



Slindon Parish Council

Draft Minutes of the Ordinary Meeting of Slindon Parish Council

Held 'Remotely' via Zoom Software
On Monday 11th January 2021 at 7.00 p.m.

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

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

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

120. **Declarations of Interest**
There were no declarations of interest.
121. **Public Participation**
There were no members of the public present.
122. **Apologies for Absence**
Not applicable, all Parish Council members present
123. **Minutes from the Council Meeting Held On 14th December 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.
124. **Chairman's Report**
Councillor Adamson –
- i. Reported that Councillor Wilkinson had resigned and reflected on the Council's loss.
 - ii. Advised that COVID-19 vaccinations would be available for the over 80s in Bognor at the Medical Practice (not the hospital) – details to be circulated via Slindon Life's round robin and posted on the Parish Council website.
 - iii. Shared reports of a continuing issue with accumulating waste in the garden of a property, which had (again) been reported to Arun District Council. Although there was no evidence of any action this was perhaps down to the pandemic and lockdown now in place.
 - iv. Offered to undertake the check of the defibrillator by the pavilion as this had previously been done by Councillor Wilkinson and the last check was undertaken in November. The Clerk confirmed that she was aware of this and had spoken to Councillor Rees, who now undertook to show Councillor Adamson what is required.
 - v. Welcomed the ecological report produced as part of the preliminary work for Operation Watershed and funded by the South Downs National Park.



- vi. Highlighted the continuing discussions on the Recreation Ground agreement and encouraged all Councillors to make their views clear when this matter was addressed later in the meeting.
 - vii. Confirmed that she would be promoting the opportunities to join the Council. The Clerk confirmed that a 'notice of a casual vacancy' - created by the resignation of Councillor Wilkinson - would be posted to the Council website and on the parish noticeboards once confirmed by Arun District Council.
 - viii. Spoke of the importance of community support during this second lockdown and of staying connected via the Slindon WhatsApp support group and SlindonLife round robin. She acknowledged the contribution of Nancy Brinton in managing the community volunteer scheme and Councillor Rees offered her services including taking residents to be vaccinated.
 - ix. Reflected on whether National Trust might fund some more waste bins as it attracts so many visitors to the area, particularly now. Also, whether perhaps the Council should install a general waste bin rather than the dog bin planned for the School Hill, although the Clerk suggested that this might confuse the existing order – which is still outstanding from July 2020 (more later) – and perhaps an additional litter bin could be arranged in due course when times were more normal.
125. **West Sussex County Council Matters**
There was no representation on this occasion.
126. **Arun District Council Matters**
Councillor Catterson advised that a full meeting of Arun District Council would take place on Tuesday 12th January 2021 and confirmed the A27 Arundel Bypass had been announced as the 'grey route'.
127. **National Trust Matters**
Katie Archer, Lead Ranger spoke regarding
- i. Pumpkin Lodge and the work which is due to finish by the end of February
 - ii. National Trust Street Lighting and that a contractor had been sourced to undertake maintenance
 - iii. COVID-19 continues to impact work schedules, affecting such matters as staff availability and rotas and car-sharing arrangements
 - iv. Cover that would be provided for her role from June as she would be on maternity leave. The Council congratulated Katie on her news.
128. **Slindon Recreation Ground and Sports Pavilion**
- i. Agreement with Slindon Sports Association to use the Recreation Ground

A formal arrangement (in the form of a lease) was first agreed between the Parish Council and Slindon Sports Association in 2013 (and signed in 2014) to reduce the



financial cost to the parish in maintaining the area and in furtherance of organised sport. The Council remains committed to sport in the village.

The current lease also placed a responsibility on the club with regards the pavilion although the Council's routine checks including a Fire Risk Assessment, boiler service and electrical survey carried out in Summer 2020 had identified a number of defects and the pavilion had been taken out of service to safeguard its users.

In September 2020, the Clerk and several members of the Council had met informally with the Chairman and Treasurer to discuss the Association's future requirements as the lease term runs to February 2021. Initially, they had indicated that the pavilion was only required by the cricket and stoolball teams, although their requirements were later confirmed as a 10-year licence with a peppercorn rent and use of the pavilion.

In theory 3 options are available to the Council

A lease – although this gives exclusive use of a facility and because of this is seen as a 'disposal' of the land. As the land is charitable, the Parish Council, as its Trustee, must therefore comply with relevant legislation (Charities Act 2011) and obtain consent for a disposal of this type from the Charity Commission.

