



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Chairman: Councillor Daniel Hall  
Clerk: Lauren Blatherwick CiLCA PSLCC  
RFO: Andy Beams  
clerk@chiddingfold-pc.gov.uk  
Tel: 07557 344499  
www.chiddingfold-pc.gov.uk

## PARISH COUNCIL MINUTES – 10 SEPTEMBER 2020

Minutes of the Parish Council Meeting held remotely on Thursday 10 September 2020 at 18:00, 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.

**Cllrs Present:** Daniel Hall - Chairman (DH)  
Susie Forrest (SF)  
Ian McKie (IM)  
Tony Wiener (TW)

Christine Tebbot (CT)  
Peter Little (PL)  
Roger Underwood (RU)

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

**Members of the Public:** 0

### 1.00 APOLOGIES FOR ABSENCE

None (Absentees: Cllr Anthony Johnson).

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

None

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

### 3.00 PREVIOUS MINUTES

#### 3.01 MINUTES OF THE LAST MEETINGS

**RESOLVED (unanimous): To approve the minutes of the meetings of the Parish Council on 13 and 24 July 2020 as drafted. The Chairman to sign at the next 'in-person' FCC meeting.**

#### 3.02 ACTIONS FROM PREVIOUS MINUTES (where not forming a separate agenda item)

09.07.20 - Public Waste Bins on The Green – DH updated that he had spoken with Elliots Coffee Shop and they were happy to place a bin outside.

### 4.00 CLERK'S REPORT & DELEGATED DECISION MAKING

**4.01** The Clerk's Report was NOTED. The Clerk confirmed that no Councillor had requested to bring forward an item in relation to the request to use of The Green for a classic car meeting and so this would not go further.

**4.02** NOTED that the Clerk had made a decision under delegated powers to permit a Church picnic on 6 September. There having been insufficient time for the request to come to Council.

**5.00 PLANNING MATTERS**

**5.01 RESOLVED:** To respond to the below applications as follows [ACTION CLERK:](#)

**WA/2020/1204 - 2 Woodland Cottages, Pickhurst Road**

*Erection of extension and alterations to elevations.*

**No objection (unanimous)**

**WA/2020/1190 - Ramblers, 3 The Cricket Green, Woodside Road**

*Erection of extensions and alterations to elevations including dormer window and juliette balcony.*

The proposed front profile of the side extension is set forward of the original front elevation and designed to project to the extent of the bay window. The Council does not support this as good design. Extensions should not be dominant to the main structure and the effect is also to undermine the architectural feature of the bay window. The resulting design is out of keeping with the street scene and neighbouring properties and is inappropriate development in the Conservation Area and AONB. Were the extension set back so as not to project beyond the front elevation, the Council would not object. **Object (unanimous)**

**WA/2020/1262 - 2 Turners Mead**

*Erection of two storey extension and porch.*

The previous application for a detached property on the site was approved after appeal. **No objection (unanimous)**

**5.02 PLANNING CONSULTATION - [Changes to the Current Planning System](#)**

**RESOLVED (unanimous):** To approve the draft response to the government consultation. [ACTION CLERK](#)

**6.00 WEBSITE / EMAIL SERVICES**

**RESOLVED:** To instruct Eyelid to provide and host a new WCAG2.1AA compatible Parish Council website and hosted email service, to be hosted by Cloudnext. [ACTION CLERK](#)

**7.00 WILDFLOWER / GRASS CUTTING**

The project has been progressing well and is supported by other groups and residents' efforts on their properties. A Wood White butterfly was seen in St. Mary's Churchyard – the first confirmed sighting in the village. Unanimous approval was given to the principle of an information board at Combe Common wildflower / meadow area.

