

**DRAFT Minutes of the Meeting of Slindon Parish Council  
Held at Coronation Hall, Reynolds Lane, Slindon  
On Monday 9th September 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

**Absent:** Councillor Derek Thomas

**In attendance:** Sarah Linfield (Parish Clerk/RFO), Derek Whittington ( WSCC Councillor), Faye Catterson (ADC Councillor), Grant Roberts (ADC Councillor), Paul Dendle (ADC Councillor), Isabel Thurston (ADC Councillor/SDNP Committee Representative) and Katie Archer (National Trust, Lead Ranger, Slindon Estate)

No members of the Public attended the meeting

**19/077 Apologies for Absence** - none received.

**19/078 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

**19/079 Minutes of the Parish Council meetings held 8<sup>th</sup> July and 2nd August 2019 Resolved** - that they be approved as a true record of the decisions of the meetings and signed by the Chairman.

**19/080 Chairman's Report**

Councillor Adamson reported as follows -

- **CCTV** - had been discussed at the July meeting and would be on October's agenda, given the spate of car crimes in the area, albeit cost is a key consideration and it had been mooted that dummy cameras might be an alternative solution.
- **Property Renovations/Building** – several residents had raised concerns about work being completed on a Sunday and Bank Holiday at Adams Field House, which the Clerk had shared with the case officer at South Downs National Park. Others were concerned at the extensive work at The Grange. It is important to remain vigilant and let the Clerk know of any issues. A 'Builders' Protocol' had previously been suggested as part of feedback on a planning application.
- **Joint Western Arun Area Committee (JWAAC) Highways & Transport Sub-Group** - are holding a meeting on Tuesday 22nd October to discuss 'Highways and Transport' should anyone wish to attend. The cost of future meetings will be borne by its members.
- **Aldingbourne Post Office** - has closed, the franchise option is available to local retailers and details shared with The Forge, albeit the space required has previously meant this was not practical. Details of alternative Post Offices to be posted to the Parish Council website.
- **A27 Consultation** - details and dates had been posted to both the village and Parish Council websites and, whilst the one at Slindon is on Thursday 19<sup>th</sup> September, there are several alternative dates and venues. The A27 Elected Representatives' Forum is on the 26<sup>th</sup> September.
- **GDPR (General Data Protection Regulations)** - a very informative training event, hosted by Bersted on Tuesday August 20<sup>th</sup>, attended by the Clerk and Councillors Adamson, Brimblecombe and Fenton
- **Village Pond** - there had been an unpleasant incident during the Summer relating to its use for fishing. The 'No Fishing' sign has been removed and a notice placed on the

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noticeboard to remind users that they require a rod licence, how to apply and the importance of maintaining the biodiversity of the pond. A risk assessment for the pond has also now been drafted.

- **Traffic Calming Measures** - Norman Dingemans had contacted the Chairman to advise that Eartham PC are applying to use a speed device and whether Slindon might wish to share its use and the cost (£3000). The organiser will provide more details and an update will follow.
- **Parish Council mower** - a new home needs to be found and it was suggested that it be housed at the Recreation Ground in Mill Road. Also, the hedge that Robert Parfey planted needs some attention in due course. It was **Agreed** - that the Clerk would liaise with Councillor Brimblecombe as it was uncertain whether this mower is listed in the Parish Council's 'Asset Register' and the need to ensure adequate insurance in place.

**19/081 West Sussex County Council Matters**

Councillor Whittington

- Clarified which post office was closing in Aldingbourne (i.e. not the one by the level crossing) as there had been some confusion
- Highlighted the importance of securing traffic calming devices, as targets for thieves in the past, if the Parish Council did go ahead in a joint venture with Eartham.
- Issued a timely reminder in respect of the deadline for WSCC salt audit, 16/9/19. Councillor Adamson was not aware of any previous arrangements, although Katie Archer advised that the Parish Council has a storage unit at the National Trust, and it was **Agreed** that the Clerk would liaise with Katie Archer regarding this matter.

