



# Chiddingfold Parish Council

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

Minutes of the Parish Council Meeting held on Thursday 08 November 2018  
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Daniel Hall (DH) Chairman  
Cllr Richard Hogsflesh (RH)  
Cllr Tim Forrest  
Cllr Susie Forrest (SF)  
Cllr Christine Tebbot (CT)  
Cllr Anthony Johnson (AJ)

In attendance: Lauren Blatherwick (Clerk) (LB)  
Public: 2  
(Cllr John Gray WBC)

### 1.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Simon Manuel, Chairman (SM), Neil Denyer (ND) 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 (SF)

RESOLVED: (unanimous) To approve the September minutes

The minutes of the Meeting held on 11 October 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 work for 2018/19 has now been agreed, however SCC have changed from paying the grant up front to paying on being invoiced for work completed. Work to end Oct 18 has been invoiced and payment is awaited. SCC have said invoices after 31/10 won't be paid until next financial year. Cllr Young of SCC is taking the funding point up with SCC. Cllrs to raise at next local committee [Ongoing](#).

SEPTEMBER ACTION: WBC's response to further questions about parish s106 funds is awaited. [Ongoing](#).

SEPT ACTION: Clerk to raise issue of highways drainage maintenance and digging out of grips with SCC. Actioned.

SEPT ACTION: CT to look into the reasons why the Post Office franchise application by a local business was not successful and what influence CPC might bring to support retention of a post office in Chiddingfold. CT - The Post Office declined the application for reasons of 'commercial confidence'. Local businesses through the NP process

have strongly indicated the need for a post office in the village. Jeremy Hunt MP should be written to seeking his support as he has been supportive of various campaigns to retain local post offices. [Ongoing](#).

SEPT ACTION: Clerk to accept quote 1 for the car park repair at Coxcombe Lane Rec and arrange for work to be done. Actioned.

SEPT ACTION: RFO to move the earmarked reserves as resolved at item 10.02 of the September PCM. Actioned.

SEPT ACTION: Overgrowing hedge on Coxcombe Lane. Cllrs to feed back to residents to raise the matter directly with SCC and Clerk to raise the issue with SCC. 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/2018/1693 16-Nov-18	Construction of vehicular access including installation of electric charging point and associated works.	1 Northbridge Cottages, Petworth Road	<b>Comment:</b> The PC agree with the separate concerns raised by both English Heritage and Surrey Highways. The Article 4 direction on those cottages was to prevent parking on that side of the road. Those cottages are of historic importance to the village as is the common land associated. It is very important to preserve the look of those cottages and gardens and the legal right of access across. <b>Recommendation:</b> Strongly object.
WA/2018/1694 13-Nov-18	Alterations to roof space to provide habitable accommodation (as amended by plan received 18/10/2018).	1 Wildwood Close	<b>Comment:</b> The addition of windows to the front roof will change the visual aspect significantly. The PC suggests in line with local design guidelines the windows should be restricted to the rear elevation. <b>Recommendation:</b> No objection, but comments.
WA/2018/1695 16-Nov-18	Construction of vehicular access including installation of electric charging point and associated works (revision of WA/2018/0093).	Northbridge Cottages 1, Petworth Road	As above at WA/2018/1693
WA/2018/1707 16-Nov-18	Erection of porch together with alterations to elevations and landscaping works.	Fisher Lane Farm, Fisher Lane	<b>Recommendation:</b> No objection
WA/2018/1708 16-Nov-18	Listed Building Consent for erection of porch together with alterations to elevations and landscaping works.	Fisher Lane Farm, Fisher Lane	<b>Recommendation:</b> No objection
WA/2018/1740 20-Nov-18	Erection of extensions following part demolition of existing extension.	Woodland Cottage, Westway Close, Wormley.	<b>Recommendation:</b> No objection
WA/2018/1739 20-Nov-18	Change of use of existing recording studio (use class sui generis) to single dwelling with new access and associated works.	Fisher Lane Farm, The Farm Studio, Fisher Lane.	<b>Comment:</b> The modified design of driveway is an improvement to the previous approved but lapsed application. <b>Recommendation:</b> Support.

