



## Slindon Parish Council

### Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 10<sup>th</sup> October 2022 at 6.30 p.m.

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

**In attendance:**

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

One member of the public

**99. Declarations of Interest**

Members of the Parish Council declared an interest in the agenda item relating to the Notice of Intent to undertake tree work on the Top Field, being leased to the Parish Council by the Churchwardens. Councillor Brimblecombe also declared an interest as a Churchwarden. Refer minute 114, New Planning Applications (ii).

Councillor Fenton referenced his role as Chair of the Slindon Community Land Trust.

**100. Public Participation**

None.

**101. Apologies for Absence**

All Councillors present.

**102. Minutes from the Council Meeting Held On 26<sup>th</sup> September 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.

A member of the public joined the meeting

**103. Chair's Report**

No report on this occasion.

**104. West Sussex County Council (WSSC) Matters**

There was no representation on this occasion.

**105. Arun District Council Matters**

There was no representation on this occasion. Councillor Catterson is no longer a Ward Councillor.



106. National Trust Matters  
Apologies received from Katie Archer, Lead Ranger.
107. 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 30.9.2022 and quarterly check by Councillor Fenton as non-bank signatory.
  - iii. Budget Monitor at 30.9.2022  
Year to date actuals v budget were noted.
  - iv. General Reserves and Earmarked Reserves at 30.9.2022  
It was **Resolved** – to approve the transfer of £37.73 from general reserves to earmarked reserves, with actual spend exceeding the National Lottery Community grant award by this amount.
  - v. Budget Setting 2023/24 (including salary budgets)  
The Clerk would produce the draft budget figures for the November meeting. The cost of living award referenced in the Clerk’s contract had yet to be confirmed and it might be necessary to estimate the increase for budgeting purposes. The Clerk’s terms of employment had been reviewed 26<sup>th</sup> September 2022 and a hard copy now signed in evidence by the Clerk and Chair(Financial Regulation 4.4).

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

108. Grants and Donations
- i. Royal British Legion  
The Remembrance Day wreath had been purchased from the Royal British Legion (LGA 1972 s137), scheduled for delivery to Councillor Brimblecombe’s address on October 13<sup>th</sup>. Whilst the original intention had been to make a donation of £50 equivalent to the purchase price of the item, an invoice had been issued on this occasion for which VAT of £8.33 could be reclaimed and  
It was **Resolved** – to make a donation of £8.33 to the Royal British Legion.
  - ii. Playground Refurbishment  
Andrew Griffith MP had written a letter of support to accompany the planned application to the National Lottery (Reaching Communities England Award) and another was being sent to Arun District Council.
  - iii. SDNPA ‘Call for Nature Sites’ – Wildflower Meadow for the Recreation Ground  
The application for grant funding had been submitted.
  - iv. Operation Watershed  
The Clerk continued to liaise with the team regarding how the residual sum might be spent on capital works in the parish. Other potential sites now identified included an area in Slindon Woods and the road by Mill Farm. No decision had been received on whether any of the money could be used to purchase a replacement pond island.



- v. **National Lottery Community ‘Awards for All’**  
The Parish Council had received £5968 of the maximum £10,000 available in any 12-month period. As the Platinum Jubilee project had now been completed and the award closed down the Parish Council could either apply for an additional sum up to the balance of £4032 or wait until after March 18<sup>th</sup> 2023 (12 months from receipt of the application for £5,968) when it would be eligible to apply for up to £10000. Plates acknowledging the National Lottery award to fix to items purchased with the grant had been ordered at no cost.
109. **Slindon Pond, Church Hill.**  
**New Seat**  
Martin Bailey, Chair of Slindon Sports Association, had very kindly installed the new seat by the pond. Councillor Thomas confirmed he had already removed the Pudding Club inscription.
110. **Top Field - Tree Work on boundary with Bowlers Green**  
A notice of intent had been submitted to the Souths Downs National Park Authority, relating to ‘Trees in a Conservation Area’, Beechdown Arboriculture Limited instructed to undertake the work on receipt of planning approval and the resident is being kept informed of a start date.
111. **Governance, Risk and Compliance**
- i. **Risk Assessment**  
It was **Resolved** – to re-adopt the Pond Risk Assessment for 2022/23, with that for the Pond Project retained on file, now concluded as regards the Parish Council’s involvement.
  - ii. **Asset Register**  
It was **Resolved** – to note and approve the latest version at 30.9.2022 and Councillor Thomas offered to look at the installation of the new picnic table on the Top Field, to be sited on the edge of the play area, not directly under trees and by the shallowest incline to make it as accessible as possible.
  - iii. **Annual Playground and Adult Gym Inspections**  
Members noted that the annual service of the adult gym equipment was scheduled for Monday November 7<sup>th</sup> 2022 and  
It was **Resolved** – to appoint The Play Inspection Company to undertake the annual inspections at a total cost of £185 + VAT (£110 children’s play equipment and £75 adult gym).
  - iv. **GDPR/ Data Protection Measures**  
JNR Computer Services had been contacted about gov.uk email addresses for Council members, together with details of additional backup solutions. The invoice for the renewal of the Microsoft 365 Business Standard and anti-virus protection for the Clerk’s laptop was due imminently.
  - v. **Quarterly Website Accessibility Checks**  
Aubergine 262 Limited had advised their quarterly WCAG2.1AA compliance scan had identified no errors and the Accessibility Statement had been updated in confirmation.



