

Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 8th July 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), Derek Whittington (WSCC Councillor), Faye Catterson (ADC Councillor), Isabel Thurston (ADC Councillor) and Katie Archer (National Trust, Lead Ranger, Slindon Estate)

2 members of the public attended and one spoke in respect of Planning Application SDNP/19/03164/HOUS Pump Cottage Church Hill Slindon BN18 0RD (Minute 19/055 (iii) refers)

19/047 Acceptance of apologies for absence - none, all parish councillors present

19/048 Declarations of interest

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

19/049 Minutes of the Parish Council meeting held on 5th and 10th June 2019

Resolved that they are a true record of the decision of the meetings (approved and signed by the Chairman).

19/050 Chairman's Report

Councillor Adamson -

- i. Welcomed Faye Catterson, Arundel and Walberton Ward Councillor, Isabel Thurston representing Arun District Council on the South Downs National Park Committee and Derek Whittington, West Sussex County Councillor for Fontwell Division.
- ii. Thanked the Clerk for researching the possibility of CCTV in the village and providing a copy of the 'Good Councillor's Guide to Finance and Transparency' to support Councillors' continuing professional development.
- iii. Highlighted that the South Downs National Park members adopted the first Local Plan on 2/7/19 and shared the results of the Parish Council elections to the South Downs National Park Board, with Alun Alesbury and Andrew Shaxson elected to represent West Sussex. Details of the next meeting of the SDNPA planning committee were shared, to be held in Midhurst on 11/7/19.
- iv. Provided an update on her experience at the Joint Western Arun Area Committee (JWAAC) 19/6/19, which was felt to be rather more County and Town Council orientated than Parish Council.
- v. Shared the opportunity to participate in a meeting being organised by Surrey & Sussex Association of Local Councils (SSALC) to decide the future of the Arun District Association of Local Councils(ADALC, to be held in Aldwick on 17/7/19. The Parish Council had already committed to take part in the Arun District Council Forum, which has been postponed following the May elections, and members felt that the current level of engagement is sufficient.

- vi. Expressed her thanks to Councillors Brimblecombe, Wilkinson and Rees for their work on the Memorial Garden, which was looking very neat. Some further work might be required in the Autumn.
- vii. Confirmed that the Church had offered to pay 50% of the additional work now required to fully repair the wall between the Memorial Garden and the Church for which the Parish Council is very grateful.
- viii. Thanked Councillor Thomas for repairing the signs in the Top Field, where the climbing frame had now been replaced.

Resolved - to note

19/051 West Sussex County Council Matters

Councillor Whittington understood the Council's views regarding JWAAC and Parish Council representation. As regards the issue of CCTV, Councillor Whittington undertook to share two publications which he felt would be helpful. On a personal note, Councillor Whittington, whose grandparents lived in Slindon, explained that a photo of his grandfather had been placed on the War Memorial and asked that if anyone knew who had done this he would be interested to hear from them.

Resolved - to note

19/052 Arun District Council Matters

Councillor Faye Catterson, newly elected in the May Arun District Council elections, (representing the Arundel and Walberton Ward) and Arun District Councillor Isabel Thurston (South Downs National Park Committee) were welcomed to the meeting, Councillor Grant Roberts having sent his apologies. Councillors Catterson and Thurston explained they had been involved in significant amounts of training as they took on new responsibilities and that this was a particularly exciting time for Arun District Council with a focus on whole climate change, raising renewable targets, reducing the risk of flooding, increasing levels of recycling and regeneration issues. Councillor Catterson is a member of a number of Committees including a role in the Highways and Transport A27 Consultation Group Forum.

Resolved - to note

19/053 South Downs National Park Matters

Councillor Isabel Thurston, representing ADC on the South Downs National Park (SDNP) Committee, explained she had been through her induction process, met colleagues and that at her first full meeting, the first SDNP Local Plan had been adopted 2/7/19. Councillor Thurston explained that the plan was of particular significance as it breaks down boundaries, focusing instead on putting national landscapes first. The plan also sets out to manage carbon emissions, protect wildlife habitats, reduce flood risk and conserve water. Councillor Fenton raised the issue of Everyman's Pit/ Slindon Bottom Gravel Pit, an old quarry site, which Councillor Thurston confirmed fell under a separate 'Minerals and Waste' policy, each site being reviewed individually and that she would report back at the next meeting.

