

**DRAFT Minutes of the Ordinary Meeting of Slindon Parish Council**  
**Held 'Remotely' via Zoom Software \***  
**On Monday 13th July 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.

\*\* Councillor Thomas arrived at 7.33 p.m. – see minute 23.

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

No members of the public were present.

**22. PUBLIC QUESTION TIME – N/A.**

**23. APOLOGIES FOR ABSENCE (FROM PARISH COUNCILLORS) –** Councillor Adamson confirmed that Councillor Thomas had spoken to her and would arrive as soon as practical due to his work commitments – noted and approved.

**24. DECLARATIONS OF INTEREST –** none received.

**25. MINUTES OF THE PARISH COUNCIL MEETING HELD 29TH JUNE 2020**

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

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

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

**28. NATIONAL TRUST –** Katie Archer (Lead Ranger, National Trust, Slindon Estate) sent her apologies and her report is summarised as follows.

The team are exceptionally busy, with just 2 of them assigned to land at Slindon, East Head, Bosham, Kirdford and Plaistow where normally there would be 8 at this time of year. There has been a huge increase in the number of visitors everywhere with most people behaving responsibly, with low litter levels, and they welcome those out and about enjoying the coast and countryside. However, there have been a huge amount of fires lit across the estate – even next to 'No fires' signs - and some really inconsiderate parking causing issues for our farm tenants. There have been some evening callouts to fires and the National Trust is working with the police to manage this type of anti-social behaviour.

Work has restarted on the usual mowing and 'rights of way' jobs, and although some work is slightly overdue they have finally managed to cut the grass around South Lodge. They have now welcomed back the volunteers for the first time in months although the group is only working every other week and only for one morning at the present time. If anyone spots a fallen tree or a wonky gate etc, an email would be much appreciated pin-pointing the location and the National Trust will get to it as soon as possible – everyone's patience is appreciated.

The job of replacing the post and rail fencing at the Jubilee Orchard started the week before last, an ongoing task that they hope to finish by the end of the summer.

The fencing on Slindon Bottom road has been demolished by a car that rolled over although thankfully the occupants were unharmed, and their insurance has agreed to pay for the repair.

The work at 48 Reynolds Lane has now finished and viewings to re-let began last week.

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### **29. REVIEW OF POLICIES AND PROCEDURES**

The policies and procedures (as listed in Annex A) had been circulated and reviewed and it was **Resolved** - to approve them and that they would be added to the new website which is under construction.

Proposed by Councillor Wilkinson, Seconded by Councillor Fenton, by agreement of all present.

### **30 PARKS RE-OPENING 4.7.20**

**30.1** The clerk advised that the Government had confirmed that outdoor play areas and adult gyms could be re-opened to the public from Saturday 4 July 2020 and after consulting with its insurers and undertaking a Risk Assessment (already circulated) the play area and the adult gym equipment could now be used.

**30.2** Arun District Council had informed the council that its weekly inspections would start again in July and continue monthly thereafter unless there was another lockdown.

**30.3.** It is a legal requirement (under the Occupiers Liability ACT 1957, 1984) to display notices in play areas and new signage incorporating guidance on staying safe (in line with current Government guidance) had been ordered in consultation with the Chairman to replace temporary notices posted in the Recreation Ground and on the Top Field. It was

**Resolved** - to note /approve the above.

### **31. SLINDON RECREATION GROUND SPORTS PAVILION**

The clerk had circulated a quote for a Fire Risk Assessment (FRA) last completed 2016, and electrical survey which is due by February 2021 and coincides with expiry of the current lease. On the advice of the clerk it was agreed that a professional Fire Risk Assessment should be arranged, and it was decided that in both cases several more quotes were required to ensure the price was competitive. Councillor Wilkinson undertook to provide the name of an electrical contractor.

It was also agreed that the clerk should contact Surrey Hills Solicitors to obtain a quote for the work involved in renewing the lease as negotiations would need to start well ahead of its expiry. This law firm offers specialist legal advice and transactional work for town and parish councils.

