



Chiddingfold Parish Council

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Chairman: Councillor Richard Hogsflesh
Parish Clerk: Sue Frossard CiLCA PILCM
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MINUTES

Minutes of the Parish Council meeting held on Thursday 09 November 2017
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Richard Hogsflesh (RH), Chairman Cllr Roger Underwood (RU), Vice-Chair
Cllr Christine Tebbot (CT) Cllr Neil Denyer (ND) Cllr Tim Forrest (TF)
Cllr Anthony Johnson (AJ) Cllr Susie Forrest (SF) Cllr Dan Hall (DH)
In attendance: Sue Frossard CiLCA MILCM (Clerk) Public: 0

1.00 APOLOGIES FOR ABSENCE.

Apologies had been received from Cllr Simon Manuel.

2.00 DECLARATIONS OF INTEREST.

If an interest has not yet 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. Where 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.
There were no Declaration of Interest.

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 OCTOBER 2017.

The minutes of the October meeting were not available for signature, approval and signature deferred to the December meeting.

3.01 REVIEW OF ACTIONS FROM THE SEPTEMBER AND OCTOBER MEETING MINUTES.

The following actions were reviewed (outstanding in bold):

SEP - ACTION: TF to contact Surrey Highways regarding the loose kerbing stones at the edge of The Green. *TF reported that the original installation of the kerbing had been done in such a poor fashion that a repair is not viable, not without total replacement of the foundation in which the kerbing is set. **No further action required.***

SEP - ACTION: TF to write to South Western Railways to ask for more parking at Witley station. *TF had not yet received a response to his initial enquiry on adding parking at Witley station. **Ongoing.***

SEP - ACTION: RU to write to the Bonfire Charities Association to request £250 for a Silent Soldier for the parish. ***Actioned.***

OCT - ACTION: RH to draft a response to the WBC consultation on modifications to the Local Plan; positioned at a *strategic level, as the original housing assessment had found a need for houses specifically within Woking, so inappropriate for Woking to say they have no room for them and for them to be spread amongst the outlying parishes, washed with Green Belt (and often in areas designated AONB, SSSI and AGLV).* ***Actioned.*** [*Letter sent by email - 40622 - 20 Oct 2017.*]

OCT - ACTION: CLERK to respond to Waverley to request continuation of receipt of paper plans. ***Actioned.***

OCT - ACTION: CLERK to write to the resident to explain the situation regarding the cherry signs. ***Actioned.***

OCT - ACTION: RH to draft a response to the WBC consultation on the future of grounds maintenance (deadline 27 Oct 2017).

OCT - ACTION: RH to send a letter to Russell Spicer, Chiddingfold Football Team congratulating them on winning the Hospital Football Club Cup (RU had produced a draft letter). ***Actioned.***

OCT - ACTION: CLERK to publish the details for the SCC consultation on car park charges on the notice board and on the parish council website. ***Actioned.***

4.00 PLANNING APPLICATIONS.

Recommendations on planning applications are usually decided by the Parish Council Planning Committee which meets on the fourth Thursday of each month at 11am in the Parish Office. Planning Committee agendas are published on the parish main notice board and on the website three clear working days before a meeting. The full Council only considers planning applications where the response deadline falls between Planning Committee meetings.

WA/2017/1927 24 Nov 2017	Installation of a flue.	Westend Barn, West End Lane, Haslemere.	No objection.
WA/2017/1928 24 Nov 2017	Listed Building Consent for the installation of a fire place and flue.	Westend Barn, West End Lane, Haslemere.	No objection.
WA/2017/1941 24 Nov 2017	Certificate of Lawfulness under Section 192 for alterations to garage to provide additional habitable accommodation.	Austins, 22 Woodberry Close.	No objection.
WA/2017/1958 01 Dec 2017	Formation of a new access and driveway.	The Farm Studio, Fisher Lane Farm, Fisher Lane.	No objection.
WA/2017/1966 01 Dec 2017	Erection of extensions and alterations following demolition of existing extension.	Greenway, Ridgley Road.	No objection.
WA/2017/1970 01 Dec 2017	Erection of extensions and alterations; erection of double garage following demolition of existing garage.	Bramley Cottage, Petworth Road.	No objection.
WA/2017/1982 01 Dec 2017	Change of Use of former agricultural building to single dwelling.	Gostrode Farm, Gostrode Lane.	No objection.

