



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

Held at Slindon Coronation Hall, Reynolds Lane, Slindon BN18 0QZ.

On Monday 11 October 2021 at 7 p.m.

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

In attendance:

Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)

3 members of the public joined the meeting, two at the start and a third at 7.30 p.m.

63. Declarations of Interest

Councillor Fenton declared his role as Co- Chairman of the Slindon Community Land Trust.

The Council's planning application in respect of ash trees by the pond was referenced.

64. Public Participation

None

65. Apologies for Absence

Not applicable, all Parish Council members present.

66. Minutes from the Council Meeting Held On 13th September 2021.

It was **Resolved** - to approve the minutes of the meeting as a true record of the decisions of those meetings and the Chairman be authorised to sign them.

67. School Safety Zone

Slindon Parish Council had been invited to respond as a consultee on a proposed 'School Safety Zone' outside Slindon C of E Primary School, on Reynolds Lane.

It was **Resolved** – to support the proposed 'School Safety Zone' design, with 2 yellow backed signs and wig-wag lights on each, the overriding consideration being the safety of vulnerable road users.

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

68. Operation Watershed

- i. The Council's application had been successful, with the decision effective 11 October 2021.
- ii. Contractors
 - a. It was **Resolved** - to appoint PHB (Contractors) Henfield Limited to undertake the project at a cost of £62104.92 +VAT, under Financial Regulation 11.1 b & Standing Order 18 c.



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

- b. The removal of the fish would be undertaken by Coarse Fish UK Ltd. The pond fish which comprise almost entirely non-native carp will be re-homed by a Tier 1 licence holder with appropriate consent and re-stocked with native species under specialist advice. The re-homing costs are included in the quote by PHB Contractors. The Parish Council has been informed by its Ecology Report and Damon Block, Fisheries and Biodiversity, South Downs Solent and South Downs, Environment Agency South-East.
- c. Silt to be stored and dried on adjoining land prior to removal by a licensed waste contractor. Further silt testing will be undertaken with the potential to reduce off-site disposal costs if reclassified.
- d. Felling of the willow tree would be undertaken on Friday 5th November.

A member of the public joined the meeting at this point and, at the discretion of the Chairman, was permitted to speak regarding an issue affecting residents of Sunnybox Lane and the encroachment of trees from Soldiers Wood, which belongs to the National Trust, damaging the road surface. The Slindon Inclosure Award was referenced, detailing the 20-foot width requirement for the road along its entire length. There was frustration at the time the National Trust were taking to resolve matters. The Parish Council had raised matters with the National Trust to facilitate a resolution and an initial offer was made to trim the hazels. The National Trust's representative confirmed that this work would take place in the week commencing 18th October (on the Tuesday), its delay attributed to stretched resources. The National Trust are taking legal advice on the content of the Inclosure Award. The member of the public left the meeting.

69. Tree work at the Pond

- i. Willow – planning consent to fell the tree was already held and the roots would continue to be treated with eco-plugs to reduce regrowth. Work to be undertaken by Richard Moore Tree Surgery as previously agreed.
- ii. Ash Trees – quotes had been received from 2 of the 3 contractors contacted and It was **Resolved** – to appoint Beechdown Arboriculture Ltd to undertake the work at a cost of £1500 +VAT, subject to prior planning consent for work on trees in a conservation area.

Proposed by Councillor Thomas, seconded by Councillor Fenton and by the agreement of all present.

70. Chairman's Report

Councillor Rees spoke regarding –

- The regular A27 Elected Representatives' Forum with Highways England (now rebranded to National Highways), which was last held remotely on 28th September 2021, all minutes are available on their website.
- Waste Collections by Arun District Council – and the ongoing issues regarding a reliable service, and a letter raising the Parish Council's concerns would be drafted for approval at its next meeting.



71. West Sussex County Council Matters.

There was no representation on this occasion. Councillor Trevor Bence had sent his apologies as he was away, with nothing further to share other than to wish the Council well on the outcome of its 'Operation Watershed' application.

72. Arun District Council Matters

There was no representation on this occasion.

73. National Trust Matters

Lisa Trownson, Area Ranger, spoke of -

- Work scheduled for the Autumn and Winter by both the National Trust and its contractors including that in Sunnybox Lane (removal of Laurel as an invasive species from Soldiers Wood), chestnut coppicing to improve light levels, hedge cutting in the Bellows and annual inspections.
- Planning applications for tree work including one at 11 Church Hill
- Forestry work on the ash trees, from Slindon College through to Eartham woods.
- The use of the ash including an arrangement with Brinsbury College.
- Restocking and planting plans, with groundwork to be undertaken for planting native species in 2022
- To confirm that the National Trust favoured the new School Safety Zone proposal, when compared with the 2018 design.