**Action – the clerk** to liaise with Councillor Wilkinson and obtain 2 additional quotes for the FRA and electrical survey and contact the solicitor in respect of the cost of work involved in renewing the lease.

### **32. HIGHWAY MATTERS/SPEEDING/TRAFFIC CALMING MEASURES A29/Mill Road/Shellbridge Road**

The clerk shared an update from WSSC (Annex B) regarding the possibility of a Vehicle Activated Speed (VAS) device for the northbound carriage way on the approach to the Reynolds Lane/Mill Road junction. Based on vehicle speeds recorded south of the junction and with no accidents involving personal injury recorded on the northbound carriageway it is not considered a viable site for a VAS at the present time.

The council has 2 options –

1. Fund its own VAS device at a possible cost of £10000 plus annual servicing charges of £500.
2. Ask WSSC to install a VAS through the 'Community Highways Scheme', although it is unlikely to meet the scheme awarding criteria.

The council is waiting for the outcome of the A27 Consultation Process, and it was agreed that no further action would be taken pending an announcement on the new A27 route.

Councillor Wilkinson had reported the Slindon/Slindon College sign on the A29 by the Reynolds Lane/Mill Road junction) that had fallen over where the post had rusted through at the base. Whilst the council has been advised that the replacement of warning signs will take priority over direction signs and of the need to reduce unnecessary signs (in this case the sign to Slindon College)

Councillor Wilkinson highlighted that the rusty base of the post was dangerous.

**ACTION - the clerk** to ask WSSC to remove the base of the post.

### **33. FINANCE REPORTS (Annex C)**

**33.1 Bank Reconciliation** – noted and resolved sign off outside the council meeting including the quarterly check by Councillor Rees as a non-bank signatory (page 6).

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**33.2 Budget Monitors** - noted at 30.6.20, the clerk explaining that there were no material variances i.e. any in excess of £100 or 15% of the budget (page 7).

**33.3 Payments** – noted and resolved to approve payments issued outside meeting due to COVID-19 lockdown restrictions - summary to be signed after the council meeting (page 8).

Councillor Thomas joined the meeting at 7.33 p.m.

**34. PLANNING APPLICATIONS**

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

[https://planningpublicaccess.southdowns.gov.uk/online-](https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=dates&keyVal=Q2R461TUJRQ00)

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The council had received notification of further information for planning application SDNP/19/06071/FUL, which will be considered and determined by the SDNPA planning committee at its meeting on 13 August 2020, rather than being a delegated decision made by officers.

The council agreed that no further comment was required beyond that already submitted.

**34.2 6 Meadsway Slindon BN18 0QU**

Non-Material Amendment to Planning Application (Window to Utility Room same style and glass as permitted for playroom).

Ref. No: SDNP/20/02626/NMA | Status: Pending Consideration

The council agreed that no comment was required

**35. DATE OF NEXT ORDINARY MEETING – Monday 10 August 2020 7 p.m. – all to note**

The meeting ended at 7.40 p.m.

Signed as a true record of the meeting

Chairman

Date

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**Annex A (Minute 29)**

GDPR\* Governance (\* General Data Protection Regulations)

Bring Your Own Device Policy

Data Protection Policy

Document Retention (and disposal) Policy

Freedom of Information Policy

Freedom of Information Publication Statement

Human Resources

Disciplinary Procedure

Equal Opportunities Policy

Grievance Procedure

Lone Working

Recruitment

Staff Expenses

Others

Grant Policy

Financial Regulations

Standing Orders

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**Annex B (Minute 32)**

“VAS devices are a useful speed reduction measure, being activated only when necessary, provided they are used to best effect. Many across West Sussex were installed when funding for speed reduction was more readily available and have since reached the end of their working life, being too costly to maintain. As a result, the decision was made a few years ago to decommission ineffective units and have them removed where there was no longer any measurable safety benefit, and to only install new devices when specific criteria could be met. This relates primarily to resolving a road traffic collision problem (where personal injury has occurred) or to address evidenced speed compliance issues where other interventions have failed.

