

MINUTES OF A MEETING OF PLAISTOW AND IFOLD PARISH COUNCIL
Held on Tuesday the 18th of February 2014 at 7.30 pm
in Winterton Hall

* Present

Chairman * Cllr Stuart East (C)

Cllr Francoise Lillywhite

Councillors

* Cllr Nick Whitehouse

* Cllr John Kirby (Vice-Chairman)

* Cllr Sophie Capsey

* Cllr Ronnie Perrin

* Cllr Vivien Forwood

* Cllr David Ribbens

* Cllr Sara Burrell

* Cllr David Lugton

* County Councillor Janet Duncton

Cllr Sallie Baker

District Councillor Nick Thomas

* Members of the public - 11

* Mrs Rebecca Knifton - Clerk

The chairman opened the meeting by welcoming cllrs and members of the public.

18/14) REPRESENTATIONS BY THE PUBLIC

None

19/14) APOLOGIES FOR ABSENCE

Cllrs Sallie Baker and Francoise Lillywhite

20/14) DECLARATIONS OF INTEREST

None

21/14) MINUTES OF LAST MEETING

The minutes of the last meeting were agreed and signed as a true record.

22/14) MATTERS ARISING FROM PREVIOUS MINUTES NOT ALREADY ON THIS AGENDA

None

23/14) CHAIRMAN'S REPORT

The chairman reported on a letter he had received from Mrs Pat Laidlaw of the Kelsey Hall Management Committee regarding the PC notice board at Kelsey Hall. The letter stated that the adjacent community board is too small for the community needs and that the PC board is rarely more than half full. She requested that the PC could exchange boards to accommodate this.

Cllr Lugton responded as the key holder to the notice board and explained that due to having a wooden frame, the wet weather is preventing it being used. It was also noted that the board was not set in the ground properly and it is locked at all times.

ACTION: The clerk to respond to Mrs Laidlaw

The chairman reported on an email received from Carolyn Mudford. He had been contacted by Mrs Mudford a month ago about the wall being knocked down at Plaistow Church. The Chairman said that he would raise the issue of road safety on the bend by the church at the next PC meeting. It was noted that Mrs Mudford, who runs the local NWA, is in consultation with the Police about checking people's speeds through the village and met with Plaistow's PCSO earlier in February. Council are aware of the implications of having speed cameras and that the police would need to monitor overall but they would not be able to spare the resources to do this on a daily basis. Volunteers would be needed to man the speed camera and 2 to 3 volun-

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teers would be needed per session of 2 hours. If set up for a morning, this would require a number of people to oversee a morning session if used from 8 am to 2 pm. The equipment is free.

It was noted that the clerk has been corresponding with WSCC Highways and that they are due to undertake a full investigation into what safety action should be taken.

The chairman reported on discussions raised by the clerk regarding setting regular hours. It was noted that the clerk is contracted to work 10 hours a week but is currently working on an adhoc basis which is increasing her hours. The clerk explained the need for members of the public to know when office hours are, in order to set a more structured approach to responding.

It was **AGREED** that the clerk display normal office hours on the website. Monday: 9am-11pm; Thursday and Friday: 9am - 1. An out of hours notice will be set up on email.

24/14) REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Janet Duncton spoke of the ongoing issues at Crouchlands Farm and stated that she had no further information at this time.

The Gatwick Task and Finish Group have only had one meeting so far and no decision has yet been made.

She spoke of the publicised additional £141m savings WSCC had to implement over the next 4 years but that now the County's budget has been published, the figure will be more in the region of between £100m and £120m.

She reported on the flooding that the County has suffered over the winter period and praised WSCC workers for their hard work. She stated that some worked 16hrs on Christmas Day to deal with the issues. There are 120,000 gullies in West Sussex alone.

Noted that Cllr Duncton will not be present for any meetings in April.

25/14 CROUCHLANDS (item moved up the agenda due to members of the public present)

* Many Parishioners took part in this agenda item*

The chairman reported and spoke of the first public meeting held in February 2013. He explained that Crouchlands had been continuously developing the site all throughout summer 2013. It was noted that for nearly a year, neither WSCC nor CDC could decide who had planning jurisdiction. Finally planning enforcement did get involved but no real action was taken. The PC has been very unhappy with the progress and despite numerous complaints about the increase in agricultural lorries and now tankers, the enforcement manager, Anna Witty, was not helpful. It was only recently in February 2014 that she responded and still would not disclose any information.

