

ITCHINGFIELD PARISH COUNCIL

Monday 25th April 2022 in the David Francis Room of the Village Hall

Present:

Cllr Penny Simpson - Chairman

Cllr James Sheppard – Vice-Chairman

Cllr Richard French

Cllr Brian O'Connor

Cllr Alan Peers

Cllr Alan Strudley

The Clerk Jan Critchley

District Cllr Tricia Youtan

County Cllr Amanda Jupp

45 Apologies for Absence – were received from Cllr Sarah Peay. Cllr Alan Peers had to leave shortly after the commencement of the meeting due to feeling unwell.

46 Minutes of the last Meeting

The Minutes of the last meeting on 28th March 2022 had been circulated to all Cllrs ahead of the meeting. The Chairman thanked the Vice-Chairman for chairing the meeting in March. The Minutes were then accepted and signed by the Chairman and Vice-Chairman.

Action

47 Matters arising from the Minute

Minute 31:1 – Fingerpost at the Top of Westons Hill – Julian Francis has made some enquiries and will be getting back to the Clerk shortly with a quote.

Minute: 38:1 – Barns Green Cobra Team – the Clerk had received a reply from Fiona Christer stating that the remaining balance from the Community Volunteer Hub Fund will be used to purchase a Cobra Community Friendship Tree to be planted on the Village Green which meets the Fund criteria. Fiona said that she would like to pass on her thanks to everybody on the Parish Council for their support over the last two years. A cheque to be raised under payments.

48 Open Session for Members of the Public – No members of the public were present.

49 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/22/0556 – Woodlands Chase, Bashurst Hill, Itchingfield - Demolition of existing garage and erection of a detached garage/workshop/store building with home office and WC in the roof space.

Itchingfield Parish Council recommends this planning application for approval.

DC/22/0651 – Firwood House, Bashurst Hill, Itchingfield - Demolition and reconstruction of front entrance porch/area. Erection of two-storey front, side and rear extensions. Erection of a single storey lower ground floor rear extension. Alterations to fenestration and associated works.

Itchingfield Parish Council recommends this planning application for approval.

DC/22/0710 – 1 Finians Field, Barns Green - Erection of a first-floor front extension, a single storey side extension and a two-storey rear extension.

Itchingfield Parish Council recommends this planning application for approval.

The Clerk to send representations to HDC.

2. Planning Appeal for DC/21/1313 -Mr. and Mrs. B. McLeod – Erection of two detached dwellings incorporating creation of a new access.

It was noted that this planning application has gone to appeal and the Parish Council's original representation will be taken into consideration by the Planning Inspector.

50 Report by County and District Councillors –

County Cllr Amanda Jupp gave the following report:

1. Amanda had circulated a Police Survey on anti-social behaviour and the Chairman said that she had posted this on the Parish Council Facebook page.
2. Ukraine Refugees – WSCC is working alongside Borough Councils to offer wrap around support for Refugees arriving in the UK.
3. Amanda said that the WSCC has a new initiative to support small size business on their journey to net zero by various business support services.
4. Natural England has released an updated version of their FAQ's on the Arun Valley and Water Neutrality. See Link:
www.westsussex.moderngov.co.uk/documents/s31171/060422ArunValleyWaterNeutralityFAQs
5. There is now a link on the WSCC website called Your Mind Matters. The following link provides support and advice for young people and families: www.westsussex.gov.uk/YourMindMatters
6. Amanda mentioned an email received from a resident in Bashurst Hill who was very concerned when a wideload blocked the road in West Chiltington Lane. Amanda and the Chairman said that this was a matter for the police who should be contacted immediately in these circumstances. However, Amanda said that she would write to Katy Bourne. Amanda said that there could be justification for trying to apply again for a Community Highways Scheme to reduce the speed in West Chiltington Lane which she would support. Cllr Richard French will make enquiries. Amanda said that applications would need to be submitted by the end of July.
The Clerk to send an electronic copy of the Traffic Survey to Cllr Richard French.

**Action
Action**

District Council Tricia Youtan gave the following report:

7. Tricia reported that Compliance Officer Madeleine Hartley has told her that she has full contact details of the person responsible for Kingfisher Farm and she feels he is eager to sort out all issues!!
8. Water Neutrality is still holding up any form of development irrespective of size until a solution has been found from Southern Water. This is unlikely to be for some time.
9. The new HDC Leader is focusing very heavily on environmental issues and one aspect is the providing of EV charging points throughout our larger villages.

