



## Slindon Parish Council

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

Held 'Remotely' via Zoom Software  
On Wednesday 28 April 2021 at 7.00 p.m.

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

**In attendance:**

Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)  
Katie Archer, Lead Ranger, National Trust  
3 members of the public

188. Declarations of Interest  
None.

189. Public Participation  
A member of public who had joined the last meeting felt that some changes were required to the minutes of that meeting to provide a balanced view. The Clerk clarified that they were not intended as a verbatim report and in fact there was no requirement to record anything other than the decisions made by the Council, which had been accurately reported. However, the Clerk had updated the Council's website to evidence that the assessment by Price & Myers had been provided by a 'Fellow of the Institute of Highway Engineers'. The resident had also written to advise that he "had made the point, twice, that the felling of the willow appeared to be a minor part of the proposed works and that receiving 'Operation Watershed' funding was not dependent on felling the tree" – Council members noted this, the final decision on any application will be that of West Sussex County Council.

190. Apologies for Absence  
Not applicable, all Parish Council members present.

191. Minutes from the Council Meeting Held On 29<sup>th</sup> March and 31<sup>st</sup> March 2021.  
It was **Resolved** - to approve the minutes of the meetings as a true record of the decisions of those meetings and the Chairman be authorised to sign them.

A member of public left the meeting.

192. Grant Applications  
i. CIL Funding  
The outcome is unlikely to be confirmed until after the summer with over 500 projects to assess.



- ii. Operation Watershed  
The Parish Council is taking advice from the Operation Watershed Team and specifically Kevin Macknay from West Sussex County Council Highways Team on the proposed variation to the Parish Council's scheme as provided by Price and Myers.

193. Risk and Governance

- i. Policies and Procedures

- a. Flag -flying policy

Since the matter was last discussed on the 8<sup>th</sup> of March 2021, apart from designated days when the Union Flag must be flown on UK Government buildings by command of Her Majesty the Queen, UK Government buildings are now encouraged to fly the Union Flag all year around.

Reflecting feedback received, it was agreed that the Council's policy would be to fly the Union Flag on designated days only, but with provision that the Chairman had absolute discretion in all matters. Councillor Fenton undertook to speak with the Flag Officers with regards an honorarium and arrangements are in hand to clean both flagpoles and the Clerk will revise the draft policy for further overview and adoption.

For future reference, the Council noted the correct process for flying flags at half-mast, which the Clerk confirmed was incorporated within the Council's 'Protocol in the Event of the Death of a Senior National Figure'.

- b. 'Bring Your Own Device Policy' – as Council members currently use their own devices for Council related work the Clerk reminded everyone of the need to comply with General Data Protection Regulations.

- ii. Risk Assessment – for strimming and grass cutting.

The Clerk advised that risk assessments are required by law and personal accident cover through the Council's insurer was conditional on this being in place.

- iii. Asset Register

Updated at 31.3.21 and posted to the Parish Council website.

- iv. New Code of Conduct

It was **Resolved** – to adopt the code of its principal authority, Arun District Council, with members reminded to review the 'Register of Interests' to ensure their own entry is up to date and accurate.

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

- v. Recreation Ground

In the Parish Council's capacity as sole trustee of the Recreation Ground Charity, it was agreed that a committee should be set up under s101(1) of the Local Government Act 1972. As a committee of the Council all procedural matters will be governed by Standing Orders, but all decisions must be made in the best



interests of the charity with no regard to the interests of the Council. The terms of reference to be drafted and appointment of members to be confirmed.

A member of public left the meeting.

194. Chairman's Report

Councillor Rees spoke regarding –

- The very sad passing of HRH The Duke of Edinburgh and the Council's protocol which had been followed, although unfortunately a physical Book of Condolence was not possible due to COVID-19 restrictions. However, the Parish Council had written to the Duke's Private Secretary to send sincere condolences, receiving an acknowledgement from The Duke of Edinburgh's Office, which will be archived with these minutes. Both letters have been posted to the Parish Council website.
- Race to King – the outdoor fund-raising event, organised by Threshold Sports, and starting in Slindon, is set to go ahead. The Council is aware of some local concerns as the country emerges from lockdown and will continue to monitor the situation.
- The defibrillator at the Forge, and the possibility of re-siting it to a more accessible place on an external wall at The Coronation Hall, with an offer made by a Trustee to discuss this with fellow Trustees.
- Parish Council Communications – and the best way to achieve this, acknowledging the support provided to the Council by SlindonLife in recent weeks. The Clerk advocated an e-Newsletter to communicate directly with parishioners.

195. West Sussex County Council Matters.

There was no representation on this occasion, although Councillor Thomas, in acknowledging that West Sussex County Councillor Derek Whittington would not be standing for re-election in May 2021, paid tribute to the work that he had done on behalf of the parish over the years. This sentiment was echoed by fellow members and the Clerk who wished him well on his retirement.

196. Arun District County Council Matters

There was no representation on this occasion.

