



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 8 November 2021 at 6.30 p.m.

Present: Councillors Jan Rees (Chairman), Derek Thomas, Patrick Saintas and Peter Fenton.

In attendance:

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

Councillor Faye Catterson, Arun District Council

Caroline Wilson, PCSO with Arun and Chichester Neighbourhood Policing Team (Fontwell)

82. Declarations of Interest

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

83. Public Participation

A member of the public who was unable to attend in person had written to express concerns about the frequency of the John Morgan 4x4 events in Slindon and of the early start times on a Sunday. PCSO Wilson undertook to contact them to facilitate a resolution and also spoke on a wide variety of matters (Annex A).

PCSO Caroline Wilson left the meeting at 6.55 p.m.

84. Apologies for Absence

Apologies had been received from Councillor Brimblecombe and these were subsequently approved by the Council.

85. Minutes from the Council Meeting Held On 11th October 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.

86. Chairman's Report

Councillor Rees had joined the 'Chairs' Forum' run by the West Sussex Association of Local Councils, which had covered such matters as rural crime, West Sussex County Council's limited resources to provide services and of the difficulty parishes were experiencing in securing and retaining qualified Clerks. The Biffa waste collections appeared to have returned to normal, so a letter to Arun District Council was no longer considered necessary.

87. West Sussex County Council Matters

Councillor Bence had sent his apologies as he was attending West Sussex County Council's 'Talk with Us' event for Arun.



88. Arun District Council

Councillor Catterson spoke on a range of subjects including the appointment of a Climate Change and Sustainability Manager, with a goal to be carbon neutral by 2030 and how this might be achieved, Rampion 2, the Ford incinerator plans and roll out of on-street electric charging points by West Sussex County Council.

Councillor Faye Catterson left the meeting at 7.15 p.m.

89. National Trust

There was no representation on this occasion.

90. School Safety Zone

The 'School Safety Zone' outside Slindon C of E Primary School, on Reynolds Lane had been revised following last month's meeting. There will now be no yellow-backing nor wig-wag light on the school sign to be installed north of the Meadway Junction and the existing 20 mph sign will be relocated from the Meadway Junction onto the new post. It was **Resolved** – to support the revised 'School Safety Zone' design.

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

91. Operation Watershed

i. Project Meeting

An initial site meeting had been held on Monday 8th November with representatives from the civil engineering company PHB Contractors (Jon Davies, Construction Director and a Team Member), Arun District Council (Paul Cann, Principal Drainage Engineer, Engineering Services), Gaston Farm (Gerald Sercombe, Farmer) and South Downs National Park Authority (Simon Mockford, Ranger). A date to start the work would be agreed and a risk assessment produced to address all aspects of the project.

ii. Management of the Fish

Aaron Standing from Coarse Fish UK will liaise with PHB Contractors to remove the fish.

iii. Felling of the Trees

The ash trees would now be felled in the week commencing 15 November and It was **Resolved** – to appoint Beechdown Arboriculture Limited to fell the willow if the contractor currently appointed to do the work had not provided their insurance certificate and risk assessment/health and safety pack by close of business on Friday 12 November.

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

92. Councillor Training

Councillor Saintas would be joining a webinar covering 'Roles & Responsibilities' on November 24, arranged through the West Sussex Association of Local Councils.



93. Governance

- i. Annual Play and Adult Gym Inspections
The Play Inspection Company had been instructed 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, with a lead time of 8-12 weeks from the booking date of 13 October 2021.
- ii. New Banking Arrangements and Internet Bank Policy
A new current account was now operating at Unity Trust Bank and the savings account at HSBC would be closed once the Operation Watershed money had been spent. This would restrict the money held with any one bank to circa £85000, and so maximise the benefits of the Financial Services Compensation Scheme.
It was **Resolved** – to adopt the new Internet Bank Policy
- iii. General Risk Assessment
Councillor Saintas had familiarised himself with the current document which was then signed.

