



Chiddingfold Parish Council

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

Minutes of the Parish Council Meeting held on Thursday 11 April 2019
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Dan Hall (DH) Chariman
Cllr Roger Underwood (RU)
Cllr Neil Denyer (ND)
Cllr Tim Forrest (TF)

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

In attendance: Lauren Blatherwick (Clerk)

Public: 1 (inc WBC Cllr)

1.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Richard Hogsflesh (RH).

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 14 MARCH 2019

RESOLVED: To approve the draft 14 March minutes, subject to correction to show the attendance of Cllr CT.
Corrected minutes to be signed by the Chairman at the May meeting. **ACTION Clerk to correct minutes.**

3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS

JAN ACTION: A quote for maintenance work on path at the east of The Green has been accepted – ACTIONED.

JAN ACTION: Letter Chiddingfold Surgery in respect of the fire - NFA.

MAR ACTION: Clerk to write to WBC requesting addition of highways improvements as a result of the Dunsfold development be added the IDP – ACTIONED.

MAR ACTION: Clerk to arrange waste collection for Chiddingfold Fete 2019 – ACTIONED.

MAR ACTION: Clerk to follow up quotes for work – ACTIONED. Response awaited from WBC re. ownership of boundary trees – ONGOING.

MAR ACTION: Clerk to update resident re. boundary trees at Coxcombe Lane Rec – ACTIONED.

MAR ACTION: Clerk to write to resident about their development on the boundary of Combe Common - ACTIONED.

4.00 PLANNING

Recommendations on planning applications are 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.

4.01 PLANNING APPLICATIONS

NMA/2019/0049 <i>25 Apr 2019</i> <i>target 22/4</i>	Amendment to WA/2019/0200 to provide additional fire escape door to north west elevation.	Chiddingfold Surgery, Ridgley Road
Recommendation:	Support	
WA/2019/0455 <i>25 Apr 2019</i>	Erection of extensions and alterations including installation of dormer windows following demolition of existing conservatory and kitchen	Collingwood House, Pickhurst Road.
Recommendation:	No Objection	

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

4.02 MINUTES OF THE MARCH 2019 PLANNING COMMITTEE MEETING

NOTED: The minutes of the Planning Committee meeting held on 28 March 2019. A concern was raised that the recommendation of the committee in WA/2019/0299 was contrary to WBC Local Plan Policy DM29.

5.00 POLICING IN THE PARISH

Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received. A brief summary of reports was received.

6.00 NEIGHBOURHOOD PLAN

UPDATE: The NPSG ask council to approve the draft NP and put it forward for Regulation 14 consultation (R14). R14 is the first formal consultation, lasting a minimum of 6 weeks, with residents, neighbouring authorities and statutory consultees. Changes may be made following R14 before the next stage of the process. R14 can't begin until the delayed SEA report has been received back from AECOM (now due 03 May 2019).

- 6.01 PROPOSAL (TF): To approve the draft plan going forward to Regulation 14 consultation (if approved, only changes in relation to corrections and adjustments of layout, language, images can thereafter be made prior to R14).
PROPOSED AMENDMENT (CT): To vary the draft plan to include Site 5 for designation as Local Green Space (LGS). (The re-inclusion of Site 5 as LGS was decided by the NPSG at a meeting on 9 April 2019, the draft plan having already been provided to council on 5 April.)

The criteria and merits of the designation of Site 5 as LGS were debated. Site 5 is on private land, previously the subject of an unsuccessful application for designation as a Village Green. Councillors were not agreed on the correct interpretation of NPPF 100 (criteria for designation). The overall package of LGS in the draft NP (which included Site 5) received considerable community approval at the preview consultation. Designation as LGS would not grant any rights of public access. Site 5 is located within the Green Belt and AONB.

PROPOSAL (CT) / RESOLVED: To ADJOURN the debate pending written clarification from Nexus on the correct interpretation of NPPF 100 - **ACTION: Clerk to obtain written clarification on NPPF 100 from Nexus Planning.**

7.00 WORKING AND ADVISORY GROUPS

No new Working or Advisory Groups were proposed.

