

ITCHINGFIELD PARISH COUNCIL

Minutes of the Meeting held on Monday 25th June 2018

Present:

Cllr Penny Simpson – Chairman
Cllr Sanjeev Joshi – Vice-Chairman
Cllr Victoria Barrett
Cllr Brian O'Connor
Cllr James Sheppard
Cllr Alan Strudley
Cllr Matthew Treasure-Jones
Cllr Sarah Peay
The Clerk Jan Critchley
District Cllr Patricia Youtan

76 Declaration of Acceptance of Office

Sarah Peay signed the Declaration of Acceptance of Office.
The Chairman welcomed Sarah to the Parish Council for the second time as Sarah was a Parish Councillor many years ago.

77 Apologies for Absence were received from Cllr Alan Peers, County Cllr Amanda Jupp and District Cllr Stuart Ritchie.

78 Minutes of the last Meeting

Amendment: The Minutes to reflect that Cllr James Sheppard had given his apologies and was not in attendance at the meeting.
The Minutes of the meeting were approved, accepted and signed by the Chairman.

Action

79 Matters arising from the Minutes

1. Minute 45:1 Operation Watershed – No more to report at the present time.

Action

2. Minute 69:2 – the Clerk reported that the Chairman and herself had met with PCSO Erica Baxter on 23rd May who wanted to discuss about a project she is working on that revolves around the PCSO's involvement with the Horsham rural parishes. It was an interesting meeting and the Chairman also put over the point strongly about how difficult it is to contact the police and how communications should be improved. The Clerk to put up some posters that show to Stay in Touch with the Sussex Police.

Action

3. Minute 69:3 – the Clerk reported that she unfortunately was unable to attend the meeting organised by Liz Leggo regarding Age UK Horsham District's proposal for Village Agents. As requested, the Clerk had obtained costs involved from Sonia Mangan who is the Chief Executive Officer of Age UK Horsham District and circulated the full document to all Cllrs and in summary for each parish for three years to fund a Village Agent would be in the region of 57k. It was decided that at the present time this parish would decline the offer to support funding for a Village Agent within the cluster of our local parishes. The Clerk to write to Sonia Mangan.

Action

80 Open Session for Members of the Public

The Chairman welcomed Stuart Brierley to the meeting. Mr. Brierley said that he had received negative comments in the past on his planning applications and he hoped that his present application would be received favourably with the Parish Council. Stuart Brierley also declared that he was a former client of District Cllr Stuart Ritchie's company with whom he had had a commercial dispute and wondered how this sits with the Parish Council. It was explained to Stuart Brierley that this would have no impact on Parish Council discussions and decisions and that the Parish Council had had no previous knowledge of this dispute prior to his making a mention of it at this meeting and so this had not impacted on any previous decisions. Also, the District Cllrs do not participate in planning application discussions. The Chairman said that if Stuart Brierley feels unfairly treated then he needs to take this up with HDC. The Chairman re-iterated that the Parish Council make comments on planning applications purely on planning grounds as presented to them and without prejudice.

81 Planning Applications

1. New Applications

DC/18/0623 – Mr. Matt Jones, Landfall Farm, Emms Lane, Barns Green – Extension to cottage and garage/store.

Cllr Matthew Treasure-Jones declared a personal interest and left the meeting and took no part in the discussion.

Itchingfield Parish Council recommend for approval.

DC/18/1097 – Ms. C. Welch, 2 Sealands Cottages, Itchingfield Road, Itchingfield – Proposed two storey side extension, part two storey, part single storey rear extension. new front entrance door

porch canopy and alteration to fenestration to the southern elevation.

Itchingfield Parish Council has no objections, but would like to bring the following concerns to HDC Planning Building Control Department: 2 Sealands Cottages is the left hand part of a pair of semi-detached houses. The proposed extensions are proportionate to the existing semi-detached house and are sympathetic to the existing structure and are therefore compliant with HDC Policy 28. However, the Parish Council is concerned that the single storey rear extension denies the right to light of a ground floor room at the rear of number 1 Sealands Cottages as the wall is approximately only 1 metre from the window. Otherwise no objections.

