



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 13 December 2021 at 6.30 p.m.

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

In attendance:

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

100. Declarations of Interest

Councillor Fenton declared his role as Co-Chairman of the Slindon Community Land Trust and Councillor Thomas declared a pecuniary interest in respect of his quotes for grass-cutting and repair of the backboard for the basketball on Top Field (minute 110, i and ii).

101. Public Participation

There was no representation on this occasion.

102. Apologies for Absence

Not applicable, all members were present.

103. Minutes from the Council Meeting Held On 8th November 2021.

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

104. Chairman's Report

Councillor Rees and the Clerk had attended the National Association of Local Council's online event 'Making rural housing more affordable', with guest speakers (Martin Collett, English Rural, Lord Richard Best, Affordable Housing Commission and Richard Quallington, Action for Communities in Rural England).

105. West Sussex County Council Matters

There was no representation on this occasion.

106. Arun District Council Matters

There was no representation on this occasion.

107. National Trust Matters

There was no representation on this occasion, although Lisa Trownson, Area Ranger, had sent her apologies and provided an update on recent months (Annex A).



108. Finance Matters

i. Budget 2022/23

It was **Resolved** - to approve

- The forecast expenditure for 2022/23 of £20263.

- Finance of the forecast expenditure through a precept of £18652 with the balance met from general reserves (cost savings in the year to 2021/22 included negotiation of the supply of the 2 new bins and annual emptying for 2021/22 at no charge).

- The precept calculation for a Band D taxpayer for 2022/23 of £66.14, an increase on that for 2021/22 (£64.01) based on a reduced tax base of 282 (compared with 284 in 2021/22).

- The precept for the financial year 2022/23 will be £18652 (£66.14 x 282) to meet the budget set out for 2022/23.

- General Reserves (to cover unforeseen expenses and maintain services on an emergency basis) that are held in line with the guidance set out in the Joint Panel of Accountability and Governance March 2021 (p38 5.31-5.33) file (nalc.gov.uk)

- Earmarked Reserves comprising the existing provisions and also authorise transfer of £62104.92 from General Reserves to Earmarked Reserves in respect of the Operation Watershed grant received 30.11.21.

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

ii. Payments and Receipts

It was **Resolved** - to note both and approve the list of payments (Annex B).

iii. Bank Reconciliation

It was **Resolved** - to authorise sign off as at 30.11.21.

iv. Budget Monitor at 30.11.21

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.



109. Operation Watershed

i. Civil Engineering Works

A Section 278 Agreement must be signed to allow PHB (Contractors) Henfield Limited to deliver improvements on the existing public highway and

It was **Resolved** – to authorise Councillors Brimblecombe and Rees to sign the document, witnessed by the Proper Officer - in accordance with its Standing Orders- and subject to prior evidence of the contractor’s insurance at £10M public liability, relevant risk assessments and compliance with the New Risks and Street Works Act 1991.

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

ii. Management of the Fish

There had been concerns over the condition of the pond in recent weeks and of the health of the fish. The Council had worked closely with various agencies to manage the situation although Operation Watershed, which will start in the first few weeks of January, will enhance the biodiversity of the pond with the removal of over 20 years’ silt accumulation.

iii. Felling of the Willow Tree

Beechdown Arboriculture Limited had now felled the willow, with the original contractor unable to do so.

Councillor Thomas left the meeting.

110. Top Field/Playground Equipment

i. Maintenance of the Top Field

Councillor Thomas had continued to cut the grass and maintain the area in 2021, invoicing the Council £550. The existing arrangement was felt to represent good value for money with a verbal quote of £600 to continue the arrangement in 2022 providing a regular, reliable service at a reasonable rate.

It was **Resolved** –to authorise payment of the invoice for 2021 and, for the reasons embodied within the minute, award the contract to Councillor Thomas for 2022 without competition per Financial Regulations 10.3 and 11.1(d).

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

ii. Repair of the backboard for the basketball net

Councillor Thomas had provided a verbal quote of £250 as Arun District Council had identified the “Back board very rotten and hoop mount rusting” -

It was **Resolved** – to authorise Councillor Thomas to undertake the work as soon as possible and without competition per Financial Regulations 10.3 and 11.1(d).

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

Councillor Thomas rejoined the meeting and was informed of the decisions.



- iii. Repair to the play equipment
Eibe had provided a quote to replace the broken rocker handle at a cost of £333 + VAT. However, as an interim measure - as it was possible the equipment might be replaced in the short term if a grant application was successful – Councillor Thomas undertook to try and repair the handle at no cost. Arun District Council will then assess its suitability when undertaking their four weekly inspection checks.

111. Governance

- i. Banking Arrangements

The Parish Council was awaiting confirmation that the Council's remaining account with HSBC could remain open until the end of March 2022, to restrict the money held with any one bank to circa £85000 and so maximise the benefits of the Financial Services Compensation Scheme.

- ii. Councillor Training (through West Sussex Association of Local Councils)

Councillor Saintas' training had been moved to the new more comprehensive webinar - Role of Parish Councillors – on 9th February 2022 at an additional cost of £15 +VAT.

