILD FLOWER AREAS

Date: 07 September 2020

WILD FLOWER AREAS

- 1 Pickhurst Verges
- 2 High Street Green Verges
- 3 Pond (around the pond and the Triangle bed)
- 4 The Knipp
- 5 Combe Common
- 6 Strip behind the pond

PLANS

The Council continues to have the offer of assistance from a resident group 'Wonderful Wild Flowers' (WWF).

All Areas – Cut and Collect end of September (except 6 which WWF will manage this year and possibly next)

Areas 1, 2, and 4 - sowing seed/ planting plugs straight after cutting

Area 2 – A larger area than planned was cut this year and this is something WWF have identified as an area where improvement could be made. I have spoken with the contractors to adjust this for next year and plan to mark the area out with eco-safe grass paint ahead of the first cut next year. I have arranged for the reinstatement of the missing bollards in order to discourage vehicles from parking on the area.

Area 5 - Meadow and wildflower areas. Approx 60% of the Meadow area to be cut, with 40% left uncut for over-wintering. 3 areas to have turf removed to allow wild flower seeding (see separate sheet with map). Butterfly Conservation will arrange work parties to create the new wildflower areas and remove the areas of Blackthorn saplings. Contractors will cut into the Bracken in order to create areas to leave the arisings on site (on lower ground) in order to keep invertebrates in the grass at the site. Changes in the cut methodology will reduce the cost of the cut by £75.

Area 6 strimmed at the end of the summer and the thatch removed. WWF member has volunteered her gardener to do this. (CPC contractors NOT to cut it when doing the end of season cut around the pond area). Proposal to extend the Strip (subject to CPC permission) - extended on both sides of the existing strip, approx 13m to the left side and 16 m to the right to

adjoin Petworth Road. WWF would undertake the work and there would be no cost to CPC in establishing the extended strip.

Ideally, work on all the different sites with agreement could start in the autumn and areas could be established before the spring and possible repeat of drought conditions. There seems to be no reason, weather permitting, that this cannot take place.

INFORMATION BOARD AT COMBE COMMON

WWF had flagged the possibility of a sign to indicate that the Pond and Combe Common were 'Wild Flower Areas' and Cllrs are aware that St. Mary's Church is separately hoping to put some information boards up about the wild flower management of the churchyard. I had separately already intended to raise the option of an information board at Combe Common for Council to consider.

I would suggest a budget of £1,400 would be sufficient for this based on the examples below. Timber will be more expensive and require maintenance, but is another option.

Greenbarnes in size A2 for £840 with glass reinforced plastic sign panel (10years+) or £712 for aluminium backed panel (5 years +) <https://www.greenbarnes.co.uk/shop/signage/lecterns/a2-man-made-timber-interpretation-panel-ref-pipa2/>. Whitehill Direct - £599 for a timber effect plastic A2 lectern style open faced (panel priced separately) <https://whitehilldirect.co.uk/product/freestanding-recycled-plastic-information-lectern/>, or £699 in steel with a printed aluminium panel (10year+).

An artwork budget of approximately £500 (on the basis of days design costs).

Council may also wish to consider the suggestion of a sign at the Pond.

CLERK'S RECOMMENDATION

It is recommended that the Council supports the proposed changes as sought by the residents' group and suggested by Butterfly Conservation.

It is noted that

- the Council has a duty to have regard to conserving biodiversity as part of policy or decision making
- no additional costs are involved, although in the future the Council might have to take on the responsibility for the enlarged strip at the Pond, however, this would be negligible
- feedback received on the wild flower supporting efforts to date have all been positive

It is also recommended that the Council take a view on the principle of an Information sign-board for the meadow / wild flower areas at Combe Common (and possibly the Pond) ahead of budget setting for the next financial year.

PROPOSED

To resolve that:

- i) the Wild Flower Group may plant wild flower plugs and seed at Pickhurst and High Street Green verges and at The Knipp
- ii) the Wild Flower Group can extend the wild flower strip at the back of the pond in both directions and manage the cutting arrangements of the strip in 2020
- iii) the cut and collect at Combe Common be reduced in order to allow for a 40% over-wintering growth (such area to be moved around the site, year to year).
- iv) Butterfly Conservation may arrange undertake work at Combe Common to remove Blackthorn saplings and remove turf to create 3 new wild flower areas and may plant and seed these areas

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

Combe Common – Proposed Works to Benefit Wood White (Butterfly Conservation)

Red points on map – create patches of bare ground in order to sow a Sussex seed mix containing a high proportion of the Wood White foodplants. Seed mix contains native Sussex seed from traditionally managed flower-rich meadows. Southern point on the map – create strip of bare ground along woodland edge, around 1.5 metre wide and 10 metres long. Northern point – create a triangular patch of bare ground.