*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 25 October 2018.  
SF reported that the refusal of *WA/2018/1061 – C of L S.192 for erection of extensions and alterations - Unit 5, Fisher Lane Factory, Fisher Lane* was because it included provision for some class B8 use and there is an existing express restriction to class B1c use only.

5.00 POLICING IN THE PARISH

Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received.  
TF reported a number of thefts from vehicles recently. SF is raising at the upcoming Neighbourhood Watch meeting the concerns of residents in general about falling arrest levels and the lack of local 'beat' policing.

6.00 NEIGHBOURHOOD PLAN

CT – On schedule for Reg 14 consultation in the New Year. TF – the Reg 14 consultation is provided for in the 2018/19 budget and the work from Spring 2019 onwards has been estimated and will be met by the 2019/20 budget.

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. TF – WBC are undertaking air quality monitoring at a site by The Swan on the A283 as part of monitoring across the borough. CT concerned that there should be monitoring by school as the buildings form a corridor in area where children wait and children are the most vulnerable to air pollution. **ACTION: TF to mark where PC propose monitoring by the school and Clerk to pass to WBC.**

20:30 PUBLIC QUESTIONS.

Cllr Gray (WBC) flagged the delay to WBC LPP2 and that his view was that this may mean 6 months delay as additional consultation is required for some sites. To progress the NP in the meantime may require writing in of policies that were expected to be part of LPP2. He raised that PICS funding might still be available locally.  
PUBLIC QUESTIONS ENDED 20:33

7.01.02 Broadband Group (BBG) - TF. CT - residents in Ashcombe have been having problems. **ACTION: TF to enquire about with residents.**

7.01.03 Emergency Plan Group (EPG) – RU. RU not present, SF - nothing to report

7.01.04 Road and Traffic Group (RTG) – TF.

7.01.05 Village Maintenance Group (VMG) – CT. Bollard on the crossing in front of the Church requires repair. **ACTION: Clerk to report to SCC.** AJ – there is a broken road sign (missing leg) at Queens Mead. **ACTION: AJ to provide photo of damage to Clerk to report on to WBC.**

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

8.00 CORRESPONDENCE AND GENERAL BUSINESS

Clerk - WBC response on loss of PC planning responses. WBC apologise and will be re-iterating procedures to staff.

8.01 PEDESTRIAN AND DISABILITY ACCESS AROUND THE GREEN

Clerk's briefing discussed.

RESOLVED: (unanimous)

1. **Clerk to monitor the dropped kerb opposite the Parish Office and provide information to GBC in order to support a case for periodic attendance by civil enforcement officers. ACTION: Clerk.**

2. *Councillors to raise attendance of civil enforcement officers locally and in more rural areas in general, at the Local Committee level and seek committee support to press for a regime of periodic attendance in more rural areas.* ACTION: Cllrs.
3. *Clerk to publicise locally and on social media that parking across dropped kerbs is a criminal and civil offence and may result in sanctions by FPN or PCN. To include flyers on windscreens of cars.* ACTION: Clerk.
4. *To apply to SCC for installation of an APM by The Forge dropped kerb.* ACTION: Clerk.
5. *To further consider an application to SCC for additional parking controls in time for the next review (March 2020).*

#### 8.02 FIRE EXIT AT THE PAVILION

Clerk's briefing discussed and a shorter time frame for compliance proposed and agreed.

RESOLVED (unanimous): Pavilion licencees be required to repair / replace the fire exit door at the pavilion to make it fit for purpose within 4 weeks of notice being given. ACTION: Clerk.

#### 9.00 REVIEW OF EXISTING POLICIES

9.01 The Clerk and RFO reviewed and proposed changes to Standing Order and the Code of Conduct in consideration of the latest NALC models.

PROPOSED: To adopt the new version Standing Orders and Code of Conduct.

