

**DRAFT Minutes of the Ordinary Meeting of Slindon Parish Council
Held 'Remotely' via Zoom Software *
On Monday 10th August 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)

Draft Minutes of the Ordinary Meeting of Slindon Parish Council

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

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO)

No members of the public were present.

36. PUBLIC QUESTION TIME – N/A.

37. APOLOGIES FOR ABSENCE (FROM PARISH COUNCILLORS) – N/A, all present.

38. DECLARATIONS OF INTEREST – Councillor Fenton declared a personal and prejudicial interest in agenda item 14 (minute 49), Slindon Community Land Trust Steering Committee as its Chairman.

39. MINUTES OF THE PARISH COUNCIL MEETING HELD 13TH JULY 2020

Resolved - that the minutes be approved as a true record of the decisions of that meeting and signed by the Chairman.

40. WEST SUSSEX COUNTY COUNCIL MATTERS – there was no representation on this occasion.

41. ARUN DISTRICT COUNCIL MATTERS - there was no representation on this occasion.

42. NATIONAL TRUST – there was no representation on this occasion.

43. DEATH OF A SENIOR NATIONAL FIGURE

Councillor Brimblecombe confirmed that the church would be open between the hours of 9 a.m. and 6 p.m. in the event of the death of a senior national figure to allow the public to pay their respects. It was resolved to retrospectively approve the purchase of a book of condolence, and to acknowledge the donation from St Marys Church to meet half the cost. It was suggested that the flag officers receive a copy of the protocol and Councillor Adamson undertook to arrange this once the clerk had updated the document to include the church opening hours. It was

Resolved - to approve the protocol by the unanimous agreement of all present.

44 SLINDON RECREATION GROUND/SPORTS PAVILION

44.1 FIRE RISK ASSESSMENT & ELECTRICAL SURVEY

The clerk had obtained 3 quotes for the Fire Risk Assessment but only 2 for the Electrical Survey, as the third contractor approached for a quote did not currently have capacity to do the work. The council considered the detail in each of the quotes provided and the associated cost. It was

Resolved - to appoint Steve Boniface, who had provided a very comprehensive explanation of the work, to undertake the Fire Risk Assessment at a cost of £245 (no VAT) and Paine Mainwaring, who had completed the previous electrical survey in 2016, to do so again based on a very competitively priced tender at £162 + VAT.

44.2 LEASE

The clerk had obtained a quote from a solicitor specialising in local authority work to draft and complete a new lease for the Recreation Ground - the current lease expiring in February 2021 - at an estimated cost of around £2000 + VAT. The council had already sought advice as to whether a lease was permissible at cost of £650 +VAT. The land is vested in the parish council as trustees of the Recreation Ground charity and a lease might conflict with its charitable objects to provide public recreation. The solicitor would be able to provide a definitive answer once he had examined the enclosure award that the clerk had already obtained directly from the West Sussex Record Office to keep costs down. A licence which grants a personal right to use the property or part of the property in

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a certain way might be an alternative to a lease which is the grant of a right to the exclusive possession of land for a determinable period of time.

Councillor Wilkinson expressed concern at the costs involved at 10% of the annual budgeted expenditure and enquired as to whether a licence, which is a simpler process, might therefore be cheaper, and the clerk confirmed she would check with the solicitor.

Councillor Fenton wondered whether the Sussex Association of Local Councils, of which the council is a member, might be able to provide advice and whilst the clerk felt they could not provide specific legal advice she would contact them.

Councillor Rees felt it was important that the job was done properly.

The clerk explained that it was indeed a complex matter and sound legal advice was necessary to ensure that the matters were put on the right footing as the initial investigations indicated that the current lease had several defects.

The council agreed that no further action should be taken until after it had met with the Slindon Sports Association in week commencing 7th September.

Action - The clerk to hold on to the enclosure award for the time being and to enquire if the cost of a licence would be cheaper than a lease. It was

Resolved - to note and retrospectively approve payment of costs incurred to date of £650 + VAT obtained as a prerequisite for the meeting with the Slindon Sports Association.

44.3 CHARITY COMMISSION ANNUAL RETURN

As trustee of the Recreation Ground (charity number 279976) the council

Resolved – that the RFO/clerk complete the return for the year to 31/3/20 with an income of £5 as a peppercorn rent.

44.4 REOPENING OF THE FACILITIES FOLLOWING COVID-19

The council had enquired about the plans to re-open the facilities; the Sports Association had shared a copy of their current football ground risk assessment, which had been circulated to council members, and is putting a COVID -19 safeguarding risk assessment plan in place and checking its insurance to ensure effective cover in place.

