**KIRDFORD parish COUNCIL**

**Minutes of the Annual Parish Council Meeting held in the Kirdford Village Hall, Kirdford on Monday, 18th May, 2015 commencing at 7.30 p.m.**

**Present**: Cllr. Mr. J. Ransley (in the Chair) (also District Councillor)

Cllr. Mrs. K. Fenney

 Cllr. Mrs. A. Gillett

 Cllr. Mrs. N. Goddard

 Cllr. Mrs. L. Nutting

 Cllr. Miss S. Pinder

 Cllr. Mrs. J. Robertson

**In Attendance**: Cllr. Mrs. J. Duncton (County Councillor)

Two Members of the Public

1. **ELECTION OF** CHAIRMAN. Cllr. Mrs. Gillett Proposed; Seconded Cllr. Mrs. Nutting and **UNANIMOUSLY AGREED** that Cllr. Mr. I. Campbell be duly elected Chairman.

2. **APOLOGIES FOR ABSENCE** – Apologies for absence had been received from Cllr. Mr. I. Campbell (holiday) and Cllr. Mrs. M. Taylor (work). PCSO Richard Boston had presented his apologies.

3. **PUBLIC PARTICIPATION** – To receive and note questions, comments or representations. No matters were raised.

4. **DISCLOSURES OF INTEREST** – to receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. There were no declarations of interest from Members.

5. **ELECTION OF VICE-CHAIRMAN**. Cllr. Mrs. Robertson Proposed Cllr. Mr. Ransley; Seconded Mrs. Gillett. Cllr. Mr. Ransley stated that he would be happy to be Vice-Chairman for a while, but as soon as anyone else feels able to take over the role he hoped they would do so in due course. He wanted to concentrate on the Community Land Trust. It was **UNANIMOUSLY AGREED** that Cllr. Mr. Ransley be duly elected as Vice-Chairman.

6. **APPOINTMENT OF COMMITTEES**:-

1. **Planning Committee**. It was **AGREED** that the membership should be : Cllr. Mrs. Robertson, Cllr. Mr. Campbell, Cllr. Mr. Ransley and Cllr. Miss Pinder.

1. **Finance Committee**. It was **AGREED** that the membership should be : Cllr. Mrs. Gillett, Cllr. Mrs. Fenney, Cllr. Mr. Campbell, Cllr. Mr. Ransley and Cllr. Mrs. Robertson.

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1. **Health and Safety Committee**. It was **AGREED** that the membership should be : Cllr. Mrs. Nutting, Cllr. Mrs. Goddard, Cllr. Mrs. Gillett and Cllr. Mr. Campbell.

7. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**  :-

1. **Police Liaison** - Cllr. Mrs. Fenney was appointed.

1. **Village Hall Committee** – Cllr. Mrs. Fenney was appointed.

1. **Highways (Ditches and Drains)** – Cllr. Mr. Campbell was appointed.

1. **South Downs National Park** – Cllr. Mr. Ransley was appointed.

1. **Annual Parishes Meeting** – Cllr. Miss Pinder was appointed.
2. **County Local Committee** – Cllr. Miss Pinder was appointed.

1. **North East Parish Cluster** – Cllrs. Mr. Ransley and Mr. Campbell were appointed.

1. **Recreation Ground Committee**. Cllr. Miss Pinder was appointed.
2. **West Sussex ALC Ltd**. – Nobody was appointed, but when the meetings were due Councillors should be asked if they could attend.
3. **Footpaths and Rights of Way** – Cllr. Miss Pinder was appointed.
4. **Bonfire** – Cllr. Mrs. Gillett was appointed.

8. **APPOINTMENT OF WORKING PARTIES** :-

(a) **Play Equipment Working Party** – Cllrs. Mrs. Nutting, Mrs. Gillett, Mrs. Robertson, Mrs. Taylor and Mrs. Goddard were appointed.

(b) **Crouchland’s Application** – Cllr. Mr. Campbell was appointed.

(c) **Kirdford Community Land Trust** – Cllrs. Mr. Ransley and Mr. Campbell were appointed.

9. **MINUTES OF THE LAST MEETING** – to resolve that the minutes of the meetings of the Council held on 27th April, 2015 be signed as a correct record. Cllr. Miss Pinder pointed out that minute No. 312 should read: *…had made in respect of maintenance and were putting it right. Subsequently members were seeking to arrange …* Also, Minute No 322 she considered it should be *’Great Common and not Plaistow Road*’.

