



## 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<sup>th</sup> July 2022 at 7.05 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)  
Trevor Bence West Sussex County Councillor (Fontwell Division)  
Katie Archer, Lead Ranger, National Trust

2 members of the public

#### 47. Declarations of Interest

Councillor Rees declared an interest in planning application (for tree work ) – minute 62 New Applications (iv).

Councillor Fenton declared his role as co-Chair of the Slindon Community Land Trust. The application for tree work on the Top Field had been submitted on behalf of the Parish Council -- minute 62 New Applications (iii).

#### 48. Public Participation

- A member of the public had found a CD of 'Sussex Day Slindon Village June 16 2007', kindly offering to provide a copy to the Parish Council and which the Clerk thought might also be of interest to the West Sussex Record Office. The Clerk advised that the second Sussex Day flag could not unfortunately be found but was a later agenda item to approve purchase of a replacement, minute 60 (i) refers.
- Concerns were raised about the overhanging lime tree on School Hill and which it was confirmed the National Trust would be pruning.
- There is continued interest in a floating island for the pond, which the Clerk undertook to research further although the current advice provided to the Council was not to install one on the grounds of cost and ongoing maintenance.
- An enquiry had been raised before the meeting regarding a grant awarded for litter picking in 2015 and the Clerk had contacted the recipient to clarify how the money had been spent and what the current plans were for future events and activities - a response is awaited. Clarity on the current constitution of the organisation was also sought.
- The Commemorative Oak Gate needed to be repaired, the Council were already aware - now identified as due to a rotting post - and the Clerk undertook to arrange a quote, potentially when the seat and noticeboard were installed by the pond.

#### 49. Apologies for Absence

Not applicable.



#### 50. Minutes from the Council Meeting Held On 13<sup>th</sup> June 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.

#### 51. Chair's Report

Councillor Rees confirmed that there was nothing to report beyond that covered elsewhere on the agenda.

#### 52. West Sussex County Council Matters

Slindon Parish Council welcomed Councillor Bence who spoke on various matters and answered questions.

Councillor Bence expressed concern over the new A27 route, as the wrong road in the wrong location, which lacked traffic modelling, was environmentally damaging, with insufficient and inadequate access routes particularly with the level of housing development in the area. Councillor Bence highlighted that Arun District Council were in 'presumption', the result of a failure to provide new housing meaning that development must now be approved unless the adverse impact significantly and demonstrably outweighs its benefits. Clarification was also provided on receipt of section 106 monies from such housing developments, not always being available at the outset and in some cases not until a project was nearing completion.

Councillor Bence and 1 member of the public left the meeting.

#### 53. Arun District Council Matters

There was no representation on this occasion.

#### 54. National Trust Matters

Slindon Parish Council welcomed the return of Katie Archer from parental leave - See Report - Annex B.

At the discretion of the Chair the agenda order was varied.

#### 55. Grants and Donations

##### i. Previous Grant Award (litter picking)

An enquiry had been received in respect of an award in 2015, how the money had been spent and of future activities. Litter picking was felt to be very worthwhile and Slindon College were commended for undertaking this activity in addition to the local group who had received the award.

##### ii. Donation

It was **Resolved** – to make a donation of £40 to 'Olly's Future', a charity set up to develop and run suicide prevention initiatives and towards the provision of free training courses to save lives - more details can be found at [ollysfuture.org.uk](http://ollysfuture.org.uk). (Payment made under a power conferred by Local Government Act 1972, section 137 (3).)



Katie Archer and 1 member of the public left the meeting

## 56. Finance Reports

### i. Payments and Receipts

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

### ii. VAT Claim

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 had been received from HMRC (Annex A) .

### iii. External Audit

No updates following submission of documentation to the external auditor.

### iv. Bank Reconciliation

It was **Resolved** - to approve the sign off as at 30.6.2022 including the quarterly independent check by Councillor Fenton.

### v. Budget Monitor at 30.6.2022

Year to date actuals v budget were noted, and the overspend in respect of emergency plumbing work at the pavilion could be dealt with by 'virement' in due course as £1500 had been allocated to Legal Fees for the Allotment Lease which was no longer being renewed.

### vi. General Reserves and Earmarked Reserves

It was **Resolved** - to transfer £1860 on payment of the invoice for the two noticeboards from the Earmarked National Lottery Fund to General Reserves.

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

## 57. Slindon Pond, Church Hill.

### i. Silt Removal

The Environment Agency had yet to reach a decision on whether they could agree to 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. A soil survey for the receiving land had been requested and would be provided to them as soon as possible, having already been commissioned by the farmer.

