

**DRAFT Minutes of the Meeting of Slindon Parish Council  
Held at Coronation Hall, Reynolds Lane, Slindon  
On Monday 9<sup>th</sup> December 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 and Paul Wilkinson

**In attendance:** Sarah Linfield (Parish Clerk/RFO)  
Katie Archer (National Trust, Lead Ranger, Slindon Estate)  
Three members of the public

**19/138 Public Question Time**

**Slindon Community Land Trust (SCLT)**

A member of committee spoke regarding the recent Housing Needs Survey (HNS) by 'Action in rural Sussex' (AirS), which evidenced a greater need for affordable housing than that identified in the previous HNS in 2011, and strong support for a small affordable housing scheme among respondents. The SCLT are keen to engage with the council to profile the scheme within the community and facilitate its implementation. The clerk advised that following last month's council meeting the high level results of the recent HNS had been published on the council's website and Tom Warder (Community Led Housing Manager AirS) invited to make a presentation to the community. He advised that the project was not yet at this stage although he would be able to present it to the councillors and it has been left that the situation will be reviewed in January 2020 to agree 'next steps'.

Councillor Adamson sought to clarify several matters with the SCLT representative, and it was confirmed that the committee currently has no trustees although things are now moving quicker with the group looking for an accountant and a solicitor. Funding streams are available to pay for architects, accountancy and legal fees. There are other schemes in nearby parishes although in one case the affordable housing is part of a larger private development and another is run by a Housing Association. 13 dwellings are planned at cost of £3M and a concept plan can be viewed ([www.rabble.place](http://www.rabble.place)). There was a consensus of opinion that to not fully explore the scheme in depth would be a missed opportunity.

A member of the public expressed an interest in joining the council and an application form has been shared via Councillor Fenton.

Two members of the public left the meeting

**19/139 Apologies for Absence (from parish councillors)** – received from Councillor Thomas, who was unfortunately unwell on this occasion, and approved.

**19/140 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

**19/141 Minutes of the Parish Council meeting held 11th November 2019**

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

**19/142 Chairman's Report**

Councillor Adamson

**Street lighting** – raised the issue that several of the village streetlights were not working although the clerk confirmed these did not appear to be among those installed by the parish council and Katie Archer undertook to review on behalf of the National Trust.

**Speeding** – advised that Earham parish council are keen to share the cost of a variable speed sign with Slindon although there was discussion around the suitability and benefits for Slindon versus the potential cost of £875. It was felt that this might not represent the best way to tackle speeding, in either the village or the common, and the clerk undertook to explore matters with the new PCSO. The clerk was asked to remind everyone of the PCSO's contact details and also advise WSCC that the 40 mph sign on the A29 northbound had been knocked over **ACTION – Clerk**

**Councillor Training Events** – highlighted that the Surrey and Sussex Association of Local Councils are now running some more events this year and reference was made to the Councillors Briefing and

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Awareness event running on 25/2/20 18:00-21:00 at the Avisford Park Hotel in Yapton. **ACTION** – Any councillor wishing to attend to inform the clerk.

**19/143 West Sussex County Council Matters**

Councillor Whittington sent his apologies as unfortunately he was unwell on this occasion.

**19/144 Arun District Council Matters**

Apologies were received from Councillor Catterson who provided a form of words which were summarised by the clerk for the benefit of the meeting (Annex 1).

**19/145 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.

**19/146 National Trust Matters**

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

- Downes Barn – the beams are being reinforced and a window added to the western elevation to allow light into the barn with the feature also providing a view of the landscape. Three toilets will also be installed.
- Park Lane – tree work is planned which will require a temporary road closure.
- The Orchard – electric fencing has been installed and sheep will be using it this week

**19/147 A27 Consultation**

No further updates to provide at the present time

**19/148 Highways Matters/Speeding/Traffic Calming**

- **Mill Road/Shellbridge Road** – no further updates to share at the present time although this linked with the question of how best to manage speeding issues (see Chairman's Report minute 19/142), particularly where there are 50 mph and national speed limits in place. Mention was made of whether Community Speedwatch scheme was suitable on these roads and the clerk is liaising with the PCSO on tackling the issue of speeding.
- **A29 signage** – the clerk is continuing to monitor the position but disappointingly there is still no date for the delivery and installation of the new yellow backed signs to replace the existing white ones.