94. Clerk's Update

- i. Playground & Adult Gym Inspection
Arun District Council's Inspection dated October 19th reported the gate latch was still not fixed, so Councillor Rees and the Clerk had arranged to meet the inspector on Monday November 15th to inspect it. Councillor Thomas planned to repair the backboard for the basketball and the Clerk would obtain a formal quote to replace the damaged rocker handle.
- ii. Defibrillators
 - a. The next familiarisation session would run on Monday 22 November at 6 p.m.
 - b. The Clerk had negotiated the supply of replacement lids for the cases at no cost.
 - c. The service requests had been placed and loan replacements requested.
- iii. Parish Council Meeting Dates
The meeting dates were agreed for 2022, the second Monday of every month, with the Clerk to circulate a provisional date for the Annual Meeting of the Parish.
- iv. Parish Online group discounted subscription 2021/22 through the West Sussex Association of Local Councils
It was **Resolved** – to renew the subscription at a cost of £50 + VAT.
- iv. Queen's Green Canopy
The Parish Council expressed an interest in participating in the nationwide tree planting scheme to mark the Queen's Jubilee in 2022.
- v. Correspondence received after posting of agenda.
The Parish Council is interested to know more about the Arun Joint Action Group, a local forum intended to produce stronger resilient communities and to improve public confidence across the district and how it might benefit the parish.
Arun District Council has shared details of a survey of transport needs, being organised by Arun Community Transport (ACT) and Community Transport Sussex (CTS) working in partnership.



95. Finance Reports

- i. Budget Planning 2022/23
A briefing would be prepared and circulated to members to allow the precept requirement to be set for 2022/23 – the figure to be advised to Arun District Council as soon as possible but no later than 28 January 2022.
- ii. Payments
It was **Resolved** - to note and approve payments (Annex B).
- iii. Bank Reconciliation
It was **Resolved** - to authorise sign off as at 31.10.21.
- iv. Budget Monitor at 31.10.21
The position was noted.
- v. General Reserves and Earmarked Reserves
The position was noted.

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

96. Highways Matters

- i. Flood Management
There were no further updates, although West Sussex County Council Highways Team has undertaken to keep the Parish Council informed.
- ii. A27 matters
The Statutory Consultation for the A27 Arundel Bypass scheme will run for a period of 8 weeks from Tuesday 11th January 2022 to Tuesday 8th March 2022. The next Elected Representatives' Forum meeting on Tuesday 23rd November will provide an opportunity to discuss the Statutory Consultation and other elements of the scheme design.

97. Planning Matters

Responses made under its 'scheme of delegation'

- i. 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 **Resolved** – to retrospectively approve its response submitted 27.10.21 (Annex C)
Current applications (including Trees in a Conservation Area)

- i. SDNP/21/05357/TCA 2 Walnut Tree Mews School Hill Slindon BN18 ORS – T1 Walnut
Reduce the apical and lateral spread back to previous pruning points.
- ii. SDNP/21/05467/TCA The Old Post 11 Church Hill Slindon Arundel West Sussex BN18 ORB - Eucalyptus (T9) Bay laurel (T12) - dismantle and fell to ground level
- iii. SDNP/21/05056/TCA 2 Church Hill Slindon Arundel West Sussex BN18 ORB - 2 x Norway Spruce (T3 & T4) - dismantle and fell to ground level
- iv. SDNP/21/05011/TCA Mulberry House Dyers Lane Slindon BN18 ORE - Remove - T2802 Sycamore, T2804 Sycamore, T2806 Unidentified conifer, T6 Dead, T2807



Evergreen, T7 Dead, T2808 Sycamore, T2812 Eucalyptus, W9 Lawson cypress (all), T12 Sycamore, T14 Sycamore, T2822 Norway spruce, T2824 Poplar, T2825 Poplar.

- v. SDNP/21/04920/ADV1 Camelia Court Shellbridge Road Slindon BN18 0LT – Business signage affixed to entrance.

It was **Resolved** – to raise no objection in respect of (i),(ii) & (v), applications (iii) & (iv) were noted, the expiry date having passed.

98. Date of Next Meeting

The next meeting will take place on Monday 13th December 2021 at Slindon Coronation Hall, to commence at 6.30 p.m.

99. Confidential Staff Matter

It was **Resolved** – to increase the Clerk's hourly rate by £1.73 with immediate effect (change to Spinal Column Point based on the 2020-21 NALC National Salary Award).

The meeting ended at 8.12 p.m.

Signed as a true record of the meeting

Dated

Annex A - PCSO Parish Report November 2021 – Minute 83

Overview of relevant crimes for September/October 2021 –

03/09 – Church Hill – Theft of digger from building site. The theft was witnessed by a member of the public who took details but unfortunately did not ring 999 at the time, but emailed the details in. Vehicle was using cloned plates.