Leave 40% of the meadow uncut each autumn so that the longer vegetation that Wood White needs can develop in places. Change around the areas that are left uncut each year to ensure there is a mosaic of shorter and taller vegetation. Recommended that someone meets the contractor to show them which areas to cut.

Cut in September and remove cuttings as leaving them on the ground increases the nutrient and discourages wildflowers. Cuttings to be piled at the meadow edge amongst the bracken.

Proposal for Butterfly Conservation volunteer group to create the bare ground with the use of a turf cutter. They could also remove the young trees that are popping up in the meadow at the same time. The turves that are removed to create the bare ground could be piled at the woodland edge to create a bank for bees to nest in, or to create a potential reptile hibernacula.

Blue Areas – Turf removed and seeded

Yellow Area uncut in 2020



Evaluation of the first Stage of the “Wonderful Wildflowers” Plan

Initial Objectives

- To change the mowing regime from monthly to an annual cut with a collection of thatch.
- To plan and specifically manage certain public areas to ensure the continuum of nectar bearing flowers for as much of the growing season as possible.
- Re-establishing a base of insects, bees and butterflies to provide a source of food for further up the food chain.

Overview

- Nearly a year has passed since the original plan was presented to the Parish Council for approval. A year during which most of it has had the nation coming to terms with the impact of an outbreak of Covid 19. The outbreak and subsequent “Lockdown” phases has had a profound effect on the progress of both the Wonderful Wildflower and Wood White Projects.
- Very unseasonal weather has caused problems. An early change in the weather in September 2019 meant that Combe Common was not cut leaving a year’s growth to compact down as a thick layer of thatch. Weeks of drought followed in Spring 2020 which compacted the ground making it very difficult/impossible to plant as planned wildflower plugs.
- Social distancing has made it difficult for volunteers to get together to work on the different areas outlined in the plan.
- Despite all of this, the first Wildflower strip has been successfully established. The other areas mentioned in the plan have been left uncut and flower surveys carried out during the growing season. An additional area around the pond has also been left uncut.
- Due to the outbreak of the virus, local communities such as the school have not been able to be involved in the scheme but the plus side is that due to lockdown more people have been using the green and open areas and have appreciated seeing nature right next to them. Many positive comments from residents and non-residents.
- All in all, the objectives stated in the original plan have been achieved.
- A parallel scheme – The Wood White Project led by Fiona Haynes has been working in our local area. Much interest has been shown in this project by local landowners, private gardens and St. Mary’s Church. Consequently, there has been an element of overlap and working together as both schemes progressed.
- Finally, the first Wood White butterfly was seen in the churchyard during a visit in August, hopefully the first of many more to come.

The next stage Autumn 2020 – Summer 2021

Following on from the original document, our next steps are to enhance and regenerate the areas left uncut by sowing seed/ planting plugs to increase the diversity of flowering plants and to reduce the strength of grasses by using Yellow Rattle. With permission, this process could begin straight after cutting giving the seeds/plants time to establish during the Winter months.

Areas 1, 2, and 4 - Pickhurst, High Street Green and The Knipp fall into this category. (See separate comment on High Street Green)

Area 3 has now been divided into 2 separate sections, the new area left uncut around the pond and the triangle near to the Horticultural society bed which will be treated as the above areas. But the successful Wildflower strip should have its own designated area – Area 6 – see below

Area 5 Combe Common will be managed jointly by Fiona Haynes using her work party volunteers to create 2 wildflower strips, leave a % uncut for over Wintering creatures and remove the 2 areas of Blackthorn saplings. A meeting has already taken place between Fiona and Lauren to discuss these ideas. (See separate plan)

Area 6 – Wildflower Strip this has been a huge success with seed being sown and perennial plants introduced allowing the succession of flowering annual and perennial plants. Some perennial ones have not flowered this year but are established ready for next year. Many have set seed either being collected or distributed along the strip. This area will be trimmed at the end of the summer and the thatch removed. A member of the group has volunteered her gardener to do this.

