

## **ITCHINGFIELD PARISH COUNCIL**

### **Virtual Meeting on Monday 26<sup>th</sup> April 2021**

#### **Present:**

**Cllr Penny Simpson – Chairman**

**Cllr Brian O'Connor**

**Cllr Sarah Peay**

**Cllr Alan Peers**

**Cllr Roger Pellow**

**The Clerk Jan Critchley**

- 32 Apologies for Absence** – were received from Cllr James Sheppard, County Cllr Amanda Jupp and District Cllr Tricia Youtan. Cllr Alan Strudley tried to join the meeting but was unsuccessful due to IT issues.

**33 Minutes of the last Meeting**

The Minutes of the last meeting had been circulated to all Cllrs ahead of the meeting. The Minutes were then accepted and signed by the Chairman.

**Action**

**34 Matters arising from the Minutes**

1. Minute 30:1 – Grant to replace shrubs in Chapel Road – The Clerk had spoken to Stephen Douglas and he confirmed that the grant has been approved but the delay in payment was due to their account department. He said he will email the Clerk as soon as the grant has been paid.

**Action**

2. Minute 30:2 – Refurbishment of the parish fingerposts - The Clerk has now received a quote from Richard Jeffrey and he says he will carry out the work in September 2021.

3. The Chairman said that she had contacted the Clerk regarding the 'Kenward' sign that has been screwed to the parish fingerpost on the village green. The Clerk said that she has written to the company and requested that they remove the sign with immediate effect. As the Parish Council maintains all the rural fingerposts within the parish, screwing signs to fingerposts is not appreciated.

**Action**

- 35 Planning Applications** – Circulated to all Cllrs ahead of the meeting. All Cllrs were asked to look at the planning documents for this meeting on the HDC Planning Portal ahead of the meeting.

1. New Applications

DC/21/0461 – Mr. and Mrs. M Robinson, Mill Farm, Mill Lane, Itchingfield - Construction of an open air swimming pool.

Itchingfield Parish Council has no objections and recommends this planning application for approval.

DC/21/0594. Detached Classroom at Muntham House School.

Although Itchingfield Parish Council supports the building of the classroom, the question of access needs to be addressed. It has been noticed that ground works at the site appear to have already commenced and that the bridleway has been used for access. This is not only damaging to the surface but is extremely dangerous to walkers and riders who use it.

If planning permission for this classroom is granted, **all access** must be via the main entrance to the school. Unless this is possible, the Parish Council would be unable to support this application as it stands.

The impact on the aspect and setting of the nearby Grade 2 listed Coach House should also be considered.

The Clerk to write to HDC Planning Department with the Parish Council's representations

**Action**

2. Kingfisher Farm – The Chairman reported that with regard to the second stage of our Complaints Procedure process, a second letter has now been sent to HDC and the Chairman has circulated a copy to all Cllrs.

**Action**

### 36 Report by County and District Councillors –

County Cllr Amanda Jupp had sent the following report in her absence:

*“With regard to the latest data on Covid, Councillors may be interested in the following information:*

- 1. Rates across West Sussex remain low, rates below County level will fluctuate, but all areas at present below 25 per 100,000 people.*
- 2. To provide some view of scale – cases now roughly between 125 to 135 per week.*
- 3. Rates in the 60+ age group very low.*
- 4. Testing has increased (and we would expect this – in line with schools going back after Easter).*
- 5. Numbers in hospitals across the County who are tested Covid positive are now in single figures.*
- 6. Deaths in the last 5 weeks remaining below the 5-year average.*
- 7. Close monitoring continuing as we take more steps along the road map.*
- 8. The Vaccination programme is progressing very well with most people now having had or receiving their second jab in the 1-9 cohort and increasing take up in the 45+ age group. West Sussex is the best in the South East for take up of the vaccine, which is good news!”*

### 37 Accounts for Payment

1. There are five payments to be paid.

Two payments were raised out of meeting:

£1,050.00 to DMH Stallard in respect of professional legal fees.

£750.00 to Kent, Surrey and Sussex Air Ambulance Trust in respect of a grant.

The following payments to be raised at this meeting:

£28.50 to EE Home Broadband in respect of the Internet Service for April 2021.

