

**SLINDON PARISH COUNCIL**  
**Minutes of the Annual Meeting of Slindon Parish Council**  
**Held on Monday 13<sup>th</sup> May 2019**  
**At the Coronation Hall, Reynolds Lane, Slindon at 7pm**

**PRESENT:** Parish Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Peter Fenton and Janet Rees\*

**IN ATTENDANCE:**

Councillor Derek Whittington, West Sussex County Council  
Katie Archer, National Trust

**1. FILMING OF MEETINGS AND USE OF SOCIAL MEDIA**

Members and the public were reminded of the procedures for filming and recording the meeting and requested to switch mobile devices to silent for the duration of the meeting.

**2. APOLOGIES FOR ABSENCE**

There were apologies from Parish Councillor Derek Thomas. Mr Derek Whittington, West Sussex County Council had indicated that he may be delayed but would endeavour to join the meeting if possible.

**3. DISCLOSURE OF INTERESTS**

**3.1** Councillor Fenton declared a personal and prejudicial interest in agenda item 19.1, Slindon Community Land Trust as Chairman of the Steering Committee and confirmed that he would leave the room if there was any discussion on the matter.

**4. TALK WITH US**

There were xx / no members of the public present.

**5. ELECTION OF CHAIRMAN FOR 2019/20**

**5.1** Councillor Adamson had put her name forward for the post and there being no other nominations, the Parish Council **RESOLVED** that she be appointed as Chairman for the forthcoming year.

**6. ELECTION OF VICE CHAIRMAN for 2019/20**

**6.1** Councillor XXXXXXXXXXXXXXXXXXXXXXXX indicated his / her willingness to fill this role and there being no other nominations, the Parish Council **RESOLVED** that he / she be appointed as Vice Chairman for the forthcoming year.

**7. APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES**

**7.1 WEST SUSSEX COUNTY COUNCIL JOINT WESTERN ARUN AREA COMMITTEE (JWAAC) (1 MEMBER, 1 Substitute)**

Councillor Brimblecombe indicated her willingness to continue as the Parish Council's representative on this body. Councillor Adamson put her name forward as the parish Council's substitute member. There being no other nominations, it was therefore **RESOLVED** that:

Councillor Brimblecombe be appointed as the Parish Council's representative on the WSCC Joint Western Arun Area Committee (JWAAC) and Councillor Adamson be appointed as the Parish Council's substitute.

**7.2 SUSSEX & WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS (WSALC&SALC) (upto 2 Members)**

Councillor Fenton indicated his willingness to continue as the Parish Council's representative on this body. There being no other nominations, the Parish Council **RESOLVED** that he be appointed as the Parish Council's representative on these bodies.

**7.3 SLINDON SPORTS ASSOCIATION (1 MEMBER)**

This role had previously been carried out by Councillor Parfey.

Councillor XXXXXXXXXXXXXXXX indicated their willingness to continue in this role and there being no other nominations, the Parish Council **RESOLVED** that they be appointed as the Parish Council's representatives for the forthcoming year.

It was **RESOLVED** that this appointment be deferred for consideration at a later date.

**7.4 VILLAGE BUS COMMITTEE OF AMBERLEY AND SLINDON (1 MEMBER)**

Councillor Brimblecombe indicated her willingness to continue in this role and there being no other nominations, the Parish Council **RESOLVED** that she be appointed as Vice Chairman for the forthcoming year.

**7.5 CORONATION HALL COMMITTEE (1 MEMBER)**

This role had previously been carried out by Councillor Chilver.

Councillor XXXXXXXXXXXXXXXX indicated their willingness to continue in this role and there being no other nominations, the Parish Council **RESOLVED** that they be appointed as the Parish Council's representatives for the forthcoming year.

**7.6 SLINDON LIFE (1 MEMBER)**

Councillor Adamson indicated their willingness to continue in this role and there being no other nominations, the Parish Council **RESOLVED** that they be appointed as the Parish Council's representatives for the forthcoming year.

**7.7 A27 Arundel Bypass Elected Representatives Forum (2 Members)**

Councillors Fenton and Wilkinson indicated their willingness to continue in this role and there being no other nominations, the Parish Council **RESOLVED** that they be appointed as the Parish Council's representatives for the forthcoming year.