### ii. New Path

PHB Contractors had removed most of the existing stone from the path at no cost to the Council replacing it with Fittleworth stone at a cost of £1827 net, with the South Downs National Park Authority meeting 50% of the costs. Despite some additional remedial work already completed, the path surface still did not meet the Council's specification and further work was felt necessary before payment of the invoice.



iii. Signage

As part of the pond risk assessment to ensure the continued safety of visitors, two risk of drowning signs and two information notices had been put up.

58. Top Field

Consent to undertake the work recommended within the recent Tree Survey was awaited from the South Downs National Park Authority Planning Team - refer minute 62, New Applications (iii).

It was agreed that the Clerk and Councillor Thomas should meet with South Downs National Park Authority's Ranger Simon Mockford to discuss the Council's 'Call for Nature' sites, one being by the John Moor seat, and Councillor Saintas will liaise with Mary Moor to replace the memorial tree.

59. Governance, Risk and Compliance

i. Asset Valuation Policy

It was **Resolved** - to adopt the new policy.

ii. Risk Assessment

It was **Resolved** – to sign off the quarterly overview of the general and pond risk assessments and re-adopt that relating to the Recreation Ground and sports pavilion.

iii. Asset Register

It was **Resolved** – to approve the revision (2 new seats) and the mid-term adjustments to insurance cover, details of cost awaited for insuring these items and the new noticeboards, due to be delivered by the end of July.

iv. Records Retention

Further records had been deposited at West Sussex Record Office in line with the Council's policy, and the old lap top hard drive had been securely destroyed by ID Destruction, Chichester.

v. Coronation Hall

Councillor Thomas to replace Councillor Fenton as Parish Council representative.

60. Clerk's Update

i. Flag Flying

It was **Resolved** – to purchase a second Sussex Day flag at a cost of £45.95 net of VAT plus delivery £5.99.

ii. Playground and Adult Gym Equipment

Arun District Council's 4-weekly inspection dated 28<sup>th</sup> June 2022 identified no further issues beyond those reported routinely each time due to age. The Chair highlighted the seesaw was splintering and Councillor Thomas undertook to look at this.

iii. Platinum Jubilee Items

The two commemorative seats had been delivered and the noticeboards were due to be received shortly. The picnic table was not available yet.

The Funding Officer for the National Lottery had confirmed a variation to the Council's application to allow additional purchases to be funded from the grant awarded using savings made in the cost of acquisitions and installation. The



money would be used for the new noticeboard at the pond and towards the purchase of a second seat on the Recreation Ground (see Recreation Ground Meeting minutes 11 July 2022).

**iv. Anti-social behaviour**

Human defaecation and flytipping in Baycombe Lane continued to be an issue and in consultation with the police and notification to West Sussex County Council Highways new signage would be installed by Councillor Thomas. The vans without MOTs and tax intermittently parked in Meadsway were no longer there. The current status on the abandoned car is that “The vehicle has been inspected by the local authority”.

**v. South Downs National Park’s ‘Call for Nature’ Sites**

A meeting would be arranged between the Ranger, the Clerk and Councillor Thomas.

**vi. Letter reference Review of the South Downs Local Plan**

As a parish council without a Neighbourhood Plan rather than preparing one the South Downs National Park are encouraging members to work collaboratively with them on the Local Plan Review. Their letter including important dates for opportunities to feed into the Local Plan Review had been circulated to members and has been posted to the Parish Council website.

**vii. ‘Pass Wide and Slow’ in Slindon**

An email had been received from an individual looking to organise a local group - a group of 10-20 riders plus people on foot - to participate in this national campaign on September 18<sup>th</sup>2022. Councillors are supportive of initiatives which raise public awareness of the importance of protecting vulnerable road users such as cyclist and horse-riders.

<https://passwideandslow1.wixsite.com/website>

**viii. Eroica Britannia at Goodwood 2022**

This event has been postponed until 2023.

**ix. Letter from Andrew Griffith, MP Arundel and South Downs**

This comprised details of a Platinum Jubilee Village Hall Improvement Fund (details shared with a Coronation Hall Trustee) , Community Payback Project (albeit the Parish Council are already working with West Sussex County Council Reparations Team), Acoustic (noise) Camera Trials as a significant problem for his constituency and of the opportunity to host parish Surgeries or organise an MP Question Time.

**x. Other Correspondence – Information Only (Received after issue of agenda)**

An enquiry had been received about the boundary on Top Field with a neighbouring property and of two small dead trees. The Parish Clerk was asked to seek quotes for undertaking the work.

**61. Highways Matters**

**i. Repainting of White Line Markings by West Sussex County Council June 2022 – refer Annex C**

The road markings on Church Hill and those at the junction with School Hill have been refreshed as they are considered critical markings.



