



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick
Deputy Clerk / RFO: Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

MINUTES

Minutes of the Parish Council Meeting held on Thursday 16 May 2019
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Dan Hall (DH) Chairman
Cllr Roger Underwood (RU)
Tony Wiener (TW)
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 ELECTION OF CHAIRMAN
PROPOSED TF / RESOLVED: Councillor Daniel Hall is elected Chairman of the Chiddingfold Parish Council.
- 3.00 DECLARATION OF ACCEPTANCE (Item 3.00 follows both item 1.00 and 2.00)
DH signed the declaration of acceptance of the office of Chairman.
- 2.00 ELECTION OF VICE-CHAIRMAN
PROPOSED TF / RESOLVED: Councillor Christine Tebbot is appointed Vice-Chairman of Chiddingfold Parish Council.
- 3.00 DECLARATION OF ACCEPTANCE
CT signed the declaration of acceptance of the office of Vice-Chairman.
- 4.00 APOLOGIES FOR ABSENCE
None.
- 5.00 DECLARATIONS OF INTEREST
AJ declared an interest in Item 21.01. (TW later declared an interest during Item 17.02.)
- 6.00 MINUTES OF THE MEETINGS OF THE PARISH COUNCIL HELD ON 14 MARCH 2019 AND 11 APRIL 2019
RESOLVED: To approve the draft minutes of 14 March and 11 April 2019. The Chairman signed the minutes.
- 6.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS
MAR ACTION: Response awaited from WBC re. ownership of boundary trees. **ONGOING**
APRIL ACTION: Clerk to obtain written clarification on NPPF 100 from Nexus Planning. **ACTIONED**
APRIL ACTION: RU to update Parish Emergency Plan. **ONGOING - proposal to be brought to June meeting.**
APRIL ACTION: Clerk to arrange for clearing of Pickhurst Road ditch leaf-dams. **ACTIONED**
APRIL ACTION: Clerk to check whether any planning conditions on Sydenhurst development provided for drainage / road repairs on Mill Lane. **ACTIONED**
APRIL ACTION: Clerk to get costings for cut and collect at Combe Common **ONGOING** and to check grass cutting arrangements at The Knipp. **ACTIONED** (CPC contractors cut the 2 triangle areas East of Pickhurst Road, but not the strip on the West Side. Local residents do additional cuts to the smaller areas adjacent to their properties.)

APRIL ACTION: Clerk to continue to pursue matter of leak at High Street Green with Thames Water. **ONGOING – permanent repair is scheduled to begin shortly.**

APRIL ACTION: Clerk to establish more details about request for possible special needs glamping site. **ACTIONED**

APRIL ACTION: Potential land purchase - Clerk to write taking up the offer of negotiation service. **ACTIONED**
Deputy Clerk to write to the land owner to provide an update. **ACTIONED**

7.00 APPOINTMENT OF OFFICERS

7.01 APPOINTMENT OF PROPER OFFICER

PROPOSED SF / RESOLVED: To appoint the Clerk, Lauren Blatherwick, as Proper Officer and to appoint the Deputy Clerk, Suzanne Frossard as Proper Officer in situations of the Clerk's absence.

7.02 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER

PROPOSED SF/ RESOLVED: To appoint the Deputy Clerk, Suzanne Frossard as Responsible Financial Officer to the Council.

8.00 STANDING ORDERS AND FINANCIAL REGULATIONS

8.01 STANDING ORDERS - Clerk reviewed Standing Orders proposing minor amendments as version 5.1.

PROPOSED RU / RESOLVED: To amend Standing Orders to provide for the option of a secret ballot in the matter of the election of the Chairman and appointment of the Vice-Chairman.

RESOLVED: To adopt Standing Orders version 5.1, subject to the addition of provision for a secret ballot in the election and appointment of the Chairman and Vice-Chairman.

8.02 FINANCIAL REGULATIONS - Clerk reviewed Financial Regulations proposing minor amendments as version 5.1.

RESOLVED: To adopt Financial Regulations version 5.1.

9.00 APPOINTMENT OF COMMITTEES

9.01 PLANNING COMMITTEE

9.01.01 RESOLVED: To appoint a Planning Committee, comprising Cllrs RU, TF, SF, CT, TJ and TW. NOTED that the committee currently is only 6 of 7 members.

9.01.02 Clerk provided amended proposed terms of reference in advance of the meeting for consideration by council, including its quorum terms of office, and public rights of participation.

RESOLVED: To adopt the revised Terms of Reference for the Planning Committee.

9.01.03 RESOLVED: to permit the committee to elect its chairman and to determine meeting dates at its first meeting of this new Council year on 30 May 2019 at 11am.