44.5 GROUNDS MAINTENANCE - VEGETATION/HEDGES

A member of the public had highlighted the overhanging vegetation along the boundary of the Recreation Ground from the entrance to the Recreation Ground up to the A29, the gate and the arch which are overgrown with ivy and the hedging whips by the hedging between the grass next to the football pitch and the A29. The clerk and Councillors Brimblecombe and Adamson had visited the site and a quote had been provided to the council by Kevin Wymbs in the sum of £275 (no VAT).

A question was raised as to whether the quote included the hedging between the corner of Mill Road to the pumping station although this had not been specified to the contractor, The clerk was asked to check how much the additional cost would be in undertaking this work. It was

Resolved – that the contractor be appointed to complete the work specified in the quote and the Chairman and clerk could approve - within the terms of its Financial Regulations - the additional work now sought to achieve economy of scale in combining the tasks.

45. HIGHWAY MATTERS/SPEEDING/TRAFFIC CALMING MEASURES A29/Mill Road/Shellbridge Road

The clerk advised that WSCC Highways had confirmed arrangements were in hand remove the rusty post stump (at the corner of A29/Mill Road Slindon) and it would be examined the following day (scheduled for the 11th August) and removed where deemed a priority or otherwise within 5 days.

46. CLERK'S UPDATE

46.1 The Pond

The council had taken responsibility for the pond following its registration as a Green Space in 1967. At the time of the registration the land was thought to be waste of the Manor of Slindon which was owned by the National Trust although recent checks with them have confirmed that they do not own the pond.

The clerk explained the progress made with regards an application under 'Operation Watershed' to manage the flooding on the highway in Church Hill and to enhance the biodiversity of the pond. Paul Cann, Principal Drainage Engineer with Arun District Council had visited the site and provided a report as to how the situation could be managed, the first step in the process being the removal of the willow tree. Councillor Thomas who had previous experience as a Pond Warden felt that removal of

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the tree alone would be sufficient to resolve the drainage issue and the clerk undertook to follow this up. Siltation is a key issue and Councillor Fenton advised that this was last addressed in 2000 when the council had received a grant.

As part of 'Operation Watershed' an ecological report would be required although it might be possible to rely on the one already provided by Paul Stevens from the Wildfowl and Wetlands Trust (WWT) and a quote for a quantity survey was awaited. It was

Resolved - that the clerk arrange for 3 quotes to remove the willow tree from Kevin Wymbys, Beechdown Arboriculture Limited and Ashwood Tree Surgery.

46.2 New Parish Council website – the content migration from the current to the new site is taking place now with a Zoom session scheduled for the clerk to undergo training on how to make updates and review each of the pages on Tuesday 18th August. The website is due to launch over the next couple of weeks and Councillor Adamson had commissioned a new logo which was required at the outset by the website provider. The payment details appear under payments for authorisation.

46.3 Allotments – there had been no further development on the new lease, and it was agreed that the clerk should now invoice the Allotment Society for the second instalment of £100 for the 6 months to 31.3.20 which had been delayed during the pandemic.

46.4 Meetings – following the government announcement of further easing of lockdown restrictions from 4 July the advice from the National and County Associations of Local Councils is that meetings should wherever possible take place remotely and not face to face. The council would continue to meet remotely although it was agreed it would pay for its monthly bookings of the hall which was undergoing extensive refurbishment.

46.5 Top Field and Slindon Recreation Ground

46.5.1 Playground/Adult Gym Inspections - Arun District Council has resumed its monthly playground inspections following the re-opening of parks on 4th July. There were no queries raised regarding the adult gym equipment, although an eye bolt is loose on one of the swings and the goalpost again identified as non-standard play equipment. Councillor Thomas undertook to tighten the bolt and remove the goalpost as previously agreed. Councillor Brimblecombe had strimmed around the gym units. The report identifies the requirement for a rubbish bin in the play area and which is on order from ADC although Councillor Thomas asked for it to be minuted that he was not in favour of this as it encourage people to leave litter.

46.5.2 Signs - dogs must be kept on leads in the Top Field and two signs had been obtained to remind users of this byelaw requirement, in addition to which a second notice had been ordered regarding the use of the play equipment so that both points of entry now have a sign.

46.6 New Bins - the location of the new bins had been agreed, the relevant licence obtained from WSCC (for the one on Church Hill) and the order placed with ADC 7th July. An update was sought on the 1st August and a response is awaited.

46.7 Winter Gritting - as in previous years the council's grit allocation from WSCC could be held at the National Trust. Councillor Thomas was concerned that access might be a problem as the gates were locked at weekends and Councillor Adamson undertook to contact Katie Archer to obtain a key.

