



**Minutes of the Parish Council Meeting held in Kirdford Village Hall on Monday 17th
June 2019 commencing at 7.30pm**

Present: Cllr Mrs A Gillett
Cllr Mr J Nicholls
Cllr Mrs N Goddard
Cllr Mr T Piedade
Cllr Mr T Brook
Cllr Mrs L Nutting
Cllr Ms N. Hume (DC)
Cllr Mrs J Duncton (CC)

In attendance: 1 members of the public

25. **Apologies for Absence:** - Cllr Mr D Irwin, Cllr Mr S Croft, Cllr Mrs L Ketteridge
26. **Public Participation:** - Growers Green posts are rotting and the Bramley Close committee want to replace them. The committee asked for permission to replace them and asked if the PC are able contribute to the cost. The PC agreed in principle to the replacement, but would need to check with the Insurance Co to make sure there are no liability problems. The PC decided it was unable to contribute to the costs.
27. **Disclosures of Interest:** - To receive disclosures of personal and prejudicial interest from Councillors on matters considered at the meeting. None received
28. **Approval of Meeting Minutes:** To resolve that the minutes from the Parish Council Meeting (20.05.19) and Finance Meeting (05.06.19) be signed as a correct record. The meeting AGREED UNANIMOUSLY and the minutes were duly signed.
29. **Reports from District and County Councillors:** Ms N Hume stated that she thought the parishes would benefit from working together on matters that effect all councils. Local plan review starts on the 24th June 2019. NH reported that she is on the Planning and Infrastructure committee and has attended their first meeting. Ms N Hume left 8.05pm.

Janet Duncton, reported that the Council are still looking for more Social Workers for the Childrens Service. WSCC are having trouble attracting and retaining Social Workers and it seems one of the problems is the expense of housing in the area. WSCC have started on next year's budget, JD will be attending workshops on various topics. JD has already reported that the pot holes around the village. Highways have already been to survey the pot holes in Glasshouse Lane. JD left at 8.20pm

30. **Report from Internal Auditor:** The Clerk read the Final Audit points detailed in the Internal Auditor report.
31. **Annual Return 2018/19:** Having carried out a review of the effectiveness of the system of internal control. Considering the following Accounting statements.
- 1) We have put in place arrangements for effective financial management during the year, and for the preparation of accounting statements.
Unanimously AGREED
 - 2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
Unanimously AGREED
 - 3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
Unanimously AGREED
 - 4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
Unanimously AGREED
 - 5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
Unanimously AGREED
 - 6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
Unanimously AGREED
 - 7) We took appropriate action on all matters raised in reports from internal and external audit.
Unanimously AGREED
 - 8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
Unanimously AGREED
32. **To Approve and Sign Annual Return:** After consideration of the Accounting Statements by the members as a whole the Approval of the Statements was AGREED by resolution and duly SIGNED and DATED by the Chairman, Cllr Mrs A Gillett.

33. **Correspondence:** The correspondence was distributed for councillors to read. The invitation to All Parishes Meeting on Monday July 15th was distributed. TP may be able to attend.
34. **Chairman's Announcements:**
 The PC have received 5 completed applications for the position of replacement Clerk. All applicants are to be considered and short listing will take place this week, with interviews the next week.
 The planting of two trees on Butts Common will take place in November.
 The sign post by Black Bear needs urgently repairing, the PC have received a quote for £320.00 and AG proposed and LN seconded that the quote was accepted.
 Arrangements need to be discussed for next year's VE day. Add to future agenda.
 Training, LN and AG attended Councillors Training this month and AG encouraged all members to attend future training courses.
 JN said he would like to attend a course on tree care.
35. **The Parish Wildlife:** JN proposed that the PC engage with the community and the local school with the view of setting aside some areas for wildlife. JN will also seek advice from The Sussex Wildlife Trust.
36. **First Aid Training:** The defibrillator outside the village hall needs replacement pads for children. AG proposed that another machine be purchased along with children's pads to be sited on the Recreation Ground. TP seconded the proposal and all AGREED.
37. **Because We Care:** This is a village community fund raiser, AG proposed that the PC contribute towards the costs. TB seconded that the PC will contribute £500.00. ALL AGREED
38. **Finance:**
Invoices to be paid

ACCOUNTS TO BE PAID
June 2019

<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>
01.06.19	DD	In Touch	Website	34.99	7.00	41.99
17.06.19	1892	JWS Landscapes	Grass Cutting	300.00		300.00
17.06.19	1893	S Dack	June Salary	959.67		959.67
17.06.19	1894	HMRC	Mth 3 Contributions	118.05		118.05
17.06.19	1895	S Dack	Expenses	84.96		84.96
				<u>£1497.67</u>	<u>£7.00</u>	<u>£ 1504.67</u>

These were duly agreed and signed.

Review of Statements and Reconciliation for May 2019. These was duly checked, agreed and signed by a member of the Council as accurate.

CIL recommended project: Nothing to report

39. **Neighbourhood Plan Review:** The working group has made significant progress. The consultants are going to apply on the PC's behalf for grants which are available. TP to compile a note for LN to circulate to the group. A coffee morning has been arranged for the community to attend with updates on various topics including NP.
40. **Proposed development on Plaistow Road:** The new application, without phasing, is with CDC. CDC have advised the PC that they are 'minded' to approve the application quoting a number of 'Considerations'. KPC have agreed to defend the Neighbourhood Plan and have received a quotation for professional support, which TP proposed the PC accept, this was seconded by LN. All AGREED
41. **Butts Common:** Nothing to report regarding the Play Equipment. The NT have written regarding the safety of the Black Poplar. The Clerk will reply to the NT stating that the NT should do whatever they feel necessary to keep the tree safe. SWA are investigating the repositioning of stop cocks. Regarding the Fir tree outside the Foresters Arms, due to new management expected in September the problems will be deferred until after then.
42. **Air Traffic:** Nothing to report.
43. **Planning:** To consider the following applications:
- KD/19/01269/FUL - Case Officer: Vicki Baker
Mr John Hooper
Boxall Stud Village Road, Kirdford, Billingshurst
Convert part of existing ancillary office suite into a one bedroom staff flat.

NO OBJECTIONS

To note Planning Decisions received from CDC

Enforcement Notices

44. **Housing Survey:** The PC have now received the Final Results from the survey. The PC will write again to CDC expressing the concerns the PC still have.
45. **Councillors to report Health & Safety Problems:** Vehicles leaving the Industrial units, Russet Place, are travelling into the IN road for the Village Stores the wrong way. It was decided that there needs to be a NO RIGHT TURN sign situated on the exit way. Report to highways. There have been a number of fires in the woods at Great

Common, one of which the Fire Brigade had to attend. The incident has been reported to the Police.

46. **Public Participation:** A member of the public wished to discuss a planning application.
47. Date next meeting 15th July 2019 to be held in The Chapel, Kirdford.
48. **Matters for Next Meeting:** Anti- social behaviour & vandalism.
49. **Confidential Matters:**

There being no further business the meeting closed at 9.55pm