



Chiddingfold Parish Council

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Chairman: Councillor Richard Hogsflesh
Parish Clerk: Sue Frossard CILCA MILCM
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MINUTES

Minutes of the Parish Council Annual Meeting held on Thursday 11 May 2017
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Richard Hogsflesh, Chairman (RH) Cllr Susie Forrest (SF) Cllr Tim Forrest (TF)
Cllr Roger Underwood, Vice-Chairman (RU) Cllr Christine Tebbot (CT) Cllr Neil Denyer (ND)
Cllr Daniel Hall (DH) Cllr Anthony Johnson (AJ)
In attendance: Sue Frossard CILCA MILCM (Clerk) Public: 3

- 1.00 ELECTION OF CHAIRMAN.
Cllr Richard Hogsflesh had agreed to stand again as Chairman, there were no other nominations. Proposed by Cllr Anthony Johnson, seconded by Cllr Susie Forrest. Unanimously appointed.
- 2.00 ELECTION OF VICE-CHAIRMAN.
Cllr Roger Underwood had agree to stand again as Vice-Chairman, there were no other nominations. Proposed by Cllr Richard Hogsflesh, seconded by Cllr Tim Forrest. Unanimously appointed.
- 3.00 DECLARATIONS OF ACCEPTANCE OF OFFICE.
Declarations of Acceptance of Office were signed by RH and RU in the presence of the Clerk and the meeting continued.
- 4.00 APOLOGIES FOR ABSENCE.
Apologies for absence had been received from Cllr Simon Manuel and were accepted.
- 5.00 DECLARATIONS OF INTEREST.
If an interest has not been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days.
If a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.
Cllr Anthony Johnson declared a prejudicial interest in Item 17.02 and a personal interest in Item 20.04.
Cllr Neil Denyer declared a prejudicial interest in Item 17.02, and a personal interest in Item 20:04.
These declarations were duly recorded by the Clerk.
- 6.00 MINUTES OF THE LAST MEETING.
The last meeting was held on the 13 April 2017.
RESOLVED: Proposed by CT, Seconded by SF, Council unanimously agreed to approve the minutes of the meeting held on 13 April 2017 as a true record and the Chairman signed the minutes.
- 7.00 APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER.
RESOLVED: To appoint the Clerk, Suzanne Frossard CILCA MILCM, as Proper Officer and Responsible Financial Officer to the Council for the forthcoming year.
- 8.00 DELEGATION ARRANGEMENTS.
RESOLVED: It was unanimously agreed to continue delegation of management of the allotments to the Proper Officer.
RESOLVED: It was unanimously agreed to continue delegation of routine maintenance tasks and payment of same, in accordance with the Council budget, to the Proper Officer.

RESOLVED: It was unanimously agreed to continue delegation of planning matters and recommendations to the Planning Authority to the Council Planning Committee.

9.00 TO APPOINT A PLANNING COMMITTEE.

RESOLVED: It was unanimously agreed to continue the Planning Committee, comprising seven members (quorate at a minimum of three).

RESOLVED: It was unanimously agreed that the Term of Office of councillor and non-councillor committee members is for one council year.

RESOLVED: It was unanimously agreed that the Terms of Reference for the Planning Committee remain unchanged.

RESOLVED: It was unanimously agreed to permit the Planning Committee to elect their chairman and to determine the dates of their meetings.

10.00 WORKING GROUPS.

RESOLVED: It was unanimously agreed to continue with the existing Working Groups and to review these groups, their objectives, structure, Terms of Reference and members throughout the year.

Two changes were agreed: DH to lead The Recreation Ground Maintenance Group (RGMG) and CT to lead The Neighbourhood Plan Development Group (NPDG).

11.00 STANDING ORDERS AND FINANCIAL REGULATIONS. (Copies of Version 4.1 of the Standing Orders and version 3.0 of the Financial Regulations, currently in the possession of all Councillors, were reviewed in March 2017. No further changes are recommended).

RESOLVED: to approve and adopt Version Number 4.1 of the Standing Orders, as recommended by NALC, and Version 3.0 of the Financial Regulations.

11.01 RESOLVED: to confirm that this Council remains eligible to use the General Power of Competence.

12.00 TO ELECT PARISH COUNCIL REPRESENTATIVES.

RESOLVED: Proposed by RH, Seconded by SF and unanimously agreed that the following Councillors will represent the Council on outside bodies:

RU, CT and TF to the Chiddingfold Village Hall and Recreation Ground Charity;

RH to report to the Parish Magazine;

SF to Police and Community Support; and

The Clerk on matters concerning SurreyALC.

