



Chiddingfold Parish Council

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Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick
Deputy Clerk / RFO: Sue Frossard CiLCA PSLCC
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[DRAFT] MINUTES

Minutes of the Parish Council Meeting held on Thursday 11 October 2018
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Simon Manuel, Chairman (SM)
Cllr Neil Denyer (ND)
Cllr Richard Hogsflesh (RH)
Cllr Tim Forrest

Cllr Susie Forrest (SF)
Cllr Anthony Johnson (AJ)
Cllr Christine Tebbot (CT)

In attendance: Lauren Blatherwick (Clerk) (LB)

Public: 1
Cllrs Simon Inchbald WBC and John Gray WBC

1.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Daniel Hall (DH), and Roger Underwood (RU).

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.

3.00 MINUTES OF THE MEETINGS OF THE PARISH COUNCIL HELD ON 13 SEPTEMBER 2018

PROPOSED (RH) SECONDED (TF)

RESOLVED: (unanimous) To approve the September minutes

The minutes of the Meeting held on 13 September 2018 were approved and signed by the Chairman.

3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS

MAR ACTION: RU has discussed installation of signage to local shops with a parishioner. RU to follow up with the parishioner and bring information and any proposal to a future 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 them with metal signs has been produced. CT reported an historical architect has already made a plan drawing in relation to replacement of Heritage Signs. In September SF had some information about pricing to pass to RU in respect of finger-post signs to local villages. RU to bring a proposal forward. [Ongoing](#).

JUNE/SEPTEMBER ACTION: SCC Lengthsman Scheme. SCC have agreed to 2 grants to CPC for lengthsman work, however the schedule of work has not yet been agreed and SCC have changed from paying the grant up front to paying after all work completed. Cllr Young of SCC is taking the funding point up with SCC. [Ongoing](#).

JUNE ACTION: WBC's Economic Strategy, the Clerk to respond to WBC and comment that the time allowed for responses was inadequate. Actioned.

JULY ACTION: CT to look into participating in the 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 reported that arrangements have been made for planting of 52 trees to form a public memorial complete with

memorial bench. The WW1 Memorial Wood Committee hope to have a volunteer planting event in November.
 Actioned
 SEPTEMBER ACTION: Clerk to write back to WBC seeking further clarification about where Chiddingfold s106 funds have been spent. [Ongoing](#).
 JULY ACTION: Clerk/RFO to consider secure digital data storage options for Cllrs. [Ongoing](#).
 SEPTEMBER ACTION: Planning Committee to prepare a response to the Government Fracking Consultation. Actioned.
 SEPTEMBER ACTION: Clerk to write to the Pavilion user groups regards Fire Door and access to fire extinguishers. Actioned.
 SEPTEMBER ACTION: Clerk to contact the Insurers / Brokers to start potential claim process. Actioned.
 SEPTEMBER ACTION: Clerk to write to Chiddingfold Golf Club to inform them of the Council's decision to await the outcome of the Neighbourhood Plan before determining use of Petworth Road Recreation Ground. Actioned.
 SEPTEMBER ACTION: Clerk to contact Ian Hare of APCAG and invite him to attend a future meeting to brief Council. 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/2018/1582 23 Oct 2018	Erection of extension and alterations following demolition of existing extension.	3 Foxwood Close, Wormley	No objection
NMA/2018/0123 18 Oct 2018	Amendment of WA/2016/0618 to provide alterations to elevations including new car port and timber shed.	Catsprey Pook Hill.	No objection

The italicized dates in the first column are the response deadline dates given to this Council.

4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS

NOTED: The minutes of the Planning Committee meeting held on 27 September 2018.

5.00 POLICING IN THE PARISH

Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received. SF reported there had been report of 2 vehicle thefts September and that police have raised an issue about the number of hoax calls recently, particularly by young people / children.

6.00 NEIGHBOURHOOD PLAN

CT reported that writing up is continuing to progress towards the Regulation 14 consultation on the draft plan. Next NPSG meeting is 18 October.

6.01 TF confirmed that WBC's request for the proposed sites for allocation of 130 homes under LPP2 has been met and WBC are not asking for more information at this time.

NOTED: WBC have been provided with the currently proposed sites for the 130 homes allocated to Chiddingfold by WBC under LPP2.

6.02 TF introduced the proposed letter to site owners that sets out the process going forwards to reach a final decision on the contents of the draft NP. It is hoped that this will reduce the queries from site owners pending the Regulation 14 consultation, which will set out the reasoning behind the site selections. The letter has been drafted with the assistance of the NP consultants. It is hoped the draft plan for Regulation 14 will be prepared by the end of the year / Jan 2019 and consulted on thereafter. That consultation informs a review before the draft goes to WBC for approval, after which is there is independent examination and ultimately the public referendum, probably at the end of 2019.

PROPOSED (TF) SECONDED (ND)

RESOLVED: (unanimous) To approve the terms of the letter to site owners setting out the site allocation process within the draft NP and stages required before finalisation.

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. RU not present.

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

7.01.03 Emergency Plan Group (EPG) – RU. SF noted that the contacts in the plan are being updated.

7.01.04 Road and Traffic Group (RTG) – TF. Clerk raised that residents reports about the hedge on Coxcombe Lane. SM clarified that the hedge is encroaching onto the road. Clerk reported it is an SCC matter. CPC have no authority to cut it. SCC delegated power and grant funding once before and this can be looked at again, but firstly residents must report to SCC. CT identified that there are timing issues re. hedge cutting from a wildlife perspective. SF stated that complaints from residents are more persuasive with SCC than any from the CPC.