- vi. **Civility and Respect Pledge**  
The Chair signed the certificate issued to the Council following September's meeting when it had resolved to sign up to the Civility and Respect Pledge.
  
- 112. **Clerk's Update**
  - i. **Playground and Adult Gym Equipment**  
Arun District Council's 4-weekly inspection for September was awaited.
  - ii. **Review of the South Downs Local Plan 2022**  
The pond had been nominated as a Local Green Space, submission dated September 28<sup>th</sup> 2022.
  - iii. **Winter Resilience Plan**  
A parish winter resilience plan was being prepared, with a local contractor expressing an interest in an agreement with West Sussex County Council (WSSCC) to provide an emergency response to significant weather events. The Active Communities team at WSSCC had provided a copy of the agreement on the day of the meeting which would now be shared as soon as possible, the deadline to set up any such arrangement being November 11<sup>th</sup> 2022.
  - iv. **Sussex Police Arun Parishes' Meeting**  
The Clerk had attended the Zoom meeting October 5<sup>th</sup> 2022 and reported anti-social behaviour; there was further defaecation in Baycombe Lane, the vans without MOT and tax had reappeared in Meadsway and e-scooters had been reported on the Recreation Ground (see separate minutes from the Recreation Ground Charity meeting). The Clerk undertook to continue to liaise with the police, engage Arun District Council on cleaning as necessary and report those vehicles without tax and MOT.
  - v. **South Downs National Park West Sussex Parish Workshop – 18<sup>th</sup> October**  
The Parish Council could send two representatives to the in-person event and Councillor Saintas volunteered to represent the Council.
  - vi. **Other Correspondence – Information Only (Received after issue of agenda)**  
WSSCC had two stiles to replace those identified as being in need of repair on footpath 389, which could be offered to the landowners when identified. Councillor Rees undertook to contact the landowner to facilitate this.  
A Freedom of Information request had been answered on receipt.
  
- 113. **Highways Matters**
  - i. **A27 Matters**  
The date of the next Elected Representatives' Forum meeting had not yet been announced. The Parish Council had been invited to an in-person meeting by Aecom investigating possible enhancements to the section of the A27 that would be de-trunked as part of the new Arundel Bypass.
  - ii. **School Safety Zone**  
The contractors were still unable to source the flashing lights.
  
- 114. **Planning Matters**  
Previous applications and status on day of meeting
  - i. **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.

- ii. Slindon Estate Gateway – Arun District Council Application Number WA/51/22/PL (Conditionally Approved) and SDNP/22/02582/FUL (Withdrawn by Applicant) & SDNP/22/02586/LIS – Approved.  
N.B. Application should be read in conjunction with the associated Listed Building Application SDNP/22/04102/FUL.
- iii. 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 - Application in progress.
- iv. SDNP/22/03172/HOUS - Single-storey rear extension, two-storey side extension and entrance porch. Daneswood Bridle Lane Slindon West Sussex BN18 0NA – Application in progress.
- v. SDNP/22/03245/HOUS | To have a 12 x 6 ft wooden shed of standard construction on an existing 14 x 7 ft concrete shed base. The shed is wooden overlap with a mineral felt flat roof. 13 Church Hill Slindon West Sussex BN18 0RB – Approved.
- vi. SDNP/22/04051/TCA | Felling of 46 x Ash Trees and 1 x Yew Tree | Land South of Top Road Slindon West Sussex – Raise No Objection.
- vii. SDNP/22/03716/HOUS Two storey rear extension Sunnybox, Sunnybox Lane, Slindon BN18 0IX

