

Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 10th June 2019 at 7.00 p.m.

Present: Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Jan Rees, Peter Fenton, Paul Wilkinson and Derek Thomas

In attendance: Sarah Linfield (Parish Clerk), Gabby Crisp (National Trust Ranger), Paul Dendle, ADC Councillor.

No members of the public attended.

19/025 Acceptance of apologies for absence - N/A, all parish councillors present

19/026 Declarations of interest -

Resolved: Councillor Fenton declared a personal and prejudicial interest in respect of the Slindon Community Land Trust as Chairman of the Steering Committee

19/027 Minutes of the Parish Council meeting held on 13th May 2019

Resolved: that they were a true record of the decision of the meeting (approved and signed by the Chairman).

19/028 Chairman's Report

- i. On behalf of the Council, Councillor Adamson welcomed the new Parish Clerk, Arundel and Walberton Ward Councillor, Paul Dendle, and Gabby Crisp, representing the National Trust (Katie Archer had previously sent her apologies). She also wished Mr Derek Whittington (WSC Councillor) well as he had sent his apologies on health grounds.
- ii. Internal Audit Report 2018/19 completed by Auditing Solutions Ltd had provided an independent assurance that the Parish Council's Accounts and accounting processes are operating effectively with no issues identified.
- iii. Summarised the key areas to be covered at the meeting including signing off the Annual Governance and Accountability Return (AGAR) 2018/19, shared a particularly unpleasant incident of theft from a senior member of the community and alluded to the additional work required to the Memorial Garden wall (see minute 19/029).

19/029 Report from the Clerk

- i. **Slip road by Spur Garage** - Councillor Fenton had highlighted the poor condition of the road surface, reported by the Clerk via 'Love West Sussex' and which WSCC confirmed had been inspected, no intervention currently required and it will be monitored on a monthly basis. Councillor Fenton commented that a similar road in Bury had been repaired to a high standard.
- ii. **Slindon Playground Equipment Replacement** - the Clerk confirmed that work was scheduled to start in June, the contractor having unexpectedly overrun on a previous project.
ADC Playground Operational Inspections - identified there was no rubbish bin (which was a decision taken by Parish Council and no issues had been identified with litter), a seat was in urgent need of repair - this belongs to the Pudding Club and they have been informed, the self-closing mechanism on

west gate was broken and the goal post did not meet BS standard (both being attended to by Councillor Thomas). Councillor Adamson also noted that the notes on the East & West gate needed to be replaced and this is in hand. Councillor Thomas indicated that it might be possible to share the cost of replacing the goal post with a local organisation and this is to be considered at the next council meeting. In the meantime it was

Resolved: that the Clerk contact the author of the ADC Playground Report dated w/c 3/6/19 to discuss its contents.

- iii. **Missing 'Park Lane' road sign** - the Clerk confirmed that ADC are able to order the standard recycled black and white signage this month - the delay in replacing the sign was due to ongoing discussion between ADC and the National Trust, who might wish to replace it with a green nameplate, seen elsewhere in the village. Gabby Crisp undertook to review this and it was **Resolved:** that the Clerk liaise with Gabby Crisp after Friday 14th June to see if the National Trust intended to replace the standard signage in the short term, failing which ADC would be asked to order a replacement (both sign and damaged posts) this month as the sign has now been missing since June 2018.

- iv. **Memorial Garden Gate repairs** - the Clerk has accepted the quote as instructed at the PC meeting 13/5/19 and the work is due to start in June as the contractor had been on holiday until the 30/5/19

- v. **Repairs to Sundial** - Councillor Brimblecombe reported some progress and it was

Resolved - that Councillor Brimblecombe continue to follow up and inform the Clerk

- vi. **Clerk's Report /Work in progress** - Village pond - the Parish Council received the updated Clerk's Report for May 2019, and specifically that Damon Block, Fisheries and Biodiversity, Environment Agency South East was happy to attend site as required to discuss a longer term strategy although at this stage the decision has been taken to monitor locally. Councillor Fenton offered to obtain a quote from Andrew Cossar to provide a hedge from the post to the corner of the Grange