Extension to the plan

- § We would like to see Area 6 the Wildflower strip, extended on both sides of the existing one. This would make a real impact especially from the Petworth Road. A member of the group again has offered her gardener to remove the turf and volunteers will re-site it as turf piles in the corner of the site. Similar seed mix and own collected seed from the first strip will be used for the new area. This will create different stages to benefit wildlife. No expenditure or labour is required from the Parish council in creating these strips – just permission to go ahead. Extension to the left would mean an extra 13 metres to the driveway entrance and to the right an extension of 16 metres taking it to the nearest point to the footpath on the Petworth Road. This would make the whole strip far more visible from the Petworth road.
- § Ideally, work on all the different sites with agreement could start in the autumn and areas could be established before the spring and possible repeat of drought conditions.
- § Another area which could be left uncut and developed is the triangle of grass near to the Forge. It's a small area which could mirror the uncut areas across the road.
- § A member of the group, who now works at Rodborough Secondary school, would like to involve some of the pupils in vocational studies linked to the scheme. She has spoken to Fiona about the practicalities of this and another member who is a retired teacher, would also like to get involved. As the year and lockdown progresses, maybe other local groups could be involved.
- § St Mary's Church is looking as part of their Eco church Management Plan, is looking to have information boards in the churchyard to explain the ethos of allowing some areas to go uncut. We are aware of not cluttering the area with signage but we wondered if we would be allowed to display small signs linking Coombe Common and the Wildflower strip with our project of Wonderful Wildflowers?

August 2020

Wonderful Wild Flower Group

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 8.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

Subject: VILLAGE HALL – COMMITTEE APPOINTMENTS

Date: 01.09.2020

Previous briefing note (attached)

The Village Hall Charity (VHC) have requested the member appointments of the Chiddingfold Parish Council (CPC) to the VHC ahead of their AGM on 24.09.20.

BACKGROUND

The VHC are a charity (305001) and under their Deed of Commission the management is undertaken by a committee of 6 elected members and 9 representative members all of whom are charity trustees (currently there are 12/15 trustees listed with the Charity Commission).

The deed provides for the CPC to appoint three Representative Members (they need not be members of CPC). A number of other community groups are also able to make appointments.

At the last Annual Meeting of the CPC (April 2019) Cllrs TF, CT and RU were appointed. Since this appointment TF has passed away. The CPC did not hold an annual meeting in 2020 and under the Coronavirus legislation there was provision for existing appointments to continue. The start point therefore, is that CT and RU are currently Representative Members and Trustees of the VHC. Separately Cllr IM is an Elected Member of the VHC.

There continues to appear to be confusion about the CPC role as Custodian Trustee for the VHC, as the Village Hall Website lists Cllrs TF, CT and RU as *Custodian Trustees*. This is incorrect the Parish Council is the Custodian Trustee, which simply means it legally holds the Title Deeds, as previously Charities were not legally able to hold title for land (see previous Briefing) and needed a third party to do so. Custodian Trustees are not in any way vested with management responsibilities and the CPC members nominated as members of the VHC have the same status as other community group representative members and cannot be called Custodian Trustees.

ISSUES

The CPC is entitled, but not obligated to make appointments to the VHC. I raised the conflict that these appointments risk in my earlier briefing note from December 2019.

Conflict - Duty to the VHC would be ahead of that of the CPC:

The duty of Charity Trustees is absolute - Trustees must act in the best interests of the charity and *avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body* (extract from the Charity Commission publication - The essential trustee: what you need to know, what you need to do CC3).

Councillors must formally declare and register a trusteeship and charity management role and under the Code of Conduct when matters concerning such interests arise the councillor must not participate or vote on the item and should leave the room, unless they have a valid dispensation.

The CPC has 9 councillors (currently 8 due to vacancy) and three appointments to the VHC represents a third of the council having a prior and preceding interest, and this is before any Elected Members of the VHC are taken into consideration.

Imposition of a legal obligation on members:

The duties of a charity trusteeship should not be overlooked. Trusteeship creates a legal burden and potentially a personal legal liability on the trustees.

Where members are keen to take on the responsibility this is not an issue, but is it right to impose this on members of the CPC who would not otherwise have taken the role?

Time and commitment involved:

The VHC have been clear that they are seeking active, participatory members who will *“help carry the workload”* [extract from request for appointments]. The role of trustee is an active one and requires time and commitment.

