



Minutes of the Parish Council Meeting in Kirdford Village Hall on Monday 17th January, 2020 at 7.30 p.m.

Present:
Cllr Mrs A. Gillett
Cllr Mrs L. Nutting
Cllr Mr D. Gerrard
Cllr Mrs N. Goddard
Cllr Mr D. Irwin JP
Cllr Mr T. Brooks
Cllr Mr J. Nicholls
Cllr Mr S. Croft
Cllr Mr T. Piedade

In attendance: District Councillor Mr G. Evans
Members of public: 4

- 251. Apologies for Absence:** Apologies received and accepted from District Councillor Mrs J. Duncton.
- 252. Public Participation:** None.
- 253. Disclosures of Interest:** Cllr Mrs A. Gillett registered an interest in the hiring of the VE Day band as her son is involved in the band. Cllr Mr D. Irwin RP is now a local Magistrate registered an interest in the hiring of Mr A. Persson as a Handyman as they are distantly related.
- 254. Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (20.01.2020) and Planning Committee (05.02.2020) be signed as a correct record. UNANIMOUSLY AGREED.
- 255. Reports from District and County Councillors:** To receive reports noted in Appendix C.
- a) Question on the Lagoon 3 Emergency Plan as to whether this represents a duty of care; Cllr G Evans confirmed it is and the existence of an Emergency Plan is non-negotiable. Environment Agency has been fined in the past. It was requested by councillors that this be raised by CDC.
 - b) There will be a conference call with all parties on 28th February and details will be reported back by District Cllr G. Evans.
 - c) Land behind Townfield – The land is privately owned. The landowner has engaged an agent and will apply to CDC for planning, then sell onto a developer with planning attached. Kirdford's Community Land Trust is engaging with the developer to ensure it respects community needs. Councillors noted that issues for the developers remain such as of lack of demand in the area and that the Plaistow Road site has not yet been developed (despite planning being granted some time ago).
 - d) It was noted that the Environment Agency was testing the water at Isling Bridge.
- 256. Correspondence:** To consider recent correspondence received.
- a) Noticeboard next to the bus shelter one leg rotten needs repair. A. Persson to repair.
 - b) Internal Auditor requested date to be confirmed for Year End Audit.
 - c) Annual CIL workshop meeting on 6th March at 10.00 in Wisborough Green Village Hall.
 - d) CDC giving £250 grants for VE Day. Kirdford Parish Council is not applying.
 - e) Open Gardens organisation requesting to know if Kirdford will be hosting any in 2020. Not this year, potentially Parsonage Farm.
 - f) Sage Communities new Dementia Support in Petworth, Clerk added to Facebook.
 - g) NALC Spring Conference 17th March 2020, please email Clerk to book place. No councillors indicated interest.
- 257. Chairperson's announcements:**
- a) VE Day Planning 8th May. The Chair has circulated minutes of the last meeting of residents to councillors via their personal email addresses and attendees. The next meeting is at the Foresters Tuesday 25th February at 7.30.

- b) Land South of Townfield – CLT to send communication to the Clerk.
- c) Flood signs – two to be purchased for Glasshouse Lane both sides of bridge. Gauge was broken by a car crashing into it but decided not to replace this.
- d) Maintenance programme for the clappers should be established to be examined once a year and cleaned.
- e) Top soil before grass seed down – A. Persson to order and distribute.
- f) Junior Football – code to the gate for emergency access. Letter to have a decision by the next KPC meeting.

258. Gatwick: No significant progress to report, councillor working with other groups.

259. Finance:

- a) Bank Reconciliation (Appendix A): April 2019 – January 2020 as below:
 NatWest Saver a/c 30/11/19 £31,980.62
 NatWest Current a/c 30/11/19 £82,007.69
 Total funds opening balance £133,579.48.
 Total funds closing balance £113,144.05 (including unrepresented cheques £844.26.)
 The Committee to review reconciliations and resolve on authorisation and sign off. Authorised and signed.
- b) To note that the VAT reclaim has been processed and refunded £8,201.67, and InTouch website payment been made by direct debit in February therefore the balance of all accounts as at 12th February 2020 is £121,303.73 (Appendix A).
- c) Monthly financial report presented (Appendix B).
- d) Cheques to be presented for approval.

