



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

Held 'Remotely' via Zoom Software
On Monday 12th October 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)

69. Declarations of Interest

Councillor Fenton declared a personal interest in agenda item 16 as Chairman of the Slindon Community Land Trust (minute 84).

70. Public Participation

There were no members of the public present.

71. Apologies for Absence

It was **Resolved** – to approve apologies from Councillor Thomas, who hoped to join during the meeting, having been called away at short notice on work related business.

72. Minutes from the Council Meeting Held On 14th September 2020

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

73. Chairman's Report

Councillor Adamson spoke on the following matters.

- i. NALC Chief Executive Bulletin and the opportunity to support mental health in the community with an event being run on the 30th October.
- ii. BT's plans to shut down the ageing Copper Wire Telephone Network and replace it with a Fibre Optic Broadband Network
- iii. Work underway on two National Trust properties (Number 1 Church Hill and Pumpkin Cottage) and Councillor Fenton undertook to ensure parking takes place to minimise disruption in the village.
- iv. Use of the pond for fishing, which remains contentious, albeit this is allowed subject to holding a rod licence, which the Clerk confirmed is free to juniors aged 13 -16.
- v. Arun District Newsletter, encouraging all Councillors to sign up to the mailing list.
<https://www1.arun.gov.uk/register-news-updates>



- vi. Arun Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document, the site in Aldingbourne being considered under these options and the opportunity to participate in the consultation process.
<https://www.arun.gov.uk/gypsies-and-travellers-planning-policy>
- vii. Slindon Open Gardens – an enquiry had been received regarding the event - albeit not organised by the Parish Council – as it had been Slindon’s turn to host it in 2020. Councillor Adamson confirmed that Slindon would host the event in 2022 and she would respond directly to the enquiry.
- viii. War Memorial Garden tidy up to take place with offers of help from Councillors Rees, Brimblecombe, Adamson and Wilkinson.

74. West Sussex County Council Matters

There was no representation on this occasion.

75. Arun District Council Matters

Councillors Roberts and Catterson had sent their apologies as they were at another meeting and the offer of assistance should this be required.

76. National Trust Matters

There was no representation on this occasion.

77. Policies and Procedures

The ‘Scheme of Delegation’ had been revised so that its wording mirrored the Council’s Financial Regulations, and it was **Resolved** - to approve and adopt the policy.

Councillor Thomas joined the meeting.

78. Risk Matters and Governance

- i. Use of designated council email addresses
Whilst some members had set these up, others had experienced some technical issues with g-mail, and it was agreed that as long as it was a separate council email account this would be sufficient.
- ii. Annual Review of Assets
Councillor Rees and the Clerk had undertaken a review of the village assets
 - The latch on the gate to the War Memorial Garden did not engage and the arm of the seat opposite the Coronation Hall was damaged - Councillor Thomas undertook to assess the repairs which would be needed.
 - Councillors Wilkinson and Fenton were already planning to rehang the Bonnie Beere gate by the arch at the Recreation Ground
 - The whereabouts of the projector was now known although not the screen – which had been stored at the Coronation Hall before its refurbishment – and Councillor Adamson undertook to try and locate it.
 - Three of the ‘no parking’ cones were unaccounted for, although 2 had now been found and given the number of cones available no further action is required.



- It was not easy to access the defibrillator at The Forge, Councillor Adamson explaining that the position had been determined by the availability of the power supply but that she would enquire whether the area around it could be cleared.
- A due diligence checklist had been drawn up for the Allotments and Councillor Rees would undertake monthly checks.

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

- i. The Clerk has asked the Council's solicitor to investigate the title to the land so that the Council can be sure that any future arrangement is consistent with the charitable objectives of public recreation.

The Sports Association met on the 14th September and had informed the Council that it needs to renew the lease for a minimum 10-year term to be able to secure third party funding, confirming the importance of the pavilion and of their commitment to pay for its future upkeep. They are also seeking reassurance that the current rent of £5 per annum would remain unchanged.