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**With these amendments the minutes of the Parish Council Meeting held on the 27th April, 2015 were a correct record of the proceedings thereat. The minutes were then duly signed by the Chairman.**

10. **MINUTES OF THE ANNUAL PARISH MEETING HELD ON THE 20th APRIL, 2015**. These minutes were duly **AGREED** to be a correct record of the proceedings thereat.

11. **TO ADOPT THE MINUTES OF THE FOLLOWING COMMITTEES** :-

(a) **Finance Committee Meeting held on the 11th May, 2015**. The minutes of the Finance Committee meeting were duly **UNANIMOUSLY ADOPTED**.

 Cllr. Mrs. Nutting stated that the memorial bench on Butts Common was in a very poor condition and was beyond repair as some of the wood and metal had broken. Cllr. Mrs. Gillett stated that this was the only bench that the Parish Council did not look after and felt it would be better if the Parish Council replaced this, including a copy of the existing plaque, because the person had been Chairman of the Parish Council for a number of years. In future when people offered a bench the Council should purchase it and put it where it wants and the Council should take over responsibility for maintenance. Cllr. Mr. Ransley Proposed; Seconded Cllr. Mrs. Gillett and **UNANIMOUSLY AGREED** :-

 ***That the bench on Butts Common should be removed straight away. A letter should be written to the family advising that it had been removed for Health and Safety reasons but the Council would purchase a replacement together with replica plaque and would maintain it in future. The bench would be stored behind the shed at the Village Hall for one month in case the family should want it.***

12. **CHAIRMAN’S ANNOUNCEMENTS**. There were no announcements.

13. **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**. Cllr. Mr. Ransley (District Councillor) reported that the existing Leader of the District Council had stepped down. Following the election there were 42 Conservatives and 6 others. There were 16 new Members.

14. **CORRESPONDENCE**.

(a) **Historic England** re: Victorian Post Box in Kirdford (set into the wall of Garage Cottage). An assessment had been made and Historic England appreciated the time and enthusiasm spent considering places that could be added to the National Heritage List for England. Unfortunately the current circumstances of the Victorian Post Box in Kirdford do not fall into any of the categories used by the Department for Culture, Media and Sport to prioritize

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designation resources, i.e., threat; strategic priority; evident significance. There were currently special circumstances that relate to the Listing of Royal Mail post boxes. Their Listing Selection Guide on Street Furniture states ‘Letter boxes contribute to the character and appearance of their locality and, in recognition of this, English Heritage and the Royal Mail, with the approval of the Department for Culture, Media and Sport, have agreed a joint policy for the retention and conservation of all Royal Mail letter boxes in operational service at their existing locations, unless exceptional circumstances necessitate their relocation. In the light of this and while this policy remains in place, as a general rule further letter boxes will not be added to the statutory lists unless exceptional circumstances apply.’

(b) **Gatwick Airports Commission Air Quality Consultation May 2015**. The responses submitted by Gatwick Area Conservation Campaign and Communities against Gatwick Noise Emissions had been received.

(c) **Training** – The Clerk advised that SALC were arranging a number of courses for new Councillors; however the Clerk of Wisborough Green Parish Council wondered if it might be possible for the two Clerks to put together a training session. Cllr. Mr. Campbell had already suggested to the Clerk that it would be good if she could put together a training event for new Councillors and another for all Councillors in order to try and keep everyone up-to-date. The Members felt that it was a good suggestion to have local training and Cllr. Mr. Ransley suggested that this should be extended to also include the Parish Councils of Loxwood and Plaistow and Ifold. Cllr. Mr. Ransley would ask CDC if someone from Planning could also attend such an event. It was **AGREED** that local events should be organized.

15. **DOCUMENTS FOR COUNCILLORS TO READ**. There were no documents for Councillors to read.

16. **PROJECTS/PRIORITIES** – to appoint Councillors to various areas. It was **AGREED** that the Clerk should up-date this list based on the membership of Committees and Working Parties and to finalize this upon the return of Cllr. Mr. Campbell.

17. **TO CONSIDER COMMENTING ON THE WISBOROUGH GREEN PARISH NEIGHBOURHOOD PLAN**. Cllr. Mr. Ransley would draft a submission and circulate to all Members and in particular would look at the Affordable Housing Policy. The response should be agreed by all prior to submission.

18. **BOXAL BRIDGE** – update. Cllr. Mr. Ransley asked if everyone would be happy if a letter was written to CDC asking for its support. Sussex Wildlife did not want anything done about the state of the vegetation until after the bird nesting season i.e., after 1st August. Sussex Wildlife should be requested to keep this vegetation trimmed back on a regular basis as it was a safety issue.

