

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 11th November 2019 at 7.00 p.m.**

DRAFT Minutes of the 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 (Parish Clerk/RFO), Faye Catterson (ADC Councillor) and Katie Archer (National Trust, Lead Ranger, Slindon Estate)

19/119 Public Question Time - no members of the public attended the meeting

19/120 Apologies for Absence (from parish councillors) - N/A.

19/121 Declaration of Interest - Councillor Fenton declared a personal and prejudicial interest in respect of the Slindon Community Land Trust as Chairman of the Steering Committee

19/122 Minutes of the Parish Council meetings held 14th and 21st October 2019

Minutes dated 14th October 2019 - Councillor Brimblecombe advised that minute 19/107 should state 'Memorial Garden' Gate (not St Mary's Gate) and the clerk also provided 2 revised statute references under minute 19/110, the amendments were duly made and signed by the Chairman. It was then

Resolved - that both sets of minutes be approved as a true record of the decisions of those meetings and signed by the Chairman.

19/123 Chairman's Report

Councillor Adamson

Car Parking – reported that it was now much quieter following the pumpkin events and acknowledged the support of the National Trust in distributing traffic cones to ease parking issues. The council's cones were now accounted for, although 3 remain in use to ensure builders' vans do not block a resident's access close to The Grange.

Remembrance Day Preparations – thanked Councillor Thomas for placing the 'silent soldier' in the Memorial Garden and all those who had helped in tidying the Memorial Garden.

Elections, Arundel and South Downs Constituency– Nick Herbert has resigned as MP and details of the five party candidates are being finalised.

Tackling Loneliness – highlighted that the National Association of Local Councils had launched a guide with the Local Government Association on tackling loneliness, entitled 'Reaching Out' which outlines various ways local councils and principal authorities can work together. While Slindon is a small village which prides itself on being friendly and aware councillors were encouraged to review the guide.

Councillor Intimidation – felt that, whilst thankfully this was not something the council had experienced, an article on the NALC/LGA website was particularly pertinent in the run up to the General Election.

PCSO – read a short message of introduction (Appendix A) from the new PCSO Caroline Wilson, who had sent her apologies to the meeting. Caroline will be covering the Fontwell area. The clerk confirmed that they had arranged to meet on November 25th to include a walk around the village and it was agreed that the clerk would co-ordinate a meeting with the councillors on that day and share the details **ACTION - Clerk**

19/124 West Sussex County Council Matters

Councillor Whittington sent his apologies as he had a prior engagement to appoint a successor to Nick Herbert MP

19/125 Arun District Council Matters

Councillor Catterson shared apologies from fellow councillors Isabel Thurston, Paul Dendle and Grant Roberts, and provided the following update

- The (Environment and Leisure) working group had voted on a motion to declare an in-house Climate Emergency at ADC
- A police report had been received (Safer Arun Partnership Annual Review) covering key issues affecting Slindon including use of motorbikes in the woods and car break-ins.
- WSCC & ADC had both voted in support of the 'magenta' option under the A27 Highways England consultation process.

19/126 South Downs National Park Matters

Councillor Thurston, representing ADC on the South Downs National Park Authority (SDNPA), had sent her apologies to the clerk and confirmed there was nothing to report on this occasion.

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19/127 National Trust Matters

Katie Archer, Lead Ranger, provided an update on the work being undertaken

- Work has started on Downes Barn, which is in a poor state of repair.
- Forestry work in Park Wood has now started
- The new height barrier has been installed at Park Lane car park with some adjustments required to allow access by higher sided vehicles/4x4s
- Ash forestry work in the area behind the pond has also started and the contractor is looking to make something from the wood for the village. Katie confirmed that the wood is not suitable for a charcoal burner and is being removed as part of the work.

19/128 A27 Consultation

A member of the parish had highlighted that Slindon council was not mentioned in a report by Bognor Observer that "The council (ADC) will now work with West Sussex County Council, Arundel Town Council, Walberton Parish Council, Lyminster and Crossbush Parish Council and the South Downs National Park Authority to prepare a local impact statement" The clerk had raised the matter directly with ADC which has provided reassurance that Slindon parish will be included in the formulation of the Local Impact Assessment which is likely to take place in 2021. ADC council apologised for the oversight and the parish council is grateful to the parishioner for highlighting this matter.

