

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 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)

9 members of the public attended the meeting

19/095 Public Question Time

Members of the public spoke on the A27 Highways England (HE) consultation process and wanted to understand the council's position on the 6 routes. Councillor Adamson explained that the councillors had each attended consultation events, reviewed the material and the council was keen to receive the views of residents to shape its decision. Extracts of a letter from a resident were also read out, with prior permission.

Public concerns were raised as follows

- The magenta route -
- Negative impacts for local residents (number of houses affected, cost, environment) and of the roads in Slindon Common which had the potential to become a rat run. Bridle and Sunnybox Lanes are particularly unsuitable for increased traffic and heavy vehicles, with no mitigating measures apparently under consideration by HE.
- Appeared to be a foregone conclusion with several other routes already discounted.
- Wildlife and the countryside being put before people whose homes and livelihoods would be affected.
- Staff at the HE consultations could not answer their questions.
- The congestion at Arundel was merely being shifted from Crossbush and Ford to Fontwell.
- Arundel would have a bypass at the expense of surrounding villages.
- Only cyan and beige routes were close to the scheme budget costs and the response form suggested these could potentially be the only options (B2), if additional funding was not secured.

Support was expressed for the 'Arundel Alternative' route, albeit not part of the formal consultation process. Arun District Councillor Faye Catterson advised that ADC had asked Highways England about these routes, but they were not deemed viable options as they would be at capacity by 2040 - she believes the solution lies in improving public transport.

A member of the public also highlighted the existing condition of the road surface in Shellbridge Road, Sunnybox Lane and Bridle Lane (the two latter are unadopted roads), and of the potential for an accident with speeding traffic, which was a particular hazard when emerging from Bridle Lane in the day due to the blind bend. A question was raised as to why Shellbridge Road has a 50 mph limit, changing to the national speed limit as it approaches the A27, whilst Mill Road is 40 mph. The clerk has already contacted WSCC regarding the speeding issue but will seek a definitive answer to this question).

19/096 Apologies for Absence (from parish councillors) - N/A.

19/097 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

19/098 Minutes of the Parish Council meetings held 9th September 2019

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

19/099 Chairman's Report

Councillor Adamson reported as follows -

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

- **Crime** - a car had been broken into in Shellbridge Road and notices had been posted to remind residents and visitors to be vigilant in securing their cars and removing valuables.
- **Sports Field (Mill Road)** - requires some attention to broken fencing, overgrown hedges, benches and the grassed area between the football pitch and A29. A permanent home also needs to be found for the mower which was kindly donated to the council.
- **Memorial Garden** - thanked Councillor Rees, who had treated the weeds, but with Remembrance Day approaching, the memorial garden needs a tidy up. (Councillor Rees volunteered to do this). The 'Silent Soldier' would also need to be placed in the village (Councillor Thomas undertook to do this by 1st November).
- **Pond** - there had been reports of people fishing in the pond, including one with a tent.
- **Event management (Slindon Pumpkin Festival)** - traffic cones had been supplied to residents of Top Road.
- **Speeding** - awaiting further details from Eartham on the possibility of sharing a speed device. Several residents of Slindon Common had also written to the clerk to highlight speeding issues in Mill Road and Shellbridge Road (to be discussed under agenda item 11).
- **PCSO** - an announcement had been made that Slindon will share a designated officer with others in the Arun area.
- **A27** – she had met with the Chair of Walberton council to understand how it would be voting and guiding residents.

19/100 West Sussex County Council Matters

- Councillor Whittington was unable to attend the meeting on this occasion

19/101 Arun District Council Matters

Councillor Catterson

- Advised that the focus had been on the A27 consultation process
- Reported that Arun District Council had voted in support of the 'magenta' route, although the Green party had said 'no' to all routes.
- Believes that the focus should be on investing in public transport that takes cars off the roads altogether, protects woodland and the eco-system. She expressed support for the locally proposed short 40 mph bypass route.

19/102 South Downs National Park Matters

Councillor Thurston, representing ADC on the South Downs National Park Authority (SDNPA), sent her apologies although Councillor Catterson had been asked to report that the South Downs National Park did not support any of the A27 consultation routes.

19/103 National Trust Matters

Katie Archer, Lead Ranger, provided an update on the work being undertaken and spoke of the apple pressing event, being held on the Forge Field again this year between 10.00 am and 3.00 pm., Saturday 19th October.

