



Chiddingfold Parish Council

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Chairman: Councillor Daniel Hall
Parish Clerks: Lauren Blatherwick
and Sue Frossard CiLCA PSLCC
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MINUTES

Minutes of the Parish Council Meeting held on Thursday 12 July 2018
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Daniel Hall, Chairman (DH) Cllr Simon Manuel, Vice-Chairman (SM)
Cllr Roger Underwood (RU) Cllr Anthony Johnson (AJ)
Cllr Christine Tebbot (CT) Cllr Tim Forrest (TJ)
Cllr Susie Forrest (SF) Cllr Neil Denyer (ND)
Cllr Richard Hogsflesh (RH)

In attendance: Lauren Blatherwick (Clerk) (CLB), Sue Frossard CiLCA PSLCC (Clerk) (CSF) (Observing)
Public: 0

1.00 APOLOGIES FOR ABSENCE.
None

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

3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14 JUNE 2018.
Approval of the minutes of the Meeting held on 14 June 2018. The minutes were not available for signature, carried over to the meeting of the Parish Council on 27 September 2018.
PROPOSED: RH. SECONDED: ND
RESOLVED: Unanimously, to approve the June minutes.

3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS.
The following actions were reviewed, where not otherwise itemized in the minutes (outstanding in blue text):
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 further information which it is intended to bring to the September meeting. Ongoing.
RU further advised that the signposts that used to be in place including at the junction of Pickhurst Road and Petworth Road were heritage items. Costing information for replacing these with metal signs has been produced. CT reported that an historical architect has already made a plan drawing in relation to replacement of Heritage Signs. SF stated that SCC lost the original signs. RU will bring a proposal to the September meeting Ongoing.
MAY ACTION: CT to draft a response to the WBC Review of the Settlement and Green Belt Boundaries. Actioned.

JUNE 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. Actioned as a joint response with the May action above. Actioned.

JUNE ACTION: The Clerk will arrange to advertise MCF funding availability in the community. Actioned.

JUNE ACTION: The Council is to consider projects and priorities to put forward for MCF funding. The provided leaflet didn't disclose any new funding opportunities. Actioned

JUNE 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. New forms have not been received and this will be followed up with SCC. Ongoing.

JUNE ACTION: Councillors to provide any comments to the Clerk in respect of WBC's Economic Strategy and the Clerk to respond to WBC with any comments received, otherwise to respond that there is no comment as there has not been proper time to consider it. There were no responses and insufficient time to respond, the Clerk will comment that the time allowed for responses was inadequate. Ongoing.

JUNE ACTION: To consider options as to how CPC can mark appreciation for Rev Sarah Brough's contribution to the parish. CT made a proposal, which was agreed by the council. Actioned.

JUNE ACTION: Armistice Day - 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. RU reported that various ideas were considered and the proposal settled on was to join the National Beacon event and to have a Beacon at the top of the Green, subject to permission being granted. It hadn't been possible to join the National Piper event, but a choir has agreed to sing. Actioned. CT made Councillors aware of a village Last Post Concert also taking place within a National concert framework, which will be at the end of October.

JULY ACTION: CT informed Councillors of a National tree-planting memorial scheme under the auspices of the War Graves Commission – planting a tree for every lost soldier, with trees provided by the Woodland Trust. CT will look at location proposals for this to bring to the September meeting. Ongoing

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.

There were no planning applications to consider.

RU reported from the Town and Parish meeting on 2 July 2018. Neighbourhood Plan preparation can incorporate the community's wishes for where CIL money should be spent and on what projects. There are new personnel at WBC, one of whom specifically deals with s106 and CIL monies and Clerks can write to ask where s106 money was spent. From 8 August WBC will only deliver plans to Parishes (all save two parishes) electronically and if Parishes have any difficulty with specific plans they will send by pdf.

ACTION: Clerk to write to WBC to ask where s106 money was spent.

As a result of GDPR old applications will now only be available at specific computer terminals in WBC's offices and in a redacted format.

On 1 June a new decisions process 'Permissions in Principle' came into effect. It will be subject to s106 / CIL. No applications under this have been made yet.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS.

The minutes of the Planning Committee meeting held on 28 June 2018 were noted.

5.00 POLICING IN THE PARISH.

Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received. SF invited DH to update on progress of plans for a meeting with the PCSO and local licensees. DH informed that an informal meeting is planned so the PCSO has agreed to come and offer advice in respect of antisocial behaviour in the village. SF reported there had been 2 recent reports of burglaries in the village.

6.00 NEIGHBOURHOOD PLAN.

Recommendation: To receive an update on NP matters not detailed elsewhere on this agenda.

CT reported that over past 2 days meetings have been completed with all the landowners and their agents / representatives that responded to the call for sites. The meetings were very informative and will be followed up with a sites meeting on 07 August 2018 to feedback information from these meetings along with feedback from the site visit with Natural England on 26 July 2018. SF noted that 26 July is also the date of the planning meeting. RU will coordinate attendance to ensure that that meeting can be quorate. CT confirmed that meetings will be minuted.

