

**SLINDON PARISH COUNCIL**  
**Minutes of the Annual Meeting of Slindon Parish Council**  
**Held on Monday 14<sup>th</sup> May 2018**  
**At the Coronation Hall, Reynolds Lane, Slindon at 7pm**

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

**IN ATTENDANCE:**

Councillor Norman Dingemans, Arun District Council  
Katie Archer, National Trust

**1. FILMING OF MEETINGS AND USE OF SOCIAL MEDIA**

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**

There were apologies from Parish Councillor Steve Chilver. Mr Derek Whittington, West Sussex County Council had indicated that he may be delayed but would endeavour to join the meeting if possible.

**3. DISCLOSURE OF INTERESTS**

**3.1** Councillor Fenton declared a personal and prejudicial interest in agenda item 18.1, 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.

**3.2** The Clerk declared a pecuniary interest in Agenda Item 16.4, as it related to her salary. She confirmed that she would leave the room if there was any discussion on the matter.

**4. TALK WITH US**

There were no members of the public present.

**5. ELECTION OF CHAIRMAN FOR 2018/19**

**5.1** Before proceeding to the election of the Chairman, Councillor Watts addressed the meeting. Referring to the recent decision by Councillor Parfey to stand down from the Council, it was noted that he was supportive of the working party activities undertaken by the Council and would still help when he could. Councillor Watts reported that she had also received a letter of resignation from Councillor Spencer-Smith. Finally, Councillor Watts made a statement confirming that she would not be seeking re-election as Chairman and that for personal reasons, she also intended to stand down as a Parish Councillor in the next few days.

**5.2** Members proceeded to discuss arrangements to cover the key role of Chairman and the priorities in terms of the Parish Council's representation in other key forums. Whilst the Council could still function, recruiting new Councillors would be a priority. The appointment of a Chairman took precedence together with continuity of representation in groups at a County level. In order to see the Council through this period of change and provide a degree of continuity, it was considered prudent that the workload be shared. It was therefore agreed that for the time being, the Chairmanship be rotated. Councillor Fenton put his name forward for the post and there being no other nominations, **the Parish Council RESOLVED that Councillor Fenton be appointed as Chairman for the meeting.**

**6. ELECTION OF VICE CHAIRMAN for 2018/19**

- 6.1** In view of the outcome of the earlier discussion it was **RESOLVED** that this appointment be deferred for consideration at the next meeting.

**7. APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES**

**7.1 WSCC Joint Western Arun Area Committee (JWAAC)**

Councillor Brimblecombe indicated her willingness to continue as the Parish Council's representative on this body. It was however noted that she would be unable to attend the next meeting of this Committee. Councillor Adamson put her name forward as the parish Council's substitute member. There being no other nominations, it was therefore **RESOLVED** that:

Councillor Brimblecombe be appointed as the Parish Council's representative on the WSCC Joint Western Arun Area Committee (JWAAC) and Councillor Adamson be appointed as the Parish Council's substitute.

**7.2 Sussex and West Sussex Association of Local Councils (SALC&WSALC)**

Councillor Fenton indicated his willingness to continue as the Parish Council's representative on this body. There being no other nominations, the Parish Council **RESOLVED** that he be appointed as the Parish Council's representative on these bodies.

**7.3 Slindon Sports Association**

It was **RESOLVED** that this appointment be deferred for consideration at a later date.

**7.4 Village Bus Committee of Amberley and Slindon**

Councillor Brimblecombe confirmed that she was content to continue to represent the Parish Council on this Committee. There being no other nominations, the Parish Council **RESOLVED** that Councillor Brimblecombe be appointed as the Parish Council's representative on this body.

**7.5 Coronation Hall Committee**

It was noted that Councillor Chilver was Chairman and a Trustee of this Committee. Subject to confirmation that he continued in this role, it was agreed that there was no need to make a formal appointment.

