



Slindon Parish Council

Minutes of the Annual Meeting of Slindon Parish Council
Held at Slindon Coronation Hall, Reynolds Lane, Slindon BN18 0QZ.
On Monday 9th May 2022 at 6.30 p.m.

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

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)

1. Appointment of Chair to the Council

It was **Resolved** – to appoint Councillor Rees as Chair of the Parish Council, who made and signed a 'Declaration of Acceptance of Office' before the Proper Officer of the Council.

2. Appointment of a Vice Chair to the Council

No appointment was made to what is an optional position.

3. Declarations of Interest

Councillor Fenton declared a personal interest in the 'Slindon Community Land Trust'.

4. Dispensations

No new requests had been received by the Clerk.

5. Public Participation

There was none.

6. Apologies for Absence

N/A.

7. Minutes from the Council Meeting Held On 11th April 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.

8. Chair's Report

Councillor Rees spoke regarding the imminent arrival of a third family from Ukraine.

9. West Sussex County Council Matters

There was no representation on this occasion.

10. Arun District Council Matters

There was no representation on this occasion.

11. National Trust Matters

There was no representation on this occasion.



12. Finance Report

i. Payments

It was **Resolved** - to note and approve the schedule (Annex A).

The Clerk confirmed that the Council did not meet the criteria to use the general power of competence and would continue to specify the power under which it spends money in its payment schedule.

ii. Bank Reconciliation

It was **Resolved** – to approve authorisation as at 30 April 2022.

iii. Multipay Corporate Card

No change was required to the card limit, with payment of items via bank transfer.

iv. Annual Governance and Accountability Report

A draft had been circulated, the internal audit had been arranged and the documentation would be reviewed and approved at an extra meeting, set for Monday 30th May.

Finance reports are posted separately to the Parish Council Website as Monthly Reports under the Finance and Risk section.

13. Annual Confirmation of Payments by Standing Order and Direct Debit Guarantee

It was **Resolved** - to continue existing regular payments (under Financial Regulation 5.6) Standing Orders

Clerk's salary (monthly)

Direct Debits (made under The Direct Debit Guarantee)

Information Commissioner's Office (ICO) fee (annual), Southern Electric (quarterly for streetlamp supply), Arun District Council (annual charge for bins) and Lloyds Bank Corporation (monthly fee and any statement balance).

14. Appointment of Members to Outside Bodies, Organisations and Committees

i. Slindon Sports Association – Councillor Rees.

ii. A27 Arundel Bypass – Elected Representatives' Forum – Councillors Rees and Fenton.

iii. Coronation Hall Committee – Councillor Fenton.

iv. Village Bus Committee of Amberley and Slindon - Councillor Brimblecombe.

15. Grants

i. National Lottery Community Award (Platinum Jubilee).

Orders had been placed for two new noticeboards (one by the pavilion, the other by Coronation Hall), two commemorative seats (one by the pond and the other to go on the Recreation Ground) and a picnic table for the Top Field. Work to improve the external lighting at the Coronation Hall is due to start on Monday 23rd May.

ii. South Downs National Park Authority's 'Call for Nature' sites.

The Parish Council had submitted an expression of interest with the possibility of a wild flower meadow to create new wildlife habitats at both the Recreation Ground and by the John Moor seat. Both sites have been chosen and an Officer from the South Downs National Park Authority will be assigned to the projects in due course.



iii. Grant Application for Jubilee Celebrations in the Parish

A request had been made for a contribution towards the programme of events running in the Parish. Three hundred pounds had been agreed under the Council's scheme of delegation as the request did not allow for the requisite 3 days' notice for inclusion on this meeting agenda and a decision at the next scheduled meeting would be too late.

It was **Resolved** – to ratify/note the delegated decision, subject to receipt of a signed application and that the Council's contribution was acknowledged in any publicity material, in line with its grant awarding policy.

16. Slindon Pond, Church Hill including Operation Watershed

- i. The pond silt volumes extracted had exceeded the original estimates by about 50% and the possibility of spreading it on local agricultural land as an alternative to sending to a landfill site was being explored in consultation with key stakeholders including the contractor, the local farmer, Operation Watershed and the Environment Agency. The possibility of a guard for the inlets and outlets was suggested on health and safety grounds and the Clerk undertook to explore this.
- ii. Three signs had been purchased at a total cost of £251 - a main sign, an information sign on the importance of not feeding the ducks and a pond safety sign. The purchases had been made under the Council's scheme of delegation, as authorised at the previous meeting 11 April 2022, minute 183 (ii) refers and It was **Resolved** – to note/ratify the purchase.

17. Top Field

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

Three quotes had been sought to undertake the work identified by the Tree Survey and two had been obtained. Contractor A had quoted £375 and Contractor B £650.

It was **Resolved** – to appoint Contractor A Beechdown Arboriculture Limited to undertake the recommendations for work as set out in the Tree Survey.

18. Nursey Ground Allotments

The National Trust had been informed that the Parish Council would not be renewing its lease and the Chair of the Allotment Society is now in direct contact with them.