197. National Trust Matters

Katie Archer Lead Ranger spoke as follows -

- Confirming she would be on maternity leave from May 2021 and that Lisa Trownson, Area Ranger would represent the National Trust at Parish Council meetings in her absence.
- Bluebells continue to attract visitors with various measure in place to protect them including roped areas and selfie-platforms.
- Park Lane car park is being repaired and the team are currently undertaking a review of countryside furniture including stiles, gates and fences to identify any requiring



repairs. If anyone sees anything that requires attention to please highlight although 'Public Rights of Way' signs are the responsibility of West Sussex County Council.

- The Countryside Code has been re-launched, posted in car parks and on gates and is generating unexpectedly high levels of interest.
- The issue of fires being started in the woods continues to be a problem and if anyone sees a larger fire to alert the emergency services.
- Clarified that the use of the field adjacent to Coronation Hall as a car park is not an option – as previously discussed - being on licence to the hall, there is neither the funding required to install matting nor the resources to open up or to close the gates. The National Trust is not organising events and it is just a matter of the number of visitors that Slindon attracts.

2 members of public left the meeting.

198. Slindon Recreation Ground and Sports Pavilion

- i. Licence Agreement with Slindon Sports Association  
Draft wording and a plan of the area showing boundaries as detailed in the licence, had been sent to the Slindon Sports Association for consideration and which would then be subject to one final overview by the Council's solicitor. No further cost should be incurred unless material changes were required.
- ii. Adult Gym Equipment  
It was **Resolved** – to authorise annual maintenance checks by the manufacturer Fresh Air Fitness at a cost of £380.86 + VAT.

199. Finance Reports

- i. Payments  
It was **Resolved** - to note and approve payments, including any authorised outside the meeting under its Financial Regulations (Annex A).
- ii. Bank Reconciliation  
It was **Resolved** - to note the end of year Bank Reconciliation at 31 March 2021 signed by Councillors Rees, Fenton and Brimblecombe and approve sign off at 30 April 2021 outside the meeting.
- iii. General and Earmarked Reserves  
No changes were proposed pending the outcome of Recreation Ground discussions, CIL funding application and the grant application under 'Operation Watershed'.
- iv. Budget Monitor at 31.3.21  
The Clerk highlighted those areas where the spend had exceeded the budget by more than 15% including the Clerk's salary, cost of the legal work required post 2020 budget-setting to put the agreement for use of the Recreation Ground by the Sports Association on a sound footing, replacement of the Clerk's laptop which had stopped working, the provision of an accessible Parish Council website to comply with relevant legislation and a streetlamp repair. The Clerk clarified that the insurance spend in the financial year might appear to be double the budget figure although this



was due to the premium for both 2020/2021 and the renewal premium (2021/22) being recorded in the 2020/21 cash book.

YTD actuals at £23367.18 v YTD Budget £23748.69, 98% annual actual v budget.

v. Safeguard Review

HSBC had requested a review in its fight against financial crime, updating and validating information, which the Clerk had completed, although the review did not appear to be entirely relevant to an organisation in the first tier of local government, incorporated under statute and with its main source of income from its parish precept.

vi. End of Year Process

Members had been provided with a draft Annual Governance and Accountability Return (AGAR) in line with its standing orders, plus a signed copy of section 2 – Accounting Statements 2020/21, and which was on the May agenda for sign off.

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

200. Highways Matters

- i. Flood Management – no further updates to report
- ii. A27 matters – the A27 Elected Representatives' Forum meets next on 25 May 2021.

201. Clerk's Update

i. West Sussex Association of Local Councils

Service delivery is now through Mulberry & Co, a new website has been set up and a training programme launched with Councillor Rees signing up to 2 events and the Clerk another, each at a cost of £35 +VAT. Members were encouraged to review availability and sign up to training sessions.

ii. Allotments

The matter of the lease which had expired March 2020 had been highlighted to Jane Cecil – General Manager, South Downs - who had undertaken to raise at the Estate Team meeting. The Council and the Allotment Society are both keen to complete the paperwork, to include an agreement with the Allotment Society, setting out each parties' responsibilities.

iii. Arun District Playground and Gym Inspections (6 April 2021)

The usual issues were reported associated with the ageing playground items, hopefully to be replaced through CIL funding. An annual inspection would be arranged once the outcome of the funding application was known to avoid checking items which were being replaced. The latch on the gate is being tightened - again - and the fence between Top Field and the open car park checked to ensure the area is secure. The Council were informed that a new boundary fence would be installed by the developer when the new homes are built. The bin on the Recreation ground was reported as being "full", now being replaced with a much larger one at no extra charge to the Council in view of the length of time taken to install other bins which were first ordered in July 2020 – item (iv).



