



c/o 8 Saville Gardens, Billingshurst, West Sussex, RH14 9RR.

Clerk: Mrs. I. Marshall, BA(Hons), FILCM.

Tel: 01403 783477 e-mail: kirdfordpc@gmail.com

You are hereby summoned to attend the Parish Council Meeting which will be held at The Kirdford Village Hall, Kirdford on Monday, 15th February, 2016 commencing at **7.00** p.m., when the following business will be considered and transacted.

I. Marshall.

Mrs. I. Marshall

Clerk to the Council

Date: 4th February, 2016.

A G E N D A

1. Apologies for Absence – to receive both apologies and reasons for absence.
2. Public Participation – to receive and note questions, comments or representations made by members of the public.
3. Disclosures of Interest – to receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
4. Minutes of the Last Meetings – to resolve that the minutes of the meetings of the Council held on 16th and 19th November, 2015 be signed as a correct record.
5. To Adopt the Minutes of the following Committees :-
6. Chairman's Announcements.
7. Aircraft Noise – Report by Mr. Peter Drummond.
 - (a) Update on Arrivals Review.
 - (b) Consideration of proposal to join the new local grouping & retain informal membership of CAGNE.
8. Reports from County and District Councillors.
9. Correspondence.
10. Documents for Councillors to Read.

11. Projects/Priorities - to receive reports and updates on last month's actions – all as per portfolio.
12. Up-date Butts Common water leak and approval for payment of contractor's costs. (Cllr. Mrs. Gillett) Appendix I
13. Up-date on Crouchland. (Cllr. Mr. Campbell) Appendix II
 - (a) Approval of contribution to costs.
 - (b) Update/Freedom of Information.
14. Approval of Updated Three-Year Business Plan.
15. Parking in Kirdford Road – update (Kate) (Previously distributed)
16. Website – implementation of Parish Council email addresses/protocol for use required
17. Policy update – agreement to update publication policy.
18. Queen's 90th Birthday Celebrations – update/beacons/PC involvement (Cllr. Miss Pinder)
19. Cala application – update (meeting with officer/Viability Appraisal/HNS) (Cllr. Mr. Campbell)
20. Village Hall and Recreation Ground Charities Trustees – agreement of governance. (Cllr. Mr. Campbell) Appendix III
21. To consider approving giving the contract for additional play equipment at School Court to Playdale Playgrounds Ltd., in the sum of £13,155.88. (Cllr. Mrs. Gillett) Appendix IV.
22. Think Villages – update. (Cllr. Mrs. Robertson)
23. Recruitment of New Clerk and Deputy Clerk – progress/update and contingency plans for handover of tasks (e.g. webmaster).
24. Community Assets – to consider listing the Community Shop.
25. To comment on the Local Government Boundary Commission – Electoral Review of Chichester – closing date 4th April, 2016.
26. To consider commenting on the Consultation on proposed amendment to Planning Obligations and Affordable Housing Supplementary Planning Document – approach for securing development contributions to mitigate additional traffic impacts on the A.27 Chichester Bypass. Comment date 11th March, 2016.
27. To consider the request from Chichester Observer regarding a regular column on Council news. (Cllr. Mr. Campbell)
28. Councillors to report any possible Health and Safety Problems. (All)
29. Follow up on Action List.

30. To consider Bank Reconciliations for January, 2016.
31. Accounts to be Paid.
32. Public Participation – to receive and note any further questions, comments or representations made by members of the public.
33. Date of Next Parish Council Meeting – 21st March, 2016.

APPENDIX I

Water Leak, Butts Common

Proposal to settle an account from Ashley Burns of Borettec Water Ltd for the repair of the water leak beneath the play equipment on Butts Common"

On 18th September 2015 Mr Rob Brading of Southern Water Ltd, the CDC Environmental Health Officer, the Parish Clerk, myself and a parishioner (Mr Frank Ilston) met on Butts Common to discuss the worsening water leak which was seriously damaging the play equipment belonging to Kirdford Parish Council. A National Trust representative was invited but did not attend. Mr Brading informed the meeting that all the pipes running beneath the Common were private pipes and therefore Southern Water were not responsible for investigating nor repairing the water leak. It was also determined that neither CDC nor the National Trust had any responsibility for the situation either.

Therefore in October 2015 Mr Ashley Burns was approached for advice about possible sources of the water leak as he had previously carried out some work on private pipes running across the common. Mr Burns was extremely helpful and offered his advice which was that he believed that the source of the leak was a redundant pipe relating to a previous supply going to Herons Farm. Mr Burns offered to investigate this possibility but found it very difficult to contact the owner of Herons Farm. He visited the Common and the farm on four occasions and told me that he would not charge for the time as he was passing through Kirdford on another matter.

Mr Burns was also in discussion with Mr Brading of Southern Water. These discussions continued and I was told at that time that it would not be possible to investigate or repair the leak by digging beneath the common because there was so much water there that any trenches would fill up with water and pumping equipment would be needed. This would cost in excess of £2,000 and would require permission from the National Trust.

Mr Burns then decided that he might be able to investigate the leak by digging an exploratory hole at the edge of the Foresters' car park. He told me he might be able to do this on Saturday 14th December. He did not mention a fee for the work but left me a message to say that, on digging two exploratory holes on that day he had discovered the leaking pipe and capped it off. He did this work without providing me with a prior estimate of the cost and without me authorising the work on that day.

