



Minutes of the Parish Council Meeting held in The Chapel, Kirdford on Monday 16th September, 2019 commencing at 7.30 p.m.

Present: Cllr Mrs A Gillett
Cllr Mrs L Nutting
Cllr Mr D Irwin
Cllr Mr J Nicholls

In attendance: County Councillor Mrs J Duncton
District Councillor Mrs N Hume
District Councillor Mr G Evans
Mrs T Ledger, Clerk & RFO

Members of public: 5

- 99. Apologies for Absence:** Apologies received and accepted from Cllr Mrs L Ketteridge, Cllr Mr T Piedade, Cllr Mrs N Goddard, Cllr Mr T Brooks and Cllr Mr S Croft.
- 100. Public Participation:**
- a) Two members of the public in attendance to comment on Speeding. Chairman suggested bringing forward Agenda item 10 to the beginning of the meeting. AGREED.
 - b) Members of public in attendance to comment on Football and Renegades Youth Group. Chairman suggested bringing forward Agenda items to after County and District Councillor Reports. AGREED.
- 101. Disclosures of Interest:** To receive disclosures of personal and prejudicial interest from Councillors on matters considered at the meeting. None received.
- 102. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (27.08.19) be signed as a correct record. The meeting AGREED.
- 103. Speeding:**
- a) **Risk from 60mph speed limit:** Member of public stated an accident had taken place on Plaistow Road and a car had gone through a hedge. The member of public has been on the road side indicating to people to slow down and received abuse. Suggested that the speed limit on Plaistow Road is too high and asked if the County Council could be asked to limit the speed restriction. Chairman stated that the Parish Council can ask for the speed limit to be reviewed. The member of public suggested that 40mph would be more than adequate, given that the number of bends in the road. Potential that there be someone knocked off a bike, a horse or killed. The route is seen as a rat run for cars and bikes. Suggestion that to take a speed limit straight from the national limit down to 30mph is an issue as drivers do not slow down. Suggestion that if this was graded 60mph to 40mph then entering the 30mph as per Wisborough Green then drivers slow down. Chair sympathises with the issue. Clerk to investigate speed limit with County Council and report back.
 - b) **Discussion on potential formation of a Speedwatch Community Group:** County Councillor Mrs J Duncton noted that the Speedwatch group www.communityspeedwatch.org has been joined by Petworth, Tillington and Duncton and the Chairman noted it had a good effect at Halnaker. Safety points to site the volunteers with speed guns questioned - in the village would be fine, Plaistow Road may be an issue. Clerk to investigate joining the group and whether Kirdford can share equipment with neighbouring areas.

- c) **Vehicle Activated Sign:** Member of public stated that the village lends itself to speeding as such a straight road. It would benefit from a Vehicle Activated Sign as it has six junctions, a shop, bus stops and some cars that go through are very quick and unsafe. Noted to the Chair previously that the vehicle activated sign will likely work to reduce speed. The Vehicle Activated Sign would be proactive rather than reactive. County Councillor Mrs J Dunton noted pinch points not effective on country roads and bumps are environmentally unfriendly. Clerk to discuss with Chris Dye from West Sussex.
- d) **White fence:** Discussion about the possibility of a white fence at the points entering the village. Chairman noted that the parish has to fund these. Clerk to investigate cost and report back.
- e) **Speed strip:** A speed strip records the speed of cars passing over it. Clerk to request information from Chris Dye of West Sussex.
- f) **Other potential courses of action:** Discussion over whether County Council West Sussex could send an engineer. Clerk to request.

