



Minutes of the Parish Council Meeting held in the Village Hall, Kirdford on Tuesday 27th August 2019 commencing at 5.30 p.m.

Present: Cllr Mrs A Gillett
Cllr Mrs L Nutting
Cllr Mrs N Goddard
Cllr Mr D Irwin
Cllr Mr T Brook

In attendance: Mrs T Ledger, Clerk & RFO

Members of public: 1

84. Apologies for Absence: Apologies received and accepted from County Councillor J Duncton, District Councillor G Evans, Cllr Mrs L Ketteridge, Cllr Mr T Piedade, Cllr Mr J Nicholls and Cllr Mr S Croft.

85. Public Participation:

- a) Cala homes planning submission stated that there was permission in principle to put a path across the land of Bramley Close. The member of public has contacted planning officer, who concurred that this is inaccurate. A letter has been sent from the solicitor and the member of public will notify the Council of the response.
- b) Posts to be replaced in Bramley Close. Rules state these should be replaced like-for-like. Resident sending an email to see if the majority of the residents prefer like-for-like replacement with wood. Council confirmed it would be happy with wood.

86. Disclosures of Interest: To receive disclosures of personal and prejudicial interest from Councillors on matters considered at the meeting. None received.

87. Approval of Meeting Minutes: To resolve that the minutes from the Parish Council Meeting (03.08.19) be signed as a correct record. The meeting AGREED and the minutes were duly signed.

88. Reports from District and County Councillors: None present.

89. Correspondence:

- a) Grant awarded from Groundworks UK of £8,925.00 to fund consultants on Neighbourhood Plan Review.
- b) Neighbourhood Plan Review Kick-Off Meeting to be held on 12th September at 7.30 p.m.
- c) Letter received from Troy Hayes Planning, advisors on the Neighbourhood Plan Review, with fee proposal. Councillor noted that Troy recommended that we apply for the grant. Clerk to call Troy Hayes to get a break down of how fee proposal established.
- d) Crouchland Farm visit booked for 25th September at 6 p.m.
- e) Watershed Grant: Clerk received request for and returned audit information.
- f) NS&I / Post Office Account: Clerk has sent forms to NS&I with correct signatories Cllr Gillet and Mr. Ian Campbell requesting closure of account. Included minutes of meeting when it was agreed to close the account, photocopy of signatory paperwork on NS&I letterhead, copy of NS&I account statement and NatWest account details. Clerk requested that the money sent to the Council's NatWest Current Account as recommended by the Internal Auditor. Councillors noted this issue has been ongoing for over ten years.
- g) Internal Auditor Mike Platten sent an engagement letter for the upcoming year.
- h) The Workshop, Kirdford, 19/00553/FUL: KPC has been reconsulted on the plans. New, accurate site plans have now been submitted, in addition to ecological information and enhancement as requested by the Ecology Officer. It has been noted by the Planning Officer that the site is not in the Conservation Area and had no TPOs on removed trees. The new proposal would provide for

ecological enhancement including the retention of all existing trees and re-planting, which can be conditioned to ensure it remains. The Planning Officer has also re-consulted the Ecology Officer. The Planning Officer has asked if the Council like to re-consider its views on the proposal? Councillors considered the proposal and would like to request an elevation plan which appear to be missing from the documentation. Clerk to request.

