



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 April 2022 at 6.30 p.m.

Present: Councillor Jan Rees (Meeting Chair) and Councillors Barbara Brimblecombe, Derek Thomas and Patrick Saintas.

In attendance:

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

Lisa Trownson, Area Ranger, National Trust

172. Declarations of Interest

None.

173. Public Participation

No members of the public present or representations received.

174. Apologies for Absence

Councillor Fenton had sent his apologies and

It was **Resolved** – to note and approve the reason for absence.

175. Minutes from the Council Meeting Held On 14th March 2022.

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

176. Chair's Report

Councillor Rees reported that Slindon had welcomed two Ukrainian families and another family would be arriving soon too. The Church was organising events and welcomed offers of support from residents in whatever way they could assist, including offers of transport and of friendship. The Clerk enquired whether the Parish Council might wish to raise the Ukrainian flag on each of its flagpoles and this had the unanimous support of members, to be ordered under the Council's 'scheme of delegation'.

177. West Sussex County Council Matters

Councillor Bence had sent his apologies.

178. Arun District Council Matters

There was no representation on this occasion.



179. National Trust Matters

Lisa Trownson, Area Ranger, National Trust spoke on various matters, report provided - refer Annex D.

180. Finance Reports

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 31.3.2022

iii. Budget Monitor at 31.3.2022

Year to date actuals v budget were provided and a briefing (Annex B) and the position was noted.

iv. General Reserves and Earmarked Reserves at 31.3.2022

It was **Resolved** - to note and approve the transfer of £3197.58 from General to Earmarked Reserves in respect of the VAT reclaimed on invoice 1 for the pond works.

v. End of Year Process 31 March 2022

The Clerk explained the usual internal audit process and the additional external audit required this year as the income and expenditure had exceeded £25000 in the year to 31 March 2022.

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

181. Governance, Risk and Compliance

i. Banking Arrangements

A Corporate MultiPay Card had been issued to the Clerk with a £500 expenditure limit.

ii. General Risk Assessment

It was **Resolved** – to sign off the end of year General Risk document.

iii. Asset Register

The Clerk advised that as the sports pavilion is a permanent structure on land owned by the Recreation Ground Charity it formed part of the land, an asset of the charity and not the Parish Council, which was reflected in revisions to the asset register. Future changes proposed included an asset valuation policy and a 'useful life' column on the asset register.

It was **Resolved** - to authorise the register as at 31.3.2022.



182. Grants and Donations

i. Donations

The donation to Community Transport Sussex (the charity that organised the parish transport survey) could now be made, with the overdue return of the accounts filed with the Charity Commission.

ii. Grant Application

The Parish Council had been awarded £5968 from the National Lottery Community Fund to replace and install two noticeboards (one by the Recreation Ground and the other by the Coronation Hall), 2 new commemorative benches, an accessible picnic table for the Top Field and also improved external lighting for the Coronation Hall.

The Clerk undertook to ensure that any planning consents were obtained prior to placing the orders, and

It was **Resolved** - to appoint the following contractors under Financial Regulations 11.1 d whereby a price is negotiated without competition.

- a. Noticeboards from The Acorn Workshop on the basis that they were able to supply the items to meet the exact specification in terms of design and size and in time for the Jubilee celebration and were priced competitively when compared with other online suppliers. Based locally, the delivery charge had been waived. The Parish Council expressed a preference for the one at the pavilion to be wall mounted as it is now, rather than on posts as per the quote.

[Oak Open Noticeboards | The Acorn Workshop](https://www.theacornworkshop.co.uk/open-noticeboards)

<https://www.theacornworkshop.co.uk/open-noticeboards>

- b. External lighting by Orange22, as they have already carried out previous works at the Coronation Hall, being familiar with the location and are also able to complete the work by the Platinum Jubilee weekend.

Quote £ 1185.75

It was **Resolved** to purchase the following items under Financial Regulation 11.1 (vi) whereby a price is negotiated without competition for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- c. Two commemorative seats from corido.co.uk at a total cost of £1240, the favoured design, competitively priced compared with other online suppliers.

[Balmoral 6ft Queen's Platinum Jubilee Commemorative Bench \(corido.co.uk\)](https://www.corido.co.uk/balmoral-6ft-queen-s-platinum-jubilee-commemorative-bench.html)

<https://www.corido.co.uk/balmoral-6ft-queen-s-platinum-jubilee-commemorative-bench.html>

- d. Picnic Bench from Sustainable Furniture at a cost of £755

[Disabled Access Picnic Bench - Sustainable Furniture \(sustainable-furniture.co.uk\)](https://www.sustainable-furniture.co.uk/disabled-access-picnic-bench)

<https://www.sustainable-furniture.co.uk/disabled-access-picnic-bench>

The most accessible and rustic design that could be sourced, able to be used by all, including those with wheelchairs, pushchairs and limited mobility.