7.01.05 Village Maintenance Group (VMG) – CT. CT raised concern about a lack of drainage maintenance by SCC and their seeming lack of understanding about rural drainage networks and off-road drainage in particular. It was suggested Clerk raise the issue of the lack of maintenance e.g. that grips are not dug out in. TF raised that the A283 is particularly bad and that grips are completely unmaintained leading to surface flooding and road narrowing. CPC is not permitted to undertake the work. **ACTION: Clerk to raise the issue with SCC.**

7.01.06 Recreation Ground Maintenance Group (RGMG) – DH. DH not present.

20:27 PUBLIC QUESTIONS.

MoP asked whether there was a risk of Fracking taking place in Waverley. TF - not that the CPC are aware. Clerk clarified that the questions in the consultation were looking at excluding AONB from the permitted development changes.

Cllr Gray (WBC) spoke to say that he was pursuing greater recognition of rural businesses, particularly land industries (farming, equestrianism etc) within the WBC economic strategy, as these are largely ignored in the draft strategy. He shared the concerns of CPC regards difficulties of local councils accessing s106 and PIC money and that the chairman of the audit committee had reported that £1.6 million in s106 money was unclaimed.

PUBLIC QUESTIONS ENDED 20:34

8.00 CORRESPONDENCE AND GENERAL BUSINESS

Clerk reported that a resident had called expressing concerns about a lack of local public transport and where people will be able to bank when the post office closes. It was noted that franchise applications put forward have not been successful. CT proposed that the council seek support from Jeremy Hunt MP on the issue.

ACTION: CT to look into the reasons why the franchise application was not successful and what influence CPC might bring to support retention of a post office in Chiddingfold.

8.01 REPAIR TO CAR PARK – COXCOMBE LANE RECREATION GROUND

Clerk updated with a 4th quotation received that day. The quotations were discussed without names. Quotes 1 and 2 were put to a vote. SM having become aware of the name of one of the companies abstained.

QUOTE 1: 5 in favour QUOTE 2: 1 in favour

RESOLVED: To accept quote 1 at a cost of £1,800

ACTION: Clerk to accept quote 1 and arrange for work to be done.

8.02 RAG SOLUTIONS

Rag Solutions Int Limited have proposed two textile collection services they offer: fixed textile banks for either a rental to CPC of £70/month or £400/tonne; or Kerbside Collections – twice monthly in exchange for £400/tonne collected. Very limited information about the company was available online. It was noted that previous collection bins led to issues with fly-tipping and kerbside collections cause obstructions.

RESOLVED (unanimous): Not to take up either proposal.

8.03 PEDESTRIAN AND DISABILITY ACCESS AROUND THE GREEN (resident raised issue with the Clerk)

ACTION: Clerk to ask to meet with the resident in order to better understand the issues and report back to Council.

8.04 LAMP POST POPPIES

Clerk reported that 20 additional poppies had been ordered, but currently there is no stock available and CPC was on the waiting list. If stock becomes available the order will be paid for from the Chairman's allowance. CT informed the council that a display of 52 poppies will be put up on St. Mary's Church.

9.00 LATE ITEMS.

9.01 WW1 Remembrance Tribute

SM gave details of CPCs involvement with the 'Battle's Over' international commemorations. There will be a beacon, the last post will be played, a reading, church bells will be rung and there will be refreshments after. Clerk is to arrange advertising.

9.02 SCC Consultation on School Admissions

Clerk noted there does not appear to be any significant impact on Chiddingfold. Cllrs to consider whether it should be included on the next agenda.

10.00 FINANCE AND COMPLIANCE GROUP (FCG)

10.01 2017/18 AUDIT REPORT

NOTED: The 2018/18 audit was completed without issue and the Notice of Conclusion of Audit has been advertised.

10.02 PUBLIC WORKS LOAN – EAR-MARKED RESERVE

Proposal made by the RFO and deferred from the September PCM. TF noted that responsibility for Emergency Funding is with SCC and WBC and that there is no real use for the Emergency Plan EMR anymore. Clerk reported that no spending had taken place from the Emergency EMR since its establishment.

(The members of the public left during this Item)

PROPOSED (TF): To transfer £20,000 from the Recreation Development EMR and £5,000 from the Emergency Plan EMR to the PWL EMR immediately. SECONDED (RH).

RESOLVED (unanimous)

ACTION: RFO to make the approved transfers.

PROPOSED (TF): to defer the future budgeting for the PWL EMR for consideration as part of the 2018-19 budget process. SECONDED (RH).

RESOLVED (unanimous).

10.03 FINANCIAL STATEMENT OF ACCOUNTS.

Clerk explained variations on the budgeting to date.

PROPOSED (TF): to approve the financial statement of accounts against the 2018/19 budget for the year to date.

SECONDED (CT).

RESOLVED: (unanimous).

10.04 RECEIPTS AND PAYMENTS.

The Clerk presented the Order to Pay form and summarised the payments including two payments since the last meeting for ratification.

PROPOSED (CT): To resolve to pay the payments as detailed on the Order to Pay and to ratify the payments necessarily made since the last council meeting and made in accordance with the 2018-2019 budget. SECONDED (RH).

RESOLVED: (unanimous).

11.00 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 08 November 2018 in the CWR of the Village Hall, commencing 19:45

12.00 CONFIDENTIAL BUSINESS

PROPOSAL (CT): that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted: Items 13.00 and 14.00. SECONDED (RH).

RESOLVED: (unanimous).

13.00 STAFFING MATTER

RESOLVED: (unanimous) in favour of option 1 of the two options contained in the confidential briefing.

14.00 POTENTIAL LAND PURCHASE

RESOLVED: (unanimous) Initial planning enquiries to be made before any further consideration.