Resolved - to note

19/054 National Trust

Katie Archer, National Trust (NT) Lead Ranger - Slindon Estate, confirmed that the National Trust

- i. Held their annual 'Meadows Day' at Slindon Folly on Saturday 6th July, an event designed to combine the team's day jobs with engaging people in the wealth of wildlife with which Slindon is blessed.
- ii. Had been working with Arun DC, and a street sign for Park Lane is on order. The NT will provide the backing board, painted in estate colours, and will install it when the sign is ready.
- iii. Were concerned that the number of breaks-ins in their car parks and pull-ins has increased again. The Police are pretty sure it is the same gang as last year, but seem powerless to act. Posters have been displayed, yet valuables were still unfortunately left on display in vehicles. As well as the general distress to visitors, it is also now having an impact on guests to Gumber Bothy. The site is car free mainly to protect the remote feel, but additionally as the track isn't suitable for the average motor vehicle. The National Trust are currently contemplating a locked compound at Northwood junction for Bothy guests. This is an issue that is affecting beauty spots across the South Downs. Katie had reservations about the use of CCTV where career criminals using false plates and dash-cam footage having proved ineffective in securing an arrest as the police required the person to be actually caught in the act. Katie Archer had written to Nick Herbert MP to ask what can be done and express the view that policing is under resourced.
- iv. Is looking to start work on the repair and conversion of Downes Barn in September this year, subject to good weather and an update will be provided at the Parish Council's September meeting.
Resolved to note and also the Clerk was instructed to write to Nick Herbert MP, on behalf of the Parish Council, in support of the view expressed by the National Trust with regards police resource and crime affecting beauty spots across the South Downs.

19/055 Planning Matters

SDNPA Applications

Planning Applications:

- i. **SDNP/19/02871/HOUS & SDNP/19/02872/LIS**
The Grange Church Hill Slindon BN18 ORD - Proposed railings to front wall.
It was
Resolved that the Clerk contact the case officer regarding the Parish Council's concerns over the safety of the spiked finials, possibility of obtaining samples of materials to verify quality and satisfying itself regarding that the new railing will be in keeping with the age of the property.
- ii. **SDNP/19/02330/FUL The Lodge 4 Top Road Slindon BN18 ORP**
Concerns were expressed that changes would be detrimental to the character and appearance of The Lodge, the Conservation Area and to the nearby listed Dower House and that the gabled extension (south west elevation), the roof of which connects to the existing roof, would adversely impact the original design qualities of The Lodge, being clearly visible from outside the site. There was some discussion around the new bathroom/wet room as to whether this was an adjustment for a proposed tenant, although it was not felt material to the planning consideration. It was

Resolved that the Clerk object to the planning application on behalf of the Parish Council, citing the impact on The Lodge itself, surrounding properties and conservation area and the effect of the gabled extension on the original design qualities of The Lodge.

iii. **SDNP/19/03164/HOUS Pump Cottage Church Hill Slindon BN18 ORD**

A member of the public spoke during public question time to express the view that, during the works, the builders should pay due regard to hours of work (social hours), management of traffic during the construction, minimising noise levels, suitable positioning of portable loos out of public view and the availability of a named project manager to facilitate the process and address any issues with residents. The Parish Council do not object to the planning application although they support the views expressed regarding etiquette and it was

Resolved that the Clerk record a 'neutral' response to the planning application itself but add appropriate comment as articulated by the member of the public.

19/056 Highways & Rights of Way

i. **West Sussex County Council Joint Western Arun Area Committee (JWAAC)**

Councillor Adamson represented the Parish Council, already referenced within the Chairman's Report, the first such meeting to be held post May elections so there was much groundwork to settle newly elected Councillors into their positions on this occasion.

Resolved - to note

ii. **A27 (Arundel Bypass) Elected Representatives' Forum** (See also Clerk's Update Appendix A)

Councillors Rees and Fenton provided an update on the meeting they joined on June 12th.

