



## Chiddingfold Parish Council

### CLERK'S REPORT - FOR NOVEMBER PCM

#### 1. DELEGATED DECISIONS

1. To purchase 12 litter pickers for community use in line with the October resolution (item 9.2) and following pricing information being obtained and shared with councillors.

#### 2. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

##### **Clerk Items from previous Minutes:**

SEPT: I have received advice from WBC and requested this from SSALC on the drone application. More information on the proposal will be sought. I wrote requesting further details and signposting likely licence requirements, but have since heard back that this is not pursued at this time due to other arrangements and passage of time.

OCT: HR Services Partnership Ltd have been instructed to advise the Council (through the Staffing Working Group) on the Council's staffing arrangements.

OCT: Confirmation of permission for the installation of the Village Christmas Tree (Tree of Faith, Hope and Love) has been given.

OCT: The Council's donation has been communicated to the Bonfire Group and payee details are awaited.

OCT: PDF software has been purchased and installed.

OCT: Asset Inspection took place and a report produced.

#### 3. CORRESPONDENCE

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

- Request from a Netball club to undertake groups training (currently the PC limits numbers on court to 6), I replied back seeking additional information, but the club have found another site so not requiring a decision at this time.
- Telephone enquiry from Lime Pictures re. filming a reality show in Nov / Dec. As this is to be filmed on private property there is no role for the PC, however, I advised that they check with WBC on any licencing or environment requirements and cautioned them about the state of the narrow lanes in the parish and the need to consider suitability of access for larger vehicles as these can damage the verges and grips and cause considerable inconvenience to residents
- Resident complained about A-board signs on the public footway outside The Swan pub blocking the way. I have seen that there is a A-board in place, but since the complaint was made, the sign, while on the path, has not been blocking it.

- Invitation to Surrey Hills Events: Surrey Hills Community Forum – Friday 13 November 10-11.30am and Surrey Hills Symposium 2020 – Making Space for Nature – Wednesday 25 November 5-6pm
- Horticultural Society enquiry re. plant sale on The Green – WBC confirmed their insurance requirements apply and information has been fed back to the group on how to proceed.
- Resident complaint about water on the path between the Tennis Court and school – briefing note circulated.
- Elstead PC enquiry about fireworks on Village Greens / Byelaws – replied to.

**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).**

The Planning White Paper consultation was responded to in line with the October resolution.

- CPRE petition calling for a boundary review in respect of the Surrey Hills AONB.
- Standards Matter 2: Public Consultation and Public Sector Survey by The Committee on Standards in Public Life – closes 18.12.20 (responses to NALC by 04.12.20).
- Surrey County Council consultation on proposed changes to admission arrangements for community and voluntary controlled schools for September 2022 – closes 01.12.20. NB this does not have any effect on St. Mary's School arrangements.
- Witley Parish Council are consulting on proposed Changes to Byelaws – closes 18.12.20.

**5. HIGHWAYS**

**Roadworks**

A number of SCC and Highways England highways works have been scheduled for November and these were circulated and shared on social media.

**High Street Green – Traffic Calming**

Residents have made arrangements, in conjunction with SCC for a 7 day traffic survey to take place with 4 counts between Pickhurst Rd and White Beech Lane to survey prevailing speeds on the stretch. This will inform whether a lower speed limit could be implemented and what other potential traffic calming measures might be permitted. I have received advice from the RFO and SLCC that any donated funds received by the Council cannot be ring-fenced for specified purposes i.e. a conditional donation from residents is not possible, though a donation for general purposes can be made and then it is a matter for the Council how funds are spent.

**6. ALLOTMENTS**

Tenancies renew at the end of November and ahead of this the plots were inspected in September with letters sent early October in respect of plots that were not to standard warning that improvement is required. I have heard back from some plot-holders on the matter, but not all.

At least 1 plot will be relinquished at this renewal.

The previous owner of Plot 15A has still to respond to the request for information for return of their deposit.

## **7. COXCOMBE LANE RECREATION GROUND**

There has been no reply from WBC for clarification on documents relation to the lease of the site and tennis courts, however, the Village Hall Committee have located the 1996 Deed of Surrender (by the Parish Council), this should be held by the PC as it is not a Village Hall document and the VH Committee are to consider providing it. This is a partial surrender and so I would not expect to there to have been any need for a new lease to CPC for the remainder of the site.

