



## Slindon Parish Council

### Minutes of the Ordinary Meeting of Slindon Parish Council

Held 'Remotely' via Zoom Software  
On Monday 16<sup>th</sup> November 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)

Katie Archer – National Trust, Lead Ranger  
Faye Catterson – Arun District Councillor

#### 86. Declarations of Interest

Councillor Fenton declared a personal interest in agenda item 17 as Chairman of the Slindon Community Land Trust (minute 102).

#### 87. Public Participation

There were no members of the public present.

#### 88. Apologies for Absence

Not applicable, all Parish Council members present

#### 89. Minutes from the Council Meeting Held On 12<sup>th</sup> October 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.

#### 90. Chairman's Report

Councillor Adamson spoke on the following matters.

- i. Car break ins/theft – are on the increase, with incidents in Bridle Lane, Top Road and Mill Lane/Baycombe Road. Councillor Adamson had contacted the local PCSO who has visited one of the victims and the message to be vigilant will be shared via the Parish magazine.
- ii. Rural gigabit broadband voucher scheme – details had been shared by MP Andrew Griffith and will be highlighted in the Parish magazine and on the Council's website. Residents of West Sussex can apply for funding of up to £4000, subject to eligibility, and the scheme is active in neighbouring Madehurst.
- iii. The West Sussex Association of Local Councils' AGM & Value for Money Review – Councillor Wilkinson will represent the Council at the Annual General Meeting on the



2<sup>nd</sup> December, with feelings running high amongst those Councils challenging the need and cost of the review. The agenda has been circulated.

- iv. Changes in the village from the 29<sup>th</sup> November – with the Rev Philip Jones retiring and moving away from the village, this would be a difficult time for many of those for whom the Church plays such an important role particularly during times of lockdown. Whilst the village is a very supportive community, members are encouraged to stay alert to the impact on parishioners and ensure that help is available to those in need.
- v. NALC's Display Screen Equipment Assessment – to be used at members' discretion, particularly useful with so much more time being spent in front of a screen.
- vi. The South Downs National Park Parish Workshops – which are now taking place online, with the West Sussex event scheduled for December 2<sup>nd</sup>.
- vii. Transport for the South East – is looking for town and parish councillors to help shape the future of transport in the region, further details available by visiting [tfse.org.uk](http://tfse.org.uk) and a monthly newsletter available by emailing [tfse@eastsussex.gov.uk](mailto:tfse@eastsussex.gov.uk)
- viii. West Sussex Climate Conservation - the opportunity to take part in the West Sussex Climate Conversation via an online survey, available until 6 December 2020.  
<https://www.surveymonkey.co.uk/r/ClimateConversationWS>

#### 91. West Sussex County Council Matters

There was no representation on this occasion.

#### 92. Arun District Council Matters

Councillor Catterson spoke regarding the Active Travel Consultation being undertaken by Arun District Council and which she understood had been circulated to all councils. The Clerk undertook to share details available on the District Council website with members.

#### 93. National Trust Matters

Katie Archer, Lead Ranger shared details of

- Essential ash dieback work taking place in the following places on the middle part of the estate, north of Courthill Farm at Ashborder (the most significant area), Stoney Bottom track, the bottom of Nore Hill and Dawtreys Hook and of repairs to fencing.
- The car park situation, with heavy use as people enjoy the countryside during lockdown.
- Staff restructures - the good news being that the 6 rangers in Slindon have been retained although sadly some other positions in the learning and education resources have been lost.

#### 94. Risk Matters and Governance

- i. Use of designated council email addresses

Three members have now successfully set these up, and it was confirmed that members did not need to use gmail.

- ii. Annual Review of Assets

- a) As part of its Pond Risk Assessment, it was



**Resolved** – to approve the purchase of the 24” life ring buoy with mounting hook and enclosed line throw at a cost of £56 + VAT and Councillor Thomas undertook to install it.

- b) The Clerk and Councillor Rees are liaising with the Allotment Society to install a warning sign for the bee hives with the beekeeper’s name and contact details, subject to prior agreement with the National Trust, as per the lease. It was

**Resolved** – to approve the purchase of a sign at cost of £16.99 plus delivery of £2.50.

- c) The Clerk had just received confirmation that the projector screen is still housed at the hall.

#### 95. Slindon Recreation Ground and Sports Pavilion

As several of the repair quotes and a response form the Council’s solicitor had literally just been received, Councillor Adamson suggested this item be discussed at an additional meeting, on Monday 30<sup>th</sup> November, to allow members the opportunity to assimilate the information and consider the options.