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19. **REPORT FROM COUNTY COUNCILLOR**. Cllr. Mrs. Duncton (County Councillor) advised that it had been a very busy year what with Gatwick, the Wisborough Green and Kirdford Oil and Gas application and Crouchland that roles on and she did not think would finish for quite some time, but was sure that there would be regular updates. WSCC had come to the end of Operation Watershed, but reassured the meeting that this did not mean that the Parish would never get any more help as it would look at individual schemes to see if it could help Parish Councils help themselves. There was financial help, so do not think you have been deserted if it is felt that the Parish can do something better than WSCC. Operation Watershed had been oversubscribed by £80,000. Cllr. Mr. Ransley formally thanked Cllr. Mrs. Duncton for her support and asked that she pass on the Parish Council’s thanks for the relevant Officers.

 Cllr. Mrs. Duncton reported that the new scheme for Fire and Rescue and Communities that started at the beginning of April was going well. She had visited Fire Stations and it was a readjustment having the 12/12 shifts, but was beginning to come together. Midhurst had just taken delivery of a new six-wheel vehicle, but was not as large as a Unimob. She had been to Horley and seen all the equipment that went to Nepal (the team had now returned). She had been shown how to get a horse out of a swimming pool. She would be working with Sue Walker on Communities and if communities wanted to do something she would be working on their behalf whenever possible.

 Cllr. Mrs. Duncton was thanked for attending the meeting and left the meeting.

20. **TO MAKE A NOMINATION FOR A COUNCILLOR TO BECOME A PARISH MEMBER TO THE SOUTH DOWNS NATIONAL PARK AUTHORITY, 2015**. The meeting proposed Cllr. Mr. Ransley should be nominated. He took all the information relating to this.

21. **COUNCILLORS TO REPORT ANY POSSIBLE HELATH AND SAFETY PROBLEMS**. Cllr. Mrs. Nutting felt that there was a need to erect proper notices at each of the play areas so that people were aware of where to report any problems. It was suggested that similar signs to that which was displayed at Wisborough Green should be purchased. A quotation should be obtained from Steeple Graphics, Hampers Green.

 Cllr. Mrs. Nutting also brought up the current problems with the ‘bog’ on Butts Common. (Cllr. Mrs. Gillett declared a personal interest in this matter). There was once more a water leak but Southern Water would not come out as it was the responsibility of the individual house owners. However, Southern Water was now due to start work on the 1st June to lay a trench and new supply across to some of the properties, but two of the properties would still have a branch across Butts Common because they would not agree to have water metres installed inside their properties.

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22. **ACCOUNTS FOR AUDIT** - To receive and if agreed to confirm the accuracy of the accounts for the Financial Year 1st April, 2014 to 31st March, 2015 and signature of the Annual Return. Cllr. Mrs. Gillett stated that the recommendation was to approve the accounts for audit. These were duly **AGREED** and the Chairman was authorized to sign the Annual Return.

23. **TO CONSIDER THE RECOMMENDATION OF THE FINANCE COMMITTEE re: INSURANCE RENEWAL**. Cllr. Mrs. Gillett reported that the following quotations had been obtained :-

 Aon in the sum of £668.08, however this company could not cover everything that was required by the Council.

 Zurich in the sum of £1,268.68 for a 1 year term or £1,169.62 for a 3 year agreement.

 Aviva in the sum of £1,481.47 for a 1 year term or £1,407.39 for a 3 year agreement.

 Ecclesiastical in the sum of £1,633.32

 Hiscox in the sum of £1,555.54

It was the recommendation of this Committee that the Council should accept the Aviva quotation on the basis of a 3 year term agreement in the sum of £1,407.39. This was **UNANIMOUSLY AGREED**.

24. **TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE COMMITTEE** :-

(a) **Purchase of Wheelie Bin Stickers**. It was decided not to purchase any of these stickers as the bins were put out late at night and many were not on the road.

(b) **Donation towards the renovation of the Plaistow Road Football Pitch**. Cllr. Miss Pinder pointed out that the description of this should be the Football Field at Great Common. Cllr. Mrs. Gillett explained that the actual cost of these works was £1,300 and therefore it was suggested that for future budgets the sum of £500 should be included to ensure this field is maintained properly.

 The recommendation to contribute £600.00 was **AGREED**.

1. **Reserve Accounts for future projects**. The Committee was trying to think ahead regarding the items that might require funding from the earmarked reserves.

(d) **Standing Orders**. The recommendations of the Committee were duly **ACCEPTED**.

(e) **Financial Regulations**. The recommendations of the Committee were duly **ACCEPTED**.

