

Slindon Parish Council



DRAFT Minutes of the Ordinary Meeting of Slindon Parish Council
Held 'Remotely' via Zoom Software
On Monday 14th September 2020 at 7.00 p.m.

Present: Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Jan Rees, Peter Fenton, Derek Thomas and Paul Wilkinson.

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO)

51. Public Participation

There were no members of the public present.

52. Apologies for Absence

Not applicable, all members present.

53. Declarations of Interest

Councillor Thomas declared a pecuniary interest in agenda item 13(iii) relating to the mowing of the Top Field (minute 63). Councillor Fenton declared a personal interest in agenda item 16 as Chairman of the Slindon Land Community Trust (minute 66).

54. Minutes from the Council Meeting Held On 10th August 2020

It was **Resolved** - to approve the minutes of the meeting held on 10th August 2020 as a true record of the decisions of that meeting and the Chairman be authorised to sign them.

55. West Sussex County Council Matters

Councillor Whittington had sent his apologies as he had another meeting at the same time but made the offer of assistance should this be required.

56. Arun District Council Matters

Councillor Roberts had sent his apologies as he had another meeting at the same time but made the offer of assistance should this be required.

57. National Trust

Katie Archer Lead Ranger had sent her apologies and provided an update on essential ash die back work which starts on Monday 14th September in Eartham woods.

58. Policies and Procedures

Seven policies had been circulated for review and approval covering Complaints, Co-Option, Council Representation on Outside Bodies, Media and Communications, Recording of Public

Meetings, Risk Management and a Scheme of Delegation. Councillor Wilkinson raised a query regarding the wording within the 'Scheme of Delegation', and whilst the Clerk felt that it was consistent with the Council's Financial Regulations, it was agreed that this would be reviewed later and an update provided at the next meeting.

It was **Resolved** - to approve and adopt the policies with the exception of that covering the Scheme of Delegation.

(Proposed by Councillor Rees, seconded by Councillor Wilkinson and by the unanimous agreement of all present).

59. Risk Matters and Governance

i. Risk Assessments

It was **Resolved** - to adopt the Council's updated General Risk Assessment and Pond Risk Assessment.

(Proposed by Councillor Adamson, seconded by Councillor Brimblecombe and by the unanimous agreement of all present).

ii. Due Diligence Checks

It was agreed that Councillor Wilkinson would continue to check the defibrillator at the Slindon Sports Pavilion and Councillor Rees would take over responsibility for the checks at the Forge, which had not been undertaken during lockdown. The next check at the Forge would be combined with the annual review of the Council assets being undertaken by the Clerk and Councillor Rees, provisionally scheduled for Monday 21 September. The Clerk undertook to purchase permanent markers to record the checks on the defibrillator tags. Councillor Brimblecombe has been keeping a log of the monthly check of the pond area.

iii. End of Year Action Plan

Councillor Rees had undertaken an End of Year review as of 31 March 2020 and an update on the action plan was shared which evidenced good progress in all areas.

iv. Bring Your Own Devices

The Clerk proposed that although the use of gov.uk email accounts was not mandatory for Councillors that each open a separate email account for Parish Council business which would make it easier to comply with General Data Protection Regulations and respond to any Subject Access Requests.

60. Slindon Recreation Ground and Sports Pavilion, Lease Expiry February 2021

- i. Councillors Rees, Fenton and Wilkinson together with the Clerk had joined a meeting on Monday 7th September 2020 with Martin Bailey, Chairman of the Slindon Sports Association (SSA), and its Treasurer Peter Edwards to understand their future requirements.

Martin and Peter advised that the football teams made very little use of the pavilion, income was limited and the grant they had received from Arun District Council's special COVID-19 fund had already been allocated for football projects. They had undertaken to meet with representatives from other users of the sports facilities to discuss their future requirements and report back to the Council with the outcome.

- ii. The Clerk had circulated several briefing notes to members regarding the Council's ownership of the Recreation Ground, whether it was able to enter into a lease and detailing the alternatives, including a licence or reverting to management by the Council itself. A previous Councillor had raised doubts around a lease before it was first created.

