

ITCHINGFIELD PARISH COUNCIL

Monday 25th October 2021 in the David Francis Room of the Village Hall

Present:

Cllr Penny Simpson – Chairman

Cllr Brian O'Connor

Cllr Alan Peers

Cllr Roger Pellow

Cllr Sarah Peay

The Clerk Jan Critchley

County Cllr Amanda Jupp

93 Co-Option and Declaration of Acceptance of Office

Richard French signed the Declaration of Acceptance of Office in the presence of the Clerk.

The Chairman welcomed Parish Councillor Richard French to the Parish Council meeting.

94 Apologies for Absence – were received from Cllr Alan Strudley, Cllr James Sheppard and District Cllrs Tricia Youtan and Stuart Ritchie.

95 Minutes of the last Meeting

The Minutes of the last meeting on 27th September 2021 had been circulated to all Cllrs ahead of the meeting. The Minutes were then accepted and signed by the Chairman.

Action

96 Matters arising from the Minutes

1. Minute 82:1 - Replacement shrubs for Chapel Road. The Clerk had contacted Roy Tingley and the first date he can do the planting is Saturday 13th November 2021. The Clerk will liaise with Roy and Alan with regard to getting the plants around to the verge by the level crossing.

2. Minute 82:2 Refurbishment of the Fingerposts

The refurbishment of all of the Fingerposts has now been completed. The Chairman said that she thought they all looked really good and it is a shame that the fingerpost by the Bax Castle which is in Southwater Parish is still in a terrible state. The Clerk said that she has written so many times to Southwater Parish Council about this fingerpost, but has now been told by Justin Tyler, Deputy Clerk, that something will be done soon.

3. Minute 90: Report on the Annual Village Meeting.

The Chairman said that the meeting was very well attended with between 85 and 90 people there. It was a positive meeting with most people feeling that they had had a chance to have their say. The Chairman said that the Meeting was a success but it would be good to see some younger people attending in the future.

97 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. Before looking at planning applications, the Chairman asked Cllr Richard French to give an update on the Neighbourhood Plan:

Cllr Richard French said that HDC had given the go ahead for our Referendum to take place on 18th November then HDC received advice from their legal department about Natural England's Notice on water Neutrality which cast doubt on making any future plans until HDC were assured that water neutrality had been demonstrated. On that basis the Referendum has been postponed for 4 to 6 months. Ian Walker and the Chairman have written to Norman Kwan because we cannot understand why this situation is holding up our Neighbourhood Plan. The Chairman has also been in touch with other parishes. The Chairman said that she would like to minute our disappointment in the legal processes at HDC.

2. New Applications

DC/21/1000 - Mr Johnathan Lee, Hook Farm House, Itchingfield Road – Demolition of existing single store stables building. Construction of a part single storey, part two storey ancillary building to accommodate yoga studio, home office, stable, store and first floor annex. Associated hard and soft landscape works.

This planning application came before Itchingfield Parish Council on 19th July 2021 and the Parish Council did not wish to comment until a floor plan of the proposed building was submitted. Now that the Parish Council has sufficient details to comment, the Parish Council only recommends this application for approval providing the proposed building remains ancillary to the main house.

DC/21/2212 -Mr and Mrs K Best, Locketts Farm, Bashurst Hill - Change of use of land to residential garden space. Erection of 3 bay garage building with hobby/games room above.

Cllr Sarah Peay declared an interest as a near neighbour.

Itchingfield Parish Council has no objections and recommends for approval.

DC/21/2208 - Mr and Mrs D Zackhelm, Spring Gardens, Dorking Surrey - Site address. Highfield House, 3, The Wedges, Itchingfield - Erection of a first floor extension above existing side garage and erection of detached garage with associated hard standing.

Itchingfield Parish Council has no objections and recommends for approval. Cllr Brian O'Connor said that he had concerns about the design, but it was decided that this view would not be added to our representation

DC/21/2210 - Mr Nick Chambers, Barn Cottage, Five Oaks Road - Non material amendment to DC/21/0668 to change fenestration.