104. Reports from District and County Councillors:

- a) **County Councillor Mrs J Dunton** stated that there are some major topics being worked on:
 - (i) **Children's services to be improved:** Working with councillors on this matter. As Chair of West Sussex County Council Mrs J Dunton visited Crawley last week. A member of staff noted that all of the children's homes are inspected by Ofsted yearly and those in the area are rated good or outstanding.
 - (ii) **Fire Services:** Sabrina Cohen-Hatton is in charge and used to be Deputy Fire Commissioner in London. There is a plan to speak to large companies that will have retained fire fighters. Some companies, such as The Body Shop, have good policies and the County is looking at how to encourage this, including changes on how to pay retained fire fighters.
 - (iii) **Foster Parents:** taking current foster parents to tea in Billingshurst. Another evening for people to find out what it involves.
 - (iv) **Member development working group:** Working on what to tell people if they want to stand for election in 2021. Hours can be longer than anticipated and need to include driving. Group on 23rd October in Horsham County North. In 2020 there will be pop-up shops.
 - (v) **Meetings:** has met with LGBTQ groups and disability groups. Looking at changing facilities in the office for those with disabilities. Morning yesterday at Hindu temple and evening at Church with spectacular singer.
 - (vi) **Speeding:** noted early morning speeding motorbikes a problem for other villages.
 - (vii) **Fostering:** question from councillors on what more we should be doing to get people to engage with fostering. Facebook, Village Magazine etc. Can take in a baby and the parent. County Councillor Mrs J Dunton left at 8 p.m.
- b) **District Councillor Mrs N Hume:**
 - (i) **Local Plan Review:** The local plan review is ongoing and had a workshop recently which District Councillor N Hume attended. Lots of lively discussion and lots to learn, and there will be further workshops as part of the process. With regard to the Climate emergency, members of CDC have received a letter from Client Earth, a group of environmental activists who are challenging housing policies via legal means. Sarah Sharp, leader of local Greens, is in conversation with Client Earth to get advice on how to balance mitigation of climate crisis with meeting housing quotas required by central government. Looking at local plans from other councils, for example that of Stroud which is preparing a zero-carbon homes policy. The Green

leader has requested that an environmental assessment/report be carried out as part of the local plan research process ongoing into the infrastructure and housing need and this has been agreed.

- (ii) **Food Waste:** Cllr Mrs N Hume noted that food waste is a huge percentage of waste. There is a trial in West Sussex and there have been some questions from residents about why CDC is not participating in the trial. Trying to get more information on this but CDC is aware that food waste is a huge problem and they are looking at the best way to address this. Might well be a food waste collection service in the future. Cllr Mrs N Hume believes that it is a matter of reducing waste at source. A councillor noted that having a waste bin reduces the amount at source as people see how much they waste. Therefore, this has the impact of reducing the need for the bins. Some concern that bin men put the food waste into the main bin. Can be sorted at the plant. Far more complex than appears on surface. Councillors noted that sell-by dates on food have not helped.
- (iii) **Community Recycling Points:** Following requests from residents District Cllr Mrs N Hume has approached the council about organising some community recycling points for materials that are not currently collected by the council. Would be useful to have feedback from parish councils on this (e.g. siting of collection points). Suggestion to get collection points for crisp packets etc. as cannot be recycled anymore. District Cllr G Evans noted Wisborough Green have this and worth getting in touch. A councillor suggested that some older people may be unable to go to Household Waste Recycling therefore thinking could have a community project collecting the small electricals. Chair suggests putting into Village magazine. District Cllr N Hume asked Parish Council to consider identifying a local waste sorting place and have signs in the village shop etc. Also tell Cllr Mrs N Hume what more can be done. A councillor noted that an organisation called TerraCycle can offer a collection once the amount reached a tonne and this may be in place in a neighbouring village which could share the information.
- (iv) **The Greens will be bringing two motions to the full council meeting next week:** Six measures to optimise and protect the natural environment: planting additional trees in towns, cities and parks; establishing wildflower meadows on council land (for carbon capture and to support insect and botanical diversity); work towards a pesticide-free district; develop living roofs for bus stops; greening of park displays (e.g. consider pollination in designing planting, use locally grown plants); offer environmental advice to planning applicants to encourage more sustainable building.
- (v) **Electricity suppliers:** consider environmental as well as economic objectives in choosing an electricity supplier and consider purchasing electricity from renewable sources.
- (vi) **Anti-poverty strategy:** Sarah Sharp requested at the overview and scrutiny committee CDC works on an anti-poverty strategy for the district and this is being carried forward.

105. Junior Football: To discuss lease and responsibilities. Chairman noted the need to follow-on from the meeting earlier this year and organise a proper meeting. Member of public from the football team stated that they had circulated an email to the parent group to ask if anyone could be or knows a friendly legal helper, however this was unsuccessful. Worldwide Technology sponsors the team and agreed that they will offer advice; thus far think it involves an entity change and is relatively simple. Chairman suggested a three-way call would be actioned sooner than a meeting. There will be a call with Secretary for Loxwood Youth Football Club, Parish Representative and the legal advisors. Can

happen as soon as possible – needs to be pre-21st October. That is part one with a view to development. Then there are specific issues with respect to maintenance etc. Chairman to find dates to set up the call through Clerk, then Chairman to report back to the Council.