46.8 Playground Equipment- the clerk was authorised to explore the possibility of a 'CIL' (Community Infrastructure Levy) fund application (through the South Downs National Park) as several items dated back to 2000.

46.9 IT Support – As part of the Microsoft Software upgrade for the clerk in August JNR Computer Services has offered IT Support for the period 1st August 2020 until 31 December 2020. This is for up to 1 hour of support per month, either remotely or home visit, and covers all members of the parish council for the purpose of enabling the clerk and councillors to fulfil their duties.

47. FINANCE REPORTS (pages 5 - 7)

47.1 Bank Reconciliation – noted at 31.7.20. which had been signed off outside the council meeting*.

47.2 Payments – noted and approved payments including those authorised/issued outside meeting*.
*due to COVID-19 lockdown restrictions.

48. PLANNING APPLICATIONS

48.1 The Old Pub Car Park School Hill Slindon Arundel West Sussex BN18 0RS

Planning Application for Two Semi-Detached 1.5 Storey 2 Bedroom Cottages, Open and Covered Car Parking and Cycle Stores, including Re-provided Car Parking and Cycle Stores for Lea Cottage and

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The Old Stable, Hard and Soft Landscaping and Boundary Treatments, and Other Works -
SDNP/19/06071/FUL

<https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=dates&keyVal=Q2R461TUJRQ00>

The clerk highlighted that the application will be considered and determined by the SDNPA planning committee at its meeting on 13 August 2020 and has been recommended for approval by them.

49. SLINDON COMMUNITY LAND TRUST STEERING GROUP – Councillor Fenton advised that there was nothing further to report.

50. DATE OF NEXT ORDINARY MEETING – Monday 14 September 2020 7 p.m. – all to note

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The meeting ended at 8.34 p.m.

Signed as a true record of the meeting

Chairman

Date

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Bank Reconciliation at 31.7.20

			Bal.@ 31.7.20
			CURRENT YEAR
			2020.21 £
BALANCE BROUGHT FORWARD 1 APRIL 2020			£ 40,803.71
TOTAL RECEIPTS			£ 10,299.15
			£ 51,102.86
LESS TOTAL PAYMENTS			-£ 7,800.74
			£ 43,302.12
REPRESENTED BY:			
C/A BALANCE			£ 19,393.94
D/A BALANCE			
			£ 26,184.34
PLUS : CASH RECEIVED NOT YET BANKED			£ -
LESS: UNPRESENTED CHQS*			-£ 2,276.16
			£ 43,302.12
Cheque number 100359 £1797.60			
Cheque number 100360 £478.56			

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Summary of Receipts and Payments Account					
1/4/20 to 31/3/21					
Year to 31.7.20		YTD Actuals	Annual Budget (Planned)	YTD Planned less Actuals	% YTD Actual v Annual Budget
		£			
Receipts					
	Precepts	£ 8,505.50	£ 17,011.00	£ 8,505.50	50.00%
	Bank Interest	£ 9.05	£ 38.00	£ 28.95	23.82%
	Grants/Donations	£ -	£ -	£ -	
	Rent re-imbursed (Allotments & Sports Assoc.)	£ -	£ 205.00	£ 205.00	0.00%
	VAT (PRIOR YR REFUND)	£ 1,784.60	£ 1,500.00	-£ 284.60	118.97%
				£ -	
Total Receipts		£ 10,299.15	£ 18,754.00	£ 8,454.85	54.92%
				£ -	
				YTD Planned less Actuals (i.e. spend available)	
Payments					
	Admin costs	£ 220.84	£ 300.00	£ 79.16	73.61%
	Allotment rent - National Trust	£ -	£ 200.00	£ 200.00	0.00%
	Clerk's salary – gross	£ 2,600.00	£ 6,443.00	£ 3,843.00	40.35%
	Defibrillators - maintenance	£ -	£ 50.00	£ 50.00	0.00%
	Expenses - Clerk	£ 76.47	£ 200.00	£ 123.53	38.24%
	Expenses - Councillors	£ -	£ 108.00	£ 108.00	0.00%
	GDPR Compliance	£ 398.80	£ 500.00	£ 101.20	79.76%
	Grants for the community	£ -	£ 3,000.00	£ 3,000.00	0.00%
	Hall hire	£ 56.00	£ 250.00	£ 194.00	22.40%
	Insurance	£ 592.70	£ 575.00	-£ 17.70	103.08%
	Internal auditor	£ 100.00	£ 300.00	£ 200.00	33.33%
	Legal fees	£ 150.00	£ 500.00	£ 350.00	30.00%
	New equipment	£ -	£ 100.00	£ 100.00	0.00%
	Notice boards	£ 88.31	£ 400.00	£ 311.69	22.08%
	Playing field (Top)	£ -	£ 2,000.00	£ 2,000.00	0.00%
	Pond	£ -	£ 250.00	£ 250.00	0.00%
	Recreation ground - annual maintenance of fitness kit	£ -	£ -	£ -	
	Recreation Ground - Boundary fencing and hedges at the				
	Recreation Ground and ongoing grounds maintenance	£ -	£ 500.00	£ 500.00	0.00%
	Recreation Ground - Pavilion - general maintenance	£ -	£ 600.00	£ 600.00	0.00%
	Street lighting - annual maintenance fee	£ 64.46	£ 175.00	£ 110.54	36.83%
	Street lighting - energy costs	£ 82.34	£ 250.00	£ 167.66	32.94%
	Subscriptions	£ 312.19	£ 481.69	£ 169.50	64.81%
	Training costs	£ 60.00	£ 750.00	£ 690.00	8.00%
	Tree surgery	£ 804.17	£ 2,000.00	£ 1,195.83	40.21%
	VAT	£ 661.46		-£ 661.46	To be reclaimed in April 2020.21
	War Memorial	£ -	£ 360.00	£ 360.00	0.00%
	Waste Bins	£ -	£ 2,456.00	£ 2,456.00	0.00%
	Website - hosting domain renewal (biannual)	£ -		£ -	Bi-annual fee (paid in 2019.20)
	Website (new/maintenance)	£ 1,498.00	£ 1,000.00	-£ 498.00	149.80%
	Section 137 Payments	£ 35.00	£ -	-£ 35.00	
				£ -	
Total Payments		£ 7,800.74	£ 23,748.69	£ 15,947.95	32.85%

