



Chiddingfold Parish Council

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

Minutes of the Parish Council Annual Meeting held on Thursday 10 May 2018
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Daniel Hall, Chairman (DH) Cllr Richard Hogsflesh (RH) Cllr Neil Denyer (ND)
Cllr Roger Underwood (RU) Cllr Christine Tebbot (CT) Cllr Tim Forrest (TF)
Cllr Anthony Johnson (AJ)
In attendance: Sue Frossard CiLCA PSLCC (Clerk) Public: 1

- 1.00 ELECTION OF CHAIRMAN.
Cllr Richard Hogsflesh stood down as Chairman.
It was AGREED that a secret ballot would be held to elect a new Chairman.
RH proposed Cllr Daniel Hall, who agreed to stand. This was seconded by RU and a secret ballot was held.
RESOLVED: Cllr Daniel Hall is unanimously elected as Council Chairman.
- 2.00 ELECTION OF VICE-CHAIRMAN.
Cllr Roger Underwood stood down as Vice-Chairman.
It was AGREED that a secret ballot would be held to elect a new Vice-Chairman.
RH proposed Cllr Simon Manuel, who had agreed to stand. This was seconded by TF and a secret ballot was held.
RESOLVED: Cllr Simon Manuel is elected as Council Vice-Chairman by a majority vote.
- 3.00 DECLARATIONS OF ACCEPTANCE OF OFFICE.
A Declarations of Acceptance of Office was signed by DH in the presence of the Clerk and the meeting continued.
(SM to sign his Declaration immediately before or at the start of the June meeting).
- 4.00 APOLOGIES FOR ABSENCE.
Apologies for absence had been received from Cllrs Susie Forrest and 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.
There were no Declarations of Interest.
- 6.00 MINUTES OF THE LAST MEETING.
The last meeting was held on the 12 April 2018.
A number of corrections were required and agreed. Revised minutes will be brought to the June meeting for approval.
- 6.01 REVIEW OF ACTIONS FROM APRIL PARISH COUNCIL MEETING.
Recommendation: To review the following outstanding actions from past meetings:
DEC ACTION: DH to report back to the February meeting on his meetings to discuss development of the recreation grounds. DH had met with 2 companies neither of which suited the Council's requirement. Smaller, more local companies to be approached. DH was not present. Ongoing.
JAN ACTION: DH, CT and TF to meet to discuss the implications of the Community Infrastructure Levy (CIL) on the parish and to write a suitable response to WBC. Out of Date. No further action required.

MAR ACTION: RU has discussed installation of signage to local shops with a parishioner who will bring a proposal to the Parish Council for consideration. RU to follow up with the parishioner. Ongoing.

APR ACTION: The Clerk was asked to respond to NALC's review of Local Government Ethical Standards, asking for the original Standards Board Code of Conduct and sanctions to be reinstated. Actioned.

7.00 APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER.

RESOLVED: To appoint Suzanne Frossard CiLCA PSLCC, as Clerk, Proper Officer and Responsible Financial Officer to the Council for the year to 31 August 2018.

RESOLVED: On satisfactory completion of three months' probation, to appoint Lauren Blatherwick as Clerk and Proper Officer for the period 01 September 2018 to the end of this Council year (next Council Annual Meeting).

RESOLVED: To appoint Suzanne Frossard CiLCA PSLCC as Deputy Clerk and Responsible Financial Officer to the Council for the period 01 September 2018 to the end of this Council year (next Council Annual Meeting).

8.00 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 (up to the next Council Annual Meeting).

RESOLVED: It was unanimously agreed to permit the Planning Committee to elect their chairman and to determine the dates of their meetings at their first meeting this Council year.

9.00 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 authorisation of 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.

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.
There were no immediate changes required.

11.00 STANDING ORDERS AND FINANCIAL REGULATIONS.

The Clerk had reviewed the Standing Orders and Financial Regulations and had made a few minor changes to the wording to accommodate splitting the Clerk and RFO roles, to remove reference to the now obsolete Power of Wellbeing and to change the reference to Petty Cash, which is no longer operated, to outline the procedure for claiming out-of-pocket expenses.

RESOLVED: to approve and adopt the changes in Version Number 4.2 of the Standing Orders, as recommended by NALC, and in the revised Version 4.0 of the Financial Regulations.

11.01 GENERAL POWER OF COMPETENCE.

At each Annual Council meeting, the Council is required to review the qualifying criteria and confirm its eligibility to use the General Power of Competence in place of the powers given by S.137 of the Local Government Act 1972.

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 TF 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;

DH to report to the Parish Magazine;

SF to Police and Community Support;

