



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 13th June 2022 at 6.30 p.m.

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

In attendance:

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

30. Declarations of Interest

None.

31. Public Participation

No members of the public present or representations received.

32. Apologies for Absence

Not applicable.

33. Minutes from the Council Meeting Held On 30th May 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.

34. Chair's Report

Councillor Rees spoke of

- Interest expressed by a resident in applying to join the Parish Council.
- Sally Holmes, Worthing and District Community First Responder, who delivers our CPR and Defibrillator familiarisation sessions, receiving the Queen's Platinum Jubilee medal for volunteering and members agreed to send a message of congratulation in recognition of this achievement.
- The very successful Jubilee events which had run in the parish and acknowledged the work of those that had organised them.
- The imminent arrival of another family from Ukraine.

35. West Sussex County Council Matters

Councillor Bence had planned to attend but was unable to do so.

36. Arun District Council Matters

There was no representation on this occasion.

37. National Trust Matters

There was no representation on this occasion.



38. Finance Reports

i. Payments and Receipts

It was **Resolved** - to note/approve the listing (Annex A).

ii. VAT Claim

It was **Resolved** – to note submission of the VAT claim for the period 1.2.2022 to 31.5.2022 to include the VAT paid on the second stage of the Pond project.

iii. External Audit

It was **Resolved** - to note the submission to the external auditor.

iv. Bank Reconciliation

It was **Resolved** - to approve the sign off as at 31.5.2022

v. Budget Monitor at 31.5.2022

Year to date actuals v budget were provided and

It was **Resolved** – to transfer the £200 allocated to Allotment Rent to each of Flag Flying costs (£100) and Bank charges (£100), under a process known as virement.

vi. General Reserves and Earmarked Reserves

It was **Resolved** - to

a. Approve the transfer of £5968 to Earmarked reserves representing the National Lottery Community Award of which £3033.65 had now been spent on improvements to the Coronation Hall lighting £1185.75, purchase of 2 commemorative seats £1172.90 and a picnic table £675.

b. Note the balance of the Operation Watershed Reserve at £33422 after payment of invoice 2, net of VAT.

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

39. Slindon Pond, Church Hill.

i. Silt Removal

The Environment Agency had indicated a willingness to consider a U10 exemption with a variation (known as a local enforcement position) to a farmer to allow spreading of the silt on a local field as an alternative to use of a landfill site, subject to various information and undertakings being provided. Parish Council members advocated this as a more environmentally friendly and potentially cost-saving option given the extra silt removed by the pond contractor when compared to original estimates. Any variation to how the money received from Operation Watershed was spent would first need to be agreed by West Sussex County Council as the grant was awarded against a specific itemised quote. The Clerk would therefore continue to keep them apprised of matters.



ii. New Path

PHB Contractors had undertaken to remove the existing stone from the path at no cost to the Council and provided 3 options and associated costs for a new surface: Fittleworth Stone £1827, Limestone Dust £2130 and Breedon Gravel £2767.80. The Council's preferred choice was Fittleworth Stone in terms of qualities and appearance and the South Downs National Park Authority had kindly offered to pay 50% of the costs.

It was **Resolved** - to appoint PHB Contractors Limited to do the work at a cost of £1827 (under Financial Regulations 11.1 d whereby a price is negotiated without competition as there were savings to be made as they would already be on site to remove the old stone and had undertaken to do the work as soon as next week which was important as concerns had been raised around the existing path surface as a tripping hazard).

iii. Signage

The Clerk reported that two additional signs had now been purchased under Financial Regulation 4.5 as part of the pond risk assessment to ensure the continued safety of visitors (risk of drowning sign £45 & information notice £29 plus £5 delivery charge).

It was **Resolved** – to note this spend.

40. Top Field

Beechdown Arboriculture Limited had been asked to undertake the work recommended within the recent Tree Survey and were awaiting consent from the South Downs National Park Authority Planning Team.

The Clerk advised of a meeting with South Downs National Park Authority's Ranger Simon Mockford the following day to discuss the Council's 'Call for Nature' sites, one being by the John Moor seat, and Councillor Saintas undertook to liaise with Mary Moor regarding the memorial tree which had been destroyed by Storm Eunice.