DC/18/1107 – Mr. Stuart Brierley, Nobel Farm, Bashurst Hill, Itchingfield – Erection of a hay barn.

This application is a follow up to application DC/18/1903 for prior approval which was withdrawn due to the proximity of the site to the Airfield at Wellcross and therefore requires full planning permission. After deliberation by the Cllrs, there were seven votes to approve the application and 1 abstention.

Itchingfield Parish Council therefore recommended for approval.

Mr Brierley was asked several times by the Chairman not to interrupt the discussion.

The Clerk to write to the Planning Department with the above representation.

Action

82 Kingfisher Farm Planning Appeal

Cllr Sanjeev Joshi reported that Cllr James Sheppard had stood in to give evidence on behalf of the community at the appeal hearing due to two planning applications being rejected. The appeal started on 12th June and ran for three days starting with opening statements through to 17 witness statements from residents of Kingfisher Farm. There was a site visit with our Counsel, Cllr Brian O'Connor and the Planning Inspector. The Counsel for Kingfisher Farm was not available for two days so the appeal will run for a further two days on the 19th and 20th July when mainly technical legal arguments will be discussed from Kingfisher Farm and HDC. The final half day will be for closing statements.

The Chairman said that the Parish Council has the support of its parishioners for the Parish Council to continue to finance the legal costs of this appeal as agreed at the Annual Village Meeting. A vote had been taken by the showing of hands and there had only been one vote against.

The Chairman gave her thanks to Cllr James Sheppard for his support and thanked Cllr Sanjeev Joshi to whom the Parish Council is indebted.

83 Neighbourhood Development Plan

The Chairman reported that at the Annual Village Meeting, Ian Walker, Chairman of the Steering Group gave a very good summary of the current position of the Neighbourhood Plan. The Steering Group has short listed two sites and are currently receiving comments back from parishioners regarding these sites. The Steering Group is holding an extra Neighbourhood Plan meeting on 3rd July because there is a new edition of the SHELAA and the Steering Group needs to discuss this as well as feedback from the Planning Consultants regarding the Site Assessment Document.

84 Report by County and District Councillors

District Cllr Patricia Youtan gave the following report:

1. Patricia said that she is still speechless about the wrong information that she has been given regarding the Kingfisher Farm Appeal and also why the Police Reports have not been given to the Inspector. She said she will be taking this up with HDC immediately and will contact the Parish Council thereafter.
2. Patricia said she can't believe that the Velo South Event organisers have not contacted the Diocese of Chichester about the impact on churches regarding the road closures on Sunday 23rd September 2018.

Action

85 Accounts for Payment

1. There were sixteen payments.

There were three cheques out of meeting, £289.00 to The Green Reaper in respect of a Parish Council Strimmer, £6,000.00 and £1,020.00 to John Fitzsimons in respect of legal fees regarding the Kingfisher Farm Appeal. £300.00 to the Kent, Surrey and Sussex Air Ambulance Trust in respect of a grant agreed at the May meeting, £36.00 to Barns Green and Itchingfield Village Hall in respect of the Neighbourhood Plan Meeting on 15th May and the Parish Council Meeting on 21st May. £22.00 to EE Home Broadband in respect of the Internet Service for June 2018. £33.67 to Horsham District Council in respect of the emptying of the dog bin from July to September 2018. £6.00 to JR Print in respect of printing for the Annual Village Meeting. £16.50 to Timpson in respect of keys cut for Emergency Plan purposes. £100.00 to Waterstones in respect of book tokens for the Barns Green Primary School 'Twenty is Plenty' competition. £242.97 and £77.99 to Office Outlet in respect of printer cartridges. £80.00 to Pat Cochran for Litter Warden duties for June 2018. £25.40 to the Clerk in respect of refreshments for the Annual Village Meeting. £1,003.76 to the Clerk comprising of £895.02 salary for June 2018 and £108.74 expenses. £2,400.00 to John

Fitzsimons in respect of legal fees regarding the Kingfisher Farm Appeal.