It was **Resolved** – to approve attendance at an additional cost of £15+VAT.

- iii. Clerk's Training (through the Society of Local Council Clerks)

It was **Resolved** – to approve attendance on a 2-part Charitable Trust webinar at cost of £60+VAT and 3-part Quotes, Tenders and Contracts webinar at a cost of £90+VAT.

112. Clerk's Update

- i. Playground & Adult Gym Inspection

Arun District Council's Inspection dated November 15th 2021 was noted. Councillor Rees and the Clerk had met with the inspector and regular tightening of the gate latch was now required. Repair of the backboard for the basketball net to be undertaken as minuted, 110 (ii).

- ii. Defibrillators

- a. Another well attended familiarisation session ran on Monday 22 November 2021.
- b. The replacement lids for the cases have been installed, the cost of supply had been waived.
- c. The dates for the service requests were awaited and loan replacements had been organised subject to upfront payment of the service invoices.

- iii. Annual Meeting of the Parish

A provisional date was agreed as Monday 23 May 2022.

- iv. Arun Joint Action Group

Arun District Council are planning to reinstate this local forum, aimed at producing stronger resilient communities and improving public confidence across the district – a briefing is awaited.

- v. South Downs National Park Authority's 'Call for Nature Sites'

An expression of interest would be submitted in respect of wildflower meadows for the Recreation Ground and Top Field (where the John Moor seat is sited), the latter with prior consent of the Churchwardens.



- vi. South Downs National Park Authority 'Call for CIL Projects'
An expression of interest would be submitted for new playground equipment on the Top Field.
- vii. Correspondence received after posting of agenda (for information only).
None.

113. Consultations and Surveys

- i. Arun District Council's Vision 2022-2026 Consultation
The Council's positive response to each statement was agreed and to highlight the need for fast, reliable broadband and
It was **Resolved** – to authorise the Clerk to submit, deadline date 13th December 2021 .
- ii. Transport Survey by Arun Community Transport and Community Transport Sussex
Arun Community Transport and Community Transport Sussex are working in partnership to conduct a survey of transport needs in Arun and have asked for the support of parish and town councils in identifying any gaps in current transport provision and the particular needs of the community. They have been made aware that Slindon already operate a very popular Village Bus, although an online survey had been produced for residents to complete should they wish to do so. A link to the survey will be posted to the Parish Council website and via SlindonLife, with prior notification to David Slee.
- iii. West Sussex Fire & Rescue Service Community Risk Management Plan 2022 – 2026
It was **Resolved** – to submit its responses online (all statement responses 'strongly agree') and Councillor Saintas undertook to do this.

114. Highways Matters

- i. Flood Management on Reynolds Lane
The drainage team at West Sussex County Council Highways Team has expanded and this is expected to have a positive impact in terms of moving things along.
- ii. A27 matters
National Highways have confirmed that the Public Consultation for the A27 Arundel Bypass will begin on 11th January 2022 when detailed proposals will be available and the consultation information will be published online and there will also be paper copies available at The Forge.
The next Elected Representatives' Forum meeting - preview event for the A27 Arundel Bypass scheme Statutory Consultation - will take place on Monday 17th January 2022 and is currently 'in person'.
- iii. Streetlighting in Sunnybox Lane
Several residents near the streetlamp near Ambleside had highlighted issues with its bright light. A new lamp design, an adjustable lantern that can be dimmed with optional shades and a warm white LED which is better for the ecosystem was proposed to resolve the issue. A resident's offer to contribute towards the work was welcomed but would be entirely at their discretion.
It was **Resolved** - to appoint its usual contractor 'Streetlamps' to undertake the work at a cost of £350.50 +VAT (without competition per Financial Regulations 10.3 and 11.1(d) due to the specialist nature of the work and to allow the work to be undertaken promptly).



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

115. Planning Matters

Current applications and status

- i. SDNP/21/04870/HOUS Woodside Shellbridge Road Slindon BN18 OLT - Application in progress.
- ii. SDNP/21/02647/FUL and SDNP/21/02648/LIS-Courthill Farm House Court Hill Farm Road (Northwood Lane) Slindon BN18 ORJ - Application in progress.
- iii. SDNP /21/05357/TCA 2 Walnut Tree Mews School Hill Slindon BN18 ORS – Raise No Objection.
- iv. SDNP/21/05467/TCA The Old Post 11 Church Hill Slindon Arundel West Sussex BN18 ORB - Raise No Objection.
- v. SDNP/21/05056/TCA 2 Church Hill Slindon Arundel West Sussex BN18 ORB ORS – Raise No Objection.
- vi. SDNP/21/05011/TCA Mulberry House Dyers Lane Slindon BN18 ORE - Raise No Objection
N.B. The original application included the felling of 2 Poplar trees (ref T2824 & T2825) which were removed from the proposal with the agreement of the applicant following concerns from the Tree Officer. Permission granted does not therefore include their removal.
- vii. SDNP/21/04920/ADV1 Camelia Court Shellbridge Road Slindon BN18 OLT – Business signage affixed to entrance - Application in progress.
Notification relating to SDNP/21/06005/LDE.
 - i. SDNP/16/04797/HOUS Pine Trees Bridle Lane Slindon Arundel West Sussex BN18 ONA. Permission granted 2016, work started 2017 with applicant now seeking confirmation that it can continue- Application in progress.