**19/082 Arun District Council Matters**

Councillor Dendle

- Had proposed a 'ground-breaking' motion, now passed, to provide planning guidance to builders for environmental improvements to new houses, such as Photo Voltaic solar panels and greywater systems to reduce the carbon footprint. The commitment is symbolic in its support of climate change measures.
- Spoke in support of an offline bypass, taking traffic away from towns and villages
- Identified a key issue with the Arundel bypass is the need for a junction to the south at Ford Road to reduce traffic using Yapton Lane, yet far enough away from Walberton.
- Highlighted that the A27 Consultation process is an opportunity for Parish Councils to draw up a wish list as there may be some scope for improvements, such as cycle facilities /car parks

Councillor Thurston

- Highlighted that a Climate Emergency Declaration had been approved
- Emphasised that the focus should not be on building large new roads but investing instead in public transport that take cars off the roads altogether, protects woodland and the eco-system. She supported the locally proposed short 40 mph bypass route - rejected by Highways England (HE) due to forecasts predicting it would be at capacity by 2040 - as, by this time, the government will have upgraded public transport as the only way to get people around and meet climate emissions targets.

Councillor Catterson

- Expressed concern that HE has chosen to make the two short options through Arundel 70 mph dual-carriageway and supported 40 mph speed restrictions.

Councillor Roberts

- Emphasised the importance of the consultation process and encouraging everyone to have their say.

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**19/083 South Downs National Park Matters**

Councillor Thurston, representing ADC on the South Downs National Park (SDNP) Committee, reported as follows

- The Partnership (Management) Plan is being finalised (how the SDNP works with its partners)
- 2020 is the 10<sup>th</sup> Anniversary for the SDNP, which will be marked in many ways
- Norman Dingemans is to be made an Honorary Alderman

**19/084 National Trust**

Katie Archer, Lead Ranger, reported as follows -

- **'Rise of Northwood'** - the creation project has run for 6 years this month and the National Trust celebrated its completion with an anniversary walk, internal tours and celebratory BBQ.
- **Downe's Barn Renovation** - will begin this October with the planned refurbishments allowing basic use. Phase 2 may follow shortly afterwards, so that by this time next year the facility could be up and running.
- **Staffing** - some role changes seen with the team, with Hannah Thompson taking up the newly created position of Learning Officer for Slindon, which will sit well with the new Downe's Barn learning facility once the building work is complete.
- **Guided Walks** -this year, instead of talks about winter season work, the Ranger team will give two guided walks around Park Wood to explain the forestry work required. Dates have yet to be confirmed, but one will be on a weekend and the other on a weekday.
- **Forestry this winter includes**
  - Keepers cottage (north end of Park wood)- thinning small beech plantation, starting mid-late September.
  - Park Wood south (behind South Lodge) - thinning mixed woodland, starting early October.
  - Slindon Common (south side of A29) - thinning Larch plantation, starting late winter and before end of February.
  - Scalping of wood edge of Mid common, next to North side of A29. This job requires the expertise of outside contractors, tied in with the Slindon Common thinning operation.
  - Other ad-hoc ash dieback work will take place where trees are in poor health near roads, buildings or other popular muster points. This might include ash trees on Butt Lane.
- **Apple pressing event** will be held on the Forge Field again this year, Saturday 19<sup>th</sup> October, hoping to attract visitors in the village for the Pumpkin events.
- **Car break ins** – this had quietened down recently. However, Councillor Whittington's support was acknowledged, as was the letter that the Clerk had sent to Nick Herbert MP on behalf of the Parish Council. Nick Herbert's Constituency Researcher had responded to the National Trust's letter and a meeting is due to take place this Autumn with representatives from the National Trust, South Downs National Park Authority, West Sussex County Council and Sussex Police.

**19/085 Planning Matters**

• **Planning Applications**

Wood End Cottage London Road Slindon BN18 0NG

Single storey rear extension

SDNP/19/03872/HOUS

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Whilst pre-application advice had not been sought and it was noted that the % increase in floor space was significant, it was

**Agreed** - that no objection be raised, and the Clerk was instructed to update SDNP Planning Portal comments and record consultee comments accordingly.