**19/149 Planning Matters**

**Planning Application – SDNP/19/04769/HOUS - The Coppice Sunnybox Lane Slindon BN18 0LX - minute 19/149**

The applicant spoke at the invitation of the Chairman to explain the reasons behind the proposal with the opportunity to work from home, provided clarity regarding the size and scale of the new building (6.8m wide x 12m long) and confirmed a willingness to place blinds on the roof windows. He was not aware of any objections from neighbours, believed that they had received details of the proposal from the South Downs National Park Planning Authority but undertook to engage with them if possible.

The third member of the public left the meeting.

**Planning Applications**

- **SDNP/19/05592/NMA - The Grange Church Hill Slindon BN18 0RD** - Non-material amendment to SDNP/18/05001/HOUS - Landscaping proposals including variation of construction and operation of automatic gates set to become sliding function.  
**Resolved** -that the parish council object to the application both on the grounds of design, which is not sympathetic to the property, and of the impact within the Slindon conservation area.
- **SDNP/19/04769/HOUS - The Coppice Sunnybox Lane Slindon BN18 0LX** - Replacement of Existing Garage with new Garage / Garden Store & Home Office  
**Resolved** – that the parish council raise no objection to the application.
- **Tree Felling - Ash (T1)**  
Slindon College Top Road Slindon Arundel West Sussex BN18 0RH  
Ref. No: SDNP/19/05603/TCA | Received: Mon 18 Nov 2019 | Validated: Mon 18 Nov 2019 |  
Status: Application in Progress
- **Tree Felling - Beech (T1)**

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Adjacent to Top Road Slindon West Sussex BN18 0RG

Ref. No: SDNP/19/05612/TCA | Received: Mon 18 Nov 2019 | Validated: Mon 18 Nov 2019 |  
Status: Application in Progress

- **Tree Felling - 2 x Ash (T1 and T2)**

The Dower House Top Road Slindon Arundel West Sussex BN18 0RP

Ref. No: SDNP/19/05606/TCA | Received: Mon 18 Nov 2019 | Validated: Mon 18 Nov 2019 |  
Status: Application in Progress

- **Tree Pruning - Holm Oak (T1)**

Adjacent to Kitchen Garden Track Slindon Estate Slindon West Sussex BN18 0RB

Ref. No: SDNP/19/05607/TCA | Received: Mon 18 Nov 2019 | Validated: Mon 18 Nov 2019 |  
Status: Application in Progress

- **Tree Felling - Ash (T1)**

The National Trust Base Camp The Estate Yard Slindon Road Slindon Arundel West Sussex  
BN18 0RG

Ref. No: SDNP/19/05610/TCA | Received: Mon 18 Nov 2019 | Validated: Mon 18 Nov 2019 |  
Status: Application in Progress

- **Tree felling - Ash (T1)**

42 Church Hill Slindon Arundel West Sussex BN18 0RB

Ref. No: SDNP/19/05609/TCA | Received: Mon 18 Nov 2019 | Validated: Mon 18 Nov 2019 |  
Status: Application in Progress

- **Fell Variegated Maple**

Hill House Top Road Slindon BN18 0RP

Ref. No: SDNP/19/05418/TCA | Received: Wed 13 Nov 2019 | Validated: Wed 13 Nov 2019 |  
Status: Application in Progress

**Resolved** – that no objection be raised to the above applications relating to trees

#### **19/150 Clerk's Report**

- **Slindon Playground Equipment**

➤ The outcome of the grant application (50%) towards the replacement of child's goalpost is imminent

- **Insurance**

➤ **War Memorial and sun dial** - the clerk shared the cost of the valuations that are needed to insure against damage to the structures (War Memorial = £300 +VAT and sun dial = £300+VAT) it was agreed that the clerk would explore how other councils insure War Memorials. **ACTION - Clerk**

- **Lawnmower** – the clerk has added the mower to the council's asset register at a proxy value @ nil. There is no reason to add it to the insurance as the current replacement value provided by a local retailer is equivalent to the excess payable in the event of a claim at £250.