- i) School Court: Weeds – The Clerk visited, took pictures of weeds and sent them through to Playdale. Their maintenance team has replied, ‘Thank you for your enquiry, I have looked at the pictures and when an Ecosurface system is laid at a minimum depth of 40mm on to a good quality weed control membrane, it is not possible for weeds or grass to grow through the system. Any weed growth on top of the system will be migratory seeds that have taken hold on top of the system. These weeds can be simply plucked out or the use of a pet/child friendly weed killer can be used such as Weedol, Roundup etc. We would not recommend the use of industrial strength weed control chemicals. These chemicals may or may not have a detrimental effect on the surface, we are unable to conduct tests to confirm either way due the controls on purchasing such chemicals. There is nothing in the system that will support the growth of plant life.’ Clerk to put weed killer down and take more pictures afterwards. Clerk to monitor issue.
- j) School Court: Hedges - Both SRLs have acknowledged the request for hedge reduction. Stonewater visited already to assess. Hastoe visiting in September. No dates given for the work as yet but both working on it. Update to be given at September meeting. Chair asked Peter Sherratt to visit to see what can be done to reduce hedging and hazel.
- k) Email received from Mr Muddle regarding Herons Farm Cottage, main body of text stated, 'A compressive environmental impact assessment was undertaken - these trees were a danger and a hazard creating damp in the house, damaging the roof tiles and interfering with the overhead power lines for the village. The roots were undermining the foundations of Heron cottage and their scale was wholly inappropriate and a danger in a domestic garden of this size. Hopefully this addresses your concerns.' Council would like Clerk to reply requesting a copy of the environmental impact assessment, stating that SSE do an annual inspection therefore the electricity supply was unlikely to be compromised and asking what Mr Muddle is doing to address the replanting in the context of the Climate Emergency declared by CDC.
- l) Planning: Email received regarding the trees at Oakfield from Alistair Persson stating that the Bramley Close Residents Association are now satisfied and do not object.
- m) 3-4 September - Rural Conference - please let the Clerk know if you would like to attend <https://www.rsonline.org.uk/rsn-rural-conference-2019>
- n) 6th September 7.30 p.m., Parishes Wildlife Group at Wisborough Green Village Hall, talk by Bruce Middleton.
- o) Action in Rural Sussex survey is open <https://www.surveymonkey.co.uk/r/NDPreview> and discussions: 17th September 6.30-8.30pm Etchingham Village Hall and 19th September 7-9pm Washington Village Hall.
- p) 20 September AMM South East Ambulance Services with presentations and info stands, please let Clerk know if you would like more detail.
- q) 26 September 9.30-3.40, SSALC Legal and Finance Day, AMEX Stadium, Village Way, Brighton, BN1 9BL, please let Clerk know if you would like to attend.
- r) 2 October SLCC Society of Local Council Clerks National Conference. Clerk requested to attend. APPROVED.
- s) 3 October 9.30, West Sussex Association of Local Councils AGM http://www.ssalc.co.uk/AGM_and_Conferences_21260.aspx
- t) South Downs Local Plan received. Workshop dates are
Tuesday 15th October - East Sussex Parishes Workshop, Lewes Town Hall Assembly Rooms, Lewes:
18:30 – 21:30

Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30

Tuesday 29th October - Hampshire Parishes Workshop, Meon Hall, Meonstoke: 18.30 - 21:30

Clerk to find and distribute electronic version. Cllr Irwin to read.

- u) 28-29 October - NALC Annual Conference - please let Clerk know if you would like to attend https://www.nalc.gov.uk/annualconference?utm_source=Members&utm_campaign=8b8fb568d9-EMAIL_CAMPAIGN_2018_06_07_10_42_COPY_01&utm_medium=email&utm_term=0_206970988f-8b8fb568d9-323670377
- v) Transport for the South East strategy and consultation launch drop in sessions advised.
- w) 19 November 7pm Chichester DALC is at CDC offices.

90. Chairman's Announcements:

- a) Sympathy was expressed to the Eldridge family on the death of Stephen Eldridge.
- b) Congratulations to Peter Gaisman on his 100th birthday. Council agreed that this be recorded on the Kirdford Village sign when it is updated.
- c) Ongoing issue with Kirdford Junior Football Club needs to be on September agenda, Clerk to invite Colin Ramsley to the September meeting. Kirdford lease rent due to Leconfield Estate in September. Council funds are paying for Kirdford Junior Football Club not Loxwood Youth Football Club. Separate meeting with Laura Smith, a consultant with football management experience to be arranged. AGREED to hire consultant followed by a meeting with Colin Ramsley.
- d) P.O. Box required for Clerk – APPROVED.
- e) Recreation Ground requires Defibrillator. Clerk to organise.
- f) Dead trees on Haylings Green. Clerk to investigate with Henry Whitby or Darryl Hobden.

