

SLINDON PARISH COUNCIL
Minutes of the Meeting of Slindon Parish Council
Held on Monday 11th June 2018
At the Coronation Hall, Reynolds Lane, Slindon at 7pm

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

IN ATTENDANCE:

Derek Whittington, West Sussex County 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 Mr Norman Dingemans, Arun District Councillor.

3. TALK WITH US

3.1 There were two members of the public present.

3.1.1 The Parish Council heard from a representative of the Arun District Bridleways Group regarding the A27 Preferred Route Announcement with a proposal for improvements for Non-Motorised Users Outside the Scheme Area utilizing Bridleway 392. The Group were seeking support for a scheme to provide a safe crossing of the A27 at Copse Lane (BW 392). It was thought that this would benefit a wide range of rights of way users and had potential if it was supported and need could be demonstrated. Research by the Group had shown that some of the lanes leading to the existing crossing at the A27 Fontwell tunnel were becoming increasingly dangerous for equestrians and that the tunnel was also time consuming to reach. Walberton Parish Council had confirmed their support for the proposal and the support of Slindon Parish Council was also sought.

3.1.2 Members proceeded to consider the proposal in the context of the existing arrangements and the potential benefits of such a scheme for the Parish of Slindon. It was observed that once the A27 Bypass scheme was built, this part of the National Park would become more popular. The Parish Council's current priority however was for additional measures to help manage traffic visiting the Parish, particularly the scheme for improvements to the A29 crossroads junction with Mill Road and Reynolds Lane. It was also considered that if the Bypass progressed as proposed, changes to the A27 junction with Shellbridge Road were also planned that could bring more congestion to the A29 via this route. **The Parish Council therefore RESOLVED to reserve its position on the matter of supporting the Arun District Bridleways Group proposal for improvements to Bridleway 392 until more detailed plans regarding the A27 Arundel Bypass and how they might impact upon the Parish of Slindon came forward.**

3.1.3 In view of the fact that the majority of Parish Councillors had shares in the Slindon Forge Society, a resident asked if the Council could discuss and make decisions on matters relating to the Society should they be asked. In response the Clerk explained that dispensations had been granted to those Parish Councilors who had shares in the Society so as not to impede the transaction of business.

4. DISCLOSURE OF INTERESTS

4.1 None were made at this point.

5. ELECTION OF CHAIRMAN FOR 2018/19

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

6. ELECTION OF VICE CHAIRMAN for 2018/19

- 6.1** It was **RESOLVED that the appointment of a Vice Chairman be deferred until such time as the level of membership of the Parish Council improved.**

7. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14th May 2018

- 7.1** It was **RESOLVED** that the minutes of the meeting held on 14th May 2018 be approved and signed by the Chairman.

8. CHAIRMAN'S REPORT AND URGENT ITEMS

8.1 URGENT MATTERS

8.1.1 Community Highways Scheme - A29 Slindon Signalised crossing and speed reduction

The Clerk reported that an update on the proposed scheme had been received from WSCC Highways that morning. It was disappointing to note that the County Council planned to progress the scheme in-line with drawings provided to the Parish Council in late September 2017. These had been questioned at the time on the grounds that the drawing provided was very technical and a site visit requested with the then Chairman and Vice Chairman to better understand how the proposal would meet the objectives of the scheme. Despite efforts to get a response, none had been forthcoming until this communication. It appeared that improvements to the pedestrian refuge on the A29 London Road at the crossroads with Reynolds Lane and Mill Road would be limited and lacked any speed reduction measures on the northbound carriageway of the A29 London Road approaching the crossroads with Reynolds Lane and Mill Road. Whilst signalisation of the junction had been ruled out by WSCC, it was unclear whether alternatives such as speed indicator devices for which the Parish Council had specifically put money into its reserves, had been considered. The response also lacked any indication as to whether a more meaningful consultation on the scheme was planned. The Clerk was already following this up with WSCC Highways and Members would be kept informed of progress. Members were keen that the site visit be held and considered it prudent that County Councillor Derek Whittington be sent a copy of the most recent correspondence. **It was RESOLVED that the update be noted.**

8.1.2 Recreation Ground

It was reported that the grass around the fitness equipment required cutting. This had also been highlighted by ADC at their last inspection of the equipment. In addition, the grassed area in the gap between the A29 boundary and the football pitch and the path to the woods also needed cutting as it was impinging on the recently replanted hedge. Councillors Chilver and Thomas agreed to take action regarding the grass cutting. It was also noted that the Sports Association were content to store the small hand mower gifted to the Council with their equipment. Councillors Brimblecombe and Adamson agreed to lead on sorting out the future storage arrangements for this mower.