**7.6 Slindonlife**

Councillor Adamson indicated her willingness to be the Parish Council's liaison with Slindon Life and there being no other nominations, the Parish Council **RESOLVED** that Councillor Adamson be appointed as the Parish Council's representative on this body.

**8. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9<sup>th</sup> April 2018**

- 8.1** It was **RESOLVED** that the minutes of the meeting held on 9<sup>th</sup> April 2018 be approved and signed by the Chairman.

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

**9.1 URGENT ITEMS**

**9.1.1 PARISH COUNCIL VACANCIES**

Following the resignation of Councillor Parfey, the Public Notice advertising the vacancy had been published on 4<sup>th</sup> May. If no by-election was called by the 24<sup>th</sup> May, the Council would be free to fill the vacancy by co-option. Acknowledging the resignation of Councillor Spencer-Smith and the announcement by Councillor Watts that she intended to stand down after this meeting, there would be a total of four vacancies on the Parish Council. Consequently, there were some matters that needed attention. The most pressing was access to the Sports Pavilion where the Parish Council's stock of traffic cones was stored. It was considered prudent that the keys be kept within the parish and observing that they had been requested for use at the forthcoming annual village fête, Councillor Brimblecombe agreed to hold the keys. A hand mower had also been donated to the Council for use at the Recreation Ground. It was hoped that this could be stored by the Sports Association together with other equipment they kept for maintaining the

grounds. The Clerk was instructed to contact the Sports Association and make arrangements accordingly. It was noted that the British Heart Foundation CPR training equipment, including CDs, had been deposited in the Coronation Hall for safekeeping and ease of access by the community in the future. It was noted that the Parish Council's projector would also be held by Councillor Brimblecombe again to ensure it could be made available to the community if required.

#### **9.1.2 AUTHORISED SIGNATORIES**

In view of the resignation of Councillor Spencer-Smith and the announcement by Councillor Watts it was also necessary to review the signatories on the Parish Council's bank mandate. Members considered that there was no need add further signatories at this time. **It was therefore RESOLVED that Councillors Spencer-Smith and Watts be removed from the Parish Council's bank mandate with immediate effect.**

#### **9.1.3 A27 ARUNDEL BYPASS PREFERRED ROUTE ANNOUNCEMENT**

It was reported that on 11th May 2018 Highways England (HE) announced that a modified version of Option 5A had been chosen as its preferred option for this scheme. The next steps would see:

- Further work to look more closely at the local area, completing surveys and investigations to help design the scheme in greater detail.
- A further period of consultation next year, to seek views on the more detailed design before an application for a Development Consent Order was made.
- HE would work with the local authorities to shape this consultation and to ensure that everyone has the opportunity to have their say.

Drop in events about the scheme providing an opportunity to talk to HE about the scheme had been arranged in Arundel over the next week:

- 15 May 2018 16:00 to 19:30 - Arundel Town Hall, Maltravers Street.
- 18 May 2018 16:00 to 19:30 - The White Swan, 16 Chichester Road.
- 22 May 2018 16:00 to 19:30 - Hilton Avisford Park, Walberton.

The Clerk confirmed that this information had been placed on the website and forwarded to SlindonLife for circulation via the village round robin. The Clerk stated that if possible she would attend one of the events and if not at least take steps to contact HE with a view to establishing when the Council could expect to hear more about engagement in respect of their plans. She would report back to the next meeting. **It was RESOLVED that the update be noted.**

#### **9.1.4 SDNPA PARISH WORKSHOPS**

It was reported that the SDNPA would be holding a series of Parish Workshops in June. The workshops would cover Whole Estate Plans, Highways and Roads, Dark Night Skies and other SDNPA projects. The West Sussex area event was planned for 6th June 2018 at the South Downs Centre in Midhurst (18:30 – 21:00). It was agreed that Councillors Brimblecombe and Fenton would represent the Parish Council at this event.

