



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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

TO MEMBERS OF THE CHIDDINGFOLD PARISH COUNCIL

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summonsed to attend a meeting of Chiddingfold Parish Council on Thursday 11 February 2021 at 6.00pm, for the purpose of transacting the business below.

Signed: *Lauren Blatherwick*
Lauren Blatherwick, Clerk to the Parish Council

Date: *06 February 2021*

MEETING DETAILS

Zoom Meeting ID: 898 0925 6797

Join the meeting at: <https://us02web.zoom.us/j/89809256797>

To join by phone: 0203 051 2874 / 0203 481 5237 / or 0203 481 5240
(standard call charges apply).

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to raise questions, relevant to items on the business of the Council, at the scheduled point in the proceedings. *Please read the [Remote Meetings Protocol](#) available from the Parish Council website under Documents > Policies and Procedures > Remote Meetings Protocol*

AGENDA – 11 FEBRUARY 2020

1.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)

Interests not yet disclosed in the Council's Register must be declared and notified to the Monitoring Officer within 28 days. If a Member has a DPI, 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. Non-registrable interests are to be disclosed in accordance with the council's Code of Conduct.

To receive declarations of pecuniary and other interests and to consider any requests for dispensations.

PUBLIC PARTICIPATION SESSION

3.00 PREVIOUS MINUTES

3.01 MINUTES OF THE LAST MEETING

To approve the minutes of the Meeting of the Parish Council on 14 January 2021 as a true record of decisions taken at that meeting. The minutes will be signed by the Chairman at the next 'in person' meeting of the committee.

3.02 ACTIONS FROM PREVIOUS MINUTES (where not forming a separate agenda item or set out in Clerk's report)

To receive an update on any matters not addressed in agenda items.

JAN (1/6.00 and 2/3.02): HR Working Group (HRWG) HRWG to provide final version Job Description for consideration at the next meeting. OUTSTANDING

4.00 CLERK'S REPORT & DELEGATED DECISION MAKING

4.01 CLERK'S REPORT

To receive and note the Clerk's Report and any matters arising.

4.02 DELEGATED DECISIONS

To note any decisions made under delegated powers.

None to note.

5.00 PLANNING MATTERS

5.01 MINUTES OF THE JANUARY PLANNING COMMITTEE MEETINGS

To note the draft minutes of the Planning Committee meetings held on 4 January and 25 January 2021.

5.02 PLANNING APPLICATIONS FOR RESPONSE

PROPOSED: To resolve the response of the council to the following applications (details available at <http://planning360.waverley.gov.uk/planning>)

WA/2021/0031 – Furnace Place Estate Farm, Killinghurst Lane

Widening of existing agricultural access and replacement hardstanding to farm track.

WA/2020/1149 – Black Barn, Bethwins Farm, Petworth Road

Amendment to red site outline on location plan.

6.00 FINANCE AND COMPLIANCE

6.01 MINUTES OF THE JANUARY FINANCE AND COMPLIANCE COMMITTEE (FCC) MEETINGS

To note the draft minutes of the Finance and Compliance Committee meeting held on 13 January 2021

6.02 CHANGES TO BANK ACCOUNTS

The FCC recommend closure of three bank accounts and transfer of a balance to reserves.

PROPOSED: i) To rename the Lloyds Bank Instant Access Savings Account (Cashbook 2 on RBS) to correctly reflect the account description; ii) To close the Lloyds Bank 30-day Savings account (no assigned cashbook) as it has nil balance and is unused; iii) To close the Lloyds Bank Instant Savings Account (no assigned cashbook) as not actively used and transfer the account balance of £39.72 from the Lloyds Bank Instant Savings Account to the Recreation Ground Development Ear Marked Reserve (EMR 321); iv) To close the Nationwide Building Society Business Investor Account (cashbook 4) as nil balance and

account not actively used; and v) To rename the Nationwide Building Society 45-Day Business Saver Account (cashbook 5) on RBS to correctly reflect the account description.

7.00 STAFFING WORKING GROUP – COMMITTEE PROPOSAL

The Staffing Working Group have proposed a new committee and drafted proposed terms of reference.

PROPOSED: i) To appoint a Staffing Committee with immediate effect which will operate according and ii) to approve the proposed Terms of Reference

8.00 ANTIQUITIES AND METAL DETECTION POLICY

A request to metal detect on Council land has been received. Currently the Council does not have a policy in relation to such requests.

PROPOSED: i) To resolve whether to allow recreational metal detection on any CPC sites not excluded by virtue of the Waverley policy ii) Consequent on the decision at i. above, to resolve whether to approve the draft policy prepared on the basis that recreational metal detecting is not permitted or to give directions to enable a further draft policy to be presented; and iii) If not covered by i) above, to resolve a response to the received request (if positive, to require that a draft agreement be prepared for consideration at a subsequent meeting)

9.00 GRITTING AND SNOW CLEARING POLICY

The Council resolved to start gritting at 2 sites in January 2021 a policy has been prepared to set-out the Council's approach. Such a policy is recommended by insurers and local council advisors.

PROPOSED: To adopt the draft Gritting and Snow Clearing Policy.

10.00 TREE RISK MANAGEMENT STRATEGY

A policy has been drafted by the Clerk for consideration by Council.

PROPOSED: To adopt the proposed Tree Risk Management Strategy.

11.00 ANNUAL PARISH MEETING / REMOTE MEETINGS

The legislative provision for holding remote meetings ends on 6th May 2021.

PROPOSED: To determine i) Whether to write to Jeremy Hunt MP in pursuit of an extension of the power to hold remote meetings (either on a further temporary basis or permanently); ii) Whether to convene an Annual Parish Meeting and if so whether to do so remotely (on or before 6th May) or in person (if permitted); and iii) The date of the Annual Parish Meeting (if resolved to hold one)

12.00 SALC (Surrey Association of Local Councils)

To note the letter from Steve Cosser, Chief Executive SALC, regarding the cessation of SSALC (Surrey and Sussex Association of Local Councils Ltd).

13.00 CO-OPTION

The Council has two (2) current vacancies. One (1) application for co-option has been received in the advertised window ending 29 January 2021,

PROPOSED: i) To determine whether to co-opt Simon Inchbald as Councillor; ii) to agree any necessary timetable for the signing of the Declaration of Office; and iii) to determine the closure date for the next co-option cycle.

14.00 DATE OF THE NEXT MEETING

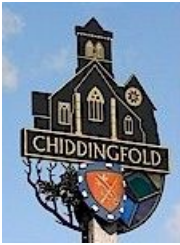
The Council is required to respond to questions from the Neighbourhood Plan Independent inspector by 1st March and therefore the date of 26th February has been time-tabled, a time is to be agreed.

To note the date of the next Parish Council meeting will be 26 February 2021.