- ii - iv With regard the current repairs to the pavilion required to safeguard its users, and bearing in mind the recent windfall of £10,000 to the Sports Association through the government's COVID-19 small business scheme, the Council felt it was reasonable that these costs should be met by the Sports Association. This would be consistent with the terms of the existing 'full repairing and insuring' lease and as set out in Sports Association's action plan from its meeting on the 14th September. The Clerk was asked to contact the Sports Association with a view to agreeing suitable contractors to undertake the work to the required standards at their cost. Councillor Wilkinson suggested that the Sports Association might also contribute to the Council's legal fees relating to the lease.

80. Operation Watershed

The Clerk had briefed the Council on the current position including the offer of funding from both the South Downs National Park Authority (SDNP) and Arun District Council (ADC) towards the costs of the preliminary actions to allow an application to be made. There was some discussion around whether the silt might be contaminated, how it would be disposed of and whether removing the willow tree's roots would resolve the flooding. The Clerk explained that a silt survey would assess both the depth and contamination level of the silt, and although it could be very expensive to deal with heavily contaminated waste through a specialist, the silt at Middleton-on-Sea pond had been suitable for disposal through a local company. The Clerk has been advised by the Arun District Council's Principal Drainage Engineer that removing the roots of the willow tree will not on its own be sufficient to address highway flooding.

The Clerk explained that the Council would need to fund the silt survey (c29% of the total costs) and that it had estimates from 3 contractors as follows

1. Contractor A £715 – to test its contamination but not assess its depth as it was not insured to enter water.



2. Contractor B £2521.30 – to test contamination and assess its depth using a boat.
3. Contractor C - £3560 - to test contamination and assess depth using a temporary pontoon.

Operation Watershed preliminary costings are based on accepting the estimate by Contractor B, which meets the requirements of the Civil Engineer's survey at the best price.

SDNP had offered to pay the costs of the ecology report and civil engineer's survey and ADC would fund the topographical survey and CCTV/jetting drainage survey.

Councillor Rees highlighted that some areas of the budget were underspent including the grant for the VE75 event and suggested some of this money could be used towards the project, and Councillor Adamson thought that the Council might also wish to make a contribution towards the Coronation Hall refurbishments, both projects benefiting Slindon's residents.

The pros and cons were weighed up, and the prospect of securing significant capital funding, benefitting the environment and the long-term management of funding, against a relatively modest outlay meant that

It was **Resolved** – to complete the preliminary steps and accept the estimate provided by Southern Testing, to allow an application to be made under Operation Watershed. Proposed by Councillor Adamson, seconded by Councillor Fenton and by the unanimous agreement of all present.

81. Clerk's Update

i. Allotments.

There had been no further contact from the National Trust and matters were with the Council's solicitor. The rent was due to increase to £260 per annum and it was agreed that this would need to be passed on to the Allotment Society.

ii. Top Field and Slindon Recreation Ground

Arun District Council's Inspection Report dated 21.9.20 confirmed the usual defects associated with the ageing play equipment, a swing seat with one seat eye loose (repair to be arranged through eibe) and lack of waste bin. The Clerk has been authorised to make an expression of interest to fund replacement of the ageing equipment through SDNP CIL 20/21 funding with the project bidding window now open.

Councillor Thomas raised the issue around the fence on the Top Field, which was not deemed a priority given the recent planning application for the old Newburgh Arms car park, although the concern was more about encroachment on the land and retaining the original boundary. Mention was also made that several streetlamps – one by the pond which had been shot and another opposite Dyers Lane – were not working, and the Clerk undertook to let the National Trust know.

iii. Installation of New Bins

In recognition of the continued delays, Arun District Council had confirmed that a temporary waste bin would be placed on the Top Field and no charge will be made to the Council for emptying in this financial year, ended 31 March 2021.



iv. **West Sussex Association of Local Council's Value for Money Review**

The Clerk reported an increasing email traffic from parish clerks and of the level of dissension on this matter. It was agreed that, having regard to the communiques issued by both the Surrey and Sussex Association of Local Councils and the West Sussex Association of Local Councils, it would take no further action at this stage and wait to participate in the survey at the end of October.