106. Renegades Youth Group: Presentation from leader of youth group.

- a) The group operates on Monday 6.30-8.00p.m. and expanding to Friday. Also offers a camp and disco per term. Annual trips. Been given an operating space in Loxwood. 15 parents DBS checked, 6 parents who are teachers who are adding things from around the curriculum. Community responsibility, countryside knowledge and unlocking, pop-up activities, art club starting. Separate clubs to be established each night such as archery, photography, craft, drama with performances and a history club. Charge £2.50 a week. Own resources and equipment been used thus far. Beach cleaning, canal cleaning been set up. Want to reach as many children as possible. New building may be used, in process. Need to spend £70k to get up to scratch and get a change of use. Renegades is committee led, constituted, committee meeting once a term
- b) Councillors questioned how many children attend from Kirdford. Chair stated that Plaistow and Chapel groups are used. Leader to revert.
- c) District Councillor G Evans talked about the opportunity for grant from David Highland from Chichester Grants. There are small grants for things that are beneficial for the community.
- d) Chair asked if applied for other grants especially other parishes and Gatwick, need to apply by March. Would be good to start to publicise in Kirdford, Clerk to assist.
- e) Renegades submitted grant application forms to Kirdford Parish Council.

107. Correspondence:

- a) **Email from resident regarding land behind Townfield:** Signs have been erected asking people to keep to footpaths. A few months ago, the owners entered into a legal promotion agreement with Welbeck Strategic Land LLP. In the Chichester District Council Local Plan Review, Preferred Approach Consultation, Welbeck is arguing that Kirdford requires another 75 houses, and that these could be built on the land behind Townfield. (p76 ref 2605). Given that the Neighbourhood Development Plan safeguards most of the area for playing fields and a community centre, the resident wondered if the Parish Council had any more information, or if it had yet been approached by Welbeck regarding development plans? Decided that Councillors will follow-up with the Community Land Trust.
- b) **Hérons Farm Cottage** - Second letter written and sent to Mr Muddle regarding Herons Farm Cottage. Response from Burningfold Ltd: 'I am writing on behalf of Mr Muddle, in response to your letter of 30th August. Out of courtesy for the good work done by the Parish Council, we took it upon ourselves to respond to your previous letter of 5th August 2019. We have now answered your questions and do not intend to get into protracted correspondence over a private matter. We consider this matter closed.' Circulated.
- c) **Butts Common** – Woodland Centre able to deliver 19th October 2019, no objections have been made to S38 application. Clerk to advertise opening in Village Magazine.
- d) **Troy Hayes Planning and Design fee proposal** – Agreed.
- e) **New 'Notes on Neighbourhood Planning' update released:**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/830689/Notes_on_Neighbourhood_Planning_Edition_23.pdf
- f) Annual Sussex Village Halls & Community Buildings Conference 6th November, 2019. Circulated.
- g) Chichester Youth Services Forum, 25th September at 9.30am, Keeping Young People Safe. Circulated.
- h) Government announced £62m funds for flood defences. Circulated.

- i) Prorogation of Parliament means the Non-Domestic Rating (Public Lavatories) Bill, which seeks to end the toilet tax, will not continue through Parliament and NALC is pressing for this to be carried over into the next session. Circulated.

108. Chairman's Announcements:

- a) Bonfire night – not a Parish Council event, however the Chairman to do a risk assessment to be sent to the Parish Council's insurance company.
- b) 8th November - tree planting for Reg and Jennifer on Butts Common advice from Cllr Mr J Nicholls to ensure do not overcrowd any particular area.
- c) Cllr Mrs L Ketteridge unwell – Clerk to send card.
- d) Training courses for councillors encouraged.
- e) In Touch – Clerk to revert on email addresses.
- f) Photos of the village are for sale online. Discussion around an event displaying the photos. Decided an event in Spring at the Annual Meeting of Electors. Agreed the Parish Council could potentially buy some photos. Clerk and Cllr Mr D Irwin to speak to the seller of photographs.

109. Finance:

- a) August finances to presented with Bank Statement for reconciliation. Duly agreed and signed.
- b) Accounts to be Paid: September invoices to be approved (see below). Only one signatory in attendance at meeting. Another meeting required for cheques to be signed.
- c) NS&I / Post Office account is now closed. The £3,591.30 is now in Kirdford Parish Council's NatWest Current Account.
- d) Contractor has deposited £1,350 into the Kirdford Parish Council's NatWest Current Account following duplicate cheque earlier in the year.
- e) External auditor questions – why amount of funds building. Discussion around priorities of spending. Recreation Ground play equipment required, however that committee need to approach the Parish Council, questions over whether that Committee pays or the Parish Council. Last swings bought for Queens jubilee. Parish Council may contribute. Cllr Mr S Croft is representative of the Parish Council on the Recreation Ground Committee. Clerk to talk to Cllr Mr S Croft. Discussion about potential for zip wire at School Court.
- f) Bank statement confirms receipt Groundworks grant, Clerk written a letter of thanks. This is earmarked in a separate fund for use on the Neighbourhood Plan.
- g) Clerk submitted the VAT Reclaim of £2,283.89 YTD. This is now done online using Government Gateway. Clerk to inform when funds received.
- h) Precept £36,820.00 received 11th September 2019.
- i) CIL money – agreed to start a new committee.