The southbound VAS was installed as part of a route safety scheme and would have been included as speeds heading in that direction (coming off the short dual carriageway by The Spur) would have been greater and this was having a detrimental effect on safe use of the crossroads with Reynolds Lane / Mill Road. I would suggest the reason northbound did not have a VAS was due to the lower approach speeds not being such a safety issue at the time. The Community Highways Scheme (CHS) process only came into existence in 2016 so post dates the original VAS installation and is now the appropriate mechanism for a local community to request highway improvements.

I have researched the background to the current situation and understand there are no proposals to undertake any further works at this time. The signs were delivered as part of a project and any additional measures would need to be a new application. I have also researched some other data sources:

There is a permanent traffic counter north of the crossroads that shows average speeds northbound after the junction are around 44mph. Data south of the junction taken in 2019 shows the average speeds there to be under 42mph and obviously since then the yellow backed signs have been installed. We could gather new data in due course but not until traffic movements have returned to normal. Although there are some injury related road traffic collisions at the junction none of this involved northbound traffic.

On the basis of the above I would not recommend this as being a viable site for a VAS at the present time.

So, there are two options for Slindon Parish Council to consider;

- Make a new Community Highway Scheme application asking for WSCC to install a VAS, though based on the evidence I have already referenced it is likely this will not meet the criteria and will be rejected.
- Consider self-funding a VAS. In this instance the Parish Council would need to meet the cost of installation and all future maintenance charges. Regrettably, I can't advise an exact cost but based on other locations the VAS could be approximately £10k and future maintenance would depend on whether the unit is mains or solar powered. This cost includes an annual safety check for mains powered units, and would be about £500 per annum, payable for the life of the unit “.

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**Annex C (Minute 33)**

**33.1 Bank Reconciliation at 30.6.20**

		Bal.@ 30.6.20
		<b>CURRENT YEAR</b>
		<b>2020.21 £</b>
<b>BALANCE BROUGHT FORWARD 1 APRIL 2020</b>		£ 40,803.71
<b>TOTAL RECEIPTS</b>		£ 10,298.93
		£ 51,102.64
<b>LESS TOTAL PAYMENTS</b>		<b>-£ 4,422.39</b>
		£ 46,680.25
<b>REPRESENTED BY:</b>		
<b>C/A BALANCE</b>		£ 21,496.13
<b>D/A BALANCE</b>		
		£ 26,184.12
<b>PLUS : CASH RECEIVED NOT YET BANKED</b>		<b>£ -</b>
<b>LESS: UNPRESENTED CHQS*</b>		<b>-£ 1,000.00</b>
		£ 46,680.25
<b>Cheque number 100352 £965</b>		
<b>Cheque number 100353 £35</b>		

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**33.2 Budget Monitor @ 30.6.20**