The chairman spoke to Cllr Duncton who was still present although due to leave to attend a meeting in Wisborough Green and stated that he felt she had let the PC down by not assisting the Parish in finding out information.

It was noted that enforcement are issuing a planning contravention notice but that this notice does not cover the whole site as it only relates to the AD Plant. The notice is given to Crouchlands and requires them to explain everything they are doing. They are given 21 days to respond but validation could take several weeks.

It was further noted that they are putting together a planning application for the works that have already been commenced. At the PC meeting in January, they had stated the application would be submitted by the end of

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January but nothing has yet been received. They had requested that the PC supports their application when submitted and in return, Crouchlands would like to make a contribution to the Parish.

In December 2013, the chairman had contacted Leon Maketarian from Crouchlands to arrange a meeting but due to inclement weather, this never took place.

Cllr Lugton wished to minute a formal thank you for all the hard work the chairman has put in to this matter. Cllr Lugton explained that WSCC were in receipt of traffic movement figures which show the site is being used more than originally intended. He noted that their reluctance to visit the site shows either a failure to undertake their job properly or more empathy towards the developers than that of the concerns of the PC and residents who pay their salary. If it is shown when the PC receive the requested information under the Freedom Of Information Act that they have known significantly more about the use of the site and not taken action as enforcement officers, despite our requests, Cllr Lugton hopes that disciplinary action is taken against them, including dismissal. Cllr Perrin raised a further complaint over the general lack of consultation with the PC from County. To date no consultation has been initiated by WSCC.

Cllr Ribbens explained that he had worked for an AD company. There had been quite serious problems with the methane gas which is produced which resulted in building large lagoons. He wished it minuted that the safety aspect of having such an excess of methane with its high flash point is highly dangerous and the Parishioners should have been informed.

The chairman spoke of the increase in lorries to 15 a day bringing in food waste and maize with 8 lorries of gas being transported. It was noted that Crouchlands had assured the Parish that there would only be 3 lorries a day. Members of the public noted that the road to Crouchlands is sinking due to the increase in traffic and that some lorries have actually sunk into the grass verges.

A member of the public stated that the gas is being taken to Sainsburys in Dorset and Leicestershire and the chairman stated that Sainsburys were purchasing 'green' electricity and if it was gas, a similar arrangement would be made and it would be expected that it would be taken to Portsmouth. The nearest main route that is stated as adequate to accommodate such traffic is the A272 but this road is several miles away from the plant.

The chairman explained that Environmental Health had been keeping a proper survey but that the figures had not been openly publicised. He went on to talk about the collaboration between Loxwood, Kirdford and Wisborough Green in paying for an independent survey to be undertaken but this would be very costly. Loxwood and Wisborough Green had declined to contribute. Kirdford were prepared to make a contribution in principle although this would be only a small sum.

Cllr Capsey wished for the PC to request information on all the companies based at Crouchlands. This is to be investigated further.

The chairman directed a number of questions to County Cllr Janet Duncton and asked why she hadn't been able to help in supplying the PC with the document relating to lorry movements. The chairman had requested this information on numerous occasions but WSCC had stated that the document is too sensitive. In the absence of the report from County, members of the public offered to financially contribute, if necessary, to an independent monitoring of the traffic. The chairman confirmed that although Kirdford are on board with the monitoring and the survey, they are not contributing financially. It was further noted that Highways, who are a consultee on such planning applications, did not like the application on safety issues. Weight restrictions for Foxbridge Lane were discussed but it was noted that even if this were put in place, the rest of Plaistow would be ruined.

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This agenda item to be brought back to full council in March.

26/14 TO NOTE & DISCUSS FINANCE MATTERS

Cllr Lugton reported.

(a) The schedule of Accounts submitted for payment was as follows:

002150	Glasshouse	Neighbourhood Plan meetings	1,575.42	262.57	1,312.85
002151	Dolby-Brown	Neighbourhood Plan Notes	60.00	0.00	60.00
002152	Trusted PC Man	New Laptop	380.00	63.33	316.67
002153	Trusted PC Man	Printer Ink for Clerk	31.00	5.17	25.83

It was noted that the NWA cheque had been returned and will be reissued to Carolyn Mudford of the NWA.

(b) Urgent financial matters were highlighted by Cllr Lugton, namely the difficulties experienced with the new spreadsheet system set up on behalf of the PC. The clerk explained that she uses the RBS Alpha system every day in her other council and, as she is due to take over the accounts, she would be happy to use this system for Plaistow and Ifold.

AGREED that the clerk obtain a quote for Alpha in the interim.