Date	Cheque No.	To Whom Paid	Supply	Net (£)	VAT (£)	Total (£)
01.02.20	DD	In Touch	Website	34.99	7.00	41.99
17.02.20	1973	T Ledger	Clerk & RFO Salary	1,675.80		1,675.80
17.02.20	1974	HMRC	Month 11 contributions	594.46		594.46
17.02.20	DD	NEST	Pension contribution	151.06		151.06
17.02.20	1975	A Persson	Handyman	226.77		226.77
17.02.20	1976	SSALC	Parish Online	22.50	4.50	27.00
17.02.20	1977	Multisport Tennis Courts	Tennis Court Jet Spray Clean	620.00	124.00	744.00
17.02.20	1978	Madhatter's Tea Party Band	VE Day Band	200.00		200.00
17.02.20	1979	T Ledger	Expenses (Ink, petrol, parking)	63.69		63.69
17.02.20	1980	Emorsgate Seeds	Wild flower seeds	57.00	2.28	59.28
TOTAL				3,646.27	137.78	3,784.05

260. Planning:

KD/20/00179/DOM - Case Officer: Beverley Stubbington

Mr & Mrs Sloan

Ganders Gate Farmhouse Glasshouse Lane Kirdford Billingshurst

Increase in ridge height of existing northern single storey element. Provision of two new dormers. New site entrance.

O.S. Grid Ref. 501481/125615

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q4LTQIERMPN00>

Decision – No objection.

Decisions from CDC:

KD/19/03133/TPA

Mr Iain Robertson

Wren Cottage Village Road Kirdford RH14 0ND

Crown reduce back to previous pruning points (see 09/03853/TPA) on 1 no. Oak tree (T3) subject to KD/89/00586/TPO.

PERMIT

<https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q2PHE9ERLDA00>

Enforcement Notices: - None received.

- 261. Councillors to report any possible Health and Safety Problems:** Football Club to be contacted to request that the cones be placed out when required. New signs and gate for School Court.
- 262. Public Participation:** Cala not returning calls of the Bramley Close Residents Association. CDC will be in contact if there is a sale.
- 263. Date next meetings:** 2020 meetings booked in Kirdford Village Hall for 16th March, 20th April, 18th May, 15th June, 20th July, 21st September, 19th October, 16th November.
- 264. Any Matters for Next Meeting:** Planning applications from developers; open letter to the Planning Committee.
- 265. Confidential Matters.**

There being no further business the meeting closed at 8.40 p.m.

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Chairman

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Date

Appendix A: Bank Reconciliation as at 12th February 2020



Bank Reconciliations 2019-2020

	April	May	June	July	August	September	October	November	December	January	February	March
Balance per statement	127,636.07	124,450.92	119,374.51	115,568.05	120,059.15	148,113.98	140,244.38	110,499.34	101,604.29	82,007.69	89,917.37	
Business Reserve	30,554.99	30,560.18	30,564.87	30,564.87	31,953.64	31,959.07	31,964.50	31,969.58	31,975.19	31,980.62	31,980.62	
Post Office	3,530.60	3,530.60	3,530.60	3,530.60	-	-	-	-	-	-	-	-
Less os cheques	-550.00	-3,904.22	-407.52	-1,299.49	-4,359.96	-4,600.52	-16,388.51	-5,847.12	0.00	-844.26	-594.26	
Add os receipts	-	-	-	-	-	-	-	-	-	-	-	-
Available Bank balances	161,171.66	154,637.48	153,062.46	148,364.03	147,652.83	175,472.53	155,820.37	136,621.80	133,579.48	113,144.05	121,303.73	
Cashbook Control												
Balance bfwd	128,501.68	161,171.66	154,637.48	153,062.46	148,364.03	147,652.83	175,472.53	155,820.37	136,621.80	133,579.48	113,144.05	
Receipts	36,825.36	5.19	4.69	-	11,724.47	36,825.43	5,789.32	5.08	5.61	5.43	8,201.67	
Payments	-4,155.38	-6,539.37	-1,579.71	-4,698.43	-12,435.67	-9,005.73	-25,441.48	-19,203.65	-3,047.93	-20,440.86	-41.99	
Cfwd	161,171.66	154,637.48	153,062.46	148,364.03	147,652.83	175,472.53	155,820.37	136,621.80	133,579.48	113,144.05	121,303.73	
Prepared By	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger	T Ledger
Dated	27/08/2019	27/08/2019	27/08/2019	27/08/2019	16/09/2019	21/10/2019	18/11/2019	15/01/2020	17/02/2020	17/02/2020	17/02/2020	17/02/2020
Authorised By	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett	Cllr A. Gillett
Signature												
Council Minute Ref	91 (b)	91 (b)	91 (b)	91 (b)	109 (a)	150(a)	180(a)	239(a)				

