



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Tel: 07557 344499  
[www.chiddingfold-pc.gov.uk](http://www.chiddingfold-pc.gov.uk)

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

## MINUTES

Minutes of the Parish Council Meeting held on Thursday 13 June 2019  
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Dan Hall (DH) Chairman  
Roger Underwood (RU)  
Tony Wiener (TW)

Susie Forrest (SF)  
Tim Forrest (TF)  
Christine Tebbot (CT)

In attendance: Lauren Blatherwick (Clerk)

Public: 2

- 1.00 APOLOGIES FOR ABSENCE  
Apologies were received and accepted from Cllr AJ.
- 2.00 DECLARATIONS OF INTEREST  
None.
- 3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 16 MAY 2019  
The clerk identified a correction of date at 09.01.03, no other changes were proposed  
RESOLVED: To approve the draft minutes of 16 May 2019 as corrected. The Chairman signed the minutes.
- 3.01 REVIEW OF ACTIONS FROM THE ABOVE MEETING MINUTES AND OUTSTANDING FROM PREVIOUS MEETINGS  
*Review outstanding actions from previous Parish Council meetings (where not a specific agenda item):*  
MAY ACTION: CT, DH, TF and TW to prepare proposal and terms of reference for a Finance and Compliance Committee for consideration. **ONGOING**  
MAY ACTION: RU to research an amendment to the May proposal to form an Emergency Planning working group (encompasses APRIL ACTION: RU to update Parish Emergency Plan). **A meeting with WBC Emergency Planning, Resilience and Safety Officer is being arranged - ONGOING**  
MAY ACTION: Clerk to arrange advertising for co-option, including in the June edition of the Parish Magazine and to inform the Returning Officer at WBC. **ACTIONED**  
MAY ACTION: RFO to clarify status of NP Site 15 with owner. **ACTIONED**  
MAY ACTION: Clerk to notify SSE re. potential land movement at Combe Common, and seek guidance on reports. **ACTIONED**  
MAY ACTION: NPSG to prepare a draft response to the Witley Neighbourhood Plan for consideration at the June meeting of the council. **CT reported following discussions with Witley PC, that the draft plan is very similar to versions previously responded to and a further response is not necessary - NFA**  
MAY ACTION: Clerk to arrange for removal of ex-cllr RH from the mandate and addition of TW and DH – **ACTIONED**
- 4.00 PLANNING  
Recommendations on planning applications are usually decided by the Parish Council Planning Committee, but full Council may consider any planning applications, including where the response deadline falls between Planning Committee meetings.

#### 4.01 APPLICATIONS

RESOLVED: To respond to the below applications as follows:

<b>WA/2019/0734</b> <i>18-Jun-19</i>	Certificate Of Lawfulness Under Section 191 For Use Of Building For Storage For More Than 10 Years. Comment: The council does not dispute the use claimed. Recommendation: WBC officers to decide.	Combe Court Farm, Prestwick Lane
<b>WA/2019/0735</b> <i>18-Jun-19</i>	Certificate Of Lawfulness Under Section 191 For Use As Equestrian Stables And Livery Yard For A Period Of More Than 10 Years. Comment: The council does not dispute the use claimed. Recommendation: WBC officers to decide.	Combe Court Farm, Prestwick Lane
<b>WA/2019/0736</b> <i>18-Jun-19</i>	Certificate Of Lawfulness Under Section 191 For Use Of Building As Equestrian Storage For More Than 10 Years. Comment: The council does not dispute the use claimed. Recommendation: WBC officers to decide.	Combe Court Farm, Prestwick Lane
<b>WA/2019/0774</b> <i>25-Jun-19</i>	Erection of single storey extension following demolition of existing conservatory. Comment: The council does not dispute the use claimed. Recommendation: WBC officers to decide.	16 Queens Mead

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

#### 4.02 MINUTES OF THE MAY 2019 PLANNING COMMITTEE MEETING

The minutes of the Planning Committee meeting held on 30 May 2019 (meeting inquorate and no business transacted) were NOTED.

#### 4.03 DELEGATED PLANNING RESPONSES

The Clerk's response under delegated powers to WA/2019/0657 and WA/2019/0658 was NOTED.

#### 4.04 PRESTWICK COTTAGE – APPEALS

RESOLVED: To respond, opposing the appeals to the Planning Inspectorate in relation to Prestwick Cottage under Reference APP/R3650/C/18/3207244 and linked case - APP/R3650/X/18/3200780.

#### 5.00 NEIGHBOURHOOD PLAN

5.01 The draft contains all policies and is not subject to revision, save final proofing amendments may be made and it is intended to substitute a number of photographs in the current draft.

