



## Slindon Parish Council

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

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

On Monday 10 January 2022 at 6.45 p.m.

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

**In attendance:**

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

Lisa Trownson, Area Ranger, National Trust

The meeting was delayed from the scheduled 6.30 p.m. start to ensure it was quorate.

At the discretion of the Chairman the order of the agenda was changed to allow Lisa Trownson to present to the Council first.

**117. National Trust Matters**

Lisa Trownson, Area Ranger, spoke to provide an update and answered questions. (Annex A).

**118. Declarations of Interest**

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

**119. Public Participation**

A member of the public had asked that a photo of cars on Shellbridge Road during a recent 4x4 event be shared with Council members. There were continuing issues and this matter would be discussed when the Chairman and the Clerk met with the PCSO later in January.

**120. Apologies for Absence**

Councillor Saintas had sent his apologies as he was self-isolating, and it was **Resolved** – to approve the reason for his absence.

**121. Minutes from the Council Meeting Held On 13<sup>th</sup> December 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.

**122. Chairman's Report**

Councillor Rees

- i. Thanked the National Trust for their help in sign-posting path closures required during the pond works and assistance in general.



- ii. Shared details of the A27 Consultation process which runs from Tuesday 11 January – Tuesday 8 March 2022.
  - iii. Explained that Arun Community Transport (ACT) and Community Transport Sussex (CTS) had initiated a transport survey, to identify the needs of those living in Arun and what additional services might be required. The Clerk had worked with CTS to create an online version for Slindon, as well as the word document originally supplied. In liaising with CTS, Sarah referred to the good community support in the village, with a few parishioners feeling this implied the village was so well provided for that no extra help was required, which was not the case.
123. West Sussex County Council Matters  
Councillor Bence had sent his apologies in view of his existing commitments, specifically the A27 Consultation, but highlighting that his contact details are on the West Sussex County Council's website and also the Parish Council's.
124. Arun District Council Matters  
There was no representation on this occasion.
125. Finance Matters
- i. Budget 2022/23  
Councillors had received a copy of the budget and noted the precept submission to Arun District Council (Council's Financial Regulations, adopted 23 August 2021, section 3)
  - ii. Payments and Receipts  
It was **Resolved** - to note/approve the listing (Annex B).
  - iii. Bank Reconciliation  
It was **Resolved** - to authorise sign off as at 31.12.21 and the independent quarterly check undertaken by a non-bank signatory
  - iv. Budget Monitor at 31.12.2021  
The Clerk highlighted the exceptional expenditure relating to the felling of the ash trees by the pond due to ash-dieback, which had not been anticipated in the budget setting for 2021/22, and 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.
126. Operation Watershed  
Civil Engineering Works  
Work was due to begin on Tuesday 11 January 2022, details had been circulated via Slindon Life and also posted to the Parish Council website. A revised Section 278



Agreement to allow PHB (Contractors) Henfield Limited to deliver improvements on the existing public highway would be signed as soon as the documentation was received from West Sussex County Council and before the highways work began.

## 127. Governance

### i. Banking Arrangements

#### HSBC

The Clerk had completed a further 'Safeguard Review' to allow the Council's remaining account with HSBC to stay open until the end of March 2022, limiting the money held with any one bank to a maximum of £85000 and so take full advantage of the Financial Services Compensation Scheme in protecting its balances. However, HSBC were still threatening closure on January 20<sup>th</sup> 2022 and a complaint had been raised.

#### Unity Trust Bank

It was **Resolved** – to add Councillor Saintas as a signatory to the accounts. (Proposed by Councillor Thomas, seconded by Councillor Rees and by the unanimous agreement of all present).

### ii. Enhanced Scheme of Delegation

It was **Resolved** – to approve and adopt the revised policy.

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

### iii. Unity Multipay Card Application

To comply with the Council's Financial Regulations (Adopted 23 August 2021, refer point 6.20)

It was **Resolved** – to approve an application for issue of a card to the Clerk with a limit of £500 (subject to a one-off set up fee of £50 and current monthly fee £3) and that Councillors Rees and Brimblecombe be appointed as Programme Administrators.

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

## 128. Donation

A member of Worthing and District First Responders, a voluntary, not for profit group had run another CPR session in November and

It was **Resolved** – to donate £25 to the organisation, under a power conferred by Local Government Act 1972, section 137 (3).