**8. ELECTION OF CO-OPTED MEMBER**

**8.1** The Parish Council considered an application from Mrs Janet Rees (copy attached to minutes) to fill one of the vacancies on the Council. The Clerk confirmed that there were no other applicants and the Chairman therefore proposed that Mrs Rees be co-opted on to the Parish Council. The proposal was duly seconded by Councillor Brimblecombe and **it was unanimously RESOLVED that Mrs Rees\* be co-opted on to the Parish Council. The Chairman welcomed the newly co-opted Member, who signed the Declaration of Acceptance of Office and joined the meeting.**

**9. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8th APRIL 2019**

**9.1** It was **RESOLVED** that the minutes of the meeting held on 8th April 2019 be approved and signed by the Chairman.

**10. CHAIRMAN'S REPORT AND URGENT ITEMS**

**10.1 URGENT MATTERS**

**10.1.1 Parish Member Appointments to the National Park Authority 2019**

Members were asked to consider if they wished to put themselves forward as nominees to represent Parish Councils on the South Downs National Park Authority (copy attached to the minutes). Nominations for two representatives were sought for each of the East and West Sussex counties by 24<sup>th</sup> May. If more than two

nominations for each area were received a ballot would be conducted, otherwise the nominees would be elected unopposed. It was agreed that Members would contact the Clerk if they wished to express an interest and Council **RESOLVED** that if required, the Clerk be delegated authority to respond to a ballot following consultation with Members.

## **10.2 CHAIRMAN'S REPORT**

### **11. PLANNING MATTERS**

**11.1 Planning Applications:** There were none.

**11.2 SDNPA Decisions / applications/Pre-applications:** There was nothing to report.

### **12. WEST SUSSEX COUNTY COUNCIL MATTERS**

Report from Mr Whittington

### **13. HIGHWAYS AND FOOTPATH ISSUES**

#### **13.1 Public Footpath 390 - Temporary Closure Notice**

Members had before them copies of a notice regarding the intended temporary closure of Footpath 390 (previously circulated). Members recalled that there had been issues in the area around this footpath and it was noted that the works were being carried out by the Arun District Council drainage team with the aim of alleviating the risk of flooding to the school. A copy of the notice had also been passed to the Head teacher at the School and added to the website. **It was RESOLVED that the update be noted.**

### **14. ARUN DISTRICT COUNCIL MATTERS**

**It was noted that following the local elections** the three District Councillors were elected to represent the Arundel and Walberton Ward: Faye Catterson, Paul Dendle and Grant Roberts. Confirmation would be sought regarding who would be taking over from Mr Dingemans

### **15. NATIONAL PARK MATTERS**

Dingemans reported that / There was nothing further to report.

### **16. REPORT FROM THE CLERK**

**16.1** The Parish Council received and noted the contents of the Clerk's Report (copy attached to the minutes).

#### **16.2 Standing Orders Review**

Council had before it (previously circulated) the current Standing Orders.

No changes are proposed following the annual review by the Clerk (attached)

### 16.3 Business Risk Register Review

A review had been conducted by the outgoing Clerk, Chairman and Cllr Brimblecombe as part of signing off the annual accounts. It was recommended that following the local government elections and the recent appointment of new Clerk, the risk register be placed under review.

This was considered an appropriate course of action and it was therefore **RESOLVED** that:

### 16.4 Dispensation

The Parish Council was asked to consider individual requests from Councillors Adamson, Bimblecombe and Thomas for a dispensation to allow them to participate in meetings where matters regarding The Slindon Forge Society Limited were to be discussed.

**RESOLVED:** That dispensations be granted to Parish Councillors Adamson, Bimblecombe, Watts, Thomas and Winn for the period from 13<sup>th</sup> May 2019 to 30<sup>th</sup> April 2023, under Section 33 (1) Localism Act 2011 on the grounds that they, their family and/or close associates, have shares in The Slindon Forge Society Limited and that without it, the number of participants excluded from a meeting of the Parish Council where such matters were to be debated would impede the transaction of business.

### 16.5 Arun Annual Forum

Council had before it (previously circulated) confirmation that this event would take place on Tuesday 16 July 2019 at 5.30pm at The Loft on the Body Shop site in Littlehampton. Members were asked to consider representation and to put forward suggestions for the agenda.

