



Itchingfield Parish Council

Minutes of the Meeting Monday 22nd June 2026 7.30pm in the Village Hall

Present: Cllr Alan Strudley - Chairman
Cllr Ross Dye – Vice Chairman
Cllr Simon Ott
Cllr Nick Yeo
Cllr Elaine French

The Clerk - Verity Allcorn

Members of the public: 3

74 **Apologies for Absence**

Apologies were received and accepted from Cllr Rob Fryatt, Cllr Lorraine Awcock and Cllr Sarah Peay.
Cllr Rebecca Jackson was absent from the meeting.
Apologies were also received and accepted from District Cllr Mark Baynham, Cllr Colin Minto and Cllr Tricia Youtan.

75 **Declarations of Interest**

No declarations were given.
Cllr Ross Dye declared a change to his Register of Interests and completed a new form for submission to Horsham District Council **ACTION VA**.

76 **Minutes of the last Meeting to be approved**

1 - To approve the minutes of the meeting held on the 18th of May - circulated ahead of the meeting

The minutes of the last meeting held on 18th May had been circulated ahead of the meeting. The minutes were approved, accepted and signed by the Chairman.

2 - To approve the minutes of the AGM held on the 18th of May - circulated ahead of the meeting

The minutes of the AGM held on 18th May had been circulated ahead of the meeting. The minutes were approved, accepted and signed by the Chairman.

77 **Ratification of actions**

1 - Costs relating to Scribe Accounting Software

Costs relating to Scribe Accounting Software came to £66 per month and the startup fee was £538.80. It was decided that it would be easiest to pay via Direct Debit for future payments. Direct debit mandate was reviewed, approved and signed by Cllr Ross Dye to be submitted to Scribe. **Agreed unanimously** **ACTION VA**

2 - Purchase of Clerk laptop

The Clerk laptop cost came to £543 which included a setup fee of £85 **Agreed unanimously**

78 Written reports from County and District Councillors

Cllr Mark Baynham shared a report ahead of the meeting

Cllr Tricia Youtan shared a report ahead of the meeting

Cllr Ross Dye shared a verbal report.

Cllr Dye confirmed that the consultation date for DC/25/2057 had been extended until the 2nd of July. Pencilled in for committee on 21st July. Review regarding parish boundaries deadline is midnight but we have no issues regarding our parish boundary. Review covers boundaries and number of Councillors. Meeting in about a month, review due September. With regards to Local Government review, anticipate an announcement before 16th July. There is a meeting on the 6th of July where the new Local Plan will be presented to go to consultation in August.

79 Open session for Members of the Public

Member of the public addressed the parish council. He came to raise awareness of the recent notification from Southern Water that they are planning to close the Itchingfield site and re-route to Barns Green and hoped this would be reflected in any further representations to HDC re DC/25/2057.

Member of the public gave his email address if the Parish Council wanted any information with regards to speeding cars and associated injuries.

Simon Gale came on behalf of the Village Hall to discuss the request for a grant for the Village Hall Veranda/Canopy project.

80 Co-Option to fill Casual Vacancy

There were no candidates for Co-Option.

81 Planning

1 - DC/25/2057 update

Transport consultants are preparing their response with the SID information and will include data provided by Cllr Nick Yeo. Sandhills Road SID averages 34MPH which is high for a 30MPH speed limit and risk of serious injury is significant. Access on Chapel Road is still an issue. There are a lot of documents updated onto the portal.

Final representation will be put in including transport and any other amendments **ACTION VA**

2 - Kingfisher Farm update

No replies from Helen Sissons, she was invited to the meeting but has not attended.

