



# Chiddingfold Parish Council

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Chairman: Councillor Richard Hogsflesh  
Parish Clerks: Lauren Blatherwick  
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## MINUTES

Minutes of the Parish Council Annual Meeting held on Thursday 14 June 2018  
at 7.45 pm in the Charles Watts Room of the Village Hall.

CLRs Present: Cllr Daniel Hall, Chairman (DH) Cllr Simon Manuel (SM)  
Cllr Roger Underwood (RU) Cllr Anthony Johnson (AJ)  
Cllr Christine Tebbot (CT) [in attendance for items 1-6]

In attendance: Victoria Young (SCC) Public: 1  
Sue Frossard CiLCA PSLCC (Clerk), Lauren Blatherwick (Clerk)

Speaker: Yvette Ortel, Partnership Committee Officer (Waverley)

### 1.00 APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors Susie Forrest (SF), Tim Forrest (TF), Richard Hogsflesh (RH) and Neil Denyer (ND)

### 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 declarations of interest

### MOTION

The Chairman moved that Item 6.00 be brought forward due to CT's being unwell. RESOLVED unanimously.

### 6.00 NEIGHBOURHOOD PLAN (NP).

CT reported that the public consultation on LPP2 opened and runs until 9 July 2018. It is a lengthy and important document as together with LPP1 and the CPC Neighbourhood Plan, will form the suite of documents that all planning applications will be determined against until 2032. In addition to the specific parts concerning Chiddingfold, which mainly concern the village boundary, there are a whole range of general policies in this part of the local plan that will replace those in the current Local Plan 2. Some of the current plan policies have been held over while this new plan is in preparation, but once this plan is agreed (hoped to be adopted by the end of 2019), those saved policies then drop out. TF has prepared specific points in response to the consultation and the manner these go to WBC needs to be decided. Response options are online, email or post; CT recommended a postal response. CT reported that overall the proposal document is a thorough and forward-looking document and for the most part to be welcomed, in particular the reference to splitting up large buildings and prohibiting the amalgamation of small properties, which is a new approach, as is that of resisting gated developments. The proposals in respect of settlement boundary in Chiddingfold are as expected. What needs to be determined are the sites not currently included that CPC put forward for inclusion in the settlement boundary, SM's Housing Design group have been considering the options. CT reported that many other local parishes have yet to propose sites for inclusion, and WBC have referenced this and appear to be allowing for the possibility that those boundaries may change. CT indicated that the Neighbourhood Plan Steering Group (NPSG) will want to propose changes to the boundary as

proposed, but that it is in effect 90% agreed. CT raised that the housing allocation for Milford and Witley was left to Waverly as those PCs withdrew from the process and excludes all the sites that were put forward which were close to Chiddingfold parish boundary. CT reported that potential areas of challenge for CPC are on the strength of wording in relation to local green space and local centres and suggests that the PC considers the case for pursuing the inclusion of Chiddingfold as a local centre.

The Clerk advised that as the consultation response deadline is before the next full council meeting, the options under which the CPC can approve a response are either an Extraordinary Meeting or an informal meeting with all in attendance followed by ratification at the July PC meeting.

RU raised whether there should be separate responses from the NPSG and CPC as they are separate entities. CT stated previously it was agreed to have separate responses from CPC and NPSG and added that individuals may of course wish to do their own responses. RU added that WBC is keen to get broader feedback on the issues and process. CT raised her concern regards DN9 and the wording in relation to enforcement being loosely drafted which was a concern in the light of WBCs history on enforcement.

CT confirmed that she remains happy to draft a response on behalf of the CPC for consideration and invited SM's group to have input on S.2 (Design). SM agreed to ask the group for input.

**ACTION: CT to draft a response to LPP2 to be sent to the Clerk and for consideration by the NPSG and then for informal approval by councillors and finally ratification at the July Parish Council.**

Councillor CT left at this point

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**SPEAKER:** Yvette Ortel (YO), Partnership Committee Officer (Waverley), SCC Community Partnerships & Safety Team, Waverley Local Committee, gave a presentation on the structure and role of the Local Committee. Victoria Young (VY), SCC and Chair of Waverley Local Committee gave input

YO highlighted the existence of Members Community Fund (£5,000 per SCC Councillor) and encouraged CPC to consider applications and to share the existence of the scheme within the parish. YO will also provide details of other funds that will consider applications

YO is happy to share information on behalf of CPC on the WBC social media platforms

The Clerk stated that there are issues with getting communications from SCC and this needs to improve

VY gave details of highways funding arrangements.

RU expressed concern that the members of the Waverley Task Group Committee are drawn from larger towns and are not elected and are appointed by invitation. VY explained that SCC determine the make-up of the Borough Council on the committee.

**ACTION: The Clerk will arrange to advertise MCF funding availability in the community**

**ACTION: The Council is to consider projects and priorities to put forward for MCF funding**

**ACTION: The Clerk will bid for funding from the Waverley £25,000 allocation of SCC Local Committee Highways fund and will bid for funding from the SCC Lengthsman Scheme, when the forms have been received from SCC.**

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20:23 PUBLIC QUESTIONS. There were no questions. The resident advised they were present to see the operation of the Parish Council as contemplating standing in the future. 20:24 PUBLIC QUESTIONS ENDED

### 3.00 MINUTES OF THE MEETING OF THE ANNUAL PARISH COUNCIL HELD ON 10 MAY 2018.

The minutes of the Annual Parish Council Meeting on 10 May 2018 were approved and signed by the meeting chairman

### 3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS.

The following actions were reviewed, where not otherwise itemized in the minutes (outstanding in blue text):

**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. Actioned.

**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. RU has had a response, but not in time for inclusion in this meeting. Ongoing.