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 3.01



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[DRAFT] PARISH COUNCIL MINUTES – 14 JANUARY 2021

Minutes of the Parish Council Meeting held remotely on Thursday 14 January 2021 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: Dan Hall, Chairman (DH)
Susie Forrest (SF)
Ian McKie (IM)

Christine Tebbot, Vice-Chairman (CT)
Anthony Johnson (AJ)
Tony Wiener (TW)

In attendance: Lauren Blatherwick (Clerk)
WBC Cllr John Gray

Members of the Public: 0

1.00 APOLOGIES FOR ABSENCE

Apologies from Cllr Roger Underwood (personal) were NOTED.

2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)

None.

PUBLIC PARTICIPATION – None

3.00 PREVIOUS MINUTES

3.01 MINUTES OF THE LAST MEETINGS

RESOLVED (unanimous): To approve the minutes of the meeting of the Parish Council on 08 January 2021 as drafted. The Chairman to sign at the next 'in-person' meeting.

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

JAN: (6.00) HR Working Group (HRWG) - CT and DH had met and will HRWG will meet weekly going forwards. Emails had been exchanged with the HR consultants and a meeting arranged for the 15.01.21. The HRWG had responded to the draft job description as had others, responses will be reviewed and a final version prepared for the next meeting.

4.00 CLERK'S REPORT & DELEGATED DECISION MAKING

4.01 CLERK'S REPORT

The Clerk's Report was NOTED.

SF queried whether Woodside Road was gritted. Clerk reported that this was a highways matter and the road was classed as a Priority 2 route. Information on Surrey County

Council's gritting policy is available from the SCC website. Grit bins are available for residents' use on the local highways.

4.02 DELEGATED DECISIONS

1. The decision to close the Tennis Courts for public use in response to the Covid-19 lockdown rules, but allow continued access by St. Mary's School for P.E. during the school day, was NOTED.

2. A decision to approve TW to authorise a form to the LGPS was required under delegated powers due to the turn-around time for the form. No councillor had any objection to this.

5.00 PLANNING MATTERS

5.01 MINUTES OF THE NOVEMBER PLANNING COMMITTEE

The minutes of the Planning Committee meeting on 21 December 2020 were NOTED.

6.00 FINANCE AND COMPLIANCE

6.01 EXPENDITURE APPROVAL

RESOLVED: To approve a spending authority of £19.01 for Covid-19 related sign for the Tennis Courts. [ACTION – Clerk](#)

7.00 WAVERLEY BOROUGH COUNCIL – EVENTS ON LEASED LAND

The new Waverley application fee for use of Council land for events was discussed in relation to potential impact on the use of The Green and Coxcombe Recreation Ground (letter the letter of 17 December 2020). There was concern about the impact of this on very small-scale charitable events, but it was hoped that there will be discretion from Waverley for very small fundraising events. It was agreed to assess the impact of the charge on events on a case-by-case basis.

18.20 Cllr IM lost connection for approximately 5 minutes but re-joined the meeting at the start of Item 8.00

8.00 WINTER GRITTING

RESOLVED (unanimous): To contract gritting services from AEM Contractors for Winter 2020-21 in relation to Parish Council sites: Coxcombe Recreation Ground; and The Green (not including the public highway). [ACTION – Clerk](#)

9.00 TREE SURVEYS

Following discussion, it was agreed for the next 3 year period to reduce professional tree surveys to a frequency of 18 months and to undertake in-house assessment in the interim period on a 6 monthly basis.

RESOLVED: To accept the Tree Survey quote from Connick Tree Care for a report in early 2021 and if satisfactory, to contract for another in Summer 2022 on the same basis.

[ACTION – Clerk](#)

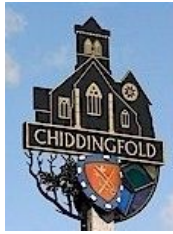
10.00 DATE OF THE NEXT MEETING

NOTED the date of the next Parish Council meeting will be 11 February 2021 at 6pm.

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 4.01



Chiddingfold Parish Council

CLERK'S REPORT - FOR 11 FEBRUARY 2021 PCM

This report updates the Council on matters outside the meeting Agenda
Agenda items have separate supporting papers not covered below

1. DELEGATED DECISIONS

None to report.

2. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

Clerk Items from previous Minutes:

JAN (2/6.01): Sign re. Covid-19 closure at Tennis Courts. ACTIONED

JAN (2/8.00): To contract gritting services for Winter 2020-21. ACTIONED

JAN (2/9.00): To arrange Tree Survey from Connick Tree Care for a report in early 2021 – ACTIONED (see below)

3. CORRESPONDENCE

Summary of notable correspondence (normally) passed to Cllrs for consideration as received and not contained in a separate item:

- 11.1.21 – WBC confirm that no enforcement is to be taken in relation to the, now concluded, filming at Sydenhurst.
- 21.1.21 – Invitation from APCAG to attend a GACC briefing for local councils on 28 January about night flights and Gatwick's growth plans (Cllr Tebbot offered to attend).
- Slides from the presentation in relation to the Waverley Electoral Boundaries Review were shared. No change in the Chiddingfold and Dunsfold Ward is proposed.
- 26.01 21 – Request to arrange a meeting to discuss development proposals in respect of land behind The Croft / Woodside Road. Declined on account of the NP having gone to the independent inspector.
- 27.01.21 – Funding Support request from Maggie's at The Royal Marsden (free cancer support and information to anyone living with cancer).
- 27.01.21 - SSE sent invitations to a Stakeholders Review, but on only 24 hours. A separate Chiddingfold focussed session has been requested.
- Resident Correspondence re. concerns about planning application for Furnace Place Farm.

- Insurance update re. pavilion subsidence claim and third-party tree works. Third party will only remove Elm, but not Ash. Further monitoring for movement will be necessary once the Elm is removed.
- 31.01.21 – APCAG views on Government nightflight consultations
- 03.02.21 – Invitation to the Surrey Armed Forces Covenant Conference on 18 March 2021

4. CONSULTATIONS (information is circulated to councillors on receipt and consultations are not brought forward for a resolution by Council / Committee unless a Councillor proposed them for inclusion on an agenda).

- Government Consultation - Night flight restrictions at Heathrow, Gatwick and Stansted airports between 2022 to 2024, banning QC4 aircraft movements plus future policy - closes 3 March 2021
- Government Consultation - National night flight policy and the structure of night flight restrictions beyond 2024 – closes 31 May 2021
- SDNP Parking Supplementary Planning Document (SPD) Consultation – opportunity to comment on amended draft SPD – closes 18 March 2021
- Bramley Neighbourhood Plan Reg 16 Consultation – closes 19 March 2021
- Haslemere Neighbourhood Plan Reg 16 Consultation – closes 19 March 2021

5. COVID-19 NEW LOCKDOWN

The lockdown remains in place with no changes at this time. The legislative provision for remote meetings ends in May and this will mean a return of face to face meetings. See Agenda Item.