The CPC risks reducing the availability of councillors for CPC work if it requires members to split their time with the VHC. The taking on of additional responsibilities should not be imposed on councillors or seen as an obligation. Nor is it necessarily in the best interests of the VHC to have members who are not fully committed.

Consequences if fewer or no Council members are put forward:

Having considered the Deed of Commission, it seems that the VHC may conduct business with vacancies in the membership, the quorum is a third of the current membership. However, were the VHC to continue to run with vacancies, the VHC might think it appropriate to apply to the Charity Commission to vary the Deed of Commission.

RECOMMENDATION

Some councillors wish to be members of the VHC and nothing in this note should be seen as preventing them from seeking to do so, but my advice is that this council considers whether or not it should continue to appoint representatives to the Village Hall Committee given that there are conflicting duties on those councillors appointed and there does not appear to be any balancing benefit to the Council.

If appointments are made, they should be on the basis of a desire to so act on the part of the appointed councillor, not to merely fulfil a perceived obligation on the Council. Such appointments are as Representative Member and should NOT be termed Custodian Trustees.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
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CLERK'S BRIEFING

DATE: 2 December 2019

RE: VILLAGE HALL – Role of the Parish Council

Chiddingfold Parish Council holds Title to the Village Hall (SY 780504) as Custodian Trustee. This is set out in the Charity Commission Scheme sealed 4th August 1992 (attached).

The custodian trustee is the parish council as a corporate body (entirely separate to the council representatives on the management committee). A custodian trustee is not a charity trustee; they can't make decisions about the management of the charity or its property, and must follow the lawful directions of the charity trustees (*Charity Commission publication - The essential trustee: what you need to know, what you need to do CC3*).

At the time the Scheme was entered the legal framework for charities was more limited than it is now. Both then and now an unincorporated charity is unable to hold property and therefore property must be held on trust for the charity. If the charity trustees do not want to hold legal title for any land or other property themselves, they can appoint a nominee, holding trustees (other individuals) or a custodian trustee (a company or other corporate body that has power to hold property for the charity). There are practical reasons why it may be more convenient to hold the property titles in the name of a corporate body, whose identity never or rarely changes.

However, the rules in relation to charities have changed since the 1990s and there are now a variety of legal charitable structures available, the majority of which are entitled to hold legal title, so this may be something that the Village Hall committee wish to consider. If an unincorporated charity does not wish to change its structure it may choose to have its land vested in the Official Custodian.

This table summarises the characteristics of different legal forms and what they mean for trustees (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#your-charitys-legal-structure-and-what-it-means>).

As set out above the role of custodian trustee is entirely separate to the management of the trust estate. The trust and its estate are managed by the Management Committee in accordance with the Scheme approved by the Charity Commission (4th August 1992). That Scheme defines the incorporation and regulation of 2 charities – the Physical Training and Recreation Ground Charity and the Chiddingfold Village Hall Charity into one management committee.

The management is undertaken by a committee of 6 elected members and 9 representative members all of whom are charity trustees.

Three of the Representative Members are to be appointed by the Parish Council, but this does not mean that they need be members of the Parish Council (this was made clear in an earlier letter from the Charity Commission relating to an earlier scheme, but the point, in my opinion, still stands). The representative appointments do not require any approval by the elected committee and appear to be absolute (though there are certain disqualifying criteria in general for both elected and appointed members).

Although the Parish Council (and other groups) are entitled to appoint Representative Members, they cannot be required to do so and there does not appear to be any consequence to the function of the committee from the failure to so appoint. The Committee may conduct business with vacancies in the membership, the quorum is a third of the current membership.

The appointment of councillors to the management committee and a trusteeship creates a clear potential for a conflict of interests.

Trustees must act in the best interests of the charity and *avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body* (extract from the Charity Commission publication - The essential trustee: what you need to know, what you need to do CC3). The current Scheme does not address how conflicts of interest should be dealt with. This is potentially problematic for the committee.

Councillors likewise have a duty to make decisions impartially.

In addition, councillors must formally declare and register a trusteeship and charity management role. Under the Code of Conduct when matters concerning such interests arise the councillor must not participate or vote on the item and should leave the room, unless they have a valid DPI.

The recent Wellers Hedley Newsletter (circulated with this briefing) highlights some of the potential problems arising from a merging of interests and the need to recognise the risk of conflicts in situations.