Financial Regulation 10.3 applied in cases (a) – (d) to provide best value.

183. Slindon Pond, Church Hill including Operation Watershed

- i. PHB Contractors had now informed the Council that they had extracted almost 50% more silt than the original estimate and were exploring ways to reduce costs



to keep their outlay within their quote, including the possibility of spreading the silt on land as an alternative to use of a landfill site. Operation Watershed had been informed of this development and the Parish Council would continue to work with all parties to agree the most appropriate way forward.

Lisa Trownson left the meeting during this discussion (7.30 p.m.)

- ii. A resident had enquired about signs to highlight the harm caused by feeding the ducks and

It was **Resolved** – to install new signage at the pond to remind users of this and of other matters including the supervision of children and pets in an area of open water. The Clerk would arrange this under the Council's 'scheme of delegation' and circulate the design and wording.

- iii. Feedback about the newly restored pond had been very positive. Encouragingly a resident had offered to get involved with its upkeep and there had been other suggestions around improvements to the area.

The expert advice currently provided is to be patient, let the area recover over the coming year and then consider what changes might be made. Low cost and low maintenance are key considerations, and whilst islands can look very attractive they are costly to install and the vegetation must be maintained. Water lilies look great although they can grow prolifically so a cautious approach is required.

The main path would be covered with wood chip, at least as a temporary measure, to soften the appearance of the new grey chippings.

184. Top Field

- i. Councillor Brimblecombe declared an interest as a Churchwarden and did not participate in the discussion.

Beechdown Arboriculture had undertaken the tree survey and the Clerk was asked to seek quotes for the recommendations within the report.

- ii. Councillor Rees and the Clerk had inspected the fencing and gate at the entrance and it was agreed that the large bin at the Top Field should be swapped with the smaller one on the Recreation Ground, and once the outcome of the playground grant was known quotes be obtained to replace the fencing and gate.

185. Nursery Ground Allotments

The Clerk and Councillor Rees had joined the Annual General Meeting of the Allotment Society on Wednesday March 16th 2022.

The Council was briefed on the outcome of this meeting and having also considered guidance received from its solicitor and Clerk's briefing note, it assessed the pros and cons of its options and

It was **Resolved** – not to renew the lease with the National Trust, which was happy to enter into a direct agreement with the Allotment Society. All parties to be informed of this decision.



186. Clerk's Update

i. Anti-social behaviour

The Clerk and the Chair were working to resolve two issues one relating to the dumping of vehicles and the other of human defaecation. The help of Arun District Council and the Police had been enlisted.

ii. Defibrillators

The defibrillators at the pavilion and the Forge had been serviced. Zoll had waived the cost of new pads for both items and supplied new batteries for one of them as a goodwill gesture for customer service issues at an estimated saving to the Council of circa £250.

iii. Playground and Adult Gym Equipment

Arun District Council's 4-weekly inspection dated 4th April 2022 had identified that a seat eye on one of the flat swings was very loose and arrangements were in hand to tighten this immediately.

iv. Annual Meeting of the Parish Council

It was **Resolved** – to approve a spend of up to £100 for refreshments to be provided by The Forge as in previous years with the Chair and Clerk to organise this.

v. Eroica Britannia at Goodwood August 2022

The consultation was now complete and feedback received had been reflected in the changes made.

vi. Other Correspondence

'WSALC' had shared details of a 'Local Plans and Plan Making' course which were noted, with the Council as yet undecided on whether a Neighbourhood Plan was required and/or the timings for progressing this.

187. Highways Matters

i. Flood Management on Reynolds Lane

The Clerk had been informed of excavations for trial holes (to establish the accurate location of any services which may be present) being arranged and of documentation being prepared for a meeting with Balfour Beatty to confirm the scope of the works and to verify the need for trial holes as may be required. If the value of the work is greater than £20000 of committed cost, it will be necessary for West Sussex County Council to tender the project in September 2022.

ii. A27 Matters

The next Elected Representatives' Forum meeting would take place in May, the date had not yet been confirmed by National Highways.

188. Planning Matters

Previous applications and status

i. SDNP/21/02647/FUL and SDNP/21/02648/LIS-Courthill Farm House Court Hill Farm Road Slindon BN18 ORJ - Application in progress.

ii. SDNP/22/00489/HOUS 51 London Road Slindon BN18 ONG. Single storey rear extension. Resubmission following previous consent SDNP/21/03102/HOUS - Approved.



