



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Chairman: Councillor Daniel Hall  
Clerk: Lauren Blatherwick CiLCA PSLCC  
RFO: Sue Frossard CiLCA PSLCC  
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## PARISH COUNCIL MINUTES – 24 JULY 2020

Minutes of the Parish Council Meeting held on Monday 24 July 2020 at 16:00 remotely as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**CLRs Present:** Daniel Hall - Chairman (DH)  
Anthony Johnson (AJ)  
Ian McKie (IM)  
Roger Underwood (RU)

Susie Forrest (SF)  
Peter Little (PL)  
Tony Wiener (TW)

**In attendance:** Lauren Blatherwick (Clerk)

**Members of the Public:** 0

### 1.00 APOLOGIES FOR ABSENCE

None.

### 2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)

**PUBLIC PARTICPATION – No session as no public present and no written submissions**

### 3.00 PREVIOUS MINUTES

#### 3.01 MINUTES OF THE LAST MEETING

**RESOLVED (unanimous):** To approve the minutes of the meeting of the Parish Council on 9 July 2020 as drafted. The Chairman to sign at the next 'in-person' FCC meeting.

### 4.00 NEIGHBOURHOOD PLAN - NEXUS FEE PROPOSAL AMENDMENT

**RESOLVED (unanimous):** To approve a further fee budget of £1,000 (excluding VAT and disbursements) to cover liaison by Nexus with Waverley BC between the submission of the NP (Regulation 15) and subsequent submission by Waverley BC for examination (Regulation 17).

**5.00 SPENDING APPROVAL - ADMINISTRATION COST CENTRE**

The Clerk explained that a new SIM card was to be purchased for the Clerk phone as the current contract was linked to the previous RFO's personal contract. There was discussion about the need for the locum RFO to have a council phone and number. TW proposed to remove this element from the proposal and keep only an amount in relation to the costs of the Clerk's phone, this amendment was carried.

**RESOLVED (unanimous): To agree approval to spend in relation to the following:**

**i) 4036 Postage and Delivery - £25**

**ii) 4038 Housekeeping - £25**

**iii) 4041 Telephone - £100**

**6.00 STAFFING REVIEW WORKING GROUP TERMS OF REFERENCE**

**RESOLVED (unanimous): To approve the draft Terms of Reference as drafted.**

**7.00 WOOLMER HILL SCHOOL BUS SERVICE CHANGES**

The Clerk has sought information from Surrey County Council, the school and Stagecoach.

16:33 – The Chairman left the meeting

**RESOLVED (unanimous): To continue to seek more information to inform any decision making.**

**8.00 LOCUM CONTRACT**

The Clerk outlined proposed minor changes to the terminology from the version as drafted. TW proposed insertion of 2 additional words into the job description in relation to the function of the Finance and Compliance committee, these changes were accepted unanimously ahead of the vote.

**RESOLVED (unanimous): i) To approve the contract terms for the locum RFO, Andy Beams; and ii) To appoint Andy Beams as RFO to Chiddingfold Parish Council from 1<sup>st</sup> August 2020.**

**9.00 DATE OF THE NEXT MEETING [For information. Dates are set at the Annual Council Meeting but may be varied under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.]**

**The date of the next scheduled Parish Council Meeting was confirmed as 10 September 2020 at 6pm.**