Resolved: to note the updates with regards current work in progress and that Councillor Fenton would obtain a quote for the hedge and report back at the next council meeting

- vii. **SDNP Ballot** - the nominations were reviewed in 'open session' as directed by SSALC and it was

Resolved: that the Clerk complete and return the original ballot paper (which is being posted to the Clerk's home address) with the Council's 2 nominations

19/030 War Memorial Wall Repairs

Duncan Berry had completed the majority of the work (already invoiced) but additional repairs were required, up to 2 days' work at a cost of up to £740. The work is essential to secure the coping stones which are loose, a target for thieves and, in their present state, undermining the strength of the flint wall beneath. Councillor Adamson undertook to contact the Church to see if they might be able to contribute, as the wall is shared, with the section affected facing the graveyard. It was

Resolved : that the Clerk accept the quote and Councillor Adamson ascertain whether the Church will contribute to the repair costs

19/031 Planning Matters

SDNPA Decisions/applications/pre-applications

i. Planning Applications:

Application SDNP/19/02462/LIS Received: 22 May 2019 - The Old Post 11 Church Hill Slindon Arundel West Sussex BN18 0RB - Minor internal alterations to create habitable residential accommodation. Gabby Crisp agreed to explore the feasibility of parking to be to the rear of the property during the works. It was

Resolved - that no objections be raised to the application, albeit Gabby Crisp agreed to highlight that parking should be to the rear of property during renovations

ii. Pre-application - SDNP/19/02099/PRE Received: 29 Apr 2019 - Newholme School Hill Slindon Arundel West Sussex BN18 0RA - Single Storey Extension (Related case SDNP/18/05303/HOUS/ 'withdrawn'). The officer had commented that the pre-application submission "... still does not address the concern of the increase pressure on street parking". It was

Resolved - to note the pre-application submission and advice

iii. Update - SDNP/18/00056/HOUS - Adams Field House School Hill Slindon BN18 0RA - re 'Appeal Allowed' 24/4/19. The Clerk had already confirmed that the SDNPA was issuing a letter of complaint to the Inspectorate in respect of a number of errors and shortfalls in the appeal decision, which was a matter between the SDNPA & the Inspectorate so it would not be disseminated.

Resolved - to note the above

19/032 West Sussex County Council Matters - no updates to report, Mr Whittington having sent his apologies

19/033 Arun District Council Matters -

Following the local elections the three District Councillors elected to represent the Arundel and Walberton Ward are: Faye Catterson, Paul Dendle and Grant Roberts. Councillor Catterson sent her apologies (but intends to join the meeting of the Parish Council on Monday 8th July) and the meeting welcomed Councillor Dendle.

Councillor Dendle articulated the changes at Arun District Council following the May elections with Conservative seats reduced from 42 to 21, losing overall control and allowing the Liberal Democrats, the largest group, to form an administration. He shared his commitment to an offline Arundel by pass, control over development and support for affordable housing plus sustainable public transport, including creating a new free car park at Ford Railway Station to free up other areas such as Barnham, where parking by commuters impacts others (e.g shoppers). He is committed to work to protect the environment, where tangible action is evident.

19/034 South Downs National Park Matters - the Clerk advised that Councillor Isabel Thurston had been appointed to South Downs National Park committee to represent ADC. It was

Resolved : that the Clerk share the dates of forthcoming Parish Council meetings and invite to Councillor Thurston to join.

19/0035 Finance Report

(i) Bank account reconciliation - the Parish Council received and noted the statement of account confirming that the Parish Council's bank balances had been reconciled with the known expenditure and income as at 31 May 2019. It was **Resolved** - that the reconciliation be noted

May 19 Bank Reconciliation		YTD Bank Reconciliation (1/4 -31/5/19)		May 19 Petty Cash Account Reconciliation	
	£		£		£
BAL B/F 30/4/19	48307.17		40609.31	Bal B/f	71.97
RECEIPTS	1436.95		9921.24	RECEIPTS	NIL
LESS PAYMENTS	692.23 **		1478.66	LESS PAYMENTS	69.99
	49051.89		49051.89		1.98
REPRESENTED BY				** Payments approved at PC Meeting 13/5/19 plus unlisted cheque issued to 'Streetlights', cheque number 100286	
Community Acct Bal	22918.33		22918.33		
Savings Acct Bal	26131.58		26131.58		
Petty Cash Bal	1.98		1.98		
	49051.89		49051.89		