It is going to appeal and HDC have comprehensive updates. This has been ongoing for quite a long time. Cllr Nick Yeo to read through the updates and if any further comments to make, to collate them **ACTION NY**

3 - Any further planning applications to be considered

DC/26/0907 - the Parish Council has no comments to make on this application and no objections. **Agreed unanimously**

S106/26/0028 - the Parish Council has no comments to make on this application and no objections. **Agreed unanimously**

82 Highways, local traffic and Roads

Cllr Nick Yeo shared a document ahead of the meeting covering a list of concerns. It is now leaning towards a Community Highways Scheme rather than a Community TRO because of the extent of it. Signage, road markings, speed limits and single tracks is a much larger scheme. WSCC to be engaged with and to look at the data that Cllr Yeo has and seek their help of which is the best way forward. Cllr Yeo will also include new developments. All

Councillors to send any comments in to Cllr NY, to then submit to WSCC and report back at next meeting. **Agreed unanimously ACTION NY**

83 Correspondence

1 - Muntham Drive Road Signs

Email received by the Clerk to clarify if the Muntham Drive Road Signs that were discussed last year were ordered. Markings have been removed but signs have not been ordered. The signs requested will cost approximately £310. Cllr Alan Strudley suggested that in future all requests should come through the trust and the signs will be on trust land so the request should come from then. Cllr AS to discuss at Trust meeting on June 29th. If a request comes in via the Trust, the Parish Council would be happy to cover it. **Agreed unanimously ACTION AS**

2 - Village Hall Veranda/Canopy Project

Request received from Simon Gale - Chair of Barns Green Village Hall Committee for help with funding a new canopy.

The existing awnings were originally installed in 2010 by the playgroup using a government grant and were primarily intended for their use. For several years, other hirers were also able to use the awnings when hiring the Main Hall, enabling the patio area to remain usable during poor weather. However, the installation did not include wind monitoring, and the awnings were subsequently damaged. As a result, other hirers were no longer permitted to use them, and since then the awnings have been used exclusively by the playgroup. The awnings are now in poor condition and require replacement. Despite costly motor replacements in recent years, the manufacturer has advised that spare parts are no longer available. The playgroup has asked the Hall Management Committee to assume responsibility for the awnings, but due to their age, condition, and ongoing maintenance requirements, the committee has declined. The Hall Management Committee wishes to maintain a covered patio area that can be safely and reliably used by all hirers of the Main Hall, not solely the playgroup. The benefits for community groups such as the Youth club and Brownies are clear. In addition, Barns Green Players regularly hire a temporary canopy from a local company during their May performances to allow greater audience attendance and to accommodate the bar area on the patio, this would no longer be necessary. A permanent fitted glass veranda would provide a long-term, low-maintenance solution, ensuring the patio area remains accessible and usable for all groups throughout the year, including during poor weather conditions. The solution is designed with safety in mind; the glass panels are designed not to shatter using laminated glass, which bonds panes with a plastic interlayer to hold glass in place. The current awnings no longer meet the needs of the hall or its users.

Three quotes have been obtained for a high-quality metal-framed canopy with a glass roof and would like to go forward with The Great British Awning and Blind Company who have a very good track record in building and installing canopy/veranda solutions. Quotes were from Mark Antony Windows £25K, The Great British Awning and Blind Company £23K and Caribbean Blinds £39K. The request is for half of the total which is £11.5k.

Proposed by Cllr Elaine French and seconded by Cllr Ross Dye **Agreed unanimously**

Clerk to submit a grant letter **ACTION VA**

3 - Community Litter Warden Team

Email received by the Clerk requesting a grant to help setup the Community Litter Warden Team totalling £260.64 for litter picking equipment. The alternative was for the Community Litter Warden Team to use the HDC Adopt-a-Street scheme.

Cllr Nick Yeo said it is something we should support ourselves and the Parish Council should award the grant.

Proposed by Cllr Nick Yeo, seconded by Cllr Simon Ott. **Agreed unanimously**

Clerk to submit a grant letter **ACTION VA**

Cllr Nick Yeo said that we need to keep the area looking tidy and this includes verges, strimming, mowing etc. Cllr Alan Strudley asked all Councillors to feed back areas that need attention. Cllr Simon Ott will collate if everyone sends the details to him for the council to then decide what action needs to be taken. **ACTION S/O & ALL**

4 - Barns Green Cricket Club equipment trolley

Email received by the Clerk requesting an update on the request for £630 to help buy an equipment trolley. Cllr Alan Strudley suggested that this trolley could be shared with other groups and will clarify with the trust.

