



Minutes of the Parish Council Annual Meeting held by video-conference on Monday 21st September 2020 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 T. Piedade

In attendance:
Members of public: 0
County and District Cllr J Duncton
District Councillor Gareth Evans
Parish Clerk

360. Apologies for Absence: None received

361. Public Participation:

None

362. Disclosures of Interest:

None received.

363. Approval of Meeting Minutes: To resolve that the minutes from the Parish Council Meeting held on 20th July and the Planning Committee on 27th August be signed as a correct record. Approved.

364. Reports from District and County Councillors:

Janet Duncton – West Sussex County Council

Mrs Duncton reported to the meeting on the following items:

- a) The White Paper devolution delayed until December.
- b) As at 18/9 there were 230 confirmed COVID-19 cases in the district.
- c) Children's Services have been doing well.
- d) The Deputy Chief Fire Officer was retiring this month and a new DCFO would be starting.
- e) There had been 98% attendance at schools in the district.
- f) Recycling rates had increased to 53%.

Gareth Evans – Chichester District Councillor

1. The Covid-19 District Councillor hotline remains open should residents report any concerns in the community to the Parish Council. August is normally time when workload is slightly lighter

but in light of the last few months this has been a particularly busy few months as CDC has been working hard to get services back up and running as well as working on different strands of the recovery plans.

2. Environmental Bill Update – Another Parish asked me for an update on this so I am sharing for your reference.

Once the bill has completed all parliamentary stages and received royal assent enacting it into an Act of Parliament, the Environment and Health Protection Teams will be considering the legislative requirements and incorporating them into the existing policies and plans such as the Biodiversity, Climate Change and Air Quality Action plans. During the parliamentary stages the Bill is likely to be subject to amendments and we therefore wait for the Act of Parliament. Chichester Contract Services also have interests in the Bill and once it receives royal assent, a joint paper will be taken to Environment Panel and Cabinet/Council outlining the Councils duties and how we will exercise those duties. As this will be a new regime, it will likely warrant a presentation at the All Parishes meeting where further action/support can be discussed.

3. **Covid Recovery Grants**

Following the allocation of £500,000 at Full Council in July 2020, the Covid Recovery Grants scheme was launched with applications to be made from 20 August. The scheme was open for four weeks. Full details can be found here:

www.chichester.gov.uk/covidrecoverygrants

For businesses there were two schemes available:

£100,000 for small grants of up to £1,000 – In contrast to all previous grant schemes these small grants allow for retrospective claims against costs that eligible businesses have incurred during the Covid19 emergency, with a real focus on measures that kept staff and customers safe (e.g. Personal Protective Equipment)

£150,000 for larger grants up to £5,000 – funding for projects where businesses are recovering from the impact of Covid. This grant can be used for projects such as adapting premises to help attract visitors, buying additional furniture, marketing and promotion, updating a website to make more services available online.

Smaller grants are to be approved by officers and reported to the Grants and Concessions Panel, Larger grants by the Grants and Concessions Panel

4. South Downs National Park have launched a small grants scheme, awarding funding of between £500 - £2000 to eligible businesses and organisations within the South Downs National Park
5. As a result of the Council no longer being able to demonstrate a five year supply of housing the Planning Committee approved an Interim Planning Statement (IPS) to proactively manage the delivery of housing until the Local Plan Review is completed
6. for consultation, and also for the immediate use in the determination of planning applications
7. There will be a public consultation going live on 18th September regarding the Local Cycling and Walking Infrastructure Plan which will inform both the Local Plan Review and future investment decision-making by the agencies responsible for planning, roads and pathways

8. CDC are asking for feedback on their Climate Emergency Action Plan. They have developed this plan and will soon be asking for your views on the actions CDC have included. CDC would like to hear from as many of you as possible when their consultation launches on 25 September.
9. The next full council meeting takes place on Tuesday 22nd September at 2.00pm. This will be online and can be followed online by residents.