- **Other** - feedback had already been provided to the case officer in respect of residents' concerns over work at Adams Field House on a Sunday and Bank Holiday.

#### **19/086 Highways and Rights of Way**

- Arundel ByPass Elected Representatives' Forum Meeting 26/9/19 - Clerk instructed to confirm that Councillors Rees and Fenton would attend the meeting
- A27 Arundel Approach to public consultation - covered under agenda items 80 & 82

#### **19/087 Clerk's Report**

- **September Update** - see appendix A
  
- **Slindon Playground Equipment** -
  - The Clerk confirmed that the new rope climbing frame installed in June, would increase the insurance premium by £16.49 at renewal, April 2020. It has a 2-year guarantee, full details of which are on the manufacturer's website (Playdale).
  - Following the July playground inspection by ADC, quotes received for replacement of various nuts and bolts at a total cost of £124 and the slide, seat on the cradle swing and other swing can be monitored. As regards the existing goal post, which does not meet BS standards, the Clerk had completed an 'Expression of Interest' form in respect of potential 50% funding from the FA, the total replacement cost estimated to be about £800. Councillor Fenton believed that the 'Pudding Club' would be willing to consider a contribution. It was **Agreed** that the nuts and bolts be replaced, and the Clerk would complete the grant application for the replacement goalpost and report back to the Council before agreeing next steps.
  - As part of its playground inspections, ADC had advised, on several occasions, that the general waste bin (not the dog one) at Mill Road Slindon Recreation Ground, was overflowing and this had been verified by Councillor Fenton. The Clerk had already written to the 'Street Scene' team at Arun to obtain details of how frequently the bins are emptied, whether it could be increased and the cost. A price was also being sought for the installation and maintenance of a bin at The Top Field and it was **Agreed** that the Clerk would report back at the next meeting
  
- **Asset Register and Risk Assessment** - Councillors Adamson, Wilkinson and the Clerk had undertaken a review of all the assets in a walk around the village and the register had been updated. The Risk Assessment, which had previously been circulated, was signed off by the Councillors present and the Clerk took a note to obtain Councillor Thomas' signature to the document at the next meeting. A separate Risk Assessment had been drafted for the Village Pond (see below). The Clerk highlighted that the War Memorial was not specified on the insurance and that a replacement cost would need to be obtained by a stonemason before it could be put 'on risk'. It was **Agreed** - that
  - The Clerk would approach Duncan Berry re the War Memorial valuation and report back at the next meeting.

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- Councillor Wilkinson would forward photos he had taken of the council assets to the Clerk to be held for insurance purposes
  
- **Defibrillators** - the Clerk highlighted that the Parish Council needs a robust process for evidence of regular checks (inspection tags) and improved signage to direct the public to the nearest defibrillator, including a sign to show the location at the Forge to the rear of the building (signs cost about £10 each).  
The Clerk's request to register details of the defibrillators with 'HeartSafe', which allows the public to locate the whereabouts online, was approved.  
The Clerk confirmed she had checked the defibrillator at the Recreation Ground, that the process was quite simple, with a demonstration available on 'YouTube' and she could share the instructions. Councillor Adamson undertook to speak to Craig at The Forge to confirm checks are being completed and whether any training is required. It was **Agreed** - that the Clerk would order signs to be displayed at the Coronation Hall, The Forge, The 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 and the YouTube link/instructions for manual checks will be shared in due course.
  