01/10 – Nore Wood Lane – Theft of woodchipper. Machinery had tracker installed so it was successfully located by the owner (hidden relatively locally) and recovered with the help of Police.

13/10 – Church Hill / Top Road – Unsuccessful attempt made to enter unoccupied house currently being renovated. Successful attempt to steal a hedge trimmer from works compound in Top Road from insecure unit.

During this period of time there were also 6 x thefts from motor vehicles – either number plates being stolen or windows smashed to gain entry to search for hidden bags. This is an issue that affects many of the beauty spot car parks in the Chichester and Arun district, and these car parks are regularly patrolled by officers from our department as well as the Rural Crime Team. Signs are regularly put up but do get removed frustratingly. The Rural Crime Team is based in Midhurst and Heathfield and has recently expanded to 2 sergeants, 12 constables and six Police Community Support Officers.

Annex B – Payments Minute 95 (ii)

SLINDON PARISH COUNCIL at meeting 8.11.21									
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)
11.10.21	Paine Manwaring	Cheque	300005	£ 201.70	£ 40.34	£ 242.04	LGA 1976 s19	Electrical survey and PAT testing	Meeting of Slindon Parish Council as Sole Managing Trustee of the Recreation Ground Charity 13.9.21 minute 16 (iii)
20.10.21	Slindon Coronation Hall	Cheque	300006	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall Hire 111.10.21 (council meetings)	Hall Hire @ £25 for council meeting within budget
8.10.21	Southern Electric	Direct Debit	N/A	£ 39.71	£ 1.98	£ 41.69	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Account for Q2 2021/22	Recurring
12.10.21	Sarah Linfield	Standing Order	N/A	£ 532.83	£ -	£ 532.83	LGA 1972 s111	Clerk's salary - tax period 7	Recurring per contract
2.11.21	Streetlights	Cheque	300007	£ 64.46	£ 12.89	£ 77.35	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Streetlights - maintenance contract, 2 of 2	within budget
2.11.21	Mulberry & Co	Cheque	300008	£ 35.00	£ 7.00	£ 42.00	LGA 1972 s175	Training for Councillor	Meeting 8.10.21 minute 75 (ii)
2.11.21	WSALC Limited	Cheque	300009	£ 50.00	£ 10.00	£ 60.00	LGA 1972 s 143 (1) (b)	Parish Online Subscription	Per budget
2.11.21	HMRC	Cheque	300010	£ 133.20	£ -	£ 133.20	LGA 1972 s111	Tax on Clerk's salary period 8	Recurring per contract
3.11.21	Sarah Linfield	Cheque	Part of 300011	£ 50.00	£ -	£ 50.00	LGA 1972 s137	Donation for poppy wreath	Meeting 8.10.21 minute 77 (v)
3.11.21	Sarah Linfield	Cheque	Part of 300011	£ 45.88	£ -	£ 45.88	LGA 1972 s111	Homeworking Allowance Q3 to 30.9.21	Recurring per contract
3.11.21	Sarah Linfield	Cheque	Part of 300011	£ 30.00	£ 6.00	£ 36.00	LGA 1972 s111	Printer ink refill	Per budget
3.11.21	JNR Computer Services	Cheque	300012	£ 120.00	£ 24.00	£ 144.00	LGA 1972 s111	Remote microcomputer management (1 year) Bitdefender anti-virus Web Protection & Patch Management	Meeting 8.10.21 minute 76 3(a)
3.11.21	Paine Manwaring	Cheque	300013	£ 485.00	£ 97.00	£ 582.00	LGA 1976 s19	Remedial action from EICR (Electrical Survey)	Meeting of Slindon Parish Council as Sole Managing Trustee of the Recreation Ground Charity 8.10.21 minute 25(ii)
Totals				£ 1,812.78	£ 199.21	£ 2,011.99			

Annex C -Minute 97 (i)
Consultee Comments for Planning Application
SDNP/21/04870/HOUS

Application Summary

Application Number: SDNP/21/04870/HOUS

Address: Woodside Shellbridge Road Slindon BN18 0LT

Proposal: 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

Case Officer: Karen Wooden

On Behalf Of: Parish Council Consultee

Comments

In principle there is no objection to the revised application given the size of the plot and the location of the outbuilding, with the proviso that the garage area/carport is retained for parking purposes and not later use to create additional residential accommodation.

The Council has noted the absence of ecological reports for overview and that no decision can be made before this information has been provided

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