I am now in receipt of an invoice for £825 to cover the cost of the work undertaken.

I understand that both Mr Brading and Mr Burns are of the opinion that the repair has succeeded in stopping the water leak but it will be some time before there is any improvement in the state of the ground around the play equipment. I have emailed Mr Brading to confirm this opinion but have had no reply to date.

I propose that the Parish Council should pay this invoice as the work was undertaken with the best of intentions by a small local contractor whose goodwill in investigating the problem is not being questioned. As Mr Burns submitted the invoice on 18th January 2016 for work undertaken on 14th December 2015 I request that the Council resolves to settle this account immediately.

The water leak has resulted in the closing of the play area and the state of the ground in the vicinity of the play equipment has become an eyesore in the centre of the village. There has

also been the loss of a much used parish amenity with ongoing Health and Safety issues. Several children have been stuck in the mud there and a child's shoe was lost. These problems have been causing disquiet in the village since the leak was first noticed on 14th July 2015.

Although the Parish Council is not directly responsible for the water leak it is responsible for the maintenance of the play equipment and for the safe use of the amenities which it provides. There have been no alternative solutions brought forward for solving the problem described.

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APPENDIX II

CROUCHLAND COSTS

Amount paid to-date :-

Contributions to consultants costs	£ 5,375.00
Promised capped funds towards legal costs 4.2.16	£ 5,000.00
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	£10,375.00
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Outstanding requests :-

20th October, 2014 – asked for contribution towards expenditure of £2,500; the Parish Council decided that it would contribute 25% up to £750.00 towards this. No invoice has ever been received.	£ 750.00
Invoice outstanding for 50% of Birketts invoices 428790 and 441554	£1,375.00
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	£2,125.00
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It is therefore recommended that a further contribution is sent to Plaistow and Ifold Parish Council to cover the outstanding requests. At the Finance Committee Meeting held on the 7th October, 2015 it was agreed : "There was likely to be additional expenditure in relation to Crouchland in the order of £3,500, but some should be kept in reserve.

It is therefore recommended that a further payment needs to be made towards the outstanding requests.

APPENDIX III

Recreation Ground & Village Hall Trusts

- Both the Village Hall and the Recreation Ground are held in formal trusts by the Parish Council and are therefore subject to the rules surrounding charitable trusts defined by the Charities Commission.
- There are three classes of trustee Sole, Custodian and Management Trustees. Sole Trustees are responsible for holding the assets of the trust and for the day to day management unless the Charity is changed so that the Parish Council would become Custodian Trustees and Management Trustees are set up for day to day management.
- Day to day management of a Trust involves compliance with charity rules (amongst other things) health & safety, financial accounting, maintenance and safe keeping of the assets owned by the trust, governance/management, preparation and submission of timely accounts to the Charities Commission.
- As historically (at least since I have been a member) the Parish Council has not been involved in any of the activities of Management Trustees it was assumed that the Recreation Ground & Village Hall committees were in fact Management Trustees. The Parish Council has recently been advised by the Charities Commission that this is not the case so the Parish Council is directly responsible for those matters.
- The recently prepared memorandum of understanding for the recreation ground assumed that the committee were the Management Trustees.
- There are, therefore, two main choices :-
 1. Operationally continue exactly as it is currently, but this would involve setting up Management Trustees
 2. The Parish Council formally delegates responsibility for day to day operational (management) responsibilities and compliance with Charity rules to the Recreation Ground and Village Hall Committees (much as was thought the position was). However, for the Parish Council to discharge its responsibility as Trustees certain controls and monitoring would need to be put in place
- These controls and monitoring would involve the formal delegation of responsibility to Parish Council members/Trustees on the committees, receiving regular reports covering activities/compliance/financial accounts, etc., and timely annual accounts/returns for approval prior to submission to the Charities Commission.

The Parish Council is asked to decide which option to implement.

IJC

APPENDIX IV

Additional play equipment at School Court to Playdale Playgrounds Ltd., in the sum of £13,155.88

A revised quotation from Playdale had been received with was slightly cheaper (by £34) than the quote the Parish Council accepted originally upon which the Council's application for a grant from Chichester District Council was based.

The good news is that CDC has awarded the Council the £5,000 applied for and with the £7,000 the Council has allocated from its own funds and about £985 of fundraising money and donations already received it was recommended to go ahead and place the order. My reckoning is that the Council is £170 short which can easily be raised by asking for donations and this final couple of hundred pounds will not be needed until the playground works are completed.

I have been in contact with Playdale whose representative is coming to look at School Court on 9th February. She will then draw up the plan which will be used when the installation is done. Unfortunately the drawings will not be ready for the Parish Council Meeting on 15th February. I have also been informed that once the Council has placed the order and paid the deposit there would be a six to eight week wait for the work to start.

I would like to propose to the Parish Council that it authorized the Clerk to place the order and pay the deposit as soon as the Working Party has seen and agreed the actual drawings which will be ready on Monday, 22nd February. This is because otherwise there will be a three week wait for the Council to meet to approve the order which just adds more time to the long wait already had.

It is recommended that the Council vote on this proposal and agree with the plan to move things along as quickly as possible.