



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 March 2022 at 6.30 p.m.

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

In attendance:

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

153. **Declarations of Interest**
Councillor Fenton declared his role as Co-Chairman of the Slindon Community Land Trust.
154. **Public Participation**
No members of the public present or representations received.
155. **Apologies for Absence**
Councillor Saintas had sent his apologies and
It was **Resolved** – to note and approve the reason for absence.
156. **Minutes from the Council Meeting Held On 14th February 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.
157. **Chairman's Report**
- i. Councillor Rees spoke on behalf of the Council to express solidarity with the people of Ukraine and hope for an immediate end to the war in their country.
 - ii. The A27 Consultation had ended on March 8th with the Council's response submitted and a copy posted to the Parish Council website. Councillors Fenton and Rees had joined the A27 Elected Representatives' Forum on February 28th and there were continuing concerns around the data used in the traffic modelling.
 - iii. The Parish Council had taken part in the Queen's Green Canopy on Friday March 11th, the seventieth day of the year in which the Queen marks the seventieth anniversary of Her accession. It had been wonderful to see so many residents at the ceremony, with two long-standing Slindon residents planting the tree with MP Andrew Griffith.
158. **West Sussex County Council Matters**
There was no representation on this occasion.



159. Arun District Council Matters
There was no representation on this occasion.
160. National Trust Matters
There was no representation on this occasion. Refer Annex B – provided by Lisa Trownson, Area Ranger, National Trust.
161. Finance Matters
- i. Payments and Receipts
It was **Resolved** - to note/approve the listing (Annex A).
 - ii. VAT Claim (1.4.2021 – 31.1.2022)
The submission was noted.
 - iii. Bank Reconciliation
It was **Resolved** - to approve the sign off as at 28.2.2022
 - iv. Budget Monitor at 28.02.2022
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.
162. Operation Watershed
Work would be completed in the week commencing 14th March 2022.
Council members agreed that the surrounding vegetation should be allowed to recover and, beyond the temporary chestnut pailing on the corner of the pond, no new barrier was considered necessary between the pond and the road. The pathway by the pond is being reinstated with a woodchip cover, which will be maintained on a regular basis. New signage would be obtained regarding the responsible use of the area.
163. Top Field
Councillor Brimblecombe declared an interest as a Churchwarden and did not participate in the discussion or voting.
The last tree survey had been obtained by the Churchwardens when the current lease was signed in 2015. Regular surveys would be undertaken in future and
It was **Resolved** – to instruct Beechdown Arboriculture Limited to undertake a survey and report at a cost of £450.



164. Governance, Risk and Compliance

i. Banking Arrangements

HSBC

The Council's remaining account had now been closed and the balance sent to Unity Trust Bank.

ii. Insurance

The Council had taken advice on Cyber Insurance but the Council's Remote Patch Management and Anti-virus protection was felt sufficient in relation to the laptop with all data stored in the cloud. A quote for an additional backup solution was being obtained.

It was **Resolved** – to instruct a desktop assessment/valuation of the sports pavilion at a cost £130.

iii. Risk Assessment

It was **Resolved** – to sign of the quarterly General Risk document.

iv. Flag Flying Policy

It was **Resolved** - to adopt the Council's revised policy.

165. Donation

The donation to the Community Transport Sussex (the charity that organised the parish transport survey) approved at the last council meeting had not been made as their bank account details had not been provided and their return to the Charity Commission was overdue.

166. Clerk's Update

i. Defibrillators

The defibrillator at the pavilion had been serviced and retuned. Zoll had waived the cost of new pads and batteries as a goodwill gesture for customer service issues. The one at the Forge is being serviced and a loan item is available until its return.

ii. Queen's Jubilee Grant Application (closes 31 March 2022)

An application had been drafted to include two commemorative benches, an accessible picnic table, two new noticeboards and new external lighting for the hall.

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

iii. Playground and Adult Gym Equipment

The annual inspections had been received and circulated.