Key facts

- The consultation period will take about 8 weeks with a presentation due at the beginning of September and a subsequent discussion at the end of the month.
- Highways England have discovered new and important information so that all available options are now being considered including new route variances
- Town and Parish Councils are not considered stakeholders but there was an undertaking to keep Walberton advised as non-consultees in anticipation of developments, with concerns for Walberton and the close proximity to housing (under option 5b)
- Some land had already been purchased that would be sold at market value if not required
- The previously announced preferred route remains in place only for the benefit of affected landowners to maintain certainty and allow compensation payments
- Company to build the road had already been chosen

Councillor Adamson shared a letter from the Summer 19 edition of *The Bell* advocating the modified option 3, the route favoured by Slindon Parish Council, and it was

Resolved that the Clerk write to Nick Herbert MP in support of the letter and the views expressed therein.

iii. **Park Lane Traffic**

Councillor Fenton mooted the idea of creating a no-through road from the National Trust Car Park onwards, although Councillor Whittington expressed reservations based on past experience and if indeed it would achieve its intended purpose. Councillor Thomas highlighted that the width restriction sign on the left hand side as vehicles enter Park Lane was not clearly visible and it was

Resolved that the Clerk contact the Highways Department to address the issue of the sign being obscured.

19/057 Clerk's Report on Current Projects (See Clerk's Update - Appendix A)

- i. **Slindon Playground Equipment** - works completed in June. Councillor Wilkinson enquired about a guarantee/warranty and Councillor Tomas observed that the rope netting was at a different angle than before and it was **Resolved** that the Clerk contact the contractor to raise these matters
- ii. **ADC Playground Operational Inspections** - identified the goal posts did not comply with BS standards, that the Top Playing Field had no bin (which as previously advised to them is a conscious decision on the part of the Parish Council) and the bin in the recreation ground is full
Resolved: that the Clerk liaise with the contractors who have installed the play equipment to see if they are able to give a free quotation/suitable advice in respect of the goal post and look at the Council's responsibilities with regards the bins .
- iii. **Missing 'Park Lane' road sign** - the Clerk had worked closely with the National Trust and Arun District Council and, as confirmed by Katie Archer, Lead Ranger, within the National Trust update, the sign is now on order.
- iv. **Memorial Garden gate repairs** - the Clerk has accepted the quote as instructed at the PC meeting 13/5/19 and the work is now due to start in July
- v. **Traffic Survey** - West Sussex Highways Department had confirmed that, although the data meets the criteria for the installation of a Vehicle Activated Sign (VAS), other measures such as improvements to traffic signs and road markings followed by speed reduction measures needed to be considered. This was disappointing, particularly as the A29 already has a VAS on the other side of the road. It was **Resolved** that the Clerk would accept the offer to replace standard signage with yellow backed signs.
- vi. **CCTV** - the Clerk had circulated a report on the merits of installing CCTV and it was **Resolved** that this matter would be discussed after the August recess, which would allow the Councillors time to read the material provided, weigh up all available options and evidence, and so reach a balanced view on the way forward
- vii. **Records Management** - the Clerk explained that the GDPR regulations were being implemented both in respect of paper and electronic records and that a number of old records, primarily minutes, would be taken to the West Sussex Record Office to be archived on Tuesday 16th July.
- viii. **Asset Register and Risk Review Assessment** - the Clerk had circulated a revised Risk Assessment and, additionally, a number of items had been identified which belong to the Parish Council but were not listed on the Register, and might not therefore be adequately insured. It was

Resolved that a working party comprising several Councillors and the Clerk would identify the Council's assets, including a walk round the village, to verify their current condition and that the Clerk would update the Asset Register and confirm adequate insurance cover.

- ix. **Sports Committee** - the Clerk confirmed that in future she would take responsibility for checking the equipment, previously assigned to the Council representative on the Sports Committee, now vacant.

19/058 War Memorial Wall Repairs

Duncan Berry had completed the majority of the work and had now provided an estimate for additional work, 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. The quote for £984 had been accepted by the Clerk as previously instructed (War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133). Councillor Adamson had written to the vicar as the wall is shared, with the section affected facing the graveyard, and Councillor Brimblecombe had reported that the Church were willing to pay 50% of the cost. The Parish Council acknowledged this contribution to the repairs and Councillor Adamson expressed her gratitude to the Church/PCC on behalf of the Parish Council. She also thanked Councillor Brimblecombe for facilitating discussions and it was

Resolved that the Clerk contact the contractor to obtain a start date and ensure that the meeting minutes reflected the Parish Council's gratitude to the Church for sharing the repair costs.