<b>Slindon Parish Council</b>					
Summary of Receipts and Payments Account					
1/4/20 to 31/3/21					
Year to 30.6.20		YTD Actuals	Annual Budget (Planned)	YTD Planned less Actuals	% YTD Actual v Annual Budget
<b>Receipts</b>		£			
	Precepts	£ 8,505.50	£ 17,011.00	£ 8,505.50	50.00%
	Bank Interest	£ 8.83	£ 38.00	£ 29.17	23.24%
	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%
		£		£	
		-		-	
	<b>Total Receipts</b>	<b>£ 10,298.93</b>	<b>£ 18,754.00</b>	<b>£ 8,455.07</b>	<b>54.92%</b>
				£	
				<b>YTD Planned less Actuals (i.e. spend available)</b>	
				-	
<b>Payments</b>	Admin costs	£ 98.68	£ 300.00	£ 201.32	32.89%
	Allotment rent - National Trust	£ -	£ 200.00	£ 200.00	0.00%
	Clerk's salary – gross	£ 1,950.00	£ 6,443.00	£ 4,493.00	30.27%
	Defibrillators - maintenance	£ -	£ 50.00	£ 50.00	0.00%
	Expenses - Clerk	£ 31.77	£ 200.00	£ 168.23	15.89%
	Expenses - Councillors	£ -	£ 108.00	£ 108.00	0.00%
	GDPR Compliance	£ -	£ 500.00	£ 500.00	0.00%
	Grants for the community	£ -	£ 3,000.00	£ 3,000.00	0.00%
	Hall hire	£ 42.00	£ 250.00	£ 208.00	16.80%
	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	£ -	£ 400.00	£ 400.00	0.00%
	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	£ 40.96	£ 250.00	£ 209.04	16.38%
	Subscriptions	£ 214.69	£ 481.69	£ 267.00	44.57%
	Training costs	£ 60.00	£ 750.00	£ 690.00	8.00%
	Tree surgery	£ 804.17	£ 2,000.00	£ 1,195.83	40.21%
	VAT	£ 237.96		-£ 237.96	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)	£ 35.00	£ 1,000.00	£ 965.00	3.50%
	Section 137 Payments	£ -	£ -	£ -	
		£		£	
		-		-	
	<b>Total Payments</b>	<b>£ 4,422.39</b>	<b>£ 23,748.69</b>	<b>£ 19,326.30</b>	<b>18.62%</b>

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**33.3 Payments**

SLINDON PARISH COUNCIL ACCOUNTING INFORMATION									
Expenditure for approval at Meeting 13/07/20									
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	Sarah Linfield	SO		£ 520.00		£ 520.00	LGA 1972 s112	Clerk's monthly salary - period 3	Recurring payment.
13/07/2020	Slindon Coronation Hall	SO		£ 14.00		£ 14.00	LGA 1972 s134	June meeting	Recurring payment - did not use facility due to COVID-19 but is currently being paid.
02/07/2020	SLCC Enterprises Ltd	Cheque	100354	£ 80.50		£ 80.50	LGA 1972 s 143 (1) (b)	SLCC subscription - split 50:50 with Clapham Parish Council	minute 18.1 (meeting 29.6.20)
02/07/2020	NALC	Cheque	100355	-£ 68.00		-£ 68.00	LGA 1972 s 143 (1) (b)	LCR - subscription - cancelled cheque as payment covered 4 subscriptions but only one required for the clerk - replaced by cheque number 100356	minute 18.2 (meeting 29.6.20)
08/07/2020	NALC	Cheque	100356	£ 17.00		£ 17.00	LGA 1972 s 143 (1) (b)	LCR - subscription - 1 subscription for the clerk	
12/07/2020	HMRC	Cheque	100357	£ 130.00		£ 130.00	LGA 1972 s 111	Tax on clerk's salary - period 3	Regular payment due by cheque.
				£ 44.70		£ 44.70	LGA 1972 s 111	Homeworking Allowance 1.4.20 - 30.6.20 - pro-rated with Clapham Parish Council based on hours work	Contract of employment
12/07/2020	Sarah Linfield	Cheque	100358	£ 88.31	17.66	£ 105.97	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;	Parks re-opening 4.7.20, ordered permanent signage*, incorporating guidance to reflect COVID-19 risk assessment. *Legal requirement Occupiers Liability Act 1957, 1984.	Meeting 13.7.20 – retrospectively approve purchase of permanent signage made outside meeting as parks re-opened 4.7.20 (agenda item 9).
				£ 3.29	0.66	£ 3.95	LGA 1972 s 111	Plastic ties to affix temporary signs pending receipt of permanent notices.	Sundry expense
				£ 6.37	1.27	£ 7.64	LGA 1972 s 111	Ink cartridge	Sundry expense
				904.17 *	19.59	923.76*			
								* Excludes cancelled cheque 100355 £68	