Information about local funding support for individuals struggling due to coronavirus was shared with local support and referral agencies.

6. HIGHWAYS

Roadworks

SCC works surface works took place on Pockford Road in December and these were shared on media channels. As well as A3 tunnel closures.

Another bollard had been knocked down at High Street Green, but this was able to be replaced with the spare one made at the time of the last replacement.

7. PUBLIC RIGHTS OF WAY

The sealed Map Modification Order CP578 made 6 January in respect of new FP557 has been advertised since 29 January. The statutory objection period runs until 15 March 2021. The new footpath runs from Woodside Road, next to the junction with Wildwood Close, running in a north north easterly direction to join Public Footpath 211.

8. NEIGHBOURHOOD PLAN

Following submission by WBC of the draft plan and associated documents to the independent inspector, the inspector has raised a number of preliminary queries, with a response required by 1 March 2021. A time-table has been agreed with the Council's Neighbourhood Plan consultant to enable a draft response to be proposed to Council on 26 February.

9. UNLAWFUL ADVERTISING ON THE GREEN

A large sign advertising a housing development was erected on the wall of the Forge without the owner's permission and without the necessary planning permission, sometime on the weekend of 9/10 January. Cllr Johnson raised this with the Clerk and the matter was reported to WBC Enforcement who promptly contacted the named party on the sign to require its removal. There were 2 additional reports to CPC from the public in relation the sign. The Clerk also reported the matter to The Society for the Preservation of Ancient Buildings who own the building. The sign was removed by the building's tenant.

10. PHONE BOX

The necessary electrical repairs were completed on 22 January and the Clerk prepared materials to go out to the public on social media and the website as well as the March magazine, asking for ideas and volunteers for putting it to community use. There have been various positive responses and offers of support and it is intended to bring these to the March meeting.

11. WAYLEAVE / SSE WORKS COMBE COMMON

SSE got in contact about pole repairs at Combe Common (within the allotments). This was part of the routine maintenance schedule. The Clerk queried whether consideration had been given to the land movement on adjacent third-party land as had been discussed with SSE previously, but it hadn't been, therefore a site visit was arranged for the SSE consultant at Savills, both SSE teams and the Council (Cllrs Hall, Johnson and Tebbot and Clerk). Various ideas were discussed and the Council is waiting for a proposal for works, but there were positive indications that a more convenient layout could be brought forward. Unfortunately, whatever the outcome, the work required will adversely impact 2 plots, 1 is currently unlet and not in a good condition and one is actively worked. The clerk will have early discussions with the relevant plot holder and it is unlikely that the vacant plot will be re-let ahead of the works.

12. SKATEBOARDING ON THE TENNIS COURT

St. Mary's school reported that a young person had scaled the fence and was skateboarding on the courts. The courts were locked due to covid restrictions and in any event scooters / bikes/ skateboards are not allowed on the courts. Cllr McKie went to attend, but the court was empty when he arrived. My understanding is that wheeled conveyances may damage the surface, hence the council's position on excluding them. It may be that the Council wishes to consider signs to this effect. Climbing the fence will cause damage. I posted about the matter on social media, this prompted some requests for a skate park instead of / as well as the tennis courts. I know that council has considered recreation provision within the Neighbourhood Plan process.

13. POND

The contracted clearance work has been delayed by a week until 12 February. Due to timing the spring planning has already started to come up and contractors have been asked to avoid disturbing this. It is hoped that work can be done from within the water to protect the bank plants, but it may be that some cutting back is not completed this time. Cllrs Forrest and Tebbot will be in attendance to assist with arrangements on the day.

14. OTHER MATTERS

Social Media – Various notices of public interest have been shared on Facebook and the Nextdoor site, including the suspension of garden waster collections, Police Community Events, Census publicity, Highways works, weather warnings and Covid-19 messaging.

Annual Fire Extinguisher checks at the Pavilion are arranged for 8 February.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

5 February 2021

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 6.01



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FINANCE AND COMPLIANCE COMMITTEE MINUTES 13 JANUARY 2021

Draft minutes of the Chiddingfold Parish Council Finance and Compliance Committee meeting held remotely on Wednesday 13 January 2021 at 11.00am 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.

Cllrs Present: Cllr Tony Wiener (TW) Chairman, Cllr Dan Hall (DH), Cllr Ian McKie (IM)

In attendance: Andy Beams (Locum RFO)

Public: 0

1.00 APOLOGIES FOR ABSENCE
None.

2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)
No declarations of interest were made, and no dispensations were requested.

PUBLIC PARTICIPATION – There were no members of the public present.

3.00 PREVIOUS MINUTES

3.01 MINUTES OF THE LAST MEETING

RESOLVED (unanimous): To approve the minutes of the meeting of the Finance and Compliance Committee (FCC) on Wednesday 18 November 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)

NOTED: The amended budget information has been circulated to all councillors. The proposed meeting between the CC committee and Clerk regarding the Grants and Donations Policy has yet to be arranged.

4.00 FINANCE

4.01 LOCUM RFO'S BRIEFING ON FINANCES

NOTED: The Locum RFO's briefing was noted.

4.02 FINANCIAL STATEMENT OF ACCOUNTS

RESOLVED: The statement of accounts was approved. A recommendation to Full Council to approve the EMR transfer below was approved:

- Transfer of £800 from the Website EMR (313) to Admin – Internet Domain (4030/101) £400 and Admin – Website & Email (4031/101) £400

4.03 RECEIPTS AND PAYMENTS

NOTED: The receipts totalling £3,675.42 and payments totalling £17,098.71 for the period 1 November to 31 December inclusive were noted.

4.04 BANK RECONCILIATIONS

RESOLVED: The bank reconciliations to 31 December 2020 were reviewed against the cashbook and found to be accurate.

4.05 DORMANT BANK ACCOUNTS

NOTED: The Locum RFO's report was noted, and the following recommendations to Council were agreed:

- Lloyds Bank Instant Access Savings Account (Cashbook 2 on RBS) to be renamed on RBS to correctly reflect the account description,
- Lloyds Bank 30-day Savings account (no assigned cashbook) to be closed as nil balance and unused,
- Lloyds Bank Instant Savings Account (no assigned cashbook) to be closed as not actively used. Account balance of £39.72 to be transferred to Recreation Ground Development EMR (321) as funds represent interest earned on parishioner donations to playground project.
- Nationwide Building Society Business Investor Account (cashbook 4) to be closed as nil balance and account not actively used,
- Nationwide Building Society 45-Day Business Saver Account (cashbook 5) to be renamed on RBS to correctly reflect the account description.

The Locum RFO's comments on the protection offered by the Financial Services Compensation Scheme were noted, and he was asked to check if any action had been taken by the former RFO as this has previously been discussed and agreed. A recommendation to be presented to the next FCC meeting for consideration.