9.01.04 (duplicate of 9.01.01 above)

9.02 OTHER COMMITTEES

PROPOSED TF: To form a Finance and Compliance Committee. It was AGREED that a full proposal for a Finance and Compliance Committee be brought to a future meeting (in the meantime functions will be exercised by full council). NOTED that Cllrs CT, TF, DH and TW were in agreement to participating in such a committee and will work to bring forward a proposal. **ACTION: CT, TF, DH and TW.**

10.00 WORKING GROUPS

10.01 PROPOSAL RU: To appoint a Parish Emergency Plan Group.

The need for such a group was debated given that SCC and WBC have assumed responsibilities for most emergency planning and response. It was AGREED that RU may propose an amendment to the motion and the matter was adjourned for further consideration at the June meeting. **ACTION: RU.**

10.02 PROPOSAL DH/ RESOLVED: To appoint the Neighbourhood Plan Steering Group on the same basis as under the previous council.

20:25 – PUBLIC QUESTIONS

There were no questions. 20:25 Public questions closed.

11.00 DELEGATION ARRANGEMENTS

11.01.01 RESOLVED: To delegate planning responses to Waverley to the Planning Committee or, in the absence of consideration by the Planning Committee, the Proper Officer in accordance with Standing Orders.

- 11.01.02 RESOLVED: To delegate management of the allotments to the Proper Officer.
- 11.01.03 RESOLVED: To delegate to the Proper Officer routine and urgent matters as provided for in Standing Orders and delegate payment of same, in accordance with the Council budget, to the Proper Officer and Responsible Financial Officer.
- 12.00 GENERAL POWER OF COMPETENCE
RESOLVED: To confirm this council is eligible to use the General Power of Competence under s.137 of the Local Government Act 1972.
- 13.00 TO ELECT PARISH COUNCIL REPRESENTATIVES
RU, CT and TF to the Chiddingfold Village Hall and Recreation Ground Charity.
- 14.00 PRESS/MEDIA POLICY
14.01 RESOLVED: To approve the Council's draft policy for dealing with the press/media.
14.02 RESOLVED: To designate the Chairman to represent the Council (other Councillors may express their personal views) to the media.
- 15.00 REVIEW COUNCIL AND EMPLOYEE MEMBERSHIP OF OTHER BODIES
Council considered existing memberships and the recommendation of the Clerk to cease funding the staff membership to the ALCC going forward.
RESOLVED: To continue Council membership of NALC, SurreyALC, and Surrey Hills Society and the officer memberships of SLCC for 2019/20.
- 16.00 CODE OF CONDUCT
Clerk reviewed and revised the Code of Conduct as version 2.1 (only minor changes proposed). This includes consideration of the WBC Code of Conduct revised March 2019.
RESOLVED: To approve the Parish Council Members' Code of Conduct version 2.1.
- 17.00 VACANCIES / CO-OPTION
17.01 CO-OPTION POLICY - Clerk proposed a draft policy for consideration by council.
RESOLVED: *To adopt the proposed policy for co-option.*
- 17.02 RESOLVED: To advertise to fill the 2 vacant council seats by co-option. The timescale for applications to be set in accordance with the Co-option Policy and so that applications can be considered at the June meeting
PROPOSED CT / RESOLVED (TW abstained): To publicise the vacancies and co-option process by a flyer to be distributed with the Parish Magazine. **ACTION: Clerk to arrange advertising, including in the June edition of the Parish Magazine and to inform the Returning Officer at WBC.**
- 18.00 REVIEW OF POLICIES / NEW POLICIES (not included within other agenda items)
18.01 MEMORIALS – Council considered the draft policy prepared by the Clerk. More information was wanted and the matter adjourned to the meeting of the council in June 2019.
- 18.02 COMPLAINTS – Council reviewed the policy and no changes were proposed.
RESOLVED: To affirm the continuation of this council's Complaints Policy.
- 18.03 DATA PROTECTION AND PRIVACY – Council reviewed the policy and no changes were proposed.
RESOLVED: To affirm the continuation of this council's Data Protection and Privacy Policy.
- 18.04 MODEL PUBLICATION SCHEME (FOI) – Council reviewed the policy and no changes were proposed.
RESOLVED: To affirm the continuation of this council's Model Publication Scheme.
- 19.00 PARISH COUNCIL MEETINGS FOR 2019-2020
The pattern of meetings for the coming year was agreed:
Full Council every second Thursday of each month, except August when there is no meeting, at 7:45pm in the Charles Watts Room of the Village Hall; and Parish Annual Assembly to take place on 23 April 2020.
The Planning Committee is empowered under its Terms of Reference to set the dates of its meetings. The first meeting of the Planning Committee will be on 30 May 2019 at 11am in The Banking House.

It was NOTED that Parish Litter Blitz is scheduled to take place on 28 March 2020.

20.00 PLANNING

Recommendations on planning applications are usually decided by the Parish Council Planning Committee (agenda published on the parish main notice board and website three clear working days before a meeting). The full Council only considers planning applications where the response deadline falls between Planning Committee meetings.