DH, CT and TF to the SCC Countryside Task Group; and

DH and SM to 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 2018-2019.
RESOLVED: and unanimously agreed that the Council continues its membership of SurreyALC, NALC, SCPFA and Surrey Hills Society and the Clerks' membership of SLCC and ALCC.
- 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: and unanimously agreed to adopt this Council's Code of Conduct without further revision.
- [16.00] [This number had been accidentally omitted from the agenda sequence.]
- 17.00 PARISH COUNCIL MEETINGS FOR 2018-2019. 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 2019. In addition the Main Hall and CWR have been booked for the Parish Annual Assembly on Thursday 28 March 2019.
RESOLVED: and agreed unanimously that the dates, times and place of ordinary meetings of the full Council and for the Parish Annual Assembly for the forthcoming year are set as above.
- 18.00 PLANNING COMMITTEE.
Council was asked to receive and note updates on planning matters not itemized on the agenda.
There were no updates.
- 18:01 PLANNING COMMITTEE MINUTES. Cllrs Roger Underwood, Tim Forrest, Susie Forrest and Simon Manuel had not been available at the previous Planning Committee meeting, to approve the minutes of the March 2018 Planning Committee Meeting. At this meeting there were insufficient attendees from the Planning Committee meeting to approve the minutes.
RESOLVED: To carry over approval of the draft minutes of the March Planning Committee Meeting to the (Planning) meeting on 24 May 2018.
- 18:02 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>.
- 19.00 WORKING AND ADVISORY GROUPS.
(In conjunction with Item 10.00 above).
- 19.01 ENVIRONMENT & AMENITIES GROUP (EAG). RU. Update on EAG matters.
There was no update from this group.
- 19.02 BROADBAND GROUP (BBG). TF. Update on BBG matters.
TF updated the meeting. 6 months along with the High Street Green project and nothing has happened... BT has sacked their project managers but are still promising the end of 2018 to complete the project. The installation of Broadband at Fisher Lane is progressing well.
- 19.03 NEIGHBOURHOOD PLAN DEVELOPMENT GROUP (NPDG). CT. Update on NPDG matters.
CT reported that the WBC Consultation on the Green Belt and Settlement Boundaries starts on the 25 May and ends on the 09 July. CT will draft a response and pass this to the Clerk.
ACTION: CT to draft a response to the WBC Review of the Settlement and Green Belt Boundaries.
- 19.04 EMERGENCY PLAN GROUP (EPG). RU. Update on EPG matters.
There was no update from this group.
- 19.05 ROAD AND TRAFFIC GROUP (RTG). TF. Update on RTG matters.
TF reported on a petition from residents opposite Dunsfold Ryse which was sent to SCC and has been ignored. A meeting with Adrian Selby, SCC was met with reluctance to calm traffic the whole length of High Street Green but some straight-forward measures, classed as Stage 1 project, he can do, for example: some changes to the road signage. Adrian left information on traffic calming and TF and the residents will work for six months with Adrian to implement measures to slow things down. It was noted that 40mph on this stretch is not possible due to lack of Police support for changing National speed limit criteria.
Councillors reported on a cycling race that went through this village on 05 May. The cyclists were extremely rude to residents and other road users and the Clerk was asked to find out who the organizers were and to lodge a complaint. The Clerk reported that this was not a race that was pre-advised to the County or to this Council so the only way to find out who organised it would be by word of mouth. Councillors will ask residents if they have any information.
ACTION: Clerk to find out who organized the cycle race through the parish on 05 May 2018.

- 19.06 VILLAGE MAINTENANCE GROUP (VMG). CT. Update on VMG matters.
There was no update from this group.
- 19.07 RECREATION GROUND MAINTENANCE GROUP (RGMG). DH. Update on RGMG matters.
There was no update from this group..
- 20.00 PARISHIONERS' CORRESPONDENCE.
There was no correspondence.
- 21.00 OTHER CORRESPONDENCE AND BUSINESS.
- 21.01 GENERAL DATA PROTECTION REGULATION (GDPR).
The Clerk reported that an update on the GDPR has been received from the National Association of Local Councils (NALC), to the effect that an amendment to its Data Protection Bill has been tabled by the Government to exempt Town and Parish Councils from the requirement to appoint a Data Protection Officer (DPO). This information had also been passed down to local councils by the Surrey Association of Local Councils (SALC), whose recommendation to appoint a DPO who is not the Clerk remains unchanged. The update was NOTED.
RESOLVED: to follow the requirements of the new regulation when it comes into force on 25 May, but not to appoint a DPO or to purchase any external Data Protection services.
- 20:25 PUBLIC QUESTIONS.
There were no public questions.
- 20:25 END OF PUBLIC QUESTIONS.
- 22.00 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.
- 22.01 PARISH ANNUAL ASSEMBLY ARRANGEMENTS.
It was AGREED that SM will organize and host the Parish Annual Assembly as DH is not available. As outgoing Chairman RH will present the Chairman's report for the previous year.
- 23.00 FINANCE AND COMPLIANCE GROUP (FCG).
- 23.01 GOVERNANCE STATEMENT.
The Chairman read the Annual Governance Statement to the Council and marked the form to indicate the compliance assertions of the Council. The signed form will be sent to the External Auditor in due course.
- 23.02 FINANCIAL STATEMENT OF ACCOUNTS.
Council NOTED that the financial statement of accounts for the month to 30 April 2018 was not available because the 2017/18 year end accounts have yet to be approved and so no postings have been done for this year.
- 23.03 RECEIPTS, PAYMENTS AND RATIFICATIONS.
RESOLVED: To NOTE 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 2018/2019 budget and as detailed on the Order for Payment.
- 23.04 PARISH RISK ASSESSMENT.
The 2017-2018 risk assessment had been carried out and changes made or suggested to further mitigate risk.
RESOLVED: to approve the risk assessment (and to NOTE the current Fixed Assets as in the attached register).
- 23.05 PARISH INSURANCE.
RESOLVED: To approve continuation of the parish insurance policy. (In accordance with the 2017-2018 and 2018/2019 budgets).
- 23.06 INTERNAL AUDITOR.
RESOLVED: To approve the appointment of Mrs Sheila Danson as Internal Auditor for the year 2018/2019.
- 23.07 CLERK'S PAY SCALE INCREASE. In accordance with the NALC pay increases for 2018-2019 for Clerks employed under the terms of the model contract, Clerks' salaries have been increased from 01 April 2018.
RESOLVED: To approve implementation of the NALC model contract pay increase for the Clerk with effect from 01 April 2018.
- 24.00 DATE OF THE NEXT PARISH COUNCIL MEETING. (In accordance with the resolution at Item 17 above).
Recommendation: To note the date of the next meeting is the 14 June 2018.
(Items for the agenda are required by noon on Monday 04 June 2018.)