

ITCHINGFIELD PARISH COUNCIL

Minutes of the Meeting held on Monday 26th February 2018

Present:

Cllr Penny Simpson – Chairman
Cllr Victoria Barrett
Cllr Sanjeev Joshi
Cllr Brian O'Connor
Cllr Alan Peers
Cllr James Sheppard
Cllr Matthew Treasure-Jones

The Clerk Jan Critchley
County Cllr Amanda Jupp
District Cllr Patricia Youtan
District Cllr Stuart Ritchie

The Chairman said that before the meeting starts she would like to give our condolences to all the family regarding the terrible incident that happened in the parish just over a week ago. The Parish Council was there available if needed. It was such a shocking thing to have happened within our parish and it only adds realism to the importance of our Emergency Plan which we are currently updating.

14 Apologies for Absence were received from Cllr Alan Strudley.

15 Minutes of the last Meeting

The Minutes of the meeting were approved, accepted and signed by the Chairman.

Action

16 Matters arising from the Minutes

1. Minute 3:1 Operation Watershed – Cllr Matt Treasure-Jones said that he has gone through the Report from Landbuild. A Jetting Report has to be carried out before any other work can be commenced. Landbuild has fixed the culvert in Trout Lane which is ok, but Cllr Matthew Treasure-Jones feels that the work on the culvert isn't as good as it should be. Also, there is a query about a drain in Trout Lane being too near the road and needs a barrier. The Clerk confirmed that she has written to WSCC about this and waiting a reply. Cllr Matthew Treasure-Jones said that the Parish Council now needs to apply for a grant for the next tranche of works under our specification under Operation Watershed. The Clerk to get together with Cllr Matthew Treasure-Jones and Cllr Brian O'Connor to do this. It was agreed that the Parish Council would now pay the invoice from Landbuild even though the Parish Council is not totally happy about the work that has been carried out. The Clerk to write to Sue Furlong with assistance from Cllr Matthew Treasure-Jones regarding this.

Action

Action

It was noted that work needs to be carried out in Valewood Lane near to Greenfield Farm due to excessive flooding there. County Cllr Amanda Jupp said that she would have a word with the occupants of Greenfield Farm to see if they will cut back their hedges in the first instance.

Action

2. Minute 4:1 Claim regarding damaged Fingerpost – The Clerk said that she has written again to Marcus at Heritage Fingerposts stating that it has now been a year since the Parish Council received a quote and paid 50% of the cost for this new fingerpost and it has still not been installed. The Clerk informed him that the Councillors were not at all happy. A response came back from Marcus stating he has been working on our sign as well as signs along the A272 and he said he is totally committed to installing our sign as quickly as possible, but still did not give a confirmation date for the installation and continued to blame the weather for the delay. The Clerk to write to Marcus and state that unless the fingerpost is installed by the middle of March the Parish Council will arrange to pick up it up and install the fingerpost ourselves.

Action

Minute 12:1 – The Chairman said that she is due to have a discussion with Cllr Nigel Currie on Thursday 1st March 2018 and if he no longer wishes to remain a Councillor then the Clerk will advertise the Casual Vacancy and notify HDC.

Action

17 Open Session for Members of the Public

Jenny Myers from the Coopers in Bashurst Hill addressed the Parish Council. Jenny expressed her concern about the poor junction design at the bottom of Bashurst Hill. Joining the Five Oaks Road (A264) by Toat Hill Garage is both difficult and dangerous and with the housing nearby, the A264 is getting busier. It was decided that Cllr Alan Peers will take this matter to the Barns Green Traffic Group to take it further. County Cllr Amanda Jupp said that she will look at the WSCC report/survey that was carried out a while back regarding this junction.

Action

Action

District Cllr Stuart Ritchie arrived at 8.15pm.

18 Planning Applications

1. New Applications

DC/18/0260 - Mrs Kate Short, Woodside, Valewood Lane, Barns Green, RH13 0QJ.

Proposed single storey rear extension.

Itchingfield Parish Council recommends for approval.

DC/18/0292 - Barns Green and Itchingfield Sports and Social Club, 36 Smugglers Way B.G. RH13 0PP.

Site address, Barns Green and Itchingfield Sports and Social Club, Muntham Drive, B.G. RH13 0PT - A new separate sports club changing rooms attached to sports and social club plus extension to existing changing room to accommodate football and rugby teams.

Itchingfield Parish Council recommends for approval.

DC/18/0351 - Fulfords Farm, Fulfords Hill, Itchingfield RH13 0NX - Change of use and conversion of store building (unit4), to residential dwelling.

Itchingfield Parish Council recommends for approval.

DC/18/0404 - Mr and Mrs Angell, Rose Cottage, Itchingfield Road, Itchingfield RH13 0NT - Demolition of existing garage and store. Construction of new garage and roof space storage area. Existing window to existing property replaced by a door, further new window opening created.

Itchingfield Parish Council has no objections providing the garage is used solely for ancillary use to the main residence.

19 Neighbourhood Development Plan

Cllr Alan Peers reported that the Steering Group has now looked at five sites as a test and put them through the marking criteria that is going to be used for all the sites. These test sites will be sent to Dowsettmayhew to check through and make sure that the Steering Group is on the right lines with regard to marking the sites. Cllr Matthew Treasure-Jones reported that the Steering Group is still waiting for clarification from HDC with regard to what sites are included within 'Windfall Sites'. Chris Lyons and Norman Kwan from HDC seems to disagree on this matter even though Dowsettmayhew are having on-going conversations with HDC. District Cllr Stuart Ritchie said that he would contact Chris Lyons regarding this issue and come back to the Clerk with the response from Chris Lyons.