**It was RESOLVED that**

## 17. FINANCE REPORT

### 17.2 Bank account reconciliation

The Parish Council received and noted the statement of account (copy attached to the minutes) showing that the Parish Council's bank balances had been reconciled with the known expenditure and income as at 30<sup>th</sup> April 2019.

Slindon Parish Council		Bank Balances @ 30/4/19
HSBC C/A @ 30/4/19	£ 22,108.06	
HSBC D/A @ 30/4/19	£ 26,127.14	
Pettycash balance @ 30/4/19	£ 71.97	
Less uncashed cheques *	£ -	
Total @ 30/4/19	£ 48,307.17	

## 17.2 AUTHORITIES FOR PAYMENT

The Parish Council had before it the list of payments for approval (previously circulated). **It was RESOLVED that the following payments be approved:**

Payee	Amount (basic cost)	Amount (VAT)*	Total Amount	Description
Mrs J Harris	£388.16p	N/a	£388.16p	Chq Srl 100283 - Clerk's Monthly salary payment per timesheet attached for 8/4/19 - 12/5/19 @ new rate £381.33p plus 1 month arrears @£11.23p, less tax @£4.40p = £388.16p.
Coronation Hall Committee	£14.00p	N/a	£14.00p	Standing Order - Hall hire for April 19 Mtg
ICO	£35.00p	N/a	£35.00p	D/D - annual fee re GDPR registration
Mrs J Harris	£139.98p	£23.33	£116.65p	Chq Srl 100284 - annual renewal of Microsoft office (£79.99) & McAfee anti-virus protection (£59.99)
HMRC	£4.40p	N/a	£4.40p	Chq Srl 100285 - Income tax re: J Harris for the period 8/4/19 - 12/5/19.

The Parish Council also noted receipt of the following:

- 1) £8,380.00p was received from Arun District Council on 15/4/19 being the first tranche of the precept payment for 2019/20.
- 2) £100 was received from the Slindon Allotment Association on 25/4/19 being the half yearly allotment rental for the period October 2018 to March 2019.

## 17.3 AUTHORISED SIGNATORIES

Following the local elections, it was necessary to review the signatories on the Parish Council's bank mandate. The current signatories were Councillors Adamson and Brimblecombe. It was proposed that Councillor(s) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx be added to the mandate. **It was therefore RESOLVED that Councillors XXXXXXXXXXXXX be added to the Parish Council's bank mandate with immediate effect.**

## 17.4 Audit 2018/19

The Clerk reported that preparations for the inspection of the Parish Councils' accounts by the internal auditor were complete and that the internal audit inspection was scheduled to take place week commencing 20<sup>th</sup> May. Members noted that the final accounts would be ready for approval by the Parish Council at the June meeting.

## 18. ANNUAL WORK PLAN 2019/20

- 18.1** The Clerk tabled a draft work plan for Parish Council meetings for the municipal year 2019/20 (copy attached to the minutes).

It was **RESOLVED** that, and the annual work plan be adopted.

**19. RECEIVE REPORTS ON THE FOLLOWING COMMUNITY MATTERS:**

**19.1 SLINDON COMMUNITY LAND TRUST STEERING GROUP**

Councillor Fenton reported that the Housing Needs Survey was underway

**19.2 MEMORIAL GARDEN**

The Clerk reported that the local contractor previously used by the Council had provided a quote for a replacement gate totalling £350. This was for a like for like replacement and included all necessary machining, construction, installation and one year's maintenance.

**The Parish Council therefore RESOLVED that: The quote for the replacement of the gate to the Memorial Garden be accepted and that the Clerk be authorised to instruct the Council's contractor accordingly.**

**19.3 CRIME ALERT AND NEIGHBOURHOOD WATCH**

Councillor Adamson

**19.4 NATIONAL TRUST**

Ms. Archer provided the Council with an update on upcoming events and progress with various projects on the Estate. It was noted that

**20. DATE OF NEXT MEETING – MONDAY 10<sup>th</sup> JUNE 2019 – all to note.**

**The meeting closed at x.xx pm.**

**Minutes signed as a true record..... Date:  
CHAIRMAN**