It was **Resolved** – to ratify the additional response by the Clerk under the Council’s scheme of delegation supplementing the original response agreed 26<sup>th</sup> September 2022 – *Members are now aware that policy SD31, in calculating the proposed increase in Gross Internal Area (GIA), only allows for the inclusion of the floorspace of the studio if the studio were to be removed, although if it is to stay then the floorspace cannot be included in either the proposed or existing GIA. Consequently we understand therefore that in a revised calculation the proposed GIA will now increase to 43.33% - compared to the 34.66% referenced above - if the studio remains in place and which is believed to be the case.*

- viii. SDNP/22/04146/TCA Mulberry House Dyers Lane Slindon Arundel West Sussex BN18 0RE – Raise No Objection.

#### New Applications/Notifications.

- i. SDNP/22/04102/FUL South Lodge Slindon Estate Gateway – Repairs and Alterations, Land at London Road Fontwell Walberton BN18 0SG. N.B. Application should be read in conjunction with the associated Listed Building Application SDNP/22/02586/LIS.  
It was **Resolved** – to support the application, which it believes will both conserve and enhance the significance of the heritage assets, the design replicating the original historic gates as closely as possible.
- ii. SDNP/22/04344/TCA – Top Field Slindon West Sussex -Tree and hedge work.  
No response required, the Parish Council having declared an interest in the application, minute 99 refers.

#### 115. Date of Next Meeting

The next meeting to take place on **Monday 7<sup>th</sup> November 2022** (not the previously notified date of 14<sup>th</sup> November 2022) at Slindon Coronation Hall, commencing 6.30 p.m.

The meeting ended at 7.30 p.m.



Signed as a true record of the meeting

Dated

DRAFT

Annex A – Payments & Receipts – Minute 107 (i)– Online Bank Authorisation by B Brimblecombe and J Rees

TYPE OF PAYMENT	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)
Standing Order	N/A	12.9.22	Sarah Linfield	Clerk's salary - tax period 6	£ 603.20		LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.9.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 61.68			
Corporate card statement entry	5.8.22	5.8.22	BM Enterprise (UK) Ltd	Amazon Market Place Order (noticeboard pins)	£ 3.90	£ 0.66	LGA 1972 s111	Per budget
Corporate card statement entry	5.8.22	5.8.22	Simple Trade Ltd	Amazon Market Place Order (wire hooks)	£ 2.82	£ 0.47	LGA 1972 s111	Per budget
Corporate card statement entry	5.8.22	5.8.22	KGM Enterprise Ltd	Amazon Market Place Order (labels)	£ 4.42	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	22.8.22	22.8.22	Engraving Studios	Brass plaque for seat by pond	£ 13.95	£ 2.33	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	Clerk with Chair - per Financial Regulations
Corporate card statement entry	22.8.22	22.8.22	Cartridge People	Cannon ink jet cartridges - black, cyan, magenta	£ 29.60	£ 4.94	LGA 1972 s111	Per budget
Corporate card statement entry	1.9.22	1.9.22	G tech	Parts for strimmer	£ 3.99	£ 0.66	LGA 1972 s111	Per budget
Corporate card statement entry	N/A	2.9.22	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget
Direct Debit	7.9.22	26.9.22	SSE Southern Electric	Account for quarter 1 (29.3.22 - 29.6.22) - net of £25 goodwill payment	£ 18.54	£ 2.07	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Per budget
Fee	N/A	N/A	Unity Trust Bank	Quarterly service charge - 1.7.22 -30.9.22	£ 18.00	£ -	LGA 1972 s111	Per budget
Faster Payment 48	4.10.22	4.10.22	Coronation Hall	Hall hire 26.9.22	£ 25.00	£ -	LGA 1972 s134	Per budget
Faster Payment 49	4.10.22	4.10.22	Sarah Linfield	Homeworking Allowance - Qtr to 30.9.22	£ 78.00	£ -	LGA 1972 s111	Per contract and budget
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	Arun District Council	9.9.22	£ 9,326.00	Precept - second instalment				Faster Payments authorised by Councillors Rees and Brimblecombe
Interest Account ended -117	Unity Trust	30.9.22	£ 39.80	Credit interest				
Interest Account ended -120	Unity Trust	30.9.22	£ 37.18	Credit interest				