



Itchingfield Parish Council

Minutes of the Meeting Monday 18th May 2026 7.30pm in the Village Hall

Present: Cllr Alan Strudley - Chairman
Cllr Ross Dye – Vice Chairman
Cllr Lorraine Awcock
Cllr Rob Fryat
Cllr Sarah Peay
Cllr Simon Ott
Cllr Nick Yeo
Cllr Jenny Cass

The Clerk - Verity Allcorn

Members of the public: 1

59 **Apologies for Absence**

Apologies were received and accepted from Cllr Rebecca Jackson and Cllr Elaine French.

60 **Declarations of Interest**

No declarations were given.

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

The Minutes of the last meeting on 27th April had been circulated ahead of the meeting. The minutes were approved, accepted and signed by the Chairman.

62 **To consider any matters arising from the last Meeting that are not on this Agenda**

All matters arising are on this agenda.

63 **Written reports from County and District Councillors**

No written reports were received from County and District Councillors.

The new County Councillor is Mark Baynham. He will be invited to the next meeting.

The new District Councillor is Ross Dye.

Cllr RD has attended a briefing about the local plan. Briefing coming out soon. Consultation about revised structure for Sussex & possible changes to Parish Councils, make your thoughts known.

64 **Open session for Members of the Public**

Member of the public addressed the council and wanted to give thanks for the hard work of the Parish Council and it is interesting to see that everyone is trying to do their best for the local community. Member of the public is concerned about the amount of development in the village.

65 Planning

1 - DC/25/2057 update

Consultation close date is the 29th of May. 650+ comments submitted so far. Encouraging to see comments on amended plans. We committed to submitting representation before the close date. Everyone is happy that the report from Squires is submitted on behalf of the PC. **Agreed unanimously Action AS**

The transport report has been circulated, everyone happy to submit once Herons Reach amendment has been made. **Agreed unanimously Action AS**

Without prejudice statement to be made, re highways and access disruption and best way ahead including visual amenity. If anyone thinks of anything else it can be added in. **Action AS**

There should be no closeboard fencing as it stops wildlife and biodiversity. Words to be put together to go with without prejudice statement **Action LA & RF**

Field off Muntham is in pre-planning, linkage between the two but no application yet for it. Squires to be consulted and extend the budget to decide the best way forward with this statement. Additional budget of £5000 **Agreed unanimously**

Have had previous communication with Shanly Homes but no date set yet. A date to be scheduled. **Action VA**
Currently it is incredibly difficult to locate anything about Barns Green and Shanly on their website

2 - Kingfisher Farm update

Cllr SP confirmed the dogs have been removed. Police have released a video which has been posted on Facebook. Kingfisher have applied to the Secretary of State re change of use of land. Potentially send a representation from the PC. Addresses should be redacted from the website. A form needs to be completed to do this. Form to be sent to the Clerk. **Action LA**

Cllr NY confirmed we have already submitted a representation to HDC objecting.

Link to be sent to Clerk so we have a record of communication from the Secretary of State. **Action SP**

Cllr AS asked all Cllrs to go on and have a look to see if they still agree with what was stated before on DC/25/0934.

If anything needs to be modified, send it to the Clerk by the end of the week. **Action all**

Cllr SP stated the Police have worked really hard to help with Kingfisher Farm. Also NFU has been supportive.

Cllr AS we shall invite HDC Enforcement to the June meeting to discuss further with us. **Action VA**

3 - Any further planning applications to be considered

DC/26/0623 - 28 Sycamore Rise

1st floor extension and solar panels on the main roof behind, in the back garden. There have been no objections from neighbours. No strong grounds to make a comment. Have until the 26th to make any commentary if we feel we need to. Any thoughts to send to AS and Clerk.

66 Highways, local traffic and Roads

Cllr NY confirmed there are 4 or 5 key focus areas for gulley cleaning. Riparian toolkit has been circulated. It is quite complex. We need to come up with something more specific for the Plum Tree Lane area. WSCC said we would have to come up with a very well established case for funding from Operation Watershed. A one page summary will come out **Action NY & SO**

67 Greener Barns Green update

Cllr RF said there was not too much to update on this month. After discussion with Steyning, it could be helpful to have some signage around the Orchard stating it is open to the community but could the gate be shut, be respectful of neighbours and signage about dog waste. Need to look at cost.