- **The Village Pond** - registered as a public green in 1967, it has been managed over the years by the Parish Council, on behalf of its residents. A relatively small pond, the cost of an external risk assessment was considered unnecessary, at a cost of about a £1000/day (indicative costs from Royal Life Saving Society UK and RoSPA). A risk assessment with potential mitigations was, however, provided by the Clerk (see below), and although the Parish Council decided that life-saving equipment and signage was not required it was **Agreed** - that
  - Monthly checks of the pond would be logged (to evidence general condition of the water, any issues with regards the surrounding area and state of overflow pipe)
  - A copy of the Risk Assessment would be placed on the Parish Council website and the noticeboard by the pond to alert users to the risks and their responsibilities.
  - Councillor Fenton would update the Parish Council next month with regards the cost of planting a hedge (to act a natural barrier between the pond and the road), meeting with contractor Tuesday 17/9/19 at 9 a.m.
  - Consideration would be given to further conservation work in Spring 2020 and the possibility of applying for a grant.

*Councillors Whittington, Catterson and Roberts and National Trust Representative Katie Archer left the meeting @8.15 p.m.*

**19/088 Recreation Ground/Sports Ground and Charity Commission Requirements**

The Clerk informed the Council that the details provided to the Charity Commission needed to be amended to show Slindon Parish Council as the trustee and the new Clerk's contact details and that a return need to be filed for the financial year to 31/3/19 confirming no income or expenditure by the Charity, as in previous years and it was

**Agreed** - that the clerk should update the records online and file the financial return.

**19/089 Slindon Community Land Trust Steering Group**

Housing Needs Survey - the results of the survey will be published soon, and the parties continue to work together to finalise matters.

*Councillors Dendle and Thurston left the meeting at 8.30 p.m.*

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**19/090 Finance**

**Bank account reconciliation** - the Parish Council received and noted the statement of accounts, confirming that the Parish Council's bank balances had been reconciled with the known expenditure and income as at 31 July 2019 and 31 August 2019 respectively - see below - and it was

**Resolved** that the reconciliation be noted

July 19 Bank Reconciliation			YTD Bank Reconciliation (1/4 - 31/7/19)		
	£		£		
BAL B/F 1/7/19	46169.81	BAL B/F 1/4/19	40609.31*	* included £100 petty cash balance at 1/4/19, now disbanded)	
RECEIPTS	4.44		9929.98		
LESS PAYMENTS	4952.17**		9317.21		
BAL C/F 31/7/19	41222.08		41222.08		
Balances at 31/7/19					
	REPRESENTED BY				
	Community Acct Bal	15081.76	15081.76		
	Savings Acct Bal	26140.32	26140.32		
	Petty Cash Bal	0	0		
					**Payments for July = Cheques totalling £4868.80 issued at meeting 8/7/19, hall hire £14 by SO 12/7, SSE Energy bill £69.37 by DD 11/7/19
		41222.08	41222.08		YTD Receipts and Payments = see attached

Year to Date receipts – see Appendix B

Aug 19 Bank Reconciliation			YTD Bank Reconciliation (1/4 - 31/8/19)		
	£		£		
BAL B/F 1/8/19	41222.08	BAL B/F 1/4/19	40609.31*	* included £100 petty cash balance at 1/4/19, now disbanded)	
RECEIPTS	270.84		10200.82		
LESS PAYMENTS	1138.06		10455.27		
BAL C/F 31/8/19	40354.86		40354.86		
Balances at 31/8/19					
	REPRESENTED BY				
	Community Acct B	14210.10	14210.10		
	Savings Acct Bal	26144.76	26144.76		
	Petty Cash Bal	0	0		
					**Payments for Aug = Cheques totalling £819 issued at meeting 2/8/19, hall hire £14 by SO 12/8, Clerk's Pay £305.06
		40354.86	40354.86		YTD Receipts and Payments = see attached