Action

Cllr Sanjeev Joshi said that he would like a copy of the marking criteria at some stage so that he can advise Ashley Bowes from Cornerstones Barristers.

Action

The Chairman confirmed that the Annual Village Meeting will now be held on Tuesday 19th June 2018 and will be mainly devoted to the Itchingfield and Barns Green Neighbourhood Plan.

20 Report by County and District Councillors

District Cllr Patricia Youtan gave the following report:

1. Patricia said that she has reported the terrible potholes on the A264 by the bridge to the WSCC. County Councillor Amanda Jupp said that these should be added to their schedule of works.
2. Fly Tipping is still bad in the area and costing thousands to clear by HDC.
3. Patricia said that against all odds the back log of queries regarding the new rules and regulations relating to the new bin collections have been cleared.

County Cllr Amanda Jupp gave the following report:

1. Amanda reported that there are still issues with regard to flooding at Dog Barking Bend in Two Mile Ash Road. Some of the ditches have been dug out by a nearby resident even though Southwater Parish Council should have had this work done under Operation Watershed. Cllr Matthew Treasure-Jones said there is still more work to be done so Amanda will follow this up with Matt Davies who is head of WSCC Highways.
2. Amanda said she will put pressure on Southwater Parish to get the fingerpost in Two Mile Ash Road to be replaced.

Action

Action

District Cllr Stuart Ritchie gave the following report:

1. Stuart said that planning application DC/17/2622 has gone through and was passed. He said he had received phone calls from both the applicant and his neighbourhood prior to the planning meeting at HDC and listened to the representations that they were going to put before the planning committee. Stuart said that he gave advice to both of them.
2. The HDC recycling has now changed and information should have been received. Stuart said that we should encourage residents to give feedback as there is a dedicated team at HDC to deal with this.
3. Stuart reported that the HDC Council Tax has been approved and HDC has the lowest % increase.
4. Stuart said that at the last Cabinet meeting with Deputies, the Head of Strategic Planning said that HDC are hoping to get approval of the GTTS Policy by May 2018.

- 21 New email addresses**
All the Councillors now have new generic email addresses set up to be used for Parish business. Most of the Councillors have now confirmed that their new addresses are up and running and the Clerk has set up a new distribution list. The Clerk will use both distribution lists until all Councillors have set up their new email addresses. **Action**
- 22 Accounts for Payment**
There were six payments.
£46,730.40 to Landbuild Limited in respect of the Operation Watershed work carried out.
£22.00 to EE Home Broadband in respect of the Internet Service for February 2018. £36.00 to Barns Green and Itchingfield Village Hall in respect of the Neighbourhood Plan Meeting on 22nd January and the Parish Council meeting on 29th January 2018. £2,675.23 to Action in Rural Sussex in respect of support work carried out on the Neighbourhood Plan. £80.00 to Pat Cochran for Litter Warden duties for February 2018. £922.29 to the Clerk comprising of £839.60 salary for February 2018 and £82.69 expenses.
- 23 Correspondence**
1. A letter was received from the PA to the Director of Planning, Econ Dev & Property, HDC stating that she has been asked to establish plans by HDC on hearing of the death of HM the Queen or another senior member of the Royal Family and wanted to know whether the Parish Council would open books of condolence within our parish. In their plan HDC will be opening books of condolence at HDC offices and in the Museum.
As the Parish Council does not have an office, the Clerk to write back stating that if a book of condolence was opened it would be in St. Nicolas Church, Itchingfield. **Action**
- 24 Highways/Emergency Planning**
Emergency Planning –
Cllr James Sheppard reported that he had circulated a draft document of the Emergency Plan. Cllr James Sheppard had also forwarded a full report to the Parish Councillors regarding the incident in the village on 17th February 2018. He said that the Parish Council had a plan and everything worked as it should have done and the Parish Council were not called for this time. Cllr James Sheppard did go to the site of the incident two hours after it happened but didn't want to get in the way. The Parish Council are only required if the Emergency Services cannot get to the site of the incident. The incident hi-lighted a few issues that Cllr James Sheppard has followed up on and he said that he will continue to update the Emergency Plan. **Action**
Highways
Cllr Brian O'Connor reported that he has topped up all the Salt Bins in the parish.
The Clerk confirmed that she has written to Chris Stark at WSCC regarding the hardstanding at the bus stop on the village green. **Action**
County Cllr Amanda Jupp said she has been in discussion with Chris Stark about safety measures for children walking to the school from the Barns Green Village Car Park. **Action**
- 25 Clerk's Salary Review**
The Parish Councillors considered the Clerk's salary using the recommendations made by the National Association of Local Councils. It was proposed by Cllr Brian O'Connor that the Clerk's salary be increased to £13,425.84 per annum with effect from 1st April 2017, seconded by Cllr Sanjeev Joshi, agreed unanimously.
The Chairman thanked the Clerk for being such a wonderful Clerk and said that she would like to express the Parish Council's appreciation for all the work the Clerk carries out throughout the year.
- 26 AOB**
1. Cllr Matthew Treasure-Jones reported that he is about to go into a fierce legal argument with HDC regarding his recent planning application which the Parish Council recommended for approval. The Chairman said she has spoken to District Cllr Patricia Youtan to look into some of the issues regarding this application.
2. Cllr Victoria Barrett said that she would like to give her heartfelt thanks to the Parish Council for their continued support for the Youth Club which became a focal point for the youth to express their grief over the recent loss of one of their members.
3. Cllr Alan Peers mentioned the broken style on footpath 1903 between the village green and the Jubilee Field leading to the arboretum. The Clerk said that she has reported this, but would write again to the WSCC PROW Officer as they should be in our parish soon. **Action**
- 27 Date of Next Meeting - Monday 26th March 2018.** There being no other business the meeting

finished at 9.35pm.

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