19/129 Highways Matters/Speeding/Traffic Calming

- **Mill Road/Shellbridge Road** –
 - the clerk had exchanged emails with Ben Whiffin, Area Highway Manager for Arun District, who had provided some useful links regarding traffic calming measures and speed limits and the process to follow. He did however caution that, based on the 5 year injury accident data for both Mill Road and Shellbridge Road with no injury /accidents on either, it is unlikely that any request to introduce traffic calming would score high enough to be considered. The council agreed to await the outcome of the A27 consultation process before agreeing what the next steps might be.
 - A resident had written to the Chairman to highlight the potential impact of traffic lights related to a housing development at Fontwell although Walberton council has been unable to shed any light on this so further investigation is being undertaken and the council noted matters.
- **A29 signage** – the clerk is continuing to monitor the position but there as yet there is no date for the delivery and installation of the new yellow backed signs to replace the existing white ones.

19/130 Planning Matters

- **Planning Applications** – there were no applications to review.

Councillor Thomas enquired regarding a previous decision in respect of 'The Lodge 4 Top Road Slindon BN18 0RP'. The clerk could not recall the case but undertook to check the planning portal and the relevant minutes to confirm the comments recorded (SDNP/19/02330/FUL) and share the outcome - **ACTION - Clerk**

19/131 Clerk's Report

- **Slindon Playground Equipment**
 - ADC had raised an urgent report regarding one of the swing seats, which the clerk had taped up and then replaced. Repair costs had been authorised by the clerk in consultation with the chairman under its Financial Regulations.
 - The outcome of the grant application (50%) towards the replacement of child's goalpost is imminent
- **Insurance**
 - **War Memorial** - the clerk had not yet received a quote for insurance purposes and Councillor Rees enquired whether the sun dial should perhaps also be included. **ACTION - Clerk**
- **Lawnmower** – the clerk has added the mower to the council's asset register and notified the insurer to put 'on risk'. Councillor Brimblecombe is endeavouring to find a more permanent home in the main shed at the sportsground.
- **Sportsground** – the clerk mentioned that the nominal/peppercorn rent had not been received which the chairman undertook to follow up and the clerk was authorised to suggest that future payments are made by standing order. The clerk also mentioned that she was aware of a scheme run by BIFFA which might be an option should the council wish to refurbish the pavilion at some point.
- **Defibrillators** – the clerk issued instructions on how to undertake a manual check of the defibrillators each month, which will be recorded on a tag attached to each item. Notices need to be put up (at the pond, Top Field, Coronation Hall, St Mary's Church, Recreation Ground and also the Forge, with the owner's consent) signposting the nearest defibrillator.
ACTION – clerk to oversee and support the councillors assigned to do the checks.
Resolved to agree to purchase replacement electrodes at a cost of approximately £25/defibrillator.
- **The Village Pond** - Councillor Brimblecombe had kindly offered to survey the state of the pond area each month and a form has been provided to evidence these 'due diligence' checks. A resident had suggested the

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possibility of a sign at the pond to include 'no fishing' although the council have decided not to do so at the moment.

- **Memorial Garden Gate** –repairs have started, and the clerk shared photos of the work completed so far.
- **Winter 2019/20** – Councillor Rees and the clerk had attended an 'Emergency Resilience' presentation at Felpham on the 29/10/19 which had been useful in highlighting the possibility of a formal winter resilience process and establishing expert contacts. The clerk shared styles and prices for grit bins and it was agreed this would form part of budget setting discussions at next month's meeting.
- **Village parking** – the lack of village parking, particularly during events and with village a popular place for walkers, had been raised by a resident (also refer Chairman's report 19/123) and this remains under review.

19/132 Councillors' Updates

- **Remembrance Day** – it was resolved that the donation of £50 to the British Legion be recorded under section 137 of the Local Government Act 1972 (being the first such payment in the current financial year 19/20).