ACCOUNTS TO BE PAID - September 2019

Date	Cheque No.	To Whom Paid	Supply	Net (£)	VAT (£)	Total (£)
30.08.19	1920	Eibe Play Ltd	Butts Common Swings Deposit	3,066.18	874.54	3,940.72
01.09.19	DD	In Touch	Website	34.99	7.00	41.99
03.09.19	1921	Eibe Play Ltd	Butts Common Swings Deposit	1,306.50	-	1,306.50
03.09.19	1922	St Wilfred's Hospice	Condolences Steve Eldridge	100.00	-	100.00
16.09.19	1923	JWS Landscapes	Grass cutting	420.00	-	420.00
16.09.19	1924	Kirdford Recreation Group	Grant (upkeep)	2,000.00	-	2,000.00
16.09.19	1925	Ivan Dodson	Ditch Clearance Butts Common	840.00	-	840.00
16.09.19	1926	Troy Hayes Planning	Neighbourhood Plan Review	1,073.34	214.67	1,288.01
16.09.19	1927	T Ledger	Clerk & RFO Salary	1,759.56	-	1,759.56
16.09.19	1928	HMRC	Month 6 contributions	328.43	-	328.43
16.09.19	DD	Nest	Pension contribution	139.44	-	139.44
				11,068.44	1,096.21	12,164.65

- 110. Banners for Little Acorns Pre-school and Plaistow & Kirdford Primary School:** To decide if signs can be displayed in Kirdford. Map shows outside the shop and Plaistow Road. AGREED that signs could be up for a few weeks. However, the land is owned by The National Trust, Leconfield Estate and The Village Shop, therefore applicants to approach these.
- 111. CCTV:** To discuss use on School Court. Agreed not to pursue. Clerk to follow-up on hedge reduction.
- 112. VE Day, 8th May, 2020:** Noted that Petworth has signs up. Kirdford to hold a lunch time event. Local produce. Local beer etc. Street party. The soldier is in the Village Hall. Clerk to ask Trevor Leggo about if there is a movement already in place.
- 113. Policies:** The following policies adopted as presented:
- a) Code of Conduct
 - b) Financial Regulations
 - c) Expenses Policy
 - d) Equal Opportunities Statement
 - e) Health and Safety Policy
 - f) Grievance Policy
 - g) Disciplinary Policy
 - h) Sickness and Absence Policy
- 114. Neighbourhood Plan Review:** Report on progress. Minutes from meeting to be circulated.
- 115. Planning:**
 KD/19/02275/LBC - Case Officer: Vicki Baker
 Mrs Mason, Yew Tree Cottage, Glasshouse Lane, Kirdford, RH14 0LT.
 Proposal: Listed Building Consent. Alter/Extend. Refurbishment works to the existing timber sash and casement windows within the dwelling house.
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=PXCJHVERHHD00&activeTab=summary>
Decision: SUPPORT
- Decisions from CDC:**
 KD/19/01828/TPA
 Mr Claydon
 Land East Of Oakfield House, Village Road, Kirdford, West Sussex
 Crown reduce by 30% (all round) and crown lift by up to 4m (above ground level) on 4 no. Oak trees (T1, T3, T6 and T9) and 3 no. Service Trees (within quoted Group, G1). Fell 5 no. Oak trees (T2, T4, T5, T7 and T8) and 1 no. Service Tree (on northern end of quoted Group G1). All 13 no. trees within Area, A1 subject to KD/11/00122/TPO.
Decision: PERMIT
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PUQ3JFERFJP00>
- Enforcement Notices:** - None received.
- 116. Councillors to report any possible Health and Safety Problems:** Cllr Nutting recommended to have a new sign on School Court with new Clerk details. Chair to forward detail of suppliers of the signs.
- 117. Public Participation:** Nothing further.
- 118. Date next meeting:** Monday 21st October 2019 to be held in The Chapel, Kirdford.
- 119. Confidential Matters:** None.

There being no further business the meeting closed at 9.30 p.m.

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 Chairman

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 Date