The main agenda items will be:

- **Council's Annual Report 2019-2020**
- **Tangmere Strategic Development Location - Chichester District Council (Tangmere) Compulsory Purchase Order**
- Committee and outside bodies – due to Cllr Dighams return to the cabinet
- Motion by Cllr Oakley:

“This Council calls on the Government to withdraw its proposals, contained in its consultation on Changes to the Current Planning System, for altering the Standard Methodology for calculating housing delivery targets and raising the on-site Affordable Housing provision threshold, so that full consideration of the consequences of these proposals can be considered as part of its wider Planning for the Future White Paper”

- Motion by Cllr Brown

“In the interim, this Council calls on the Government to genuinely support local democracy by supporting rather than undermining the Local Plan and Neighbourhood Plan making processes, recognising and allowing for genuine constraints upon development and making Ministerial interventions as required to enable meaningful community involvement and influence.”

Local high profile applications

10. Oxencroft – I continue to track in light of high public interest and objection to this application. Should CDC be minded to approve this application the fact that the Parish Council has put in an objection means that it will be heard at planning committee. The next one is 7th October 2020 and currently Derek Price is “awaiting a response from the rights of way team at WSCC and our EHO to the additional information provided by the applicant in respect of potential conflict with other highway users and emissions respectively”
11. Loxwood Claypit application – An application is due to go in for this at the end of the year and as you can imagine neighbouring parishes residents (as well as Loxwood residents are playing close attention to this. I am liaising with various groups on this proposed application which is due to go into WSCC at the end of the year (with CDC acting as consultees). The applicant is organising a series of webinars so residents can find out more and ask questions. The next one is 27th October at 5pm and you can sign up via this link if you want to attend Register in advance for this webinar:

https://zoom.us/webinar/register/WN_EALLvwJISASgGqlj5FJk5g

Online Surgeries – I continue to conduct meetings with residents via Zoom, Google Hangout, Skype, Video Call or WhatsApp. Contact me at gbevans@chichester.gov.uk / 07958 918 056

365. Correspondence.

- a) The Chairman had received the following correspondence:

An email from a local resident outlining concerns regarding speeding and anti-social driving in the locality; It was agreed that the Council would contact offending business within the Parish outlining the Parishioner's concerns

A letter from Andrew Griffith MP outlining the Government's Rural Gigabit Broadband Voucher Scheme

366. Chairperson's announcements: The Chairperson to make announcements.

- a) An ex- Councillor had died and the funeral was held in St John the Baptist Church. The Parish Council's condolences had been passed to the family.
- b) The remainder food bank located in the Village Hall had been donated to the PCC.
- c) There were several bat and bird boxes which need to be placed around the village.
- d) It was agreed that the Parish Council would not arrange for any bonfire or firework celebrations for 5th November 2020 due to restrictions on large gatherings. Chair to contact Aurora Fireworks.
- e) It was agreed that Cllr A Persson would monitor the condition of the drains and ditches in the parish.

367. COVID-19 Update:

It was agreed that the Clerk would draft a flyer for the village noticeboards offering assistance to any parishioner that might be in need due to the rise in COVID-19 cases.

368. Finance: Bank Reconciliation (Appendix A): April 2019 – January 2020 as below:

- 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.

It was agreed that due to a councillor's resignation, Cllr Brooks would chair the Finance Committee.

369. Planning:

Case No: **KD/20/02074/FUL** - Case Officer: Rebecca Perris
Jacky Clipston
Orchard House Stables Kirdford Billingshurst West Sussex
Equestrian sand school.
O.S. Grid Ref. 500964/127245
To view the application use the following link;
<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QF9KDRERMVN00>

Comment:

It is the recommendation of the Parish Council that the application be refused on the following grounds:

- The address is incorrect – the application indicates it is in Plaistow, but is actually in Kirdford
- There is a discrepancy on the application: is the property still part of Orchard House or has been sold to another party – if it is part of Orchard House then we see no objection, if the application is by a new owner of the property (Orchard House have sold that land), then this should be made clear on the application.
- If CDC approve the application there should be a restriction on the new building, that it should not be used as a dwelling in the future.

Case No.

KD/20/02180/FUL - Case Officer: Jenna Shore

Ms S Barnett

Sussex Game Farm Scratching Lane Kirdford RH14 0JN

Proposed farmhouse, garage and access. (Removal of condition 2 of permission KD/24/74 - removal of the agricultural occupancy condition).