It is my understanding that the Village Hall Committee is considering updating its scheme of management, I suggest that this council considers whether to suggest that the vesting of legal title be looked at as part of this process.

I further suggest that this council considers whether or not it should continue to appoint representatives to the Village Hall Committee given that there are conflicting duties on those councillors appointed and it is a potential disadvantage to the Council as matters concerning the Village Hall will normally be expected to be considered in the absence of the appointed members.

Lauren

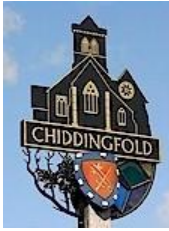
Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 9.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
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CLERK'S BRIEFING

DATE: 25 August 2020

RE: Woolmer Hill School Bus Service UPDATED

[All original correspondence has been circulated already.]

SCC BUS SERVICE BEING WITHDRAWN

The issue that has been raised is in relation to transport to Woolmer Hill School for children who are NOT eligible for free travel, following SCC withdrawing its service E702.

{SCC website sets out the eligibility criteria for free transport – <https://www.surreycc.gov.uk/schools-and-learning/schools/transport/under-16/step-1-are-you-eligible#summary>. You qualify if you attend your nearest qualifying school and have a walk of more than 3 miles (Rodborough is the nearest school for Chiddingfold Village). You also qualify if on low income and attending one of the three nearest qualifying schools and the journey is between 2 miles walk and 6 miles drive.}

SCC provide a bus for qualifying children and have a policy of selling available seats on its transport service (i.e. spare seats) at a Concessionary Rate of £181.50 / term (£250.50 for age 16 and over) – <https://www.surreycc.gov.uk/schools-and-learning/schools/transport/concessionary-seat>. The seat offer is expressed as not guaranteed and subject to withdrawal on short notice. Where there is oversubscription there are criteria to be applied to determine who gets the seats.

SCC have now reduced the service offered to cater only for those children who qualify for free travel. In reply to my enquiry SCC state *"We review the numbers of eligible mainstream pupils each year to ensure that the services provided are efficient and cost effective, giving value for money for the council and, ultimately, council tax payers. Unfortunately, following this year's review, the service E702 is no longer required for eligible pupils. The concessionary fare is a flat fare and does not cover the true cost of the seat and it is not possible for the council to subsidise a service for non-entitled pupils."*

The changes are not limited to Woolmer Hill School, the service is now being scaled back in other areas of the county too.

In terms of numbers affected, SCC have stated that the change means a loss of a possible 58 concessionary seats.

OTHER TRANSPORT OPTIONS:

Public Bus-

Stagecoach are removing the 8.01 (coronavirus time-table) morning service on the 71 from Chiddingfold to close to the school. There are no public buses from Chiddingfold that work for the school going forwards.

Stagecoach are also removing the return route at 15:24 (I note that this may have been difficult for children to get to in time after school as the bus stop is a short walk away), but there is a service at 16:24.

Stagecoach have, so far, indicated that they will not even consider any changes to the timetable.

If there were a bus service:

For children up until 16 years the cheapest ticket option, from the website, seems to be a child's 4 weekly South Megarider at £68.50 when purchased at a ticket agency. A weekly pay on bus child ticket is £19.30. Stagecoach have now confirmed that a term-ticket would be available, but costs £240, which is more expensive than buying 3x 4 weekly tickets + a single week = £224.80

At 16 + it seems that an adult ticket is required, options:

Weekly - £25.30 (£23.70 mobile ticket)

4 Weeks - £88.70

13 week Ticket (i.e. a term) – £256.30 (£19.70 a week)

Parents are in discussion with the company about ticket and service options going forward, but whether this will be productive is unknown.

For children under 16, using a CHILD ticket the price difference is a minimum of £43.30 a term (£129.90/year).

For children over 16, using an ADULT ticket there is virtually no price difference between the SCC bus and Stagecoach (£5.80 a term).

There is a possible question over capacity on the Stagecoach service, were there to be a substantial additional uptake e.g 50 children.

Private bus contract-

The school made an initial suggestion of a private hire company taking the route and prices mentioned by parents were considerable at £350 /term, which it seems parents rejected. I note the Compass private service from Busbridge to Rodborough is £144-168 a term. I have written to the school for information about what they are doing regards bus options (no reply).