91. Finance:

ACCOUNTS TO BE PAID - August 2019

Date	Cheque No.	To Whom Paid	Supply	Net (£)	VAT (£)	Total (£)
08/08/2019	1912	Chichester District Council	Cleaning School Court	95.16	19.03	114.19
08/08/2019	1913	JWS Landscapes	Grass cutting	485.00	-	485.00
08/08/2019	1914	Troy Hayes Planning	Consulting on Housing	700.00	140.00	840.00
27/08/2019	1915	Expenses Cllr Nutting	Leaving gift former Clerk	56.93	11.38	68.31
27/08/2019	1916	Expenses Cllr Irwin	Mileage and parking	22.50	-	22.50
27/08/2019	1917	Expenses Clerk	ILCA Course, ink, plants, petrol	260.49	45.80	306.29
27/08/2019	1918	T Ledger	Clerk & RFO Salary	1,759.56	-	1,759.56
27/08/2019	1919	HMRC	Month 5 contributions	328.43	-	328.43
27/08/2019	DD	Nest	Pension contribution	139.44	-	139.44
				3,847.51	216.21	4,063.72

- a) These were duly agreed and signed.
- b) Bank reconciliation year to end July duly agreed and signed.

92. Butts Common Play Equipment: Quotes for the play equipment have been received from Playdale, Eibe and Sovereign. Discussion over whether two or three pieces of equipment. National Trust agreed to wooden framed swings. Like-for-like included two frames. Clerk to ask National Trust for ground covering permission.

- a) Matting – if permitted by National Trust matting would be preferred. Clerk to contact National Trust.
- b) Number of items – Clerk asked to get quotes for two items. Councillors would like to ask National Trust if three items would be possible. Clerk to investigate with Katie Archer.

- c) Inclusive swing – AGREED
- d) Double swings – following some discussion over whether flat seats or toddler seats should be ordered it was decided to order a double frame with toddler seats with the option to change these should they not be utilised.
- e) Contractor – Eibe AGREED. Clerk to look for decrease in labour amounts and revert to Councillors.

93. Planning: To consider the following applications

KD/19/01310/DOM - Case Officer: Vicki Baker

Mr And Mrs Sloan

Ganders Gate Farm, Glasshouse Lane, Kirdford, Billingshurst

One and half storey side extension with 2 no. dormer windows, construction of first floor balcony, internal reconfiguration and alterations to fenestration. Construction of new site entrance from Glasshouse Lane and associated driveway within the site.

O.S. Grid Ref. 501481/125615

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRJO60ERKY900>

No objection

KD/19/01334/DOM - Case Officer: Vicki Baker

Mr Binder

Staples Hill Cottage, Staples Hill, Kirdford RH14 0JL

Construction of a part two storey and part single storey extension to East elevation.

O.S. Grid Ref. 500746/127518

To view the application us the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRN8L9ERL0S00>

No objection

KD/19/01341/DOM - Case Officer: Vicki Baker

Mr Binder

Staples Hill Cottage, Staples Hill, Kirdford RH14 0JL

Single storey extension to West and South Elevations of outbuilding.

O.S. Grid Ref. 500746/127518

To view the application use the following link; <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRNG9NERL1A00>

No objection

To note Planning Decisions received from CDC:

Mr And Mrs M Stephenson

Belchambers Farm, Staples Hill To Plaistow Road, Kirdford, RH14 0NL

Demolition of existing single storey extension and erection of two storey extension with associated roof works and internal alterations (resubmission of planning applications KD/18/02950/DOM).

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PSQ6OXERLTP00>

KD/19/01506/LBC

Mr And Mrs M Stephenson

Belchambers Farm, Staples Hill To Plaistow Road, Kirdford, RH14 0NL

Demolition of existing single storey extension and erection of two storey extension with associated roof works and internal alterations (resubmission of planning application KD/18/02951/LBC).

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PSQ6PBERLTQ00>

Enforcement Notices: None

- 94. Councillors to report Health & Safety Problems:** No issues.
- 95. Public Participation:** Member of public stated that has rubber matting in own garden; the grass grows through and in one year the matting is no longer visible.
- 96. Date next meeting:** Monday 16th September 2019 to be held in The Chapel, Kirdford.
- 97. Matters for Next Meeting:** KPC Policies to be discussed and renewed, School Court potential for CCTV, Health & Wellbeing
- 98. Confidential Matters:** None.

There being no further business the meeting closed at 7 p.m.

.....
Chairman

.....
Date