



## Slindon Parish Council

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

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

On Monday 14 February 2022 at 6.30 p.m.

**Present:** Councillors Barbara Brimblecombe (Meeting Chairman), Patrick Saintas, Derek Thomas (from 7.05 p.m.) and Peter Fenton.

**In attendance:**

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

134. Appointment of Chairman to Preside at the Meeting  
It was **Resolved** – to appoint Councillor Brimblecombe to the role of Chairman of the meeting.
135. Declarations of Interest  
Councillor Fenton declared his role as Co-Chairman of the Slindon Community Land Trust.
136. Public Participation  
No members of the public or representations.
137. Apologies for Absence  
Councillor Rees had sent her apologies and  
It was **Resolved** – to note and approve the reason for absence.
138. Minutes from the Council Meeting Held On 10<sup>th</sup> January 2022.  
It was **Resolved** - to approve the minutes as a true record of the decisions of the meeting and the Chairman be authorised to sign them.
139. Chairman's Report  
Councillor Brimblecombe reported that
- i. The A27 Consultation was now well underway, with Slindon's event held at the Coronation Hall on Saturday February 12<sup>th</sup> and the Council's feedback response to be agreed later in the meeting.
  - ii. Councillor Rees and the Clerk had joined an online event on electric vehicle charge points, hosted by West Sussex County Councillor Deborah Urquhart with representatives from the UK-based electric vehicle charging specialist Connected Kerb who will fully fund electric vehicle charge point deployment on community /not for profit facilities such as village hall car parks.  
<https://www.westsussex.gov.uk/news/ev-chargepoint-roll-out-in-west-sussex>



- iii. Councillor Rees and the Clerk had joined a meeting of the Arun District Association of Local Councils, now reformed and with an important role to play in enabling collective engagement between the towns and parishes with the District / County Councils and other agencies.
140. 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.
141. National Trust Matters  
Lisa Trownson, Area Ranger, National Trust had sent her apologies as she was away.
142. Arun District Council Matters  
There was no representation on this occasion.
143. Finance Matters
- i. Payments and Receipts  
It was **Resolved** - to note/approve the listing (Annex A).
  - ii. Bank Reconciliation  
It was **Resolved** - to approve the sign off as at 31.1.2022.
  - iii. Budget Monitor at 31.1.2022  
The Clerk highlighted the exceptional expenditure relating to the shades for the light in Sunnybox Lane, and the position was noted.
  - iv. General Reserves and Earmarked Reserves  
The position was noted and  
It was **Resolved** – to Transfer from Earmarked Reserves to General Reserves
    - a. £19185.50 to meet the invoice for stage 1 of Operation Watershed and the work on the pond and
    - b. £274.41 – the residue of the 'JDAC' grant towards the cost of the defibrillators' service of £388.80.
- Finance reports to meetings are posted separately to the Parish Council website under the 'Finance and Risk' section.
144. Operation Watershed  
Work was due to be completed very shortly and the highways work had been inspected by Arun District Council and West Sussex County Council. The volume of silt removed had exceeded estimates and was drying out before it could be transported. The advice provided was not to undertake any planting at the pond until the area had time to recover. South Downs National Park Authority had kindly offered to pay for some temporary chestnut paling on the corner of the pond to ensure the safety of users at a cost of approximately £300.



As part of the Council's review of its pond risk assessment the Clerk was asked to research the options for the boundary of the pond with the road now that the willow tree and other vegetation had been removed. Options discussed include temporary chestnut paling, permanent post and rail fencing and planting of hedges.

Councillor Thomas joined the meeting at 7.05 p.m. due to work commitments.

#### 145. Governance, Risk and Compliance

##### i. Banking Arrangements

HSBC

Despite the Clerk completing a further 'Safeguard Review' to allow the Council's remaining account with HSBC to stay open until the end of March 2022, HSBC had now written to say that its services would be withdrawn on January 25<sup>th</sup> 2022. An authority had therefore been provided to close the remaining account and send the balance to Unity Trust Bank, which had not yet taken place despite numerous emails.

##### ii. Insurance

The Council reviewed the adequacy of its insurance, under an existing 3 year agreement until April 2023, which was felt to be suitable/sufficient. The premium for 2022/23 had risen to £592.05 (exclusive of admin fee £50) from £558.98 due to index linking of items against loss or damage. Cyber Insurance at £285 plus IPT was considered but the cost was felt too high in relation to the risks although it would be considered again in 2023.

It was **Resolved** – to continue the current arrangement.

##### iii. Risk Assessment for Operation Watershed

It was **Resolved** – to note the document and its updates during the project.