RESOLVED: To approve the draft Neighbourhood Plan and accompanying documents for pre-submission consultation under Regulation 14 of The Neighbourhood Planning (General) Regulations 2012.

AGREED to advertise the consultation by a flyer to every household, advert in the local press, banners, posters and through the council website and on social media.

RESOLVED: To delegate the administration of the Regulation 14 consultation to the Clerk (who may delegate to the Deputy Clerk).

#### 6.00 PARISH MAINTENANCE / ENVIRONMENT UPDATE

6.00.01 Works by Thames Water at High Street Green – Works due to have started 11 June (unconfirmed).

6.00.02 White Beech Lane – Bridge Repairs have taken place. CT reported positively on the work.

6.00.03 Edging work to the path along the south side of The Green has been undertaken by the Lengthsman.

6.00.04 There are a number of setts loose / missing around the edge of The Green. **ACTION: Clerk to arrange repairs.**

6.00.05 A resident raised the issue of a hole in the surface of The Green, this was filled in within 48 hours.

#### 7.00 MEMORIALS POLICY (Adjourned from May meeting for further information)

The draft policy was discussed and specific matters such as fees agreed within the template of the draft.

RESOLVED: To approve the amended Memorials Policy for use going forward.

#### 20:27 – PUBLIC QUESTIONS

Resident asked about cutting of overgrown hedge at Glebe House. **ACTION: Clerk to write to homeowner.**  
20:29 - Public questions closed.

8.00 CORRESPONDENCE

8.00.01 NOTED: The Surrey Hills Society has been awarded The Queen's Award for Voluntary Service. **ACTION: Clerk / Chairman to send congratulatory letter.**

8.00.02 Invitation from the Borough Commander to attend a 'Meet the Policing Team' event on either 10 June or 3 July. NOTED: SF and / or CT will attend.

8.00.03 Letters of congratulations: In addition to the previous, Council to send letters to Chiddfest (re. 2019 event) and St. Mary's School (re. Ofsted report). **ACTION: Clerk / Chairman to send congratulatory letter.**

9.00 WEBSITE ACCESSIBILITY REVIEW

RESOLVED: To authorise the Deputy Clerk to carry out a Web Accessibility Project: evaluating the parish council website, documenting the results, carrying out a risk assessment and reporting on the cost-burden, drafting an accessibility statement and policy, and making recommendations on achieving compliance.

10.00 LATE ITEMS

None.

11.00 FINANCE AND COMPLIANCE

First half of precept has been received, as has the Compensatory Grant, Council Tax Support Grant and allotment rentals as due. £23,000 has been moved into EMRs and a new EMR has been set-up to hold allotment deposits.

Possible creation of a Play Area / Equipped Play Space EMR was discussed. WBC need to clarify their plans for Coxcombe Lane Recreation Ground to inform this. **ACTION: Clerk to seek information from WBC.**

11.01 FINANCIAL STATEMENT OF ACCOUNTS

11.01.01 Income and expenditure against the budget was reviewed.

11.01.02 RESOLVED: To approve the financial statements of account against budget for the year 2019-2020 to date.

11.02 RECEIPTS AND PAYMENTS

RESOLVED: To approve the payments on the Order to Pay and to ratify payments necessarily made since the last council meeting and made in accordance with the 2019-2020 budget.

11.03 INTERNAL AUDITOR REPORT

The internal audit report previously noted under item 24.03.01 of the meeting on 16 May 2019 has been re-issued following clarification from the external auditor. There remain no issues of concern. The re-issued Annual Internal Audit Report for the AGAR was NOTED.

11.04 ANNUAL GOVERNANCE STATEMENT

The Chairman read out the Annual Governance Statement

RESOLVED: To approve the annual governance statement. The Chairman then signed the statement.

11.05 FINANCIAL STATEMENT OF ACCOUNTS (UNAUDITED) FOR 2018-2019

RESOLVED: To approve the unaudited financial statement of accounts for year to 31 March 2019. The Chairman then signed the statement of accounts.

12.00 CO-OPTION [2 vacancies]

20:50- Meeting adjourned (to allow candidates an opportunity to make brief presentations individually and for the Council to have any discussion of the merits of candidates and inevitably their personal attributes, outside of the public meeting forum) 21.04 - Meeting resumed and voting commenced.

RESOLVED: To co-opt Ian McKie and Peter Little to be Councillors of Chiddingfold Parish Council.

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 11 July 2019 in the CWR of the Village Hall commencing 19:45.*