20.01 APPLICATIONS

The following applications were considered:

WA/2019/0579 23-May-19	Application Under Section 73 To Vary Condition 11 Of WA/2016/0019 (Removal Of Sheds 1 And 2 Before First Occupation Of The Dwelling) To Allow Retention Of Shed 2. Recommendation: No Objection.	Redlands Farm, Gostrode Lane
WA/2019/0585 23-May-19	Erection of two storey rear extension following the demolition of existing conservatory. Recommendation: No Objection.	11 Turners Mead

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

20.02 MINUTES OF THE APRIL 2019 PLANNING COMMITTEE MEETING

NOTED: The minutes of the Planning Committee meeting held on 25 April 2019

20.03 DELEGATED PLANNING RESPONSES

NOTED: Clerk's response under delegated powers to WA/2019/0565 and WA/2019/0561.

21.00 NEIGHBOURHOOD PLAN

Latest draft of SEA received 16 May and is nearly complete. There are outstanding matters in relation to alternative site provision and references to SANG need to be queried as SANG is not applicable to the CNP. The housing requirements of LPP1 do not appear to have been recognised properly in the report conclusions. The status of site 15 needs to be confirmed with current owners. **ACTION: RFO to clarify with owner.** Planning advice from WBC indicates that inclusion of the site of the current Scout Hut would add weight to the case for approval of such an application, which could amount to appropriate development in the Green Belt.

21.01 APPROVAL OF THE DRAFT PLAN TO GO FORWARD TO R14 CONSULTATION - Adjourned from meeting on 11 April 2019 to obtain written clarification from Nexus on the correct interpretation of NPPF 100

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 (TF) / RESOLVED: To determine the issue site 5 as a Local Green Space and thereafter withdraw the original proposal.

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.)

RESOLVED (AJ declared an interest and did not vote): Not to include Site 5 as designated Local Green Space within the draft NP.

22.00 CORRESPONDENCE AND GENERAL BUSINESS

22.01 CORRESPONDENCE

To note and decide any action.

22.01.01 Resident – potential landslip from Combe Common **ACTION: Clerk to notify SSE, and obtain guidance on a report.**

22.01.02 Resident – issue with noise from the allotments. NOTED: Clerk will remind allotment holders of need to consider adjoining properties.

22.02 TREES

NOTED: Tree works on Pickhurst Road arising from the Winter 2018/19 Tree Report have been completed and were more extensive than quoted as further decay was identified during the process.

- 22.03 CONSULTATION – WITLEY NEIGHBOURHOOD PLAN
RESOLVED: NPSG to prepare a draft response to the Witley Neighbourhood Plan for consideration at the June meeting of the council. **ACTION: NPSG.**
- 23.00 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.
- 23.01 JOINT CHURCHES CHARITY COFFEE MORNING 25 MAY 2019
The joint churches group wish to hold a coffee morning event on The Green in support of Christian Aid. Clerk has informed them of the paperwork required and WBC have agreed in principle to the short notice application. NOTED: The council has approved such events in previous years. Clerk to respond to the application under delegated powers due to late notice.
- 24.00 FINANCE AND COMPLIANCE
CT expressed concern that tennis court resurfacing was over-provided for in reserves and that reserves should be established for equipped play-space as WBC are not allocating anything to this.
- 24.01 FINANCIAL STATEMENT OF ACCOUNTS
- 24.01.01 First precept advance has been received. Expenditure is over at this point in relation to land, but otherwise as per budget. The monthly payments were summarised.
- 24.01.02 PROPOSED (TF) / RESOLVED: to approve the financial statement of accounts against the 2019/20 budget for the year to date.
- 24.01.03 *NOTED: The year end Income & Expenditure, Balance Sheet and EMRs, at year end 2018-2019.*
- 24.02 RECEIPTS AND PAYMENTS
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 2019-2020 budget.
- 24.03 INTERNAL AUDITOR
- 24.03.01 NOTED: The final 2018-19 internal audit report and Annual Internal Audit Report for the AGAR has been received and no issues of concern identified.
- 24.03.02 RESOLVED: Mrs Sheila Danson I appointed as Internal Auditor for the year 2019/2020.
- 24.04 INSURANCE
NOTED: The Parish Council is in the last year of a 3 year arrangement and will need to make arrangements for a suitable policy to take effect from 30.09.19.
- 24.05 BANK MANDATE
RESOLVED: Ex cllr RH to be removed from the mandate and Cllrs TW and DH added. **ACTION: Clerk.**
- 25.00 DATE OF THE NEXT PARISH COUNCIL MEETING
NOTED: The next Parish Council Meeting will be held on Thursday 13 June 2019 in the CWR of the Village Hall commencing 19:45.