- iii. SDNP/22/00569/HOUS Bleak House Top Road Slindon BN18 ORP. Replacement conservatory, internal and external alterations of existing residential dwelling together with alterations to an existing outbuilding – Application in progress.
- iv. 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 - Approved.
- v. 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 – Application in progress.
- vi. SDNP/22/00904/TCA Bleak House Top Road Slindon Arundel West Sussex BN18 ORP T1. Holly - Remove due to root invasion of drains T2. Conifer - Fell due to non-native species T3. Conifer - Fell due to non-native species – Raise No Objection.
- vii. SDNP/22/01131/TPO Mill Lane House Top Road Slindon Arundel West Sussex BN18 ORP T1 and T3 - Beech tree - Reduce spread to previous pruning T2 - Holly street - Reduce height to adjacent trees – Decision Pending.

New application

- i. SDNP/22/01437/TCA Adams Field House School Hill Slindon Arundel West Sussex BN18 ORA
Hope Cottage - Yew (T1) - remove selected small-diameter secondary and tertiary branches low over the brick outbuildings to provide around 50cm clearance above the roof.
Adam's Field House - 2 x Yew (T1& T2) - dismantle and fell small-diameter suppressed trees.
Yew (T2) - dismantle and fell small-diameter suppressed tree 1.5m to the north of T1.
It was **Resolved** – to raise no objection.

189. Date of Next Meeting

The next meeting to take place on Monday 9th May 2022 at Slindon Coronation Hall, to commence at 6.30 p.m.

The meeting ended at 8.30 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts - Minute 180 (i)

SLINDON PARISH COUNCIL at meeting 11.4.22								
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)
8.3.22	HMRC	Direct Transfer	£ 186.65	£ -	£ 186.65	LGA 1972, s.111	Tax on Clerk's salary - period 12 and backdated pay award to 1.4.21	Recurring payment per contract
11.3.22	Tony Graham	Direct Transfer	£ 58.55	£ -	£ 58.55	LGA 1972 s111	Photos of Queen's Green Canopy	Delegated spend by Chairman and Clerk
14.3.22	P Putnam	Cheque 300015	£ 50.00	£ -	£ 50.00	LGA 1972 s111	Flag flying duties	Meeting 11.10.21, minute77 (vi)
14.3.22	Sarah Linfield	Standing Order	£ 603.20	£ -	£ 603.20	LGA 1972 s111	Clerk's salary - period 12	Recurring payment per contract
15.3.22	Unity Trust Bank	By Unity Trust Bank	£ 50.00	£ -	£ 50.00	LGA 1972 s111	Multipay Facility Fee	One off set up charge - Meeting 23.8.21 33(i)
21.3.22	Slindon Coronation Hall	Direct Transfer	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall hire 14.3.22	Recurring payment per budget
23.3.22	Surrey Hills Solicitors	Direct Transfer	£ 267.50	£ 53.50	£ 321.00	Small Holding and Allotments Act 1908, ss.23, 25	Allotment Lease	Per budget
31.3.22	Unity Trust Bank	By Unity Trust Bank	£ 18.00	£ -	£ 18.00	LGA 1972 s111	Quarterly Service Charge	Quarterly recurring charge - Meeting 23.8.21 33(i)
5.4.22	WSALC Limited	Direct Transfer	£ 196.56	£ -	£ 196.56	LGA 1092 s 143 (1) (b)	WSALC & NALC Subscription 2022/23	Per budget
5.4.22	Sarah Linfield	Direct Transfer	£ 186.12	£ -	£ 186.12	LGA 1972 s111	Expenses - mileage, postal charge, key cutting and incidentals for meeting with PCSO, home working allowance Q1 2022.	Payment per contract, in budget
Totals			£ 1,641.58	£ 53.50	£ 1,695.08			Electronic Payments authorised Cllrs. Brimblecombe and Rees
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Unity Trust Current Account	HMRC	4.3.22	£ 4,775.83	VAT refund	Period 1.4.21 - 31.1.22			
Unity Trust Current Account	Donation	10.3.22	£ 66.75	Donation	Transferred from Instant Access Account - ended 120 (received 3.3.22)			
Unity Trust Instant Access Account - ended 117	Unity Trust Bank	31.3.22	£ 6.27	Credit Interest				
Unity Trust Instant Access Account - ended 120	Unity Trust Bank	31.3.22	£ 26.60	Credit Interest				

Annex B Actual v Budget – Review for the year to 31.3.22 - Minute 180 (iii)

Exceptional Spends

Bank Charges

Although the Parish Council pays a monthly fee of £6 (payable quarterly) since switching to Unity Trust Bank, HSBC then introduced a monthly charge of £8 in October 2021. Unity offered the additional benefit of triple authorisation for online payments and a specialist Parish Council service .