- 8.2 CHAIRMAN'S REPORT** – There was nothing further to report.

9. PLANNING MATTERS

9.1 PLANNING APPLICATIONS:

9.1.1 SDNP/18/01415/LIS - Old Inn House Church Hill Slindon BN18 ORB

The Council received details of a planning application (previously circulated) which proposed the addition of a chimney liner system and had no objection to the proposals.

9.1.2 SDNP/18/02287/FUL - Land Between Warren Barn and Northwood Court Hill Farm Road to Gumber Farm Slindon

The Council received details of a planning application (previously circulated) which proposed building a timber framed round-wood hut for public use. This was a National Trust project which aimed to provide a robust but simplistic building to interpret the Rise of Northwood Project and was also a positive addition to the Slindon Estate. Members were supportive of the innovative design and had no objection to the proposals.

9.1.3 SDNP/18/02213/HOUS - The Ridings Shellbridge Road Slindon BN18 OLT

The Council received details of a planning application (previously circulated) which proposed the demolition of an existing conservatory and replacing it with a side and rear extension. The Council had no objection to the proposals.

9.2 SDNPA DECISIONS / PRE-APPLICATIONS/ UPDATES

SDNP/18/02249/PRE - Former Pub Car Park Off School Hill Slindon BN18 ORS

It was reported that pre-application advice had been sought to redevelop this site with a pair of semi-detached three-bedroom cottages with rear gardens; covered and open car parking, including re-providing car parking for Lea Cottage and The Old Stable and other works. It was noted that more detailed information about the design and materials had been requested by the Historic Buildings Officer. **It was RESOLVED that the update be noted.**

9.3 SLINDON CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN (CAAMP)

Councillor Brimblecombe reported that the SDNPA were still waiting to hear from the National Trust (NT) and that it was thought that the CAAMP would be presented to the SDNPA for adoption at their August 2018 Committee. The NT contribution was being followed up by the SDNPA and Members would be kept informed of progress. **It was RESOLVED that the update be noted.**

10. HIGHWAYS AND RIGHTS OF WAY MATTERS – There was nothing further to report.

11. WEST SUSSEX COUNTY COUNCIL MATTERS

Councillor Whittington updated members on the County Council's response to the call for a Judicial Review by the SDNPA of Highways England preferred A27 Arundel Bypass route choice. It was also noted that the Slindon CoE Primary School Safety Zone proposal would be discussed further with the School outside of the wider district scheme.

12. ARUN DISTRICT COUNCIL – There was nothing to report.

13. NATIONAL PARK MATTERS

It was noted that the SDNPA Local Plan examination in public would now be held in September / October.

14. REPORT FROM THE CLERK

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

14.2 Membership / vacancies – oral update from the Clerk

It was noted that no requests for a by-election had been received and that the Parish Council was now free to co-opt up to four new members. **It was RESOLVED that the update be noted.**

14.3 General Data Protection Regulations (GDPR) Update

GDPR was now live and having recently finished sorting through a significant amount of historic information that had recently become available, the Clerk was now cataloguing the Council's more recent records. This would potentially result in changes to the Asset Register and the creation of document retention and disposal policy which the Council currently lacked. Work therefore continued, and Members were reminded of the need to be cautious in handling emails relating to Parish Council business and ensuring that consent was in place and summaries used to minimise the risk of a data protection breach. It was noted that communications from Councillor Whittington on wider County Council matters would be forwarded direct to the Clerk for distribution to Members in the future. The Clerk would keep Members advised of progress. **It was RESOLVED that the update be noted.**

15. FINANCE REPORT

15.1 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 May 2018.

Slindon Parish Council		Bank Balances @ 31/5/18
HSBC C/A @ 31/5/18	£ 18,136.45	
HSBC D/A @ 31/5/8	£ 26,087.92	
Pettycash balance @ 31/5/18	£ 65.55	
Less uncashed cheques *	£ -	
Total @ 31/5/18	£ 44,289.92	

15.2 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 14/5/18 -10/6/18
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for May18 Mtg
Slindon Forge	£74.90p	N/a	£74.90p	Chq Srl 100257 - refreshments APM
Auditing Solutions Ltd	£240.00p	£48.00p	£288.00p	Chq Srl 100258 - Internal Audit fee AGAR 2017.18

It was also noted that £1,594.63p was received from HMRC on 13/4/18 being the refund of VAT for 2017/18.