4.06 OFFICER TIMESHEET

NOTED: The Clerk's timesheets for November and December were reviewed and noted.

4.07 CIL

NOTED: The balance of potential CIL funds of £31,380.54 as of 7 January 2021 was noted.

4.08 2021/22 BUDGET DESCRIPTIONS

RESOLVED: It was agreed to refer the changes to the Locum RFO and Clerk to prepare, with their recommendations to be considered at the next FCC meeting for consideration

5.00 CORRESPONDENCE AND GENERAL BUSINESS

None.

7.00 DATE OF THE NEXT MEETING

NOTED: that the next committee meeting will be held remotely, via Zoom, on Wednesday 10 February 2021, commencing at 11.00am. This meeting will review the budget description recommendations and revised Financial Regulations, which the Locum RFO was asked to prepare.

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 6.02

Chiddingfold Parish Council Banking Arrangements, FCC Report

Chiddingfold Parish Council is kindly requested to approve the closure of three non-operational bank accounts and to transfer a balance of £39.72 to an "ear marked reserve" as described below.

As part of the review of the accounts, the Finance and Compliance Committee (FCC) in its meeting of the 13 January 2021, investigated the bank accounts operated by the Parish Council to see if they are still required for the good running of the council. The current situation is as follows:

Provider	Account Type	RBS Cashbook Number	Balance
Lloyds Bank	Treasurers Account (used as main bank account)	1	Variable
Lloyds Bank	Instant Access Savings Account	2 (incorrectly titled 30-day Deposit Account)	Variable
Lloyds Bank	30-day Savings Account	Unassigned	£0
Lloyds Bank	Instant Savings Account	Unassigned	£39.72
Nationwide Building Society	Business Investor Account	4	£0
Nationwide Building Society	45-day Business Saver	5 (titled Business Savings)	Variable

The two unassigned Lloyds Bank accounts were set up for the playground appeal and the balance in the Instant Savings Account arises from interest received after the project closed. The FCC felt it was appropriate, therefore, to transfer this money to the Recreation Ground Development Ear Marked Reserve (321). The Nationwide Business Investor Account has not been used since March 2020.

RBS is the accountancy software used by the council and provided by Rialtas Business Solutions Ltd.

Action requested

The Parish Council is requested to approve the following FCC recommendations:

1. Lloyds Bank Instant Access Savings Account (Cashbook 2 on RBS) to be renamed on RBS to correctly reflect the account description,
2. Lloyds Bank 30-day Savings account (no assigned cashbook) to be closed as it has nil balance and unused,
3. Lloyds Bank Instant Savings Account (no assigned cashbook) to be closed as not actively used. The account balance of £39.72 to be transferred to the Recreation Ground Development Ear Marked Reserve (EMR 321),
4. Nationwide Building Society Business Investor Account (cashbook 4) to be closed as nil balance and account not actively used,
5. Nationwide Building Society 45-Day Business Saver Account (cashbook 5) to be renamed on RBS to correctly reflect the account description.

Tony Wiener
FCC Chairman
5 February, 2021.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 7.00

DRAFT

Chiddingfold Parish Council

Staffing Committee Terms of Reference

Constitution

This Committee is a committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972. The Committee holds full delegated powers to act on behalf of the Council in respect of all personnel, employment and recruitment issues [minute xx refers)

Responsibilities

The Committee shall be responsible for:

- Reviewing staff contracts, policies and procedures to ensure that the Council continues to attract, reward and retain the calibre of staff it requires to achieve its aims.
- Approving job descriptions and taking a lead on the recruitment and selection of staff.
- Staff development and performance
- Ensuring all staff have an annual performance appraisal which sets measurable objectives and assesses staff development and training needs.
- Reviewing the Council's staffing arrangements and recommending appropriate changes to the Council.
- In consultation with the Finance Committee, to make a recommendation to the Council for the setting of the annual staffing budget.
- To provide support to and management of the Parish Clerk

Membership

The Committee will consist of three members elected at the annual meeting of the Council.

The Chairman will be elected at the first meeting of the Committee and annually thereafter. Where appropriate, the same Councillor will be elected to remain in office for the Council term for reasons of continuity for staff.

In making any staffing decisions, the Staff Committee members should be mindful of:

- The confidential nature of employer – employee relations and that many of the items for consideration will require that the public and press be excluded by resolution of the committee.
- The ‘Green Book’ – the nationally negotiated model contract and terms and conditions for the employment of the officers to the Council which serves as the Staff Handbook
- Individual Contracts of Employment and all terms and conditions.

Quorum

Three members are required for a meeting to be quorate.

Working parties

May be set up for specific time-limited tasks as required.

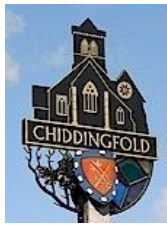
Review period

These Terms of Reference are to be reviewed as required but at least once every four years.

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 8.00



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CLERK'S BRIEFING

Subject: Metal Detecting on Parish Property

Date: 01.02.2021

Introduction

The Council (CPC) has received a request to undertake metal detecting on Parish Council land. The request is non-specific and has gone to various other local councils.

CPC does not have a policy in place and there is no previous history to guide a response. CPC needs to decide the response to this request and, if possible, to determine a general policy approach to the issue of metal detecting on council land to guide responses to any future requests.

Legal Issues

It is for CPC to give permission. All finds, with the exception of '*treasure*', are legally the property of the land owner. Under the Treasure Act 1996 anything that might be considered '*treasure*' must be reported to the local Coroner or Portable Antiquities Scheme (PAS) Finds Liaison Officer (FLO) within 14 days ([Treasure finds](#)).

It is usual practice that the detectorist will be able to keep a proportion of finds. The National Council for Metal Detecting (NCMD) note "*It is a good idea to discuss and establish a finds sharing agreement at the earliest opportunity with a written and signed contract*" to avoid difficult situations.

CPC Sites

CPC has 4 sites to consider: The Green, Coxcombe Lane Recreation Ground, Combe Common Recreation Ground and land adjacent to the Golf Course at Petworth Road.

I approached Waverley Borough Council, both as the higher tier authority and the land owner of two of the CPC sites. Waverley have confirmed that their position is that they DO NOT permit metal detecting on any of their sites (including leased sites). This would preclude The Green and Coxcombe Lane Rec from further consideration. I also note that the By-laws for The Green would also prohibit a person from *dig(ging), cut or take turf... or other substances on or from the commons* without lawful authority.

Of the remaining sites it is presumed (in line with the other Council policies I have seen online) that digging on managed sports surfaces will not be considered. This leaves parts of Combe Common and the land on Petworth Road to be considered.

Issues

Having looked online at other councils' there are a variety of approaches: some Councils do not allow any recreational metal detecting others permit it in certain locations, sometimes under licence.