19. Clerk's Update

i. Anti-social behaviour

The Clerk continued to work with Arun District Council on the two issues, one relating to the dumping of vehicles in Meadway and the other of human defaecation in Baycombe Lane (A29/near Chichester Lodge). The PCSO had been informed and was liaising with the Rural Crime Team.

ii. Defibrillators

The defibrillators at the pavilion and the Forge had now been serviced, pads and batteries changed, and a further familiarisation session was due to run on Monday 16th May if there were sufficient numbers.



iii. **Playground and Adult Gym Equipment**

Arun District Council's 4-weekly inspection dated 4th May 2022 was noted, with plans to swap the extra-large bin at the Top Field with the smaller one of the Recreation Ground and strim round the adult gym units. The general state of the play equipment would continue to be monitored.

iv. **Annual Meeting of the Parish Council**

Refreshments had been organised through The Forge and there was a full agenda with representation from Parish organisations and clubs.

v. **Flagpole**

There were plans to clean the flagpole at the Recreation Ground and it was **Resolved** – to replace the base cover at a cost of £49.95 plus delivery at £14.99. It was agreed that the Union flag and Ukraine flags should both fly on June 2nd with the Union flag in the superior position.

20. **Highways Matters**

The date of the next A27 Elected Representatives' Forum meeting confirmed as Monday 16th May 2022.

21. **Planning Matters**

Previous Applications

- i. SDNP/21/02647/FUL and SDNP/21/02648/LIS-Courthill Farm House Court Hill Farm Road Slindon BN18 0RJ - Approved.
- ii. 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 – Application in progress.
- iii. 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.
- iv. SDNP/22/01131/TPO Mill Lane House Top Road Slindon Arundel West Sussex BN18 0RP T1 and T3 - Beech tree - Reduce spread to previous pruning T2 - Holly street - Reduce height to adjacent trees – Decision - Approved.
- v. SDNP/22/01437/TCA Adams Field House School Hill Slindon Arundel West Sussex BN18 0RA 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. Decision – Raise No Objection.

New Applications

- i. SDNP/22/02069/TCA Slindon College Top Road Slindon Arundel West Sussex BN18 0RH to dismantle and fell to ground level 1 no. Holm Oak and 1 no. Strawberry tree.
- ii. SDNP/22/02061/LIS & SDNP/22/02061/HOUS Mulberry House Dyers Lane Slindon West Sussex BN18 0REWorks to the guest Cottage (within the grounds of Mulberry House)
- iii. SDNP/22/02076/TCA The Dower House Top Road Slindon Arundel West Sussex BN18 0RP Dismantle and fell 1no. Ash tree in hedgerow bordering Top Field.



- iv. SDNP/22/02110/DDT The Dower House Top Road Slindon Arundel West Sussex BN18 ORP

It was **Resolved** - to raise 'no objection' to New Applications listed under (i) and (ii) and note (iii) and (iv).

22. Date of Next Ordinary Meeting

The next ordinary meeting will take place on Monday 30th May 2022 at 6.30 p.m. at the Sports Pavilion.

The meeting ended at 8 p.m.

Signed as a true record of the meeting

Dated

DRAFT



Annex A

SLINDON PARISH COUNCIL at meeting 9.5.22							
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
2.4.22	Community Transport Sussex	Cheque 300016	£ 25.00	£ -	£ 25.00	LGA 1972 s137 (3)	Donation to charity which organised parish transport survey
5.4.22	Gallagher - AJG Community Schemes	Direct Transfer	£ 642.05	£ -	£ 642.05	LGA 1972 s111	Insurance renewal April 2022
5.4.22	Paine Manwaring	Direct Transfer	£ 99.00	£ 19.80	£ 118.80	LGA (Miscellaneous Provisions) Act 1976, s.19.	Heating issues - impacting water temperatures
11.4.22	HMRC	Direct Transfer	£ 150.80	£ -	£ 150.80	LGA 1972 s111	Tax on Clerk's salary - period 1
19.4.22	Beechdown Arboriculture Ltd	Direct Transfer	£ 450.00	£ 90.00	£ 540.00	PHA 1875 s 164 - England	Tree survey and report
8.4.22	ICO	Direct Debit	£ 35.00	£ -	£ 35.00	LGA 1972 s111	ICO registration fee - mandatory
12.4.22	Sarah Linfield	Standing Order	£ 603.20	£ -	£ 603.20	LGA 1972 s111	Clerk's salary - period 1
19.4.22	SSE Southern Electric	Direct Debit	£ 41.82	£ 2.09	£ 43.91	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Account for Q4 2021 22
19.4.22	Lloyds Bank	Direct Debit	£ 3.00	£ -	£ 3.00	LGA 1972 s111	Multipay Fee for Corporate Card
4.5.22	Sustainable Furniture	Direct Transfer	£ 675.00	£ 135.00	£ 810.00	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 19	Purchase of accessible picnic table
4.5.22	Slindon Coronation Hall	Direct Transfer	£ 25.00	£ -	£ 25.00	LGA 1972 s134	Hall hire 11.4.22
Totals			£ 2,749.87	£ 246.89	£ 2,996.76		
ACCOUNT TYPE	PAYER	Date	Amount	Reason			
Unity Trust Current Account	The National Lottery Community Fund	1.4.22	£ 5,968.00	Grant			
Unity Trust Current Account	Arun District Council	8.4.22	£ 9,326.00	Precept	(50%, instalment 1 of 2)		