

ITCHINGFIELD PARISH COUNCIL

Minutes of the Meeting held on Tuesday 21st January 2020

Present:

Cllr Penny Simpson – Chairman
Cllr Sanjeev Joshi – Vice-Chairman
Cllr Brian O'Connor
Cllr Sarah Peay
Cllr James Sheppard
Cllr Alan Strudley

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

- 1 **Apologies for Absence** were received from Cllr Victoria Barrett, Cllr Alan Peers and District Cllr Tricia Youtan.

The Chairman started the meeting by saying that she had received a Register of Interest. Cllr Sarah Peay had sent an email to the Chairman stating that she would like to officially declare a personal interest in planning application DC/19/2589 and will be leaving the meeting when this planning application is discussed and will therefore, not be voting or taking part in any of the discussion.
- 2 **Minutes of the last Meeting**
The Minutes of the meeting were approved, accepted and signed by the Chairman. **Action**

Cllr Sanjeev Joshi arrived at 7.35pm.
- 3 **Matters arising from the Minutes**
 1. 144:2 Parish Noticeboards – The Clerk reported that the new noticeboards have arrived and awaiting installation by Julian Francis.
 2. 144:3 State of the Fingerposts – The Clerk said that Julian is going to put the extra arm on the fingerpost as soon as he can directing people to the ‘Car Park’. The Clerk to source some new letters for the arm. The Clerk to contact the WSCC to see if they have any and also Cllr James Sheppard will forward the details of where he has sourced some letters from. **Action**
 3. 147:4 New Pathway on Chapel Road – The Chairman said that there was two-way traffic for a few days whilst The work is on-going but the road seems to have been closed again. However, people are happy in the main. The Clerk reported that she has written to Chris Stark regarding the removal of all the plants on verge which were removed by the contractors. As the plants had been planted by the Parish Council, the Clerk has asked that WSCC replace them when the work is completed. **Action**
 4. 137:6 from November meeting – Request for funding from BEAT – Billingshurst Emergency Assistance Team. The Clerk had written to BEAT to request that if the Parish Council were to make a donation would BEAT be able to maintain the Defibrillator located at the village hall which is owned by the Parish Council. BEAT already maintain the Defibrillator located outside the village shop. BEAT said they would be happy to maintain our one but would like to know what sort of donation the Parish Council would be willing to make. The Clerk to find out how much it costs to maintain a Defibrillator per year and put this subject on the agenda for discussion at our next meeting. **Action**
 5. Minute 154:1 Royal British Legion Silhouette – The Clerk reported that she had written to the Royal British Legion and the ‘Tommy Soldier’ can stay in situ for as long as we want as long as it is maintained in good condition. **Action**
- 4 **Open Session for Members of the Public**
Stuart Brierley was present and had given prior notice to the Clerk to record the meeting. He stated that there is still an on-going complaint to HDC involving Cllr Sarah Peay and District Cllr Stuart-Ritchie with regard to compliance. The Chairman said that the Parish Council was aware of the complaint, but had been advised that the matter had been resolved. Further investigation will be made. **Action**
Gavin Dray was in attendance but did not wish to address the Parish Council.
- 5 **Planning Applications**
 1. New Applications
DC/19/2275 – Mr. Simon Stainer, Valewood Farmhouse, Valewood Lane, Barns Green - Lawful development certificate in respect of the stationing and occupation of a mobile home having been continuously used and maintained as an independent self-contained unit of dwelling accommodation for in excess of 10 years.
This planning application should be refused as its independence has not been proved, the mobile home was not

removed as stated in application DC/07/2786 after completion of the work. The lawful permission of this mobile home would adversely affect the aspect of Valewood Farmhouse which is a grade 2 listed dwelling. The matter of the continuous siting of the mobile home on this site has also been brought to the attention of HDC's Compliance department on two occasions in recent years by Itchingfield Parish Council's Planning Officer, but no action seems to have been taken by HDC to order its removal. This planning application should be brought to the attention of HDC's Compliance Department once again.

DC/19/2534 – Mr. Francis Pulvermacher, Christ's Hospital School - Retention of temporary access road for permanent use. (retrospective).

Itchingfield Parish Council has no objections to this planning application.

DC/19/2589 – Mr. and Mrs. S. Brierley, Noble Farm, Bashurst Hill Itchingfield - Building for mixed agricultural use and the splitting and storing of firewood.

Before Itchingfield Parish Council can make comments on this planning application, can HDC please clarify the following concerns: The Parish Council would ask that HDC make some investigations into the working hours and type of machinery to be used in this building as it is in a residential area. Would the proposed building have any adverse impact with regard to its location, height and the level of noise during working hours. Our Planning Officer on the Parish Council also raised the issue of the siting of the proposed barn having an undue detrimental effect on the ecology and landscape of the area.

DC/19/2318 - Mr. and Mrs. Clarke, 1 Motto Cottage, Sandhills Road, Barns Green - Revised application, Extension to the side and rear of existing semi-detached property.

Itchingfield Parish Council recommends this planning application for approval.

2. Kingfisher Farm –

Cllr Sanjeev Joshi said that the action required is to file an application to PINS by 11th February 2020 and he will circulate the campaign and position papers. This first step will cost in the region of £5k and will take us to the second stage. The Chairman proposed that the Parish Council take this first step, seconded by Cllr Brian O'Connor and agreed unanimously. Cllr Sanjeev Joshi to liaise with the Clerk and keep the Cllrs informed.

Action

District Cllr Stuart Ritchie arrived at 8.15pm.