Councillor Wilkinson will represent the Council at the West Sussex Association of Local Councils' AGM on the 10th November.

v. **Remembrance Day Wreath**

It was **Resolved** - to make a donation to the Royal British Legion of £50 to acquire a wreath (type B) to be delivered to Councillor Brimblecombe and laid at the War Memorial for Remembrance Day (Local Government Action 1972, Section 137 (3)).

82. **Finance Reports**

i. **Reconciliation**

It was **Resolved** - to note the Bank Reconciliation at 30 September 2020 - to be signed by Councillors Adamson and Brimblecombe after the meeting - and budget monitor at 30 September 2020.

ii. **Payments**

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

iii. **Budget Review**

The Clerk highlighted two budget overruns at more than 15% above the projected spend

- The additional spend on the Council's new website to meet Accessibility regulations, effective September 2020.
- The legal fees in respect of the Recreation Ground lease - additional work identified post budget - to investigate the title to the land and ensure any subsequent arrangement was consistent with the charitable objectives of public recreation.

It was **Resolved** – to approve the above and the Clerk's possible attendance on a Budget Planning webinar (£30 + VAT)

iv. **General and Earmarked Reserves**

No changes required.

The finance reports that appear at the end of these minutes are available in an alternative format from the Clerk.

83. **Planning Applications**

i. **Planning Application**

SDNP/20/03683/LIS

SDNP/20/03682/HOUS

Internal and External alterations to property to form 2 dwellings.

Firgrove House Mill Road Slindon BN18 0LY

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



ii. Planning White Paper Consultation Briefing

A technical issue had prevented some members joining the webinar run by the Surrey and Sussex Association of Local Councils on Thursday 8th October 2020, so another session had been scheduled for Tuesday 13th October. Councillor Wilkinson had however listened to the recording and highlighted that disappointingly the White Paper made very few references to parish councils, it reduced local authority input to the planning process and the Neighbourhood Plan appeared to have reduced importance in the new system.

84. Slindon Community Land Trust Steering Group

There was nothing further to report on this occasion.

85. Date of Next Ordinary Meeting

This was confirmed as Monday 9th November 2020.

The meeting ended at 8.32 p.m.

Signed as a true record of the meeting

Dated

Bank Reconciliation at 30/9/20

		Balance at 30/9/20	
		CURRENT YEAR	
		2020.21 £	
BALANCE BROUGHT FORWARD 1 APRIL 2020		£	40,803.71
TOTAL RECEIPTS		£	18,961.34
		£	59,765.05
LESS TOTAL PAYMENTS		-£	10,946.12
		£	48,818.93
REPRESENTED BY:			
C/A BALANCE		£	22,758.95
D/A BALANCE		£	26,184.78
PLUS : CASH RECEIVED NOT YET BANKED			
LESS: UNPRESENTED CHQS*		-£	124.80
		£	48,818.93



Slindon Parish Council						
Summary of Receipts and Payments Account						
1/4/20 to 31/3/21						
	Year to 30.9.20	YTD Actuals	Annual Budget (Planned)	YTD Planned less Actuals	% YTD Actual v Annual Budget	
Receipts		£				
Precepts		£ 17,011.00	£ 17,011.00	£ -		100.00%
Bank Interest		£ 9.49	£ 38.00	£ 28.51		24.97%
Grants/Donations		£ 56.25	£ -	£ 56.25		
Rent re-imbursed (Allotments & Sports Assoc.)		£ 100.00	£ 205.00	£ 105.00		48.78%
VAT (PRIOR YR REFUND)		£ 1,784.60	£ 1,500.00	£ 284.60		118.97%
				£ -		
Total Receipts		£ 18,961.34	£ 18,754.00	£ 207.34		101.11%
				£ -		
				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		£ 3,900.00	£ 6,443.00	£ 2,543.00		60.53%
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		£ 95.99	£ 250.00	£ 154.01		38.40%
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		£ 275.00	£ 500.00	£ 225.00		55.00%
Recreation Ground - Pavilion - general maintenance		£ 481.00	£ 600.00	£ 119.00		80.17%
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		£ 90.00	£ 750.00	£ 660.00		12.00%
Tree surgery		£ 804.17	£ 2,000.00	£ 1,195.83		40.21%
VAT		£ 869.68		£ 869.68		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% Over budget
Section 137 Payments		£ 35.00	£ -	£ 35.00		
				£ -		
Total Payments		£ 10,946.12	£ 23,748.69	£ 12,802.57		46.09%



SLINDON PARISH COUNCIL ACCOUNTING INFORMATION

Payments & Receipts for approval at Meeting 12/10/20

BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT	AUTHORISED (MINUTE)
Slindon Coronation Hall	Standing Order		£ 14.00		£ 14.00	LGA 1972 s134	August meeting	Recurring payment - did not use facility due to COVID-19 but is currently being paid.
Sarah Linfield	Standing Order		£ 520.00		£ 520.00	LGA 1972 s111	Clerk's monthly salary - period 6	Recurring payment
Paine Manwaring Limited	Cheque	100370	£ 162.00	£ 32.40	£ 194.40	Local Government (Miscellaneous Provisions) Act 1976 s19	Electrical Survey at Sports Pavilion	minute 44.1 (meeting 10.8.20)
Paine Manwaring Limited	Cheque	100371					Cancelled	Additional amount claimed on invoice for extra work without prior reference
Paine Manwaring Limited	Cheque	100372	£ 74.00	£ 14.80	£ 88.80	Local Government (Miscellaneous Provisions) Act 1976 s19	Gas Boiler Service at Sports Pavilion	Invoice as per quote by email dated 26/8/20 - agreed by Clerk under emergency Financial Regulations, to ensure Health & Safety requirements met (no evidence of previous service)
HMRC	Cheque	100373	£ 150.20		£ 150.20	LGA 1972 s111	Tax on Clerk's salary period 6 and on backdated payrise from 1.4.20	Recurring payment
Sarah Linfield	Part of cheque	100374	£ 13.11	£ 2.62	£ 15.73	LGA 1972 s111	Ink cartridges	Sundry expense
Sarah Linfield	Part of cheque	100374	£ 3.91	£ 0.78	£ 4.69	LGA 1972 s111	Safety tape for broken seat	Sundry expense
Sarah Linfield	Part of cheque	100374	£ 2.74	£ 0.54	£ 3.28	LGA 1972 s111	2 permanent markers for defibrillators	Sundry expense
Sarah Linfield	Part of cheque	100374	£ 80.93		£ 80.93	LGA 1972 s111	Backdated pay 1.4.20 - 12.10.20	NALC pay award
			£ 1,020.89	£ 51.14	£ 1,072.03			
Monthly Income for information : September 2020								
PAYER	TRANSACTION TYPE							
Arun District Council	CR	£ 8,505.50	2nd instalment of precept					
Slindon Allotment Society	CR	£ 100.00	Rent 1.10.19 - 31.3.20					
HSBC	CR	£ 0.22	Gross Int to 29 Sep 2020					



Earmarked and General Reserves

	Brought forward	Income Per I&E	Expenditure per I&E	Transfers to/from EMR	At 30.9.20			
	01/04/2020							
TOTAL RESERVES:	£ 40,803.71	£ 18,961.34	-£ 10,946.12		£ 48,818.93			
(1) GENERAL RESERVES	£ 14,303.71	£ 18,961.34	-£ 10,946.12	-£ 356.80	£ 21,962.13			
(2) EARMARKED RESERVES								
(i) Traffic Mgmt. Plan - next phase	£ 6,500.00				£ 6,500.00			
(ii) Neighbourhood Plan	£ 8,000.00				£ 8,000.00			
(iii) Recreation Ground & Top Field - for site maintenance (trees, fences, hedges), refurbish Sports Pavilion and replacement programme for ageing playground equipment	£ 12,000.00				£ 12,000.00			
Defibrillator - JDAC grant				£ 356.80	£ 356.80	Meeting dated 14/9/20, minute 64 (iii)		
Total (2)	£ 26,500.00							
TOTAL RESERVES (1) + (2):	£ 40,803.71	£ 18,961.34	-£ 10,946.12	£ -	£ 48,818.93			