

**Minutes of the Parish Council Annual Meeting
held at Kirdford Village Hall on Monday 17th May 2021 at 7.30pm**

Present: Cllr Mrs A Gillett
Cllr Mr T Brooks
Cllr Mr D Gerrard
Cllr Mrs N Goddard
Cllr Mr D Irwin
Cllr Mr A Persson
Cllr Mr J Nichols

In attendance:
Members of public: 0
Cllr Janet Duncton
Cllr Gareth Evans
Parish Clerk

86. Apologies for Absence: Cllr T Piedade due to ill health.

87. Public Participation:

None.

88. Disclosures of Interest:

Cllr N Goddard declared an interest in relation to the planning application for Little Chestnuts as they are an employer.

Cllr A Brooks declared an interest in relation to the Land South of Townfield as this plot is adjacent to his home.

89. Approval of Meeting Minutes

To resolve that the minutes from the Parish Council Meeting held on 19th April 2021 be signed as a correct record. Approved.

90. Reports from District and County Councillors

Cllr Janet Duncton

Cllr Duncton reported that all children's services were scheduled to go ahead and would provide an update after her next meeting on Friday 21 April.

There were issues regarding potholes around the village and Cllr Duncton would investigate when these would be repaired.

Cllr Gareth Evans

Cllr Evans congratulated Cllr Duncton on her re-election success.

Covid update

We are moving well towards lifting of further restrictions on May 17th. As part of this step, the Government will look to continue easing limits on seeing friends and family wherever possible,

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allowing people to decide on the appropriate level of risk for their circumstances. This means that most legal restrictions on meeting people outdoors will be lifted. Indoors the rule of 6 or two households will apply.

Most businesses in all but the highest risk sectors will be able to open. Indoor hospitality will also reopen, but customers will still have to order, eat and drink while seated. Other indoor locations will also open include indoor entertainment venues such as cinemas and children's play areas; the rest of the accommodation sector, including hotel, hostels and B&Bs; and indoor adult group sports and exercise classes

The Government also announced plans for residents to have access to Lateral Flow Test. In my teaching capacity I have been doing Lateral Flow tests twice weekly since January and can vouch for how quick and easy the process is.

There are multiple ways to get a lateral flow test, including:

- a home ordering service, which allows people to order lateral flow tests online to be delivered to their home.
- collection at participating pharmacies.
- collection at a local PCR test site during specific test collection time windows.
- assisted lateral flow test sites. For a full list of options, including how to order the tests,

please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Local Elections

As you are aware, the elections are taking place on Thursday 6 May. This year's elections have been especially complex due to the range of safety measures that had to be introduced and considered. However, CDC staff have gone above and beyond to make sure that everything is in place.

Southern Water

Following the very useful meeting with Southern Water and OFWAT at last month's Overview and Scrutiny meeting (chaired by the Leader of the Opposition Adrian Moss) things are starting to move in the right direction with the many concerns that have been raised in the Loxwood Ward and across the district. Approximately 90 different questions were raised at this meeting.

Since that meeting I can report that the CEO, the Leader, the Cabinet Holder for Planning and the Director of Planning met with the Chief Executive of Southern Water for a follow up meeting to discuss various issues that we have raised regarding water quality. The CEO will provide you with an update on this shortly which will be circulated when it arrives. One of the outcomes of this is that Southern Water are organising a water summit, which will take place at the end of May. The event will bring together a range of organisations, including Southern Water, the Environment Agency, Natural England, the World Wildlife Fund, the Harbour Conservancy and other environmental groups, to identify long term solutions for the water quality in both Chichester and Pagham Harbours. It is hoped that this will result in a set of agreed actions that all organisations can work towards. The CEO is organising further meeting with the Chief Executive of Southern Water to help shape the Summit.

Enabling Grant 2021

The enabling grant has now been launched. We have already been receiving a good number of applications from a diverse range of businesses. You can access the guidance notes and application form at <https://www.chichester.gov.uk/enablinggrantscheme>

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New Homes Bonus (Parish Allocations) Scheme 2021

The Grants and Concessions Panel have recently approved the 'Indicative Allocation' for the above scheme, which has now been confirmed to all Parishes. The total fund for this year's scheme is £251,500, and 25 Parishes are eligible to apply (up from 23 last year). As with previous years, applications will need to be submitted by the end of July 2021 for consideration at a special meeting of the Grants and Concessions Panel in September 2021. Between now and then, officers will be in contact with eligible parishes to discuss potential projects, and offer advice and guidance before they apply.

Advice from Natural England – Update from Tony Whitty

In recent months there has been a difficulty in officers successfully engaging with Natural England (NE) and an inconsistency in advice provided by NE in response to planning applications.