116. Date of Next Meeting

The next meeting will take place on Monday 10th January 2022 at Slindon Coronation Hall, to commence at 6.30 p.m.

The meeting ended at 8.25 p.m.

Signed as a true record of the meeting

Dated



Annex A - National Trust Report – Minute 107

- New Ranger – We wished one of our Rangers, Lucy, well as she goes off on maternity leave, and have welcomed a new Ranger, Matt, as her cover for the next 12 months, he will primarily be covering our properties down on the coast as well as Warren Hill and Sullington Warren near Washington, but you will see him out and about from time to time a Slindon.
- We have cut the roadside vegetation on Sunnybox Lane
- The last couple of storms have caused quite a lot of fallen trees, many have been cleared up but we haven't been able to cover all the small paths on the Estate yet, please do pass on any information about any outstanding
- Winter work is well underway at Slindon, including coppicing, mowing and scrub clearance.
- We are still working with a contractor to arrange further ash removal work on Nore Wood Lane, Top Road and Slindon Bottom Road as well as through Slindon Bottom Wood as the density of the ash and their condition make for some high-risk combinations in regards public safety. We are still committed to leaving ash trees where they pose no serious threat life or limb and can deteriorate naturally or prove to be a survivor!
- We have planted 1400 trees to replace ash trees removed as part of last winter's work on the way to Gumber.
- Planning application will be going in for a change of use to convert Slindon Basecamp to office accommodation (this either has happened or is imminent)

Annex B – Payments Minute 108 (ii)

SLINDON PARISH COUNCIL at meeting 13.12.21									
DATE OF CHEQUE/SO/DD/ELECTRONIC PAYMENT	BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT	AUTHORISED (Relevant minute)
12.11.21	Sarah Linfield	Standing Order	N/A	£ 532.83	£ -	£ 532.83	LGA 1972 s111	Clerk's salary - tax period 8	Recurring per contract
6.12.21	Beechdown Arboriculture Limited	Direct Transfer	N/A	£ 1,500.00	£ 300.00	£ 1,800.00	PHA 1875 s 164 - England	Fell 3 ash trees	Meeting 11.10.21, minute 69 (ii).
6.12.21	Aubergine 262 Ltd	Direct Transfer	N/A	£ 100.00	£ 20.00	£ 120.00	LGA 1972 s.142	Website - annual domain registration from 2022	Meeting 29.6.20, minute 16.
6.12.21	Coronation Hall	Direct Transfer	N/A	£ 60.00	£ -	£ 60.00	LGA 1972 s134	Hall Hire 8.11.21 (council meeting), 15.11.21 (access to inspect BHF CPR material stored at hall) and 22.11.21 (defibrillator session)	Hall Hire @ £25 per meeting, within budget.
6.12.21	D Thomas	Cheque	300014	£ 550.00	£ -	£ 550.00	PHA 1875 s 164 - England	Grass cutting Top Field 2021	Meeting 14.9.20, minute 63 (iii) and 13.12.21
TBC	Zoll	Direct Transfer	N/A	£ 360.00	£ 72.00	£ 432.00	LGA 1972 s111	Service of both defibrillators (acquired January 2017)	Meeting 11.10.21, minute 77 (iv) b
14.12.21	Sarah Linfield	Direct Transfer	N/A	£ 14.99	£ 3.00	£ 17.99	LGA 1972 s111	Infra-red thermometer for Legionella water checks	Recreation Ground Meeting 8.11.21, minute 32 (ii)
14.12.21	Sarah Linfield	Direct Transfer	N/A	£ 59.97	£ -	£ 59.97	LGA 1972, 112	Clerk's salary - tax period 9 (increase agreed 8.11.21) - balance paid by standing order	Meeting 8.11.21, minute 99
14.12.21	HMRC	Direct Transfer	N/A	£ 148.20	£ -	£ 148.20	LGA 1972, 112	Tax on Clerk's salary - tax period 9	Recurring per contract
Totals				£ 3,325.99	£ 395.00	£ 3,720.99			
Income for information : October and November 2021									
RECEIPTS									
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	AMOUNT	REASON					
HSBC Community Savings 31.10.21	HSBC	CR	£0.22	Interest					
HSBC Community Savings 1.11.21	HSBC	CR	£0.01	Interest					
HSBC Community Savings 8.11.21	HSBC	CR	£100.00	Compensation					
HSBC Community Savings 30.11.21	HSBC	CR	£0.21	Interest					
Unity Trust Bank Savings 30.11.21	West Sussex County Council	CR	£62,104.92	Operation Watershed					