##### iv. Slindon Coronation Hall's 1938 Governing Document

As the first tier of local government, created under statute in 1894,

It was **Resolved** – to retain the right of the Parish Council to appoint a Charity Trustee within the main body of the Governing Document.

##### v. Internal Auditor

It was **Resolved** – to appoint Andrew Woolner to undertake the internal audit at the end of the financial year 31 March 2022 at a cost of £100.

##### vi. Flag Flying Protocol and Tree Plaque

The Government's website had been updated on February 11<sup>th</sup> 2022, revising the designated days for flying the Union Flag, and Councillor Thomas would look to unscrew the plaque on the tree plant planted to celebrate the Duke of York's marriage in 1986. The Flag Officers would be advised of the revised days and the Council's policy updated for approval at the next meeting.

#### 146. Donation

In recognition of the work undertaken by Community Transport Sussex, the charity which organised the parish transport survey,

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



#### 147. Clerk's Update

##### i. Defibrillators

The defibrillator at the pavilion was being serviced, and the one at the Forge would be serviced when the one at the pavilion was returned. A loan item was available until both items had been returned.

##### ii. 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 to include the possibility of 'in kind' support from the National Trust. Andrew Griffith MP's Constituency assistant had confirmed he would be writing to the SDNPA to express support for the application.

It was **Resolved** - that the application be finalised for submission by the Clerk to meet the closing deadline, February 28th 2022 and circulated to members.

##### iii. Queen's Green Canopy for the Platinum Jubilee

The Chairman and Clerk had purchased two English Oak Trees (total cost £170.19) under guidance from the parish ranger for the South Downs National Park Authority. It was agreed that the trees be planted on the boundary of the Recreation Ground on Friday March 11 2022 at 11 a.m. as part of the National Tree Planting Day - the seventieth day of the year in which The Queen marks the seventieth anniversary of Her accession. It has the full support of The Queen's Green Canopy project organisers.

##### iv. Playground and Adult Gym Equipment

The annual inspections were still awaited.

Councillor Thomas had repaired the basketball backboard and replaced it.

##### v. West Sussex County Council's 'Talk With Us'

An opportunity to meet County Councillors, at Littlehampton Library on March 8<sup>th</sup> 2022 7-8 p.m.

##### vi. Festival of Cycling (pre 1987 bikes)/Eroica – 6 and 7 August 2022

The Chairman and Clerk had joined a Zoom call hosted by the Goodwood Events Team and Eroica, with one of the three routes passing through Slindon on the Top Road. Further details on the event can be found by visiting their website - <https://www.goodwood.com/cycling/eroica-britannia>.

##### vii. Correspondence received after posting of the meeting agenda (for information only).

The offer of free help with parish projects through the Reparations Team at West Sussex County Council. This is a scheme where individuals or groups of up to four youngsters aged 11-17 work under supervision to benefit the community and learn new skills to gain access to work or college.

#### 148. Allotments

There were a couple of outstanding queries in respect of the 'Heads of Terms', which required clarification with the National Trust before passing to the Council's solicitor, who had also informed the Clerk that any agreement with the Allotment Society could be by way of a sublease or a management agreement.



#### 149. Consultations and Surveys

##### i. A27 Arundel Bypass Consultation

It was **Resolved** – to approve and submit the Council’s feedback response, to be posted to Parish Council’s website.

##### ii. Re-opened Rampion 2 Wind Farm Consultation

The leaflet mailing company used did not issue a leaflet to all the intended addresses within 100m of the coastline, and as this was a commitment, they are writing directly to all those addresses which were omitted and providing an additional opportunity to have their say on the draft proposals, as previously presented. The reopened consultation period is running for 9 weeks, from 7th February to 11th April 2022, although those that had replied to the original consultation do not need to do so again.

#### 150. Highways Matters

##### i. Flood Management on Reynolds Lane

There was nothing further to report, although the Clerk had written again to seek an update.

##### ii. A27 matters

The next Elected Representatives’ Forum meeting confirmed as ‘in person’ on Monday 28<sup>th</sup> February 2022.

##### iii. Streetlighting in Sunnybox Lane

As agreed the contractor had installed a shade which had partially resolved the problem, although an additional side shade had also been necessary at a cost of £66.75 for which a resident had offered to make a contribution. The contractor had gone ahead and installed the side shade although the intention had been to obtain the Council’s prior approval.

#### 151. Planning Matters

##### i. Previous applications and status

a. SDNP/21/02647/FUL and SDNP/21/02648/LIS-Courthill Farm House Court Hill Farm Road (Northwood Lane) Slindon BN18 0RJ - Application in progress.

b. SDNP/21/06005/LDE.