13.00 PRESS/MEDIA POLICY. To review the Council's policy for dealing with the press/media.

RESOLVED: Proposed by RU, Seconded by CT and unanimously agreed that the Parish Council's views are expressed to the press/media through the Chairman. (Other Councillors have the right to express their personal views).

14.00 REVIEW COUNCIL AND EMPLOYEE MEMBERSHIP OF OTHER BODIES. The Council's and Clerk's membership of the following bodies has been budgeted for 2017-2018.

RESOLVED: Proposed by RH, Seconded by TF and unanimously agreed that the Council continues its membership of SurreyALC, NALC, SCPFA and Surrey Hills Society and the Clerk's membership of SLCC and ILCM.

15.00 CODE OF CONDUCT. The Chiddingfold Parish Council Code of Conduct had been amended in line with changes to the WBC Code of Conduct, from which it stems. The revision had been adopted on 12 January 2017.

RESOLVED: Proposed by RH, Seconded by TF and unanimously agreed to adopt the Code of Conduct, dated the 12 January 2017, without further changes.

16.00 PARISH COUNCIL MEETINGS FOR 2017-2018. The CWR of the Village Hall has been booked for every second Thursday of each month, except August when there is no meeting, up to May 2018. In addition the Main Hall and CWR have been booked for the Parish Annual Assembly on Thursday 25 May 2018.

RESOLVED: Proposed by RH, Seconded by RU and unanimously agreed to set the dates, times and place of ordinary meetings of the full Council and for the Parish Annual Assembly for the forthcoming year, in line with the above.

17.00 PLANNING COMMITTEE.

Council was asked to receive and note updates on planning matters not itemized on the agenda.

There were no updates.

- 17:01 PLANNING COMMITTEE MINUTES. Cllrs Roger Underwood, Tim Forrest and Susie Forrest had not been available at the previous Planning Committee meeting, to approve the minutes of the March Planning Committee Meeting. The Chairman (of this meeting) to sign the Planning Committee minutes if approved by the above.
RESOLVED: To approve the draft minutes of the Planning Committee Meeting held on 28 April 2017.
- 17:02 PLANNING APPLICATIONS TO CONSIDER. The following planning applications require recommendations to be sent to Waverley Planning in advance of the next Planning Committee meeting:

WA/2017/0652	Change of Use from Use Class A4 (Drinking Establishment) to Use Class D2 (Assembly and Leisure) to provide a children's gymnastic development facility.	Ex Servicemen's Club, Woodside Road.	Comment: That 'Community Use' should be retained as in the original S106 condition. Recommendation: No objection.
WA/2017/0679	Erection of agricultural building.	Dyers House, Pickhurst Road.	Recommendation: No objection.
WA/2017/0685	Alterations to roof space to provide additional habitable accommodation.	1 Knowsley Terrace, Woodside Road.	Recommendation: No objection.

- 17:03 PLANNING DECISIONS.
Full details of planning decisions, including decision notices and conditions, for all applications are available on the Waverley Planning Portal at: <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

18.00 WORKING AND ADVISORY GROUPS.

(In conjunction with Item 10.00 above).

- 18.01 ENVIRONMENT & AMENITIES GROUP (EAG). Update on EAG matters.

There was no update from this group.

- 18.02 BROADBAND GROUP (BBG). Update on BBG matters.

TF updated the meeting. They have started laying fibre all the way along Pickhurst Road and along Fisher Lane to provide fibre to the houses, whereas the rest of the parish has fibre to the cabinet and then the existing copper wire to the houses. They are encountering problems because the cabinets are in poor condition. This will be linked up to the self-funded Broadband system provided by a group of around 100 residents. This means that properties between the centre village and Fisher Lane should, one would think, be able to link into this. Unfortunately, some people in the parish were slow to take up Broadband and, whereas the Parish Council advised BT that around 50% would take up Broadband, BT based their cabinet capacities on the initial uptake of around 25%. Over time the take-up has increased to the higher level, but BT have now run out of capacity to connect everyone. BT planned to install an additional cabinet alongside the one near Queens Mead but, 2-3 hours from completion of the installation, Surrey Highways stopped the work because BT didn't have the proper traffic control in place. The basis for this objection was that the works extended across half of the road and it is a bus route. In fact it used to be a bus route, but has not been so for years, there are just 2 school buses in the morning and . It may now take another 2-3 months to get this re-scheduled.