**MAY ACTION:** Clerk to find out who organized the cycle race through the parish on 05 May 2018. Clerk and RU had made enquiries, but not had a clear answer. It was felt that it was not appropriate for CPC to complain, as the

complaints were second hand and hearsay, and that it was for the individuals involved to raise any complaints with the police, if appropriate, or the race organisers. No Further Action.

#### 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.

<i>WA/2018/0831</i> <i>22 Jun 2018</i>	Construction of two dormer windows to rear elevations.	22 Turners Mead	No objection.
<i>26 Jun 2018</i>	Licensing Application	The Garden Cider Co.	No objection.
<i>NMA/2018/0065</i> <i>29 Jun 2018</i>	Amendment to WA/2018/0311 to provide alterations to cladding material	Beckhams, Coxcombe Lane	Approved already, just an amendment or materials. No objection.

The Planning Authority's decisions on recent applications are reported on the Waverley Planning portal - <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

#### 4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS.

The minutes of the Planning Committee meeting held on 24 May 2018 were noted.

#### 5.00 POLICING IN THE PARISH.

Nothing specific to Chiddingfold to report this month. There is lots of information on the Police website about properties in rural areas. Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received. No decisions to make.

#### 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. Nothing to report

#### 8.00 CONSULTATIONS.

##### 8.01 WBC's Economic Strategy (Deadline 26 June 2018).

RU stated WBC have put an embargo on this until 15 June 2018 so cannot discuss the response. Can decide whether to respond, but this needs to be done by 26 June as goes before WBC committee on 15 July. There is not time to bring a draft response back before CPC full meeting. The Clerk commented that WBC do not seem to have understood the timing constraints for the CPC. The Clerk suggested the timing issue could be raised with WBC whether or not a response is given.

AGREED: Councillors will provide any pressing comments they have to the Clerk

ACTION: Councillors will provide comments to the Clerk

ACTION: The Clerk to respond with any comments received, otherwise to respond that there is no comment as there has not been proper time to consider it.

#### 9.00 CORRESPONDENCE AND GENERAL BUSINESS.

##### 9.01 Rev Sarah Brough

DH stated that Rev. Sarah Brough has contributed to the parish and feels that the CPC should make a gesture to recognise this.

ACTION: To consider options as to how CPC can mark appreciation for Sarah's contribution to the parish.

The Clerk gave details of a voice mail. CPC was asked by a representative of St. Mary's church whether it would give grant funding for them to carry out improvements and provision of a disabled toilet and other improvements to other facilities at the church, which they are required to do as they are a public building. The Clerk has responded to say that a formal grant application would need to be made. RU felt there needed to be fuller and further particulars.

#### 10.00 LATE ITEMS.

RU raised whether the parish would be marking the end of the Great War by way of an event or other means in November and suggested that this should go on the agenda for the next full meeting. The Clerk suggested that councillors research options in advance of the next meeting so a proposal could be considered in July. DH indicated he would work with RU and others on this. AJ suggested the possibility of a beacon.

**ACTION:** RU/DH to invite other councillors to work with them to come up with suggestions for a commemorative action / event which can then be brought to a future meeting for consideration.

#### 11.00 FINANCE AND COMPLIANCE GROUP (FCG)

11.01 FINANCIAL STATEMENT OF ACCOUNTS DH invited the Clerk to speak in the absence of TF. Clerk reported that the income and expenditure was as expected and in line with the budget. The first payment of the Precept has been received and put to reserves as per the budget.

**APPROVED:** the financial statement of accounts against budget for the year to 31 March 2019 was approved.

11.02 RECEIPTS AND PAYMENTS. The Clerk read out the proposed income and expenditure for May from the Order to Pay form. DH questioned the lack of detail on the invoice from Nexus in relation to the Neighbourhood Plan, although this had been requested before.

**PROPOSED (DH):** To stop payment to Nexus pending further detail, but to pay the other 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 2018-2019 budget.

**RESOLVED:** (Unanimous).

**ACTION:** Clerk to stop payment of the Nexus invoice and seek further detail.

#### 11.03 APPROVE THE UNAUDITED ACCOUNTS FOR 2017-2018.

The Clerk confirmed that the accounts were unaltered from those previously circulated, but the Chairman's signature is required on the audit form.

**RESOLVED:** The Council unanimously approved the unaudited accounts for the year 2017-2018 and the Chairman signed the audit form accordingly.

#### 11.04 SCC PENSIONS STATEMENT OF GDPR

**NOTED:** Surrey County Council's Memorandum of Understanding in respect of GDPR as it applies to the Local Government Pension Scheme

#### 11.05 CLERK'S CONTRACT

**PROPOSED (DH):** That the contract for the new Clerk, which is based on the NALC Model Contract for Clerks, be approved.

**RESOLVED:** the was unanimously resolved

#### 11.06 EMPLOYEE PRIVACY POLICY

The Clerk explained we are required to have this notice under the GDPR and it will be attached to the clerks' contracts. A number of other policies are also being drafted to comply with the changes under the GDPR and a new email system has been set up. SM stated that the changes will need to be consistently implemented and The Clerk explained that there will be more detail on specific duties and systems for handling of data within the policy that is still in draft.

**PROPOSED (DH)** to approve this Council's Privacy Notice on retention and use of employee private data

**RESOLVED:** (unanimous)

12.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]  
The next Parish Council Meeting will be on Thursday 12 July 2018 in the CWR of the Village Hall, commencing 19:45