(ii) Receipts/payments - the Parish Council received a list of payments for approval and it was **Resolved** - that payments be approved

Community Account

DATE	BENEFICIARY/PAYEE	TRAN SACTI	Chq Number	NET AMOUNT	VAT	GROSS AMOUNT	Reason
13/5/19	Coronation Hall	SO		14.00		14.00	Monthly meeting - hall hire May meeting 13/5/19
13/5/19	Streetlights	CHQ	100286	63.08	12.62	75.70	Street Lighting - half yearly payment - issued by previous clerk
7/6/2019	Berry Stonework Ltd	CHQ	100287	1963.00	392.60	2355.60	Repairs to wall - see Minutes of Meeting 12/11/18 - 13.3 (5)
10/6/2019	Sarah Linfield	CHQ	100288	101.52	20.30	121.82	Replace locking file cabinet (previous Clerk's one was broken)
10/6/2019	Sarah Linfield	CHQ	100289	22.48	4.50	26.98	Foolscap hanging folders x2
10/6/2019	Sarah Linfield	CHQ	100290	281.60		281.60	Salary per attached time sheet 13/5 - 7/6/19
10/6/2019	HMRC	CHQ	100291	70.40		70.40	S Linfield 13/5 - 7/6/19 (£352 gross less BR Tax @ 20%)
10/6/2019	Coronation Hall	CHQ	100292	14.00		14.00	Extraordinary meeting 5/6/19 - unscheduled meeting
Petty Cash	Currys PC World			58.33	11.66	69.99	Purchase of ink cartridge 6/5/19
TOTALS				2588.41	441.68	3030.09	

19/036 ANNUAL GOVERNANCE STATEMENT 2018/2019 (Annual Governance and Accountability Return 'AGAR' SECTION 1) -

Resolved : to approve and be 'Signed by the Chairman and Clerk of the meeting where approval was given'

19/037 ACCOUNTING STATEMENTS 2018/2019 (Annual Governance and Accountability Return 'AGAR' Section 2)-

Resolved : to approve the Accounting Statements, to be signed by the Chairman of meeting where approval was given

19/038 PARISH COUNCIL EXEMPTION FROM A LIMITED ASSURANCE REVIEW

At the conclusion of the financial year, the Parish Council was able to satisfy the various qualifying criteria set out on the Certificate of Exemption and exempt itself from a Limited Assurance Review, a cost saving of £200+VAT.

Resolved : to complete and the Clerk and Chairman sign the 'Certificate of Exemption', to be sent to its external auditor by 28/6/19

19/039 - Review of bank mandate - as instructed the Clerk had prepared an authority to change the correspondence address (to that of the new Clerk) and provide an extract of the minute from the 13/5/19, under cover of a suitable letter,

authorising Councillor Wilkinson to be added as signatory,. The paperwork was signed by Councillor Adamson and Councillor Brimblecombe. It was **Resolved** - that Councillor Wilkinson access the HSBC site, under the guidance of the Clerk, to provide personal details and complete the identification process

19/040 - Training/Continuous Professional Development

New Clerk - It was

Resolved: to approve membership of Society of Local Council Clerks (SLCC), in preparation for CiLCA and provide support and resources to the new-to-role Clerk.

Councillors - will consider the various types of training available to them (workshops, webinars, reading) and identify any requirements to the Clerk to co-ordinate. Having regard to the Summer holiday period, it was envisaged this would take place in the Autumn

Resolved : for the Clerk to share SSALC events and Councillors to identify any requirements to the Clerk to co-ordinate

19/041 NALC 2018 Model Standing Orders – Councillors considered the Clerk's recommendations and it was

Resolved : that the Standing Orders circulated be adopted and subject to annual review

19/042 Parish Council Policy & Procedures - A programme for review of all current policies (including Risk Review referred to at last meeting) and formulation of new policy as necessary (e.g. Data Protection, Staff/HR matters) is to be adopted

Resolved - that this take place at a rate of not more than one per month and the Data Protection Policy and Risk Assessments be prioritised.