As requested at the last Council meeting, the Clerk had clarified that although a licence might appear simpler than a lease the work was not so much in the actual drafting of the document but the research and negotiations with the various parties. The Clerk had raised the question of access to legal services with the association of local councils (SSALC), of which the Council is a member, and they stressed the importance of spending money on sound legal advice from a solicitor with a relevant specialism which will actually save money in the long run.

It was agreed that the Council would contact its solicitor once it knew what plans the SSA had for use of the facilities when the current lease expired.

- iii. The council had arranged

- A Fire Risk Assessment* (*FRA) which identified a number of areas requiring attention and this had already been shared with the SSA for information purposes.
- For the gas boiler to be serviced and, pending repair or replacement given the age of the appliance, it had been shut down as it was unsafe. The SSA are aware of this and it has been agreed with Martin and Peter that the pavilion should not be used until further notice.
- An electrical survey, although the full report had only been received just before the Council meeting. The Clerk reported that the overall outcome had been assessed as 'unsatisfactory', and there were 13 observations of which 8 fall in the category 'potentially dangerous – urgent remedial action required'.
- It was agreed that the Clerk would circulate the electrical survey to the Council together with the two quotes for repair/replacement of the gas boiler and that quotes for the specialist work identified in the FRA should be obtained.

- iv. The Clerk had agreed with the Chairman and Treasurer of the SSA that the pavilion should remain closed to users for the time being in the interests of health and safety.

61. The Pond and Operation Watershed

The purpose of the project is to reduce flooding on the highway and enhance the biodiversity of the pond.

Paul Cann, Principal Engineer (Drainage) with Arun District Council had advised that cutting down the willow tree will not, on its own, be sufficient to resolve the flooding issues. 3 quotes to cut down the tree and remove its roots have been sought.

Sue Furlong from West Sussex County Council* (* WSCC) has confirmed that

- £78000 remains available from this year's budget allocation although there are several other projects in the development phase so the applications could be in competition for funds.

- the WSCC Committee meets next on 16th September when the availability of funds will be considered including the possibility of bringing funds forward from next year's allocation.
- as well as including the hard engineering proposed by Paul Cann Operation Watershed would also cover the cost of cutting down the willow tree and root removal.

Simon Mockford from South Downs National Park* (*SDNP) had

- confirmed that the SDNP would be willing to pay for the Quantity Survey Report at a cost of up to £2000 if the Council met the cost of the Silt Contamination Survey, 3 estimates have been sought.
- suggested if the fish are removed from the pond that someone might pay the Council as the fish are of value to angling clubs. The Clerk will contact the Environment Agency to explore the options available.

Additional Costs

- Depending on the outcome of the Silt Contamination Survey there may be costs associated with the disposal of the silt which could be met through the grant, although it might be suitable for use by a local farmer.

Councillor Adamson expressed concern at the cost of meeting the initial work without any guarantee that an application would be successful. The Clerk advised that WSCC had confirmed that it was a suitable project for funding, Councillor Rees felt that such matters were never guaranteed and the Council will need to balance the possibility of securing significant funding benefits - which it could not otherwise meet from its own reserves - against a relatively modest outlay to allow an application to be made. It was agreed that no further action would be taken until the outcome of the WSCC meeting on Wednesday 16th September was known.

62. Highway Matters/Speeding/Traffic Calming Measures/A29/Mill Road/Shellbridge Road. No material developments to report, the stump of the broken signpost at the Mill Road junction had been removed.

63. Clerk's Update

i. New Parish Council Website

This had been completed and the old one taken down.

Councillor Wilkinson queried that there was no history page nor details about how to join the council. The Clerk explained that first and foremost the website must provide specific information as the first tier of local government and comply with legislation in its design and accessibility requirements for both the site and content. The Clerk had sourced some local history material which appeared on the site. There is a separate page on how to 'Join the Council' for anybody interested in doing so.