Appendix B: Financial Report April 2019 – 12th February 2020

Carried over (£)	128,501.68
Received	
Precept	73,640.00
VAT Refund	10,485.56
Interest	113.69
Groundworks Grant	8,925.00
Donations	4,878.00
<i>Foresters</i>	<i>1,378.00</i>
<i>PCC</i>	<i>3,000.00</i>
<i>West Sussex Antique Timber</i>	<i>500.00</i>
Other	1,350.00
Total Receipts	99,392.25
TOTAL INCOME	227,893.93

Budget, spending and remaining funds from the Precept Budget and Allocated Funds for projects:

Precept Budget (£)	Budget	Expenditure YTD	Remaining	% Remaining
Gen.Admin	5,000.00	2,275.49	2,724.51	54%
Prof' Fees	7,000.00	1,297.05	5,702.95	81%
Staff Costs	28,000.00	21,523.61	6,476.39	23%
Maintenance	10,500.00	10,353.82	146.18	1%
Rec.Gnd	500.00	250.00	250.00	50%
Office All	6,000.00	968.96	5,031.04	84%
Subs	600.00	330.41	269.59	45%
Audit	1,000.00	639.60	360.40	36%
Training	1,500.00	574.00	926.00	62%
Grants	11,500.00	7,750.00	3,750.00	33%
Insurance	2,000.00	1,569.24	430.76	22%
VAT (Reclaimed)	N/A	10,218.37	N/A	N/A
Total	73,600.00	57,750.55	26,067.82	35%

Allocated Funds (£)	Budget	Expenditure YTD	Remaining	% Remaining
General Reserves	40,000.00		40,000.00	100%
NEW - VE Day	2,000.00		2,000.00	100%
NEW - Village Hall Renewal	15,000.00		15,000.00	100%
NEW - Recreation Ground Pavilion	14,397.01		14,397.01	100%
NEW - Recreation Ground Play Equipment	10,000.00		10,000.00	100%
Great Common Pavillion	10,000.00		10,000.00	100%
Village Improvement Fund	5,000.00	1,715.00	3,285.00	66%
Neighbourhood Plan Review	3,600.17		3,600.17	100%
Environmental Concerns/Equipment	2,000.00	115.80	1,884.20	94%
Butts Common Replacement Play Equipment	14,250.00	11,841.01	2,408.99	17%
Play Equipment Maintenance	1,000.00		1,000.00	100%
Election	1,500.00		1,500.00	100%
Groundworks UK for Neighbourhood Plan	8,925.00	8,546.09	378.91	4%
Play Equipment	15,627.25	15,627.25	-	0%
Watershed Funding Grant	3,842.00	3,842.00	-	0%
Butts Common Swings	5,000.00	5,000.00	-	0%
Butts Common Donations	2,152.50	2,152.50	-	0%
Total	154,293.93	48,839.65	105,454.28	68%

Summary

Total Precept	73,600.00
Total Allocated funds	154,293.93
Unallocated	-
Total Funds	227,893.93
Total Expenditure	106,590.20
Remaining	121,303.73

Appendix C: District Councillor Mr G Evans Report

CDC update

Local Plan:

At the last cabinet meeting (which I attended) on 28th January we requested for CDC to disclose a full public update as a matter of urgency. We understand all local parishes have questions on this issue which is vital to finalise or update different local plans so we the opposition are heavily pushing for answers and information

Southern Gateway Project:

Preferred development partner announced. Henry Boot Developments will now work to transform the southern area of Chichester into a vibrant and attractive new quarter.