41. Governance, Risk and Compliance

i. Model Standing Orders

These had been updated in respect of 18: Financial Controls and Procurement and It was **Resolved** - to adopt the revised wording, with a bespoke addition to highlight the Council's option to invite nominated contractors only to tender where it did not advertise the opportunity elsewhere.

ii. Mowing and Strimming Risk Assessment

It was **Resolved** – to re-adopt the document.

42. Donations

It was **Resolved** – to make a donation of £25 to Worthing and District First Responders, a voluntary, not for profit group as they had run another CPR and defibrillator familiarisation session in May (payment made under a power conferred by Local Government Act 1972, section 137 (3).)



43. Clerk's Update

i. **Playground and Adult Gym Equipment**

Arun District Council's 4-weekly inspection dated 6th June 2022 had identified no further issues beyond those reported routinely each time due to age.

ii. **Subscription Renewal**

It was **Resolved** – to note renewal of the Clerk's subscription to the Society of Local Council Clerks of £186 split 50:50 with Clapham Parish Council (i.e. £93 each) as per budgetary spend, membership providing advice to the Council, events and training opportunities.

iii. **Platinum Jubilee Items**

The two commemorative seats would be delivered on June 15th 2022 and the noticeboards were due to be received shortly. The picnic table was not available yet.

iv. **Arun County Local Forum 20 June 2022 7 p.m. at Bognor Regis Library**

Details of the event had been posted in the parish.

v. **Anti-social behaviour**

The two issues one relating to the dumping of vehicles and the other of human defaecation and flytipping in Baycombe Lane continued to receive focus and subject to prior consultation with the police

It was **Resolved** – to procure and display a notice in Baycombe Lane highlighting that flytipping and dumping is an offence in law.

vi. **Other – CIL Receipts**

SDNP/19/06071/FUL The Old Pub Car Park School Hill Slindon Arundel West Sussex BN18 ORS

The South Downs National Park Authority had advised that no money was payable to the Parish Council as "the owners have applied for and have been granted Self Build relief as they meet the eligibility criteria." Council members were interested to learn more about the exemptions process, which is embodied in legislation,

<https://www.gov.uk/guidance/community-infrastructure-levy#para082>

44. Highways Matters

i. **A27 Matters**

The next Elected Representatives' Forum meeting is scheduled to take place on 19 July 2022.

ii. **Streetlighting**

A resident had highlighted damage to the streetlamp outside Ambleside in Sunnybox Lane and whilst the cost of repair had been sought first, Streetlights had made an immediate site visit to secure the door to prevent damage to the lamp workings and ensure the safety of the public as a local resident felt it was liable to fall off. No details of cost yet received.



45. Planning Matters

Previous applications and status on day of meeting

- i. 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.
- ii. 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.
- iii. SDNP/22/02061/LIS & SDNP/22/02060/HOUS Mulberry House Dyers Lane Slindon West Sussex BN18 OREWorks to the guest Cottage (within the grounds of Mulberry House) – Application in Progress
- iv. SDNP/22/02069/TCA Slindon College Top Road Slindon Arundel West Sussex BN18 ORH to dismantle and fell to ground level 1 no. Holm Oak and 1 no. Strawberry tree – Raise No Objection.
- v. SDNP/22/02076/TCA The Dower House Top Road Slindon Arundel West Sussex BN18 ORP Dismantle and fell 1no. Ash tree in hedgerow bordering Top Field – Raise No Objection.
- vi. SDNP/22/02110/DDDT The Dower House Top Road Slindon Arundel West Sussex BN18 ORP - Raise No Objection.

New Applications/Notifications

- i. SDNP/22/02403/HOUS Tiverton Sunnybox Lane Slindon Bn18 OLX Erection of a new detached garage.
It was **Resolved** – to raise no objection.
- ii. Premises Licence – Slindon College Top Road Slindon BN18 ORH - Application is New – Number 116507 (Arun District Council)
It was **Resolved** – to support the application as a local business initiative.
- iii. Slindon Estate Gateway – Repairs and Alterations, Land at London Road Fontwell Walberton BN18 OSG – Application Number WA/51/22/PL (Arun District Council) and SDNP/22/02582/FUL & SDNP/22/02586/LIS (South Downs National Park Authority).
It was **Resolved** – to raise no objection.
- iv. SDNP/22/02666/FUL & SDNP/22/02667/LIS Mill Farm Mill Road Slindon West Sussex BN18 OLY - Conversion of a redundant residential outbuilding to a single holiday let unit and erection of a residential C3 outbuilding to serve as storage and car parking provision for the existing dwelling
It was **Resolved** – to raise no objection.