No changes were proposed to the playground equipment pending the outcome of the application for a share in the South Downs National Park Authority's CIL Receipts. Councillor Rees and the Clerk undertook to review issues identified with the fencing and gates and report back to the next meeting.

No action was required in respect of the 4-weekly inspection dated 8th March 2022 by Arun District Council.

iv. Annual Meeting of the Parish Council

To take place on Monday May 23rd 2022 at 7 p.m. at the Coronation Hall.



- v. **2021/22 Local Government Salary Award**
The Clerk's backdated pay award to 1 April 2021 was noted and the relevant paperwork signed.
 - vi. **Other correspondence**
None to report.
167. **Allotments (Lease Renewal)**
Councillor Rees and the Clerk would be attending the Annual General Meeting of the Allotment Society on Wednesday 16th March 2022 and would brief the Council at its next meeting to discuss and agree the next steps.
168. **Consultations and Surveys**
Parliamentary Boundary Review 2023.
The secondary consultation and public hearings run from 22 February until 4 April 2022 during which time views can be expressed on what others said on the first consultation. No further action was deemed necessary.
169. **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 would take place in May, the date to be confirmed by National Highways.
 - iii. **Streetlighting in Sunnybox Lane**
The work had now been completed, it appeared to have fixed the issue and a resident had kindly donated £66.75 towards the cost of the work.
170. **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/21/06330/LIS The Hermitage Church Hill Slindon BN18 0RB – internal alterations – Approved.
 - c. SDNP/22/00489/HOUS 51 London Road Slindon BN18 ONG. Single storey rear extension. Resubmission following previous consent SDNP/21/03102/HOUS - Application in progress.
 - d. 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.
 - e. 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 - Application in progress.
 - f. SDNP/22/00701/LIS 9 and 10 Church Hill Slindon Arundel West Sussex BN18 0RB. Taking down and rebuilding of 3no chimneys to include new flashings - Application in progress.



ii. **New applications**

- a. 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.
- b. 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.
- c. SDNP/22/01023/DDT Orchard House Top Road Slindon BN18 ORP. Remove beech tree (status - Decision Pending).
- d. SDNP/22/00756/DDT 18 Meadsway Slindon BN18 0QU. Removal of dead birch tree within conservation area (status – Raise no Objection).
It was **Resolved** – to raise no objection to the new applications (a) and (b) and dead and dying tree applications listed under (c) and (d) were noted.

171. **Date of Next Meeting**

The next meeting to take place on Monday 11th April 2022 at Slindon Coronation Hall, to commence at 6.30 p.m.

The meeting ended at 7.40 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts - Minute 161 (i)