19/133 Slindon Community Land Trust Steering Group

- Tom Warder, Community Led Housing Manager for 'Action in rural Sussex' (AirS) had written to the clerk to share the Housing Needs Survey, which evidenced a greater need than that identified in the last HNS of 2011 which was 22 households.
He summarised the key findings as follows, asked for the survey to be shared and discussed within the community and offered to provide a presentation, as he had done in 2017.
 - A very good response rate of 37.5%
 - Strong community support for a small affordable housing scheme for local people with 75% of respondents supporting this principle, and;
 - A considerable number of local people who need affordable housing (mainly to rent) with 32 households identified
- Councillor Fenton, as Chairman of the SCLT Steering Group, had attended the 'Sussex Affordable Housing Seminar' run by the Council for Protection of Rural England in Barnham on 9/11/19. He outlined the benefits of the scheme to Slindon and highlighted its predicted eligibility for full funding given the high cost of renting in the village. Councillor Fenton is keen to engage the community as the project enters the implementation phase, seeking volunteers to fill key roles such as book-keeping, accountancy and expand the committee.
ACTION – it was agreed that the clerk would contact Tom Warder to take up his offer to present the survey results and share the next steps to the community. Further, the outcome of the survey would be shared with Slindon Life.

Katie Archer and Councillor Catterson left the meeting at 8.35 p.m. and 8.40 p.m. respectively.

19/134 Finance

Bank account reconciliation - the council received the statement of accounts, confirming that the bank balances had been reconciled with the known expenditure and income as at 31 October 2019 - see below - and it was **Resolved** - that the reconciliation be noted (YTD Expenditure Appendix B)

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SLINDON PARISH COUNCIL

RECIEPTS AND PAYMENTS SUMMARY ACCOUNT 1 APRIL 2019 to DATE

Accounts Summary

	PREVIOUS YEAR 2018/19 £
BALANCE BROUGHT FORWARD 1 APRIL 2018	£ 37,984.54
TOTAL RECEIPTS	£ 19,996.06
	<u>£ 57,980.60</u>
LESS TOTAL PAYMENTS	-£ 17,371.29
	<u>£ 40,609.31</u>
REPRESENTED BY:	
C/A BALANCE	£ 14,386.46
D/A BALANCE	£ 26,122.85
PETTY CASH FLOAT	£ 100.00
LESS: UNPRESENTED CHQS*	£ -
	<u>£ 40,609.31</u>

	CURRENT YEAR 2019/20 £
	Bal.@ 31/10/19
BALANCE BROUGHT FORWARD 1 APRIL 2019	£ 40,609.31
TOTAL RECEIPTS	£ 18,689.56
	<u>£ 59,298.87</u>
LESS TOTAL PAYMENTS	-£ 12,162.62
	<u>£ 47,136.25</u>
REPRESENTED BY:	
C/A BALANCE	£ 20,882.75
D/A BALANCE	£ 26,153.50
PETTY CASH FLOAT	£ -
LESS: UNPRESENTED CHQS *	£ 100.00
RENT RECEIVED NOT BANKED	£ 100.00
	<u>£ 47,136.25</u>

Payment Authorisation - Resolved - to authorise the following payments

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2019/2020 ACCOUNTING INFORMATION								
Monthly Expenditure for approval at Meeting 11 November 2019								
Authorise issue of payments								
Community Account								
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT
01/10/2019	National Trust	DD		100.00		100.00	Small Holding and Allotments Act 1908, ss.23, 25	Allotments
09/10/2019	SSE Southern Electric	DD		65.20	3.26	68.46	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Incorrect claim by SEE - to be cancelled and revised amount claimed
14/10/2019	Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hire Hall 14/10/19
14/10/2019	Sarah Linfield	SO		305.06		305.06	LGA 1972 s112	Clerk's monthly salary (N.B. under paid 7p due to HSBC error)
14/10/2019	MJ Hughes, The GoodWood Workshop	Cheque (100311)		35.00		35.00	Public Health Act 1875, s 164; Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.	Emergency repair to child's play area gate, authorised by clerk under Financial Regulation 4.5 - cheque issued 14/10/19
14/10/2019	B Brimblecombe (for payment to British Legion)	Cheque (100312)		50.00		50.00	Section 137 payment (YTD payments under s137 including this donation = £50)	Donation made by council in respect of wreath for Remembrance Day Service (ordered by Councillor Brimblecombe) - ref 19/093 (cheque issued 14/10/19)
11/11/2019	HMRC	Cheque	100313	76.20		76.20	LGA 1972 s111	Tax on Clerk's monthly salary
11/11/2019	Coronation Hall	Cheque	100315	14.00		14.00	LGA 1972 s134	Extra-ordinary meeting 21/10/19 re A27 Consultation submission
11/11/2019	Foster Landscapes Ltd	Cheque	100316	245.00	49.00	294.00	Public Health Act 1875, s 164; Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19.	Emergency repair to child's swing, authorised by clerk under Financial Regulation 4.5 in response to ADC email 22/10/19
11/11/2019	Streetlights	Cheque	100317	63.08	12.62	75.70	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Maintenance Contract
11/11/2019	HCI Data Limited	Cheque	100318	72.00	14.40	86.40	LGA 1972 s111	Renewal of council's 'gov.uk' domain for website
11/11/2019	Sarah Linfield	Cheque	100314	33.23		33.23	LGA 1972 s112	Homeworking allowance (1/7/19 - 30/9/19)
				1072.77	79.28	1152.05		
Monthly Income for information : Oct 19								
RECEIPTS								
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	AMOUNT	REASON				
Community Savings								
31/10/2019	HSBC	CR	4.44	Gross Int to 30/10/19				