Since then parent's have made their own enquiries with Zeelo, a social enterprise that provides coach travel to Godalming College, and report that Zeelo are now in talks with the school and exploring what they might be able to offer, which would be expected to be considerably cheaper than the initial cost the school put forward. (Info awaited)

A private coach contract or private car travel seem to be the only options.

An email from one parent to the PC states the service was permanently over-subscribed as it was, therefore some parents must have been in the situation of making other arrangements for school transport already.

The Parish Council has no part in the decision making in relation to the withdrawal of the SCC service or provision of public bus services, however, it may wish to write in support of parent's efforts with Stagecoach and to seek that our Borough and County Councillors do the same.

I will continue to provide any updates on the matter.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 10.00

07.08.2020

Hi Lauren

Thank you very much for your time on the phone this afternoon.

I am seeking permission from the Parish Council to use the field sited at the golf course for very occasional drone flying.

I run a micro business, which consults on drone regulation, along side my 'day job' as an airline pilot. As you are aware the aviation industry is in distress and I am attempting to ramp up my business over the coming months to help support my family.

I would be asking to use the site for occasional practising for myself and to carry out flight assessments on other drone users. The flight assessments would be on behalf of approved training organisations appointed by the Civil Aviation Authority (CAA). They would only last 20 minutes and I would envisage only needing to do 2-4 per month. It's important for me to say we are talking about very small drones that pose little risk to 3rd parties and you will often see the same drones flown in the village. That said as part of my role as the assessor, I would carry out a risk assessment of the site and both myself and the candidate would carry 3rd party liability for the duration of the assessment.

In the interest of transparency; I would be receiving payment for the flight assessments. It would only be around £100-140 per assessment which rules out any formal arrangement, however I am happy to make a charitable donation if that is deemed acceptable. I would also be able to take some drone pictures of the village for the parish to use as they wish. To take pictures for "commercial gain" requires permission from the CAA, which I have.

I believe that there are some recreational users (model aircraft and drones) who use the site already and I would not have any impact on them. I would not require exclusive use of the field at any time as we would remain at the legal distances from any persons, vehicles, vessels or structures; in accordance with the CAA regulations for the use of small unmanned aircraft.

Thank you for your consideration of the matter and please do not hesitate to ask me any questions.

Clerk's initial comments 10.08.20:

My view is that were the Council to permit it, there should be a formal agreement (number of activities, duration, confirmation of PLI, risk assessments etc) and a fee.

The item will be on the Agenda to consider the request in principle. If Council are interested, then additional information should be sought to understand:

- the nature of the testing he is offering
- size of drones
- flight area they would be going over
- legal advice (overview advice should be available through SSALC)

before final approval of any agreement.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 SEPTEMBER 2020

WORKING PAPER

ITEM 11.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

Subject: ZOOM SUBSCRIPTION

Date: 28.08.20

Following the introduction of powers permitting 'virtual' meetings 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, the council has been using Zoom to facilitate meetings.

It was unclear how Council would find remote meetings and the Zoom package, also what the longer term implications of the virus would be and so a monthly, rather than annual contract was taken out initially. So far feedback has been positive on the use of Zoom and although the virus situation has improved, we are still currently recommended by NALC to meet remotely. The provision for remote meetings runs until May 2022, but there is a consultation taking place to look at whether to pursue an extension past May or even permanently.

Council currently has a monthly zoom subscription at £11.99/month. There is a September offer for the annual package at a reduced rate of £95.92 (this works out as £7.99/ month as opposed to the normal annual cost of £9.99/month).

If council renews on a monthly basis for the next 8 months (i.e October - May) - the cost is same as the annual policy would be under this offer. Switching to an annual policy at this point would give Council the benefit of 4 months for free. On this basis, if Council expects to continue to use Zoom for the next 8 months, as permitted by legislation, then I propose that the annual contract offer is taken.

Our Zoom subscription has utilised the budgeted amount for software and so whether or not Council switches to annual, or stays on the monthly subscription, authorisation is required going forwards for unbudgeted spending. I note that there is a significant underspend in relation to meeting costs arising from room hire and so this unbudgeted spending does not represent an increase in Admin cost centre overall.

Proposed:

To authorise and approve the unbudgeted costs of an annual Zoom subscription.

OR

To authorise and approve the unbudgeted costs of a monthly Zoom subscription for the rest of the year 2020/21, or such earlier date as the Council may resolve.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council