74. Co-option

An applications had been received in respect of one of the vacant member positions. The applicant spoke to introduce themselves and describe what they had to offer to the parish in the role of a councillor, their application having previously been circulated to members of the Parish Council in line with its co-option policy, and it was **Resolved** – to co-opt Louis Patrick L Saintas as Councillor, who then signed the Declaration of Acceptance of Office. A copy of the Council's code of conduct had already been shared and a member's declaration and Register of Interests were handed to Councillor Saintas for completion within 28 days. Proposed by Councillor Rees, seconded by Councillor Fenton, by the agreement of all present.

Councillor Saintas joined the Council.

The 2 remaining members of public left the meeting.

75. Training

i. Clerk

In consultation with Councillor Rees as Chairman, the Clerk had registered to secure a place on the Society of Local Council Clerk's Project Management Workshop – 3 webinars at a total cost of £90+VAT.



- ii. Councillor Council Saintas was provided with details of a webinar being run in November by the West Sussex Association of Local Councils.

76. Governance

- i. Annual Play and Adult Gym Inspections
Two quotes had been obtained and
It was **Resolved** – to appoint the Play Inspection Company to undertake the inspections at a cost of £100 +VAT for the play equipment on Top Field and £65 +VAT for the adult gym equipment on the Recreation Ground.
Proposed by Councillor Rees, seconded by Councillor Fenton, by the agreement of all present.
- ii. New Banking Arrangements
The application had been submitted and the accounts at HSBC were in the process of being switched to Unity Bank.
- iii. General Data Protection Regulations
 - a. A complete anti-virus and management system that can produce daily, weekly or monthly reporting which, in the event of a data breach, would provide evidence (e.g. to the Information Commissioners Office) that the computer is patched, and anti-virus software is also up to date and
It was **Resolved** - to purchase the software at an annual cost of £120+VAT
 - b. Secure Destruction of Old Laptop Hard Drive
It was **Resolved** – to authorise destruction at a cost of £12.50 +VAT.
Proposed by Councillor Fenton, seconded by Councillor Brimblecombe, by the agreement of all present (minute 76 (iii) a & b).

77. Clerk's Update

- i. Playground & Adult Gym Inspection
Arun District Council Inspection Report dated 21/9/21 was shared. A quote for a replacement handle to the rocker would be at a cost of £333 +VAT. The gate latch is to be checked and tightened regularly and Councillor Thomas undertook to repair the back board for the basketball. The Council had now been notified that its application for a share in the South Downs National Park Authority's CIL funding to replace the ageing play equipment had been unsuccessful.
- ii. Draft West Sussex Transport Plan survey
This had been submitted as authorised at the Council meeting 13 September 2021.
- iii. Rampion 2 consultation
This had been submitted as authorised at the Council meeting 13 September 2021.
- iv. Defibrillators
Members noted that the Trustees of the Coronation Hall were satisfied with the current location of the defibrillator at the Forge. Whilst the design of the new 'glow in the dark' sign met with the requirements of the South Downs National Park Authority, the Forge Society Management Group advised that it was not acceptable to the National Trust, and they were exploring ways of illuminating the window sign that will replace the existing sign in the left-hand window of The Forge.



It was **Resolved** to –

- a. Purchase a new door for the damaged plastic case at the Pavilion (quotes awaited)
- b. Arrange the service of both pieces of equipment which were acquired in February 2017 at a cost of £180+VAT each, of which £274.41 would be met from the residual 'JDAC' grant within the ear-marked reserves.
Proposed by Councillor Rees, seconded by Councillor Brimblecombe, by the agreement of all present.
- c. Organise a further familiarisation session on the use of a defibrillator and CPR checks by Worthing and District Community First Responders.

v. Remembrance Day

It was **Resolved** - to purchase a wreath (design type G, 18"), through a suggested donation of £50 to the Royal British Legion as in previous years (LGA 1972 s137).
Proposed by Councillor Brimblecombe, seconded by Councillor Rees, by the agreement of all present.

vi. Flag flying

It was **Resolved** – to approve an honorarium for the Flag Officers at £50 per year.
Proposed by Councillor Rees, seconded by Councillor Fenton, by the agreement of all present.

vii. Any correspondence received after posting of agenda.

The Annual General Meeting of the West Sussex Association of Local Councils is due to take place on 29 October 2021.