- 18.03 NEIGHBOURHOOD PLAN DEVELOPMENT GROUP (NPDG). Update on NPDG matters.

CT reported that the next Neighbourhood Plan (NP) consultation format has now been agreed, to be linked with the Parish Annual Assembly from 4pm on the 18 May, following on from the statutory meeting business. RH will do a Chairman's Report and this will be published in the Parish Magazine. The rota for setting up and taking down was agreed as were the arrangements for refreshments. RH will produce his agenda and this will be published on the notice boards and the parish website.

- 18.04 EMERGENCY PLAN GROUP (EPG). Update on EPG matters.

There was no update from this group.

- 18.05 ROAD AND TRAFFIC GROUP (RTG). Update on RTG matters.

TF advised the meeting that Highways have offered to give the Parish Council help on traffic calming and speed reduction; the consultants need to do further work following their one-day survey of the parish and Surrey Highways will be involved with that. Highways were also supportive of this Council's plans for de-cluttering and they do now seem more positive in their approach to controlling HGVs crossing counties through the villages (instead of using the arterial routes). As far as the NP is concerned, the traffic consultants will liaise with the overall consultants (Nexus).

- 18.06 VILLAGE MAINTENANCE GROUP (VMG). Update on VMG matters.

There was no update from this group.

- 18.07 RECREATION GROUND MAINTENANCE GROUP (RGMG). Update on RGMG matters.

DH reported that his NP Group for Leisure and Recreation have been gathering evidence, talking to the Scouts, Cubs, Village Nursery and Football Club, building a picture of what is needed in the parish. Details will be sought from the wider population during the consultation on 18 May.

- 19.00 PARISHIONERS' CORRESPONDENCE.
There was no correspondence.
- 20.00 OTHER CORRESPONDENCE AND BUSINESS.
- 20.01 LETTER FROM ST MARY'S SCHOOL (RE. CHIDDFEST).
Council NOTED a letter of thanks from St Mary's School in respect of the Council's financial support for Chiddfest.
- 20:24 PUBLIC QUESTIONS
A question was raised about the proposed usage of The Villagers. It was to be kept for access to people from the village but there are concerns that the company planning to Lease the building will take it on with that agreement in place and then place such a high cost on the hire that it's never taken up. What can the Parish Council do to ensure that doesn't occur?
RH responded that whilst this Council wants to ensure that the condition is maintained throughout the Change of Use process, it is not possible for this Council to control the cost of hire.
TF suggested that, in the Parish Council's response to the Change of Use Application, the concept of price regulation is introduced by a recommendation that, when not in use by the Lessee, the building should be made available to the local community 'at a reasonable price'.
A further question was raised about this Council's recommendation to the Planning Authority of 'No Objection to the Change of Use', because successive applications of this nature have been seen in the past to evolve and drop conditions on the way.
RH explained that this Council has no issue with the granting of the application for Change of Use to Class D2, as that is probably what it should always have been (and not A4 as original Classed). What this Council is also suggesting is that the Condition requiring the building to be available to the community, contained in the Section 106 Order on the original application, should continue.
- 20:29 END OF PUBLIC QUESTIONS
- 20.02 TREE INSPECTION. A full tree inspection had been carried out by Thursley Tree Services in 2014 and works recommended had been carried out. A further full tree inspection had now been carried out by the same company on all trees on the Leased and Parish Council-owned land in the parish. The report identifies each tree, details its state of health and recommends work to be done in the short and medium term.
RESOLVED: Council approved the content and recommendations contained in Thursley Tree Services' report.
ACTION: The Clerk will obtain prices for tree maintenance, and work out a schedule based on the arborist's suggested priorities.
ACTION: The Planning Committee will contact the WBC Tree Officer with regard to the tree in Middlecott that has been severely cut back leaving mostly dead wood at the crown. This is overhanging the recreation ground and was raised as a concern in the arborist's report.
- 20:03 ERHA - SOCIAL RENTED HOUSING AT FIELD VIEW CLOSE. A 2-bedroom house in Field View Close is available for rent at £126.60 per week and the Clerk reported that this had been advertised on the notice boards and parish website. This was duly NOTED.
- 20:04 FOOTBALL CLUB - REQUEST FOR COMPENSATION FOR FORFEIT MATCHES AND LOST WHEELIE BIN. The Football Club have had to cancel two matches and pay a forfeit due to the running track lines being marked within the side line of the pitch at Coxcombe Lane. A request had been received for financial compensation for the two forfeited matches. In addition the FC's household wheelie bin has been removed from the Coxcombe car park at the time of the 'litter blitz' and the FC were having to use the public litter bin for their waste. A request had been made to this Council to purchase a replacement bin.
DH reported that he had met with ND and the FC and these requests have now been withdrawn.
- 20.05 DUNSFOLD PARK. RH PROPOSED that this Council resolve to join the other joint parish councils and POW campaign group in applying to become a Rule 6 party to the Dunsfold Park public inquiry. [Note: A Rule 6 Party is recognised as an official part of the public enquiry with a right to oppose or support an application decision.]
RESOLVED: To approve that this Council joins with the other joint parish councils and POW campaign group in applying to become a Rule 6 party to the Dunsfold Park public inquiry.
RH further PROPOSED that this Council makes a financial contribution towards consultants, traffic detailed studies and legal representation. [The original estimate was for £150,000, but this has now been negotiated to a flat fee of £80,000, for all work leading up to the inquiry. The fund is now looking for a total of £200,000 to fight the decision].
RESOLVED: This Council (or some members of this Council) to meet with Bob Lees to try to understand fully exactly why it is thought this case can be won. Then to call an extraordinary meeting of this Council to decide whether to make a financial contribution and how much.