CPC has a duty to residents with regards to publicly owned land and items on it, this would seem to encompass:

- Making land available for the use intended (although metal detecting was not actively in mind when land was acquired, it is a recreational use and so provided it was not preventing the more general use, this does not weigh against, though in the extant request the applicant is not understood to be a resident)
- Safety – holes dug pose a potential hazard
- Preservation of local history – any items of historic value / interest should be treated appropriately and accurately recorded
- Retention of any value from finds – if there are valuable items the benefit should be secured to the Parish

The above could potentially be addressed and controlled within terms of an agreement, but the effectiveness of such would depend on its implementation, and the success of this will turn on the competence and compliance of the detecting party and also on the oversight of the Council.

If CPC were to consider permitting metal detecting then I strongly recommend that this be under a clearly defined contractual agreement setting out the limits of the permission (location and depth), division of finds, requirements for recording, removal of excavated rubbish, expectations for reporting of finds under the Portable Antiquities Scheme among other matters, as well as requirements for Public Liability Insurance. There is a [Code of Practice for Responsible Metal Detecting in England and Wales \(2017\)](#), but membership organisations have their own codes and so exact terms would need to be clarified.

CPC needs to weigh-up the benefits to residents in permitting a controlled scheme against the costs in terms of time and administration and the potential consequences if anything went wrong.

Covid19

There are [additional rules in relation to metal detecting during the pandemic](#) relating to the Tier system and advising against detecting on any undisturbed ground in circumstances where there is limited scope to provide external support to excavations.

Recommendation

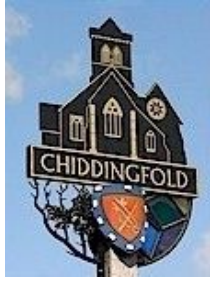
1. To resolve whether to allow recreational metal detection on any CPC sites not excluded by virtue of the Waverley policy
2. Consequent on the decision at 1. above, to resolve whether to approve the draft policy prepared on the basis that recreational metal detecting is not permitted or to give directions to enable a further draft policy to be presented.
3. if not covered by 1. above, to resolve a response to the received request (if positive, to require that a draft agreement be prepared for consideration at a subsequent meeting)

Additional Information

Councillors may wish to refer to information available from the [National Council of Metal Detecting](#) (NCMD) website. This provides an overview of the activity and information offered to participants on responsible activity.

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council



Chiddingfold Parish Council

The Banking House
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[draft] ANTIQUITIES AND METAL DETECTION POLICY

Introduction

The purpose of this policy is to protect and preserve the archaeological heritage of the Parish for study and enjoyment by future generations and protect wildlife and recreational use of council managed sites. It also clarifies the legal ownership of any portable antiquity found on land owned or managed by Chiddingfold Parish Council.

In the absence of any applicable byelaws or other specific legal restrictions on metal detecting, the use of metal detectors on land owned or leased by the Council is regulated by this policy.

Recreational Metal Detection

Recreational metal detecting is not permitted on any land owned or leased by the Council, including any land to which the public has a right of access.

Archaeological or Other defined Projects

Metal detecting forming part of a defined programme of archaeological or other defined research, under supervision of authorised contractors, or by properly equipped archaeological societies, may be permitted by the Council. Requests for permission must be made in writing via the Clerk.

Removal and Ownership of Finds

It is prohibited to remove any portable antiquity from land managed by the Parish Council without written permission.

Portable antiquities may be discovered by accident, by field-walking (inspection without disturbing the surface) or as a result of deliberate excavation with or without metal detection apparatus. In law, such finds are the legal property of the landowner (either Chiddingfold Parish Council or Waverley Borough Council), unless *treasure trove**, and not property of the finder. All finds, including *treasure trove* must be reported to the Parish Council. Anything that might be considered 'treasure' must be reported to the local Coroner or Portable Antiquities Scheme (PAS) Finds Liaison Officer (FLO) within 14 days.

*Some finds, as a result of their age or being part gold or silver are classed as *treasure trove* and come under the requirements of the Treasure Act 1996

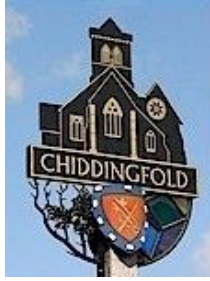
Adopted:

Reviewed:

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 9.00



Chiddingfold Parish Council

The Banking House
The Green
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[draft] GRITTING AND SNOW CLEARING POLICY

Introduction

Gritting of the public road and footway network is the responsibility of Surrey County Council Highways.

Surrey Council have a prioritised list of roads that are gritted / salted and not all roads are gritted. Surrey County Council do not routinely salt pavements. However, when there are accumulations of snow, they try to clear priority pavements in towns and those areas serving hospitals, but only after the roads have been cleared. Surrey County Council publish information about their gritting policy online.

The Parish Council has no specific duty to grit any site that it manages, however it considers the issue of gritting in relation to its general duty of care. The Parish Council has limited resources.

Gritting

In January 2021 The Parish Council introduced gritting at its sites at Coxcombe Recreation Ground (the car park and path through the site, but not the sports courts) and The Green (the car parking areas from in front of The Banking House heading East and the footpath from the steps to the corner of Pickhurst Road).

This service is being provided by an external contractor and is triggered by third party weather and temperature data.

Gritting will take place pre-emptively. It is possible that rain may diminish the effectiveness of gritting that has been undertaken. The Parish Council is unable to re-grit in such circumstances.

The benefits of this action will be assessed against risks and costs and will be reviewed annually. Gritting will not be stopped by the Council within a Winter gritting period.

Snow Clearing

The Parish Council does not undertake or provide any snow clearance at its sites.

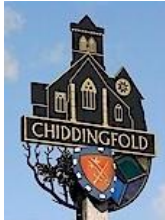
Adopted:

Reviewed:

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 10.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

Subject: TREE SURVEYS

Date: 02.02.2021

The Parish Council is responsible for the safety of trees on its sites. The Council has met this duty by instructing periodic tree surveys by a qualified arboriculturist, but while the Council has taken steps to ensure that appropriate assessments have been undertaken, this has not been within a defined over-arching tree strategy as is the recommended approach.

The Council considered its approach to tree management in January and resolved to undertake professional inspections on an 18 month basis for the next 2 scheduled routine inspections, supplemented by in-house walk-by assessment.

A Tree Risk Management Strategy (TRMS) has been prepared to explain the Council's approach to management of trees and inform the Council's general Risk Assessment.

This was circulated to all Councillors on 21 January and comments were received from Cllr McKie, querying the difference of approach between professional and in-house assessments in relation to the size of trees to be assessed and whether to split Combe Common across 2 risk category zones (attached with response).

I note that the TRMS is designed to ensure that all reasonably avoid risk is avoided and as such is the base-line. The TRMS should be reviewed 3 yearly or in the light of new legal or industry guidance.