The Planning Authority's decisions on recent applications had been circulated prior to the meeting and were NOTED.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS.

The minutes of the Planning Committee meeting held on 26 October 2017 were not available at this meeting and will be note at the December Parish Council meeting. It was NOTED that the next Planning Committee meeting will be on the 07 December 2017.

5.00 POLICING IN THE PARISH.

There was nothing of significance to report this month other than articles that had appeared in the local and national press.

6.00 NEIGHBOURHOOD PLAN (NP).

CT reported that she had attended the Public Enquiry on Chiddingfold Residents' application to make land at the rear of Woodside Road into a Village Green. This is now into day three of the four-day Enquiry, but the Inspector will not rule until the New Year. CT had met with the land owners and their agents and barrister and with Dan Williams, SCC Rights of Way Officer. Dan confirmed that the claim to have a Public Right of Way (Footpath) designated on the land through the site was formally lodged in June, and given a reference number and, at present, it is estimated it will take up to two years to process. CT suggested that the reference number is found and minuted and then the Clerk should approach Cllr Victoria Young to try to get the process duration shortened because of the impact of the outcome on the Neighbourhood Plan. The Officer has been to view the site and thinks the case should be fairly straight-forward. The Village Green application site visit took place today and the concluding summing up on both sides will take place tomorrow (Friday 10 November 2017). CT further reported that it was interesting to talk to residents, some of whom have no knowledge of the Neighbourhood Plan at all. CT said that she had a very clear idea where those areas are and this knowledge confirmed her belief that it is difficult to adequately reach some areas of the population. Different ways to reach those villagers will be discussed at the next NP meeting. The Clerk requested a list of the name of those who have no knowledge of the existence of the Neighbourhood Plan.

There is an AECOM Site Visit tomorrow (10 November 2017). The next Steering Group Meeting is on the 21 November 2017. The next update meeting with Waverley is on the 24 November 2017 to go through a first draft of sites.

ACTION: CT to provide the Clerk with a list of those people who have not heard about the Neighbourhood Plan.

7.00 WORKING AND ADVISORY GROUPS.

It was AGREED that no new Working or Advisory Groups are required.

7.01 UPDATES FROM WORKING GROUPS.

7.01.01 Environment and Amenities Group (EAG) - RU. Nothing to report.

7.01.02 Broadband Group (BBG) - TF. Nothing to report.

7.01.03 Emergency Plan Group (EPG) - RU. Nothing to report.

7.01.04 Road and Traffic Group (RTG) - TF. Nothing to report.

7.01.05 Village Maintenance Group (VMG) - CT. Nothing to report.

7.01.06 Recreation Ground Maintenance Group (RGMG) - DH.

The Clerk reported that, two days before the bonfire event, WBC had requested all event documentation to be sent to a newly appointed Greenspaces Events and Support Officer, tasked with ensuring that town and parish councils obtain the correct documents following advice from the WBC Safety Advisory Group and the WBC Emergency Planning & Resilience Officer. The documents had already been received and Clerk had granted permission. The documents were still required to be passed to the Officer for checking (despite the Bonfire Committee having already discussed the event with the WBC Safety Advisory Group, and a few changes had been made to the event plan as a result).

The Events Support Officer learned that this was the case when she resubmitted the documents to those departments for checking. The Clerk has spoken to Cllr Simon Inchbald and has requested a written response to questions raised:

- why has this council not been consulted on and notified of the change to the Terms of the Lease of The Green and The Green and Events Management Plan, which clearly states the procedure required by WBC;
- to explain the justification for the public expense of setting up this extraneous layer of administration, whilst there is currently a consultation asking town and parish councils to help WBC with the future maintenance of their recreational land in face of their shortage of funds to continue maintaining their land; and
- what, if any, are the implications for management of events on other WBC-owned land, leased to the council, such as the recreation ground.