#### **9.2 CHAIRMAN'S REPORT**

**9.2.1** The Chairman invited Councillor Watts to give an update on activity since the last meeting. An incident had been reported at the Top Playing Field, where a man who claimed to be the Chairman of Parish Council had approached a member of the public and spoken to them in an abusive manner. Investigations had not yielded any results and both she and the Clerk had been unable to take the matter any further forward. Concern was expressed regarding this report and it was agreed that should any further information come to light, it would be reported in the appropriate way. In the meantime, the situation would continue to be monitored.

#### **9.2.2 MEETING RE: GASTON FARM LAMBING**

As agreed at the April Council, a meeting was arranged between representatives of Gaston Farm, the National Trust and Councillors Watts and Parfey representing the Parish Council. The aim was to relate details of the issues raised in correspondence and representations received by Parish Councillors regarding resident's experience of the recent lambing event and the management of future

events taking place in the Parish. Discussion focussed on potential improvements to traffic management, communication with residents and contingency plans. It was a good meeting which highlighted how some things could be done differently. Recognising the popularity of other village events, and the experience of the National Trust in terms of hosting events, a follow up meeting should take place. This would allow time to investigate options. In addition, a similar meeting was suggested between the Parish Council, the National Trust and organisers of other significant events in the Parish. It was noted that the organisers of the annual pumpkin event had already indicated their willingness via the National Trust to make this happen. It was **RESOLVED** that:

- 1. The Parish Council arrange a similar meeting with the organisers of the pumpkin event and the National Trust.**
- 2. That a follow up meeting with the Gaston Farm and the National Trust be arranged.**

## **10.1 PLANNING APPLICATIONS**

### **10.1.1 Planning Application SDNP/18/01818/FUL – The Garden House Mill Road BN18 0LY**

The Council received details of a planning application (previously circulated) which proposed an extension to the existing property using a dilapidated part of the building to form an annex. It was noted that West Sussex Highways had provided advice and that further information that was required in order to assess the application from their perspective. A tree survey had also been requested but had not yet been received. Reviewing the application, it was considered that the proposals constituted an overdevelopment of the site. However, in the absence of more detailed information regarding the proposed use and how parking might be accommodated, it was difficult to judge. Overall the application lacked clarity and some of the drawings were also considered misleading. **The Parish Council therefore RESOLVED to object to the application and that its comments be forwarded to the Planning Authority.**

**10.2 DECISIONS/APPLICATIONS/PRE-APPLICATIONS UPDATE** - There was nothing further to report.

**11. WEST SUSSEX COUNTY COUNCIL MATTERS**- There was nothing further to report.

### **12. HIGHWAYS AND FOOTPATH ISSUES**

It was reported that the vegetation in Shellbridge Road around the junctions with Sunnybox Lane and the A29 at the Spur had become overgrown and was hindering visibility at the junctions. It was agreed that these be reported to the County Council for action.

### **13. ARUN DISTRICT COUNCIL MATTERS**

Mr Dingemans reported that the District Council would be electing a new Chairman at its Annual Meeting later in the week. A response from the Inspector regarding the submitted Local Plan was still awaited. The announcement regarding the preferred route option for the A27 Arundel Bypass had been noted and it was observed that more consultation on the detailed design was planned for next year. The District Council were also lobbying to reinstate the Joint Downland Committee.

### **14. NATIONAL PARK MATTERS**

#### **14.1 SDNPA Sussex Pathwatch**

The Council considered the nomination of Parish Council representative to replace Councillor Winn at occasional meetings of this group. A further nomination was

not considered a priority at this time and it was also noted that the National Trust was represented at these meetings.

- 14.2** Mr Dingemans reported that an inspector had been appointed for the SDNPA Draft Local Plan and hearings were expected to start in July with a view to adoption in the Autumn. The barn owl webcam was up and running again and five eggs laid. Progress could be viewed on the SDNPA website.

