

ITCHINGFIELD PARISH COUNCIL

Minutes of the Meeting held on Monday 24th June 2019

Present:

Cllr Penny Simpson – Chairman

Cllr Brian O'Connor

Cllr Sarah Peay

Cllr James Sheppard

The Clerk Jan Critchley

County Cllr Amanda Jupp

District Cllr Stuart Ritchie

District Cllr Patricia Youtan

- 72 **Apologies for Absence** were received from Cllr Victoria Barrett, Cllr Sanjeev Joshi, Cllr Alan Peers and Cllr Alan Strudley and District Cllr Patricia Youtan.
The Chairman said that as we only currently have 8 members, can the Parish Councillors please give the Clerk good notice of any apologies so that we have a quorum. The Clerk to send out a note prior to the next meeting. **Action**
- 73 **Minutes of the last Meeting**
The Minutes of the meeting were approved, accepted and signed by the Chairman. **Action**
- 74 **Matters arising from the Minutes**
1. Minute 60:1 Greenfield Farm – the Clerk confirmed that she had written to Penny Marsh, Principle Environmental Health Officer at HDC regarding the sewage smells coming from Greenfield Farm. The Clerk reported that she had received a reply. Penny Marsh stated that HDC had received complaints this month after a quiet period and are monitoring the situation. The owners of the site Mr. & Mrs. Ray have been co-operating with the suppliers of the treatment plant and the Environment Agency to improve the working of the new sewage treatment plant. Mrs. Ray has passed on her apologies to all those who are affected by the smells.
3. Minute 60:3 Parish Noticeboards – the Clerk reported that she had spoken to Julian Francis and he advised that it would be better to replace the noticeboards with metal ones and he said he will put posts on the one at Bashurst Hill and install that one and the one by the bus stop. Cllr Brian O'Connor to let the Clerk know of the company whom he purchased the Parish Council metal noticeboard from. **Action**
4. Minute 60:4 Barns Green School Crossing – County Cllr Amanda Jupp to give an update in her report. **Action**
5. Minute 60:5 Safety at the Barns Green Level Crossing – the Chairman said there was a letter published in the West Sussex County Times from Vincent Van der Hoeven, Route Level Manager at Network Rail, stating that the Barns Green Level Crossing has been investigated and everything is in order with the crossing. **Action**
6. Minute 60:6 More signage for the village car park – Julian Francis has agreed to put up another sign on the existing fingerpost on the edge of the village green directing people to the village car park. **Action**
7. Minute 70:2 – Bins on the village green. The Clerk said that she has written to HDC regarding the emptying of the bins on the village green. **Action**
- 75 **Open Session for Members of the Public**
Gavin Dray and Stuart Brierly were in attendance, but neither wished to address the Parish Council.
- 76 **Planning Applications**
1. New Applications
DC/19/1072 – Mr. Graham Boyd, 39 The Hordens, Barns Green – To replace existing conservatory with a sunroom.
Itchingfield Parish Council has no objections and recommends this planning application for approval.
DC/19/1120 – Durwin, Banks, Gay Banks and Wendy Dorking, Muntham Home Farm, Barns Green – Subdivision of dwelling into 2 dwellings.
Itchingfield Parish Council has no objections to this planning application in principle, but feels that the application needs to make a provision for car parking and the curtilage needs to be clarified. If both these issues are addressed then Itchingfield Parish Council would recommend for approval.
DC/19/1245 – Mr. and Mrs. Welfare, 44 Smugglers Way, Barns Green – Proposed two Storey side extension with single storey rear extension with elevation changes and internal alterations.
Itchingfield Parish Council has no objections and recommends this planning application for approval.

The Clerk to write to HDC Planning Department with the above representations.

Action

2. Letter re: DC/19/1018 – The Chairman said that she had received a letter from Mr. & Mrs. McAlister of Itchingfield regarding DC/19/1018. The Chairman to respond stating that the Parish Council is not in receipt of the amended plans for this application so the Clerk will contact HDC to send them so that they can be discussed at our next meeting in July.

Action

77 Report by County and District Councillors

County Cllr Amanda Jupp have the following report:

1. Amanda said that with regard to the Barns Green School Crossing, she had emailed Claire Faulkner to request a site plan for the crossing. Chris Stark, Area Highways Manager, WSCC has approved the Scheme so once the site plan has been received, Amanda can give her approval. The deadline for making a decision and giving approval is 31st July 2019.
2. Amanda said that she had been contacted by 'Inspired Villages' regarding the proposal for a Retirement Village at Wellcross Grange. The Chairman said that this site has been discounted by the Neighbourhood Plan Steering Group and the Parish Council supports this, so the Parish Council will not be meeting with them at the present time.
3. Amanda said that she had passed on a Temporary Traffic Regulation Order Notice to the Clerk regarding road patching work to be done in Bashurst Hill on 27th September 2019. Also, for information Amanda said that there is to be considerable work carried out at Buck Barn starting on 9th July 2019.

Action

The Chairman thanked Amanda for attending the Annual Village Meeting and answering some questions from the audience.