(Proposed by Councillor Fenton, seconded by Councillor Brimblecombe and by the unanimous agreement of all present).

## 129. Clerk's Update

### i. Defibrillators

The dates for the service requests were awaited and loan replacements had been organised subject to upfront payment of the service invoice, which had been sought but not received.



- ii. **South Downs National Park Authority's 'Call for Nature Sites'**  
Expressions of interest were approved 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.
  - iii. **South Downs National Park Authority 'Call for CIL Projects' (closes 28 February 2022)**  
An expression of interest had been drafted for a share in the receipts, towards replacement of the ageing play equipment and there was the possibility of 'in kind' support from the National Trust. A draft letter to Andrew Griffith MP about the project was approved.
  - iv. **Playground and Adult Gym Equipment**
    - a) The annual inspections were awaited.
    - b) Fresh Air Fitness had undertaken to survey the rust on the cross country skier and the east arm of the item which had been assessed as "stiff" by Arun District Council during their routine inspection (site visit due 11 January 2022).
    - c) Councillor Thomas had dismantled the basketball net and backboard and showed photos of the repairs now underway.
  - v. **Correspondence received after posting of agenda (for information only).**
    - a) Protect Coastal England had written to enquire how the Council had responded to the Rampion2 consultation, minuted 13 September 2021 and Kingston Parish Council had shared the opportunity to respond to a Petition opposing the Rampion 2 Windfarm - <https://petition.parliament.uk/petitions/594733>
    - b) Details of a Sussex Police Zoom Presentation on the use of 'Big Data' analytics to West Sussex Association of Local Council members, February 25<sup>th</sup> 2022 at 1.30 p.m. and Councillor Rees offered to represent Slindon Parish Council.
130. **Consultations and Surveys**
- i. **Arun District Council's Vision 2022-2026 Consultation**  
The Council's response had been submitted.
  - ii. **Transport Survey by Arun Community Transport and Community Transport Sussex (Annex C)**
  - iii. **West Sussex Fire & Rescue Service Community Risk Management Plan 2022 – 2026**  
The Council's response had been submitted.
131. **Highways Matters**
- i. **Flood Management on Reynolds Lane**  
There was nothing further to report.
  - ii. **A27 matters**  
The next Elected Representatives' Forum meeting - preview event for the A27 Arundel Bypass scheme Statutory Consultation – confirmed as currently 'in person' Monday 17<sup>th</sup> January 2022.
  - iii. **Streetlighting in Sunnybox Lane**  
The contractor planned to install the shade by the end of the week.



132. Planning Matters

- i. Current applications and status
  - a) SDNP/21/04870/HOUS Woodside Shellbridge Road Slindon BN18 0LT – Approved.
  - b) SDNP/21/02647/FUL and SDNP/21/02648/LIS-Courthill Farm House Court Hill Farm Road (Northwood Lane) Slindon BN18 0RJ - Application in progress.
  - c) SDNP/21/04920/ADV1 Camelia Court Shellbridge Road Slindon BN18 0LT – Business signage affixed to entrance - Approved.
- ii. Notification relating to SDNP/21/06005/LDE.  
SDNP/16/04797/HOUS Pine Trees Bridle Lane Slindon Arundel West Sussex BN18 0NA. Permission granted 2016, work started 2017 with applicant now seeking confirmation that it can continue - Application in progress.
- iii. New application  
SDNP/21/06330/LIS The Hermitage Church Hill Slindon BN18 0RB – internal alterations.  
It was **Resolved** – to record ‘no objection’ subject to prior confirmation that the application related solely to internal alterations and reference to the conversion of a disused stable block to a tourism unit was an error.

133. Date of Next Meeting

The next meeting to take place on Monday 14<sup>th</sup> February 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 117

Parish Council update: 10/01/2022

### Temporary path closures

We have put up temporary notices in Park Lane car park and the Bellows woodland regarding the closure of permissive access around Slindon Pond and subsequent lack of access from the woods to the village. Alternative routes are outlined in Park Lane car park.

### Planning Permission – Slindon Basecamp

We will be applying for planning permission for change of use for Slindon Basecamp to turn it from holiday accommodation to office facilities after the closure of the site due to National Trust restructure.