**15. REPORT FROM THE CLERK**

- 15.1** The Parish Council received and noted the Clerk's Report (copy attached to the minutes) setting out progress with various matters since the last meeting.

**15.2 FURTHER TREE WORKS AT THE RECREATION GROUND**

The Clerk presented a report (previously circulated) which contained an update on tree work and proposals for the next phase of maintenance to trees at the Recreation Ground. Maintenance work completed in March 2018 was followed by a detailed survey of those trees considered to be in most need of work because of their condition and position in relation the highways network. The supplementary works related to four trees, two of which were considered at risk of failing and should be felled (T15 and T13) and two (T44 and T2) where work could be planned for a completion in the next financial year and before any further maintenance work was undertaken. Whilst the estimates exceeded the sum that remained unspent in the budget for the current year, it was noted that the costs could be met from cashflow. Council judged that the work on the two highest priority trees, T15 and T13 should be undertaken as soon as possible. **It was therefore RESOLVED that:**

- 1) The Clerk be authorised to commission the Council's contractor to carry out the essential works identified in respect of T15 and T13 which should be felled as soon as practical.**
- 2) The work identified as required in respect of T44 and T2 which both have defects, to be budgeted for action in 2019/20 in line with the estimated costs received from the Council's contractor.**
- 3) The financial implications be noted.**

**16. FINANCE REPORT**

**16.1 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> April 2018.

Slindon Parish Council		Bank Balances @ 30/4/18
HSBC C/A @ 30/4/18	£ 19,213.97	
HSBC D/A @ 30/4/18	£ 25,586.39	
Pettycash balance @ 30/4/18	£ 100.00	
Less uncashed cheques *		
Total @ 30/4/18	£ 44,900.36	

**16.2 Authorities for Payment**

The Parish Council unanimously **APPROVED** payment of the following;

<b>Payee</b>	<b>Amount (basic cost)</b>	<b>Amount (VAT)*</b>	<b>Total Amount</b>	<b>Description</b>
Mrs J Harris	£362.96p	N/a	£362.96p	Standing Order - Clerk's Monthly salary payment per timesheet attached for 9/4/18 -13/5/18
Mrs J Harris	£10.71p	N/a	£10.71p	Chq Srl 100250 - Clerk's annual salary increase = £10.71p Total arrears due 1/4/18 to 12/5/18

Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for April 18 Mtg
Coronation Hall Committee	£64.00p	N/a	£64.00p	Chq Srl 100251 - Heating Oct.17 - April18 mtgs & APM
Beechdown Arboriculture Ltd	£516.67p	£103.33p	£620.00p	Chq Srl 100252 -Tree pruning & inspection work
WSALC Ltd	£176.52p	N/a	£176.52p	Chq Srl 100253 -2018/9 annual subscription SALC
Action in Rural Sussex (AIRS)	£50.00p	N/a	£50.00p	Chq Srl 100254 -2018/9 annual membership fee
Mrs J Harris	£673.94p	£134.78p	£808.72p	Chq Srl 100255 - Reimburse payment for new lap top & PC support
SSE Southern Electric	£18.80p	£0.94p	£19.74p	D/D - Streetlight electricity Q4 2017/8
Street Lights	£61.25p	£12.25p	£73.50p	Chq Srl 100256 - Half yr maintenance contract fee
Deposit account transfer	£500	N/a	£500	Transfer from current account to deposit account to bring reserves up to level as agreed in budget for 2018/19

The Parish Council also noted that £8,083.50p was received from Arun District Council on 13/4/18 being the first tranche of the precept payment for 2018/9.

### **16.3 AUDIT 2017/18**

The Clerk reported that year end work in respect of the internal audit had been completed and that the end of year finance check signed off on 4<sup>th</sup> May. The internal audit was scheduled to take place on Monday 21<sup>st</sup> May and the outcome would be presented to the Council for approval and sign off at the June meeting.