19/059 Councillor Updates on Other Projects

- i. **Repairs to Sundial** - Councillor Brimblecombe continued her endeavours and it was **Resolved** that, in the event that no progress was made on this occasion, the Clerk would be instructed to source an alternative quote to repair the item
- ii. **Replacement goal post** - as referenced under the Clerk's Updates 19/057 ii, there was uncertainty regarding the reference to 'British Safety' standards in the ADC Playground Inspection report and concerns as to the potential safety of users. It was **Resolved** that the Clerk seek professional guidance on the action required to meet 'British Safety' standards
- iii. **Village pond** - Councillor Fenton had not yet obtained a quote for planting the hedge and had discovered a culvert. The Environment Agency advised this would be the responsibility either of the pond owner or the Highways Agency depending on its position, although they urged that priority be given to regular checks with good weather and the potential for bloom. It was **Resolved** that the Clerk establish who owns the pond and Councillor Adamson undertook to keep a check on the state of the pond during the spell of very warm weather.
- iv. **Village Use of the National Trust Car Park** - Councillor Fenton suggested that consideration be given to the possibility when work is done in Church Hill **Resolved** - to note

19/060 Slindon Community Land Trust (SCLT) Steering Group

Councillor Fenton explained there was a “logjam”, delays with the National Trust and their solicitors, as a result of proposed leasehold reforms. The resolution to this is absolutely time-critical as it could mean the SCLT missing the deadlines for funding. The 2017 leasehold reforms proposed a potential ban on the sale of new-build leasehold homes, albeit they are essential for Community Land Trusts to retain ownership of part of them to keep them affordable in perpetuity - they have now been exempted (June 2019).

The results of the recent Housing Needs Survey would be disseminated to the Parish in due course.

19/061 Use of the General Power of Competence

The Clerk explained that the Parish Council could no longer use the ‘General Power of Competence’ (GPC) as it does not meet the qualifying criteria as the Clerk did not hold the relevant qualification. In practice, this meant the council can continue any projects approved before her appointment on the 13/5/2019, but that, until she is CiLCA qualified, any project/expenditure would need to be authorised in accordance with relevant statute. The council minutes must record that it has a specific power to act until it can resolve to use the GPC.

Resolved - to note

19/062 NALC 2016 Model Financial Regulations -

Councillors considered the Clerk’s recommendations and specifically that the Parish Council would no longer have Petty Cash and Councillor Wilkinson highlighted that the quarterly finance check should be undertaken by a member other than the Chairman, rather than limiting it to a bank account signatory. It was **Resolved** that the Financial Regulations be adopted on this basis, posted to its website and subject to annual review

19/0063 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 30 June 2019 - see below, page 8. It was **Resolved** that the reconciliation be noted

See extract below and Appendix B

Monthly Income for information : June 2019				
RECEIPTS				
DATE	PAYER	TYPE	AMOUNT	REASON
Community Account				
			0	
Community Savings				
6/30/2019	HSBC	CR	4.30	Gross Int to 29/6/19
			4.30	
June 19 Bank Reconciliation		YTD Bank Reconciliation (1/4 - 30/6/19)		
		£	£	
BAL B/F 1/6/19		49051.89	BAL B/F 1/4/19 40609.31	
RECEIPTS		4.30	9925.54	
LESS PAYMENTS		2886.38	4365.04	
BAL C/F 30/6/19		46169.81	46169.81	
Balances at 30/6/19	REPRESENTED BY			
	Community Acct Bal	20047.93	20047.93	
	Savings Acct Bal	26135.88	26135.88	
	Petty Cash Bal	0	0	
	LESS Cheque 100292 not yet presented	14.00	14.00	
		46169.81	46169.81	
				*Payments for June = Cheques totalling £2870.40 approved at meeting 10/6/19 and issued in June, hall hire £14 by SO 12/6, petty cash spend £1.98
				YTD Receipts and Payments = see attached
June 2019 Petty Cash Account Reconciliation				
		£		
Bal B/ff 1/6/19		1.98		
RECEIPTS		0.00		
LESS PAYMENTS		1.98		
Balance 30/6/19		0.00		

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

PAYMENTS								
Community Account								
DATE	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON
08/07/2019	Auditing Solutions Ltd	Chq	100293	245.00	49.00	294.00	LGA 1972 s111	Internal Audit 2018-2019
08/07/2009	Foster Landscapes Ltd	Chq	100294	3424.00	684.80	4108.80	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.	Playground Equipment/net replacement
08/07/2009	The Society of Local Council Clerks	Chq	100295	114.00		114.00	LGA 1972 s143	SLCC Clerk's Annual Membership and one off joining fee
08/07/2019	Sarah Linfield	Chq	100296	281.60		281.60	LGA 1972 s112	Clerk's net salary - 8/6-7/7/19
08/07/2019	HMRC	Chq	100297	70.40		70.40	LGA 1972 s112	Tax on Clerk's salary - 8/6-7/7/19
12/06/2019	Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hall hire 10/6/19
21/06/2019	Petty Cash			1.98		1.98	LGA 1972 s111	File dividers
				4150.98	733.80	4884.78		