The South Downs National Park Authority is currently “working on a guidance document for parishes and highway authorities in regard to traffic solutions within the communities in the South Downs that also advocates for reduced road marking and reaching some form of ‘do not refresh’ agreement with the highways authorities that provide a cheap method of removing centre lines and would help the authorities keep track of which markings do not need to be refreshed by their contractors”.

ii. **A27 Matters**

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

iii. **Streetlighting**

a. **Emergency repair to streetlamp outside Ambleside in Sunnybox Lane**

Cost reported as £41.25, net.

b. **Energy Supply (refer Annex D)**

It was **Resolved** – to authorise the Clerk to accept the quotes dated 8.7.22 provided by SSE for a 24 month fixed term contract (reference 2267696/33108149 and 2267696/33108150) under Financial Regulations 11.1 a) ii).

**62. 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/22/02403/HOUS Tiverton Sunnybox Lane Slindon BN18 OLX Erection of a new detached garage. – Application in progress.
- v. SDNP/22/02666/FUL & 026667/LIS Mill Farm Mill Road Slindon West Sussex - 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 – Application in progress.
- vi. Premises Licence – Slindon College Top Road Slindon BN18 ORH - Arun District Council Number 116507 – Decision awaited.
- vii. Slindon Estate Gateway – Repairs and Alterations, Land at London Road Fontwell Walberton BN18 OSG – Arun District Council Application Number WA/51/22/PL and SDNP/22/02582/FUL & SDNP/22/02586/LIS – Application in progress.

**New Applications/Notifications**

- i. SDNP/22/02784/FUL – Gumber Bothy Gumber Farm Court Hill Farm Road (Northwood Lane) Slindon Arundel West Sussex – Use of land as permanent camp site.  
It was **Resolved** – to raise no objection



- ii. SDNP/22/03006/TCA | 2 x Sycamores - Prune overhanging branches | Bowlers Green School Hill Slindon Arundel West Sussex BN18 ORS  
It was **Resolved** – to raise no objection, the work to be undertaken with sympathetic consideration to form.
- iii. SDNP/22/02902/TCA | Norway maple (T5) - Remove main ascending stems and branches (10m-11m) to retain a 4m-5m pollard. | Recreation Ground Top Road Slindon West Sussex.  
N.B This application had been submitted on behalf of the Parish Council – no comment recorded.
- iv. SDNP/22/02831/TCA | Monterey Cypress - Reduce crown by 5 metres. | Hazelgrove Church Hill Slindon Arundel West Sussex BN18 ORB  
Councillor Rees did not participate in this discussion nor vote.  
It was **Resolved** – to raise no objection, assessed by the SDNPA’s Arboricultural Consultant as “meeting good Arboricultural practice”.
- v. SDNP/22/03172/HOUS | Single-storey rear extension, two-storey side extension and entrance porch. | Daneswood Bridle Lane Slindon West Sussex BN18 0NA.  
It was **Resolved** – that Councillor Rees and Brimblecombe would visit the location and a response be provided under the Council’s scheme of delegation.

### 63. Date of Next Meeting

The next meeting to take place on Monday 8<sup>th</sup> August 2022 at Slindon Coronation Hall, to commence at 6.30 p.m.

The meeting ended at 9.15 p.m.

Signed as a true record of the meeting

Dated

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

TYPE	DATE OF INVOICE	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)
Faster Payment 21	N/A	10.6.22	HMRC	Tax on Clerk's salary - tax period 3	£ 150.80	£ -	LGA 1972 s111	Per contract
Faster Payment 22	1.7.22	10.6.22	SLCC	Membership - 50:50 with Clapham Parish Council	£ 93.00	£ -	LGA 1092 s143 (1) (b)	Per budget - 50% share with Clapham
Faster Payment 23	9.5.22	13.6.22	Cardinus Risk Management Ltd	Reinstatement Cost Assessment for Sports Pavilion	£ 156.00	£ 26.00	LGA 1972 s111	Meeting 14.3.22, minute 164 (ii)
Faster Payment 24	N/A	20.6.22	SECAMB	Donation after Defibrillator and CPR session for parish	£ 25.00	£ -	LGA 1972 s137(3)	Meeting 13.6.22 , minute 42
Faster Payment 25	23.6.22	23.6.22	Coronation Hall	Hall hire 30.6.22	£ 25.00	£ -	LGA 1972 s134	Per budget
Faster Payment 26	30.5.22	23.6.22	Streetlights	Repair to Column 2 Sunnybox Lane (by Ambleside)	£ 49.50	£ 8.25	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Emergency Repair - advised to Council, meeting 13.6.22, minute 44 (ii)
Faster Payment 27	20.5.22	28.6.22	ADPRINT	Copies of Chairman's Letter for APM	£ 7.50	£ -	LGA 1972 s142	Per Budget
Direct Debit	N/A	20.6.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 165.77			
Credit card statement entry	6.5.22	6.5.22	Post Office Counters	Postage stamps	£ 13.04	£ -	LGA 1972 s111	Per budget
Credit card statement entry	26.5.22	26.5.22	jaographics	Signs for pond	£ 79.00	£ 13.17	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10 LGA 1972, section 144	Meeting 13.6.22, minute 39 (iii)
Credit card statement entry	30.5.22	26.5.22	Hampshire Flag Company	Flagpole Base Cover	£ 70.73	£ 11.79	Highways Act 1980, section 144	Meeting 9.5.22, minute 19 (v)
Credit card statement entry	N/A	6.6.22	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget
Standing Order	N/A	N/A	Sarah Linfield	Clerk's salary - tax period 3	£ 603.20	£ -	LGA 1972 s111	Per contract
Fee	N/A	N/A	Unity Trust Bank	Quarterly service charge - 1.4.22 -30.6.22	£ 18.00	£ -	LGA 1972 s111	Per budget
<b>ACCOUNT TYPE</b>	<b>PAYER</b>	<b>Date</b>	<b>Amount</b>	<b>Reason</b>				
Current Account	HMRC	24.6.22	£ 3,602.45	VAT Refund 1.2.22 -31.5.22				Faster Payments authorised by Councillors Rees and Brimblecombe
Interest Account ended -117	Unity Trust	30.6.22	£ 22.69	Credit Interest				
Interest Account ended -120	Unity Trust	30.6.22	£ 32.42	Credit Interest				