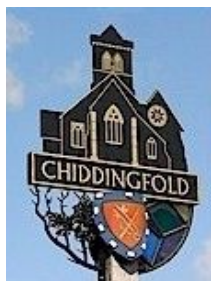
The Council will review the specific inspection schedule annually taking into account the TRMS, Inspection Reports, any Tree incidents in year and the budget. The Council has provided for a higher level of assessment in the next inspection cycle, but this may not always be the case.

Council is required to determine:

- 1. Whether to adopt a Tree Risk Management Strategy; and**
- 2. Whether to adopt the TRMS as drafted, with changes, or to require a different strategic approach be prepared (if the latter to give directions on bringing this forward).**

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council



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[draft] TREE RISK MANAGEMENT STRATEGY (TRMS)

Legal Position

1. Under both the civil law and criminal law, an owner of land on which a tree stands has responsibilities for the health and safety of those on or near the land and has potential liabilities arising from a falling tree or branch. The duty owed can be stated in general terms as being a duty to take reasonable care for the safety of those who may come within the vicinity of a tree. The generally agreed standard to be achieved is that of a “reasonable and prudent landowner”.

Reasonable Risk Approach

2. A landowner must identify those trees which might, if they fell / shed a branch, pose a risk to people or property and have appropriate systems to assess the condition of trees and the level of risk. A tree may pose a hazard as a result of a defect (a structural, health or environmental condition that could predispose a tree to failure), but defects pose risks only where there is also a likelihood of harm.
3. The aim of the TRMS is to be consistent with a duty of care based on reasonable care, reasonable likelihood and reasonable practicability while also respecting the significant environmental and amenity value of trees. What is reasonable in any context will turn on the facts of the particular situation.
4. Tree management, or the lack of it, should not expose people to significant likelihood of death, permanent disability or life-threatening injuries. It is not possible to remove all risk and accidents may still happen even within well-managed sites. This TRMS aims to manage trees so that residual risks (those that remain after management for safety) are sufficiently low that investment in additional measures is likely to be disproportionate to any safety benefit, while also preserving the amenity of its trees.
5. The TRMS has three essential aspects:
 - zoning: appreciating tree stock in relation to people or property;
 - tree inspection: for identification of reasonably obvious tree defects; and
 - managing risk at an acceptable level: identifying, prioritising and undertaking safety work according to level of risk
6. In addition to pre-emptive assessment and observation, any tree failure events (loss of limb or tree) should be recorded with details of the failure, consequences and remedial action. This should be fed back into reviews of the TRMS.

ZONING

7. The location of trees is key to understanding what risks, if any, may be associated with them and to focus resources appropriately. The Parish Council applies a 3-level approach allocating areas as High, Medium or Low Risk Use. In low use areas the risk of death or serious injury from trees is considered so low that it is reasonable that these should receive no formal inspection or visual check, though reports of problems should be appropriately responded to.
8. Zoning is based on normal usage and must be kept under review as the level of risk changes over time. Tree zoning should be considered as part of the Council's annual risk assessment process and as part of significant changes to land use.
9. Zoning is a judgement decision. Higher risk value is attached to:
 - Highway proximity (prioritised according to traffic volume, speed and emergency accessibility);
 - Public areas (weighted by occupancy);
 - Building proximity; and
 - Tree characteristics at location (primarily prioritised according to age and species, but also proximity to power lines etc).

INSPECTION

10. Frequency and Nature of inspection will vary by zone and in light of previous reports in relation to specific trees. Trees under 15cm in diameter will not be surveyed unless there is a specific reason to do so. Inspection falls broadly into 3 categories:

Informal – passing assessment by staff / councillors within other activities, alongside public reporting of concerns. Issues raised through this method should be acted upon (e.g. a formal inspection in-house or an external professional inspection). These inspections are not recorded, though any reports arising are.

Formal – These are scheduled visits for the purpose of performing an inspection of a tree. These may be in response to concerns raised or part of a regular regime. Such inspections are ground-based visual checks (drive-by inspections may be appropriate for some sites in some circumstances).

Simple formal inspection, through ground level visual checks in the course of walk-over surveys, provides a useful, cost-effective means of identifying clear and present signs of immediate instability (uprooting or other structural failure).

Specific qualifications are not required, but general tree knowledge and an ability to recognise obvious visible signs of serious ill health or significant structural problems, such as substantial fractured branches or a rocking root plate which, were they to cause tree failure, could result in serious harm, is necessary. The Council utilises the *VALID Obvious Tree Risk Features Guide*, to inform inspections. Where professional services are contracted the assessor should have NQF Level 4 Diploma or Certificate in Arboriculture or be a LANTRA Professional Tree Inspector.

Records will be kept of the date of inspections, any significant observations and any further actions arising e.g. works to trees, detailed assessment, changes in access.

Detailed - The need for detailed inspection typically applies only to individual, high-value trees (heritage amenity or habitat) which have been identified from informal observation or formal inspection, as giving high-priority concern.

Detailed inspections require an appropriately competent person, experienced in the field of investigation that is to be carried out. It usually entails an initial ground-level, visual assessment by a competent specialist looking at the exterior of the tree, in some cases, further detailed investigations may be required.

Records of detailed inspections will be retained on file along with any consequential actions.

MANAGING RISK

11. The Council will undertake inspections not less frequently than as provided for within this policy. The focus of a general inspection regime is public safety by looking for external features indicating mechanical (structural) defects that pose a significant risk to public safety that are either immediate or reasonably foreseeable in the near future.
12. Important trees e.g. those with particular heritage, habitat or visual amenity, such as the ancient Thorn on The Green are likely to require more specialist inspection and the Council will be guided on this by professional opinion gathered through periodic formal assessments.
13. There is no set legal frequency for inspections, the test of reasonableness should be applied with reference to the trees and locations. Any previous professional recommendation should form part of the decision-making on frequency and the Council will also have regard to advice from its insurers.
14. The Council has set the **minimum frequency** for assessments by Zone as below:

Risk Zone Category	Type of Inspection and Frequency
High	Formal Assessment by Professional Survey - 2 yearly Formal Assessment in-house – 6 monthly Informal Assessment - ongoing
Medium	Formal Assessment by Professional Survey – 3 yearly Formal Assessment in-house – yearly Informal Assessment - ongoing
Low	Informal Assessment - ongoing

Third Party Trees

15. It is possible that third-party trees adjacent to Council property pose risks to council property and property users. For Medium and High-Risk Use sites, informal assessment should be given to such trees when formal inspections of Council trees take place. Any identified potential hazard from a third-party tree will be reported to the tree owner. If necessary, access to the Council's site may need to be managed / restricted pending action by the tree owner.
16. Work to trees will be prioritised in-line with professional advice and with regard to available resources. The level of potential harm and probability of occurrence will determine the level of response; not all identified hazards will require an active response.

TREE ASSESSMENT PLAN

The plan below is based on the Council's Tree Risk Assessment Strategy and is reviewed annually and in response to significant events.