- iii. **Budget Q1 to 30/6/192019** (see Appendix C) - The Clerk explained that there were some cost overruns under several of the budget headings and that these could be dealt within one of two ways -by 'virement', transferring an allocation available from another budget area(s) or using general reserves. It was **Resolved** that the Councillors would review the figures supplied and discuss the matter at the next Ordinary meeting of the Parish Council, Monday 9th September 2019

19/064 - Bank Mandate - the Clerk had input Councillor Wilkinson's details to the online banking portal, under his authority and as permitted by the bank, for him to be added as a signatory. The paperwork was signed by Councillor Wilkinson and counter- signed by existing signatories, Councillor Adamson, in her capacity as the Chairman, and Councillor Brimblecombe. It was **Resolved** that the Clerk send the signed paperwork to the bank and await confirmation that Councillor Wilkinson could complete the identification process at a local branch.

19/065 - Training

- i. **New-to-role Clerk/Clerk to register for CiLCA**
Councillor Thomas was keen that the Clerk did not leave immediately after the investment, which he felt had happened in the past, but the Clerk reassured him she currently had absolutely no intention of doing so and of her commitment to the Parish Council, regularly working in excess of paid hours to ensure, as far as practical, a seamless transition following the previous Clerk's departure and work on ad hoc projects. It was **Resolved** that the Clerk register for CiLCA via the Society of Local Council Clerks (SLCC) and the cost of £350 would be met by the Parish Council within their existing training budget (LGA 1972 s143)
- ii. **Councillors** - had previously been provided with reading material as referenced in Chairman's Update

19/066 Community Matters

- i. **Participation in VE Day 75** – letter from organisers circulated as posted on NALC website. It was **Resolved** that the Parish Council would consider the ideas and discuss at a future meeting
- ii. **Sussex Local** – a regular entry in publication was considered but it was felt that there were currently other priorities
- iii. **Health & Wellbeing Follow-up to survey by SALC** – existing engagement within the Community is considered good but it was **Resolved** that the Parish Council reflect on possible participation in other schemes
- iv. **Pathwatch Meeting (3/9/19)** - shared details on scheme which focusses on use of illegal motorised vehicles on public footpaths/countryside. The National Trust joins meetings so no Parish Council representation considered necessary.

19/067 August Meeting Date

It was

Resolved that the August meeting be cancelled (to vacate the hall for a charity event) unless there were planning applications in which case an alternative meeting date would be convened.

19/068 Date of the next meeting

It was

Resolved that Monday 9th September 2019 is the date of the next ordinary Parish Council meeting. The meeting will start at 7.00 p.m. All are welcome to attend.

The meeting (which included the public session) finished at 9.10 p.m.*

* Standing Order - 'General Meetings' 3x, was suspended (which restricts the duration of the meeting to 2 hours) by the Chairman under 'Standing Orders Generally', exercising her rights under 26d.

APPENDIX A

**CLERK'S REPORT
SLINDON PARISH COUNCIL
JULY 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 - traffic data is now available, await update for meeting 10/6/19 Further update requested 25/6/19 Information noted should opportunity arise. Noted & requested - refer point 1
A27 Arundel bypass public consultation	Preferred route 5A announced 11 th May 18 (further consultation, delayed 'til late 2019)	<p>Update: Progress report from Highways England (HE)</p> <p>Following the preferred route announcement in May 2018, HE began carrying out studies and surveys of the preferred route and surrounding area to progress preliminary design for the A27 Arundel Bypass.</p> <p>In doing so, they have discovered new and important information that could affect their decision around the most appropriate option for the improvement scheme.</p> <p>So that they can ensure customers and communities are fully considered in the design and delivery of all road</p>

SUBJECT	SUMMARY	UPDATE
	<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 	<p>improvement schemes, they will be holding a further public consultation to ensure the option chosen is the best solution for the area, and this is planned for late 2019.</p> <p>The HE team have expressed their commitment to deliver a fair and informative consultation, and shape a scheme that best delivers on the needs of the region.</p> <ol style="list-style-type: none"> Next mtgs rescheduled for 12th June & 11th September 2019 – feedback to meetings - Councillors Rees and Fenton joined meeting 12/6/19 Noted. Scheduled Summer 2019 - monitor, refer point 1.
PLANNING/ENFORCEMENT MATTERS:		
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 and the gate. 	<ol style="list-style-type: none"> Repairs <ul style="list-style-type: none"> Wall – original work completed June19, additional work required to secure coping stones, authorised June 2019, await update as to whether cost will be shared with PCC Gate - quote accepted May 19, work to start July19 Sundial - to be progressed (BB).