Itchingfield Parish Council has no objections and recommends for approval.

DC/21/2328 -Mr John Crawford, Bear Lodge, Bashurst Hill - Application to confirm use of a building as a single dwelling house begun more than four years ago before the date of this application. (Lawful Development Certificate- Existing) DC/16/0138.

Itchingfield Parish Council has no objections and recommends for approval.

DC/21/2323 - Mr and Mrs G Matlock, Rosewood Barn, Two Mile Ash, Conversion of Barn to form a three bedroom dwelling house.

Itchingfield Parish Council has no objections and recommends for approval.

98

Report by County and District Councillors –

Report from County Cllr Amanda Jupp:

1. Parents and carers can now apply for their child to start school in September 2022. Applications for Primary and infant school places are now open and close on 15th January 2022. Secondary School applications are also currently open for September 2022 and close on Sunday 31st October 2021.
2. The WSCC is encouraging communities across West Sussex to plant trees to mark the Queen's Platinum Jubilee in 2022. This will create a green legacy, with every tree planting bringing benefits for people, Wildlife and Climate, now and for the future. The Woodland Trust in partnership with the Queen's Green Canopy, is offering free trees to community groups. They are currently taking application for trees To be delivered in March 2022. Cllr Roger Pellow to lead this project on behalf of the Parish Council and come back with a plan.
3. Many people will see an increase in their energy bills this winter due to the rise in the wholesale cost of gas. If anyone is worried and needs advice or information, please contact the West Sussex Energy Advice on 01243 974063.
4. With regard to the hedge needing to be cut back at the bottom of Bashurst Hill at the junction with A264, Amanda confirmed that she has contacted the Estates Manager at Christ's Hospital to see what can be done at it is the land owner's responsibility and not WSCC. Amanda suggested that the Parish Council may wish to consider Speed Indicators at the junction, but this would require permission from WSCC. The Chairman asked Amanda whether the WSCC has a preferred supplier for Speed Indicators as the Clerk has received information and also the Chairman has received details on Speed Indicators from Terry Jones who was part of the Traffic Group. Amanda said she wasn't sure so she will set up a meeting with the Parish Council and Steve Douglas to look into this.

Action

Action

The following Report was sent by District Cllr Tricia Youtan in her absence:

1. All planning applications are in abeyance and HDC are waiting for further information on the rules regarding the serious water shortage problem for Horsham District and parts of Crawley and Chichester. We wait for Natural England, but in the meantime all developments must show water neutrality. This affects for our particular interest the development at Wellcross and all other developments including small or large unless this can be demonstrated.
2. We have an all-member hybrid briefing via Zoom or in person in an attempt to explain the implications and as were the myriad of questions members have, and this takes place on 25th October 2021. Once I have any information I will obviously update you
3. On a different matter the tight corner at the end of Baystone will end up causing serious accidents. There are no white lines between Two Mile Ash Road and the A264 via Christ's Hospital and Weston's Farm and as a regular user I can say that this country Lane is under increasing pressure from extra traffic. Please can you ask Amanda if she can bring this to the attention of West Sussex Highways as it really requires a solution as soon as possible.

Amanda said she will get WSCC Highways to look at the above matter.

Action

99 Accounts for Payment

1. There are twelve payments to be paid.

£20.25 to Barns Green Village Hall Committee for the Parish Council Meeting 27th September 2021.

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

£360.00 to Moore in respect of the Annual Parish Audit for year ending 31st March 2021.

£1,686.21 to Richard Jeffery for refurbishment of our parish fingerposts.

£48.93 to J.R.Print in respect of the printing of the Neighbourhood Plan booklets.

£14.99 to Amazon UK in respect of a Thermometer Gun for the Annual Parish Meeting.

£8.70 to Amazon UK in respect of Hand Sanitiser for the Annual Parish Meeting.

£15.00 to HALC, Horsham Association of Local Councils in respect of the Annual Subscription.