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Payments

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SLINDON PARISH COUNCIL ACCOUNTING INFORMATION										
Expenditure for approval at Meeting 10/08/20										
Approve issue of payments										
Community Account										
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT	AUTHORISED (MINUTE)	
13/07/2020	Southern Electric	DD		£ 41.38	£ 2.05	£ 43.43	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Account for Q1 2020 21	Recurring payment	
16/07/2020	Aubergine 262 Limited	Cheque	100359	£ 1,498.00	£ 299.60	£ 1,797.60	LGA 1972, s.142	New website required to comply with legislation by deadline 23.9.20	Minute 16 (meeting 29.6.20)	
24/07/2020	JNR Computer Services	Cheque	100360	£ 398.80	£ 79.76	£ 478.56	LGA 1972,s.111	Microsoft 365 Business Standard and migration of emails/folders (to replace Home version, expiring May 20 and unsuitable for first tier of government/parish clerk role) and Teams/audio conference	Authorised under emergency regulations (Financial Regulation 4.5) by Chairman/Clerk outside meeting due to COVID-19 as Microsoft home licence expired 5.5.20 and continuous access to Business software licence required)	
24/07/2020	Shaws & Sons Limited	Cheque	100361	£ 112.50	£ 22.50	£ 135.00	LGA 1972,s.111	Book of Condolence	Authorised by Chairman and Clerk under Financial Regulations 4.1	
06/08/2020	HMRC	Cheque	100362	£ 130.00		£ 130.00	LGA 1972,s.111	Tax on clerk's salary - period 5	Regular payment due by cheque.	
06/08/2020	Sarah Linfield	Cheque	100363	£ 24.98	£ 5.00	£ 29.98	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19;	Sign for second gate	Purchase of additional permanent signage made outside meeting to comply with 'Dogs on Leads' byelaw/ADC consultation and sign for second gate - authorised by Clerk & Chairman under Financial Regulation 4.1.	
				£ 12.58		£ 12.58		Dogs on Lead signs x2 via ebay		
				£ 6.74	£ 1.35	£ 8.09	LGA 1972,s.111	Ink cartridge		Sundry expense
				£ 35.50		£ 35.50	LGA 1972,s.111	Enclosure Award from West Sussex Record Office for lease		Sundry expense - lease renewal - Authorised by Chairman and Clerk under Financial Regulation 4.1
				£ 75.00	£ 15.00	£ 90.00	LGA 1972, s.142	Logo for new website		Authorised by Chairman and Clerk under Financial Regulations 4.1
				2335.48	425.26	2760.74				
Monthly Income for information : June & July 20										
RECEIPTS										
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE		REASON						
Community Account										
Community Savings										
30.6.20	HSBC	CR	0.22	Gross Int to 29 Jun 2020						
31.7.20	HSBC	CR	0.22	Gross Int to 30 Jul 2020						