SLINDON PARISH COUNCIL at meeting 14.3.22								
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)
9.2.22	Sarah Linfield	Direct Transfer	£ 30.66	£ 6.13	£ 36.79	LGA 1972, s.111	Purchase of an ink cartridge	per budget
9.2.22	PHB (Contractors) Henfield Ltd	Direct Transfer	£ 15,987.92	£ 3,197.58	£ 19,185.50	Public Health Act 1936, s.260	Invoice 1 80327 - Progress Claim 1 per Operation Watershed	Meeting 11.10.21, minute 68 ii (a)
9.2.22	HMRC	Direct Transfer	£ 148.20	£ -	£ 148.20	LGA 1972, s.111	Tax on Clerk's salary - period 11	Recurring payment per contract
17.2.22	Arundel Arboretum Limited	Direct Transfer	£ 141.83	£ 28.36	£ 170.19	Public Health Act 1875, s.164 Local Government Act 1972, Sched. 14 para 27 Public Health Acts Amendment Act 1890 s.144 Open Spaces Act 1906, ss.9 and 10	Queen's Green Canopy - purchase of 2 English Oaks and items for planting	Meeting 14.2.22, minute 147 (iii) - under scheme of delegation by Clerk & Chairman
17.2.22	Derek Thomas	Direct Transfer	£ 233.66	£ -	£ 233.66	Public Health Act 1875, s.164 Local Government Act 1972, Sched. 14 para 27 Public Health Acts Amendment Act 1890 s.144 Open Spaces Act 1906, ss.9 and 10	Refurbishment of Basket Ball and backboard	Meeting 13.12.21, minute 110 (ii)
23.2.22	The Play Inspection Company	Direct Transfer	£ 165.00	£ 33.00	£ 198.00	Public Health Act 1875, s.164 Local Government Act 1972, Sched. 14 para 27 Public Health Acts Amendment Act 1890 s.144 Open Spaces Act 1906, ss.9 and 10	Annual Outdoor Inspection - Adult Gym & Children's Play Area	Meeting 8.11.21, minute 93 (i)
23.2.22	Slindon Coronation Hall	Direct Transfer	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall hire 14.2.22	Recurring payment per budget
14.2.22	Sarah Linfield	Standing Order	£ 592.80	£ -	£ 592.80	LGA 1972 s111	Clerk's salary - period 11	Recurring payment per contract
21.2.22	Arun District Council	Direct Debit	£ 290.00	£ 58.00	£ 348.00	Litter Act 1983, ss.5-6	Bins on Recreation Ground	Recurring payment per budget
8.3.22	Streetlights	Direct Transfer	£ 66.75	£ 13.35	£ 80.10	Parish Councils Act 1957, s3, Highways Act 1980, s301	Streetlight shade	Meeting 14.2.22, minute 150 (iii)
8.3.22	A Carver	Direct Transfer	£ 50.00	£ -	£ 50.00	LGA 1972 s111	Flag flying duties	Meeting 11.10.21, minute 77 (vi)
8.3.22	Sarah Linfield	Direct Transfer	£ 101.00	£ 20.20	£ 121.20	Public Health Act 1875, s.164 Local Government Act 1972, Sched. 14 para 27 Public Health Acts Amendment Act 1890 s.144 Open Spaces Act 1906, ss.9 and 10	Tree plaques for ceremony	Under scheme of delegation by Chairman and Clerk
8.3.22	Sarah Linfield	Direct Transfer	£ 92.55	£ -	£ 92.55	LGA 1972 s111	National Salary Award - backdated to 1.4.21	Per contract - Local Government backdated pay award calculation
10.3.22	Beechdown Arboriculture Ltd	Direct Transfer	£ 240.00	£ 48.00	£ 288.00	Public Health Act 1875, s.164 Local Government Act 1972, Sched. 14 para 27 Public Health Acts Amendment Act 1890 s.144 Open Spaces Act 1906, ss.9 and 10	Recreation Ground - annual survey	Recreation Ground Meeting 10.1.22, minute 46(ii)
Totals			£ 18,165.37	£ 3,404.62	£ 21,569.99			Electronic Payments authorised Cllrs. Brimblecombe and Rees
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE	REASON					
Business Money Manager	HSBC	CR Interest	Interest					
Unity Trust Instant Access Account 28.2.22	From HSBC 'Business Money Manager'	Inward payment	To close account	£26,288.45				

Annex B – National Trust Report – Minute 160

Storm Eunice

Approx. 150 trees down across the Estate of various sizes.

Tree clearance of paths has been underway since and is largely complete on rights of way.

Some permissive paths and some follow up contractor work still outstanding.

Trees down on the bridleway known as Puck Lane which runs to Nore Hill from the corner of Slindon Bottom Road are down and blocking the tracks, these are not NT trees and are considerable for the works required to clear up. We have informed WSCC PROW team who we understand are trying to trace the landowner.

Littlewood Lookout was lifted from its padstones and shifted and allowing 2 of the woven walls to blow out. This has been fenced off for safety and we are working with our building surveyors to take steps to ensure this is not repeated. It may require acquiring a change in our planning consent for the installation of ground anchors.

Winter works largely complete, now putting finishing touches to coppicing for the season.

Planted 250 trees opposite Slindon College drive where we had ash trees removed.

About to start putting in place visitor management fences to guide people away from trampling bluebells whilst still being able to enjoy them.