Proposed by Cllr Simon Ott, seconded by Cllr Elaine French. **Agreed unanimously**
Clerk to submit a grant letter **ACTION VA**

5 - WSALC AGM

The Chair and Clerk will be attending the WSALC AGM in November at the AMEX in Brighton. If any other Cllrs wish to attend they need to let the Clerk know.

84 Governance

1 - To review and approve Standing Orders 2026 - circulated ahead of the meeting

Standing Orders were reviewed and agreed by the Council, to now be adopted and published on the website.
Proposed by Cllr NY, Seconded by Cllr RD. **Agreed unanimously** **ACTION VA**

2 - To review and approve Code of Conduct 2026 - circulated ahead of the meeting

Code of Conduct was reviewed and agreed by the Council, to now be adopted and published on the website.
Proposed by Cllr EF, Seconded by Cllr SO. **Agreed unanimously** **ACTION VA**

3 - To review and approve GDPR Policy 2026 - circulated ahead of the meeting

GDPR policy was reviewed and agreed by the Council, to now be adopted and published on the website.
Proposed by Cllr NY, Seconded by Cllr EF. **Agreed unanimously** **ACTION VA**

4 - To review and approve Social Media Policy 2026 - circulated ahead of the meeting

Social Media policy was reviewed and agreed by the Council, to now be adopted and published on the website.
Proposed by Cllr NY, Seconded by Cllr SO. **Agreed unanimously** **ACTION VA**

5 - To review and approve Grant Application Policy 2026 and associated Grant Application form - circulated ahead of the meeting

Grant Application Policy and Grant Application form was reviewed and agreed by the Council, to now be adopted and published on the website.
Proposed by Cllr EF, Seconded by Cllr RD. **Agreed unanimously** **ACTION VA**

6 - To consider and approve the distribution of council meeting agendas to councillors by email.

It was agreed that distribution of agendas by email is preferred. Proposed by Cllr NY, Seconded by Cllr SO. **Agreed unanimously**

85 Finance

1 - All payments for approval since 18th May 2026

There are nine payments to be made paid:
£586.80 to Jan Critchley for locum services in April
£543.00 to SCG Consultants for Clerk laptop & setup
£2000.00 to Barns Green Youth Club for grant agreed in March
£2340.00 to Squires Planning for representation DC/25/2057
£180.00 to Wilbar Associates for SID maintenance
£66.00 to Starboard Systems LTD for Scribe subscription
£538.80 to Starboard Systems LTD for Scribe setup fee
£1151.19 for Clerk salary May
£1151.19 for Clerk salary June

2 - To review and approve the use of Online Banking - circulated ahead of the meeting

HSBC Online Banking Terms & Conditions were reviewed and approved by the Council. **Agreed unanimously**
Clerk to proceed with registering **ACTION VA**

3 - To review and approve update to bank account address - circulated ahead of the meeting

HSBC Business Banking Change of address form was reviewed and approved by the Council. Signed by Cll RD and the Clerk. **Agreed unanimously**

Clerk to submit to HSBC **ACTION VA**

4 - To review and approve Bank Reconciliation

Bank reconciliation up to 31st May was reviewed and approved by the Council and signed by the Chairman and the Clerk **Agreed unanimously**

86 Any other Business

It was agreed that the Annual Parish Meeting will be at 6.30pm in the main hall of Barns Green Village Hall. This will be followed by the ordinary Parish Council Meeting at 8pm. **Agreed unanimously**

A draft poster to be made up and posted onto Village notice boards and social media **ACTION VA**

87 Date of Next Meeting

The next ordinary Parish Council Meeting will be on Monday 20th July 2026 at a new time of 8pm.

The Annual Parish Meeting will be on Monday 20th July 2026 at 6.30pm in the main room of the Village Hall.

There being no other business the meeting closed at 9.07pm.