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

£1,066.84 to the Clerk comprising £977.68 salary for October 2021 and £89.16 expenses.

£934.02 to HMRC in respect of Employers and Employees Tax for July, August and September 2021.

£20.36 to the Cobra Team in respect of prizes for the Summer and Halloween Trails.

2. Parish Council Audit for year ending 31st March 2021.

The Clerk confirmed that she had published The Notice of Conclusion of Annual Audit for year ending 31st March 2021, along with the External Auditor Report and Certificate 2020/21, The Annual Governance Statement 2020/21 and Accounting Statements 2020/21 in accordance with Audit Regulations.

Action

100 Correspondence

1. The Clerk reported that she had received a letter from Julia Huson, Treasurer of IPCC thanking the Parish Council for the grant of £1,500.00 for the upkeep from last year's precept and requesting a similar grant from precept 2022/2023. A copy of the IPCC's year end accounts had been included. It was proposed by Cllr Brian O'Connor that a grant of £1,500.00 be paid to IPCC out of the precept for 2022-2023, seconded by Cllr Sarah Peay, agreed unanimously.

2. The Clerk said that she and the Chairman had received a letter from Bruno Peek, Pageant Master for the Queen's Platinum Jubilee Beacons regarding the Platinum Jubilee Weekend of 2nd to 5h June 2022 which The Queen's Platinum Jubilee Beacons is part of. The Chairman said that she has spoken to Neale and Julian Francis regarding taking this on. Cllr Roger Pellow will contact John Prince who we believe has the original Beacon.

Action

101 Highways

1. Valewood Lane – urgent flooding and drainage issues – County Cllr Amanda Jupp said that she is now going to escalate this matter with Michele Hulme, WSCC Head of Local Highway Operations, as we are not getting anywhere with HDC Environmental Department and the Environmental Agency.

Action

2. Operation Watershed – the Clerk has now received two quotes so will contact Sue Furlong at WSCC to see if two quotes are acceptable. The Clerk said that she had written to five contractors and sent them a Scope of Works but had only had two responses.

Action

3. Overgrown hedges in Valewood Lane. The Clerk said that she has written again to John Forster at Clayfield Farm regarding the cutting of his hedge in Valewood Lane where the lane is so narrow. The Clerk will also write to Michele Hulme at WSCC to request that the WSCC send letters to other residents in Valewood Lane who need to cut back their hedges. **Action**
4. Overgrown Public Rights of Way. The Clerk reported that she has written to Nigel Bird who is our Public Rights of Way Access Ranger regarding two footpaths that need clearing: Footpath No. 1609 the part that runs between The Hordens and Smugglers Way and Footpath No. 1903 that is on Two Mile Ash Road at the junction with Trout Lane. **Action**
5. Pathway in Chapel Road. With regard to the poor visibility on the pathway between The Hordens and Chapel House in Chapel Road, County Cllr Amanda Jupp said that there is an opportunity for the Parish Council to apply for a new light. Cllr Brian O'Connor, who has been voluntarily clearing the pathway said that there is already a light there, but it is hidden under branches of a tree. The Chairman said she will go and have a look and report back. **Action**

102 Red Telephone Kiosk – update

The Clerk reported that the Red Kiosk is now ready to be delivered back to be sited outside the Barns Green Sports and Social Club. The Clerk had sent the installation specifications to the Club members for them to decide exactly where the Kiosk is to be sited which will not now be on the patio. The Clerk is now liaising with Kev Leonard from the Club who is co-ordinating the installation with a builder and electrician. The Clerk will contact the transport company to firm up a delivery date. **Action**

103 AOB

1. The Clerk reported that three wreaths have been ordered and delivered for Remembrance Sunday on 14th November 2021.
2. The Clerk reported that the Parish Council received the full claim amount back including the excess on its claim for the damaged fingerpost at the bottom of Fulfords Hill which was hit by a car.

104 Date of Next Meeting

Monday 22nd November 2021. There being no other business the meeting closed at 9.05 pm.