2. Signing of the Annual Governance Statement 2017/2018 ahead of audit.

It was proposed by Cllr Sanjeev Joshi that the Annual Governance Statement be signed by the Chairman and the Clerk. Seconded by Cllr James Sheppard. Agreed unanimously.

3. Signing of Audit of Accounts year ending 31 March 2018 ahead of audit.

It was proposed by Cllr Sanjeev Joshi that the Accounts be signed by the Chairman and the Clerk subject to audit. Seconded by Cllr James Sheppard. Agreed unanimously.

86 Correspondence

1. A letter was received from the Barns Green Tennis Club requesting a grant towards a composting toilet as mains drainage has proved to be too costly. The Club has already received some grants towards this project. It was proposed by Cllr Victoria Barrett to make a grant of £750.00, seconded by Cllr Brian O'Connor, agreed unanimously. A cheque was drawn to Barns Green Tennis Club for £750.00 towards the purchase of toilet facilities.
The Clerk to suggest that the Tennis Club also applies to the WSCC County Local Committee for a grant.

Cheque drawn

Action

87 Replacement Fingerpost at the bottom of Weston's Hill

The Parish Council is now in the process of replacing the fingerpost by using its own resources. The Parish Council is awaiting the final repayment of its deposit following which the unused signpost arms and collars will be returned to Heritage Sign posts.

88 GDPR – General Data Protection Regulations

Cllr Sanjeev Joshi reported that the Parish Council will have a GDPR policy soon.

Action

89 Highways/Emergency Planning

Highways – The Chairman had circulated the report from Barns Green Traffic Group which included a report regarding road safety at the crossroads, not only at school times but at all other times. The Group is also working with the school on a '20's Plenty' poster competition for which the Parish Council has provided book token gifts for the winners.

Emergency Planning – Cllr James Sheppard reported that he had met with the Richard Boyle, Headteacher at Muntham House School to enable the inclusion of their emergency planning information and facilities to be included in the Parish Emergency Plan. The same applies for Sumners Pond. Cllr James Sheppard has now just to meet with the Headteacher of Barns Green School to incorporate their emergency planning information into the plan. The draft plan is currently with HDC so we will keep this on the agenda until the Emergency Plan is completed and adopted by the Parish Council.

Action

90 Development Fund

Cllr Victoria Barrett reported that there are two invoices to be raised in relation to the Planning Fees for the Barns Green Sports and Social Club Project, one for £1,386.00 and a second one for £1,320. This is part of the £7,500k granted to the Club for Planning Costs. Cllr Victoria Barrett said that the Club is using an organisation called Sports Clubhouses to assist them to get the Building Regulations up to specification and once this is complete then the Club will go out to tender for the work.

With regard to the Children's Playground, the Chairman clarified that the Parish Council said that it would give the Field Committee a further grant for the playground once the playground has been made safe by netting. It was understood that the Trust have asked that the Cricket Club take responsibility for this.

91 AOB

1. The Chairman reported that the Orchard has been strimmed with the new strimmer.
2. Cllr Matthew Treasure-Jones said he would like to see the Arboriculturist Report from WSCC regarding the felling of the large oak tree on the village green. The Clerk to contact County Cllr Amanda Jupp.
3. Cllr Matthew Treasure-Jones asked what is happening concerning the Matthews lorries. There has been no correspondence from either HDC or Southwater Parish Council even though Matthews Limited reported that they had consulted with both Parish Councils. The Clerk to ask County Cllr Amanda Jupp for an update and to also contact HDC Planning.

Action

Action

92 Date of Next Meeting - Monday 23rd July 2018.

There being no other business the meeting finished at 9.26pm.