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25. **TO APPOINT THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2015/16**. It was **UNANIMOUSLY AGREED** to reappoint Mr. Peter Evans.

26. **UPDATE ON DRAINAGE IMPROVEMENTS AND WATERSHED FUNDING**. The Clerk advised that the Council had received the full amounts applied for. Letters were being written to the respective landowners to advise them of the proposed works on the River Kird.

27. **UPDATE ON WEBSITE PROGRESS**. The Clerk advised that Cllr. Mr. Campbell had been in contact with Intouch and was progressing the new website. He had seen the latest draft and made the necessary comments and was waiting to hear a date for training, etc., before the site could go live.

28. **FOLLOW UP ON ACTION LIST**. The Clerk would e-mail Members.

29. **UPDATE ON PLAY EQUIPMENT PROJECT**. Cllr. Mrs. Nutting advised that a Coffee Morning was being organized for Saturday, 6th June when possible schemes would be displayed and this would be a fact-finding exercise. Regarding the improvements required in School Court she needed to get in touch with the Housing Association (name to be obtained from CDC) about the boundary of the field. Quotations were being obtained for clearing the undergrowth and improving the perimeter and entrance. This should be an agenda item for the next meeting. Cllr. Mr. Ransley stated that there were two separate issues; providing improved access to the existing facilities and then deciding whether to apply for grants to improve the play equipment.

30. **UPDATE ON SALE OF TRACTOR**. The final payment had been received, but the tractor had not yet been collected and the purchaser had not yet signed the purchase agreement. Cllr. Miss Pinder asked the Council for the payment in respect of this for the Recreation Ground Committee as it was desperate for the funds. The Clerk advised that it had been the decision of this Council that the remaining funds would be paid over upon completion of the sale.

31. **UPDATE RE: CROUCHLAND ENFORCEMENT, ETC**. Cllr. Mr. Ransley, as District Councillor had undertaken to up-date the Parish Councils of Plaistow and Ifold and Kirdford by the end of the week. The other thing he had seen was a copy of a note on a pollution incident. The license for the site currently was only to process cow manure and crops from other farms in the area and some glycerine. Bearing in mind this was an on-farm activity he was asking CDC if this constitutes a breach of planning, irrespective of the other issue with WSCC. CDC had met with WSCC and he would report on that in due course.

32. **TO CONSIDER BANK RECONCILIATION FOR APRIL, 2015**. This was duly **AGREED**.

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33. **ACCOUNTS TO BE PAID** :-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Date** | **ChqNo** |  **To Whom Paid** |  **Supply** |  **Net****£** | **VAT****£** |  **Total****£** |
| 18.5.15 | 001499 | JWS Landscapes | Grass Cutting | £ 320.00 | £ 0.00 | £ 320.00 |
| 18.5.15 | 001500 | Mr. I. Campbell | Reimbursement Leaving Gift | £ 69.95 | £ 0.00 | £ 69.95 |
| 18.5.15 | 001501 | Public Clocks Ltd. | Repair Church Clock | £ 566.00 | £113.20 | £ 679.20 |
| 18.5.15 | 001502 | Miss S. Pinder | Expenses Resilience Day | £ 44.96 | £ 0.00 | £ 44.96 |
| 18.5.15 | 001503 | Mrs. I. Marshall | May Salary | £ 413.71 | £ 0.00 | £ 413.71 |
| 18.5.15 | 001504 | Inland Revenue | Mth 2 Contributions | £ 103.60 | £ 0.00 | £ 103.60 |
| 22.5.15 | Direct Debit | Information Commission | Registration renewal | £ 35.00 | £ 0.00 | £ 35.00 |
|  |  |  |  |  |  |  |
|  |  | **Total** |  | **£1,553.22** | **£113.20**  | **£1,666.42** |

 These were duly **AGREED**.

34. **PUBLIC PARTICIPATION**– to receive and note any further questions, comments or representations made by members of the public. One member of the public asked where they should register an interest in housing in Kirdford. They were advised to contact the Parish Clerk and if it was for affordable housing not market housing the information would be passed to CDC.

 It was asked if there were any planning applications at the moment. Cllr. Mr. Ransley advised of the Plaistow Road site option and the low response to the Housing Needs Survey. CDC felt all the information available supported the housing identified in the Kirdford Parish Neighbourhood Development Plan. Nothing further had been heard from Cala since the pre-application meeting with CDC.

35. **DATE OF NEXT PARISH COUNCIL MEETING** – Monday, 22nd June, 2015, but the start time of the meeting was to be agreed. Members present would prefer 7.00 p.m.

There being no further business the meeting closed at 9.10 p.m.

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