Year to Date – see Appendix C

**Payment Authorisation**

**Resolved** - to authorise the following payments

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DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Chq No.	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON
11/07/2019	Southern Electric	DD		66.07	3.30	69.37	Parish Councils Act 1957 s 3:Highways Act 1980, s 301: Local Government Act 1972,Sched. 14 para 27	Unmetered electricity supply for 6 streetlamps
12/07/2019	Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hire Hall 8/7/19
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 N.B amount overpaid to be offset against 2019/20 heating payments
12/08/2019	Sarah Linfield	SO		305.06		305.06	LGA 1972 s112	Clerk's monthly salary - payment date 12/8/19
09/09/2019	HMRC	Cheque	100303	76.20		76.20	LGA 1972 s111	Tax on Clerk's August salary
09/09/2019	Bersted Parish Council	Cheque	100304	60.00		60.00	LGA 1972 s113	GDPR Training for Clerk and 3 Councillors 20/8/19
09/09/2019	Sarah Linfield	Cheque	100305	0.14		0.14	LGA 1972 112	14p underpayment of salary in Aug & Sep 2019
				28.00		28.00	LGA 1972 s111	7 weeks Home Working Allowance 13/5 - 30/6/19
				63.45		63.45	LGA 1972 s111	Mileage claimed per time sheet 5/8 - 8/9/19
				18.53		18.53	LGA 1972 s111	Printer Cartridges
				<b>645.45</b>	<b>3.30</b>	<b>648.75</b>		

**Budget** – to be reviewed to 30/9/19 at next meeting

#### 19/091 Bank Account Operation

- **Mandate** - the new Local Authority mandate supplied by HSBC was completed, authorising any two of three signatories to sign payments and provide other instructions together with details of the RFO
- **FATCA** - Councillor Adamson, as Chairman, signed a declaration that the Parish Council is a non-US government entity, incorporated under statute as the first tier of local government, and also confirmed the status of the RFO, under cover of a letter to be sent to the Bank.

#### 19/092 Training and Continuous Professional Development

- **Clerk** – The Clerk confirmed she would attend the CilCA training day run by SSALC in Horsham on Tuesday 17<sup>th</sup> September (funded by Clapham Parish Council) and that she would then be able to register to complete the qualification with SLCC (funded by Slindon Parish Council)
  - **Councillors** -
    - SDNP Town and Parish Council workshops - Councillors Rees and Brimblecombe expressed an interest in joining the Midhurst workshop 23/10/19
    - West Sussex Association of Local Councils AGM 3/10/19 (free) and annual conference that follows (£60+VAT per delegate) - Councillor Fenton confirmed he would represent Slindon Parish Council at the AGM only.
- It was
- Agreed** - that the Clerk would confirm attendance at the above events
- 'Get Safe Online' - highlighted the free training events currently running
  - GDPR - the next steps include a review of the Parish Council's policy and exploring the use of SharePoint and PC email addresses for councillors.

#### 19/093

- **Community Matters VE Day 75 (May 2020)** – The Clerk confirmed that the Parish Council can consider a grant to a qualifying community group subject to receipt of a completed application form and other criteria being met

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- **Pathwatch Meeting (3/9/19)** – the Clerk had attended, on behalf of Clapham Parish Council, and reported back that representatives from other Parish Councils had asked for a copy of ‘CCTV – A Case for Slindon?’ and it was confirmed this could be shared. The meeting had covered, inter alia, the state of vehicle break-ins which continue across Sussex, Surrey and Hampshire.
- **Remembrance Day poppy wreath** – Councillor Brimblecombe and the Clerk to arrange

**19/094 Date of Next Ordinary Meeting – MONDAY 14<sup>TH</sup> OCTOBER 2019 – all to note.**

The meeting finished at 8.45 p.m.

**Signed as a true record of the minutes of the meeting 9<sup>th</sup> September 2019**

**N Adamson Chairman  
Appendix A – Clerk’s September Update**

**Dated**

SUBJECT	SUMMARY	UPDATE
<b>HIGHWAYS &amp; FOOTPATHS:</b> <b>Traffic Management Plan</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Proposal that Park Lane becomes one-way on the section from the National Trust carpark to Woodlands cottages.</li> <li>3. WSCC to be asked for a reduction of the 40-mph speed limit to 30 mph</li> </ol>	<ol style="list-style-type: none"> <li>1. 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"> <li>• <b>Update requested 30/5/19 - traffic data is now available, await update for meeting 10/6/19</b></li> <li>• <b>Further update requested 25/6/19</b></li> <li>• <b>WSCC Highways confirmed that it meets VAS installation but other measures such as warning signs and road markings must be explored first (7/19)</b></li> <li>• <b>Clerk accepted offer to replace standard signage with yellow backed signs (7/19) – update sought (9/19)</b></li> </ul> </li> <li>2. Information noted should opportunity arise.</li> <li>3. Noted &amp; requested - refer point 1</li> </ol>
<b>A27 Arundel bypass public consultation</b>	Preferred route 5A announced 11 <sup>th</sup> 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>

