



Itchingfield Parish Council

Minutes of the Meeting Monday 20th July 2026 8pm in the Village Hall

Present: Cllr Alan Strudley - Chairman
Cllr Ross Dye – Vice Chairman
Cllr Simon Ott
Cllr Nick Yeo
Cllr Elaine French
Cllr Lorraine Awcock
Cllr Rob Fryatt
Cllr Sarah Peay
Cllr Mark Baynham (left at 8.30pm)

The Clerk - Verity Allcorn

Members of the public: 2

88 **Apologies for Absence**

Apologies were received and accepted from District Cllr Tricia Youtan.
Cllr Rebecca Jackson was absent from the meeting.

89 **Declarations of Interest**

No declarations were given.

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

The minutes of the last meeting held on 22nd June had been circulated ahead of the meeting. The minutes were approved, accepted and signed by the Chairman.

91 **Clerk's Progress Report – circulated ahead of meeting**

1 – Village Hall Veranda/Canopy Project grant – agreed June meeting

As the canopy is an improvement to the existing Village Hall the parish council can rely on Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, as that power expressly allows grants towards the improvement of recreational facilities and village halls. It is generally regarded as the clearer and more appropriate power for grants towards improvements to existing facilities.

A grant letter has been issued.

2 - Cricket Club Equipment Trolley grant – agreed June meeting

Total amount was actually £400. Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. As long as the trolley is used in connection with the club's recreational activities and the grant benefits the community, Section 19 is an appropriate power.

A grant letter has been issued.

3 – Community Litter Warden Team grant – agreed June meeting

Grant in kind Section 137, Local Government Act 1972 the expenditure will benefit the parish and its inhabitants through supporting community environmental improvement.

Ownership of goods to be passed to the Litter Warden Team.

Supplier being paid directly by IPC because the volunteer group do not have a bank account to receive the grant.

Total came to £257.51

A grant letter has been issued.

4 - Muntham Drive signs grant- agreed June meeting

This will also fall under Section 137, Local Government Act 1972.

Total cost of signs came to £285.40. Payment to go via Muntham House School. All parties have given permission for signs to go up.

A grant letter has been issued.

92 Written reports from County and District Councillors

1 - County Councillor's report

See the report published on the Itchingfield Parish Council website. Under 'Latest News', 'News from West Sussex County Council', 'Report from County Councillor July 2026'

2 – District Councillor's report

See the report published on the Itchingfield Parish Council website. Under 'Latest News', 'News from Horsham District Council', 'Report from District Councillor July 2026'

93 Open session for Members of the Public

Neither of the members of public present wished to address the Parish Council

94 Greener Barns Green

Dogs cannot be walked in the Orchard so any signage decided on will need to reflect that. Cllr Rob Fryatt completed Carbon Literacy course. Email received from a MOP with regards to National Meadows Day 2027 and looking for IPC to support next year this will need to be discussed with the Trust and then to come up with a proposal. **ACTION RF**

95 Planning

1 - Shanly Homes update

Application has not been validated yet. All agreed that any developers should engage early with Parishioners and Clerk will continue trying to engage with Shanly Homes once application has been validated. **ACTION VA**

2 – DC/25/2057 update

A formal non prejudice representation to be submitted in time for agenda date. All comments to be emailed to the Clerk. Proposed by Cllr Rob Fryatt and seconded by Cllr Elaine French. **Agreed unanimously ACTION ALL**

3 – DC/25/0934 update

Cllr Ross Dye & Cllr Nick Yeo attended the hearing. Big issues around drainage and ecology. Very robust questioning from HDC. Could be that it gets turned down due to drainage issue. Expect not to hear anything for the next couple of months.

4 - DC/26/0982 - Old Pinkhurst Bashurst Hill Itchingfield West Sussex RH13 0NY

Erection of a single storey rear extension, re-roofing of 2no. outbuildings, and relocation of an external boiler. (Householder Application).

The Parish Council has no comments to make on this application and no objections. Agreed unanimously

5 - DC/26/0983 - Old Pinkhurst Bashurst Hill Itchingfield West Sussex RH13 0NY

Erection of a single storey rear extension, re-roofing of 2no. outbuildings, and relocation of an external boiler. (Listed Building Consent).

The Parish Council has no comments to make on this application and no objections. Agreed unanimously

6 – DC/26/1018 - Mill Farm Mill Lane Itchingfield Horsham West Sussex RH13 0NP

Removal of Condition 7 of previously approved application DC/23/0460 (Demolition of an agricultural building and the erection of a two-storey dwelling (as an alternative to prior approval reference DC/21/2075) relating to water neutrality.

The Parish Council has no comments to make on this application and no objections. Agreed unanimously

7 – DC/26/1031 - Valewood Farmhouse Valewood Lane Barns Green West Sussex RH13 0QJ

Variation of Condition 1 and Removal of Condition 7 to previously approved application DC/25/1940 (Alterations and change in use of building to holiday let use) to refer to an amended plan and to remove the holiday let condition.

The Parish Council has no comments to make on this application and no objections. Agreed unanimously

96 Highways, local traffic and Roads

1 - Traffic calming proposal/SID data

Cllr Nick Yeo shared SID data ahead of the meeting. Cllr Nick Yeo wants a further meeting with Cllr Mark Baynham to discuss traffic in the Parish. Cllr Mark Baynham confirmed he would be happy to support but only 1 application at a time can be considered. A Community Highways Scheme may be more appropriate. All councillors to read Cllr Nick Yeo's email thoroughly and make any comments before his discussion with Cllr Mark Baynham goes ahead.