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. High Street Green is progressing

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

7.01.04 Road and Traffic Group (RTG) – TF. TF reported on a SCC report investigating the roles of the Local Committee for Waverley Villages. Committees involve councillors from WBC and SCC and it proposes that the constitution of some of those committees is changing, funding and roles and areas it covers are to be increased to try and improve local control over spending. It was a fairly critical report saying that the communication between officers and the local committees is pretty dreadful, which has been TF's experience, and communication between local committees and the public should be increased.

RU informed the meeting of a recent document identifying the first 100 roads to have works done to them and at number 99 was High Street Green, but it didn't say what was to be done. TF reported that some traffic slowing measures / signage was his understanding and that resurfacing, despite being needed, is not expected given the overall budget available.

7.01.05 Village Maintenance Group (VMG) – CT. CT reported that the posts on the Village Green had been repainted. SF asked about re-fixing the posts as they are simply stood loose in the holes. The Clerk (CSF) advised that they act as a deterrent and that hard fixing them would risk them breaking if hit again meaning more cost to replace them.

ACTION: Clerk to make arrangements to have the posts better supported by filling the post holes with soil.

7.01.06 Recreation Ground Maintenance Group (RGMG) – DH. Nothing to report

8.00 CONSULTATIONS.

8.01 WBC Local Plan Part 2

Due to insufficient time being available an informal meeting of 7 councillors took place on 02 July 2018 to consider the Council's response to the consultation. The response was unanimously agreed by those councillors present at that meeting.

PROPOSED: to ratify the response sent following a unanimous vote of councillors present at an informal meeting convened on 02 July 2018.

RESOLVED (8 in favour 1 abstention)

8.02 WBC Dog Control Consultation - Public Space Protection Orders (PSPO)

WBC are consulting on 2 separate PSPOs in relation to dogs. The first is in relation to dog fouling and applies to all public land across Waverly, requiring owners to pick up and dispose of their dog's waste. The second is multi-part and proposes restrictions on when and where dogs may be off lead, the exclusion of dogs entirely from certain specified areas and to limit the number of dogs in the control of one person to 4 in publicly accessed open spaces. It was NOTED that there is only one specified site within Chiddingfold, this proposes to ban dogs from the play area and tennis courts at the Combe Road Recreation Ground. The Council has no duty regards enforcement and it is unclear at what level enforcement will take place. The Clerk (CSF) reported that local residents have put up signs obtained from WBC to tell owners to clear up after their dogs.

WBC Dog Control Consultation - Public Space Protection Orders (PSPO) is NOTED and councillors may respond individually.

9.00 CORRESPONDENCE AND GENERAL BUSINESS.

The Clerk (CLB) updated the Council on the progress of the project to provide a community A.E.D device. It is intended to go into operation on 16 July 2018 at which point it will be notified to the local ambulance service.

Over 30 local people have been trained on its use as well as CPR and basic first aid, and the staff of the Crown will also be trained in September. SM fed back that the training had been excellent.

10.00 LATE ITEMS.

AJ asked whether the Council had been given notice of the roadworks replacing gas piping between Coxcombe Lane and Woodside side, which started today. It was not included on the Highways Bulletin for this week. Clerk (CSF) informed that no notice had been given to Council, but that if the road wasn't closed then formal notice wasn't required.

SF raised that a leaflet has been received in respect of the next Town and Parish Council elections taking place May 2019, seeking volunteers to attend an event giving information to prospective candidates. SF also reminded Council that arrangements to encourage applications for election to this Council should be considered.

11.00 FINANCE AND COMPLIANCE GROUP (FCG)

11.01 FINANCIAL STATEMENT OF ACCOUNTS TF reported that the income and expenditure was as expected and spending is in line with the budget.

PROPOSED (DH): to approve the financial statement of accounts against budget for the year to 31 March 2019.

RESOLVED: (Unanimous).

11.02 RECEIPTS AND PAYMENTS. The Clerk informed the Council that the only noteworthy payment to be made is the High Street Green broadband grant £212.22. In line with the Council's decision in June payment of the Nexus invoice was stopped and further detail sought. A new detailed invoice had now been received and was included on the Order to Pay list for approval. Clerk (CSF) stated that Nexus have also provided a cost estimate for further technical work in relation to the Draft Neighbourhood Plan. This is work that the Council does not have resources in-house to undertake and has been identified as necessary by the NPSG. The estimate had been obtained in advance of work starting and circulated to DH and TF on 05 July.

PROPOSED (DH): To resolve to pay the payments as detailed on the Order to Pay, including the Nexus payment stopped at the June meeting. There were no payments to ratify.

RESOLVED: (Unanimous).

11.03 REVIEW OF EXISTING POLICIES

Clerk (CLB) explained that these policies were due review in light of passage of time, and in the case of the Model Publication Scheme, there had been an update from the Information Commissioner's Office.

