



## Slindon Parish Council

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

Held 'Remotely' via Zoom Software  
On Monday 8<sup>th</sup> February 2021 at 7.00 p.m.

**Present:** Councillors Jan Rees, Barbara Brimblecombe, Peter Fenton and Derek Thomas.

**In attendance:** Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)  
Faye Catterson – Arun District Councillor

137. **Appointment of Chairman to the Council**  
It was **Resolved** – to appoint Councillor Rees as Chairman of the Parish Council, who made and signed a 'Declaration of Acceptance of Office' before the Proper Officer of the Council.  
Proposed by Councillor Fenton, seconded by Councillor Brimblecombe and by the unanimous agreement of all present and voting.
138. **Declarations of Interest**  
Councillor Fenton declared a personal interest in his capacity as Chairman of the Slindon Community Land Trust, reference the pre-application for consideration under 'Planning Applications' (minute153 (iii)).
139. **Public Participation**  
There were no members of the public present.
140. **Apologies for Absence**  
Not applicable, all Parish Council members present
141. **Minutes from the Council Meeting Held On 11<sup>th</sup> January 2021**  
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.
142. **Chairman's Report**  
Councillor Rees spoke regarding –
- i. **Local and Mayor Elections 6 May 2021** - the Government has announced these are to go ahead although postal votes can be obtained for those registered to vote by midnight on the 19 April, with deadline for applications of 5 p.m. on 20 April.
  - ii. **Virtual Parish Council Meetings** - the legislation allowing remote meetings runs until 7 May 2021 and further announcements are awaited.
  - iii. **Census Day is 21 March 2021** - the 2021 Census for England and Wales will be conducted by the Office for National Statistics (ONS) and although



predominantly online for the first time, they will provide a wide range of assistance to the public to encourage online completion and make sure that everyone can complete their form, whether online, paper-based or over the phone.

The 1921 Census results will then be available under the 100-year rule.

- iv. **Code of Conduct** - In a week when Handforth Parish Council came under the spotlight and its locum Clerk trended at number one on Twitter, a timely reminder to Councillors up and down the country of the importance of upholding high standards in public office. Slindon adopted Arun District Council's Code of Conduct in 2017, with a revised model code of conduct now approved and circulated by the Local Government Association, it is waiting to hear from the Monitoring Officer about adopting the revised version.
  - v. **National Association of Local Councils (NALC) Lobby Day** - went online this year – 2 February 2021 - promoting local councils to parliamentarians.
  - vi. **Operation Watershed and CIL funding by the South Downs National Park** – pre-applications making good progress with the Clerk to provide details under the Clerk's Update.
  - vii. **Arun Times** – which appears on the District Council website was highlighted as a useful source of information.
  - viii. **West Sussex County Council Budget 2021/22** – a full Council Meeting is due to take place on 12th February to confirm the County Council's budget, with an increase of 1.99% precept and 3% for adult social care, total 4.99%.
143. **West Sussex County Council Matters**  
There was no representation on this occasion.
144. **Arun District Council Matters**  
Councillor Catterson provided an insight into matters at Arun District Council including green issues, a scheme for collecting food waste which would be trialed in new housing areas and a project for the regeneration of Bognor Regis which would be discussed at the next full District Council meeting. Councillor Catterson also spoke and answered questions on 'Rampion 2', and of the consultation process for wind turbines along the coast in Sussex, an email from Kingston Parish Council having also been circulated to members.  
[The Project - Rampion2](#)  
[Rampion 2 wind farm extension launches first consultation | News Archive | Arun District Council](#)
145. **National Trust Matters**  
Katie Archer, Lead Ranger had sent her apologies, providing an update as follows
- The streetlights will shortly be repaired, with the contractor waiting for some parts.
  - Contractors at Courthill Farmhouse will begin the proper strip out next week, so far they have only removed asbestos.



- The work that the Ranger team were hoping to do to the car park and hedge laying on Mid Lane has been delayed, although there are plans to complete before the end of winter.

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

The Council had met with representatives of the Slindon Sports Association (via Zoom on Tuesday 2 February 2021) to understand how any future agreement for the use of the Recreation Ground would best meet their needs.

The Sports Association's preference is for a licence, over a longer period than might ordinarily be the case for this type of agreement of some 10 years to make grant funding more accessible, and at a 'peppercorn' rent of £5.

The Council is willing to consider such an arrangement, subject to evidence that

1. The Sports Association is a properly constituted organisation and the Council has received assurance that arrangements are already in hand to address this.
2. The pavilion repairs are completed beforehand at cost to the Sports Association and to the Council's satisfaction.
3. Sufficient income can be generated to maintain the pavilion in future and meet its other obligations.