SUBJECT	SUMMARY	UPDATE
		<p>So that they can ensure customers and communities are fully considered in the design and delivery of all road 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> <p style="color: red;"><b>Consultation announced 30 August -24 October 2019</b></p>
	<ol style="list-style-type: none"> <li>1. HE Elected Representatives Forum -</li> <li>2. Arun District Bridleways proposal re Bridleway 392 – to be considered when more detailed Bypass plans are known.</li> <li>3. HE notice of further non-statutory consultation for the Bypass scheme</li> </ol>	<ol style="list-style-type: none"> <li>1. Next meeting <b>26<sup>th</sup> September 2019</b></li> <li>2. Noted.</li> <li>3. Scheduled Summer 2019 - refer point 1.</li> </ol>
<b>PLANNING/ENFORCEMENT MATTERS:</b> <b>SDNPA – Draft Local Plan</b>	Examination in Public – November 2018 Report provides a summary of issues raised through the consultation – April 2019	<b>Adopted 2 July 2019</b> <b>Hard copy held by Clerk and another placed in The Forge for public reference (Aug 2019)</b>
<b>SITE MATTERS:</b> <b>Memorial Garden</b>	1. Clerk to commission repairs to the Memorial Garden wall and the gate.	<ol style="list-style-type: none"> <li>1. Repairs <ul style="list-style-type: none"> <li>• <b>Wall – complete</b></li> <li>• <b>Gate - quote accepted May 19, work due to start July 19, delayed until September 2019</b></li> <li>• <b>Sundial - complete</b></li> </ul> </li> </ol>

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SUBJECT	SUMMARY	UPDATE
	2. Repositioning of "Tommy" to be reviewed & concrete slab installed for future display	2. Cllrs Adamson & Thomas – in hand. <b>Completed (9/19)</b>
<b>Top Playing Field</b>	1. Moor family bench installed. Area to be left to grass. 2. Play equipment	1. Monitor 2. New equipment installed Jun 19, <b>ADC identified further actions required (7/19)</b>
<b>The Pond</b>	Draft drawings to be sent to Clerk, planning situation to be investigated & presentation at APM	1. <b>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</b> 2. 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. 3. <b>Ownership investigated and risk assessment to be discussed/measures implemented (Sept 2019)</b>
<b>OTHERS:</b>		
Slindon Community Land Trust (CLT)	1. Open meeting 7/10/17 2. Legal and accounting advice circulated to Members (18/10/17). 3. AIRS briefing to Parish Councillors re CLTS delivered 29/11/17 4. Further presentation to residents Spring / Summer 2019	Standing agenda item. 4. 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.  <b>Survey results to be available shortly (Sept 2019)</b>

Appendix B – YTD Income and Expenditure re Reconciliation of Bank Account 31/7/19

<b>1/4/19 to 31/7/19</b>		
<b>CURRENT YR 2019/20</b>		
<b>Receipts</b>		<b>£</b>
	Precepts	<b>8380.00</b>
	Bank Interest	<b>£ 17.47</b>
	Grants (inc.LCTS &WMT& SPEC2000)	<b>0.00</b>
	Donations	
	Rent re-imbursed (Allotments & Sports Assoc.)	<b>100.00</b>
	VAT ( PRIOR YR REFUND)	<b>1432.51</b>
<b>Total Receipts</b>		<b>£9,929.98</b>
<b>Payments</b>		
	Insurance 2017/18	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)	5387.00
	Staff Costs: (i) Clerk's salary	£ 1,466.66
	(ii) Clerk's expenses	0.00
	Hire of premises for meetings	70.00