78. 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 authorise sign off as at 30.9.21, including the independent quarterly check.

iii. Budget Monitor at 30.9.21

The position was noted in relation to additional training costs, including the Project Management workshops (cost £90+VAT) and 2 places on the National Association of Local Councils' 'Making Rural Housing More Affordable' online event, November 17th 2021 (cost £64.88+VAT).

iv. General Reserves and Earmarked Reserves

It was **Resolved** – that the cost of the service of the defibrillators would be met in part by the use of the JDAC grant, £274.41 to be transferred from Earmarked to General Reserves when the payment is made.

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

Finance reports to meetings are posted separately to the Parish Council Website under the 'Finance and Risk' section.



79. Highways Matters

- i. Flood Management
There were no further updates.
- ii. A27 matters
The A27 Elected Representatives' Forum meets next on 23 November 2021.

80. Planning Matters

- i. Previous Applications
 - a. SDNP/21/02647/FUL and SDNP/21/02648/LIS-Courthill Farm House Court Hill Farm Road Slindon BN18 ORJ (Application in progress).
 - b. SDNP/21/03113/FUL. The Ridings Shellbridge Road Slindon BN18 OLT (Approved).
 - c. SDNP/21/03710/HOUS Flint Cottage School Hill Slindon BN18 ORA (Approved).
 - d. SDNP/21/ 03328/HOUS Tiverton, Sunnybox Lane. (Withdrawn).
- ii. New Applications
 - a. SDNP/21/04870/HOUS Woodside Shellbridge Road Slindon BN18 OLT – *Amendment to Consent SL/16/03 and completion of First Floor recreational area over existing carport together with demolition of adjoining barn and stables and construction of new enclosed swimming pool with ancillary facilities.*
It was agreed that further research was required, and a response would be agreed and submitted outside the Council meeting under its 'scheme of delegation' for retrospective approval at the next Council meeting.
 - b. SDNP/21/04784/TCA Slindon Pond, Church Hill Slindon – Felling of 3 ash trees.
No comment to be provided in respect of the Council's own application.

81. Date of Next Meeting

The next meeting will take place on Monday 8th November 2021 at Slindon Coronation Hall, to commence at the earlier time of 6.30 p.m.

The meeting ended at 8.50 p.m.

Signed as a true record of the meeting

Dated.

Annex A – Receipts and Payments

SLINDON PARISH COUNCIL at meeting 11.10.21									
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)
20.9.21	Worthing & District Community Responders	Cheque	100428	£ 25.00	£ -	£ 25.00	LGA 1972 s137 (3)	Defibrillator and CPR familiarisation session run by not for profit group	Meeting 13.9.21 minute 55 (iii)
23.9.21	SLCC Enterprises Ltd	Cheque	100429	£ 90.00	£ 18.00	£ 108.00	LGA 1972 s111	Project Management Workshop webinar	Purchase necessary to secure place, by prior agreement of Chairman under Financial Regulations
23.9.21	Sarah Linfield	Cheque	100430	£ 38.36	£ -	£ 38.36	PHA 1875 s 164 - England LG (Misc Provisions) Act 1976, s.19)	Signs for football pitch	within budget
11.10.21	JNR Computer Services	Cheque	300001	£ 50.00	£ 10.00	£ 60.00	LGA 1972 s142	Slindon Parish Council website .gov.uk domain renewal	within budget
11.10.21	HMRC	Cheque	300002	£ 133.20	£ -	£ 133.20	LGA 1972 s111	Tax on Clerk's salary - period 7	Recurring payment per contract
11.10.21	Slindon Coronation Hall	Cheque	300003	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall Hire 13.9.21 (council meetings)	Hall Hire @ £25 for council meeting within budget
11.10.21	Sarah Linfield	Cheque (part of)	300004	£ 18.50	£ -	£ 18.50	LGA 1972 s111	Thermometer for Legionella water checks	By Clerk and Chairman per Financial Regulations
11.10.21	Sarah Linfield	Cheque (part of)	300004	£ 2.50	£ -	£ 2.50	LGA 1972 s111	Lead to connect lap top to projector	within budget
11.10.21	Sarah Linfield	Cheque (part of)	300004	£ 2.69	£ -	£ 2.69	LGA 1972 s111	1st class signed for letter to Unity Bank	within budget
11.10.21	Sarah Linfield	Cheque (part of)	300004	£ 5.10	£ -	£ 5.10	LGA 1972 s111	Book of 1st class stamps x6	within budget
Totals				£ 390.35	£ 28.00	£ 418.35			
SLINDON PARISH COUNCIL									
Monthly Income for information : September 2021									
RECEIPTS									
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	AMOUNT	REASON					
Community Account 9.9.21	Portsmouth Water	CR	£ 65.00	Compensation					
Community Account 10.9.21	Arun District Council	CR	£ 9,089.50	Precept - 2nd instalment					
Community Savings 30.9.21	HSBC	CR	£ 0.22	Interest					