- Work is due to begin on Downes Barn on 21st October.
- The ash trees on Butt lane (the bridleway that leads to Downes Barn from opposite the college entrance) are starting to show advanced stages of die-back and the Ranger team will be taking out the ones that are a safety concern this winter.
- The new height barrier for Park Lane car park is likely to be installed in the week commencing 4th November to try and reduce the number of fly tipping instances, which are proving increasingly costly to deal with.
- A day long guided walk will take place on 6th November called 'Pond to Pond', taking in new and old ponds and covering their significance in the landscape.
- Forestry work in Park Wood should start this week (w/c 14th October).

19/104 A27 Consultation

- **Arundel ByPass Elected Representatives' Forum Meeting 26/9/19** - Councillors Rees and Fenton reported that the meeting had provided an assurance that no route had been chosen, with an opportunity to raise issues, including that by Councillor Fenton in respect of the impact of the interchange at Yapton and Shellbridge Road which needed a scale model. A member of the

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

SDNP had also queried the use of the term 'Ancient Woodland' (the land is ancient, but the conifers are replanted).

- **A27 Arundel Approach to public consultation** - the parish council discussed the options available and also considered representations made to them by letter and in the public session. Magenta was opposed on the grounds of its impact on Slindon and neighbouring villages, specifically residential properties. Crimson was considered the most favourable option based on cost and impact on residential properties and, although the environment formed a major consideration, the council understands the trees are pine, forming a plantation which is not 'ancient woodland'. On the basis that the 'Arundel Alternative' was outside the consultation process, that none of the 6 options were ideal, and in desire to balance the needs of Arundel in securing a bypass with the impact on its surrounding villages, it was **Resolved that** Slindon Council support the Crimson route (3V1), object to the Magenta (5BV1) route and convene an 'extra-ordinary' meeting to formulate a response/complete the consultation response form. In response to the second question (B2) on the Consultation response form, the Council will support the Beige route, with the proviso that it carries a 40 mph speed limit and single carriageway(B5).

19/105 Highways Matters/Speeding/Traffic Calming

- **Mill Road/Shellbridge Road** - several residents of Slindon Common and another concerned member of the public had written to the clerk to highlight the speed of vehicles and the use of the roads as a rat run between the A29 and A27. The clerk had already approached WSCC to understand the options available to the council and it was agreed that the clerk would continue to research and report back at the November meeting. **ACTION – CLERK**
- **Council/community engagement** - the council were waiting to hear back from Eartham regarding the shared use of a speed device and together with further research around the community Speedwatch programme, this would form part of an update to the council in November. **ACTION – CLERK**
- **A29 signage** – the clerk shared images of the proposed yellow-backed signs (Appendix C) designed to make them more conspicuous particularly in areas where surrounding vegetation/tree canopy casts a shadow over the sign assembly.

19/106 Planning Matters

- **Planning Applications**
 1. SDNP/19/04902/LIS | Repair and refurbishment of Cottage | 48 Reynolds Lane Slindon BN18 0QX
 2. DNP/19/04756/TCA | Blue cedar to be pruned in line with recommendations of tree surgeon maximise the health and wellbeing of the tree | Hope Cottage School Hill Slindon BN18 0RAIt was **Agreed** - that no objection be raised in either case, and the Clerk was instructed to update SDNP Planning Portal comments and record consultee comments accordingly.

19/107 Clerk's Report (replaces the separate document used previously)

- **Bank mandate** - the signing instructions had been successfully updated and Councillor Wilkinson added as a signatory
- **Overflowing waste (not dog) bin** - ADC had confirmed that the bin was collected weekly but that an additional collection was possible at no extra charge. **ACTION - CLERK** to arrange
- **Slindon Playground Equipment** - ADC had advised that the goalpost must be replaced with one that met BS/EN standards (total cost c £1000). A grant application had been made to the FA, a scheme whereby successful applications receive 50% funding to replace non-compliant goals. It was suggested that the goal post would need to be moved to allow the use of the basketball post although residents are keen that it is not moved alongside fences and further the clerk reported that it needed to be fixed or socketed for safety reasons. It was agreed that a decision would be made once the outcome of the grant application was known, due Nov/Dec.
- **Risk Assessment** - Councillor Thomas signed the Risk Assessment, which had previously been circulated and signed by the Councillors present 9/9/19.
- **Insurance** -
- **War Memorial** - the clerk confirmed that Duncan Berry had been asked to provide a quote for insurance purposes

