



# 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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## MINUTES

Minutes of the Parish Council Meeting held on Thursday 13 September 2018  
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Daniel Hall, Chairman (DH) Cllr Susie Forrest (SF)  
Cllr Neil Denyer (ND) Cllr Anthony Johnson (AJ)  
Cllr Richard Hogsflesh (RH)

In attendance: Lauren Blatherwick (Clerk) (LB)  
Public: 4

### 1.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Simon Manuel (SM), Tim Forrest (TF) 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.

ND declared a personal interest in Item 9.01.

### 3.00 MINUTES OF THE MEETINGS OF THE PARISH COUNCIL HELD ON 14 JUNE 2018 and 12 JULY 2018

The minutes of the Meetings held on 14 June 2018 and 12 July 2018 were approved and signed by the Chairman.

PROPOSED: SF SECONDED: RH

RESOLVED: Unanimously, to approve the June and July minutes.

### 3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS

**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. *RU not present. 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. *RU not present SF had some information about pricing and will pass on to RU in respect of finger-post signs to local villages. Ongoing.*

**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 now been received from SCC in relation to a grant of £1,500, in addition to the £2,500 from Cllr Young. Cllr Young's grant is now being treated as Lengthsman payment by SCC and the Parish is required to complete a separate application for it. SCC are now not paying for the work until after completion, this substantial change is being raised with WBC. 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.

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. *CT not present. Ongoing*

JULY ACTION: Clerk to write to WBC to ask where s106 money was spent. Actioned. *It was proposed that the Clerk write back seeking further clarification about where Chiddingfold s106 funds had been spent. Ongoing*

JULY ACTION: Clerk to make arrangements to have the bollards better supported by filling the post holes with soil *This has been done and a more substantial job will be done once the ground is softer. Actioned.*

JULY ACTION: Clerk to make the approved amendments to Memorials Policy. Actioned.

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

JULY ACTION: Clerk (CSF) to offer training to Councillors on the new email system. *This has happened and more training can be provided if required in the future. Actioned.*

JULY 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. *Cllrs have been asked to complete an IT survey to inform this. 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.

#### 4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS

NOTED: The minutes of the Planning Committee meeting held on 26 July and 23 August 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 that no crime reports were received in August, but in July there had been 2 house burglaries and an attempted car break-in.

#### 6.00 NEIGHBOURHOOD PLAN

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

In CT's absence DH reported that the Steering Group meeting that was due this week has been moved back towards the end of the month. Polices are being put together and the draft is now very close.

#### 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 reported.

7.01.02 Broadband Group (BBG) - TF. Nothing reported.

7.01.03 Emergency Plan Group (EPG) – RU. Nothing reported.

7.01.04 Road and Traffic Group (RTG) – TF. SF reported on TF's behalf, in relation to the scheduled improvements to signage along High Street Green, the provision of signs by Surrey Highways is still awaited.

7.01.05 Village Maintenance Group (VMG) – CT. Nothing reported.

7.01.06 Recreation Ground Maintenance Group (RGMG) – DH. DH raised that an issue with the Pavilion is dealt with separately at item 9.01. SF raised that the Annual Pond Clearance event is approaching. The clerk reported that this has been advertised.

## 8.00 CONSULTATIONS

8.01 National Highways and Transport Public Representative Survey  
PROPOSED (RH) that councillors respond individually.  
RESOLVED: (Unanimous).

8.02 WBC Dog Control Consultation - Public Space Protection Orders (PSPO)  
WBC have extended the period of consultation and added additional areas in Witley.  
NOTED: The extension of time on the WBC Dog Control Consultation to 14 September.

8.03 WBC Consultation on the update of the Council's Gambling Act 2005 Statement of Principles 2019-21  
The Gambling Act 2005 requires WBC as licensing authority to prepare and publish a Statement of Principles every three years. The existing Statement of Gambling Policy was published in January 2016 and is due for review by January 2019. The consultation runs until 12 November 2018. Cllrs present did not feel there was a specific impact for Chiddingfold.  
NOTED: WBC Consultation on the update of the Council's Gambling Act 2005 Statement of Principles 2019-21.  
The council does not wish to respond.

8.04 Government Fracking Consultation  
Consultation by Government on the principle of whether non-hydraulic fracturing shale gas exploration development should be granted planning permission through a permitted development right, and in particular the circumstances in which it would be appropriate. This public consultation runs until 25 October 2018. SLCC are responding and wish to receive copies of any parish council responses. The clerk clarified that the consultation was not on the fracking process itself, but the planning regime under which exploratory drilling and works would be permitted. The Clerk reported that SLCC were concerned that the plan to bring this within permitted development was contrary to the democratic process. SF, DH and RH expressed views that full planning processes should be applied.  
PROPOSED: Planning Committee be asked to prepare a response on behalf of the Council.  
RESOLVED: (Unanimous)  
[ACTION: Planning Committee to prepare a response to the Government Fracking Consultation.](#)