Chiddingfold Parish Council Sites Assessment - Risk Zone Categories:

High Risk Use	Medium Risk Use	Low Risk Use
Coxcombe Rec <i>Busy site, adjacent to school, with a number of large veteran trees.</i>	The Green - Pickhurst Road <i>Larger trees are predominantly third party, but Willow is close to power line.</i>	Petworth Recreation Area <i>No significant trees on property, but adjacent third-party trees, and very limited public use.</i>
Combe Common – <i>Large veteran trees set back above a public highway and over car park, though the remainder of the site would not be classed High Risk Use</i>	The Green (Central Pond area) <i>Mostly smaller trees, but with high amenity value, periodic high footfall associated with events.</i>	
The Hawthorn on The Green <i>Medium risk of harm to public or property, but requires higher classification due to great age and high amenity.</i>		

For the period 2021-2024 an inspection regime has been agreed by Council as follows:

Professional ground-level visual assessment survey at 18-month intervals across all Medium and High Zoned sites (trees ≥15cm diameter), supplemented by 6 monthly in-house formal assessment using the VALID Obvious Tree Risk Features Guide (looking at trees ≥ 10cm diameter).

In-house walk-by assessments should also take place at High and Medium zoned sites following exceptional severe weather conditions, such surveys may replace a routine assessment depending on their timing.

The regime above exceeds the minimum assessment frequency provided for in the Councils' TRMS, but represents a reduction from the previous frequency of professional surveys / assessments and moves to utilise some in-house formal assessment.

The Council has provided for an 18-month professional survey as this will enable trees to be seen both in and out of leaf.

Adopted:

Reviewed:

Notes on the draft TRMS

27.01.21

Some minor comments:

At Item 10 we state " Trees under 15cm in diameter will not be surveyed unless there is a specific reason to do so" whilst in the inspection regime we state "supplemented by 6 monthly in-house formal assessment using the VALID Obvious Tree Risk Features Guide (looking at trees \geq 10cm diameter)". Shouldn't all inspections be limited to 15cm+ or is it the intention that trees in the 10-15cm range would only be looked at by the inhouse inspections? If it is the latter then this could significantly increase the workload for each inspection as the inhouse inspections must also look at 3rd party trees.

In the Risk Zone Categories table, should Combe Common be split into 2 areas - the carpark being High Risk Use (red) & the remainder (where the trees are generally on the periphery) being Medium Risk Use?

Regards Ian

28.01.21

Dear Ian,

The difference re size was intentional, but is a matter of choice. The professional inspections are only for those trees \geq 15cm. Some of the models I looked at assess trees from 10cm (e.g. Rushmore Council) and I thought that the Council might want to look at these smaller trees too on some basis. Whichever the Council prefers is acceptable to my mind.

I considered splitting Combe Common as you suggest. There were concerns previously about the health of the millennium oaks, but those could be addressed separately if appropriate. Again, whichever the Council prefers would be appropriate. Hopefully the report of the recent survey will be received soon and this may prompt changes.

In general, the expectation is to review the application of the policy to specific trees and areas annually and there will be adjustments to take account of changes.

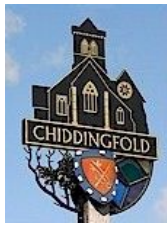
Lauren

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 11.00



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

CLERK'S BRIEFING

Subject: CORONA VIRUS – COUNCIL and PARISH MEETINGS

Date: 05 February 2021

BACKGROUND

In light of the Coronavirus pandemic the Government brought forward legislation to restrict freedom of movement in an attempt to control the virus, these impact on the business of the Parish Council and in particular of the conduct of meetings.

[The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) Regulations 2020](#) were made on 3 July 2020 and came in to force on 4 July 2020 and are in effect until the Secretary of State directs otherwise and are reviewed every 28 days. Under the regulations there have been various restrictions on gatherings indoors and outdoors. At present gathering in groups is not allowed (save certain specified activities) and homeworking is required where possible.

REMOTE MEETINGS

[The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authorities and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) at s.5 permit local authorities (including Parish Councils) to utilise technology and hold remote meetings (on-line or by phone for a time limited period).

The advice of NALC: NALC strongly advises local councils to continue to meet remotely, without the need for face-to-face contact. Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and are advised to use those powers. There is an intrinsic risk to everyone attending a face-to-face meeting at this time. In particular, local councils have a duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not accommodate safely at this time.

The time-table for resuming 'business as usual', or something close to it, remains unclear, although the progress of vaccinations is a positive. However, it seems likely that 'business as usual' will not be an option from 7th May when the provisions for remote meetings will end and this poses questions going forwards about the conduct of council meetings. It is anticipated that and that changes / processes will be needed to resume face to face meetings.

NALC and the CALCs have been pushing for an extension of the remote meeting provisions, but at this time Government are not intending any extension.

If face to face meetings must resume then work will be needed to assess the impact of this on the Council and decisions taken. **I suggest that an extra meeting at the end of April be planned to do this as rules are changing regularly and up to date information is required** (this is in line with NALC advice).

Many councils are writing to their MPs pushing for an extension of remote meetings and this is something for the Parish Council to consider.

PARISH MEETINGS

Parish Meetings are NOT meetings of the Parish Council, though are often led by the Chairman of the Parish Council. They run alongside Council meetings and should be held at once a year (twice in parishes without a council).

[The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) \(Amendment\) Regulations 2020](#) at s2(2) extended the definition of Local Authority to include Parish Meetings, thus enabling these to be held by Zoom and s2(3) removed the need to hold the Parish Meeting at all.

Many Councils, including Chiddingfold took the decision not to call a Parish Meeting in 2020, but these regulations expire on 6th May and so the requirement for a Parish Meeting to be held by 1st June will, it seems, return and needs to be addressed.

Options:

1. A remote meeting on or before 6th May – The Councils zoom package will allow up to 100 attendees, but a remote meeting of this sort may not be well attended.
2. An in-person meeting - It seems likely some restrictions will still be in place on public gatherings come 1st June and therefore this poses practical difficulties and even where possible, may not be a risk that people wish to take. The number of attendees at such a meeting is unknown which increases the issues of planning, it may be that the event will need to be ticketed if happening in person, which may not be strictly lawful, but a degree of pragmatism is required.
3. Not to call a meeting – see note below.
4. The legislation around Parish Meetings is provided by the LGA 1972 and there are acknowledged (by local councils) issues with the drafting.

s14(1) The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year.

(2) Subject to sub-paragraph (1) above and to sub-paragraph (3) below, parish meetings shall be held on such days and at such times as may be fixed by the parish council ...

[(3) In a parish which does not have a separate parish council ...]