A licence - which allows the use of a facility for a particular purpose. This type of agreement does not restrict access by others as it does not grant exclusive possession and could therefore be arranged without the consent of the Charity Commission.

A user agreement – which would allow use of a facility, under, say, a hire agreement.

The Clerk advised that the Parish Council should not enter into any form of long-term agreement until 'Slindon Sports Association' evidence they are a properly constituted organisation and their financial position, which had not yet happened.

The Council were informed that the pavilion was a self-build by Slindon Sports Association dating back to 1990, for which Arun District Council had provided a grant. However, generating funds to maintain it has always been a problem and this invariably fell to the Parish Council. Caution was expressed regarding the use of taxpayers' money on a building that is not open to the public and benefits relatively few residents, and not without taking their views into account.

It was highlighted that the Slindon Sports Association had advised they may find an alternative venue in Madehurst, and whilst the Council remains committed to sport in the village, it must balance this with its responsibilities as trustee of the Recreation Ground charity and use of parish taxpayers' money to fund the upkeep of the pavilion. It was pointed out that the football teams are from outside the parish



and part of larger clubs (Barnham Trojans and Bognor Football Club) playing in multiple locations.

The Sports Association had already received £10,000 through Government funded support to businesses during the first lockdown, by virtue of the pavilion, and might even qualify for further assistance, so it was felt reasonable that some of this money would be used towards its repair.

The Council could only reach a decision on a future agreement with the Sports Association once it had received and agreed on a schedule of repairs to the pavilion, together with financial information to support the requirement for a long-term licence and evidence of the club's constitution.

Ultimately, if the Sports Association are unable to evidence that a long-term agreement is viable, a user agreement might provide an acceptable alternative, setting out the terms and conditions of use and the responsibilities of the user – for example, the continuation of the work the club currently undertakes, including maintenance of the pitches and playing field, and an ongoing financial contribution towards the pavilion to safeguard its future, once it had been put in good order.

It was **Resolved** – that the Clerk send a letter setting out the basis on which the Council was willing to consider an agreement and how it might work.

Councillors Adamson, Rees and Brimblecombe undertook to rotate the weekly checks of the pavilion (inside and out) and maintain a log, in line with the Council's insurance as it is not in active use. The Sports Association had been asked to ensure that the policy conditions relating to seasonal closures were also met.

- ii. Whilst Councillor Adamson expressed concerns about the hourly rate as expensive, it was generally felt sensible to continue to use the services of its existing solicitor, with the duplication of work in briefing a new solicitor creating additional work and costs.

129. **Budget 2021/22**

The Clerk had provided both an email and hard copy of the Council's budget for 2021/22 and precept requirement – approved when the Council met on the 14th December - which had been sent to Arun District Council. Councillors acknowledged receipt and

It was **Resolved** – that the Chairman and Clerk sign a copy of the relevant paperwork.



130. Finance Reports

i. Payments

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

ii. Bank Reconciliation

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

iii. General and Earmarked Reserves

No changes were proposed pending the outcome of Recreation Ground discussions and CIL funding application. The Clerk highlighted a provision for Traffic Management Changes which might no longer be relevant particularly given the A27 Arundel Bypass route now announced.

iv. Budget at 31.12.20

The actual spend to budget at 31.12.20 was noted

v. Virement

It was **Resolved** – to transfer the revenue budget of £2465 from ‘Grants for the Community’ to ‘Operation Watershed’ (proposed by Councillor Adamson, seconded by Councillor Fenton and by the unanimous agreement of all present).

vi. Bank Account Mandate

Resolutions were passed as specified under 3.1, 3.2, 3.3, 3.4 and 3.5 of the Business Bank Mandate – Mandate for Local Authority. Wording shared with Council members and forming part of the minutes.

It was **Resolved** – to make changes to the signatories, remove Councillor Wilkinson (resigned 15.12.20) and add Derek John Thomas and complete the mandate supplied by HSBC. (proposed by Councillor Rees, seconded by Councillor Brimblecombe and by the unanimous agreement of all present).

Finance reports are posted separately to the Parish Council Website as Monthly Reports under the Finance and Risk section.

131. South Downs National Park - CIL Funding Application

It was **Resolved** – to authorise the Clerk to submit an ‘Expression of Interest’ to replace some of the playground equipment on the Top Field (proposed by Councillor Adamson, seconded by Councillor Rees and by the unanimous agreement of all present).

132. Highways Matters

The Clerk has contacted WSCC to support residents’ concerns over flooding in Reynolds Lane and a site visit was due to take place to assess the issue and understand what is required to fix the problem. The Clerk would continue to monitor developments and provide an update at the next meeting.

It was **Resolved** – to exclude members of the public to discuss contracts for services and Councillor Catterson and Katie Archer left the meeting.



133. **Tree and Hedge Work**

i. **Full Tree Survey**

It was **Resolved** - to accept the quote provided by Beechdown Arboriculture Limited. (proposed by Councillor Thomas, seconded by Councillor Adamson and by the unanimous agreement of all present).

ii. **Fell the willow tree**

It was **Resolved** - to accept the quote provided by Beechdown Arboriculture Limited. (proposed by Councillor Thomas, seconded by Councillor Brimblecombe and by the unanimous agreement of all present)

iii. **Hedgework along the A29**

A quote had been received although it was suggested that another local contractor be invited to tender, and the Clerk undertook to arrange this.

134. **Clerk's Update**

i. **West Sussex Association of Local Councils AGM**

The AGM is now likely to take place next month (February), revised date awaited.

ii. **Allotments**

There had been no further contact from the National Trust regarding the lease that ran until March 2020, and the Clerk had emailed them for an update.

iii. **Playground & Adult Gym Inspections**

The eye bolt on one of the swings was again identified as loose and Councillors Rees and Thomas undertook to inspect it.

The Clerk was ordering a part to replace the missing nut cap on the seated leg press.

iv. **New Bins**

Arun District Council had confirmed that there would be no charge for emptying the 3 bins in 2021/22 by way of an apology as they had been on order since Summer 2020. The good news is that a new member of staff is joining the team with specific responsibility for the litter and dog bins. It was agreed that the litter bin on the Top Field should be installed to the right of the western entry gate.

v. **Casual Vacancy**

A 'notice of a casual vacancy' - created by the resignation of Councillor Wilkinson – would be sent to Arun District Council's election team for their approval. There were currently 4 vacant member positions and the Clerk and Councillor Rees had engaged with a local resident to see if they might be interested. The Clerk was also keen to encourage young people in the parish and Councillor Adamson would continue to raise awareness of these opportunities through the parish magazine.

vi. **Operation Watershed**

The ecology report commissioned and kindly paid for by the South Downs National Park had been received, with the bat report almost complete.

The silt depth and contamination survey arranged by the Council had indicated that the mean concentration and classification is of non-hazardous silt.

The civil engineer is producing his report and the Council are well-placed to make an application in the new financial year (1 April 2021).



135. Planning Matters

i. New Planning Applications

None.

ii. Updates

Wood End Cottage London Road Slindon BN18 ONG

Dormer windows to existing roof

Ref. No: SDNP/20/04963/HOUS Status: Approved

Mill House Mill Road Slindon BN18 OLY

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

Ref. No: SDNP/20/04298/HOUS Status: Approved

Firgrove House Mill Road Slindon BN18 OLY

Internal and External alterations to property to form 2 dwellings

Ref. No: SDNP/20/03683/LIS & SDNP/20/03682/HOUS

Status: Approved

Old Timbers Shellbridge Road Slindon BN18 OLT

Erection of storage building following demolition of existing timber shed and garage buildings

Ref No: SDNP/20/02973/FUL Status: Refused

iii. Appeal

The Coppice Sunnybox Lane Slindon Arundel West Sussex BN18 OLX

Proposed rear extension

SDNP/20/01400/HOUS (related application)

Ref. No: SDNP/20/00053/REFHOU | Status: Allowed

iv. Pre-Application

Aldingbourne Parish

SDNP/20/04843/PRE - Slindon Bottom Gravel Pit Slindon Bottom Road Fontwell

West Sussex BN18 OSN - the restoration of Slindon Bottom Gravel Pit utilising site derived and imported inert material.

A 'decision notice' had been posted by the SDNP which provided commentary on the proposed project and the Clerk will continue to 'track' developments.

136. Date of Next Ordinary Meeting

The next ordinary meeting will take place on Monday 8th February 2021.

The meeting ended at 8.44 p.m.

Signed as a true record of the meeting

Dated