Following a meeting between the Planning Portfolio Holder and the CEO of Natural England, Development Management officers were contacted by Rebecca Pearson from NE and have since had a productive meeting about moving forward with their advice and the working relationship between our two organisations. Rebecca has been tasked with leading on the nitrate issues and her contact and meeting was very welcome.

In summary:

- NE accepted that there are clearly issues with regard to consultation and that they were looking to form a better working relationship with CDC.
- The 'no comment' letter received for some applications is what NE call a 'No capacity' letter. NE explained that they send them as last resort, where resourcing issues mean that they are not able to respond to all consultations. CDC officers have suggested that in such cases it would be preferable to ask for an extension of time to the original consultation, if necessary (much as the Environment Agency do). It was also requested that should such letters be sent in future, that they make it clearer as to whether the issue lies with NE resourcing or a lack of information submitted with the application itself.
- Officers agreed to work together to investigate interim solutions to manage nitrates, until CDC has a strategic mitigation scheme/new local plan in place.
- NE receive multiple queries on the same issues from CDC officers and would like to provide a Frequently Asked Questions document to help officers and our customers. It was agreed this would be a good idea and we will provide key issues to include in the list.
- CDC Officers suggested a checklist be included in the local validation list to make it clearer exactly what information needs to be included within a Nitrates Statement (details of preferred mitigation, management etc).

Local Matters

Northchapel - On Saturday I volunteered at the Northchapel Village fundraiser Breakfast helping to serve tea, coffees and breakfast food. This event was in aid of raising money for a wheelchair inclusive roundabout for the playpark. They were blessed with good weather and raised in the region of £700

Loxwood – I maintain my regular meetings with the Stoptheclaypit group. The application has not get gone into WSCC so there are no further updates regarding this.

Wisborough Green – You will be aware of an application having gone in for 25 houses. This has received a high number of objections and has now been red carded so will likely go to committee if officers are minded to approve. I requested that the assigned officer do a site visit which Jane

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Thatcher has agree to. If you would like to view this application you can here
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QPASOZERMPLO0>

Wisborough Green Market - I would like to invite you to visit the Wisborough Green Market making its post-lockdown return on Saturday May 8th (this time around the Pond). I will be volunteering on that day as well so would be lovely to see you

Kirdford – An application for a 75 home development has gone in. At last check there were in excess of 160 objections and as this has also been red carded it will go to planning committee if the assigned officer is likely to approve. Details for this application can be found here
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=QOMPYKERM5S00&activeTab=summary>

91. Election of Chair, Vice-Chair, Committees and Working Parties

Chair: Cllr A Gillett nominated by Cllr N Goddard. Seconded by Cllr T Brooks
Vice-Chair: Cllr N Goddard nominated by Cllr A Gillett. Seconded by Cllr A Persson

Finance Committee. Cllr T Brooks (Chair) Cllr D Irwin, Cllr A Gillett, Cllr N Goddard
Planning Committee. All Councillors
Village Hall Representative Cllr N Goddard
Recreation Ground Cllr D Gerrard
Gatwick Cllr D Gerrard
Police Liaison Cllr D Gerrard
Local Parishes North Cllr T Brooks
Environment Cllr J Nicholls
Health & Safety All Councillors
Footpaths Cllr D Irwin
Drains, Gulleys & Grips Cllr A Persson
PCC Cllr D Irwin
Human Resources Cllr D Irwin, Cllr D Gerrard
Emergency Plan Cllr A Gillett, Cllr T Brooks

92. Correspondence.

None received.

93. Chairperson's Announcements

The Chair asked Cllr Nicholls to investigate the provision and siting of trees to celebrate HM Queen Elizabeth's jubilee in 2022 and also a tree in commemoration of His Royal Highness Prince Philip, Duke of Edinburgh.

94. Census

It was noted that Census representatives would be making doorstep visits to residents who had not so far completed the census.

95. COVID-19 Update

It was noted that numbers were below 3, but that there was a slight upward movement.

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96. Finance

- a. Bank reconciliation (Appendix A) – this was approved.
- b. Monthly financial report - (Appendix B) – this was approved.
- c. Payments for approval (Appendix C) – these were approved.
- d. The Budget and Precept for the year were approved.
- e. AGAR – approved and signed by the Chair and Clerk. AGAR certificate noted.

97. Fixed Assets Policy

It was agreed that the fixed assets policy would only include items with a value exceeding £500.

98. Insurance Renewal

The insurance renewal quotation submitted by Came & Company for 2021-22 was agreed.

99. Kirdford PCC Grant

A grant application from Kirdford PCC was approved in the sum of £1,000 for the upkeep of the Church grounds.

100. Planning:

Martin Grant Homes – Request for Use of Great Common

It was noted that Martin Grant Homes had approached the Parish Council to enquire whether it would be possible to use the parking area at Great Common when works commence at the development site at Chapel Field, Plaistow Road.