Clerk's salary (£441.24)

Excess due to increased rate of pay at annual salary review and National pay award, backdated increase to 1.4.21.

Defibrillators (£361.98)

5 year service x 2 met from JDAC grant (£356.81). Cost of servicing was discounted and pads negotiated free of charge for both items.

Legal Fees (£750)

To ensure licence in place to replace lease, compliant with Charity requirements. The term of the licence is also now 10 years rather than the previous 3 year lease term. Refer minutes 23/8/21 minute 32 iv (met from Earmarked Reserves).

Sports Pavilion (£1943.77)

To meet Health and Safety Legislation – gas, electrical and Legionella requirements – as the building had fallen into a poor state of repair. Refer minutes 13/9/21 minute 57 iv (met in part from Earmarked Reserves).

Streetlighting (£319.50)

To install shades as glare affecting 3 neighbouring properties, with a donation towards the cost received.

Training Costs (£359.88)

New Councillor and additional Clerk's training (project management, charity trustees, legionella and contracts).

Tree Surgery (£1094.38)

Additional costs of felling 3 trees due to ash dieback.

Website (£299)

Decision to continue with Aubergine's accessibility checks in 2021/22 to ensure fully compliant with legislation.

Exceptional Gains

The Council has secured

Operation Watershed grant £62104.92 to enhance pond biodiversity and improve drainage

National Lottery Community Fund £5968 – new seats, picnic table, noticeboards x2 and Coronation Hall lighting

Negotiated 2 new bins, cost of supply waived together with annual emptying costs for the year to 31 March 2022.

Cost of servicing defibrillators was discounted and pads negotiated free of charge for both items, saving £250.

Compensation for service shortfall.

Free defibrillator & CPR familiarisation workshops.

Annex C - Allotment Briefing Note – Minute 185

Background

In 2010 Slindon Parish Council entered into a ten year lease with the National Trust to provide 13 allotment plots.

The lease ran until February 2020, coinciding with the start of the pandemic and, whilst access to the facility continued throughout this period, the National Trust waived the rent for 2020 and 2021 and advised that for 2022 it would remain at £200 per annum.

Parish Councils have the power to provide allotments (i.e. they can do so) and a duty (i.e. they must take reasonable steps to do so) if there is sufficient demand - Allotments Act 1908, section 23.

What You Need to Know/Consider

The Allotment Society has always operated with a considerable degree of autonomy, engaging directly with the National Trust.

Until 2019 the Parish Council had very little contact with the Allotment Society, notwithstanding its responsibilities as lessee to comply with the lease and to oversee effective risk management.

The Allotment Society's Chair lives in Madehurst and the Membership Secretary lives in Tangmere (i.e. not Slindon parish electors).

Over the years the Allotment Society has allocated plots to those from outside the parish of Slindon attributed to a lack of demand from within. There are currently 13 plots, of which 12 are allocated, 5 are held by those outside the parish.

Whilst the Allotment Society has supplied a copy of an historic agreement between the Parish Council and themselves - nothing is held by the Clerk – this does not cover all aspects of its management, including such things as waiting lists.

The National Trust has supplied a 'Heads of Terms' for a proposed lease and now offered to enter into a direct agreement with the Allotment Society.

The Allotment Society appears keen to have an arrangement operating free of any intervention from the Parish Council.

Options

What the Parish Council can do

- run the allotments itself, dealing with individual allotment holders.
- sublet the allotments to the association/allotment society.
- devolve management to the association/allotment society.
- absent itself from any agreement and the association/allotment society enter into a private lease agreement with the National Trust.

Decision

The Parish Council must weigh up the pros and cons of each option and make a balanced and informed decision. Solicitor fees to date total £426.50.

Annex D – National Trust Report – Minute 179

- Storm Eunice clear up almost finished, estimated 150-200 trees down across the estate.
- Littlewood Lookout taken off its pad stones in the storm. To prevent this happening again we've been looking in to installing screw piles to attach to the legs. Guidance from SDNPA informs us we do not require further planning permissions but will share design when we have one.
- Winter work, forestry and coppicing etc now complete, on to spring and summer tasks. This focus moves us to wildlife surveying and outdoor access management, outdoor furniture and path surfaces.
- Planning granted for conversion of Slindon Basecamp to office space. We expect a late spring/summer start at present.
- Courthill Farm House planning permission is still progressing through the planning system.
- South Lodge gates and heritage project designs are reaching a finish and soon going to planning.
- Extension of orchard on Church Hill is being planned for works and planting this winter, we hope to share further plans at the AGM if time allows.
- Work undertaken by contractors at 14 Church Hill has unearthed a late 19th century photo under the floorboards of an estate/farm worker - to be included in next edition of Slindon Parish Mag.