O.S. Grid Ref. 499809/128025

To view the application use the following link;

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QFS5BLERFKK00>

Comment: KPC objected to the original application on the grounds that our NP supports agricultural ties for the benefit of the farming community, and their removal leads to the eventual loss of an agricultural dwelling and the loss of an affordable home in the agricultural sector.

CDCs lack of supervision of existing planning conditions can lead to this situation. Effective monitoring and enforcement would reduce breaches and, in this case, an affordable home would be protected for the farm community. If a farm owner wishes to remove an agricultural tie, they can submit such a legitimate application at any time rather than breach a condition as a means to an end.

Enforcement Notices:

None received.

370.Neighbourhood Plan Update

There had been no update received to date from Troy regarding the Neighbourhood Plan and the Clerk would contact them further.

371.NALC Website Compliance

It was noted the Parish Council's new website would be going live this week.

372.Speeding Signs

The installation of road strips to monitor traffic was being investigated with Highways.

373.Health & Safety

It was noted that the flagpole rope at the Village Hall had come loose and would need to be repaired.

Playgrounds and Pavilion

AEDs – the AED located at the Recreation Ground Pavilion had been re-sited on the outside of the building for ease of access.

374.Junior Football

It was noted that the junior football club’s social media outlets had still not changed the name to Loxwood and Kirdford Youth Football Club.

The working group for junior football would be Cllr Gillett, Cllr Goddard and Cllr Brooks. A meeting would be arranged between the committees.

375.Great Common Pavilion

A working group comorising Cllr A Gillett, Cllr N Goddard and Cllr T Brooks was formed to look at the replacement for the Pavilion on Great Common due to fire.

A quotation from Copri Systems for a new pavilion was noted.

376.Public Participation

None.

377.Date of next meeting: 19 October at 7.30pm. Venue to be notified.

378. Confidential Matters:

Casual Vacancy: It was noted that there was now a casual vacancy for the position of Councillor.

379.Items for Consideration at the Next Meeting

- Bonfire Night
- COVID-19 Update
- Planning

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Chairman

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Date

Appendix B

Kirdford Parish Council

Actual V Budget

Precept Budget	Actual 31-03-18	Actual 31-03-19	Actual 31-03-2020	Budget 2020-21	Projected YE April 2021	Remaining
Income						
Precept	70,640.00	73,640.00	73,640.00	73,640.00	37,173.81	
VAT reclaimed	-	6,221.36	10,485.56	-	-	
Bank interest	8.00	37.74	118.60	-	10.87	
Grants	-	5,250.00	8,925.00	-	-	
Donations	-	-	4,878.00	-	-	
Other	-	2,164.00	1,481.95	-	1.00	
Total	70,648.00	87,313.10	99,529.11	73,640.00	37,185.68	
Precept Categories						
Gen.Admin			2,626.50	5,000.00	965.15	4,034.85
Prof' Fees	5,000.00	2,958.70	1,297.05	7,000.00	1,621.25	5,378.75
Staff Costs	19,912.94	19,627.21	25,293.49	28,000.00	7,668.94	20,331.06
Maintenance	11,495.96	12,841.72	10,787.81	10,500.00	2,249.06	8,250.94
Recreation Ground	-	-	870.00	500.00	-	500.00
Office All	4,232.90	2,888.55	968.96	6,000.00	2,147.29	3,852.71
Subscriptions	482.46	559.60	352.91	600.00	318.60	281.40
Audit	739.60	974.56	639.60	1,000.00	588.00	412.00
Training	248.00	300.00	574.00	1,500.00	-	1,500.00
Grants	7,750.00	7,000.00	7,750.00	11,500.00	8,850.00	2,650.00
Insurance	1,531.98	1,379.54	1,569.24	2,000.00	3,038.45	(1,038.45)
Spare	-	4,884.77	-	-	-	-
VAT	2,614.40	3,890.98	-	-	-	-
TOTAL	54,008.24	57,305.63	52,729.56	73,600.00	27,446.74	46,153.26