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

- **Lawnmower** - the make and model of the mower, which had previously been donated, would be added to the Asset Register and the clerk would research its value to place 'on risk' with the council's insurers. **ACTION - CLERK**
- **Defibrillators** - the Clerk had ordered signs to be displayed at the Coronation Hall, the Forge, the Recreation Ground, Top Field and both churches, and inspection tags for each defibrillator. In addition, details of the defibrillators will be added to 'HeartSafe' once the required information has been obtained. Councillor Wilkinson and Councillor Rees (Deputy) will be responsible for monthly checks at the Sports Pavilion, while Councillor Fenton and Councillor Brimblecombe (Deputy) will look after the one at the Forge.
ACTION - CLERK to arrange training and implementation when signs are received.
- **The Village Pond**
Councillor Brimblecombe had met the contractor and a hedge - 85 plants of mixed native species - would cost £210 including VAT to plant. **RESOLVED** to accept the quote. **ACTION - CLERK**
- **St Marys Gate** – the gate had been removed and work had now started on the repair
- **Emergency Resilience event 29/10/19** - Councillor Rees confirmed she would join the event
- **Winter 2019//20** – a free hippo bag of salt had been secured from ADC and it was agreed the clerk and Councillor Fenton would research the cost of salt bins at strategic points within the village (which would require prior permission from WSCC). **ACTION - CLERK and Councillor Fenton**

19/108 Councillors' Updates

- **Remembrance Day** - Councillor Brimblecombe confirmed she had ordered a wreath on behalf of the council, at a cost of £50, and was reimbursed by cheque.
- **West Sussex Association of Local Council AGM and Conference 3/10/19** - Councillor Fenton had attended both parts which he felt had been particularly useful with sessions including improving places and open spaces, military covenant grants for parish councils, policing and highlighting the services that a parish council can provide. The clerk was provided with some literature which Councillor Fenton had obtained at the event.

19/109 Slindon Community Land Trust Steering Group

Housing Needs Survey - the results of the survey had been published (75% in favour, 37% responded, 32% actively seeking affordable housing) and the parties continue to work together to finalise matters over the next month.

19/110 Finance

Bank account reconciliation - the Parish Council received the statement of accounts, confirming that the Parish Council's bank balances had been reconciled with the known expenditure and income as at 30 September 2019 - see below - and it was

Resolved that the reconciliation be noted

Refer Appendix A- YTD Receipts

Sep 19 Bank Reconciliation		YTD Bank Reconciliation (1/4 - 30/09/19)		
	£		£	
BAL B/F 1/9/19	40354.86	BAL B/F 1/4/19	40609.31*	* included £100 petty cash balance at 1/4/19, now disbanded)
RECEIPTS	8384.30		18585.12	
LESS PAYMENTS	565.38		11020.65	
BAL C/F 30/9/19	48173.78		48173.78	
Balances at 30/09/19		REPRESENTED BY		
		Community Acct Bal	22024.72	
		Savings Acct Bal	26149.06	
		Petty Cash Bal	0	
	48173.78		48173.78	YTD Receipts and Payments = see attached

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

Monthly Income for information : Jul, Aug & Sept19					
RECEIPTS					
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	AMOUNT	REASON	
Community Account					
07/08/2019	St Mary's PCC (by cheque)	CR	266.4	50% share of war memorial wall repairs	
18/09/2019	ARUN DC	CR	8380.00	2nd instalment of precept	
Community Savings					
31/07/2019	HSBC	CR	4.44	Gross Int to 30/7/19	
31/08/2019	HSBC	CR	4.44	Gross Int to 30/8/19	
30/09/2019	HSBC	CR	4.30	Gross Int to 29/9/19	

Payment Authorisation - Resolved - to authorise the following payments

Monthly Expenditure for approval at Meeting 14 October 2019								
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON
12/08/2019	Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hall Hire Aug 19 - hall vacated for another event per minutes of meeting 8/7/19 but additional meeting arranged 10/10/19 so offset
12/09/2019	Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hire Hall 9/9/19
12/09/2019	Sarah Linfield	SO		305.06		305.06	LGA 1972 s112	Clerk's monthly salary - payment date 12/8/19
14/10/2019	SLCC	Cheque	100306	350.00		350.00	LGA 1972 s111	SLCC - CiICA registration
14/10/2019	SSALC Ltd	Cheque	100307	60.00	12.00	72.00	LGA 1972 s111	Councillor's attendance at AGM & Conference
14/10/2019	HMRC	Cheque	100308	76.20		76.20	LGA 1972 s111	Tax on Clerk's August salary
14/10/2019	Premier Care Supplies	Cheque	100309	40.95	8.19	49.14	LGA 1972 s111	Defibrillator signage - approved meeting 9/9/19 ref 19/087
14/10/2019	Sarah Linfield	Cheque	100310	0.07		0.07	LGA 1972 s112	not updated yet by HSBC - requested for Oct, not actioned
				17.14	3.44	20.58	LGA 1972 s111	approved meeting 9/9/19 ref 19/087
				1.22	0.24	1.46	LGA 1972 s111	Stationery purchase - clips
				878.64	23.87	902.51		