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 - Approved.

c. SDNP/21/06330/LIS The Hermitage Church Hill Slindon BN18 0RB – internal alterations – Application in progress.

d. SDNP/20/05872/PRE Development of 3 reduced market dwellings Land at Bridle Lane Slindon West Sussex – Advice Provided.

##### ii. New applications

a. SDNP/22/00489/HOUS 51 London Road Slindon BN18 0NG. Single storey rear extension. Resubmission following previous consent SDNP/21/03102/HOUS.

b. SDNP/22/00569/HOUS Bleak House Top Road Slindon BN18 0RP. Replacement conservatory, internal and external alterations of existing residential dwelling together with alterations to an existing outbuilding.



- c. SDNP/22/00550/FUL Base Camp The Estate Yard Slindon Road Slindon BN18 ORG. Change of Use of the National Trust's Slindon Base Camp from Holiday Accommodation to Offices.
- d. SDNP/22/00701/LIS 9 and 10 Church Hill Slindon Arundel West Sussex BN18 ORB. Taking down and rebuilding of 3no chimneys to include new flashings. It was **Resolved** – to raise no objection to the new applications (a) (b) (c) and (d).

152. **Date of Next Meeting**

The next meeting to take place on Monday 14<sup>th</sup> March 2022 at Slindon Coronation Hall, to commence at 6.30 p.m.

The meeting ended at 8.20 p.m.

Signed as a true record of the meeting

Dated

DRAFT

## Annex A – Payments & Receipts - Minute 143 (i)

SLINDON PARISH COUNCIL at meeting 14.2.22								
DATE OF CHEQUE/SO/DD/ELECTRONIC PAYMENT SET UP	BENEFICIARY/PAYEE	TRANSACTION TYPE	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT	AUTHORISED (Relevant minute)
12.1.22	HMRC	Direct Transfer	£ 148.20	£ -	£ 148.20	LGA 1972 s111	Tax on Clerk's salary - tax period 10	Recurring payment per contract
12.1.22	Sarah Linfield	Direct Transfer	£ 45.88	£ -	£ 45.88	LGA 1972 s111	Homeworking allowance for Q3 2021	Recurring payment per contract
12.1.22	Slindon Coronation Hall	Direct Transfer	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall Hire 10.1.22 (council meeting)	Hall Hire @ £25 per meeting, within budget.
17.1.22	Zoll Medical UK	Direct Transfer	£ 324.00	£ 64.80	£ 388.80	Public Health Act 1936, s234	Service 2 defibrillators	Listing at meeting 13.12.21 not issued as invoice discounted by 10% for customer service issues/shortfall Authorised at meeting 11.10.21, minute 77 (iv) a
18.1.22	Worthing & District Community Responders	Direct Transfer	£ 25.00	£ -	£ 25.00	LGA 1972 s137 (3)	Defibrillator and CPR familiarisation session run by not for profit group	Authorised at meeting 10.1.21, minute 128
19.1.22	Streetlights	Direct Transfer	£ 350.50	£ 70.10	£ 420.60	Parish Councils Act 1957, s3, Highways Act 1980, s301	Outside Ambleside - replaced lantern with warm white SL* LED c/w shield	Authorised at meeting 13.12.21, minute 114(iii)
25.1.22	Paine Manwaring	Direct Transfer	£ 90.00	£ 18.00	£ 108.00	Public Health Act 1936, s164	Service Gas Boiler at pavilion	Authorised at Recreation Ground Meeting 13.12.21, minute 39 (ii)
7.1.22	SSE Southern Electric	Direct Debit	£ 40.94	£ 2.04	£ 42.98	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Account for quarter 3 2021 22	Recurring payment per budget
12.1.22	Sarah Linfield	Standing Order	£ 592.80	£ -	£ 592.80	LGA 1972 s111	Clerk's salary - period 10	Recurring per contract
Totals			£ 1,642.32	£ 154.94	£ 1,797.26			Electronic Payments authorised Cllrs. Brimblecombe and Rees
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	REASON					
Business Money Manager 31.1.22	HSBC	CR Interest	Interest	£	0.22			
Unity Trust Current Account	JNR Computer Services	Credit	Reversal - error in invoice 4.10.21, offset against previous incorrect claim	£	60.00	Refer payments listing for meeting 11.10.21		
Unity Trust Current Account	SSE	Credit	SSE recalculated past payments in error and credit PC, offset against claims 2021/2022	£	0.73			