11.03.01 Complaints - Clerk (CLB) explained that a new version of the policy was proposed, it removed any reference to Mediation which was probably not the correct term as used in the previous version. It also brings in an appeals process for decisions made by the Clerk on complaints. Serious complaints will be heard by the full Council, but it is intended for matters to be dealt with by the Clerk where possible.

11.03.02 Grants and Donations – Clerk (CLB) explained that no change, save header information was proposed.

11.03.03 Memorials- CT was concerned about some ambiguity brought forward from the original policy wording and whether the policy in respect of seats only applied to the Village Green. It was clarified that it applied to publicly owned land across the Parish. CT thought this should be specifically stated. CT though likewise, in relation to trees, it should be stated that the policy applied to trees on Waverley owned land. The council APPROVED the suggested alterations.

11.03.04 Model Publication Scheme - Clerk (CLB) explained that this mirrors the ICO policy exactly. This new version contained 2 changes, which were not of direct application to this Council.

PROPOSED (DH): to adopt the policies: Complaints, Grants and Donations and Model Publication Scheme as amended and to adopt the policy on Memorials subject to the 2 identified changes approved by the Council.

RESOLVED: (Unanimous).

ACTION: Clerk to make the approved amendments to Memorials Policy

11.04 NEW POLICIES

The Clerk (CLB) explained new policies have been drafted to demonstrate appropriate practices and comply with legislative requirements.

11.04.01 Data Protection Policy – The Clerk (CLB) explained that this is an overarching policy dealing with general data management practices and the specific requirements of GDPR. It incorporates specific procedures for data handling and retention and requirements in relation to I.T. security and practices. The issue of retention of previous planning

application records was discussed in the light of WBC changing how it will make these records available in the future. Councillors expressed concerns about the procedures in Annex 1 in respect of the practicalities of not storing data on mobile devices, cloud systems, and the proposed requirement to use of encrypted storage systems. Councillors do not have specific computers for Parish Council work and use their personal devices, it was AGREED that arrangements to ring-fence Parish Council data from councillors' personal data needed to be properly thought through before this policy can be fully considered and it may be appropriate for the Parish Council to fund additional I.T. facilities. CT raised whether Data Protection was the appropriate title for Policy and whether Privacy Policy was better. Clerk (CLB) suggested a change to Data Protection and Privacy Policy, this was AGREED.

Councillors also reported problems using the new secure email system and Clerk (CSF) explained that the new system is a critical part of the data protection arrangements going forward as all data is securely stored on the server which is

fully GDPR compliant. The system is still within a testing period and issues should be logged with her so she can feed back and have changes made.

SF left the meeting at 20:55

The Clerk (CSF) explained that the new system could not be set-up for emails to be brought down onto personal mobile phones, the security of it came from being a system where emails (incoming and outgoing) are held and administered on a secure mail server and not dispersed to individual's devices.

TF left the meeting at 21:00

The Clerk (CSF) will arrange individual training for councillors on the new email system and on data storage options. Clerk (CLB) asked that councillors feedback the specific difficulties / requests they have in respect of the new system.

ACTION: Councillors to feedback to Clerk (CSF) comments in relation to the new email system

ACTION: Clerk (CSF) to offer training to Councillors on the new email system

ACTION: Clerk to consider the options for Councillors with regards to storage of Council data given that they are not provided with computers for Council business.

PROPOSED: To adjourn consideration of the proposed Data Protection Policy pending further consideration of how it's requirements in relation to digital information storage can be best met.

RESOLVED: (Unanimous)

11.04.02 Equality and Diversity – The Clerk (CLB) explained that there was no new legislation to take account of, but a policy was required to demonstrate the Council's awareness of its overarching responsibilities to act in ways that are fair and non-discriminatory.

SF and TF returned to the Meeting at 21:02

PROPOSED: To adopt the proposed Equality and Diversity Policy

RESOLVED: (Unanimous)

11.05 PRIVACY NOTICES

The Clerk (CLB) explained that provision of appropriate Privacy Notices setting out how an individual's data is processed and the authority for doing so are a requirement under the GDPR.

11.05.01 Applicants for Employment to be provided with a copy as part of any recruitment process.

11.05.02 the General notice is aimed at the public and will be for use on the Council's website.

11.05.03 the Correspondence notice is a form of words to go at the end of emails as a signature to the public and with any written correspondence. To be used whenever new personal information is received.

PROPOSED: To resolve to approve this Council's Privacy Notices as follows: Applicants for Employment, General, and Correspondence.

RESOLVED: (Unanimous)

TF noted that the list of Powers annexed to the draft Data Protection Policy is comprehensive and proposed that the Council set more longer-term objectives. Clerk (CSF) explained that individual working groups should bring projects forward for potential incorporation within the budget. TF stated that the Neighbourhood Plan will also bring forward a set of objectives for the next 10 years.

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 13 September 2018 in the CWR of the Village Hall, commencing 19:45.