6

Report by County and District Councillors

County Cllr Amanda Jupp gave the following report:

1. Amanda said that she has been discussing with other parishes in our area about considering planting trees this year as it is the beginning of a decade. The WSCC is keen to progress its green agenda. There are free tree planting packs from the Woodland Trust. As the Parish Council is a member the Clerk will contact the Trust for details.
2. With the recent bad weather Amanda said that the WSCC are currently repairing 600 potholes a week. The message is to report any potholes directly to WSCC Highways. The Chairman to put the contact details on the Parish Council Facebook page.
3. Amanda gave an update on budgets for the WSCC.

Action

Action

The Chairman read out the following report from District Cllr Tricia Youtan in her absence:

1. The potential closure of the Drill Hall has become a matter of alarm and distress for a number of residents and therefore any decision will not be taken until after a further period of consultation has been undertaken. Rookwood Golf course is also being considered for closure and possible housing.
2. The sites being considered for our District Plan are all being examined for their suitability by Planning and will come forward for members consideration on January 30th, but only for consideration not to adopt any or indeed approve any.
3. Appeal is being put before our local MP's to try and stop the intense pressure placed on our district for housing. As we all know our roads are gridlocked at rush hours and our infrastructure is sadly lacking for more huge swathes of development.
4. The new traffic light system at Farthings Hill causes even more delays and Christian Mitchell is trying to see if improvement can be forthcoming in traffic light controls.
Tricia did make a comment about potholes in the area, but Amanda stated that this was WSCC's responsibility and she has therefore included it in her report.

District Cllr Stuart Ritchie gave the following report.

1. With regard to the Local Plan there is a document which will be published tomorrow and deals with major sites that have been brought forward. This document will be up for adoption at a meeting on 30th January 2020.
2. With regard to the financial settlement to HDC, an increase in 2% will be proposed.
3. With regard to Housing numbers, HDC on a political level are taking concerns to local MP's.

7 Neighbourhood Plan
The Steering Group had a meeting last night and things are going well. The Plan was sent to HDC and has now been returned with comments which the Steering Group are addressing. The Group are also taking on board all comments from the local public. The Plan should then be ready soon for Stages 15 and 16. It has been hard to address the problem of the Gypsy and Travellers as the Steering Group wanted to have it as a Policy that we had enough pitches in our parish, but HDC has come back to say it has to be put in as an Aim. However, it must be remembered that it is OUR Plan and that we have a duty to represent the view of our parishioners.

8 Accounts for Payment

1. There were ten payments.

One cheque was raised out of meeting for £60.00 to Roller Banners UK in respect of the printing of outdoor banners for the Neighbourhood Plan Consultation. The following cheques were then drawn: £6.00 to JR Print in respect of the Annual Meeting Poster. £39.00 to Barns Green Village Hall Committee in respect of the Parish Council Meeting on 16th December and the Neighbourhood Plan Meeting on 19th December 2019. £28.50 to EE Home Broadband in respect of the Internet Service for January 2020. £49.04 to SSE, Southern Electric in respect of the unmetered supply for the Red Kiosk in Chapel Road. It was decided to have this supply terminated with immediately effect. The Clerk to contact SSE, Southern Electric to request that this is done. £172.80 to Vision ICT in respect of the hosted email addresses. £1,341.00 to DMS Signs in respect of the two new noticeboards. £80.00 to Pat Cochran for Litter Warden duties for January 2020. £1,000.05 to the Clerk comprising of £922.55 salary for January 2020 and £77.50 expenses. £871.73 to HMRC in respect of Employers and Employees Tax for October, November and December 2019.

Action

9 Correspondence

1. The Clerk said that she had received an invite to attend a PCC focus group on 25th February 2020. This group forms part of the PCC Katy Bourne's ongoing consultation across Sussex and she is keen to hear all feedback on policing issues. The Clerk said that she is happy to attend and asked Cllrs for their feedback
2. The Clerk said that with regard to the Horsham District Draft Local Plan, she has signed up for updates and put up notices regarding the consultation.
3. The clerk said that she had received an email from Peter Allan, Prevention Sergeant at Sussex Police regarding sending a representative to our Annual Village Meeting. The Clerk has sent him the date.
4. The Clerk had received an email from our website provider regarding Website Content and Accessibility Guidelines which our website will be required to meet regulations for the 23rd September 2020. Our website provider will write all the statements for a fee of £85. It was decided to ask whether this will still apply when we leave the EU. The Clerk to find this out and ask for a quote for on-going charges if applicable.
5. The Clerk had received an email from the clerk of Rudgwick Parish Council regarding the cutting of verges and whether it would be a good idea to get parishes together to get a better rate. It was decided to act on our own and that we will only get verges cut if they affect visibility or safety otherwise, they will be left to look more rural.

Action

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Action

Action

10 Highways

No more to report.

With regard to the new pathway in Chapel Road, the Clerk to get an update from Chris Stark.

Action

11 Parish Phone Box

The Chairman said that she had received an email from a concerned resident about how the Red Kiosk (old BT phone box) which belongs to the Parish Council is deteriorating. The Clerk to obtain some quotes for the painting of the Red Kiosk. It maybe that the same decorator could be asked for quotes for the painting of our fingerposts in the Summer.

Action

12 Clerk's Salary

The Parish Councillors considered the Clerk's salary using the recommendations made by the National Association of Local Councils. It was proposed by Cllr Sarah Peay that the Clerk's salary be increased to £14,273.28 per annum with effect from 1st April 2019, seconded by Cllr James Sheppard, agreed unanimously. The Chairman proposed a vote of thanks to the Clerk.

13 AOB – None.

14 Date of Next Meeting

Monday 24th February 2020. There being no other business the meeting finished 9.33 pm.

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