

SLINDON PARISH COUNCIL
Minutes of the Meeting of Slindon Parish Council
Held on Monday 12th February 2018
At the Coronation Hall, Reynolds Lane, Slindon at 7pm

PRESENT: Parish Councillors Barbara Brimblecombe, Steve Chilver, Peter Fenton, Robert Parfey, Lee Spencer-Smith, Derek Thomas and Ann Watts (Chairman).

IN ATTENDANCE:

Mr Norman Dingemans, Arun District Councillor.

Mr Derek Whittington, West Sussex County Councillor

1. FILMING OF MEETINGS AND USE OF SOCIAL MEDIA

- 1.1** Members and the public were reminded of the procedures for filming and recording the meeting and requested to switch mobile devices to silent for the duration of the meeting.

2. APOLOGIES FOR ABSENCE

- 2.1** Apologies were received from Parish Councillor Niki Adamson and Katie Archer, National Trust.

3. PUBLIC QUESTIONS

- 3.1** There were five members of the public present. The Chairman explained the procedure for this part of the meeting. A number of people wished to address the Council regarding the WSCC Consultation on proposed highways restrictions around Slindon C of E Primary School in Meads Way and in Reynolds Lane.

- 3.2** Mr Imms addressed the Council in his role as a member of SlindonLife and the Slindon Forge Society Limited. Acknowledging that this was not the first time that proposals of this nature had been put forward he questioned the zones in terms of their effectiveness, both specifically in relation to the Parish and more generally, and the impact on the conservation area. The proposals lacked evidence as to how they would improve the safety of pupils entering / leaving the school, clarity on the precise length of the lines, details of the assessment procedure and it was not clear who would be making the final decision on whether they should be implemented. Based on his research he also had reservations about the ability of the relevant authorities in terms of policing parking violations and enforcing the restrictions. Whilst it was appreciated that the restrictions made sense from a legal perspective, he questioned the need for a blanket restriction covering the hours from 8am to 5pm when the pinch points were only at drop off and pick up times and the impact on residents, the visiting mobile library service, local bus services and commercial deliveries. Regarding the consultation itself, it was unclear whether the National Park, as the relevant planning authority, had been consulted and he highlighted policies and guidance within the SDNPA Draft Local Plan that should be referenced as part of the assessment of the appropriateness of the restrictions in a rural environment. In conclusion he stated that it was critical that these factors were fully understood and offered his assistance to the Parish Council in this respect.

- 3.3** Speaking as a resident, Mr Slee expressed support for Mr Imms representation. Addressing the Council in his role as manager of the community bus service, Mr Slee went on to explain that the bus relied on being able to pick up / drop off passengers in Reynolds Lane, close to Coronation Hall in order to provide a service to the community. The current informal arrangements in the vicinity worked well and he considered the proposals impracticable.

- 3.4** The Council then heard from the Head teacher of the Slindon C of E Primary School. Being new to her role, she introduced herself and outlined the current school setting. She then proceeded to set out the background behind the proposals as they related to the school. The safety of pupils was paramount for the School and whilst this proposal was part of a countywide programme, she understood that these had to be considered in the context of the community. Explaining that the School could not refuse any proposal that contributed to the safety of its pupils, she had also contacted the County Council who had provided clarification on a number of points regarding the nature and scope of the restrictions. Regarding Meadsway it was noted that the proposed zigzags would be positioned at the vehicular access to the School on the opposite side of the road to the layby, thus preserving the layby for residential use. Regarding the restrictions in Reynolds Lane, it was understood that the community bus would not be prevented from picking up and dropping off clients as it did now. She stated that the proposals for Reynolds Lane would also improve visibility for those who crossed the road at this point to bring pupils to the School. Acknowledging the congestion around the peak school times, she stated the School encouraged considerate use of the highway and was willing to work with parents and carers and the community to resolve issues.
- 3.5** Councillor Chilver addressed the Council from the public gallery in his capacity as Chairman of the Coronation Hall Committee. Acknowledging that the driveway in front of the Hall was frequently used by people escorting school pupils, he stated that the buildup of cars did sometimes create congestion and he called for more discipline from users during the busy times. Emphasising that this area was not a public car park, he reminded people that the Hall was used for other activities and needed to be accessible to users at all times. He also asked if the School had considered deploying a crossing patrol to escort pupils crossing Reynolds Lane.
- 3.6** Councillor Dingemans stated that the proposals appeared to be contrary to policies in the South Down Draft Local Plan. The County Council had also signed up to "Roads in the South Downs", a document which contained guidance on how to manage rural highways which these plans also appeared to contravene. He considered that with common sense, there were other ways that this issue could be addressed.
- 3.7** Councillor Whittington addressed the Council as the County Councillor for the Division. He explained the history to these proposals and they were part of a county wide scheme. He emphasised that the scheme aimed to improve the visibility of pupils accessing the school and that it had his support. He reminded the meeting that this was a consultation and that the responses would be assessed by the County Council's Safer Routes to School Team before a final decision was made by the Highways Director. He also confirmed that there had been no recorded highways incidents in this part of the village. It was noted that positioning of the associated highways signage could be altered and that the scope of the restrictions had to comply with Department of Transport regulations.
- 3.8** Councillor Fenton addressed the meeting from the public gallery in a personal capacity regarding the recent resignation of Councillor Winn. He acknowledged and thanked Councillor Winn for her contribution as the Parish Council's representative on rights of way matters. He went on to say that he understood that Councillor Winn had resigned because of the increasing burden of bureaucracy, characterised by the recent changes to the Code of Conduct which with hindsight he wished he had not agreed.

4. DISCLOSURE OF INTERESTS

- 4.1 Dispensations had previously been granted by the Parish Council for Councillors, Brimblecombe, Parfey, Thomas and Watts, to participate in the proceedings under agenda item 8.1, WSCC Consultation: Downland Area School Keep Clear Project as they have disclosable pecuniary interests, for the reasons that they are shareholders in the Forge Society Ltd and that the business was affected by the proposals.
- 4.2 Councillor Parfey declared a prejudicial and pecuniary interest as a Shareholder and Member of the Management Committee of the Slindon Forge Society Ltd under agenda item 8.1, WSCC Consultation: Downland Area School Keep Clear Project and that the proposals affected the business. He stated that he would leave the meeting when the Council came to consider this matter.
- 4.3 Councillor Chilver declared a prejudicial interest as Chairman of the Coronation Hall Management Committee under agenda item 8.1, WSCC Consultation: Downland Area School Keep Clear Project and that the proposals affected the business. He stated that he would leave the meeting when the Council came to consider this matter.
- 4.4 Councillor Fenton declared a personal and prejudicial interest in agenda item 15.2, Slindon Community Land Trust as Chairman of the Steering Committee and confirmed that he would leave the room if there was any discussion on the matter.
- 4.5 Councillor Spencer-Smith declared a personal and prejudicial interest in agenda item 15.2, Slindon Community Land Trust as a member of the Steering Committee and confirmed that he would leave the room if there was any discussion on the matter.

5. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th JANUARY 2018

- 5.1 Members had before them the minutes (previously circulated) of the meeting held on 15th January 2018. It was noted that there was an error in Minute 7.1.3 where School Hill was incorrectly called Church Hill. It was noted that the purpose of the minutes was not to give a verbatim account of the meeting but to summarise and record the Council's decisions. **It was therefore RESOLVED that subject to the correction of the road name at Minute 7.3.1, the minutes of the meeting held on 15th January 2018 be approved and signed by the Chairman.**

Councillors Chilver and Parfey left the meeting at 7.35pm.

6. WSCC Consultation: Downland Area School Keep Clear Project - Slindon C of E Primary School Meads Way and Reynolds Lane

- 6.1 The Council had before it proposals (previously circulated) by the County Council (WSCC) to formalise School Keep Clear Zones and No Waiting Restrictions at a number of schools in the Arun area. This included the introduction of School Keep Clear Zones near Slindon Church of England Primary School in Meadsway and at points in Reynolds Lane. It was highlighted that the restrictions were in two parts;
 - 1) To prohibit traffic from waiting between the hours of 8am to 5pm, Monday to Friday on lengths of Reynolds Lane (implemented as a single yellow line) and
 - 2) The introduction of a no stopping zone at the entrance to the school in Meadsway (implemented as school keep clear zig zags in yellow). It was noted that these were standard road markings.
- 6.2 Members proceeded to consider the plans in the context of the representations made during the public forum (by individuals and representatives of Parish organisations) and the Council's long-term aspirations for a village traffic management scheme. It was noted that email comments had also been received and information on how to respond to the consultation circulated via the village round robin. It was observed that the Hamilton Baillie report (previously

commissioned by the Parish Council) was a very conceptual document which lacked details about implementation and that at times appeared to be at odds with the ever-increasing reliance on cars as part of daily life.

- 6.3** The school was close to a T junction which provided the only vehicular access for residents of Meadsway and the School and Reynolds Lane served as a main thoroughfare through this part of the village. Also, in the vicinity of the proposal was a thriving shop, a busy village hall which hosted many community activities, a bus stop and the mobile library 'stop'. The services in the area were widely used by residents including the elderly and those with limited mobility and it was therefore considered that more thought was required in terms of the impact on residents and how to accommodate deliveries, community activities and vital local services such as the bus and visiting mobile library.
- 6.4** There was concern that the scheme, as proposed, would set a precedent; did not take into consideration the impact of the displaced vehicles on other parts of the village and the protected nature of the conservation area. It was judged that the school sign in Reynolds Lane demonstrated how signage for example could be deployed to promote safety and spatial awareness in a rural environment. Members were therefore keen to explore alternative arrangements that were both innovative and more sympathetic to the setting. It was also very clear that the Parish Council, the community groups represented at the meeting and the Head of the school were all keen to work together and explore pragmatic ways to address access to the school.
- 6.5** Members agreed that child safety was critically important and wanted to have a better understanding of the rationale behind the proposals, the meaning of the restrictions and the impact on the wider village and rural landscape. It was also considered important that every effort was made to ensure that residents and the appropriate authorities were aware of what was being proposed and how to respond to the consultation. Noting the consultation timescale, it was also considered necessary to seek further clarification on these points from the County Council and in doing so to request that the consultation period be extended to allow these points to be answered. It was also agreed that details of the consultation and how to make representation be recirculated via the SlindonLife village round robin.
- 6.6** The level of representation had demonstrated that this was a contentious issue, but it had also shown a willingness within the community to find a solution. It was therefore considered beneficial that the County Council be requested to attend a site meeting with the School, representatives of local community groups and the Parish Council to take this forward. **It was therefore RESOLVED that: The Parish Council's views as set out in Minutes 6.3 to 6.5 be sent to the County Council and that an extension to the consultation period of three weeks be sought to allow a site meeting to take place as set out Minute 6.6.**

Councillor Parfey re-joined the meeting at 7.55pm.

7. CHAIRMAN'S REPORT AND URGENT ITEMS

7.1 URGENT MATTERS

Parish Council Vacancy

- 7.1.1** Following the resignation of Councillor Winn, the process for filling the vacancy on the Parish Council had commenced. The Clerk advised that the Public Notice advertising the vacancy had been published on 7th February. She explained that should ten or more electors give written notice to the proper officer of the principal authority (Arun District Council) of a request for an election to fill the vacancy, then a by-election must be held, the costs of which will fall to the Parish

Council. Electors had 14 days (excluding weekends and bank holidays) from the date of publication of the Notice to make a request. If no by-election was called by the 26th February, the Council must as soon as practicable fill the vacancy by co-option.

- 7.1.2** The Council's Cooption Procedure gave potential applicants two weeks to apply and the earliest that applications could be considered given the current meeting schedule was therefore the 9th April. Councillor Winn had also been due to attend the forthcoming WSALC Conference on 6th March 2018 as the Council's representative on this body. It was agreed that information regarding the event be circulated to Councillors and that they let the Clerk know if they were able to go. There would also be a need for the Council to nominate a representative to represent the Parish Council on SlindonLife. **The Chairman, on behalf of the Parish Council, wished to place on record her thanks to Councillor Winn for her contribution to the Council and it was RESOLVED that the update be noted.**

7.2 CHAIRMAN'S REPORT

The Chairman reported that she and Councillor Brimblecombe had met with the SDNPA regarding the CAAMP and that Councillor Parfey had attended a meeting of the Sports Association. The County Council's proposals to formalise School Keep Clear Zones and No Waiting Restrictions in the parish had also generated a lot of interest. It was noted that these matters would be discussed further during the meeting at the appropriate agenda items.

8. PLANNING MATTERS

- 8.1 PLANNING APPLICATIONS** – there were none.

8.2 SDNPA DECISIONS / PRE-APPLICATIONS/ UPDATES

The Clerk reported that the deadline for comments on the Adamsfield planning application had been extended. It was noted that progress with the application could be monitored on line.

8.3 SLINDON CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN (CAAMP)

It was noted that representatives from the National Trust had met with the SDNPA on 2nd February to discuss their comments on the consultation document and a number of points were being followed up.

Councillor Fenton left the meeting at 8.10pm

9. HIGHWAYS AND RIGHTS OF WAY MATTERS

9.1 Shellbridge Road

Instances of fly tipping in this part of the Parish had been reported and to date these had been cleared. Overhanging tress in the stretch of Shellbridge Road between the A29 and the junction with Bridle Lane had caused an issue. These had been cut back by a resident however the highway was covered in mud and debris and not suitable for pedestrians. It was agreed that the County Council be requested to clear the highway so it's full width is useable.

9.2 Courthill Farm Road / Northwood Lane

It was noted that photographic evidence had been provided and the potholes reported to WSCC.

10. WEST SUSSEX COUNTY COUNCIL MATTERS

- 10.1 Report from Mr Whittington** – There was nothing further to report.

11. ARUN DISTRICT COUNCIL

11.1 Planning Workshops for Councillors

The Council received information regarding planning workshops that had been organised by Arun District Council for town and parish councillors (previously circulated). Afternoon and evening sessions had been arranged on 3rd May 2018.

Members were encouraged to attend and to contact the Clerk by 19th February (deadline 26/2/18) as they were proving popular.
Councillor Fenton rejoined the meeting at 8.15pm

11.2 Report from Mr Dingemans

Councillor Dingemans reported that the District Council would be considering a budget proposal (21st February) which if approved would result in an increase in their share of the Council Tax of 2.995%. It was noted that the by election for the Marine Ward in Bognor Regis would be held on 22nd February.

12. NATIONAL PARK MATTERS

12.1 Councillor Dingemans reported that the Dark Skies Festival was now running and had proved very popular. He was also pleased to report that there had been sightings of Bar Owls in Hampshire giving hope that this would be a better year for nesting owls.

13. REPORT FROM THE CLERK

13.1 The Parish Council received and noted the contents of the Clerk's Report (copy attached to the minutes).

13.2 Governance Update

Members had before them proposed changes to the Standing Orders which had been updated to reflect the new local Code of Conduct (previously circulated). The changes brought the Standing Orders into line with the more explicit requirements of the Code in terms of Members declarations of interests and participation in meetings. The Clerk also drew Members attention to the implications of the new General Data Protection Regulations which would come into force in May 2018. Members were recommended to read the guidance on the Information Commissioners website at <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf> . It was noted that a review of the Parish Council's records was underway to make sure the Council complied with the new regulations. Members obligations under the new arrangements were explained and it was also noted that the District Council planned to hold training sessions on preparing for the new regulations for Councillors in the Spring. **It was RESOLVED that:**

- 1) The changes to the Parish Council's Standing Orders as circulated be approved and adopted.
- 2) The update regarding the new General Data Protection Regulations be noted.

14. FINANCE REPORT

14.1 BANK ACCOUNT RECONCILIATION

The Parish Council received and noted the statement of account (copy attached to the minutes) showing that the Parish Council's bank balances had been reconciled with the known expenditure and income as at 31st January 2018.

Slindon Parish Council		Bank Balances @ 31/1/18
HSBC C/A @ 31/1/18	£ 16,545.92	
HSBC D/A @ 31/1/18	£ 25,582.03	
Pettycash balance @ 31/1/18	£ 100.00	
Less uncashed cheques *		
Total @ 31/1/18	£ 42,227.95	

14.2 AUTHORITIES FOR PAYMENT

The Parish Council had before it the list of payments for approval (previously circulated). **It was RESOLVED that the following payments be approved:**

Payee	Amount (basic cost)	Amount (VAT)*	Total Amount	Description
Mrs J Harris	£362.96p	N/a	£362.96p	Standing Order - Clerk's Monthly salary payment per

				timesheet attached for 15/1/18 -11/2/18
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for Jan.18 Mtg
D Thomas	£500.00p	N/a	£500.00p	Srl 100240 – grass cutting 2017 re Top Playing Field
ADC	£290.00p	£58.00p	£248.00p	Srl 100241 –Annual service charge re dog bin @ Recreation Ground
Beechdown Arboriculture Ltd	£550.00p	£110.00p	£660.00p	Srl 100242 –Tree survey – Recreation Ground

15. COMMUNITY MATTERS

15.1 PREPARATIONS ANNUAL PARISH MEETING - MONDAY 19TH MARCH 2018

It was noted that the invitation to local community groups and businesses had been sent. All other arrangements were in place and a reminder would be going out towards the end of the month. Members agreed to hand deliver invitations throughout the village 10/14 days before the event itself.

15.2 SLINDON COMMUNITY LAND TRUST (CLT)

It was noted that the Steering Group had been formally registered as a member of the national community land trust organization.

15.3 RECREATION GROUND

15.3.1 Councillor Parfey reported that the fencing repairs had been completed and it was noted that the costs had come in slightly under budget as the contractor had been able to reuse some the existing fencing. The Council could now look at plans to replant the hedge and it was proposed that the planting was carried out on Saturday 3rd March. Observing that this was also the day that the SlindonLife litter pick was planned, it was suggested that the timing would be good as litter found in the area could also be collected as part of the initiative on the same day. Councillor Parfey called on Councillors for help with the planting and agreed to liaise with SlindonLife to arrange a litter collection point at the Recreation Ground. It was noted that the football club had begun grass cutting at and around the pitch earlier than usual and this was welcomed. The Sports Association had confirmed the date for the community day to carry out repairs to and repaint the pavilion on 14th April. Volunteers would be welcome. There would also be a Tribal Sports event this coming weekend.

15.3.2 The Clerk confirmed that the tree survey had been completed as instructed and that whilst no urgent work was needed some further investigation and minor works (pruning and higher-level inspection work) to various trees had been identified. The Council's contractor had provided a quotation for these works and, as they were within budget it was recommended that they proceed. This was agreed and it was noted that the Chairman and Vice Chairman planned to meet with the contractor to understand longer term tree maintenance requirements and potential future costs. **It was RESOLVED that:**

- 1) The Clerk be authorised to commission the further investigation and minor works to the trees as recommended.**
- 2) The update be otherwise noted.**

15.4 THE COMMUNITY BUS

Councillor Brimblecombe reported that a further driver had been recruited but drivers in the Parish were still required.

15.5 THE MEMORIAL GARDEN

The Clerk reported that Councillor Adamson had completed a survey of the shrubs and plants in the garden. It was also noted that arrangements had been made to

have the War Memorial cleaned. The estimated costs were within budget and it was therefore proposed that the work be commissioned. Members also asked that the sundial be assessed by contractor regarding a crack with a view to cleaning if feasible. The Clerk was requested to take this forward with the contractor. **It was**

RESOLVED that:

- 1) The Clerk be authorised to commission the cleaning of the War Memorial and the assessment of the sundial.**
- 2) The update be otherwise noted.**

15.5 NATIONAL TRUST – There was nothing further to report.

16. DATE OF NEXT MEETING – MONDAY 12th MARCH 2018

The date of the next meeting was noted.

The meeting closed at 8.50 pm.

Minutes signed as a true record.....Date:
Chairman, Councillor Ann Watts.