## 9.00 PAVILION – COXCOMBE RECREATION GROUND

9.01 Condition of the Pavilion  
The Clerk and Deputy Clerk raised concerns about the general condition of the building in July. Concerns were also raised about condition of the Fire Door, which is inoperable and had been retrofitted with key locks and the inaccessibility of the Fire Extinguisher. The Football Club and Youth Group have a full maintaining and repair license for use of the Pavilion.  
PROPOSAL: Clerk to seek written confirmation from all user groups that the Fire Door will always be kept unlocked while the building is occupied and that access to fire extinguishers will not be obstructed, and that failure to do so will cause the Council to consider immediate suspension of licence / permission to use the premises.  
RESOLVED: (Unanimous)  
[ACTION: Clerk to write to the Pavilion user groups regards Fire Door and access to fire extinguishers.](#)

9.02 Structural Damage  
The existence of structural damage to the Pavilion extension was reported by the Football Club on 20 August 2018 and subsequently viewed by the Clerk and SM. The issue appears to be a separation of the extended part from the main building and is affecting the home changing room and referee's room. ND reported on his visit on 12 September with SM; there is no deterioration since the previous visit and there may even be a slight closure as a result of recent weather, the previous very dry conditions having exacerbated movement. There is no health risk posed in using the building. An expert assessment is required to determine what to do next. The clerk reported that the broker has asked for an initial report to start the process, DH felt that the insurers were likely to do their own report AJ asked if the extension was less than 10 years old, the Clerk said planning was granted for it in 1998 and it is older than 10 years. AJ questioned the building method, ND stated that SM had indicated that the approach used was in keeping with practice at the time.  
PROPOSAL: (DH) that the Clerk contact the brokers / insurance company to seek clarification of the process in respect of this potential claim and start the process.  
RESOLVED: (Unanimous)

**ACTION:** Clerk to contact the Insurers / Brokers to start potential claim process.

9.03 Pavilion Alarm

NOTED: that the contract with Absolute Security has been terminated. The equipment is the property of the PC and remains in situ should it be required in the future. The insurance underwriters have noted this on the policy and there are no negative insurance implications, the building remains insured despite no alarm being set.

10.00 CORRESPONDENCE AND GENERAL BUSINESS

10.01 Chiddingfold Golf Club – Lease of Petworth Road Recreation Ground

The Golf Club have enquired about the possibility of a long lease of the Petworth Road Recreation Ground for use as a Driving Range. DH said that the Clerk had been looking into another possible use of the site for Green Burials. The Clerk reported that the Green Burials issue had not been progressed as it was necessary to first deal with how the site was registered. This week the solicitors had been in touch and in fact the sale had not been registered, but they were now doing so and the land is being registered as held for Recreational Use. This can potentially be changed in the future. The Clerk raised that non-recreational development would trigger the overage provisions that were part of the conditions of sale and apply until November 2039. The fee would be 33% of the increase in land value arising from the grant of planning permission. In addition, a lease of over 7 years would be considered a disposal and would require a transfer of the overage condition to the lessee, under 7 years it remains with the Council. The Clerk felt that legal advice would be needed on whether a lease to the golf course would be considered recreational use by the Council given the golf club would be running it commercially. DH noted that this matter was maybe too early to consider as the Neighbourhood Plan (NP) was considering options for the site. ND thought the golf club's proposal was a good one in principle as it would provide a recreation facility and some income to the Council, while keeping the land maintained. SF reported TF's view that as there was some local support to the idea of a green burial ground, and that the possibility of contracting with a burial organisation should be explored to see if this was an option. Councillors felt that the outcome of the NP was required before decisions could be made. The Clerk felt that the NP process ought to be including preliminary explorations of the feasibility of the options it was considering. RH noted that the Golf Club had wanted to buy the land previously but the Council were the preferred purchaser.

PROPOSAL: (DH) That a decision on the Golf Club's proposal be deferred until the outcome of the Neighbourhood Plan is known.

RESOLVED: (Unanimous).

**ACTION:** Clerk to write to the 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.

10.02 APCAG (Association of Parish Councils Aviation Group)

The Clerk explained that the Council is not permitted to support campaign group and although APCAG states that it isn't a campaign group it does appear to share features of a campaign group. RH reported that there can be issues from aircraft noise in the Parish, particularly when planes approach to land from the East, which is about 20% of the time. DH suggested inviting Ian Hare of APCAG to attend to provide more information.

**ACTION:** Clerk to contact Ian Hare and invite him to attend a future meeting and provide more information.

10.03 VELO SOUTH CYCLE EVENT

NOTED: On 23 September the A283 at Fisher Street will be subject to a vehicle crossing point managed via a manually controlled traffic light system.

20:27 PUBLIC QUESTIONS - There were no questions.

10.04 LETTERS OF THANKS

NOTED: All budgeted community grants were paid in August and letters of thanks have been received from Reverend Sarah Brough for The Chairman's Exemplary Service Award  
Air Ambulance Kent, Surrey and Sussex for £500 donation  
Royal British Legion for £40 donation  
The Clockhouse for £1000 donation  
Citizens Advice, Waverley for donation

10.05 FLAGSTONE REPAIR – THE GREEN

NOTED: Repair has been completed to the loose flagstone at the top of the steps.