16. AUDIT AND ANNUAL RETURN 2017/18

16.1 Annual Governance Statement(AGS) for 2017/18 (Section 1 of the Annual Return)

Council had before it the Annual Return for 2017/18 (previously circulated). The Clerk explained the procedure for approving the Annual Return and it was noted

that Council was required to review the effectiveness of the system of internal control and that this be formally minuted, prior to formally approving the Accounting Statements. The Council was satisfied that the appropriate procedures were in place and therefore **RESOLVED** that:

- 1) **To the best of its knowledge and belief, with respect to the Governance Statement for the year ended 31st March 2018, they had complied with all 8 items.**
- 2) **The Chairman and the Clerk be authorised to sign Section 1 of the 2017/18 Annual Return on behalf of the Council.**

16.2 Accounting Statements 2017/18 (Section 2 of the Annual Return)

The Accounting Statements and Annual Return for the financial year 2017/18 were duly considered by Members (copy attached to the minutes). It was noted that the total receipts had given rise to a significant variance which had been explained in a separate note to the accounts. The Council was satisfied that the accounts had been accurately reported and it was therefore **RESOLVED** that:

- 1) **The Annual Statement of Accounts for the year ended 31st March 2018 be approved and adopted.**
- 2) **That the Chairman and the Clerk be authorised to sign Section 2 of the 2017/18 Annual Return on behalf of the Council.**

16.3 The Internal Audit Report 2017/18

The Internal Audit Report for the year 2017/18 was duly received by Members (copy attached to the minutes). There were no issues arising this year warranting formal comment and no recommendations. Members commended the Clerk for the positive outcome of the Internal Audit and it was **RESOLVED** that:

The contents of the Internal Audit Report 2017/18 be noted.

17. COMMUNITY MATTERS

Councillor Fenton declared a personal and prejudicial interest in the following matter as Chairman of the Steering Committee and confirmed that he would leave the room if there was any discussion.

17.1 SLINDON COMMUNITY LAND TRUST (SCLT)

It was noted that the SCLT were seeking to recruit a secretary, paid for by startup funding that had been obtained specifically for an administrative role to support the Group. It was also reported that a survey of the proposed site was planned later in the week.

17.2 MEMORIAL GARDEN

Councillors Brimblecombe and Adamson continued to monitor the garden and would see to any maintenance for the present.

17.3 THE POND

Details of the report made following the Environment Agency's inspection in late May had been circulated to Members for information. The situation appeared to be more settled and it was noted that the pond had been added to the EA bailiff's patrols for inspection when they were in the area. The EA had also added a couple of new notices which explained the legalities of angling, the need for rod licences and that fish should not be removed. Maintaining a healthy environment at the pond was a difficult balance and the advice if anyone suspected illegal fishing to be taking place was to report the matter to the Environment Agency's incident hotline on [0800 807060](tel:0800807060). Concerns about antisocial behaviour or other suspicious activity should continue to be reported to the police using 101 or online at <https://www.sussex.police.uk/contact-us/report-online/>. **It was RESOLVED that the update be noted, and that monitoring continue.**

17.4 TOP PLAYING FIELD

The Clerk reported that the condition of the climbing frame continued to be monitored by the District Council's play equipment engineers through their

inspection regime. Councillor Thomas reported that work on the John Moor memorial seat was progressing. It was also noted that a Byelaw relating to the control of dogs in the field had been found. The Byelaw dated back to 1992 and observing that the lack of signage generally at the site, it was considered prudent that action be taken to publicise the Byelaw with an appropriate locally sourced notice. **It was therefore RESOLVED that signage suitable for the environment be explored for consideration by Members at the next meeting.**

17.5 NATIONAL TRUST

Ms. Archer reported that all being well, construction of the Northwood round-wood hut would begin in July and she issued an invitation to the Council view the setting on 2nd July. The Trust was progressing a programme of maintenance which would deliver improvements to the surfaces of their car parks, tracks and bridleways. The Trust was investigating how to manage Ash die back to address issues around the progression of the disease on the Estate.

18. DATE OF NEXT MEETING – MONDAY 9th JULY 2018

The date of the next meeting was noted.

The meeting closed at 8.25pm.

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