### South Lodge Gates

We have secured funding through Highways England for restoration and improvements to South Lodge gates by the A27. This will include repairs to the flint work, wrought iron gates, estate style fencing and a wildflower meadow. We hope work will be underway in spring.

### Gumber Bothy – retrospective planning application

We are submitting a retrospective planning application for the campsite at Gumber Farm as it has become apparent that whilst the barn was converted in the early 1990's with appropriate planning consent, there was none on file for the camping field despite it having been in use for some years previously. We will then be accepting expressions of interest for a commercial tenant to take on the running of the Gumber Bothy and campsite and the tenancy of 2 Gumber Farm cottages.

### Ash dieback & other tree safety work

Work is ongoing with tree management, both Ash Die Back and other tree safety works. Lots of in-house tree felling work has now been completed across the Estate. More contractor work is due to take place but delays due to site and weather conditions elsewhere have created delays.

Removal of dead elms required by Elm Cottage, School Hill, Slindon.

### New tenants in to newly refurbished 11 Church Hill

Track improvement work is underway from Top Road to the back of 11 Church Hill before a new tenant is due to move in Jan/Feb.

## Annex B – Payments & Receipts - Minute 125 (ii)

SLINDON PARISH COUNCIL at meeting 10.1.22									
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)
13.12.21	Sarah Linfield	Standing Order	N/A	£ 532.83	£ -	£ 532.83	LGA 1972 s112	Clerk's salary tax period 9	Recurring per contract - £532.83 and remainder due by transfer £59.97 = total £592.80
29.12.21	Coronation Hall	Direct Transfer	N/A	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall Hire 13.12.21 (council meeting)	Hall Hire @ £25 per meeting, within budget.
29.12.21	Mulberry & Co	Direct Transfer	N/A	£ 15.00	£ 3.00	£ 18.00	LGA 1972 s175	Training for Councillor	Meeting 8.10.21, minute 75 (ii) Meeting 13.12.21, minute 111 (ii)
29.12.21	SLCC	Direct Transfer	N/A	£ 60.00	£ 12.00	£ 72.00	LGA 1972 s111	Training for Clerk - webinar Charitable Trusts	Meeting 13.12.21, minute 111 (iii)
29.12.21	SLCC	Direct Transfer	N/A	£ 90.00	£ 18.00	£ 108.00	LGA 1972 s111	Training for Clerk - Quotes, Tenders and Contract Management	Meeting 13.12.21, minute 111 (iii)
29.12.21	Beechdown Arboriculture Limited	Direct Transfer	N/A	£ 700.00	£ 140.00	£ 840.00	PHA 1875 s 164 - England	Fell willow tree	Meeting 11.1.21 minute 133 (ii) Meeting 8.11.21, minute 91 (iii)
31.12.21	Unity Trust Bank	Service Charge	N/A	£ 18.00	£ -	£ 18.00	LGA 1972, 111	Bank account service charge	Quarterly recurring charge - Meeting 23.8.21 33(i)
Totals				£ 1,440.83	£ 173.00	£ 1,613.83			Electronic Payments authorised Cllrs. Brimblecombe and Rees
Income for information : December 2021									
RECEIPTS									
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	AMOUNT	REASON					
Business Money Manager 31.12.21	HSBC	CR Interest	£0.22	Interest					
Savings Account /Instant Access 31.12.21	Unity Trust Bank	CR Interest	£3.83	Interest					

**Annex C - Background to the Community Transport Survey - Minute 130 (ii)**

Arun Community Transport (ACT) and Community Transport Sussex (CTS) had initiated a transport survey, to identify the needs of those living in Arun and what additional services might be required.

Arun asked that if Town and Parish Councils felt able to assist with this survey to liaise with Community Transport Sussex. Receipt of Arun District Council's email Monday 8<sup>th</sup> November, coincided with the date of the Parish Council meeting, when the correspondence was minuted for information only and then discussed at the Council's December meeting and minuted.

The Clerk had worked with CTS to create a bespoke, online version of their survey for the parish, in addition to the generic word document provided. During this time reference was made to CTS of the valuable services already provided to residents through strong community support.

The Council has however always sought to provide its residents with the opportunity to participate in the survey, whilst recognising the importance of Slindon's existing transport services, writing separately to the organisers ahead of publication of the survey.

Details of how to access the survey to be circulated via SlindonLife shortly and it has been posted to the Parish Council website.

DRAFT