Climate Emergency Officer:

At the full council meeting on the 28th January 2020 CDC agreed to employ a full time Climate Emergency Officer for an initial period of two years. This was something that the Lib Dems first proposed back in March last year and was on our manifesto for the May elections. This agreement to employ a Climate Emergency Officer demonstrates the impact of having a more balanced council. This person will be responsible for ensuring that the Climate Emergency Action Plan is enacted and that there is a joined-up thinking approach to tackling this crisis. This officer will drive efforts to reduce carbon emissions across the whole District.

At the meeting I raised the question of the time frame for recruitment for this position considering the Emergency of the situation and the reply from the Leader of the council was "as soon as possible" but she did not give any exact detail for the recruitment of this role.

Local Update

Lagoon 3:

The last update I had regarding this was on 3rd February 2020 from Alison Stevens. This came after two emails chasing (and telephone calls). On the last occasion I copied in the CEO and got this reply:

"I can confirm the visit went ahead. The EA are the responsible authority and we await their report. I will be speaking with the EA officer this week to find out when he expects the report to be available. I have a note in my diary to contact you once we have more information."

Since then I have had confirmed that that a teleconference was due to take place between CDC, the EA and Fire Emergency services. I have asked as District Councillor to be part of this discussion, this has been granted.

I have also been contacted by a resident drawing into question the validity of the emergency plan document which I obtained under FOI since it states that AD3 was part of the emergency plan. Since AD3 was demolished in October 2019 the emergency plan is no longer fit for purpose because it depended on AD3. I am following this up because if this is the case and there is no updated emergency plan it is very worrying indeed.

A press release has been drafted and sent out today in the hope of instigating action.

Thane, The Drive:

Response to my correspondence sent on the 3rd Feb but delayed in being received by me as they were sent to Guy Evans not Gareth Evans.

"Following on from my site visit on the 31st January 2020, I am writing to update you with regard to the action the Council intends undertaking with regard to the breach of planning control.

An enforcement notice will be drafted with guidance from the Council's legal department. This will be served on all occupants of the land requiring the removal of the 2 no. touring caravans, 1 no mobile home and the boundary fencing. I will notify you once this has been completed."

Co-op application:

I wrote to Kayleigh (and Tony Whitty) in challenge of her latest update whereby I was told that whilst the viability assessment had been done but it could not be made public. Thanks to the research sent to me by the Loxwood Clerk I was able to point out that not making it public is very rare and would only happen in exceptional circumstances and that even in this case we would get an executive summary. Kayleigh had not sent this or even the redacted version that I was offered. I asked that if this refusal falls within exceptional circumstances what these are....Following this I received a further email with the viability assessment which has also been made public and is on the CDC planning website. A resident had also put in a FOI at the same time I was challenging this.

Kayleigh has said that this is still on track for the March Planning committee. Given it is now four weeks away I do question how that it possible but we will see...

Chris Barker (ECE Planning) – has stated in his most recent correspondence to CDC which was sent to me and subsequently forwarded to the Parish Council that “Ultimately, if such a scale of development is not taken forward positively ultimately a mixed-use development of this site will not be viable, resulting in the loss of a much needed/wanted retail offer in Loxwood. An entirely residential scheme would therefore be ultimate future position, should this submission fail to receive officer support.”

VE75:

You should have received an email on 29th Jan 2020 from David Hyland which stated “The Grants and Concessions Panel have agreed for grants of up to £250 to be made available for Parish, Town or City Councils to apply for (to a maximum of £10,000.) These will be considered in order of receipt, so early application is encouraged.”

Upcoming Surgeries

Onslow Arms, Loxwood – Saturday 7th March 11.00am – 1pm