SUBJECT	SUMMARY	UPDATE
	<ol style="list-style-type: none"> Repositioning of "Tommy" to be reviewed & concrete slab installed for future display 	<ol style="list-style-type: none"> Cllrs Adamson & Thomas – in hand.
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 installed Jun19
The Pond	Draft drawings to be sent to Clerk, planning situation to be investigated & presentation at APM	<ol style="list-style-type: none"> Councillor Fenton offered to obtain a quote from Andrew Cossar to provide a hedge from the post to the corner of the Grange, meeting 10/6/19 Environment Agency happy to visit to consider longer term strategy although at this stage the decision has been taken to monitor locally, meeting 10/6/19.
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 	<p>Standing agenda item.</p> <ol style="list-style-type: none"> Affordable housing survey - Councillor Fenton advised that, at the last count, 120 of the 260 household surveys issued had been returned which was a positive response, meeting 10/6/19.

APPENDIX B Receipts and payments per bank reconciliation at 30/6/19

CURRENT YR 2019/20		
Receipts		£
	Precepts	8380.00
	Bank Interest	£ 13.03
	Grants (inc.LCTS &WMT& SPEC2000)	0.00
	Donations	
	Rent re-imbursed (Allotments & Sports Assoc.)	100.00
	VAT (PRIOR YR REFUND)	1432.51
Total Receipts		£9,925.54
Payments		
	Insurance 2017/18	0.00
	Audit fees	0.00
	Annual fees, donations & Subscriptions (1)	258.56
	Street lighting	129.50
	Playing fields (grounds maintenance & repairs, flags, war memorial, pond & commemorative gate)	1963.00
	Staff Costs: (i) Clerk's salary	£ 1,114.66
	(ii) Clerk's expenses	0.00
	Hire of premises for meetings	102.00
	Admin costs - Inc. petty cash transactions*	81.69
	New equipment	242.63
	Election Costs	0.00
	Allotment rent	0.00
	Training courses	0.00
	VAT (2018/19 to date)	473.00
	Bank Charges / write offs	0.00
	Grants & donations	0.00
	Miscellaneous -	
	Legal fees re TPF Lease	0.00
	Domain name renewal (every 2 yrs)*	
Total Payments		£4,365.04
	* Total basic admin costs	

APPENDIX C

SLINDON PARISH COUNCIL Quarter 1 Budget Monitoring Document 2019/2020 Actual Receipts and Payments for the 3 months to 30/6/19					
Receipts	Actual (to 30/6/19)	Full Year Budget (1/4/19 - 31/3/20)	% YTD Actual v Annual Budget	Known variance (+/- over/ underspend)	Notes
Precept	8380	16,760.00	50.00		Precept payable in 2 instalments - 1st received 12/4/19 and 2nd due 13/9/19
Bank Interest	13.03				
Allotment Rents	100				
Donations					
Grant					
Other					
VAT reclaimed for 2018/19	1432.51				
Total Income	9925.54	16760.00			
Payments	Actual (to 30/6/19)	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		300.00			
Annual fees, donations & Subscriptions (Inc. Parish Magazine)	258.56	350.00	73.87		ICO fee £35, Action in Rural Sussex £50, SALC £173.56,
Street lighting - annual maintenance fee	63.08	175.00			
Street lighting - energy costs	66.42	250.00	27.89		
Top Playing Field: Equipment & grounds maintenance (repairs & replacement)		2,500.00			Bill to be 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	1114.66	4735.00	23.54		
Clerk's expenses (mileage, stationery, printing)		100.00			
Hall hire for meetings	102.00	300.00	34.00		Hall Hire PC meetings March, April, May & Additional Meeting 5/6/19 & additional hire costs from previous year
Petty cash transactions	81.69	300.00			Ink cartridge, printing, file dividers
Office Equipment	242.63	0.00		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		500.00			
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	1963.00	100.00	1963.00	1863	Repairs to War Memorial wall
General Reserve		0.00			
Total Expenditure	3892.04	16,760.00			
Variance					