



Slindon Parish Council

Minutes of the Annual Meeting of Slindon Parish Council

Held 'Remotely' via Zoom Software
On Tuesday 4th May 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)

11 members of the public joined the meeting at the outset and another as the meeting closed.

Councillor Thomas arrived immediately after 'Apologies for Absence'.

1. 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.

2. Appointment of a Vice Chairman to the Council

No appointment was made to what is an optional position.

3. Declarations of Interest

Councillor Fenton declared a personal interest in agenda item 'Slindon Community Land Trust'.

4. Register of Interests

There was no requirement to complete a new form following adoption of the new Code of Conduct on 28th April 2021, although Councillors were reminded to check that their details were up to date and accurate.

5. Dispensations

No new requests had been received by the Clerk.

6. Public Participation

A resident thanked Council members for their consideration of the alternative scheme under 'Operation Watershed', raising the possibility of withdrawing the option of the willow tree removal altogether, with an offer to underwrite any additional cost albeit as yet unquantified. Fundraising in the village was an option.

There were no other representations or questions.



7. Apologies for Absence

Councillor Thomas had sent his apologies as he was working although he would arrive as soon as possible, noted and approved.

Councillor Thomas joined the meeting.

8. Chairman's Report

Councillor Rees spoke regarding the legislation which allowed the Council to meet remotely which would end on 6 May 2021. A High Court challenge to allow this to continue had been unsuccessful so, to ensure that meetings could be safely accessed by all, the next ordinary meeting of the Council would take place on Monday 21 June 2021, when lockdown restrictions were due to end.

9. West Sussex County Council Matters

There was no representation on this occasion.

10. Arun District Council Matters

There was no representation on this occasion.

11. National Trust Matters

Katie Archer, Lead Ranger had sent her apologies, adding that the National Trust were aware that the streetlamp outside The Cottage – confirmed by Council members as being on Top Road – was on during the day and their contractor would be installing a new timer.

12. Operation Watershed

Operation Watershed does not anticipate it will make any decisions on submitted applications until early June at the earliest due to May's elections, which will allow time for costings to be obtained for both the Council's original scheme and the alternative scheme.

As elements of both schemes involve drainage assets in the public highway Operation Watershed along with Highways Drainage will consider and evaluate both applications against a scorecard and make a decision.

Councillor Rees proposed that

- two separate applications be made, one based on the original scheme provided by the Council and another that incorporated the variation provided by Price and Myers.
- the willow tree was not felled before 1 August 2021 to allow for a decision to be made on the applications by West Sussex County Council.

Seconded by Councillor Fenton and by the unanimous agreement of all present and voting.



13. Annual Governance and Accountability Return 2020/21

The Clerk, also the Responsible Financial Officer, shared her screen and walked through the Annual Governance and Accountability Return (AGAR) and associated documents and it was **Resolved** to -

- i. **Note the Annual Internal Audit Report** (all responses being positive)
- ii. **Approve the Annual Governance Statement (Section 1)**, to be signed by Chairman and Clerk
- iii. **Approve the Accounting Statements (Section 2)**, which had already been signed by the Responsible Financial Officer before presenting it to the Council, to be signed by the Chairman. It also approved the explanation of significant year-on-year variances and high reserves.
- iv. **Approve the Notice of Public Rights and Publication of Unaudited AGAR** commencing on Thursday 3 June 2021 and ending on Wednesday 14 July 2021.
- v. **Exempt the council from a limited assurance review** as it met the eligibility criteria

Resolutions 13 (i) to (v) proposed by Councillor Rees, seconded by Councillor Brimblecombe and by the unanimous agreement of all present.

Required paperwork to be posted to the parish council website on 17 May 2021 and Certificate of Exemption from a limited assurance sent to the external auditor.

The Clerk confirmed that an external audit would be required in future if the higher of the gross income or gross expenditure exceeded £25000, for example through receipt of grant funding for a project.

14. Finance Report

- i. **Payments**
It was **Resolved** - to note and approve payments, including any authorised outside the meeting under its Financial Regulations.
- ii. **Bank Reconciliation**
The bank statements at the 30 April 2021 had yet to be received, with sign off as at the 30.4.21 and 31.5.21 authorised outside the meeting.
- iii. **General and Earmarked Reserves**
No changes as detailed in the minutes of the meeting 28 April 2021.
- iv. **Budget Monitor**
Budget monitor to be presented at the next Council meeting.

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



15. Annual Confirmation of Payments by Standing Order and Direct Debit Guarantee

It was **Resolved** - to continue existing regular payments (under Financial Regulation 5.6)
Standing Orders

Clerk's salary (monthly)

Direct Debits (made under The Direct Debit Guarantee)

Information Commissioner's Office (ICO) fee (annual), Southern Electric (quarterly for streetlamp supply), National Trust allotment rent (bi-annual), Arun District Council (annual charge for bins)

Proposed by Councillor Rees, seconded by Councillor Brimblecombe and by the unanimous agreement of all present.