Councillors Brimblecombe and Rees both volunteered to undertake a weekly check of the Recreation Ground and the pavilion - inside and out - whilst it is not in use.

#### 96. Operation Watershed

The Clerk confirmed the following timeline/progress

- 1) Ecology Report has been commissioned by the South Downs National Park.
- 2) Topographical Survey has been obtained by Arun District Council, 9/11/20.
- 3) CCTV/ Jetting Drainage Survey is due to take place on 18<sup>th</sup> & 19<sup>th</sup> November.
- 4) Silt Survey to assess contamination and depth is due to take place 23/11/20.
- 5) Damon Block of the Environment Agency is providing guidance on the removal of the fish which will be required in due course and suitable contractors identified.
- 6) Quote to remove the willow tree
  - 1 received - £600, plus a further £300 (estimate) to remove roots.
  - 1 quote awaited, 2 further tree surgeons identified to provide quotes.
  - Also, several ash trees by the willow may need removing.

#### 97. Clerk’s Update

i. Allotments.

There had been no further developments although the new point of contact is noted as Rebecca Marshall.

ii. Playground Inspection

Report dated 19.10.20 continues to report a loose eye bolt on the double swing which is being checked with the engineer as it appears secure.

iii. Installation of New Bins

Councillor Thomas confirmed that there was now a temporary black dustbin on the Top Field, provided by Arun District Council due to the delay in installing the new bin. A question was raised on where the permanent fixture on Top Field would be sited and details will need to be provided to Arun District Council.



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

The Clerk reported a high number of emails between parish clerks and the Board and of the continuing level of dissension which was quite disconcerting. It was agreed that Councillor Wilkinson and also Councillor Rees will represent the Council at the West Sussex Association of Local Councils' AGM, revised date 2<sup>nd</sup> December. The motion on the agenda under 9.1 will be discussed at the next Council meeting and the Clerk will share the FAQs on the voting process which had been received just before tonight's meeting.

v. Outdoor Adult Gym Equipment

This must not be used during lockdown and Councillors Fenton and Wilkinson undertook to provide appropriate notices to ensure users were aware of the restriction.

vi. CIL Funding Applications – Expressions of Interest

- a) The Clerk is drafting the application for the play equipment and will share with the Council for approval prior to submission
- b) The Council agreed that the Clerk should draft an application for a small viewing platform and information board by the pond.

vii. Rural gigabit broadband voucher scheme

Andrew Griffith MP has asked the Parish Council to share details of the scheme which includes a top up for West Sussex residents. Full details can be found on the West Sussex County Council Website at <https://gigabitvoucher.culture.gov.uk/>

Councillor Adamson is aware that the scheme is active in Madehurst and the Clerk advised that a Councillor might need to lead on this if the Parish Council were to co-ordinate an application for the Parish.

98. Finance Reports

i. Reconciliation

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

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

No changes required.

The finance reports that appear at the end of these minutes are available in an alternative format from the Clerk and are posted separately to the Parish Council Website as Monthly Reports under the Finance and Risk section.

99. Grant Funding/Financial Support

The Council had allocated £3000 for a VE75 event which did not take place due to pandemic and whilst £2500 could now be used to pay for the silt survey required to make an application under Operation Watershed it was

**Resolved** - to award £500 towards the cost of the restoration and refurbishment works undertaken at the Coronation Hall, under Section 133 of the Local Government Act 1972 for



the provision of parish and community buildings (proposed by Councillor Adamson, seconded by Councillor Rees and by the unanimous agreement of all members).

**100. Budget 2021/22**

The Clerk had circulated draft figures for the next financial year and also projections v budget for the year ended 31 March 2021, reflecting the extra cost of work to the pavilion following the fire risk assessment, electrical survey and boiler service. It was agreed that members would review this information and further discussion would take place at a meeting on Monday 30<sup>th</sup> November.

**101. Planning Matters**

- i. Planning Application

SDNP/20/04298/HOUS

Mill House Mill Road Slindon BN18 0LY

Proposed Replacement Detached Garage Building To Allow For The Storage Of 3 - 4 Cars

It was

**Resolved** that 'no objection' be recorded'

- ii. Planning Appeal

SDNP/20/00053/REFHOU

The Coppice Sunnybox Lane Slindon BN18 0LX

The appeal was noted by the Council

**102. Slindon Community Land Trust Steering Group**

There was nothing further to report on this occasion.

**103. Date of Next Ordinary Meeting**

This was confirmed as Monday 30<sup>th</sup> November 2020.

Councillor Wilkinson highlighted the outcome of the A27 Consultation and Councillor Catterson felt the decision was an 'interesting' one, particularly given that the grey route had not appeared to be a popular choice and it was also the most expensive of the routes.

The meeting ended at 8.36 p.m.

Signed as a true record of the meeting

Dated



Minute 98 (i) Bank Reconciliation at 31/10/20

| <b>Bank Reconciliation 31.10.20</b>         |                  |           |                     |
|---|------------------|-----------|---------------------|
|   |                  |           | <b>CURRENT YEAR</b> |
|   |                  |           | <b>2020.21 £</b>    |
| <b>BALANCE BROUGHT FORWARD 1 APRIL 2020</b> |                  | £         | 40,803.71           |
| <b>TOTAL RECEIPTS</b>                       |                  | £         | 18,961.56           |
|   |                  | £         | 59,765.27           |
| <b>LESS TOTAL PAYMENTS</b>                  |                  | <b>-£</b> | <b>11,909.27</b>    |
|   |                  | £         | 47,856.00           |
| <b>REPRESENTED BY:</b>                      |                  |           |                     |
| <b>C/A BALANCE</b>                          |                  | £         | 21,707.00           |
| <b>D/A BALANCE</b>                          |                  | £         | 26,185.00           |
| <b>PLUS : CASH RECEIVED NOT YET BANKED</b>  |                  | £         | -                   |
| <b>LESS: UNPRESENTED CHQS</b>               | <b>no 100376</b> | <b>-£</b> | <b>36.00</b>        |
|   |                  | £         | 47,856.00           |
|   |                  |           |                     |



| Summary of Receipts and Payments Account |  |                  |                         |  |                                  |
|--|--|------------------|-------------------------|--|----------------------------------|
| 1/4/20 to 31/3/21                        |  |                  |                         |  |                                  |
|  | Year to 31.10.20                                       | YTD Actuals<br>£ | Annual Budget (Planned) | YTD Planned less Actuals                               | % YTD Actual v Annual Budget     |
| <b>Receipts</b>                          |  |                  |                         |  |                                  |
|  | Precepts   | £ 17,011.00      | £ 17,011.00             | £ -  | 100.00%                          |
|  | Bank Interest  | £ 9.71           | £ 38.00                 | £ 28.29  | 25.55%                           |
|  | 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%                          |
| <b>Total Receipts</b>                    |  | £ 18,961.56      | £ 18,754.00             | £ 207.56   | 101.11%                          |
|  |  |                  |                         | £ -  |                                  |
|  |  |                  |                         | <b>YTD Planned less Actuals (i.e. spend available)</b> |                                  |
| <b>Payments</b>                          | Admin costs  | £ 253.71         | £ 300.00                | £ 46.29  | 84.57%                           |
|  | Allotment rent - National Trust                        | £ -              | £ 200.00                | £ 200.00   | 0.00%                            |
|  | Clerk's salary – gross                                 | £ 4,651.13       | £ 6,443.00              | £ 1,791.87   | 72.19%                           |
|  | Defibrillators - maintenance                           | £ -              | £ 50.00                 | £ 50.00  | 0.00%                            |
|  | Expenses - Clerk                                       | £ 122.35         | £ 200.00                | £ 77.65  | 61.18%                           |
|  | 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  | £ 109.99         | £ 250.00                | £ 140.01   | 44.00%                           |
|  | 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                         | £ 122.76         | £ 250.00                | £ 127.24   | 49.10%                           |
|  | Subscriptions  | £ 312.19         | £ 481.69                | £ 169.50   | 64.81%                           |
|  | Training costs   | £ 120.00         | £ 750.00                | £ 630.00   | 16.00%                           |
|  | Tree surgery   | £ 804.17         | £ 2,000.00              | £ 1,195.83   | 40.21%                           |
|  | VAT  | £ 881.64         |                         | £ 881.64   | 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                                   | £ 85.00          | £ -                     | £ 85.00  |                                  |
| <b>Total Payments</b>                    |  | £ 11,909.27      | £ 23,748.69             | £ 11,839.42  | 50.15%                           |



Minute 98 (ii)

| SLINDON PARISH COUNCIL ACCOUNTING INFORMATION |                          |                  |               |            |                       |          |                         |   |   |
|---|--------------------------|------------------|---------------|------------|-----------------------|----------|-------------------------|---|---|
| Approve issue of payments 16.11.20            |                          |                  |               |            |                       |          |                         |   |   |
| Community Account                             |                          |                  |               |            |                       |          |                         |   |   |
| DATE OF CHEQUE/SO/DD                          | BENEFICIARY/PAYEE        | TRANSACTION TYPE | Cheque number | NET AMOUNT | VAT                   | AMOUNT   | (UNDER                  | REASON/COMMENT  | AUTHORISED (MINUTE)   |
| 08/10/2020                                    | Southern Electric        | Direct Debit     |               | 40.42      | 2.02                  | 42.44    | Councils Act 1957, s.3; | Account for Q2 2020 21  | Recurring payment   |
| 12/10/2020                                    | Slindon Coronation Hall  | Standing Order   |               | £ 14.00    |                       | £ 14.00  | LGA 1972 s134           | September meeting   | Recurring payment - did not use facility due to COVID-19 but is currently being paid. |
| 12/10/2020                                    | Sarah Linfield           | Standing Order   |               | £ 520.00   |                       | £ 520.00 | LGA 1972 s111           | Clerk's monthly salary - period 6                             | Recurring payment   |
| 20/10/2020                                    | Sarah Linfield           | Part of cheque   | 100375        | £ 45.88    |                       | £ 45.88  | LGA 1972 s111           | Homeworking Allowance - pro-rated with Clapham Parish Council | Per employment contract   |
| 20/10/2020                                    | Sarah Linfield           | Part of cheque   | 100375        | £ 50.00    |                       | £ 50.00  | LGA 1972 s137           | Donation to Royal British Legion and wreath                   | minute 81(v) - (meeting 12.10.20)   |
| 26/10/2020                                    | SLCC Enterprises Limited | Cheque           | 100376        | £ 30.00    | £ 6.00                | £ 36.00  | LGA 1972 s 112          | Clerk's training course (Budgeting Basics)                    | minute 82(iii) - (meeting 12.10.20)   |
| 04/11/2020                                    | HMRC                     | Cheque           | 100377        | £ 112.51   |                       | £ 112.51 | LGA 1972 s111           | unallocated credit £20.69 as agreed with HMRC                 | Recurring payment   |
|   |                          |                  |               | £ 812.81   | £ 8.02                | £ 820.83 |                         |   |   |
| Monthly Income for information : October 2020 |                          |                  |               |            |                       |          |                         |   |   |
| RECEIPTS                                      |                          |                  |               |            |                       |          |                         |   |   |
| DATE/ACCOUNT TYPE                             | PAYER                    | TRANSACTION TYPE |               | REASON     |                       |          |                         |   |   |
| Community Account                             |                          |                  |               |            |                       |          |                         |   |   |
| Community Savings                             |                          |                  |               |            |                       |          |                         |   |   |
| 31.10.20                                      | HSBC                     | CR               | £             | 0.22       | Gross Int to 30.10.20 |          |                         |   |   |





Minute 98 (iii) General and Earmarked Reserves

| <b>Reserves at 31.10.20</b>  |                        |                           |                                |                              |                    |  |  |
|--|------------------------|---------------------------|--------------------------------|------------------------------|--------------------|--|--|
|  | <b>Brought forward</b> | <b>Income Per I&amp;E</b> | <b>Expenditure per I&amp;E</b> | <b>Transfers to/from EMR</b> | <b>At 31.10.20</b> |  |  |
|  | <b>01/04/2020</b>      |                           |                                |                              |                    |  |  |
| <b>TOTAL RESERVES:</b>   | £ 40,803.71            | £ 18,961.56               | -£ 11,909.27                   |                              | £ 47,856.00        |  |  |
| <b>(1) GENERAL RESERVES</b>  | £ 14,303.71            | £ 18,961.56               | -£ 11,909.27                   | -£ 356.80                    | £ 20,999.20        |  |  |
| <b>(2) EARMARKED RESERVES</b>  |                        |                           |                                |                              |                    |  |  |
| <b>(i) Traffic Mgmt. Plan - next phase</b>   | £ 6,500.00             |                           |                                |                              | £ 6,500.00         |  |  |
| <b>(ii) Neighbourhood Plan</b>   | £ 8,000.00             |                           |                                |                              | £ 8,000.00         |  |  |
| <b>(iii) Recreation Ground &amp; Top Field - for site maintenance (trees, fences, hedges), refurbish Sports Pavilion and replacement programme for ageing playground equipment</b> | £ 12,000.00            |                           |                                |                              | £ 12,000.00        |  |  |
| <b>Defibrillator - JDAC grant</b>  |                        |                           |                                | £ 356.80                     | £ 356.80           | Meeting dated 14/9/20, minute 64 (iii) |  |
| <b>Total (2)</b>   | £ 26,500.00            |                           |                                |                              |                    |  |  |
| <b>TOTAL RESERVES (1) + (2):</b>   | £ 40,803.71            | £ 18,961.56               | -£ 11,909.27                   | £ -                          | £ 47,856.00        |  |  |