£100.00 to Pat Cochran in respect of Litter Warden duties for April 2021.

£1,041.28 to the Clerk comprising of £977.68 salary for April 2021 and £63.60 expenses.

### 38 Correspondence

1. A letter of thanks had been received from the Kent, Surrey & Sussex Air Ambulance Trust stating that the Parish Council's generous grant will be used to fund vital pieces of equipment, needed by the Medical teams when out on potentially life-saving missions.

### 39 Highways

#### Highways

1. Operation Watershed – Cllrs Brian O'Connor and Roger Pellow had met with Tom Elphick of Landbuild on 31<sup>st</sup> March 2021 to discuss what needs to be done in Valewood Lane, Fulfords Hill and Bashurst Hill. The Clerk has now received a report from Tom Elphick which she has circulated and an email from Sue Furlong stating what can be included in Operation Watershed and next steps which the Clerk had also circulated. The Clerk is now awaiting quotes from Landbuild for Valewood Lane and Fulfords Hill. **Action**
2. Valewood Lane – urgent flooding and drainage issues – In the report from Tom Elphick at Landbuild regarding Valewood Lane there are two elements, one regarding south of the entrance to Clayfield Farm which can be included in Operation Watershed, but with regard to Valewood Lane by Greenfield Farm, Tom Elphick's report stated *“The serious issue with any potential work on the ditch network is the apparent discharge of untreated effluent. This is currently causing a very unpleasant odour in the area and would mean that any further excavation of the ditch would possibly contaminate any area on which the silt could be spread. The discharge of this effluent should be dealt with before any Operation Watershed scheme can be considered.”* The Chairman said that she will take this up with Marc Rankin at HDC Environmental Department once again. **Action**
3. Traffic Survey in West Chiltington Lane from Toat Hill Garage to Valewood Lane junction – the Clerk had received a list of concerns and criteria for reducing the speed in Bashurst Hill and West Chiltington Lane from Cllrs Sarah Peay and Roger Pellow and sent these along with a summary of the Traffic Survey to County Cllr Amanda Jupp who will be following this matter up with WSCC on our behalf. **Action**
4. Proposed new footpath and school crossing – no more to report.

5. Condition of Sandhills Road when coming into the village – it was noted that if District Cllr Amanda Jupp Gets re-elected then the Parish Council will write to her to see if she can get WSCC Highways to look into The bad condition of Sandhills Road when coming into the village up to the Barns Green Tennis Courts. **Action**

**40 Red Telephone Box**

The Chairman asked whether all Parish Councillors were happy with siting the Red Telephone Box near to the Barns Green Sports and Social Club by the telegraph pole. All said they were. The Chairman to put an article In the June edition of the BIG MAG which will also include proposals for siting War Memorial Benches on the Village Green by 'Tommy Soldier'. **The Parish Cllrs to have an on-site meeting on 24<sup>th</sup> May 2021 before the start of the next Parish Council Meeting.**

**41 Update on Neighbourhood Plan**

There is to be a Virtual Meeting of the Neighbourhood Steering Group on Thursday 29<sup>th</sup> April 2021 to discuss the next stage. The Chairman will then be able to give THE Parish Cllrs an update.

**Action**

**42 AOB**

1. Cllr Roger Pellow reported that there is barbed wire on both sides of a footpath that runs across a field and past St. Nicolas Church. Cllr Sarah Peay will look into this and report back to the Clerk with the footpath reference so that she can contact the Public Rights of Way Officer.

**Action**

2. Annual Village Meeting – Monday 5<sup>th</sup> July 2021 – the Chairman asked the Parish Cllrs to have think about what subjects should go on the agenda for discussion. Ian Walker will do a presentation and update on the Neighbourhood Plan. The Clerk to put Annual Village Meeting on the agenda for the next meeting.

**Action**

Cllr Sarah Peay said that it would be good idea to mention at the Annual Village Meeting about how lucky we are to have so many footpaths in our parish and inform the parishioners about the history of why we have so many.

**Action**

**43 Date of Next Meeting**

Monday 24<sup>th</sup> May 2021. This meeting will be preceded by the AGM. There being no other business the meeting closed at 8.47 pm.