**RESOLVED:**

**i) the Wild Flower Group may plant wild flower plugs and seed at Pickhurst and High Street Green verges and at The Knipp**

**ii) the Wild Flower Group can extend the wild flower strip at the back of the pond in both directions and manage the cutting arrangements of the strip in 2020**

**iii) the cut and collect at Combe Common be reduced in order to allow for a 40% over-wintering growth (such area to be moved around the site, year to year).**

iv) Butterfly Conservation may arrange undertake work at Combe Common to remove Blackthorn saplings and remove turf to create 3 new wild flower areas and may plant and seed these areas **ACTION CLERK**

**8.00 VILLAGE HALL COMMITTEE**

Appointments are normally made at the Annual Meeting of the Parish Council and have rolled over in the absence of such meeting this year, by virtue of regulations in response to the coronavirus. CT and RU therefore continue in their appointments and the Council does not have a third appointee.

**RESOLVED (unanimous): To consider the making of appointments of Councillors to the Village Hall Charity Committee at the next Annual Meeting of the Council and continue as is for now.**

**9.00 WOOLMER HILL SCHOOL BUS**

The Clerk's Briefing was NOTED. Support for parents was expressed, but the Parish Council cannot make changes to SCC policy or Stagecoach services. Clerk to keep the Council informed of developments.

**10.00 PETWORTH ROAD SITE – REQUEST FOR COMMERCIAL ACTIVITY ON SITE**

An initial request has been received for permission to undertake commercial activity at the site by way of Drone licencing assessments. Clerk recommended that a formal licence be looked at if the request progressed. WBC advice had been requested, but no reply yet.

**AGREED: Clerk to seek further information for Council to consider the request. **ACTION CLERK****

**11.00 ZOOM SUBSCRIPTION**

**RESOLVED: To authorise and approve the unbudgeted costs of an annual Zoom subscription. **ACTION CLERK****

**12.00 DATE OF THE NEXT MEETING**

NOTED the date of the next Parish Council meeting will be 8 October 2020 at 6pm.

**13.00 EXCLUSION OF PRESS AND PUBLIC FROM FOLLOWING ITEMS**

Items may be subject to an application to exclude the press and public pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960).

**RESOLVED: exclude the press and public from consideration of Items 14.00, 15.00 and 16.00.**

**14.00 INSURANCE ARRANGEMENTS**

There is an ongoing claim in relation to subsidence at the Pavilion (the council's only building). This has been investigated and mitigations are ongoing. 4 quotes were considered, but only 1 included subsidence cover. The prospect of a second subsidence claim within the next policy period is extremely unlikely. This approach can be reviewed on

conclusion of the current claim. This does not limit the Council's Public Liability cover in the event of a subsidence event.

**PROPOSED DH / RESOLVED (unanimous): To accept the quoted annual policy from BHIB (Aviva), which excludes subsidence cover under the buildings policy.**

**15.00 STAFFING**

PL spoke to the Working Group report and recommendation to combine the Clerk and RFO roles saying the resignation of the RFO was an opportunity to review staffing options. SF wanted costings for the options to be included. PL said that there were not expected to be savings across the different options. RU wanted costings and in the absence for the current arrangements to remain. CT said the objective is to decide the needs of the Council. Clerk noted that there were expected to be savings under any model as new staff would start on a lower salary scale point. Clerk stated a staffing committee or working group would require terms of reference, which were not included for consideration, and costings for external advice services.

**RESOLVED:**

***(i) to adopt Option E - Combining the Clerk and RFO roles and hire a (Part Time) Assistant to the Clerk as the Council's preferred option (5:2 with 2 objections);***

***(ii) to form an HR Committee (terms of reference and membership to be established at a future meeting)(unanimous);***

***(iii) to form an HR Working Group (PL, IM and TW) to undertake discussions with the Clerk, SSALC, HR Services and others as considered appropriate with a view to progressing the Council's preferred option (unanimous); and***

***(iv) the HR Working Group is to develop appropriate personnel-related policies and procedures including holiday/absence authorisation, timesheet and expenses management, monitoring CPD, etc. and to prepare Terms of Reference for a Staffing Committee (unanimous).***

**16.00 COMBE COMMON**

Correspondence received following discussions with the Legal Advice Service under the Council's insurance was discussed.

**RESOLVED: Not to write to third parties at this time.**