



Minutes of the Parish Council Meeting held in Kirdford Village Hall, Kirdford on Monday 21st May 2018 commencing at 7.30 p.m.

Present: Cllr Mrs A Gillett
Cllr Mrs L Ketteridge
Cllr Mrs L Nutting
Cllr Mrs N Goddard

In attendance: 2 members of the public

206. **Apologies for Absence:** - Cllr Mrs J Robertson (unwell)
Cllr Mr T Piedade (work commitments)
Cllr Mr J Nicholls
207. **Public Participation:** - 2 members of the public were present.
208. **Disclosures of Interest:** - To receive disclosures of personal and prejudicial interest from Councillors on matters considered at the meeting. – None to report.
209. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (16.04.18) and the Planning Meeting (30.04.18), be signed as a correct record. **Unanimously agreed** and duly signed.
210. **Reports from District and County Councillors:**
Neither in attendance
211. **Election of Chair, Vice Chair Committees and Working Parties:**
Cllr Mrs A Gillett was proposed and duly elected as Chairman, Cllr Mrs L Nutting as Vice Chair. Councillors agreed to continue as representative of Committees and Working Parties as scheduled in the Roles and Responsibilities schedule.
212. **Councillors:** It was proposed by Cllr LN to co opt Mr Steve Croft to KPC, this was UNANIMOUSLY AGREED and Cllr. SC was asked to join the councillors for the meeting.
213. **Correspondence:**
A letter was received from Air Ambulance requesting £300.00 as a Grant to help with their fuel costs. Cllr AG proposed and it was UNANIMOUSLY AGREED.
Ifold & Plaistow Scouts sent a Thank You letter which was circulated between the councillors to read.

Insurance Renewal, the council have received two quotations which will be considered before renewal date.

214. **Chairman's Announcements:**

Cllr AG reported that the Village Clean Up week, was very disappointing as no one had contacted her to assist. It was decided to revert to a specific date next year as this had worked in previous years.

KPC would like to send 'Thanks' to Mr A Ketteridge who spread the entire load of top soil on Butts Common.

The Royal Wedding festivities were a huge success, with many of the parishioners in attendance. The children had a great time taking part in the activities on offer. Many thanks to Kirdford Players, Kirdford Village Hall Management Committee and all members of the public who baked cakes and supported the event.

The Chair also reported that during the set up for the Royal Wedding it was discovered that all the traffic cones had disappeared, and therefore need replacing. Cllr AG proposed that 20 x large cones were purchased and this was AGREED.

GDPR: KPC need to arrange a meeting with the GDPO to have further training.

Open Gardens: Cllr AG proposed that the PC apply for a TENS between 12 noon and 5pm on both days, 9/10 June 2018.

Councillors have undertaken training for Parish On Line which will be an asset to all. Further training to be arranged later in the year.

215. **Housing Needs Survey:**

Cllr LN reported that a Housing Need Survey needs to be conducted in preparation for the Neighbourhood Plan review. Although the survey is carried out by CDC, KPC are required to pay all postage costs, estimated to be around £400. Cllr LN proposed and all AGREED to pay up to £400 for postage.

216. **Finance:**

Review of Bank Statements and Reconciliation for April, 2018. This was duly checked, agreed and signed by a member of the Council as accurate.

ACCOUNTS TO BE PAID
May 2018

<u>Date</u>	<u>ChqNo</u>	<u>To Whom Paid</u>	<u>Supply</u>	<u>Net</u> <u>£</u>	<u>VAT</u> <u>£</u>	<u>Total</u> <u>£</u>
01.05.18	DD	In Touch	Website	34.99	7.00	41.99
26.04.18	1796	Chilcroft Ltd	Heritage Report	1100.00	220.00	1320.00
03.05.18	1797	S Dack	Top Soil	139.97	27.99	167.96
			Leisure Ins	43.72		43.72
			Office Allowance	150.00		150.00
05.05.18	1798	Chilcroft Ltd	Heritage Report	1100.00	220.00	1320.00

21.05.18	1799	GDPR-info Ltd	GDPO	450.00	90.00	540.00
21.05.18	1800	JWS Landscapes	Grass Cutting April	205.00		205.00
21.05.18	1801	KVH	Grant	1500.00		1500.00
21.05.18	1802	KRG	Grant	1500.00		1500.00
21.05.18	1803	S Dack	May Salary	972.80		972.80
21.05.18	1804	HMRC	Mth 2 Contributions	229.10		229.10
21.05.18	<u>DD</u>	<u>Pension</u>	2017 + Apr may 18	449.50		449.50
				£ 7875.08	£564.99	£8440.07

These were duly agreed and signed.

217. **NPPF:** It was reported that Cllr TP had completed the Government Consultation forms.
218. **Neighbourhood Plan:** It was agreed to set up a Working Party, led by Cllr TP, to start the process of the review of the NP, which needs to be completed by July 2019.
219. **River Works, Drains & Ditches:** Watershed monies have now been received to complete the silt removal from Isling Bridge, Clerk to contact the contractors.
220. **Boxal Bridge:**
The report commissioned has now been completed and delivered to The Department of Culture. The report was very thorough and it is hoped that the Depart of Culture will not overturn their previous decision to List the Bridge
221. **Proposed development on Plaistow Road:**
Nothing further to report.
222. **Butts Common:**
Cllr Mrs LK is continuing to negotiate with Open Spaces, the National Trust and other agencies to acquire the necessary licence.
223. **Planning:**

To note Planning Decisions received from Chichester district Council:

KD/18/00055/DOM
Ms S Bowbrick
Byfield, Plaistow Road, RH14 0JY
Single Storey Extension
PERMIT

SDNP/18/00972/HOUS
Mr & Mrs Crook
Hilltop, Hawkhurst Court, RH14 OHS
APPROVED

Enforcement: No matters were raised.

224. **Noise Management:** Cllr LK updated the Councillors on matters regarding air traffic noise. It was stated that the complaints system on line must be completed by all parishioners if the noise is to be reduced over the village. The link below is for web based complaint section.

<http://flighttracking.casper.aero/lgw/complaint/>

Gatwick complaints page (which has address for written complaints too)

<https://www.gatwickairport.com/business-community/aircraft-noise-airspace/noise-enquiries/>

225. **Policies:** It was AGREED to adopt the Draft Data Retention and Disposal policy.
226. **Councillors to report any Health and Safety matters:** It was reported that a Footpath Stile on Footpath 651, Parsonage Farm, needs replacing. Report to WSCC.
227. **Public Participation:**
A member of the public has been investigating the procurement of a Silent Soldier on behalf of the PC. It was reported that there will be an Open Air Service on Butts Common in July.
228. **Date of Next Parish Council Meeting:**
The next meeting of the Parish Council is Monday 18th June 2018 commencing at 7.30pm.
229. **Matters for Next Meeting:**
230. **Confidential Matters:** None

There being no further business the meeting closed at 9.25pm