19/043 Records Management – The Clerk had contacted West Sussex Record Office to seek expert guidance regarding archiving of records, which is primarily historic minutes, and disposing of those that have passed their retention date

Resolved - that the Clerk assess the scale of the task, start the process and keep the Council informed around progress

19/044 Committees -

West Sussex County Council Joint Western Arun Area Committee (JWAAC) -

Resolved - that Councillor Adamson would represent the Parish Council on 19th June 2019

Slindon Sports Association – Councillor Thomas did not feel that he could do justice to the task of representing the Parish Council due to his existing commitments. It was therefore

Resolved - that the Clerk extend an invite to Slindon Sports Association to join the monthly Parish Council meetings/share meeting dates

Arun District Council Annual Forum – the scheduled meeting of 16 July 2019 had been postponed due to the change in administration after the May elections and it was

Resolved - to note and await further details

A27 Arundel Bypass Elected Representatives' Forum -

Resolved - that Councillors Rees and Fenton would represent the Parish Council on 12th June 2019

19/045 Reports On Community Matters

Slindon Community Land Trust Steering Group - Councillor Fenton advised that, at the last count, 120 of the 260 household surveys issued had been returned which was a positive response. The scheme will provide affordable housing and the preference is for this to be self-governing rather than by a housing association.

Crime Alert And Neighbourhood Watch -

2 men had forced entry to the home of an elderly resident and stolen her purse, another resident had refused entry to a bogus caller. Other crimes included a car break in and stolen number plates. It was also highlighted that there was some anti-social behaviour, bikes ridden on National Trust/private land at Slindon Pit etc. Councillor Dendle highlighted that Burpham Parish Council had successfully installed cameras to act as a deterrent and it was

Resolved : that the Clerk research this and report back to the Council at the next meeting

National Trust -

Exterior decoration work on Club Cottage, which sits on the junction of Top Road and Church Hill to begin towards the end of August. Due to the close proximity of the road, traffic lights will be in place for the safety of the painters.

Volunteers have seeded the area around the new Rows Barn pond (below the Folly) with a chalk grassland wildflower and grasses mix. We expect to see the results this time next year.

The work to fence Downes Barn pond should start week of 10th June, with seeding of the area around the pond at the same time.

The new height barrier for Park Lane car park has been delayed while the NT get approval for work in their estate yard, being carried out by the same contractor.

NT events coming up:

- Evening Safari with the Rangers, Wednesday 26th June. Places still available.
- Meadows Day, at Slindon Folly, 11th July. 10- 2 p.m.
- Butterfly Safari, starting from our Bignor Hill car park, 11-2 p.m.

Community Events - Race to the King a major fund-raising event scheduled for 22/23 June 2019, detail posted the Parish Council website regarding its organisation. A suggestion was made that the Council might wish to consider marking 75th VE Day in 2020 and it was

Resolved - this be added to the next meeting agenda

Travellers - increased activity in the area was highlighted and the need for land owners to stay alert and ensure their property is secured - guidance is on th PC website

19/046 Date of the next meeting

Resolved: that Monday 8th July 2019 is the date of the next ordinary Parish Council meeting. The meeting will start at 7.00pm. All are welcome to attend.

The meeting finished at 8.45 p.m.

THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE PARISH COUNCIL AT THE NEXT MEETING

