

**YOU ARE HEREBY SUMMONED** to attend an Ordinary Meeting of the above-named  
Council  
to be held remotely\*  
On Monday 14th September 2020 at 7.00 p.m.

\*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

### **AGENDA**

- 1. PUBLIC PARTICIPATION** - please contact the clerk if you would like to speak during the public session. Meeting ID: 847 3345 3414  
<https://us02web.zoom.us/j/84733453414>  
or Dial by your location 0203 051 2874 UK
- 2. APOLOGIES FOR ABSENCE** - To receive and consider apologies from members.
- 3. DECLARATIONS OF INTEREST** - To receive any declarations of interest and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.
- 4. MINUTES FROM THE COUNCIL MEETING HELD ON 10<sup>th</sup> August 2020** (already circulated) – To resolve to approve as a true record of the decisions of that meeting and authorise the Chairman to sign.
- 5. WEST SUSSEX COUNTY COUNCIL MATTERS** - To receive and note any updates.
- 6. ARUN DISTRICT COUNCIL MATTERS** - To receive and note any updates.
- 7. NATIONAL TRUST** – To receive and note any updates.
- 8. POLICIES AND PROCEDURES** – To consider and adopt the policies circulated by email 10/8/20 @ 08:41.
- 9. RISK MATTER AND GOVERNANCE**
  - i. Risk Assessments – To undertake a review of the Council’s General Risk Assessment and Pond Risk Assessment and approval annual re-adoption
  - ii. Due Diligence Checks – To confirm records up to date for allocated tasks (e.g. defibrillator checks)
  - iii. End of Year Action Plan – To receive an update on the progress in completing the Action Plan from Councillor Rees’ End of Year Review at 31.3.20
  - iv. Bring Your Own Devices – To consider/agree the use of designated parish council email accounts (separate email accounts, not gov.uk addresses).
- 10. SLINDON RECREATION GROUND/SPORTS PAVILION** –
  - i. To receive an update on the outcome of the meeting with the Chairman and Treasurer of Slindon Sports Association regarding the Recreation Ground lease which expires in February 2021 (\*The Clerk and Councillors Fenton, Rees and Wilkinson)
  - ii. To agree the next steps with regards the solicitor appointed to undertake work related to the lease (i.e. advise the options available to the Council within the terms of its ownership)
  - iii. To review the outcome of the Fire Risk Assessment, Electrical Survey and Gas Boiler Survey and consider/authorise work required
  - iv. To receive an update on the re-opening of the facilities by Slindon Sports Association

**11. THE POND/OPERATION WATERSHED**

- i. To receive an update on 'Project ResPOND' to reduce flooding on the highway and enhance biodiversity and consider/approve the funding options
- ii. To receive consider/approve the preliminary steps –
  - pond survey
  - silt contamination survey
  - removal of the willow tree

**12. HIGHWAY MATTERS/SPEEDING/TRAFFIC CALMING MEASURES**  
**A29/Mill Road/Shellbridge Road - To receive and note any updates**

**13. CLERK'S UPDATE**

- i. New website and Accessibility Legislation, effective 23.9.20– To receive an update
- ii. Allotments – To receive an update on the renewal of the lease by the National Trust.
- iii. Top Field and Slindon Recreation Ground –
  - To receive the ADC equipment inspection report completed 24.8.20
  - To confirm the grass cutting arrangement for the Top Field in 2020
- iv. New bins – To receive an update on the Council's order
- v. Winter Gritting – To confirm the access arrangement to the Parish Council's grit stored by the National Trust.
- v. To receive an update/appoint contractor to trim the hedge that runs from the corner of Mill Road along to the pumping station.
- vi. SSALC – To receive an update on the current position and the 'value for money' review being undertaken by WSALC for services provided to it (emails 26/8/20 & 18/8/20).

**14. FINANCE REPORTS**

- **Reconciliation** - To receive and approve the monthly bank account reconciliations and budget monitors (as at 31/8/20).
- **Payments** - To consider and approve payment of items including any authorised/signed outside meeting due to COVID-19 lockdown restrictions.
- **General Reserves and Ear Marked Reserves** – To consider any changes linked to 'Operation Watershed' and the residual JDAC monies to be 'Ear Marked' for defibrillator purposes.

**15. PLANNING APPLICATIONS** - To receive outcomes of previous applications and approve responses to planning applications detailed below and any received between publication of this agenda and the meeting.

SDNP/20/02973/FUL - Old Timbers Shellbridge Road Slindon BN18 0LT - Erection of storage building following demolition of existing timber shed and garage buildings

**16. SLINDON COMMUNITY LAND TRUST STEERING GROUP** - To receive and note any update.

**17. DATE OF NEXT ORDINARY MEETING** – To be confirmed as Monday 12th October 2020.

**18. CONFIDENTIAL STAFF MATTER** - To pass a resolution that the public and press be excluded from the meeting to progress/approve a confidential staffing matter (agenda item to be detailed separately to councillors).

*Sarah Linfield*

Clerk to the Parish Council

8<sup>th</sup> September 2020