Budget – to 31/10/19 – refer Appendix C

The clerk highlighted the cost overruns under several headings and of the option for virement (whereby a revenue budget is transferred from one budget heading to another) as several of the areas were underspent. The total overspend on the Top Playing field and War Memorial is £3441, although 3 areas have an allocated budget of £3450 with no current spend (Adult gym, boundary at the recreation ground, tree maintenance and defibrillators). The council resolved to do nothing pending the November council meeting to discuss budget setting and precept for 2020/21.

19/135 Training and Continuous Professional Development

- **Clerk** – had started her CiLCA qualification and now passed the first of 5 learning outcomes.
 - **SDNP Planning Workshop** – Councillor Brimblecombe and the clerk had attended the Midhurst event 23/10/19 and Councillor Brimblecombe reported that there was an opportunity to apply 'Community Infrastructure Levy' funds from the SDNP. The clerk confirmed that she had just received an email regarding the CIL process and that she would share this together with the slide presentation from the workshop.
- ACTION - Clerk**

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- **Community Matters VE Day 75 (May 2020)** – Councillor Rees confirmed that the Parish Council might receive a grant application from a community group, and it was agreed that no further action was required pending an approach.

19/137 Date of Next Ordinary Meeting – Monday 9th December 2019 – all to note.

The meeting ended at 9 p.m.

Appendix A - Message from PCSO Caroline Wilson, Arun and Chichester Prevention Team

“Hello everyone. Apologies that I couldn't be there in person, but I just wanted to take this opportunity to introduce myself. My name is Caroline Wilson and I have been appointed as the dedicated Police Community Support Officer for your village. My area covers the whole of the Fontwell electoral area, and I will be out and about in my area at every available opportunity. I will continue to have district taskings and enquiries to complete, as well as responding to incidents that are happening at the time, but I would like to identify key people and places in this lovely area as soon as possible. The easiest way to contact me is by email on caroline.wilson@sussex.pnn.police.uk and I will reply as soon as is practicable. If you are the member of any village groups, please feel free to let me know when and where you meet, so I can pop in. I have been a PCSO for 14 years in Arun, so have quite a good basic knowledge of the area but am very much looking forward to being part of this community.”

Appendix B - Year to Date Income and Expenditure

	Slindon Parish Council			

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Summary of Receipts and Payments Account			
1/4/19 to 31/10/19			
CURRENT YR 2019/20			
Receipts		£	
	Precepts	16760.00	
	Bank Interest	30.65	
	Grants (inc.LCTS &WMT& SPEC2000)	0.00	
	Donations	266.40	
	Rent re-imbursed (Allotments & Sports Assoc.)	200.00	
	VAT (PRIOR YR REFUND)	1432.51	
Total Receipts		£18,689.56	
Payments			
	Insurance 2019/20	0.00	
	Audit fees	245.00	
	Annual fees, donations & Subscriptions (1)	372.56	
	Street lighting	260.77	
	Playing fields (grounds maintenance & repairs, flags,war memorial, pond & commemorative gate)	6041.00	
	Staff Costs: (i) Clerk's salary	£ 2,610.65	
	(ii) Clerk's expenses	63.45	
	(iii) Clerk's allowance	28.00	
	Hire of premises for meetings	112.00	
	Admin costs - Inc. petty cash transactions*	205.53	
	New equipment	242.63	
	Election Costs	0.00	
	Allotment rent	100.00	
	Training courses	470.00	
	VAT	1361.03	
	Bank Charges / write offs	0.00	
	Grants & donations	50.00	
	Miscellaneous -		
	Legal fees re TPF Lease	0.00	
	Domain name renewal (every 2 yrs)*		
Total Payments		£12,162.62	
	* Total basic admin costs		