RESOLVED: (unanimous) To adopt the proposed new versions of Standing Orders and Code of Conduct.

9.02 The Clerk and RFO have reviewed and proposed changes to Financial Regulations taking account of the NALC Model Financial Regulations 2016. Clerk proposed an addition in section 5 and in relation to Regulation 6 the council chose between 2 alternate options in respect of authorisation of online payments.

PROPOSED: To add new regulation 5.7 (authority to move funds between council accounts).

RESOLVED: (unanimous) to add R5.7 to the draft Financial Regulations.

PROPOSED: To maintain current Order to Pay scheme and not add authorisation to electronic transfers at R.6.

PROPOSED: To adopt the draft Financial Regulations as amended at this meeting.

RESOLVED: (unanimous).

#### 10.00 SECURE ELECTRONIC DATA STORAGE FOR COUNCILLORS

Deputy Clerk's briefing was discussed. Cllrs felt strongly that the least cost option should be preferred where there were choices of device.

PROPOSED: To adopt the processes for secure storage of council digital information on external council owned encrypted devices.

RESOLVED: (unanimous).

#### 11.00 DATA PROTECTION & PRIVACY – NEW POLICY

A policy has been drafted to demonstrate appropriate practices and comply with legislative requirements in respect of security of information and compliance with the requirements of GDPR and data protection in general. This was considered at Item 11.04.01 at the meeting on 11 July 2018 and held over pending decision on arrangements for secure storage of digital data (Item 10.00 above).

PROPOSED: (RH) To adopt the draft Policy on Data Protection and Privacy.

RESOLVED: (unanimous).

#### 12.00 LATE ITEMS.

For information and discussion only. (Lawful decisions can only be made on items specified on the agenda where sufficient information has been provided for councillors to make an informed decision).

- 12.01 VERGE BY CRICKET PITCH  
Following the gas utilities work in the area the surface has been restored with loose fine soil and the result is being churned up by vehicles.  
**ACTION:** Clerk to make enquiries about the condition of the previous surface and raise with the contractors.
- 12.02 REMEMBRANCE ARRANGEMENTS  
CT updated on the progress of the Memorial Woodland (trees being planted on 10<sup>th</sup> November), the archive event, play and Battle's Over event all taking place on 11 November.
- 13.00 FINANCE AND COMPLIANCE GROUP (FCG).
- 13.01 FINANCIAL STATEMENT OF ACCOUNTS.  
Report received from TF. Repairs to Coxcombe Rec car park was unbudgeted, but a necessary maintenance expense.  
**PROPOSED (TF):** to approve the financial statement of accounts against the 2018/19 budget for the year to date.  
**SECONDED (DH).**  
**RESOLVED: (unanimous).**
- 13.02 OPEN SPACES RESERVE.  
Mast rental money has been late coming in, but should arrive soon. Income from the mast at Combe Common must be reserved to spending on Open Space. An Ash tree has been removed from the allotments (cost £800). This was not budgeted, however, there will be funds in the OS EMR (once Telephonica make payment) which must be spent on Open Space (includes the allotments).  
**PROPOSED (TF):** to use funds from the Open Space EMR to meet the cost of the tree removal at the Combe Common allotments. **SECONDED (DH).**  
**RESOLVED: (unanimous).**
- 13.03 RECEIPTS AND PAYMENTS.  
The Clerk presented the Order to Pay form and summarised the payments including payments since the last meeting for ratification. The council queried the price of the servicing the fire extinguishers at the Pavilion and why it isn't recharged to the licencees. **ACTION:** Clerk to look into costs and history of arrangements for the Pavilion fire extinguishers.  
**PROPOSED (TF):** 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).**
- 14.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]  
The next Parish Council Meeting will be held on Thursday 13 December 2018 in the CWR of the Village Hall commencing 19:45.
- 15.00 CONFIDENTIAL BUSINESS  
**PROPOSAL:** 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 16.00.  
**RESOLVED: (unanimous).**
- 16.00 POTENTIAL LAND PURCHASE  
An update was received.