



c/o 8 Saville Gardens, Billingshurst, West Sussex, RH14 9RR.

Clerk: Mrs. I. Marshall, BA(Hons), FILCM.

Tel: 01403 783477 e-mail: kirdfordpc@gmail.com

You are hereby summoned to attend the Parish Council Meeting which will be held at The Kirdford Village Hall, Kirdford on Monday, 21st March, 2016 commencing at **7.00** p.m., when the following business will be considered and transacted.

I. Marshall.

Mrs. I. Marshall
Clerk to the Council

Date: 14th March, 2016.

A G E N D A

1. Apologies for Absence – to receive both apologies and reasons for absence.
2. Public Participation – to receive and note questions, comments or representations made by members of the public.
3. Disclosures of Interest – to receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
4. Minutes of the Last Meeting – to resolve that the minutes of the meetings of the Council held on 15th February, 2015 be signed as a correct record.
5. To Adopt the Minutes of the following Committees :-
6. Chairman's Announcements.
7. Aircraft Noise :-
 - (a) To agree to join the Association of Parish Councils Aviation Group whilst retaining its informal relationship with CAGNE but not to necessarily support activities/views where in conflict.
 - (b) To agree the Constitution of the Association of Parish Councils Aviation Group as previously circulated. However, by joining the Council would be agreeing to this as the Constitution would not change.
8. Reports from County and District Councillors.
9. Correspondence.

10. Documents for Councillors to Read :-
 - (a) Clerks & Councils Direct
11. Crouchland Biogas :-
 - (a) Update re: Certificate of Lawfulness Hearing.
 - (b) Environment Agency Permit consultation.
 - (c) Freedom of Information request from the Managing Director.
12. Recreation Ground and Village Hall Trusts – arms-length arrangements for management/agreement of governance. (Cllr. Mr. Campbell) (Appendix I)
13. Village Spring Clean. (Cllr. Mrs. Gillett)
14. Recruitment of Clerk update and ratification of SALC costs.
15. To consider changing the date of the Annual Parish Council Meeting previously planned to be held on the 16th May, 2016.
16. Projects/Priorities - to receive reports and updates on last month's actions – all as per portfolio.
17. Queen's 90th Birthday Celebrations – update/beacons/PC involvement (Cllr. Mrs. Gillett)
18. Cala application – update (meeting with officer/Viability Appraisal/HNS) (Cllr. Mr. Campbell)
19. JWS Landscape – re: Grass Cutting Contract – price increase and request to change payment to Standing Order.
20. To consider approving giving the contract for additional play equipment at School Court to Playdale Playgrounds Ltd., of expenditure of up to £13,127.61. (Cllr. Mrs. Nutting)
21. Chichester District Council Surface Water and Drainage Consultation – ratification of comments submitted. (Cllr. Mr. Campbell).
22. Sussex Heritage Trust Awards 2016.
23. Footpath FP610 – To decide whether to accept delivery of 20 tonne of Type 1 Stone for reinstatement of this path. (Cllr. Miss Pinder).
24. Butts Common Water Leak – to consider whether to pay the invoice from Mr. Burns. (Appendix II)
24. Councillors to report any possible Health and Safety Problems. (All)
25. Follow up on Action List.
26. To consider Bank Reconciliations for February, 2016.
27. Accounts to be Paid.

28. Public Participation – to receive and note any further questions, comments or representations made by members of the public.
29. Date of Annual Parish Meeting – 18th April, 2016 commencing at 7.00 p.m.
30. Date of Next Parish Council Meeting – 18th April, 2016 commencing at 8.00 p.m.

APPENDIX I

Recreation Ground and Village Hall Management Committees – arms-length arrangements for management/governance of the Trusts

Each year at the Annual Parish Council meeting in May, the Council will appoint Trustees to sit on the Recreation Ground and Village Hall Management Committees. These Trustees should ensure the following is undertaken and inform the Council should any of these things not be happening :-

- Ensure compliance with Charity Commission rules.
- Compliance with insurance conditions.
- Keeping an Asset Register up-to-date.
- Carry out Health and Safety Risk Assessments and provide the Council with copies.
- Produce an Annual Report and present this each year at the Annual Meeting.
- Production of financial accounts for approval of the Council prior to them being submitted to the Charity Commission.

APPENDIX II

re: Repair of Water Leak, Butts Common

An invoice in the sum of £825.00 has been received from Boretac Water Specialists.

Following discussion of this matter at the meeting on the 15th February, further investigations have been undertaken by the Clerk and Cllr. Mrs. Nutting and there has doubtless been a clear misunderstanding between the Council and this contractor (Mr. Burns) as he did think that he had authority to undertake the necessary repair.

Mr. Burns had carried out investigation work free of charge, but understood that he had authority to carry out the repair that he identified. The repair work involved digging several trial holes along the bank of Butts Common and found an old supply which he cut and capped. These works were undertaken on a Saturday starting at 7.30 a.m., and finishing at 3.00 p.m.

Mr. Burns has advised that the supply in question was a 50 mil supply and the parts required to complete this were very expensive with the stop-cock alone being over £140 and other fittings were also required.

Rob Brading of Southern Water rung Mr. Burns on Wednesday, 24th February, to say that he had cured the problem as the water on Butts Common was now stagnant water and not fresh water.

At the Parish Council meeting on 15th February, it was resolved that authority to agree the correctness of and pay the bill be delegated to the Clerk and Cllr. Mrs. Nutting. However, in view of the fact that the granting of this contract had not complied with this Council's Financial Regulations it is felt appropriate to bring this back to Council to make the decision.

As the leak has been fixed, and further information received from Mr. Burns has enabled the correctness of the bill to be ascertained, it is recommended that this invoice be settled and this can be funded from Reserves due to savings that have been made (to be confirmed by the Chairman of the Finance Committee).

However, Members **must** ensure that in future all works are contracted on behalf of the Council by the Parish Clerk and any verbal instructions should always be followed up in writing. No Member shall arrange works on behalf of the Parish Council.

Mr. Burns has also been advised that when contracting with the Council this must always be with the Clerk and be in writing.