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	Admin costs - Inc. petty cash transactions*	127.69
	New equipment	242.63
	Election Costs	0.00
	Allotment rent	0.00
	Training courses	0.00
	VAT ( 2018/19 to date)	1210.10
	Bank Charges / write offs	0.00
	Grants & donations	0.00
	Miscellaneous -	
	Legal fees re TPF Lease	0.00
	Domain name renewal (every 2 yrs)*	
<b>Total Payments</b>		<b>£9,317.21</b>
	* Total basic admin costs	

Appendix C – YTD Income and Expenditure re Reconciliation of Bank Account 31/8/19

<b>1/4/19 to date 31 Aug 19</b>		
<b>CURRENT YR 2019/20</b>		
<b>Receipts</b>		<b>£</b>
	Precepts	<b>8380.00</b>
	Bank Interest	<b>21.91</b>
	Grants (inc.LCTS &WMT& SPEC2000)	<b>0.00</b>
	Donations	<b>266.40</b>
	Rent re-imbursed (Allotments & Sports Assoc.)	<b>100.00</b>
	VAT ( PRIOR YR REFUND)	<b>1432.51</b>
<b>Total Receipts</b>		<b>£10,200.82</b>
<b>Payments</b>		
	Insurance 2017/18	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	£ 1,847.92
	(ii) Clerk's expenses	0.00

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	Hire of premises for meetings	84.00
	Admin costs - Inc. petty cash transactions*	127.69
	New equipment	242.63
	Election Costs	0.00
	Allotment rent	0.00
	Training courses	0.00
	VAT ( 2018/19 to date)	1333.90
	Bank Charges / write offs	0.00
	Grants & donations	0.00
	Miscellaneous -	
	Legal fees re TPF Lease	0.00
	Domain name renewal (every 2 yrs)*	
<b>Total Payments</b>		<b>£10,455.27</b>
	* Total basic admin costs	

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**Guidance to users and a risk assessment of Slindon village pond**

**History**

The village pond, which was registered as a public green in 1967, is at the heart of the village and, over the years, has been managed by the Parish Council on behalf of the parish.

**Area**

The village pond is a very picturesque focal point and home to much wildlife. The pond is small and relatively shallow at the edges but with some areas of deep water. It is located on Church Hill.



**Hazards identified and their risk**

1. [low] Drowning by falling into pond
2. [low] Harm from tripping on uneven ground
3. [low] Disease or illness from water or wildlife
4. [low] Biting or pecking harm from ducks
5. [low] Insect bites
6. [low] Impact with vehicle from adjacent road
7. [low] Environmental - algal blooms

**Mitigations in place**

1. Local checks to ensure water quality maintained and site visits by Environment Agency as needed, particularly during prolonged hot spells when algal blooms and low oxygen level can occur
2. To protect the bio-diversity of the pond, fishing is restricted to rod licence holders only, and with discretion. A notice is posted on the adjacent noticeboard to this effect and there is a sign in the pond which states 'No Fishing'.
3. A risk assessment which is balances the positive aspects of a pond (e.g. for wildlife, natural beauty) with adequacy of health and safety.

**Mitigations not yet in place**

1. A written record of inspections logged in respect of checks on both the state of the pond and the surrounding area (with regards potential for slips, trips and falls)
2. Provision of life-saving equipment – if a child or non-swimming adult fell into the pond, the depth could make it difficult to get out so consideration could be given to a reach-pole of life-buoy. Further, even in shallow water a child can find it difficult to right themselves.
3. Provision of signage – a precautionary notice to warn of hazards including deep water, need for adequate supervision of children and danger of ice in winter.
4. Individual responsibility for checks assigned.

**Mitigations to be adopted**

To be discussed 9/9/19

**Guidance to users**

1. Children should be supervised when near the pond to minimise the risk of drowning
2. Users should not wade into or enter the pond
3. Hands should be washed after coming into contact with the water
4. Although the adjacent road is quiet and slow, users should supervise children when entering or leaving the pond area

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