It was agreed that links to other village websites would be provided on the new website.

ii. Allotments.

There had been no further contact from the National Trust, matters were with the Council's solicitor and the Clerk had now invoiced the Allotment Society for October 2019 - March 2020.

iii. Top Field and Slindon Recreation Ground

Arun District Council's Inspection Report dated 24.8.20 confirmed removal of the goal post, some defects associated with the ageing play equipment and its content was noted. The Clerk is exploring an application to fund its replacement through the SDNP.

Councillor Thomas left the meeting (via the 'Waiting Room')

Grass cutting on the Top Field

The Clerk advised that Councillor Thomas had continued to cut the grass this year, a long-standing arrangement dating back to at least 2013, and for which he will invoice the Council £500 this year, unchanged from previous years. The intention had been to review this arrangement at April's Council meeting, but this had not been possible due to the pandemic. The Council felt that the existing arrangement should continue on the basis that it represents good value for money when compared to market rates and provides a regular and reliable service. The Clerk will confirm that the Council's insurance covers this arrangement.

It was **Resolved** – that the contract be awarded to Councillor Thomas (Proposed by Councillor Wilkinson, seconded by Councillor Rees and by the unanimous agreement of all present and voting).

Councillor Thomas returned to the meeting (from the 'Waiting Room')

Councillor Thomas mentioned the state of the fence on the Top Field and this will be checked as part of the annual Asset Review on the 21st September. Councillor Rees undertook to provide clarity on responsibility for gates and fences near the Top Field.

iv. New bins

The Clerk confirmed that she had been advised of a delay in the supply at the end of August and had followed up before the Council met to obtain an installation date and a contact point to ensure the bins were correctly sited – a response is awaited.

v. Winter gritting

Katie Archer had confirmed that the grit is locked away at night and at times during the weekend, although there is always someone on duty in an emergency. Potentially, an out of hours call out could mean a wait of up to 30 minutes although 'normal' office hours are between 8:30 am and 5pm, so hopefully with a bit of planning things can be achieved during the daytime.

The Clerk confirmed that the out of office phone number would be shared with the Council members.

vi. Recreation Ground

The Clerk continues to try and obtain a quote to cut the overhanging vegetation between the corner of Mill Road/A29 along to the pumping station, as the request had been overlooked by the contractor.

Councillor Wilkinson is repairing the lock on the gate by the arch on the Recreation Ground.

vii. SSALC Strategy Review Update

Emails from Trevor Leggo CEO SSALC and the WSALC Ltd had already been circulated and the current 'value for money' review being undertaken was noted.

64. Finance Reports

i. Reconciliation

It was **Resolved** - to note the Bank Reconciliation at 31 August 2020 - to be signed by Councillors Adamson and Brimblecombe after the meeting - and budget monitor at 31 August 2020.

ii. Payments

It was **Resolved** - to note and approve payments, including any authorised outside the meeting under its Financial Regulations.

iii. General and Earmarked Reserves

Monique Smart, Democratic Services Officer had referred to West Sussex County Councillor, Derek Whittington, and confirmed that the remaining money from the 'JDAC' grant received in 2017 could be spent outside the 12 months specified in the award letter as the original purpose had not changed. JDAC refers to the Joint Downland Area Committee, which has now been disbanded.

It was **Resolved** – to earmark the residual sum of £356.80 for future +expenses relating to the two defibrillators.

65. Planning Applications

i. Planning Update

The Old Pub Car Park School Hill Slindon Arundel West Sussex BN18 ORS
Ref. No: SDNP/19/06071/FUL
Status: Approved
Noted by members.

ii. Planning Application

Erection of storage building following demolition of existing timber shed and garage buildings -Old Timbers Shellbridge Road Slindon BN18 OLT
Ref. No: SDNP/20/02973/FUL

It was **Resolved** – that 'no objection' be recorded

iii. Pre-application

Conversion of Attached former stable range to residential accommodation. Repairs and refurbishment of the listed farmhouse.