Budget – to 30/9/19 – refer Appendix B

The clerk highlighted the cost overruns under several headings but highlighted the option for virement as several of the areas were underspent. It was agreed this matter would be addressed at the November council meeting in preparation for the budget process for 2020/21 and precept setting.

19/111 Training and Continuous Professional Development

- **Clerk** – had started her CiLCA qualification and submitted sections 1 & 2 (of 5) for assessment.
- **SDNP Planning Workshop** – Councillor Brimblecombe and the clerk will join the event at Midhurst 23/10/19

19/112

- **Community Matters VE Day 75 (May 2020)** – Councillor Rees confirmed that the Parish Council might receive a grant application from a community group.

19/113 Date of Next Ordinary Meeting – Monday 11th November 2019 – all to note.

The meeting finished at 8.55 p.m.

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

Approved as a true copy of the minutes of the meeting 14/10/19

Chairman

Date

Appendix A - Year to Date Income and Expenditure

Slindon Parish Council				
Summary of Receipts and Payments Account				
1/4/19 to 30/9/19				
CURRENT YR 2019/20				
Receipts		£		
	Precepts	16760.00		
	Bank Interest	26.21		
	Grants (inc. LCTS &WMT& SPEC2000)	0.00		
	Donations	266.40		
	Rent re-imbursed (Allotments & Sports Assoc.)	100.00		
	VAT (PRIOR YR REFUND)	1432.51		
Total Receipts		£18,585.12		
Payments				
	Insurance 2019/20	0.00		
	Audit fees	245.00		
	Annual fees, donations & Subscriptions (1)	372.56		
	Street lighting	195.57		
	Playing fields (grounds maintenance & repairs, flags, war memorial, pond & commemorative gate)	6006.00		
	Staff Costs: (i) Clerk's salary	£ 2,229.32		
	(ii) Clerk's expenses	63.45		
	(iii) Clerk's allowance	28.00		
	Hire of premises for meetings	98.00		
	Admin costs - Inc. petty cash transactions*	146.22		
	New equipment	242.63		
	Election Costs	0.00		
	Allotment rent	0.00		
	Training courses	60.00		
	VAT (2018/19 to date)	1333.90		
	Bank Charges / write offs	0.00		

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

	Grants & donations	0.00		
	Miscellaneous -			
	Legal fees re TPF Lease	0.00		
	Domain name renewal (every 2 yrs)*			
Total Payments		£11,020.65		
	* Total basic admin costs			

APPENDIX B – Year to Date Budget Actuals

DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.

SLINDON PARISH COUNCIL Half Year Budget Monitoring Document 2019/2020 Actual Receipts and Payments for the 6 months to 30/9/19					
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	16,760.00	100		Precept payable in 2 instalments - 1st received 12/4/19 2nd 13/9/19
Bank Interest	26.21				
Allotment Rents	100				
Donations	266.4				see line 46 - 50% funded/shared wall (additional repairs July 19)
Grant					
Other					
VAT reclaimed for 2018/19	1432.51				
Total Income	18585.12	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		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	132.49	250.00	53		Switched to fixed tariff 12mths from 1/8/19
Top Playing Field: Equipment & grounds maintenance (repairs & replacement)	3424.00	2,500.00	137	924.00	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	2257.32	4735.00	48		
Clerk's expenses (mileage)	63.45	100.00			
Hall hire for meetings	98.00	300.00	33		Hall Hire PC meetings Apr- Sep & additional hire 5/6/19
Petty cash transactions	146.22	300.00	49	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		200.00			
Training courses	60.00	500.00	12		GDPR Event 13/8/19
Bank Charges		0.00			
Grants & donations		1,500.00			
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	9686.75	16,760.00			Excludes VAT £1333.90 - total payments £11020.65
Variance					

APPENDIX C – A29 signage on order via WSCC

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 14th October 2019 at 7.00 p.m.**