51 Highways

1. Valewood Lane – urgent drainage issues – no more updates on the drainage issue.
2. Operation Watershed – Cllr Brian O'Connor will contact Sue Furlong to get the latest update.
3. Verges – Cllr Alan Strudley reported that due to heavy rain, many of the verges have spread onto the roads which have made the roads narrower. It is particularly bad at Dog Barking Bend in Two Mile Ash Road and on Bonfire Hill in Southwater Parish.

Action

52 Local Traffic and Roads

As previously reported at the last meeting, Cllr Richard French has circulated a proposal document for Speed Indicator Devices for the Cllrs to review. Cllr Richard French said that he has now added an Operational Expenditure Assessment as requested and has now got some initial outlay costs regarding the SID's:

1. To supply and install a Mounting Post in four locations will be between £1200 to £2500.
2. To supply a Mounting Kit will be £50.
3. To supply and install mini SID's will be between £2625 to £3175.
4. To supply a Solar Charging Panel will be £615.

Operation Expenditure:

1. Occasional battery charges.
2. Warranties on the batteries are one year, on the SID'S three years.
3. Periodical costs for moving the units.
4. Repairs, parts and labour will be approximately £140.
5. Once purchased the SID's will be need to be added to our Insurance Policy and on the Registry of Assets.

Cllr Richard French said he will make a revised copy by Monday 2nd May 2022 taking consideration everyone's comments copy and circulate before sending it to the WSCC. The Chairman thanked Richard for all his hard work on this project.

53 Accounts for Payment

1. There are ten payments to be paid.

The following cheque was raised out of meeting:

£1,587.60 to Insignia in respect of the Platinum Jubilee Mugs.

The following cheques were raised at this meeting:

£20.25 to Barns Green Village Hall in respect of hall rental for the March Meeting.

£28.50 to EE Home Broadband in respect of the Internet Service for April 2022.

£143.88 to Zoom Communications annual subscription.

£750.00 to Air Ambulance Charity Kent Surrey Sussex in respect of a grant as agreed at the March meeting.

£562.68 to WSALC in respect of the annual subscription 2022 to 2023.

£1,027.03 to BHIB Limited in respect of the annual Insurance Premium 2022 to 2023.

£100.00 to Pat Cochran in respect of Litter Warden duties for April 2022.

£1,480.39 to the Clerk comprising of £1,413.79 salary for April 2022 (this includes arrears of pay and £66.60 expenses).

£103.26 to the Barns Green Cobra Team in respect of the balance from the Community Volunteer Hub Fund to purchase a Cobra Community Friendship Tree to be planted on the Village Green.

2. Signing of the Annual Governance and Accountability Return (AGAR) 2021/22 ahead of audit:

- a) Signing of Section 1 Annual Governance Statement year 2021/22 – Signed by the Chairman and Clerk.
- b) Signing of Section 2 Accounting Statements year 2021/22 – Signed by the Chairman. The Responsible Financial Officer had already signed the document before being presented to the Parish Council.

The above documents were signed by the Chairman and Responsible Financial Officer ahead of audit.

These documents along with the Notice of Public Rights will be published on the Parish Council website.

Action

54 Correspondence – there was no correspondence that required actioning.

55 Red Telephone Kiosk – update

The Clerk is still waiting for a date for Defibrillator to be moved and when she has a date confirmed she will contact BEAT. The Clerk to contact BEAT to ask them to send a report of when they are servicing the Defibrillator.

56 Queen's Platinum Jubilee – June 2022

The Chairman gave the following report:

1. There is now a Winner at the Barns Green Primary School for the design for the logo which will be printed on the Platinum Jubilee Mugs. The winner will be announced in the BIG MAG. The Clerk to get some book tokens for the winner and runner-ups.
2. Trees for the Platinum Jubilee will be ordered from the Woodland Trust tomorrow.
3. The Beacons will be lit on Thursday 2nd June 2022. HDC has offered a grant of £200 towards the funding of the Jubilee Event.

57 AOB

The Parish Council needs to appoint a Deputy Emergency Planning Officer now that Roger Pellow has left the Parish Council. It was suggested that Cllr Alan Peers takes on this role. The Clerk to contact him.

Action

58 Date of Next Meeting

Monday 23rd May 2022. This meeting will be preceded by the AGM. There being no other business the meeting closed at 9 pm.