Courthill Farm House Court Hill Farm Road Slindon West Sussex BN18 ORJ
SDNP/20/03180/PRE
Noted by members.

66. Slindon Community Land Trust Steering Group

There was nothing to report on this occasion.

67. Date of Next Ordinary Meeting

This was confirmed as Monday 12th October 2020

THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE PARISH COUNCIL AT ITS NEXT MEETING

There was no press or public to exclude from the meeting in respect of the Confidential Staff Matter.

68. Confidential Staff Matter

It was **Resolved** - to approve matters as set out in the confidential report.

The meeting ended at 8.41 p.m.

Signed as a true record of the meeting

Dated

DRAFT

Bank Reconciliation at 31.8.20

		Balance at 31/8/20	
		CURRENT YEAR	
		2020.21 £	
BALANCE BROUGHT FORWARD 1 APRIL 2020		£	40,803.71
TOTAL RECEIPTS		£	10,355.62
		£	51,159.33
LESS TOTAL PAYMENTS		-£	9,687.92
		£	41,471.41
REPRESENTED BY:			
C/A BALANCE		£	15,286.85
D/A BALANCE		£	26,184.56
PLUS : CASH RECEIVED NOT YET BANKED		£	-
LESS: UNPRESENTED CHQS*			
		£	41,471.41

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Slindon Parish Council					
Summary of Receipts and Payments Account					
1/4/20 to 31/3/21					
Year to 31.8.20	YTD Actuals	Annual Budget (Planned)	YTD Planned less Actuals	% YTD Actual v Annual Budget	
Receipts	£				
Precepts	£ 8,505.50	£ 17,011.00	£ 8,505.50		50.00%
Bank Interest	£ 9.27	£ 38.00	£ 28.73		24.39%
Grants/Donations	£ 56.25	£ -	£ 56.25		
Rent re-imbursed (Allotments & Sports Assoc.)	£ -	£ 205.00	£ 205.00		0.00%
VAT (PRIOR YR REFUND)	£ 1,784.60	£ 1,500.00	£ 284.60		118.97%
			£ -		
Total Receipts	£ 10,355.62	£ 18,754.00	£ 8,398.38		55.22%
			£ -		
			YTD Planned less Actuals (i.e. spend available)		
Payments					
Admin costs	£ 233.95	£ 300.00	£ 66.05		77.98%
Allotment rent - National Trust	£ -	£ 200.00	£ 200.00		0.00%
Clerk's salary – gross	£ 3,250.00	£ 6,443.00	£ 3,193.00		50.44%
Defibrillators - maintenance	£ -	£ 50.00	£ 50.00		0.00%
Expenses - Clerk	£ 76.47	£ 200.00	£ 123.53		38.24%
Expenses - Councillors	£ -	£ 108.00	£ 108.00		0.00%
GDPR Compliance	£ 398.80	£ 500.00	£ 101.20		79.76%
Grants for the community	£ -	£ 3,000.00	£ 3,000.00		0.00%
Hall hire	£ 81.99	£ 250.00	£ 168.01		32.80%
Insurance	£ 592.70	£ 575.00	£ 17.70		103.08%
Internal auditor	£ 100.00	£ 300.00	£ 200.00		33.33%
Legal fees (Allotment lease)	£ 150.00	£ 500.00	£ 350.00		30.00%
Legal fees (Recreation ground lease)	£ 685.50	£ -	£ 685.50		Not within 2020/21 budget
New equipment	£ -	£ 100.00	£ 100.00		0.00%
Notice boards	£ 125.87	£ 400.00	£ 274.13		31.47%
Playing field (Top)	£ -	£ 2,000.00	£ 2,000.00		0.00%
Pond	£ -	£ 250.00	£ 250.00		0.00%
Recreation ground - annual maintenance of fitness kit	£ -	£ -	£ -		
Recreation Ground - Boundary fencing and hedges at the Recreation Ground and ongoing grounds maintenance	£ -	£ 500.00	£ 500.00		0.00%
Recreation Ground - Pavilion - general maintenance	£ 245.00	£ 600.00	£ 355.00		40.83%
Street lighting - annual maintenance fee	£ 64.46	£ 175.00	£ 110.54		36.83%
Street lighting - energy costs	£ 82.34	£ 250.00	£ 167.66		32.94%
Subscriptions	£ 312.19	£ 481.69	£ 169.50		64.81%
Training costs	£ 60.00	£ 750.00	£ 690.00		8.00%
Tree surgery	£ 804.17	£ 2,000.00	£ 1,195.83		40.21%
VAT	£ 816.48		£ 816.48		To be reclaimed in April 2020.21
War Memorial	£ -	£ 360.00	£ 360.00		0.00%
Waste Bins	£ -	£ 2,456.00	£ 2,456.00		0.00%
Website - hosting domain renewal (biannual)	£ -		£ -		Bi-annual fee (paid in 2019.20)
Website (new/maintenance)	£ 1,573.00	£ 1,000.00	£ 573.00		157.30%
Section 137 Payments	£ 35.00	£ -	£ 35.00		
			£ -		
Total Payments	£ 9,687.92	£ 23,748.69	£ 14,060.77		40.79%

THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE PARISH COUNCIL AT ITS NEXT MEETING

SLINDON PARISH COUNCIL ACCOUNTING INFORMATION									
Payments & Receipts for approval at Meeting 14/9/20									
Approve issue of payments									
Community Account									
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT	AUTHORISED (MINUTE)
12/08/2020	Slindon Coronation Hall	Standing Order		£ 14.00		£ 14.00	LGA 1972 s112	July meeting	Recurring payment - did not use facility due to COVID-19 but is currently being paid.
12/08/2020	Sarah Linfield	Standing Order		£ 520.00		£ 520.00	LGA 1972 s134	Clerk's monthly salary - period 5	Recurring payment
17/08/2020	Surrey Hills Solicitors LLP	Cheque	100364	£ 650.00	£ 130.00	£ 780.00	LGA 1972,s.111	Lease on Recreation Ground - expires Feb 2021	minute 44.2 (meeting 10.8.20)
17/08/2020	Sarah Linfield	Cheque	Part of 100365	£ 6.37	£ 1.27	£ 7.64	LGA 1972,s.111	Ink cartridge (Yellow)	Admin - sundry expense
17/08/2020	Sarah Linfield	Cheque	Part of 100365	£ 11.99	£ 2.40	£ 14.39	LGA 1972,s.111	Zoom subscription	Usually paid for by Clapham Parish Council (CPC) in return for use of SPC's printer/copier and filing cabinet, but paid in August as CPC did not meet in this month
19/08/2020	S Boniface	Cheque	100366	£ 245.00		£ 245.00	Local Government (Miscellaneous Provisions) Act 1976 s19;	Fire Risk Assessment at Slindon Sports Pavilion	minute 44.1 (meeting 10.8.20)
07/09/2020	K Wymbs	Cheque	100367	£ 275.00		£ 275.00	Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10;	Hedge trimming and ivy removal on Recreation Ground	minute 44.5 (meeting 10.8.20)
07/09/2020	SLCC Enterprises Limited	Cheque	100368	£ 30.00	£ 6.00	£ 36.00	LGA 1972 s 112	Clerk's training course (Accessibility word and PDF documents)	Agreed outside meeting by Chairman and Clerk to secure place on workshop
08/09/2020	HMRC	Cheque	100369	£ 130.00		£ 130.00	LGA 1972,s.111	Tax on clerk's salary - period 6	Regular payment due by cheque.
				£ 1,882.36	£ 139.67	£ 2,022.03			
Monthly Income for information : August 2020									
RECEIPTS									
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE		REASON					
Community Account									
11.8.20	Slindon Parochial Church Council	CR	56.25	Donation towards Book of Condolence					
Community Savings									
31.7.20	HSBC	CR	0.22	Gross Int to 30 Aug 2020					