CLERK'S REPORT
SLINDON PARISH COUNCIL
JUNE 2019

SUBJECT	SUMMARY	UPDATE
HIGHWAYS & FOOTPATHS: Traffic Management Plan	<ol style="list-style-type: none"> 1st phase of work (refurbish pedestrian refuge at the Mill Road / Reynolds Lane crossroads at A29) @ A29 crossroads complete – Aug.18 PC to continue working with and press West Sussex Highways for further significant improvements at the crossroads and on the northbound carriageway of the A29 leading up to it. Proposal that Park Lane becomes one-way on the section from the National Trust carpark to Woodlands cottages. WSCC to be asked for a reduction of the 40-mph speed limit to 30 mph 	<ol style="list-style-type: none"> Traffic survey completed 5/2/19. West Sussex Highways to provide presentation of the data capture and planned works once they were known. <ul style="list-style-type: none"> Update requested 30/5/19 Information noted should opportunity arise. Noted & requested - refer point 1
A27 Arundel bypass public consultation	<p>Preferred route 5A announced 11th May 18</p> <ol style="list-style-type: none"> HE Elected Representatives Forum - Arun District Bridleways proposal re Bridleway 392 – to be considered when more detailed Bypass plans are known. HE notice of further non-statutory consultation for the Bypass scheme 	<ol style="list-style-type: none"> Next mtgs rescheduled for 12th June & 11th September 2019 – feedback to meetings Noted. Scheduled Summer 2019 - monitor, refer point 1.

SUBJECT	SUMMARY	UPDATE
PLANNING/ENFORCEMENT MATTERS:		
<ol style="list-style-type: none"> Old Timbers Shellbridge Road Slindon Arundel BN18 0LT Lilac Cottage Sunnybox Lane Slindon BN18 0LX 	<ol style="list-style-type: none"> SDNP/19/01644/TPO SDNP/18/0416/HOUS 	<p>SDNP/19/01644/TPO - Tree work 'Approved' 22/5/19</p> <p>SDNP/18/0 6416/HOUS - Extension to existing outbuilding (wooden storage shed/workshop) 'Approved' 25/4/19</p>
Adams Field Hse, School Hill	Refused - appeal in progress.	Update - Appeal successful - Clerk to update Council 10/6/19 per agenda item
Land to the East of Fontwell Avenue WA/22/15/OUT	Appeal granted and application consented November 2016.	http://www1.arun.gov.uk/aplanning/OcellaWeb/planningDetails?reference=WA/22/15/OUT 13/7/17 - allowed with conditions 10/4/19 - variation of condition 24 following the grant of WA/22/15/OUT (APP/C3810/V/16/3143095)- allowed with conditions
Madehurst Lodge SDNP/16/06186/FUL	Conditional approval granted – April 2017	Discharge of Condition 4 on planning permission SDNP/16/06186/FUL and Listed Building Consent SDNP/16/06187/LIS
SDNPA – Draft Local Plan	Examination in Public - November 2018 Report provides a summary of issues raised through the consultation - April 2019	Adoption expected Spring/Summer 2019 - https://www.southdowns.gov.uk/wp-content/uploads/2019/04/Main-Modifications-Report-FINAL-PUBLISHED.pdf
SITE MATTERS:		
Memorial Garden	<ol style="list-style-type: none"> Clerk to commission repairs to the Memorial Garden wall, sundial and the gate. Repositioning of "Tommy" to be reviewed & concrete slab installed for future display 	<ol style="list-style-type: none"> Repairs <ul style="list-style-type: none"> Wall – started June19, see agenda item re cost overruns due to root growth not previously identified, requires 2 days' extra work to complete Gate - quote accepted May 19, work to start June19 Sundial - to be progressed (BB). Cllrs Adamson & Thomas – in hand.

SUBJECT	SUMMARY	UPDATE
Top Playing Field	<ol style="list-style-type: none"> Moor family bench installed. Area to be left to grass. Chairman & Cllr Thomas to assess if it needs to be removed before new equipment installed. 	<ol style="list-style-type: none"> Monitor Replacement authorised – warranty received and replacement on order – delivery 5-8 weeks. Date for work TBC (after Easter). New equipment to be installed Jun19
The Pond	Draft drawings to be sent to Clerk, planning situation to be investigated & presentation at APM	No update provided to Annual Meeting of Parish Council May 19
OTHERS:		
Slindon Community Land Trust (CLT)	<ol style="list-style-type: none"> Open meeting 7/10/17 Legal and accounting advice circulated to Members (18/10/17). AIRS briefing to Parish Councillors re CLTS delivered 29/11/17 Further presentation to residents Spring / Summer 2019 	Standing agenda item.