7.01 UPDATES FROM WORKING GROUPS

7.01.01 Environment and Amenities Group (EAG) - RU N/A

7.01.02 Broadband Group (BBG) - TF N/A

7.01.03 Emergency Plan Group (EPG) – RU Some updating of information is required. **ACTION: RU.**

7.01.04 Road and Traffic Group (RTG) – TF N/A

7.01.05 Village Maintenance Group (VMG) – CT Pickhurst Road ditches need leaf dams clearing and old leaves removed. **ACTION: Clerk to report to Lengthsman.**

7.01.06 Recreation Ground Maintenance Group (RGMG) – DH N/A

8.00 CORRESPONDENCE AND GENERAL BUSINESS

8.01 CORRESPONDENCE

To note and decide any action.

- 8.01.01 Resident - proposing drainage improvements on Mill Lane. SCC have been asked to provide information on work done and planned, this has been chased. CT reported that previously damaged was caused to ditches and culverts

by construction traffic. Query whether any relevant conditions placed on development at Sydenhurst. **ACTION:** Clerk to check planning conditions.

8.01.02 Resident - issue with netball post-hole at Coxcombe Lane Rec. Clerk updated that this was being repaired.

8.02 GRASS CUTTING / WILD FLOWER AREAS

Request received from resident for wildflower strips / reduced grass cutting on council land (see Clerk's note). Clerk updated that the current grass cutting contractors have indicated that there would be additional costs for a cut and collect and for removal of the baled grass, they are making enquiries for prices. **ACTION:** Clerk to get further information for council on costs of cut and collect at Combe Common and to check grass cutting arrangements at The Knipp.

20:35 PUBLIC QUESTIONS

Cllr Gray (WBC) spoke about the new Exacom database at WBC that has enables councils to search for developer contributions due / collected in their area. Currently totals can be seen, but allocations aren't available, however they can be requested from WBC. Money available for Chiddingfold from the Wildwood development.

20:38 Public questions closed.

8.03 SCOUTS USE OF COXCOMBE LANE REC – St GEORGE'S DAY

RESOLVED: to approve the application from 1st Chiddingfold Scout Group to use the Coxcombe Lane Recreation Ground on 28th April.

8.04 Numbering Error (no item)

8.05 ALLOTMENTS

There have been reports of Deer and Badger activity at the allotments; Clerk is discussing options with the Lengthsman. Tenants are required to clear their plots of equipment and rubbish at the end of their tenancies, but this does not always happen adding to management costs. In order to off-set such costs a deposit scheme is proposed. A deposit would be held by the council and returned to the tenant upon their tenancy ending minus any costs incurred in clearing the plot. This would apply to new tenancies going forward and not retroactively. Such schemes are not uncommon. The Clerk has delegated powers to manage the allotments, but sought council approval for the new scheme.

RESOLVED: to approve the introduction of a tenancy deposit scheme for new allotment tenancies.

8.06 ANNUAL PARISH MEETING

NOTED: The Annual Parish Meeting previously scheduled for 28 March 2019 at 7pm will now take place on Monday 20 May 2019 at 8pm.

9.00 TREES

The final version of the Winter 2018/19 report, dated March 2019, was only received on 11 April 2019. As a result, only the most urgent work at Pickhurst Road was considered. Further work / recommendations will be considered at a subsequent meeting/s. A quote for the work was available.

RESOLVED: to approve the proposed works to trees on / immediately adjacent to The Green along Pickhurst Road and as recommended in the report provided to this council by Cedarwood Tree Care dated March 2019.

10.00 STAFFING – HOLIDAY ARRANGEMENTS

RESOLVED: to approve the rolling over of outstanding holiday allowances for the Clerk (6 days) and Deputy Clerk /RFO (36 hours) from the year 2018/19 to the next employment year.