46. Date of Next Meeting

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

The meeting ended at 8.15 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts - Minute 38 (i) – Online Bank Authorisation by B Brimblecombe and J Rees

DATE OF ISSUE (CHEQUES) DATE PAYMENT SET UP (ONLINE)	BENEFICIARY	DESCRIPTION	Total Cost Inc. VAT	VAT	STATUTE (Under which Payment Made)	Authorised (including relevant minute)
9.5.22	Streetlights	Maintenance Contract Payment 1 (of 2) Street lighting	£ 77.35	£ 12.89	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Per budget
11.5.22	HMRC	Tax on Clerk's salary - tax period 2	£ 150.80	£ -	LGA 1972 s111	Per contract
13.5.22	Jati Ltd	Purchase of 2 Balmoral Benches - Queen's Platinum Commemorative	£ 1,407.49	£ 234.59	Parish Councils Act 1957, section 1	Meeting 11.4.22 minute 182 (c)
13.5.22	Coronation Hall	Hall Hire 9.5.22 and 23.5.22	£ 50.00	£ -	LGA 1972 s134	Per budget
13.5.22	PHB (Contractors) Henfield Limited	Progress Claim No 2 for works completed	£ 15,234.00	£ 2,539.00	Public Health Act 1936, s.260	Operation Watershed Grant
19.5.22	Coronation Hall	Grant for Platinum Jubilee	£ 300.00	£ -	LGA 1972 s145	Meeting 9.5.22, minute 15 (iii)
23.5.22	K Ryan	Plumbing work at the Pavilion 20.5.22	£ 115.00	£ -	Local Government (Miscellaneous Provisions) Act 1976, section 19	Emergency power - by Clerk to fix leak, referred to Rec Ground Charity Meeting 9.5.22, minute 7(ii) (b)
23.5.22	K Ryan	Emergency Plumbing work at the Pavilion 6.5.23	£ 395.00	£ -	Local Government (Miscellaneous Provisions) Act 1976, section 20	Rec Ground Charity Meeting 9.5.22, minute 7(ii) (b)
24.5.22	Orange 22 Ltd	External Lighting improvements to Coronation Hall	£ 1,422.90	£ 237.15	LGA 1976 s19 (Miscellaneous Provisions) LGA 1972 s.133	Meeting 11.4.22, minute 182 (ii) (b)
30.5.22	Parish Online	Annual subscription	£ 45.00	£ 7.50	LGA 1972 s143	Per budget
30.5.22	S Linfield	Hazard Tape - dangerous benches pending disposal	£ 5.59	£ 0.93	LGA 1972 s111	Admin - emergency purchase
30.5.22	A Woolner	Internal Audit 2021.22	£ 100.00	£ -	The Accounts & Audit Regulations 2015 Part 2	Meeting 14.2.22, minute 145 (v)
12.5.22	S Linfield	Clerk's Salary - tax period 2	£ 603.20	£ -	LGA 1972 s111	Per contract
17.5.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 402.96	£ -		
8.4.22	Cartridge People	Cartridge Purchase and Defibrillator Batteries	£ 57.88	£ 9.70	Cartridge LGA 1972 s111, Debrillators Public Health Act 1936, s.234.	Per budget
13.4.22	Flags and Flagpoles	Purchase of 2 Ukraine Flags	£ 91.08	£ 15.18	LGA 1972 s111 (Highways Act 1980, section 14)	Meeting 11.4.22, minute 176
20.4.22	jafgraphics	Signs for pond	£ 251.00	£ 41.83	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10 LGA 1972, section 144	Meeting 11.4.22, minute 183 (ii)
3.5.22	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget