

**SLINDON PARISH COUNCIL**  
**Minutes of the Meeting of Slindon Parish Council**  
**Held on Monday 9<sup>th</sup> July 2018**  
**At the Coronation Hall, Reynolds Lane, Slindon at 7pm**

**PRESENT:** Parish Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Peter Fenton and Derek Thomas.

**IN ATTENDANCE:**

Mr Norman Dingemans, Arun District Councillor.  
Katie Archer, National Trust.

**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 Steve Chilver and Derek Whittington, West Sussex County Councillor.

**3. TALK WITH US**

- 3.1** There was one member of the public present and no questions were raised.

**4. DISCLOSURE OF INTERESTS**

- 4.1** Councillor Fenton declared a personal and prejudicial interest in agenda item 15.1, Slindon Community Land Trust as Chairman of the Steering Committee and confirmed that he would leave the room if there was any discussion.

**5. ELECTION OF CHAIRMAN**

- 5.1** Councillor Adamson was proposed as Chairman for this meeting. This nomination was duly seconded and there being no other nominations, **the Parish Council RESOLVED that Councillor Adamson be appointed as Chairman for this meeting.**

**6. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11<sup>th</sup> June 2018**

- 6.1** It was **RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> June 2018 be approved and signed by the Chairman.

**7. CHAIRMAN'S REPORT AND URGENT ITEMS**

- 7.1 URGENT MATTERS** – there were none.

**7.2 CHAIRMAN'S REPORT**

- 7.2.1** Regarding the Recreation Ground, the Chairman thanked Mr Parfey and Councillor Thomas for their work in clearing the grass around the fitness equipment. Following the recent tree work, the Clerk had also visited the site and undertaken an inspection of the boundary. It was reported that cut wood had been left to protect the boundary at the point where two trees had recently been removed and that a longer-term solution to the boundary at this point was required. It was also noted that the grass in the area between the boundary with the A29 and the football pitch needed attention. These points were noted for discussion later in the meeting.
- 7.2.2** Turning to other matters, it was noted that the Clerk continued to press WSCC Highways for a site meeting regarding the proposed improvements to the A29 crossroads junction. It was noted that County Councillor Derek Whittington had also intervened, and it was hoped that a meeting would be arranged soon. The Clerk would keep Members informed of progress. Regarding the signage for the

Top Playing Field, it was noted that the Clerk had this in hand. **It was RESOLVED that these updates be noted.**

## **8. PLANNING MATTERS**

### **8.1 PLANNING APPLICATIONS:**

#### **8.1.1 SDNP/18/02446/FUL - Downe's Barn Butt Lane Slindon**

The Council received details of a planning application (previously circulated) for the change of use of the existing agricultural barn to an education and training space. It was noted that there was one objection on the grounds that the proposal could attract more traffic and detrimental to the natural environment of the site. In addition, the Night Skies Officer sought further information to assess the need / impact of any proposed external lighting (light spill) and the hours of operation. Although the Design and Access statement indicated that parking and turning would be provided on site for 2-3 vehicles, there were no plans. However, The County Council was content that there appeared to be sufficient space on site to accommodate this. It was noted that larger groups would be transported to and from the site to preserve the use of Butt Lane by walkers and riders. It was understood that the path would be "made good" once the conversion had been completed and that the National Trust would be working with the SDNPA to develop a satisfactory external lighting solution. **The Parish Council therefore RESOLVED to support the application.**

#### **8.1.2 SDNP/18/01957/HOUS - Watkins Cottage Church Hill Slindon BN18 ORD**

The Council received details of a planning application (previously circulated) which proposed replacing the existing garden shed with a home office and a carport, gable-end window to the main dwelling with two new skylights and a new dormer. It was reported that the Historic Buildings Officer had commented that the house was in a prominent position within the Conservation Area and that this had been omitted from the Heritage Statement. Whilst not concerned with the planned works to the rear to create the home office, the dormer together with the glazed gable were not in his view appropriate for the setting and adversely affected the character of the buildings leading him to object to the proposal. If, however, these points could be satisfactorily addressed these would not be an issue.

**8.1.3** Members proceeded to consider the application in terms of the impact on the surrounding environment. In this respect, the concerns of the Historic Buildings Officer were noted and shared by Members. Observing that it was the intention of the applicant to create a permanent vehicular access that was reliant on the use of the side lane, Members also noted that this was not why they had originally been granted a right of access using the lane. The National Trust had yet to comment on the plans and Members therefore considered it more appropriate that the access route be confined to the curtilage of the property. In addition, it was considered that the planned top floor west facing window was out of proportion to those already present and Members were concerned that it overlooked neighbouring properties. **It was therefore RESOLVED that:**

- i. The comments of the Heritage Officer be supported.**
- ii. The Parish Council object to the proposals and its concerns as set out in Minute 8.1.3 above be sent to the Local Planning Authority.**

#### **8.1.4 SDNP/18/03261/LIS - 10 Church Hill Slindon BN18 ORB**

The Council received details of a planning application (previously circulated) for re-roofing of the house and out-building. This was a National Trust project to repair the existing roofs which had deteriorated over the years. **The Parish Council RESOLVED to support the application.**

**8.2 SDNPA DECISIONS / PRE-APPLICATIONS/ UPDATES** – There was nothing further to report.

### **8.3 SLINDON CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN (CAAMP)**

It was reported that the National Trust had sent their comments on the draft CAAMP to the SDNPA. Noting that the final Plan was scheduled to be presented to the SDNPA Planning Committee in August, **it was RESOLVED that this be followed up and Members be kept informed of progress.**

### **9. HIGHWAYS AND RIGHTS OF WAY MATTERS**

**9.1 Park Lane** - It was reported that the road name sign at the junction with the A29 had been damaged. This was noted, and the Clerk instructed to report the matter to WSCC Highways.

**10. WEST SUSSEX COUNTY COUNCIL MATTERS** – There was nothing further to report.

### **11. ARUN DISTRICT COUNCIL**

**11.1** Councillor Dingemans reported that the Planning Inspector had declared the Arun Local Plan sound and that the District Council would be looking to adopt it at its Full Council meeting on 18<sup>th</sup> July 2018. The Plan contained a housing target of 1000 homes per annum up to 2031 and proposals to reroute and expand the A29 south of Fontwell.

### **12. NATIONAL PARK MATTERS**

**12.1** Councillor Dingemans reported that the SDNPA had allocated funds to support the building of affordable housing. Depending on the nature of the scheme, support of between £10K - £30K per house was available. It was noted that the SDNPA now had 24 adopted Neighbourhood Plans (NP) in place, 4 at Examination, 9 in draft and 53 designated Neighbourhood Area, the first step in producing a full NP. He was also pleased to report that the Barn Owls project was attracting a lot of attention via the SDNPA live webcam and five owlets were doing well.

#### **12.2 Draft Local Heritage List Proposal - Consultation with Parish Councils**

Council had before it a consultation from the SDNPA which sought comments on draft criteria and guidance designed to help identifying non-designated heritage assets (previously circulated). The Clerk confirmed that a copy of the information had also been passed to the History Group for comments / suggestions. Observing that this would further assist the protection and enhancement of the landscape, buildings and ultimately the villages throughout the National Park, Members had nothing further to add. It was agreed that details of the consultation be forwarded to the National Trust for information. **It was therefore RESOLVED that the document be noted.**

### **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 Membership / vacancies – oral update from the Clerk**

It was noted that there had been one expression of interest and that any applications would be considered at the next available meeting. **It was RESOLVED that the update be noted.**

#### **13.3 GDPR Update**

Cataloguing the Council's more recent records was nearly complete, and the Clerk was in the process of updating the Council's ICO registration, drafting a privacy notice and developing a document retention and disposal policy which the Council currently lacked. It was anticipated that these would be considered at the next available meeting. **It was RESOLVED that the update be noted.**

#### 13.4 FINANCIAL REGULATIONS

Following a technical review of the Parish Council's Financial Regulations (attached) and in light of the outcome of the Internal Audit, the Clerk reported that no changes were proposed. Members were content that the Regulations were compliant with the current rules and accurately reflected current practice. **It was therefore RESOLVED that the outcome of the review 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 30<sup>th</sup> June 2018. The first quarterly check was now due and Councillor Brimblecombe volunteered to take this on.

Slindon Parish Council		Bank Balances @ 30/6/18
HSBC C/A @ 30/6/18	£ 17,489.45	
HSBC D/A @ 30/6/18	£ 26,089.42	
Pettycash balance @ 30/6/18	-£ 30.64	
Less uncashed cheques *	£ -	
Total @ 30/6/18	£ 43,548.23	

##### 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	£370.10p	N/a	£370.10p	Standing Order - Clerk's Monthly salary payment per timesheet attached for 11/6/18 -8/7/18
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for June18 Mtg
Mrs J Harris	£130.64	N/a	£130.64	Chq srl 100260 - petty cash requirement June18
Beechdown Arboricultural Ltd	£1600.00p	£320.00p	£1920.00p	Chq srl 100261 - dismantle and fell two trees, Recreation Ground.

It was also noted that £100 was received from the Slindon Allotment Association on 26/6/18 being the half yearly allotment rental for the period October 2017 to March 2018.

##### 14.3 Quarterly Budget Monitor

**14.3.1** The Parish Council had before it a report which contained an update on the year to date position regarding expenditure, a budget comparison (Appendix A) and the reserves (Appendix B). In addition, the report updated Members on progress with various projects and sought their views on progressing projects at both recreation sites and the War Memorial Garden together with a proposal for the disposal of the old lap top. Regarding the recreation areas at the Top Playing Field

and the Recreation Ground, wildflower meadows were planned for both sites and all being well these could be seeded later in the year.

**14.3.2** As previously reported, the Recreation Ground needed attention particularly the boundary with the A29 where the new hedge was in desperate need of weeding and at the point where two trees had recently been removed. It was generally agreed that the ground where there was now a gap may not be suitable for planting a hedge and that fencing would be more appropriate. With this in mind, it was agreed that the Council's fencing contractor be approached to install fencing at this point and to assess the work required to protect and nurture the new hedging and for proposals for maintenance going forward. Acknowledging the rapid regrowth of the grass in the area intended to house the wildflower meadow, Members agreed that a further cut was required and importantly that the cuttings would have to be removed if a wildflower meadow was to be successfully cultivated. It was reported that a local farm had the necessary equipment and expertise to take this on and observing the budget position, it was agreed that they be contracted to do the work.

**14.3.3** Regarding the old laptop, in view of its age and poor condition, it was agreed that the Clerk would explore recycling and that if this was not possible, that it be disposed of securely and in an environmentally sensitive manner as it had a minimal monetary value. Discussion turned to the War Memorial Garden Wall and Members proceeded to discuss the quotation that had been received. Although sound, repointing and repairs to some of the flintwork and capping was required. The estimate was twice the sum available in the budget but lacked a detailed breakdown of the various aspects of work required. The skilled nature of the work was acknowledged, and the contractor was highly recommended. Therefore prior to commissioning the work, Members agreed that the contractor be approached to explore what could be achieved within the budget and to better understand how volunteers might be engaged in the project. **It was therefore RESOLVED that:**

- 1) Work on the Recreation Ground boundary with the A29 and clearing the grass in the area between the football pitch and the boundary be progressed as set out in Minute 14.3.2 above.**
- 2) The estimate of repairs to the War Memorial Garden Wall be explored further as set out in Minute 14.3.3 above and the outcome be reported back to Council.**
- 3) The disposal of the old laptop be progressed as set out in Minute 14.3.3 above and that the Council's Asset Register be updated accordingly.**
- 4) The 2017/18 end of year position and Earmarked Reserves position be noted.**
- 5) The budget update for the first quarter 2018/19 be noted.**

## **15. COMMUNITY MATTERS**

### **15.1 SLINDON COMMUNITY LAND TRUST (SCLT)**

It reported that the Group was still seeking an administrative secretary. Their next meeting was scheduled to take place on 18<sup>th</sup> July 2018.

**15.2 SLINDONLIFE** – There was nothing further to report.

### **15.3 NEIGHBOURHOOD WATCH**

Two incidents were reported, the first related to the theft of items from a car and an incidence of fly tipping in Park Lane. It was noted that the fly tipping had been removed promptly after reporting and residents were reminded not to leave valuables in cars.

### **15.4 NATIONAL TRUST**

Ms. Archer reported that the timber frame of the new hut at Northwood was going to be installed later that week. Members were invited to go along and see the project get started and it was noted that construction would continue

throughout Autumn. She also reported that the wild meadow survey event had been very well attended and yielded much useful information.

**16. DATE OF NEXT MEETING – MONDAY 13<sup>th</sup> AUGUST 2018**

The date of the next meeting was noted.

The meeting closed at 8.25 pm.

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