District Cllr Stuart Ritchie gave the following report:

1. Stuart said that the site of the proposed retirement village is not in the HDC Local Plan. He said that he had met with the Developer and informed them that they should follow the Local Plan process but they appear to be putting in an application. Stuart to keep the Parish Council informed.
2. Stuart said that a new Starbucks had opened in Piries Place run by Co-op Southern, but why he has brought it to our attention is that their chosen charity is The Samaritans of Horsham and Crawley which is a charity close to his heart and to which he is a patron. So, if you are in Horsham and in need of a coffee, that is the place to go to.
3. Stuart said that with regard to the Barns Green Level Crossing, one of the two complainants who originally raised concerns about the safety of the Level Crossing, volunteered information to Jeremy Quin who in turn escalated the matter directly to the Chief Executive of Network Rail. A response was received the same day with Network Rail imposing a speed restriction on the line pending investigations. These investigations included a study of CCTV footage by the two complainants who were satisfied that the Level Crossing equipment was working correctly at the time of the incidents being reported. There is still a meeting planned with Network Rail, Jeremy Quin, the District Cllrs and our Parish Council Chairman.

78 Neighbourhood Development Plan

Ian Walker, Chair of the Neighbourhood Plan Steering Group gave a full report and update at the Annual Village Meeting. The fourth draft of the Plan has been completed and this will be sent to Ashley Bowes of Cornerstone Barristers.

79 Accounts for Payment

1. There were thirteen payments.

Three cheques were drawn out of meeting: £1,071.10 to BHIB in respect of the Annual Insurance Premium. £195.47 to the Hampshire Flag Company in respect of the purchase of a Sussex Flag. £68.25 to Chris Simpson in respect of the strimming of the Orchard. The following cheques were then drawn at the meeting: £28.50 to EE Home Broadband in respect of the Internet Service for June 2019. £39.00 to Barns Green Village Hall Committee in respect of the Neighbourhood Plan Meeting on 14th May and the Parish Council Meeting on 20th May 2019. £33.67 to HDC in respect of emptying of the dog bin for June, July and Aug 2019. £20.00 to Barns Green Community Publications (BIG MAG) in respect of a notice in the BIG MAG regarding the Annual Village Meeting. £126.00 to Vision ICT in respect of website changes on the deaths of Senior Royals. £21.60 to Vision ICT for one hosted email address. £80.00 to Pat Cochran for Litter Warden duties for June 2019. £11.12 to Greenham in respect of a Litter Warden Jacket. £995.60 to the Clerk comprising of £922.55 salary for June 2019 and £73.05 expenses. £31.00 to the Clerk in respect of Annual Village Meeting expenses.

Before the Parish Council approved the Accounts for Audit, the Clerk gave the following report. David Redston had approved the accounts subject to audit as our Internal Auditor. Because the Parish Council

total balances are below 200k the Parish Council should be regarded as a Basic Authority. However, the Auditor had written to the Clerk stating that based on our Council's results for year ended March 2018, it should be regarded as an Intermediate Authority. The Clerk has written back stating that the Development Fund balances should not be included in the Parish Council's balances as the Development Fund is only for use for specific projects not relating to Parish Council usual activities so it should be regarded as a Basic Authority.

2. Signing of the Annual Governance Statement 2018/2019 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 2019 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.

80 Correspondence

1. The Chairman said that she had received a letter from the Merchant Navy following the purchase of the Sussex Flag from the Hampshire Flag Company. It was agreed that the Parish Council should also purchase a Merchant Navy Flag to fly in early September 2019.
2. A letter had been received addressed to Clerks and Councillors regarding the purchase of stickers to try to prevent Dog Fouling in Sussex. It was agreed to purchase 20 stickers to be distributed to the local shop in the first instance.

Action

81 Development Fund update

Cllr Victoria Barrett sent the following report in her absence: *"The changing rooms are progressing as expected. The schedule of works with indicative timelines of payments due has been received from the contractor. Work is expected to take 6 months to complete. The Parish Council will be reimbursing the Barns Green Sports and Social Club on receipt of invoices signed off by the Club Committee and the Project Managers."*

82 GDPR – General Data Protection Regulations

Carry forward to next meeting.

Action

83 Highways/Emergency Planning

Emergency Planning – Cllr James Sheppard said that the Emergency Plan is complete and as per instructions from Tony Skelding, Emergency Planning Officer at HDC, the Parish Council just needs to find a secure place to keep a hard copy that is accessible. The Plan can also be kept electronically in the .gov.uk email addresses, but cannot be printed off. This would then comply with GDPR. The Clerk to contact Paul Harding, Chairman of the Barns Green Village Hall Committee to find out if the Parish Council can have a secure document storage box to be kept at the village hall for the Emergency Plan.

Action

Cllr James Sheppard will circulate the final copy of the Emergency Plan which will be formally approved at the next meeting and then it can be distributed to Barns Green School, Muntham House School and Sumners Ponds where their copies of the Plan can then be stored securely under their own GDPR terms.

84 AOB

1. The Clerk reported that she had attended a meeting of the Field Committee of the Trust to let them know the details of the Parish Council's proposal to give a grant to kick start a Playground Project. This subject was discussed at the Annual Village Meeting. Following on from the Annual Village Meeting, The Chairman said that she would like to record her thanks to Ally Baker for co-ordinating a team to start looking at the possibility of obtaining grants to start this project.

Action

85 Date of Next Meeting – Monday 29th July 2019. There being no other business the meeting finished at 9.20 pm