Agreed unanimously ACTION ALL

Cllr Lorraine Awcock expressed her dissatisfaction to Cllr Mark Baynham about the state of the pavements in Barns Green and this was an ongoing issue that has never been sorted out. Photos of the pavements to be sent to Cllr Mark Baynham. ACTION VA

2 – Parking opposite the school

Cllr Simon Ott shared a complaint from a MOP about cars being parked on the pavement by the school which meant anyone needing to get past needed to walk on the road. All incidents like this to be reported via Operation Crackdown via the Clerk.

A letter to be sent to the school asking to help educate parents around parking. Agreed unanimously ACTION AS & VA

97 Correspondence

1 – 4Sight Vision email

Email received by the Clerk for a grant request. This will be deferred until the September meeting. Agreed unanimously

2 – Parish maintenance – circulated ahead of meeting

Email received by the Clerk from a member of the public highlighting 2 issues. Roy Tingley to be instructed to trim the two areas highlighted by the member of the public. Agreed unanimously ACTION VA

3 – Miller Homes street names – circulated ahead of meeting

Email received by the Clerk from HDC requesting the Parish Council to come up with street name suggestions for the new Miller Homes development. Clerk to email back requesting to know why the PC are being asked this when the outcome of the planning application has not yet been decided. **Agreed unanimously ACTION VA**

4 – Citizens Advice

Email received by the Clerk from Citizens Advice looking for financial support. This will be deferred until the September meeting. **Agreed unanimously**

98 Governance

1 - To review and approve Financial Regulations 2026 - circulated ahead of the meeting

Financial Regulations 2026 were reviewed and agreed by the Council, to now be adopted and published on the website. **Agreed unanimously ACTION VA**

99 Finance

1 - All payments for approval since 22nd June 2026 – circulated ahead of meeting

There are seventeen payments to be made paid:

1. John Russell Transport Planning LTD - £1740.00
Inv-0081 for provision of transport planning advice and preparation of transport appraisal report in relation to DC/25/2057
2. Roy Tingley - £45.00
Invoice 01154 for strimming of verge adjacent to railway crossing in June
3. Barns Green Village Hall - £24.00
Invoice 2026-073 June hire of the Jubilee Room
4. Barns Green Village Hall - £65.00
Invoice 2026-088 July hire of main hall for APM & ordinary meeting
5. Verity Allcorn (Clerk) expenses - £83.53
Printing of 2x A1 posters for APM £26.70
A4 Paper £5
Malwarebytes subscription £29.99
3x 8 2nd class stamp books £21.84
6. WSCC – Sundry Debtors Fund - £914.59
Streetlighting Annual Maintenance Invoice 2025/2026 Inv 8002082323
7. Wilbar Associates - £283.50
Quarter 2 maintenance on SIDs for July, Aug, Sep 26 INV WA20260249
8. HMRC - £790.97
To cover PAYE, May, June and July. This cheque was signed outside of the meeting by the Clerk and Cllr Ross Dye as the payment needed to be made urgently – dated the 10th of July 2026
9. Barns Green Playing Field and Village Hall Trust - £649
Grant agreed in March for a new mower
10. Barns Green Cricket Club - £400
Grant agreed 22/6/2026 for equipment trolley
11. WSALC - £90
New Clerk training
12. IPCC Churchyard - £2300
Grant agreed at March meeting toward churchyard maintenance

13. Derbyshire Services (Pickerz) - £211.75
Part of grant in kind agreed for Barns Green Litter Wardens
14. BIG Mag - £500
Annual grant
15. Muntham House School - £285.40
Muntham Drive signs grant – agreed June meeting
16. Verity Allcorn (Clerk) salary – £1151.19
July salary
17. Viking - £45.76
Part of grant in kind agreed for Barns Green Litter Wardens

2 - To review and approve Bank Reconciliation

Bank reconciliation up to 30th June was reviewed and approved by the Council and signed by the Chairman and the Clerk **Agreed unanimously**

3 – To review and approve direct debit mandate for HMRC PAYE

Direct debit mandate was reviewed and approved by the Council and signed by the Chairman and the Clerk. **Agreed unanimously**

4 – To review and approve direct debit mandate for WSCC Street Light Maintenance

Direct debit mandate was reviewed and approved by the Council and signed by the Chairman and the Clerk. **Agreed unanimously**

5 – To review and approve Clerk working from home costs

Clerk requested to claim £26 per month to cover costs of working from home. **Agreed unanimously**

100 Insurance Claim for damaged Parish Noticeboard

Parish noticeboard on Bashurst Hill has been fire damaged. Clerk to pursue insurance claim for a replacement. **Agreed unanimously ACTION VA**

101 Any other Business

Cllr Sarah Peay expressed her concern for the Litter Warden Team and litter picking on dangerous roads. Cllr Alan Strudley clarified that the Barns Green Litter Wardens are a group of volunteers and they are not employed by the Parish Council. The Parish Council have given them a grant in kind for equipment, but they are not employed by the council, they are volunteers. Cllr Ross Dye to engage with HDC around best way forward for litter picking on more dangerous roads. **ACTION RD**

102 Date of Next Meeting

The next ordinary Parish Council Meeting will be on Monday 21st September 2026 at 7.30pm in Barns Green Village Hall.

There being no other business, the meeting closed at 9.30pm