### **16.4 NATIONAL JOINT COUNCIL (NJC) FOR LOCAL GOVERNMENT SERVICES 2018/9 PAY SCALES**

In line with the revised pay scales for 2018/9 (previously circulated) it was proposed that the Clerk's salary be increased £10.47p per hour to £10.67p per hour with effect from 1<sup>st</sup> April 2018. **It was RESOLVED that the Clerk's salary be increased as recommended and backdated to 1st April 2018.**

### **17. ANNUAL WORK PLAN 2018/19**

The Council had before it a draft work plan for the municipal year 2018/19 (copy attached to the minutes). The priorities for the forthcoming year were noted and **it was RESOLVED that the annual work plan be adopted.**

### **18. COMMUNITY MATTERS**

#### **18.1 SLINDON COMMUNITY LAND TRUST STEERING GROUP**

It was reported that a meeting between the legal representatives of the Steering Group and those of the National Trust had recently taken place.

#### **18.2 MEMORIAL GARDEN ROTA**

Members received the updated rota and Councillors Brimblecombe and Adamson agreed to contact volunteers to when working party was needed to help keep on top of the maintenance in the garden. Regarding the repairs to the wall, it was noted that the National Trust Ranger and their expert flint worker had undertaken

an inspection. Their assessment of the work showed a need for re-pointing the flint work and resetting and pointing the capping bricks. As it was a prominent location, it was important that the work was carried out by someone with the appropriate skills and who could work alongside volunteers as originally envisaged. This would help contain costs as the Council's budget was tight and it was considered beneficial to ask the Trust to obtain a quote. **It was therefore RESOLVED that the National Trust be asked to provide a quotation for the estimated costs of the repairs to the wall.**

### **18.3 THE POND**

Following reports of increased fishing in the pond, the notice regarding the licencing rules had been reinstated. With no Bylaw in place, enforcement was in the hands of the Environment Agency (EA). The Council agreed to continue close monitoring of the situation including engagement with the EA if required. The Clerk had also been contacted by the District Council who wished to know if the Parish Council intended to make any applications for support through Operation Watershed for further work at the pond or elsewhere in the village where there might be flooding issues. This was following an approach over a year ago to work jointly with them to resolve an issue in respect of the School. Observing that such applications were heavily reliant on community support, it was considered that unless promoted by the School, the Council could not commit to a further project at this time.

### **18.4 TOP PLAYING FIELD**

**18.4.1** The Clerk reported that the Climbing Frame had been repaired and recently inspected by the District Council's play equipment engineers. Although sound, the equipment was beginning to show its age and Members were asked to consider future options. It was noted that the budget for 2018/19 for this area was £1000 plus a further £1000 was available via a ringfenced donation from Gaston Farm which was received in 2017/18. It was agreed that a further assessment of repairs be undertaken over the summer. If any repairs were identified and could be achieved to the required standard, without resorting to replacing equipment, this was the preferred way forward.

**18.4.2** Members received an update on progress with the John Moor commemorative bench and discussed signage at the site. In particular Members wished to introduce signage to guide walkers and dog owners to use the footpath. It was thought that a Byelaw existed, and Councillor Fenton agreed to investigate this. It was also agreed that the Clerk would research signage and report back to Council on what was available.

**18.5 CRIME ALERT AND NEIGHBOURHOOD WATCH** -There was nothing further to report.

### **19. NATIONAL TRUST**

Katie Archer agreed to check the position regarding the Trust's input into the revised Conservation Area Statement.

### **20. VOTE OF THANKS**

Members expressed their thanks to Councillor Watts for her leadership and wished her well.

### **21. DATE OF NEXT MEETING**

The next meeting of the Parish Council would be held on **Monday 11<sup>th</sup> June 2018.**

**The meeting closed at 8.40 pm.**

**Minutes signed as a true record..... Date:**  
**CHAIRMAN**