The Clerk reminded the meeting that, as it is the Parish Council that carries Public Liability Insurance for all the public spaces it owns or leases, the terms of use and risk assessment must always be in accordance with the Underwriter's requirements. The response is awaited and will be reported at the December Parish Council meeting.

8.00 CORRESPONDENCE AND BUSINESS.

08.02 GODALMING CAB.

Council received a letter from Godalming Town Council calling a meeting for 7pm on the 21 November to discuss the future safeguarding of the CAB service.

RESOLVED: that ND will attend the meeting and report back at the December meeting.

ACTION: ND to attend the CAB meeting and report back in December.

8.03 SURREY COUNTY COUNCIL MAINTENANCE AND ENFORCEMENT PRIORITIES FOR RIGHTS OF WAY.

Council NOTED Surrey County Council's priorities for dealing with maintenance and enforcement on public Rights of Way. Enforcement (when PRW are on private land) was not mentioned in the list of priorities and the Clerk suggested that, even if no work is being undertaken, enforcement of landowners responsibilities is a duty of the County and should continue.

ACTION: RU to request information from SCC on their policies of enforcement.

9.00 LATE ITEMS.

09.01 HEALTHWATCH.

A letter had been received asking for the Parish Council's priorities for health care. This is not within the remit of the Parish Council and the Clerk was asked to publish the letter on the notice board so that individuals can respond.

ACTION: Clerk to put this on the notice board.

09.02 WAVERLEY PLANNING FORUMS

Council NOTED (and welcomed) a report from SF that Waverley are reinstating the Town and Parish Planning Forums commencing February 2018.

10.00 FINANCE AND COMPLIANCE GROUP (FCG)

10.01 FINANCIAL STATEMENT OF ACCOUNTS.

TF reported that reserves on trees and hedge cutting were being used with the current phase of tree management. Rental for the cellnet mast had not been received and the Clerk had contacted the Lessee advising them of this and asking for the back payments, together with the interest (as proscribed in the Lease). Expenditure is on track, Neighbourhood Plan to date is being reviewed and a forecast for ongoing costs is awaited prior to budget planning to ensure that this council has sufficient funds to complete the Plan.

PROPOSED (TF): To approve the financial statement of accounts against budget for the year to 31 Mar 2018.

SECONDED (RH). RESOLVED (UNANIMOUS).

10.02 RECEIPTS AND PAYMENTS.

The Clerk displayed the Order to Pay form on the screen and the payments to ratify and current payments were reviewed. The Clerk advised that a VAT repayment for the Jul-Sep quarter had been received this morning, and so was not on the form.

PROPOSED (TF): To approve payments as detailed on the Order to Pay for and to ratify the payments necessarily made since the last council meeting and made in accordance with the 2017-2018 budget.

SECONDED (SF). RESOLVED (UNANIMOUS).

10.03 FREEDOM OF INFORMATION, DATA PROTECTION AND COUNCIL EMAILS.

The Clerk reported on a legal update on current legislation and compliance, details of which were in the working papers. The Clerk advised Councillors that the practice of using their personal email addresses for council business and of collecting emails sent to their council addresses in their private email Inboxes should stop. Each councillor has their own council email address and should use that. Councillors can decide whether or not to do this and the Clerk warned that in any enquiry they would have to hand over their personal email accounts for inspection. Councillors can decide individually how they wish to administer their council emails and the Clerk will set up accounts and explain how the council accounts work as required.

10.04 COXCOMBE LANE PAVILION - INSURANCE.

Council NOTED the new exemption clause added to the Parish Council Insurance Policy, which removes cover for the pavilion contents, regardless of whether the security alarm is set.

11.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]
Chiddingfold Parish Council Meeting, 19:45 on Thursday 14 December 2017 in the CWR of the Village Hall.