- 21.00 LATE ITEMS SINCE THE CLOSE OF THE AGENDA. For information and discussion only, lawful decisions can only be made on items that appears on the agenda.
There were no late items.
- 21.01 POLICE MATTERS. SF reported that during this month there had been one house burglary, one shed burglary and two people had been arrested in connection with a previous spate of burglaries. The community is more aware of what is going on locally through Good Neighbours and social media, especially now that the Police website is providing information more quickly.
- 21.02 DISABLED PARKING ON THE GREEN. At the request of a relative of a resident of The Green, Surrey Highways had marked out a disabled parking bay on The Green. Not a formal 'Blue Badge' space so open to anyone to use - a convenient parking place for anyone with mobility issues needing close parking to the pharmacy or other shops.
- 21.03 VILLAGE OF THE YEAR TV PRODUCTION. The Parish Council had been approached by a television company to enter a 'Village of the Year' competition presented by Penelope Keith.
ACTION: CT will pass the information to John Tagg at The Archive to decide whether or not to enter.
- 22.00 FINANCE AND COMPLIANCE GROUP (FCG).
- 22.01 FINANCIAL STATEMENT OF ACCOUNTS.
Council NOTED that the financial statement of accounts for the month to 30 April 2017 was not available because the 2016/17 year end accounts have yet to be approved.
- 22.02 RECEIPTS, PAYMENTS AND RATIFICATIONS.
RESOLVED: To approve the receipts.
RESOLVED: To approve items for payment and to ratify any payments necessarily made since the last council meeting, all in accordance with the 2017/2018 budget and as detailed on the Order for Payment
RESOLVED: To approve items for payment and to ratify any payments necessarily made since the last council meeting, in accordance with the 2017/2018 budget and as detailed on the Order for Payments presented to Council.
- 22.03 PARISH INSURANCE.
RESOLVED: To approve continuation of the parish insurance policy. (In accordance with the 2017/2018 and 2018/2019 budgets).
- 22.04 INTERNAL AUDITOR.
RESOLVED: To approve the appointment of Mrs Sheila Danson as Internal Auditor for the year 2017/2018.
- 22.05 CLERK'S PAY SCALE INCREASE. In accordance with Part 2 of the NALC pay increases for 2016-2018 for Clerks employed under the terms of the model contract, to increase the Clerk's salary by 1% from 01 April 2017.
RESOLVED: To approve implementation of the NALC model contract pay increase of 1% for the Clerk for Part 2, 2017/2018, with effect from 01 April 2017.
- 23.00 PROVISIONAL DATE OF THE NEXT PARISH COUNCIL MEETING. (Assuming approval of the recommended dates at Item 16 above).
Recommendation: To note the date of the next meeting is the 08 June 2017.
(Items for the agenda are required by noon on Tuesday 30 May 2017.)