A separate briefing in relation to the ownership and management of the Tennis Courts is being prepared and legal advice is recommended.

## **8. WEBSITE**

Arrangements are underway for the set-up of a new website as per Council's decision. The current site has been reviewed and a proposed structure for the new site drawn-up. I am in the process of reviewing the existing content and have created an off-line archive the site for the Council's records. New hosted email accounts are being set-up (same configuration as previously) and I will migrate the accounts across ahead of a formal request to JISC for change of host for the domain. It is intended that this follow straight after the October Council meeting.

## **9. PARISH SURVEY**

Cllr McKie and I undertook this for all external sites and assets on 28 October and a report has been circulated. Matters requiring a decision will be contained in a separate briefing note on a future agenda. The risk assessment will be revised thereafter.

## **10. NEIGHBOURHOOD PLAN**

I worked with Nexus in relation to issues raised by WBC over Web Accessibility requirements and the Neighbourhood Plan documents. Accessible versions of the key documents, as agreed with WBC, have been created and were provided to WBC. The supporting documents were accepted, but WBC wanted a more formatted version of the plan itself and so this was further worked upon.

The documents have now been accepted by WBC and provisional dates for the Reg 16 consultation have been outlined and we are now awaiting formal confirmation from WBC of the timetable for Regulation 16. It may be that any in person inspection of the consultation documents will need to be handled by the Parish Council locally by appointment, this was prior to the recent new further national lockdown period being announced and this may have implications for the process, but WBC are the lead on this and we will merely be the facilitators locally if required.

## **11. COMBE COMMON**

Work to strip turf for wildflower planting was impacted by a delay in the cut and collect, for which the contractors apologised. I continue to liaise with the residents' work group and Butterfly Conservation on the project. Cllr Tebbot raised an objection to the plan the Council approved and this has yet to be resolved.

The cut and collect has now been completed.

## 12. VACANCIES

The council currently has two casual vacancies. The first has been in effect since the passing of Cllr T Forrest and is to be filled by co-option. Co-option arrangements were delayed by the coronavirus, but have resumed. A new co-option advert has been published with a window for applications until 17 November so that applications can come to the December meeting for consideration.

A new vacancy has arisen after the resignation of Cllr Little. This was notified to WBC and the necessary public notice has been placed on the Website and Notice board. WBC will notify of the outcome and whether a by-election is required once the by-election deadline of 9 November has passed.

## 13. LOCK DOWN

A new period of National lockdown commenced 05 November (running to 02 December). The Council was already meeting remotely and the Clerk working from home as far as possible and so there is little change in these aspects. Unfortunately the new measures will require the closing of the basketball / tennis courts (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november> at section 4) for the duration. Allotments are permitted to remain open.

## 14. OTHER MATTERS

**Budget** - I assisted with budget preparations and attended the FCC meetings as requested.

**Mobile Phone** - The council is now registered with Crown Commercial Services and has contracted for a mobile SIM (all calls, texts and 1GB data at £3.50/month rolling contract). The previous contract PAC code has been obtained and the service should switch shortly, thereafter the direct debit will need to be cancelled (once confirmation received that the final bill is paid).

**Remembrance** – due to covid-19 the arrangements this year are scaled back. Road closures have not been applied for and there is no parade. I assisted the Rector of St. Mary's with proofing the Remembrance Day arrangements article for the Parish Magazine. The wreath was purchased and delivered to the Chairman. The further lockdown period has subsequently changed the situation again and there can be no on-church service. I continue to assist the Rector with advice / information / assistance as requested.

**Training** - I attended multiple events of the SLCC Clerks Virtual National Conference, the week of 12 October and the SSALC clerks forum.

**Woodside Road Phone box** - the handover has completed. Please see separate briefing.

**Pond** – I met with a potential new contractor to obtain a quote for clearing the Pond and Cllr Forrest is assisting with this.

**Community Litter Pick** - The Bonfire Helping Hands Group undertook a litter pick on 31 October, which was successful, despite very difficult weather. Unfortunately, WBC's contractors did not attend to collect the litter as instructed. The Bonfire Committee followed this up with WBC and it was finally removed on 04 November. For future information, care should be taken to ensure that access to The Forge is not blocked by the rubbish awaiting collection.

*Lauren*

Lauren Blatherwick  
Clerk to Chiddingfold Parish Council

04 November 2020