10.06 REPAIR TO CAR PARK – COXCOMBE LANE RECREATION GROUND

The Clerk has 1 formal and 1 informal quote and further quotes are pending.

RESOLVED: The damaged section of tarmac at the entrance to Coxcombe Lane Recreation Ground (consisting the larger part of the area shown in red on the photograph in the Agenda pack) be resurfaced. RESOLVED: The Clerk is authorised to decide the appropriate quote up to a cost of £1,300. Above £1,300 the matter to come back to Council.

ACTION: Clerk to obtain further quotes and arrange for the repairs (subject to the ceiling price of £1,300).

10.07 VILLAGE WELCOME LUNCH – 7 OCTOBER

SM is attending on behalf of the Bonfire Committee. DH is helping at the event in the kitchen. SF noted that CT normally attends. No other Councillors are available.

ACTION: The Clerk to ask CT if she is available and if not to ask SM if he is able to represent the Council in addition to the Bonfire.

10.00 LATE ITEMS.

There were no Late Items.

11.00 FINANCE AND COMPLIANCE GROUP (FCG)

11.01 FINANCIAL STATEMENT OF ACCOUNTS

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

RESOLVED: (Unanimous).

PUBLIC WORKS LOAN – EAR-MARKED RESERVE

The RFO's briefing on holding precepted funds for future projects in an identifiable EMR was tabled together with her recommendation that the unused portion of the increased precept for this purpose be moved back into its EMR, and not held in EMRs for other purposes until such time as a project(s) is identified and resolved by Council. DH reported that TF's view is that no adjustments or virements are required, that TF says he understands the position of the RFO, but doesn't feel the proposed changes are necessary and commented that TF is responsible for the accounts. The Clerk stated that no individual councillor is responsible for council finances; the RFO is responsible for keeping the parish accounts and for making recommendations to Council to inform their corporate decisions. The Clerk also stated that, if the RFO's advice was not accepted by the Council, this would be minuted. DH, SF and RH expressed views that the RFO and TF should be heard from before decisions were made.

PROPOSAL: (RFO) to transfer £20,000 from the Recreation Development EMR and £5,000 from the Emergency Plan EMR to the PWL EMR immediately; to budget to reserve £20,000 to the PWL EMR over the next four years; and thereafter to reserve £15,000 per year in the PWL EMR.

NOTED: The RFO's briefing on the PWL Reserve.

PROPOSAL: (RH) Resolution of the proposal of the RFO be deferred until the October meeting.

RESOLVED: (Unanimous) Resolution of the proposal of the RFO be deferred until the October meeting.

12.02 RECEIPTS AND PAYMENTS.

The Clerk presented the Order to Pay form and summarised the payments.

PROPOSED (DH): 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.

RESOLVED: (Unanimous).

12.03 HEALTH & SAFETY POLICY

The proposed policy was drafted to demonstrate appropriate practices and comply with legislative requirements and to comply with the Clerks' employment contracts.

PROPOSED (DH): to adopt the Health and Safety Policy as drafted.

RESOLVED: (Unanimous).

12.04 CLERKS CONTRACT

PROPOSED: The probationary period of three months for Lauren Blatherwick, Clerk to the Parish Council, has been satisfactorily completed.

RESOLVED: (Unanimous).

PROPOSED: In line with the NALC Model Contract for Clerks, a 1-point scale increase is awarded to the Clerk for satisfactory completion of the probationary period.

RESOLVED: (Unanimous).

12.05 DEPUTY CLERK / RFO CONTRACT (*The Contract of Employment had been emailed securely to Councillors ahead of this meeting.*)

This contract is based on the NALC Model Contract for Clerks and Deputy Clerks.

PROPOSED: To approve the Contract of Employment for Sue Frossard as the Deputy Clerk / Responsible Financial Officer as agreed at the May PC meeting.

RESOLVED: (Unanimous).

12.06 APPOINTMENT OF PROPER OFFICER IN THE ABSENCE OF THE CLERK

PROPOSAL: To appoint the Deputy Clerk, Suzanne Frossard, as Proper Officer in situations of the Clerk's absence

RESOLVED: (Unanimous).

12.07 ADDITIONS TO THE BANK MANDATE

PROPOSAL: To approve that DH, SM, and the Clerk be added to the list of approved persons on the Bank Mandate.

RESOLVED: (Unanimous).

12.08 ENCRYPTED DATA DISKS

NOTED: The Clerk and RFO are continuing to investigate purchase of encrypted hard drives or USB sticks for each councillor to use to store Parish Council documents securely on their personal devices and a questionnaire has been prepared to ensure compatibility with Councillors' personal devices.

13.00 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 11 October 2018 in the CWR of the Village Hall, commencing 19:45

14.00 CONFIDENTIAL BUSINESS

PROPOSAL: 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: Item 14.01 – due to commercial sensitivities.

RESOLVED: (Unanimous)

14.01 LAND VALUATION

A quote of £1000 for provision of land valuation has been obtained.

PROPOSAL (TF): that £1,000 be spent on obtaining a land valuation

RESOLVED: (Unanimous)