11.00 LATE ITEMS

*For information and discussion only (lawful decisions can only be made on items specified on the agenda).
To note and discuss late items.*

11.01 WATER LEAK – HIGH STREET GREEN

Council grass cutting contractors raised leak with Clerk as the wet ground cannot be machinery mowed. Clerk has made enquiries; no ongoing works are shown on the Thames website at the location, over the phone various dates were given for work to complete, but these have passed. It is believed that there have been issues at the location since before Christmas. **ACTION:** Clerk to continue to pursue matter with Thames Water.

11.02 MEMORIAL PLAQUES ON BENCHES

A request to install a memorial plaque on a bench at The Green has been received. The only existing policy is for installation of a new bench with plaque. There are 2 existing memorial plaques in place on council benches. Council supported the idea in principle. **ACTION:** Clerk to draft a policy for memorial plaques for council to consider.

11.03 GLAMPING SITES ENQUIRY

A community interest company are looking for a site to provide disability accessible yurt / glamping holidays and run a work-skills programme alongside this business to enable adults with learning difficulties to gain meaningful long-term employment. Depending on the company's needs, this might be a possible short-term use for Petworth Road Recreation Ground. **ACTION:** Clerk to establish more details.

12.00 FINANCE AND COMPLIANCE

To receive updates from Finance and Compliance Group FCG on any non-agenda matters.

UPDATE – Year end accounts for 2018/19 are underway and mostly complete. There is an underspend of c. £11,000 in relation to the NP, but the NP is behind schedule which accounts for this and so funds are to carry forward through the EMR. There has been an underspend on trees, but major work is expected in the year ahead and so this is to be carried forward in an EMR. Overall, after movements to EMRs for pending works, the council will have a surplus of c. £5,000 at year end.

12.01 FINANCIAL STATEMENT OF ACCOUNTS

PROPOSED (TF) / RESOLVED: to approve the financial statement of accounts against the 2018/19 budget for the year to date. *(Note the Year End Accounts figures will vary to take account of accruals, pre-payments and movement to ear-marked reserves for work which has commenced, or is about to commence.)*

12.02 RECEIPTS AND PAYMENTS

TF presented the Order to Pay form as prepared by the RFO.

PROPOSED (TF) / RESOLVED: To approve the payments on the Order to Pay and to ratify the payment necessarily made since the last council meeting and made in accordance with the 2018-2019 budget.

12.03 BANK RECONCILIATION

PROPOSED (TF) / RESOLVED: To approve the reconciliation for the quarter to 31 March 2019.

12.04 STAFF PAY SCALES

12.04.01 NOTED: The National Joint Council for Local Government Services (NJC) has changed the code numbering of the spinal column points (SCP) as from 01 April 2019.

12.04.02 NOTED: New spinal column rates of pay, as applicable to staff, rise by 2% from 01 April 2019.

12.04.03 RESOLVED: That, in accordance with the Clerk's employment contract, the Clerk's remuneration rises by one SCP as from the 01 April 2019 from 29 (old numbering) to 24 (new numbering).

12.04.04 NOTED: From the 01 April 2019 the Deputy Clerk / RFO's SCP is unchanged, but re-numbered as 32 (formerly 38).

13.00 DATE OF THE NEXT PARISH COUNCIL MEETING [For information. Dates are set at the Annual Council Meeting.]

To note the next Parish Council Meeting will be held on Thursday 16 May 2019 in the CWR of the Village Hall commencing 19:45.

14.00 CONFIDENTIAL BUSINESS

RESOLVED: Pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from item 15.00 all as discussion in public of a matter would be prejudicial to the public interest by reason of the confidential nature of business to be transacted.

15.00 POTENTIAL LAND PURCHASE

UPDATE: Pre-application planning advice has been applied for. The council have been offered the services of a negotiator pro bono for a fixed period. **ACTION:** Clerk to write taking up the offer of negotiation service. **ACTION:** Deputy Clerk to write to the land owner to provide an update.