Cllr Persson and Cllr Brooks had met with representatives from Martin Grant Homes and The Leconfield Estates.

It was agreed by Martin Grant Homes that they would provide a parking area on Great Common for use by their contractors during building works and would be available for residents to use once the works are completed. Leconfield Estates agreed to these works being carried out.

Martin Grant Homes will create a wood chip path between the car park and their development site, to be removed and made good at the end of the contract.

As a gesture of good will for the use of the car park, Martin Grant Homes will provide a new manhole in the vicinity of the new pavilion location, connected into their sewer system.

Martin Grant Homes would also like to approach Loxwood and Kirdford Youth Football Club with a view to sponsoring football kits.

KD/21/01212/TPA - Case Officer: Henry Whitby

Mrs Kerry Osbourne

Little Chestnuts Village Road Kirdford RH14 0NU

Crown reduce height and lateral spread by 2 metres (All cuts to be made back to suitable secondary growth points) on 1 no. Horse Chestnut tree (T1). Crown reduce height by 1.5 metres and reduce lateral spread by 2 metres on 1 no. oak tree (T2). Within group G1 subject to KD/ 07/00186/TPO.

O.S. Grid Ref. 501598/126924

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QRUOY9ERH1500>

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The Parish Council had no objection.

Request for Diversion of Part of Footpath 614-1 at Stroods Cottage - PRE-ORDER CONSULTATION

It was agreed to defer this item to the next meeting.

Decisions

The following decisions were noted.

Kirdford

KD/20/02557/DOM

Mr Sean Allfrey

Brookside, Plaistow Road, Kirdford RH14 0JR

Two storey extension to rear and north side elevation and erection of a detached garage with studio room above.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QHXA7EERH6H00>

Kirdford

KD/21/00439/DOM

Mr and Mrs G Horsell

Idehurst Barn A272 Linfold Road To Idehurst Nursery Strood Green Kirdford RH14 0HJ

Erection of new tack room, tractor store and garage following demolition of existing stables and tack room. Variation of condition 2 of planning permission KD/19/02921/DOM to amend the "Decided Plans" to read 887.01.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOGJKZERM0A00>

Kirdford

KD/21/00532/DOM

Mr Russell

Oakfield House Village Road Kirdford RH14 0NU

Conversion of outbuilding to annexe.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QOTI9LERMB600>

Enforcement Notices:

None received.

101. Townfield Meadows

It was noted that the Parish Council had been granted an extension to the deadline for providing submissions to Chichester District Council to an undefined date in relation to any investigations Natural England were making regarding water supply.

It was noted that South Downs National Park Authority did not feel it necessary to make any representations to Chichester District Council with regard to the planning application.

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Neighbouring parishes were also supportive and had submitted objections to Chichester District Council.

102. Planning Enforcement / TPOs

A full response was still awaited from CDC with regard to reported planning breaches.

No response had been received with regard to TPOs lodged with Chichester District Council on trees bordering the land west of Cornwood.

103. Great Common Pavilion

After a meeting with Leconfield Estates, they requested to see any designs for the new pavilion prior to it going ahead.

104. Neighbourhood Plan Update

It was agreed that Troy Hayes Planning would be contacted to confirm the revised Neighbourhood Plan had been submitted to Chichester District Council.

105. Speed Signs/Village Gates

A revised quotation was received from Wilbar Associates to supply and erect 5 Wilbar hardwood gateways including arranging licensing with Highways at a sum of £8,054.28 +VAT @ 20%.

This expenditure was approved.

106. Clearing Grips, Culverts and Ditches

It was noted that Cllr Persson had met with the Highways Steward who had informed KPC that they do not undertake any maintenance works.

It was agreed that a labourer should be sought who would be able to carry out maintenance where necessary.

107. Health & Safety

It was noted that a resident had made a complaint regarding a loose dog which had been attacking pets. As CDC do not have dog wardens, the resident had reported the incident to Environmental Health.

Butts Common Bund – the National Trust have replied to the Clerk, indicating that any extension to the bund would need permission from DEFRA and Planning Permission. It was agreed by all Councillors, that we would write back to the NT, explaining that the bund is their responsibility, due to its reduced size, cars are parking on the common, causing a safety issue, and if they are not prepared to make the common safe, the Parish Council will carry out such works as needed.

108. Public Participation

None

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109. Date of next meeting: 21 June 2021 at 7.30pm.

It was noted that the dates of 2021 meetings are as follows:

21 June 2021

19 July 2021

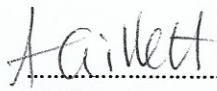
20 September 2021

18 October 2021

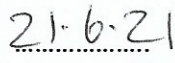
15 November 2021

110. Matters for Consideration at the Next Meeting

Tree planting.


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Chairman


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Date