- **Memorial Garden Gate** – there was no further update on the work currently being undertaken.

#### **19/151 Councillors' Updates**

- **Defibrillators** – the maintenance programme is now in place and a member of the public also kindly offered to let the council know should the alarm sound on the one in the recreation ground as he regularly walks his dog there. The clerk is currently verifying that the extended warranty is in place for both defibrillators.

Due to the confidential nature of the business to be transacted next the public were excluded from the meeting. The clerk was also excluded on the basis of her pecuniary interest.

**Resolved** to exclude the public and clerk

Katie Archer left the meeting at 8.15 p.m.

The clerk retired from the meeting room whilst the agenda item was discussed at 8.15 p.m.

#### **19/152 Staff Matter**

**Resolved** to increase the clerk's salary on successful completion of her 6 month probationary period (November 2019) and also increase the number of hours of employment from 8 to 10 per week (confidential letters confirm revised terms).

The clerk returned to the meeting at 8.30 p.m.

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**19/153 Budget and Precept Setting**

The RFO articulated the proposed budget for 2020/21 which was broadly in line with the current financial year and the council reviewed each line in turn to consider whether it was consistent with the level of services that the council wished to provide.

Changes proposed include

- 5 additional bins in the village (3 general waste bins of which 1 would be placed by the pond and another on the Top Field (in line with ADC playground inspection recommendation) and 2 dog bins, of which 1 would be sited on the Top Field.
- an upgrade to the parish council's website to ensure that it meets GDPR (General Data Protection Regulations) and 2018 Accessibility Requirements (Public Sector Bodies (Websites and Mobile Application (No2) Accessibility Regulations 2018).
- designated parish council email addresses for the councillors and a share-point site to meet GDPR requirements

A final decision was deferred until the council's January 2020 meeting when the precept would also be confirmed

**ACTION - Clerk** to revise the 2020/21 budget to reflect discussions and circulate ahead of the January meeting.

**19/154 Training and Continuous Professional Development**

**Resolved** to reimburse the clerk for the purchase of a book 'Local councils EXPLAINED' from NALC to support her CiLCA studies (see minute 19/156 -Payment Authorisation)

**19/155 Finance Reports**

**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 30 November 2019 - see below - and it was

**Resolved** - that the reconciliation be noted (YTD Expenditure Annex B)

		<a href="#">Bal. @ 30/11/19</a>
		<b>CURRENT YEAR 2019/20 £</b>
<b>BALANCE BROUGHT FORWARD 1 APRIL 2019</b>		£ 40,609.31
<b>TOTAL RECEIPTS</b>		£ 18,735.97
		£ 59,345.28
<b>LESS TOTAL PAYMENTS</b>		-£ 13,087.09
		£ 46,258.19
<b>REPRESENTED BY:</b>		
<b>C/A BALANCE</b>		£ 20,200.79
<b>D/A BALANCE - comprises Earmarked &amp; General Reserves - see separate sheet</b>		£ 26,157.80
<b>PETTY CASH FLOAT</b>		£ -
<b>LESS: UNPRESENTED CHQS *</b>		-£ 14.00
	100315	-£ 14.00
	100318	-£ 86.40
		£ 46,258.19

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		Monthly Income for information : Nov 19			
<b>RECEIPTS</b>					
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	AMOUNT	REASON	
<b>Community Account</b>					
08/11/2019	Allotment Rent	CR	100.00		
14/11/2019	SSE Southern Electric	CR	42.11	Part refund, error by SSE	
<b>Community Savings</b>					
30/11/2019	HSBC	CR	4.30	Gross Int to 29/11/19	