APPENDIX C – Year to Date Budget v Actuals

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SLINDON PARISH COUNCIL Budget Monitoring Document 2019/2020 Actual Receipts and Payments for the 7 months to 31/10/19					
Receipts	Actual (to 30/9/19)	Full Year Budget (1/4/19 - 31/3/20)	% YTD Actual v Annual Budget	Known variance (+/- over/ underspend)	Notes
Precept	16760.00	16,760.00	100		Precept payable in 2 instalments - 1st received 12/4/19 2nd 13/9/19
Bank Interest	30.65				
Allotment Rents	200.00	200.00			
Donations	266.40				see line 46 - 50% funded/shared wall (additional repairs July 19)
Grant					
Other					
VAT reclaimed for 2018/19	1432.51				
Total Income	18689.56	16760.00			
Payments	Actual (to 30/9/19)	Full Year Budget (1/4/19 - 31/3/20)	% YTD Actual v Annual Budget	Known variance (+/- over/ underspend)	Notes
					Budget actuals presented as NET where able to reclaim the VAT
Insurance		550.00			
Audit fees	245.00	300.00	82	55.00	
Annual fees, donations & Subscriptions (Inc. Parish Magazine)	372.56	350.00	106	22.56	ICO fee £35, Action in Rural Sussex £50, SALC £173.56, SLCC Membership and joining fee £114
Street lighting - annual maintenance fee	63.08	175.00	36		
Street lighting - energy costs	197.69	250.00	79		Switched to fixed tariff 12mths from 1/8/19
Top Playing Field: Equipment & grounds maintenance (repairs & replacement)	3459.00	2,500.00	138	959.00	Bill paid in July is £4108.80 (£3424 + VAT 684.80),
Recreation Ground - Annual maintenance of fitness kit		525.00			
Recreation Ground - Boundary fencing and hedges at the Recreation Ground and ongoing grounds maintenance		1,400.00			
Recreation Ground - Pavilion - general maintenance		0.00			
Recreation Grounds - Waste Bins		750.00			
Tree maintenance - Medium term work undergoing review by contractor and on going annual inspection fee		1,000.00			
Clerk's Salary and allowances	2638.65	4735.00	56		
Clerk's expenses (mileage)	63.45	100.00	64		
Hall hire for meetings	112.00	300.00	37		Hall Hire PC meetings Apr- Oct & additional hire 5/6/19
Petty cash transactions	205.53	300.00	68	153.78	Ink cartridge , printing, file dividers (N.B petty cash now disbanded)
Office Equipment	242.63	0.00	246	242.63	Replacement of filing cabinet that was broken and new hanging folders for drawers, McAfee anti virus protection
Defibrillator (s) - maintenance for two installations		525.00			
Election Costs (for MAY19)		500.00			
Allotment rent	100.00	200.00			
Training courses	470.00	500.00	12		GDPR Event 13/8/19 & CILCA
Bank Charges		0.00			
Grants & donations	50.00	1,500.00			For remembrance Day wreath 11/11/19 under LGA 1972 s 137
Miscellaneous -					
Legal fees re Recreation Ground Lease: - Review 3 years next due 2021		0.00			
Website setup/ Domain name renewal (bi-annual)		100.00			
Pond		100.00			
Update Conservation Area Statement / Neighbourhood Plan		0.00			
Replace flags / flag poles		0.00			
War Memorial Garden- maintenance	2582.00	100.00	2582	2482.00	Repairs to War Memorial wall £1963, sundial repair net of VAT £175, additional repairs to wall net of VAT £444
General Reserve		0.00			
Total Expenditure	10801.59	16,760.00			Excludes VAT £1361.03 - total payments £12162.62
Variance					