36,800.00

Carried over (£)	115,459.46
Received	
Precept	37,173.81
VAT Refund	-
Interest	10.87
Other	1.00
Total Receipts	37,185.68
TOTAL INCOME	152,645.14

Appendix C

Date	Cheque No./Transaction Type	Payee	Supply	Net	VAT	Gross
19.05.20	2012	4Sight Vision Support	Grant request	100.00	-	100.00
18.05.20	2013	PCC Kirdford	Grant request	1000.00	-	1000.00
19.5.20	2014	A Persson	Public Bench Renovation	200.00	-	200.00
19.5.20	2015	A Gillett	Chairman's Allowance	400.00	-	400.00
27.05.20	2016	KVHMC	Village Hall Grant	3000.00	-	3000.00
27.05.20	2017	KRGC	Recreation Ground Grant	3000.00	-	3000.00
26.5.20	2018	Came & Company	Insurance Renewal	2584.57	-	2584.57
26.5.20	2019	A Gillett	Reimbursement (Gift for L Nutting)	20.82	4.17	24.99
26.05.20	2020	Royal Mail	Post Office Box	352.50	-	352.50
28.05.20	2021	Came & Company	Insurance Renewal	453.88	-	453.88
01.06.20	2022	JWS Landscapes	Grass cutting	360.00	-	360.00
01.06.20	2023	L Brooks	Clerk admin work	480.52	-	480.52
01.06.20	DD	In Touch	Website	34.99	7.00	41.99
19.06.20	2024	ROSPA Play Safety	Safety Inspection	209.00	41.80	250.80
23.06.20	2025	L Brooks	Salary	1696.64	-	1696.64
23.06.20	2026	HMRC	Salary	273.50	-	273.50
01.07.20	DD	In Touch	Website	34.99	7.00	41.99
05.07.20	2027	Farsight Consulting	Internal Audit	588.00	117.60	705.60
30.06.20	EB	JWS Landscapes	Grass Cutting	245.00	-	245.00
30.06.20	2028	Mark Mulberry @ Co	Payroll Services	105.00	21.00	126.00
19.07.20		Troy Planning	Planning	1350.00	270.00	1620.00
20.07.20	Debit Card	The Sign Shed	Dog fouling signs	48.55	9.71	58.26
01.08.20	DD	In Touch (EAZY Collect)	Website	34.99	7.00	41.99
03.08.20	ONB2	L Brooks	Salary	1644.64	-	1644.64
05.08.20	ONB3	HMRC	Salary	273.50	-	273.50
24.08.20	ONB4	Bramley Close Residents Assoc	Grant Payment	1500.00	-	1500.00
31.07.20	ONB4	Vetera Novis	Testing new bank card - refund	1.00	-	1.00
31.07.20	ONB5	EE	Top up Clerks phone	10.00	-	10.00
01.08.20	ONB6	EE	Top up Clerks phone	10.00	-	10.00
05.08.20	ONB7	Groundwork UK	Repayment of unspent Grant	378.91	-	378.91
05.08.20	DC	The Sign Shed	No Dogs Allowed signs for playgrou	25.50	5.10	30.60
18.08.20	DD	NEST	Clerk Pension	91.00	-	91.00
25.08.20	ONB8	HMRC	Salary	322.90	-	322.90
25.08.20	ONB9	Southwest Play	Dish swing seat (replacement for lo	597.21	119.44	716.65
25.08.20	ONB10	L Brooks	Salary	1595.24	-	1595.24
25.08.20	ONB11	TEEC	Website Design	559.99	112.00	671.99
25.08.20	ONB12	TEEC	Website Hosting	120.00	24.00	144.00
26.08.20	ONB13	Reade Signs	Covid signage for playgrounds	125.89	-	125.89
01.09.20	DC	EE	Top up Clerks phone	10.00	-	10.00
01.09.20	DD	InTouch (EAZY Collect)	Website	34.99	7.00	41.99
TOTAL				23873.72	752.82	24626.54

Date	Transaction Type	Payee	Supply	Amount
30.6.20	DD	NatWest	Interest	0.28
31.07.20	BACS	Vetera Novis	Testing Bank card	£1.00
28.08.20	DD	NatWest	Interest	0.25
TOTAL				1.53