## Annex B – Report provided by the National Trust

- Highways have carried out some strange mowing of the lawn in front of South Lodge gates. We are unhappy with what they have done, so will be taking a hay cut earlier this year planned for this Thursday 14<sup>th</sup> July with our volunteers. As the PC knows there is a long-term plan to turn this lawn into a wildflower meadow as part of a Highways England project to restore the gates.
- The team are out mowing our public rights of way at present. If anyone feels a path has become overgrown and we have missed it, please let me know.
- We are also out getting our summer ash dieback surveys done to plan where work is required this Autumn/Winter. This is an intense bit of work as the vast majority of the properties that we manage are wooded.
- Sad news- Gabby Crisp in our team is moving on to pastures new. Gabby has got a fantastic job up in Yorkshire working on a river restoration project in the Skell Valley. We're all very sad to lose Gabby, but she is ready for the next challenge and we wish her the best of luck. Gabby will have left us at the end of this month.

## Annex C – Repainting of White Line Markings by West Sussex County Council

Prompted by repainting of white lines at the Church Hill/School Hill junction and refreshed 'Slow' signs on Church Hill, a resident had enquired whether there had been a change to the local policy of no white lines and similar policies by the South Downs National Park Authority (SDNPA).

No agreement is documented at West Sussex County Council (WSCC) with regards the marking or refreshing of white lines in Slindon. They have advised that "as the highway authority, one of WSCC's duties is to do what it can to maintain and improve safety on the roads it maintains. One way of fulfilling this duty is to provide and maintain road markings considered necessary for safety reasons. I am not aware of any agreement not to repaint white lines in Slindon village and I think it is unlikely that one would have been made as it could, potentially, have an adverse impact on WSCC's ability to react to subsequent safety concerns".

SDNPA has advised that "The specifically mentioned markings are safety related markings and give way markings in particular can be fairly critical. 'Roads in the South Downs' \* does lay out our desire for reduced cluttering of signs and lines though it is primarily focused on a removal of centre lines in areas where lower speeds and a different road feel are desired, such as through rural villages. A benefit of this is that it would give safety critical markings, such as give way lines, increased visibility and effectiveness".

\* <https://www.southdowns.gov.uk/wp-content/uploads/2015/09/Roads-in-the-South-Downs.pdf>

## Annex D – Energy Supply

### **What's Happening**

The council's business energy contract with SSE expires 31/7/22 and the council has been offered a quote which runs for 24 months.

### **What The Council Needs to Know**

If the council wishes to accept the SSE quote, the sooner it does so the more likely it is to secure the rate. If the council accepts the quote until such time as it is confirmed by SSE the rate can still change.

SSE provide an Unmetered Supply which is for electrical equipment where either it is not practical to install a meter and/or the cost of installing a meter is disproportionate to the cost of electricity used by the equipment. This applies to the streetlights in Slindon.

### **What The Council Needs to Do**

The Unmetered Supplies Operators Website list 8 companies that will supply electricity without a meter reading consumption although only SSE has provided the Council with a quote, either due to the current situation in the markets (Npower, Green Energy, Haven Power) or they do not supply smaller consumers (EDF, Engie, Total Gas and Power). Opus Energy has not responded.

<http://www.umso.co.uk/>