Cllr AS suggested we need to be careful that if we advertise it well we should be careful around surrounding neighbours etc. We need to be mindful of the surrounding area and make sure there is no negative impact. We need to check the legal status of that piece of land. **Action VA**

Cllr RF will come up with wording for a sign **Action RF**

Cllr JC has sent out some information about the trees in the Orchard. Potentially need to organise the pruning of some of the trees.

68 Correspondence

1 - Litter Picking

Email received from a local resident wanting to litter pick in the village. A volunteer group is potentially going to take this on. Clerk to pass on details with residents agreement. **Agreed unanimously Action VA**

2 - NALC New Clerk Training

Clerk would like to attend new clerk training provided by WSALC on the 24th June at a cost of £75 + VAT. **Agreed unanimously**

3 - Horsham Housing Event

Email received re Horsham Housing Event, it was agreed no one attending this time. **Agreed unanimously**

69 Insurance renewal

Insurance renewal circulated ahead of the meeting from Clears Insurance. Cost is £1232.69. **Agreed unanimously**

70 Governance

1 - To review and adopt an IT policy - circulated ahead of meeting

It was suggested to adopt an IT policy following recent internal audit. IT policy was circulated ahead of the meeting. To now be adopted by the council. **Agreed unanimously**

2 - To review Mulberry audit report - circulated ahead of meeting

Audit report was circulated ahead of the meeting. No further action at this time.

71 Finance

1 - All payments for approval since 27th April 2026

There are five payments to be made paid:

£214.50 to Mulberry for internal audit conducted in April

£45.00 to Roy Tingley for strimming in May

£56.68 to Clerk for expenses of postage and stationary

£24.00 to Barns Green Village Hall for hire of hall for May's meeting

£1232.69 to Clear Insurance for renewal of Parish Council insurance policy

2 - Review and approve uptake of Scribe accounting software - circulated ahead of meeting

Information about Scribe accounting software was circulated ahead to the meeting. Clerk to proceed with signing up and will confirm exact costs at the next meeting. Proposed by Cllr RD and seconded by Cllr LA. **Agreed unanimously Action VA**

3 - Direct Debit mandate HDC Dog Bin Emptying to be reviewed and signed

Direct debit mandate circulated. Agreed to pay HDC for Dog Bin Emptying quarterly via Direct Debit. Direct debit mandate was approved and signed by the Chairman. **Agreed unanimously**

4 - Bank reconciliation to be reviewed and signed

No bank reconciliation this month due to not receiving a bank statement.

5 - Signing of unaudited AGAR Section 1 - circulated ahead of meeting

AGAR Section 1 circulated ahead of the meeting. This was approved, accepted and signed by the Chairman. Proposed by Cllr RD & seconded by Cllr JC. **Agreed unanimously**

6 - Signing of unaudited AGAR Section 2 - circulated ahead of meeting

AGAR Section 2 circulated ahead of the meeting. This was approved, accepted and signed by the Chairman. Proposed by Cllr RD & seconded by Cllr JC. **Agreed unanimously**

7 - Receipts

Clerk confirmed the following payments had been received

£2036.18 CIL payment on 27th April 2026

£35000.00 1st Precept payment 26/27 on 27th April 2026

72 Any other Business

Cllr LA has had an update about the changing rooms, there are new plans with some changes. A question was asked if IPC could apply for planning permission to reduce costs. Cllr LA will request further information **Action LA**

The clerk has requested a laptop as currently using Chromebook which is not sufficient. The previous laptop is now old and redundant. HMRC software is only available on a laptop which has caused a problem with salary. Proposed by Cllr LA & seconded by Cllr RF. **Agreed unanimously** Asset register to then be updated and reviewed. **Action AS & VA**

Cllr JC has confirmed she is standing down as a Parish Councillor but will continue helping with Greener Barns Green.

73 Date of Next Meeting

The next ordinary Parish Council Meeting will be on Monday 22nd June 2026.
There being no other business the meeting closed at 9.29pm.