**Payment Authorisation - Resolved** - to authorise the following payments

2019/2020 ACCOUNTING INFORMATION								
Monthly Expenditure for approval at Meeting 9 December 2019								
Authorise issue of payments								
<b>Community Account</b>								
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT
12/11/2019	Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hire Hall 14/10/19
12/11/2019	Sarah Linfield	SO		305.06		305.06	LGA 1972 s112	Clerk's monthly salary
28/11/2019	SSE Southern Electric	DD		25.81		25.81	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Energy costs Q2 2019
09/12/2019	HMRC	Cheque	100319	76.20		76.20	LGA 1972 s111	Tax on Clerk's monthly salary - tax period 9
09/12/2019	D Thomas	Cheque	100320	500.00		500.00	PHA 1875 s.164 - England	Cut grass/maintain area in 2019
09/12/2019	Sarah Linfield	Cheque	100321	19.99		19.99	LGA 1972 s111	Purchase of book - Local Councils Explained
				6.66	1.33	7.99	LGA 1972 s111	Stationery - ink cartridge
				2.78	0.56	3.34	LGA 1972 s111	Stationery - folder and tabs
				21.60		21.60	LGA 1972 s111	Mileage per staff expenses sheet - 48 miles @45p
				<b>972.10</b>	<b>1.89</b>	<b>973.99</b>		

**19/156 Slindon Community Land Trust Steering Committee**

This item is recorded within minute 19/138

**19/157 Grant Application**

**Community Matters VE Day 75 (May 2020)** – Councillor Wilkinson confirmed that the Parish Council would receive a grant application from a community group, and it was agreed that the budget for 2020/21 should make provision for this.

**19/158 Date of Next Ordinary Meeting** – Monday 13<sup>th</sup> 2020 – all to note.

The meeting ended at 9.20 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.

**Annex A - Message from Councillor Faye Catterson, Arun District Council**

On 7th November 2019 the Environment and Leisure Working Group recommended to Full Council that:

1. Arun District Council declares a Climate Emergency.

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2. The impact and mitigation of climate change is considered and incorporate into all policy and key decision making.

3. Officers work through the Environment and Leisure Working Group to produce an action plan with milestones to make the activities of Arun District Council carbon neutral by 2030.

4. A supplementary estimate be approved for up to £180K to fund the post of Climate Change Manager and sustainability Manager for three years, including consultancy advice to support the calculation of carbon budgets both within the council and more widely through its role in community leadership and work with partners and local businesses.

Unfortunately this meeting was too few days before the Full Council meeting in November for it to be on the Agenda. So this motion will be going to Full Council at the next meeting in February 2020. Please note ADC is declaring a Climate Emergency for ADC first. The idea of 'getting our own house in order' before taking it out to the wider community.

<b>Annex B YTD Income &amp; Expenditure Slindon Parish Council</b>		
<b>Summary of Receipts and Payments Account 1/4/19 to 30/11/19</b>		
<b>CURRENT YR 2019/20</b>		
<b>Receipts</b>		<b>£</b>
	Precepts	<b>16760.00</b>
	Bank Interest	<b>34.95</b>
	Grants (inc.LCTS &WMT& SPEC2000)	<b>0.00</b>
	Donations	<b>266.40</b>
	Rent re-imbursed (Allotments & Sports Assoc.)	<b>200.00</b>
	VAT ( PRIOR YR REFUND)	<b>1432.51</b>
	SSE (error in payment collected)	<b>42.11</b>
<b>Total Receipts</b>		<b>£18,735.97</b>
<b>Payments</b>		
	Insurance 2019/20	0.00
	Audit fees	245.00
	Annual fees, donations & Subscriptions (1)	372.56
	Street lighting	348.44
	Playing fields (grounds maintenance & repairs, flags,war memorial, pond & commemorative gate)	6286.00
	Staff Costs: (i) Clerk's salary	£ 2,991.98
	(ii) Clerk's expenses	63.45
	(iii) Clerk's allowance	61.23
	Hire of premises for meetings	140.00
	Admin costs - Inc. petty cash transactions*	205.53
	New equipment	242.63
	Election Costs	0.00

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	Allotment rent	100.00	
	Training courses	470.00	
	VAT (current year)	1437.87	
	Bank Charges / write offs	0.00	
	Grants & donations	50.00	
	Miscellaneous -		
	Legal fees re TPF Lease	0.00	
	Domain name renewal (every 2 yrs)*	72.40	
<b>Total Payments</b>		<b>£13,087.09</b>	
	* Total basic admin costs		