- iv. New Bins  
One of the two new bins on order had now been installed on the Top Field, with the other to be installed on School Hill – replacing the old wooden one by the junction close to Church Hill. There will be no cost to the Council this year.
  - v. Clerk’s Training Webinar  
It was noted that the Clerk had joined a ‘Getting the Best from your WordPress-based Webinar’, delivered by the Society of Local Council Clerks on 13.4.21 at a cost of £30 +VAT.
  - vi. Antisocial Behaviour  
Doug fouling continues to be a problem, the matter reported to Arun District Council and the Parish Council placing additional signs on Slindon Common by the Recreation Ground. A dog bag dispenser and sign are being installed on the Top Field to help address matters.
202. Planning Matters
- New Applications
- i. SDNP/21/01392/HOUS & SDNP/21/01393/LIS Church House, Church Hill. Rear extension (replace existing flat roof addition), porch, roof alterations and internal/external alterations  
Application in Progress – noted, the Council has not recorded an objection.
  - ii. SDNP/21/01798/LDP Mill Lane House, Top Road. Repurposing of existing stable building and construction of an open swimming pool.  
It was agreed that a site visit undertaken before a response was provided, closing date 19 May 2021.
  - iii. SDNP/21/02035/DDDT | Fell dangerous tree | Mill Lane House Top Road Slindon Arundel West Sussex BN18 0RP  
Decision – Raise No Objection (noted)
- Update on previous applications
- i. SDNP/20/05126/HOUS 2 Eckington Cottages Park Lane Slindon BN18 0QY- Erection of a Shed  
Status – Approved.
203. Slindon Community Land Trust  
Councillor Fenton had joined a virtual meeting immediately before the Council meeting, a change in Committee members is taking place although the overall position remained unchanged with a decision awaited on the land by the National Trust. This is also an agenda item for the Council’s meeting on the 4th of May.
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204. Date of Next Meeting  
The next meeting – the Annual Meeting of the Parish Council - will take place on Tuesday 4<sup>th</sup> May 2021.

The meeting ended at 8.30 p.m.



Signed as a true record of the meeting

Dated.

DRAFT



## Annex A

SLINDON PARISH COUNCIL - payments for approval 12.4.21									
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	AUTHORISED (Relevant minute)
12/03/2021	Sarah Linfield	Standing Order	N/A	£ 532.83	£ -	£ 532.83	LGA 1972 s111	Clerk's monthly salary - period 12	Recurring - Clerk's salary per contract
08/03/2021	Beechdown Arboriculture Limited	Cheque	100393	£ 600.00	£ 120.00	£ 720.00	PHA 1875 s 164 - England	Full tree survey at Recreation Ground	Meeting 11.1.21, minute 133 (i)
19/03/2021	HMRC	Cheque	100394	£ 133.20	£ -	£ 133.20	LGA 1972 s112	Tax on Clerk's monthly salary - period 12	Recurring - Tax on Clerk's salary per contract
19/03/2021	Air Ambulance (Kent Surrey Sussex)	Cheque	100395	£ 50.00	£ -	£ 50.00	LGA 1972 s137 (3)	Donation to Kent Surrey and Sussex Air Ambulance as a UK based charity	Meeting 8.3.21, minute 166 (iii)
19/03/2021	West Sussex ALC Ltd	Cheque	100396	£ 177.60	£ -	£ 177.60	LGA 1972 s143	WSALC & NALC subscriptions 2021/22	Authorised as per budget 2021/22
19/03/2021	Cloudy IT	Cheque	100397	£ 636.00	£ 127.20	£ 763.20	LGA 1972 s 112	Replacement laptop for Clerk	Meeting 8.3.21, minute 165 (iii)
01/04/2021	Surrey Hills Solicitors	Cheque	100398	£ 625.00	£ 125.00	£ 750.00	LGA 1972 s111	Slindon Recreation Ground advice interim from 20 November 2020 to date to include advice on s25 notice, drafting of deed of surrender of lease and	Meeting 10.8.20, minute 44.2 Meeting 14.9.20, minute 60 Meeting 12.10.20, minute 79
07/04/2021	Sarah Linfield	part of Cheque	100399	£ 10.20	£ -	£ 10.20	LGA1972 s111	Book of 12 first class stamps	Admin as per budget
07/04/2021	Sarah Linfield	part of Cheque	100399	£ 45.88	£ -	£ 45.88	LGA 1972 s111	Homeworking Allowance Q4 1.1.21 -31.3.21/pro-rated with Clapham PC based on total hours worked	As per contract - quarterly
07/04/2021	HMRC	Cheque	100400	£ 133.20	£ -	£ 133.20	LGA1972 s111	Tax on Clerk's monthly salary - period 1 for 2021/22	Recurring - Tax on Clerk's salary per contract
				£ 2,411.08	£ 372.20	£ 2,783.28			
<b>SLINDON PARISH COUNCIL - receipts to note</b>									
Monthly Income for information : March 2021									
<b>RECEIPTS</b>									
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE		REASON					
Community Savings	HSBC	CR	£ 0.22	Gross Int to 30/3/21					