It was **Resolved** – that the Clerk send a letter to its solicitor seeking advice on the possibility of a licence over a period of ten years and how it might operate, including terms and conditions.

The Clerk advised that as the Council is the sole trustee of the Recreation Ground Charity, it should set up a committee under s.101(1) of the 1972 Act, with decisions made in the best interests of the charity with no regards to the interests of the Council.

#### 147. Bank Account Mandate

The Responsible Financial Officer read the wording 'Mandate for Council' Resolutions were passed as specified under 3.1, 3.2, 3.3, 3.4 and 3.5 of the Mandate – 'Mandate for Council', wording shared with Council members and forming part of the minutes.

It was **Resolved** – to make changes to the signatories and complete the mandate supplied by HSBC.

Remove the names of former Councillors Nichola Adamson and Paul Wilkinson and add the name of Janet Mary Rees as signatory to the account (Councillor and Chairman).



Signing instructions - any two listed persons together to cover all accounts held now and in the future.

Proposed by Councillor Brimblecombe

Seconded by Councillor Thomas

By unanimous agreement of all present and voting

#### 148. 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 budget monitor and Bank Reconciliation at 31 January 2021, to be signed by Councillors Rees and Brimblecombe after the meeting and once the revised signing instructions for the bank mandate were in place.

##### 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 were perhaps no longer relevant or in need of revision, dating back to 2016. The allocation for a Neighbourhood Plan also required a review, pending the outcome of the August 2020 White Paper, Planning for the Future.

##### iv. Budget at 31.1.21

The revenue budget of £2465 had been transferred from 'Grants for the Community' to 'Operation Watershed' as authorised at the previous meeting.

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

#### 149. Grant Applications

i. CIL funding – an 'expression of interest' in funds to replace of some of the ageing play equipment on the Top Field had been submitted, a copy circulated to members and a decision awaited on progression to the application stage.

##### ii. Operation Watershed –

Subject to confirmation of the West Sussex County Council budget at its full meeting on Friday 12<sup>th</sup> February 2021, it appears that Operation Watershed will be available in the next financial year (1 April 2021 – 31 March 2022).

The bat report has now been produced and circulated to members. Only two trees have been identified as having potential bat roosting features, one of the two trees being the ash partially lying in the pond. The willow that is being removed has no bat features identified. The Clerk had been advised that a dead or dying tree can be removed on a 5-day notice application and tree contractors would examine trees for evidence of bat roosting before removal.

The civil engineer had also now produced drawings of the area, and the Council are well-placed to make an application in the new financial year (1 April 2021).



Whilst awaiting formal confirmation that the WSCC budget for 2021/22 will continue to make provision for funding Operation Watershed, there would be other funding opportunities and the preliminary work had already delivered benefits including some improvements by removing roots during the CCTV drain survey.

South Downs National Park Authority's contribution in funding both the bat report and the civil engineer's drawings and recommendations was acknowledged.

A life ring by the pond has been installed.

150. Highways Matters

The Clerk was pleased to report that engagement with West Sussex County Council (WSCC) to address residents' concerns over flooding in Reynolds Lane and subsequent drainage work had improved drain capacity and enhanced water management. However, it seems that the drains at the Forge remain blocked, with water forming a local geyser and where the two drains outside the Forge run to the field, west of Coronation Hall, there appears to be a blockage. A resident had suggested the use of drain cameras to investigate matters further and the Clerk has written to WSCC to ask them whether they can undertake these checks. Cutting the verge and clearing the gutters would also help.

It was **Resolved** – to exclude members of the public to discuss contracts for services and Councillor Catterson was placed in the meeting room (Proposed by Councillor Rees, seconded by Councillor Fenton and by the unanimous agreement of all present and voting).

151. Tree and Hedge Work

i. Fell the ailing ash

No decision was made regarding the ailing ash by the willow tree at the pond. The bat report for Operation Watershed had identified that the ash partially submerged in the pond had bat roosting potential although if any ash needs to be felled scoping surveys will determine whether any bats are present.

ii. Hedgework along the A29

Two quotes had been received although it was unclear whether they were being considered on a 'like for like' basis as the Council's original requirements had now changed. As the Council are now planning to reduce the hedge to waist height rather than trim it the Clerk undertook to invite the first contractor to review /revise their costings, as it might be a 2-man operation with traffic measures on the busy A29 during the work and their quote was provided in November 2020.

Councillor Catterson re-joined the meeting



152. Clerk's Update

i. Allotments

Further contact from the National Trust regarding the new lease is awaited.

ii. Playground & Adult Gym Inspections

Under current lockdown the adult gym equipment must not be used although children's play equipment remains open. The Clerk has received the replacement part for the seated leg press and also visited the Recreation Ground to remove rubbish including discarded wipes and plastic gloves. Councillor Thomas had now removed the tree on the Top Field, arrangements would be made to remove the adjacent concrete plinth with commemorative plaque for restoration and re-siting and the wooden bench had been repaired.

iii. New Bins

Dog fouling remains an issue and it was agreed that the Clerk explore the possibility and cost of installing a green-coloured dog waste bin, rather than the usual red issue through Arun District Council. Councillor Catterson spoke regarding the importance of educating people and of the role the Dogs Trust and similar organisation in attending village events, which is something to be considered on a return to more normal times. There was no update on when the bins on order would be installed.

iv. Casual Vacancy

A 'notice of a casual vacancy' - created by the resignation of Councillor Adamson – had been approved by Arun District Council's election team and posted in the Parish. Arun District Council had also confirmed that the Council could now fill the casual vacancy created by the resignation of Councillor Wilkinson by co-option. The Clerk and Council would continue to raise awareness of the opportunity to join the Council.

v. Insurance Renewal

The Council's policy with Ecclesiastical falls due for renewal on 10<sup>th</sup> April 2021 albeit a 3-year long term agreement is in place which runs until April 2023.

vi. Website Accessibility Report

Aubergine262.com had provided a report following its quarterly check of the website pages, identifying 2 minor changes which the Clerk had fixed, and the Accessibility Statement had been updated to confirm the date of the most recent assessment.

vii. Bring Your Own Device Policy/Data Protection

Members were reminded of the preference for council designated email accounts and of the need to regularly review and delete emails and other information once they were no longer required. The Clerk would be joining a training webinar on Data Protection on the 16<sup>th</sup> March, agreed within budget and authorised by the previous Chairman outside the meeting to secure a booking as places are limited.

viii. Parish Matters

The Council explored different ways of reaching parishioners, in addition to the Parish Magazine, as not everyone subscribes to it. The Clerk suggested she might receive the Slindon.com round robin email and also join the WhatsApp group to pick up on issues affecting local people and also circulate any news updates – this was agreed.



x. **West Sussex Association of Local Councils (WSALC)**

The Council had already been briefed by email on recent developments and received a copy of the 'Copus Report' commissioned by WSALC to review member services provided by the Surrey and Sussex Association of Local Councils, serving East Sussex, West Sussex and Surrey Association of Local Councils. Subsequently Surrey and East Sussex Association of Local Councils have announced that they have left/are leaving SSALC. There is a WSALC AGM on the 25th of February with various resolutions for which the Council will have 2 votes and can either appoint representatives and/or arrange proxy votes. No decision was made and an extraordinary meeting may be convened for this purpose.

153. **Planning Matters**

i. **New Planning Applications**

Slindon Pond Church Hill Slindon Arundel West Sussex BN18 ORD submitted by tree contractor for Slindon Parish Council  
Willow - Dismantle and fell  
SDNP/21/00280/TCA

ii. **Updates**

Wood End Cottage London Road Slindon BN18 ORG  
Dormer windows to existing roof  
SDNP/20/04963/HOUS  
Status - Approved

iii. **Pre-Application**

Land at Bridle Lane Slindon West Sussex  
Development of 3 reduced market dwellings  
SDNP/20/05872/PRE

Whilst the Parish Council supports the principle of 'Affordable Housing' in the Parish the Clerk was asked to contact the case officer at the Planning Authority to

- Clarify that the Parish Council had not commissioned any Housing Needs Surveys, although the 'Slindon Community Land Trust' arranged one through Action in Rural Sussex, AiRS.
- Seek an independently produced Housing Needs Survey as an essential part of any application to provide an unbiased report of the type, size and tenure needed by the parish.
- Confirm what provision the South Downs National Park Planning Authority has to deal with any affordable housing provided under a section 106 agreement where subsequent new permissions are then sought under section 73. It is mindful of a previous case where no such provision was made, and the developer was not then bound to meet its original section 106 and affordable housing obligations.



- Seek specific information on the scheme which falls under 'Intermediate Home Ownership', including the cost of the homes and the level of discount to be applied.
- Request a viability appraisal as part of the application process to provide a balance between the return for the developer and landowner and maximising the benefits to the public in the granting of any planning permission for affordable housing.

**154. Date of Next Ordinary Meeting**

The next ordinary meeting will take place on Monday 8<sup>th</sup> March 2021.

The meeting ended at 8.45 p.m.

Signed as a true record of the meeting

Dated

DRAFT