16. Appointment of Members to Outside Bodies, Organisations and Committees

- i. Slindon Sports Association – Councillor Rees
- ii. A27 Arundel Bypass – Elected Representatives' Forum – Councillors Rees and Fenton
- iii. West Sussex County Council – Joint Western Arun Area Committee (JWAAC) – Councillor Brimblecombe
- iv. West Sussex Association of Local Councils – The Clerk
- v. Coronation Hall Committee – Councillor Fenton
- vi. Village Bus Committee of Amberley and Slindon - Councillor Brimblecombe, who confirmed a return to the normal timetable and that the organisation welcomed new drivers.

17. Slindon Recreation Ground and Sports Pavilion

- i. Recreation Ground (Charity) Committee.
The Clerk advised that to ensure that the Council acts appropriately as sole trustee of the Recreation Ground, making decisions that are in the best interests of the charity with no regard to the interests of the Council it should set up a committee. Whilst procedural matters would be governed by Standing Orders, a 'term of reference' for the committee would be drafted for consideration and subsequent adoption.
It was **Resolved** – to set up a Recreation Ground Committee under s101(i) of the Local Government Act 1972 and appoint all Council members as Committee members.
Proposed by Councillor Rees, seconded by Councillor Brimblecombe and by the unanimous agreement of all present.
- ii. The Sports Association were reviewing the draft wording for the new licence, so no decision could be made pending the outcome of their deliberations.

18. General Power of Competence

The Clerk confirmed that the Council did not meet the criteria to use the general power of competence and would continue to specify the power under which it spends money in its payment schedule.

19. Highways Matters

No updates to report.



20. Planning Matters

Updates/Decisions

- i. SDNP/21/00293/HOUS Hazelgrove Church Hill Slindon BN18 0RB Single storey extension
Status - Approved

21. Slindon Community Land Trust

No updates to report.

22. Date of Next Ordinary Meeting

The next ordinary meeting will take place on Monday 21st June 2021.

The meeting ended at 7.51 p.m.

Signed as a true record of the meeting

Dated

DRAFT



Annex A

SLINDON PARISH COUNCIL -payments for approval 4.5.21								
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
12/04/2021	Sarah Linfield	Standing Order	N/A	£ 532.83	£ -	£ 532.83	LGA 1972 s111	Clerk's monthly salary - period 1
12/04/2021	SSE South Electric	Direct Debit	N/A	£ 41.47	£ 2.07	£ 43.54	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Account for Q4 2020/21
15/04/2021	Beechdown Arboriculture Limited	Cheque	100401	£ 600.00	£ 120.00	£ 720.00	PHA 1875 s 164 - England	Work identified as required by Full Tree Survey
15/04/2021	SLCC Enterprises Limited	Cheque	100402	£ 30.00	£ 6.00	£ 36.00	LGA 1972 s111	Clerk's attendance on webinar 'Getting the Best from your Wordpress-based Website' 13.4.21
15/04/2021	Mulberry & Co (as service provider for WSALC)	Cheque	100403	£ 35.00	£ 7.00	£ 42.00	LGA 1972 s111	Clerk's attendance on webinar 'Introduction to VAT' 27.5.21
15/04/2021	Mulberry & Co (as service provider for WSALC)	Cheque	100404	£ 70.00	£ 14.00	£ 84.00	LGA 1972 s175	Chairman's attendance webinar 'Community Advocacy and Engagement Course' 22.6.21 'Effective Chairmanship Course' 28.6.21
22/04/2021	Sercombe & Sons	Cheque	100405	£ 475.00	£ 95.00	£ 570.00	PHA 1875 s 164 - England	Hedge Cutting along A29 by Slindon Common/Recreation ground, including signs and signals
03/05/2021	Sarah Linfield	Cheque	100406	£ 106.17	£ 21.22	£ 127.39	LGA 1972 s111	Village signs, zoom subscription, stationery, ink cartridge and antivirus protection for new laptop
03/05/2021	Andrew Woolner	Cheque	100407	£ 100.00	£ -	£ 100.00	The Accounts & Audit Regulations 2015 Part 2 (5)	Internal Audit
				£ 1,990.47	£ 265.29	£ 2,255.76		
SLINDON PARISH COUNCIL - receipts to note - N.B. April statement awaited at time of meeting - to be reported next month.								
Monthly Income for information : April 2021								
RECEIPTS								
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	REASON					
Community Savings	HSBC	CR						