(4) The proceedings at a parish meeting shall not commence earlier than 6 o'clock in the evening.

s15(1) A parish meeting may be convened by—
(a) the chairman of the parish council, or

- (b) any two parish councillors for the parish, or
- (c) where there is no parish council, the chairman of the parish meeting or any person representing the parish on the district council, or
- (d) any six local government electors for the parish.

s14 (1) requires that a parish meeting of the parish **shall** assemble annually on some day between 1st March and 1st June, and at a date fixed by the Parish Council, but there are options as to who convenes it.

In s15(1) only option (c) is expressed as conditional. The result of the drafting is that in a Parish with a Parish Council the Parish Meeting **may** be called by the Chairman, or equally by 2 Councillors or 6 electors.

In law, 'shall' refers to a statutory duty to do something and 'may' refers to a discretionary power to do something. The result of the drafting is that a parish meeting is required to assemble, but no one is actually de facto responsible for calling one, although several people / groups can do so.

For this reason, there is a common interpretation that the Parish Council is not legally obliged to call the Parish Meeting. This might be argued as a rather pedantic interpretation, but it does the Council the flexibility to consider not calling the meeting. In addition, as noted in Arnold Baker in Local Council Administration, *there is no effective method for enforcing these rules* and so there is no sanction were a meeting not convened.

MATTERS TO BE DECIDED:

1. **Whether to write to Jeremy Hunt MP in pursuit of an extension of the power to hold remote meetings (either on a further temporary basis or permanently)**
2. **Whether to convene an Annual Parish Meeting and if so whether to do so remotely (on or before 6th May) or in person, the latter being subject to the applicable guidance at the time**
3. **The date of the Annual Parish Meeting (if being held)**

Lauren

Lauren Blatherwick
Clerk to Chiddingfold Parish Council

CORONAVIRUS — INFORMATION FOR LOCAL COUNCILS

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a [test and trace procedure](#)
- Venues must conform with the government guidance for [multi-purpose community facilities](#) and for [council buildings](#). If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government [safer workplaces guidance](#)

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face to face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable

steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government [safer workplaces guidance](#)

- ACAS have produced useful [guidance for employers and employees](#) related to COVID-19, including advice on how to support staff to [return to the workplace](#) and how to manage situations where staff may be worried or not wish to return.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 12.00

Dear Member,

As you will be aware, the Surrey Association of Local Councils (SALC) currently provides all Surrey member Councils with a range of services (e.g advisory and support services, legal guidance, training courses etc) through a trading company (SSALC) jointly owned and managed by ourselves and the two Associations representing Councils in West Sussex and East Sussex respectively.

During the spring of last year it became apparent that the Board of the West Sussex Association, for reasons that are still not fully clear, intended to withdraw from ongoing review activities within SSALC to undertake its own independent review to determine whether it wished to withdraw from the current Joint SSALC arrangements and make alternative arrangements for West Sussex. Frustratingly, this review has taken much longer than might have been reasonably anticipated. However It finally became clear at a SSALC Board meeting this week that the West Sussex Board intend at some point later this month or during February to decide to withdraw from the SSALC arrangements and to seek services for its councils from an alternative provider. This will put SSALC Ltd in an untenable financial position and result in its closure and cessation of its services to member Councils.

Although the decision to be taken by the West Sussex Board to withdraw has only been finally confirmed this week it has been clear to the Surrey Board for some time that this was a likely outcome and we have therefore been working hard to put together an alternative service provision package. I am delighted to report that these alternative arrangements are agreed and ready to be put in place as soon as required. The Surrey Board met this morning and formally confirmed the final details of the new service provision arrangements. They also agreed that all necessary steps will be taken to seek to secure the transfer to our new provider on 1 April 2021.

As a Board we are excited about the new arrangements and the opportunity to move forward in a way that ensures we can now provide a sharper Surrey focus to our work and to the needs and interests of member Councils in Surrey. We are also delighted that we have been able to put in place an arrangement which secures the employment of experienced staff who will be familiar to you and thereby able to continue the excellent support they already provide. It is our intention that when the change takes place there will be a seamless transition with all the services you currently access continuing to being easily available from familiar staff and things such as the website and newsletters being up and running from day one. We have also managed to secure the new arrangements at a cost that is affordable.

We of course understand that members may well have questions and perhaps some concerns at this time so we want to give you the earliest possible opportunity to hear directly about the new arrangements in more detail and to have a chance to raise any

questions or concerns. It will of course also help us in setting up the new arrangements to be able to take account of your feedback.

To facilitate this we have decided to expand the Chairs and Clerks Forum being held next Wednesday 27 January at 10.30 am. As previously planned the first part of the meeting will be the presentation by Surrey County Council officers on the Your Fund Surrey scheme . We will then follow this with an opportunity for you to hear more about the new service arrangements we plan and give you the chance to ask questions. If you are not yet registered for the forum and wish to attend please contact Anna Beams at anna.beams@ssalc.co.uk for the joining details. If you have a question you wish to raise at the meeting you can if you wish send this in advance to Anna Beams at the email address above.

We look forward to seeing you at the Forum next Wednesday.

Yours Sincerely

Steve Cosser, Chairman SALC Ltd.

CHIDDINGFOLD PARISH COUNCIL
MEETING ON 11 FEBRUARY 2021

WORKING PAPER

ITEM 13.00

APPENDIX A

Application for Co-option

Full name & Title	Simon Inchbald (Mr)
Home Address	[REDACTED] Chiddingfold GU8 4YD
Home Telephone	[REDACTED]
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]

About You

Please provide the council with some background information about yourself (attach extra pages if required)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Signature

Reasons for Applying

Please provide the council with your reasons for wanting to become a Parish Councillor (attach extra pages if required)

I now have time on my hands and I understand that the Parish Council has vacancies for new councillors. I enjoyed my time as a borough councillor and would welcome the chance to serve the people of Chiddingfold in a similar capacity.

Signature

Please return your completed application and Eligibility Form (appendix B) to:

The Parish Clerk, Chiddingfold Parish Council, The Banking House, The Green, Chiddingfold, Surrey, GU8 4TU, or by email to clerk@chiddingfold-pc.gov.uk

Your application will be considered at a meeting of the Parish Council where a vote will be held to decide whether the Council agrees to co-opt you onto Chiddingfold Parish Council.

Information provide will be treated confidentially

APPENDIX B - Co-option Eligibility Form

1. In order to be eligible for co-option as a Chiddingfold Parish Councillor you must:
- be a British subject, or a citizen of the Commonwealth or the European Union;
 - be 18 years of age or over; and
 - able to meet one of the following qualifications set out below.

Please tick which applies to you:

- a) I am registered as a local government elector for the parish;
or ☒
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the parish;
or ☒
- c) My principal or only place of work during those twelve months has been within the parish;
or ☒
- d) I have during the whole of those twelve months resided in the parish or within 3 miles of it ☒

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I, SIMON INCHBAULT hereby confirm that I am eligible for the vacancy of Chiddingfold Parish Councillor, and the information given on this form is true and accurate record.

Signature [Redacted]