(c) It was noted that Cllr Lugton was stepping down from the finance committee and there was a need to fill the vacancy.

The chairman wished to thank Cllr Lugton for all his hard work as chairman to the committee as he has done a fantastic job in assuming the role of finance officer when the PC had no clerk.

The chairman, Cllr East proposed Cllr Whitehouse to join the committee and Cllr Perrin seconded.

RESOLVED that Cllr Nick Whitehouse joins the finance committee.

(d) The appointment of Internal Auditor was discussed and the clerk mentioned a local accountant who is well known for undertaking audits for other Parish Councils. Cllr Lugton proposed that the clerk contacts Peter White of White and Co and instruct him with the task. Seconded by Cllr Perrin.

RESOLVED that the clerk contact and instruct Peter White of White and Co.

27/14) FINANCIAL REGULATIONS

The amended financial regulations had been supplied to Cllr Lugton for approval before taking to council. Unfortunately, due to changes in the recently amended standing orders, a few amendments would have to be made before resubmitting for adoption.

28/14) NEIGHBOURHOOD PLANNING

Due to Cllr Lillywhite's absence, a full update on the Neighbourhood Plan Steering Group was unavailable. The chairman confirmed that the second phase of the steering group meeting had gone well and that another meeting has been booked for 26 February. The latter meeting had been to formulate a vision statement and the meeting due on the 26th was a mapping meeting to be attended by Tom Bell of CDC. It was noted that another meeting would take place soon after.

29/14) WINTER MANAGEMENT PLAN

Cllr Whitehouse wished to review the Winter Management Plan. There is currently no provision regarding fallen trees in the extreme windy weather which had occurred over the past 8 weeks. Cllr Nick Whitehouse will review the plan and look to insert provisions for fallen trees on roads in the Parish. He also confirmed that he would inquire of local tree surgeons that would be willing to undertake emergency work for the PC if required in the future. Cllr Lugton confirmed that if the work costs over £500 it would necessitate getting 3 quotes in

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accordance with the financial regulations. It was noted that Tom Laidlaw had drafted the original plan.

ACTION: The clerk to find the existing copy on the old system and to contact neighbouring Towns and Parishes to look at comparisons.

30/14) CROUCHLANDS

Covered in minute 25/14

31/14) OPEN SPACES

ACTION: The clerk to chase on hedge trimming and provisions for grass cutting.

Noted that Wicksteed had yet to commence work on the playground. Work should have started on 17 February 2014.

Cllr Lugton spoke of the Woodland Trust who wish to sponsor saplings for hedges. Cllr Capsey said that the school would be interested and contact with the new Headmaster, Mr King, will be made after Easter. Agreed that this information will be sent to the acting Head in the interim.

32/14) AED

Cllr Forwood informed council that the equipment has arrived. It was noted that Rob Hoyland will be making the posts for the cabinet to sit on. It had been decided that an unheated cabinet was just as effective as the equipment will be wrapped in blankets.

33/14) RURAL BROADBAND

Cllr Whitehouse reported on the battle had with BT. He requested council support to continue with this project.

It was noted that broadband had only really been active in the Parish since 2002 but that fibre optic cables have started to be put in place 3 years ago. Cllr Ribbens confirmed that the fibre network has almost reached Durfold Wood.

An agreement for rural broadband had been signed in summer 2013 but to date, no change in service has been noted.

34/14) HIGHWAYS

The clerk confirmed that she has been in contact with Highways. They have stated that the list of potholes submitted by the clerk, which include: Nell Ball, Dunsgate, Foxbridge Lane, Durfold Wood, the entrance to Crouchlands Farm and opposite Winterton Hall, are due to be filled.

The clerk also confirmed that Highways are undertaking a full investigation of the safety issues and the crashes to the wall at the bend by the church.

Cllr Perrin spoke of WSCC's Highways initiative to upgrade roads within the county. £20m have been earmarked for the project.

35/14) CRTB REGISTRATION OF ASSETS

Due to Cllr Baker's absence, a list of assets upon which applications will be submitted will be brought to the next meeting.

36/14) DATES OF NEXT MEETING

Finance - Monday 10 March 2014 at 7.30pm (Kelsey Hall)

Planning - Wednesday 12 March at 7.30pm (Winterton Hall)

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Parish Council Meeting - Tuesday 11 March at 7.30pm (Kelsey Hall)

AGREED

Meeting closed - 9.10pm

Mrs REBECCA KNIFTON ACILEx
Parish Clerk
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Chairman:..... Dated: