



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 26th September 2022 at 6.30 p.m.

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

In attendance:

Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/Responsible Financial Officer/Proper Officer)
Katie Archer, Lead Ranger, National Trust

A minute's silence was observed at the start of the meeting as a mark of respect following the passing of Her Majesty Queen Elizabeth II on Thursday 8th September 2022.

81. Declarations of Interest

Councillor Brimblecombe as a Churchwarden declared an interest in the agenda item relating to the Top Field, being leased to the Parish Council by the Churchwardens, and took no part in the decision-making process, minute 92 refers.

Councillor Fenton referenced his role as Chair of the Slindon Community Land Trust. The Clerk declared a pecuniary interest in respect of the Confidential Staff Matter, minute 97 (ii) refers.

82. Public Participation

There were no members of the public present on this occasion.

83. Apologies for Absence

It was **Resolved** – to accept apologies and reason for absence from Councillor Thomas.

84. Minutes from the Council Meeting Held On 8th August 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.

Katie Archer, Lead Ranger National Trust joined the meeting.

85. Chair's Report

Councillor Rees spoke to acknowledge the work undertaken by various parties following the passing of the Queen. An update was also provided on Ukrainian families in Slindon and Eartham.

Andrew Griffith, MP for South Downs had also written to the Chair to -

- Highlight cost of living support available through District Councils.
- Confirm his continued commitment to traffic speed management and noise reduction measures.



- Reference the Rural Fund which will deliver extra investment to rural communities and is a top up to the UK Shared Prosperity Fund to support capital projects for small businesses and community infrastructure. It sits alongside existing Defra schemes including The Platinum Jubilee Hall Improvement Fund.
- Offer his support for any locally run events hosted by the Parish Council or community groups.
- Share a link to his website for constituents
<https://www.andrewgriffithmp.com/how-i-can-help-you>

86. West Sussex County Council (WSSC) Matters

Councillor Bence had sent his apologies as he was unable to join on this occasion due to WSSC work commitments.

87. Arun District Council Matters

There was no representation on this occasion.

88. National Trust Matters

Katie Archer, Lead Ranger - returning to full time work on a phased basis, now working 4 days per week - provided the following updates and answered questions.

- The Ranger team are transitioning to their Autumn/Winter work schedule, undertaking tree safety surveys, coppicing, cutting hedges and mowing tracks and paths.
- It is anticipated that forestry contractors will be out clearing ash trees in late autumn early winter, work identified through summer canopy surveys. This is likely to be on the Eartham Road, Slindon Bottom Road, Dukes Road, Nore Wood Lane and also within Slindon Bottom woods and around Keepers Cottage. Details will follow as soon as they have them.
- The National Trust are applying for a Tree Felling Licence from the Forestry Commission to include ash trees, and any felling would be followed by planting up.

The issue of broken stiles on the footpath through fields by the pond was raised by Councillor Fenton, although these were not on National Trust land. Councillor Rees undertook to identify the locations and take some photos before agreeing next steps. The Clerk highlighted that responsibility for maintenance and replacement would fall to the landowner.

Katie Archer, Lead Ranger National Trust left the meeting.

89. Finance Reports

- Payments and Receipts**
It was **Resolved** - to note/approve the listing (Annex A).
- Bank Reconciliation**
It was **Resolved** - to approve the sign off as at 31.8.2022.
- Budget Monitor at 31.8.2022**
Year to date actuals v budget were noted.



- iv. **General Reserves and Earmarked Reserves at 31.8.22**
Resolved – to note including final payment to PHB Contractors from the Operation Watershed Reserve.
- v. **Financial Services Compensation Scheme – Return to Unity Trust Bank**
The Clerk had completed the Annual Review to confirm the Parish Council's continued eligibility and sent the return to Unity Trust Bank.
- vi. **Option to opt out of the SAAA central external auditor appointment arrangements**
It was **Resolved** – to remain 'opted-in' to the central procurement regime managed by the SAAA.

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

90. Grants and Donations

- i. **Litter Picking Award to SlindonLife**
Return of the unspent portion of the 2015 award at £151.53 was noted, written back against expenditure in the cashbook in line with accounting practice. The cheque had to be paid in by post in August, delayed by the postal strike and now applied to the account in September.
- ii. **Royal British Legion**
It was **Resolved** - to authorise the purchase of the Remembrance Day wreath through a donation of £50 to the Royal British Legion (LGA 1972 s137), to be delivered to Councillor Brimblecombe's address.
- iii. **South Downs National Park/Share in CIL receipts**
The Council's application for funding of the play park had been unsuccessful, with the scheme hugely oversubscribed and the application assessed as low priority due to the lack of housing development within the parish. The Clerk had now drafted an application to the National Lottery Fund (Reaching Communities England Scheme), and there was also the possibility of a contribution from the District Council's Capital Play Park Scheme.
It was **Resolved** – to withdraw the application to the South Downs National Park and pursue the alternatives, with responsibility for submission delegated to the Clerk.
- iv. **SDNPA 'Call for Nature' – Wildflower Meadow for the Recreation Ground**
It was **Resolved** – to make an application for grant funding.
- v. **Operation Watershed**
The Clerk continued to liaise with the team regarding how the residual sum might be spent on capital works, as Reynolds Lane flooding is already being considered as part of a scheme through West Sussex County Council's Central Team. No further areas had been identified beyond the Bridle Lane site, where there had been previous gully clearance.

91. Slindon Pond, Church Hill.

- i. **Silt Removal**
The silt had now been removed from the field and the site cleared.
- ii. **Path Surface**
The surface was now well compacted and with edging added



It was **Resolved** – to pay the Contractor once the Ranger from the South Downs National Park Authority, funding the cost 50:50 with the Council, had also confirmed their satisfaction.

iii. **New Seat**

Martin Bailey, Chair of Slindon Sports Association, had kindly offered to install the new seat by the pond, with the addition of a plaque at a cost of £13.95 to replace the one now missing from the existing seat. Councillor Fenton undertook to remove the Pudding Club inscription as the existing seat would be disposed of shortly.

92. **Top Field**

Councillor Brimblecombe did not participate in any discussions nor vote.

i. **Work identified by the recent Tree Survey**

This had now been completed.

ii. **Additional Tree Work**

Following a meeting between the Chair, the Clerk, resident and tree contractor on site undertaking the tree survey work, a quote had been obtained to reduce the height of taller trees to the level of the hedgerow at around fence height and fell the field maple, along the boundary with Bowlers Green.

It was **Resolved** – to accept Beechdown Arboricultural Limited's quote dated 27.8.2022 at £750 +VAT with notice of intent submitted to the Souths Downs National Park Authority, works relating to 'Trees in a Conservation Area'.

93. **Governance, Risk and Compliance**

i. **The Civility and Respect Pledge**

It was **Resolved** – to sign up to the sector's pledge for civil and respectful conduct.

ii. **Parish Council Policies.**

It was **Resolved** - to adopt the draft policies relating to 'Dignity at Work' and 'Vexatious Complaints and Correspondence'.

iii. **Risk Assessment**

It was **Resolved** – to adopt the General Risk Assessment for 2022/23 and sign off quarterly checks for the General Risk and Pond Assessments.

iv. **Asset Register**

It was **Resolved** – to approve the addition of the new picnic table and note the mid-term adjustment to insurance cover, for which the pro-rata premium due until the next renewal April 10th 2023 had been waived (Street Furniture increased by a further £800 to £19679). The item was at Gaston Farm, pending a decision on its location on Top Field and arrangements for installation.

v. **Annual Check of Assets**

The Chair and the Clerk had undertaken the annual review, the outcome confirmed as satisfactory, with just a couple of 'no parking' cones unaccounted for at present.

vi. **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 and renewal of the Microsoft 365 Business Standard for the Clerk's laptop.



94. Clerk's Update

- i. **Flag Flying**
Both Flag Officers now had a Sussex Day flag.
- ii. **Playground and Adult Gym Equipment**
Arun District Council's 4-weekly inspection dated 22nd August 2022 was unchanged from the previous month reporting the loose rocker handle albeit this had been tightened and was double-checked on 27th August 2022.
It was **Resolved** – to instruct Freshair Fitness to undertake the annual service of the adult gym equipment, on 7th November 2022 at a cost of £370.96 + VAT.
- iii. **Anti-social Behaviour**
The area in Baycombe Lane was currently free of human excrement and discarded wipes. Unfortunately the two vans without MOT and tax had reappeared in Meadway and reports continued to be made to the police and DVLA.
- iv. **Review of the South Downs Local Plan**
It was **Resolved** – to nominate the pond as a Local Green Space.
- v. **South Downs National Park Planning**
Pre-application enquiries would no longer be published, bringing it in line with other planning authorities. The report will however be made public if a relevant formal application is subsequently validated.
- vi. **'Pass Wide and Slow' in Slindon -18th September 2022**
The organiser reported that the event had been very successful and well attended, including MP Andrew Griffith who had joined in support of the campaign.
- vii. **'What If' Plan**
A general plan identifying potential issues had been produced, detailing local resources and responses and listing emergency numbers for utility companies etc.
It was **Resolved** – to adopt the plan and encourage all residents to have a personal plan too.
A parish winter resilience plan is being prepared and one or more local contractors may wish to enter into an agreement with WSCC to provide an emergency response to significant weather events.
- viii. **Other Correspondence – Information Only (Received after issue of agenda)**
None to report.

95. Highways Matters

- i. **A27 Matters**
The date of the next Elected Representatives' Forum meeting had not yet been announced. The Parish Council had responded to a survey on the effectiveness of meetings.
- ii. **School Safety Zone**
The contractors were hoping to get on site this week to install the sign plates which we are told should be minimally intrusive. They have to date however been unable to source the flashing lights.



96. 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 – Approved.
- 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. 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 – Application in Progress.
- iv. 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.
- v. SDNP/22/03172/HOUS - Single-storey rear extension, two-storey side extension and entrance porch. Daneswood Bridle Lane Slindon West Sussex BN18 ONA – Application in progress.
- vi. SDNP/22/03687/TCA | 1. Laurel - cut multi-stemmed tree down to low stump. 2. Holly - cut row of ivy-covered trees down to low stumps. Church House Church Hill Slindon Arundel West Sussex BN18 ORB – Raise no objection.
- vii. 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 ORB – Application in progress.
- viii. SDNP/22/04051/TCA | Felling of 46 x Ash Trees and 1 x Yew Tree | Land South of Top Road Slindon West Sussex- Application in progress – Application in progress.
- ix. SDNP/22/03885/DDDT | DEAD OR DANGEROUS STATUTORY NOTICE: Fell two dead elms in Conservation area | Recreation Ground Top Road Slindon West Sussex – No Objection.
- x. SDNP/22/03545/LDP | Conversion of existing garage to habitable space Sunnybox, Sunnybox Lane, Slindon West Sussex BN18 OLX - Approved.

New Applications/Notifications

- i. SDNP/22/03716/HOUS Two storey rear extension Sunnybox, Sunnybox Lane, Slindon BN18 OIX
It was **Resolved** – to respond as follows, “Raise ‘No objection’, subject to the applicant evidencing exceptional need to the Planning Authority such that approval would not then create a precedent for future applications - reference Local Plan Policy SD31. In reaching this decision members are aware that the proposed increase in Gross internal Area exceeds 30% at 34.66% and that any extension to the dwelling will take it over the 120sqm threshold and also out of the small dwelling category”.
- ii. SDNP/22/04146/TCA Mulberry House Dyers Lane Slindon Arundel West Sussex BN18 ORE – Tree work
It was **Resolved** – to raise no objection.
- iii. SDNP/22/04102/FUL South Lodge Slindon Estate Gateway – Repairs and Alterations, Land at London Road Fontwell Walberton BN18 OSG.
Response to be agreed at the Council’s October meeting.



It was **Resolved** - to exclude members of the press and public from the meeting in respect of confidential staff matters under the Public Bodies (Admission to Meetings) Act 1960, s.1 (2).

97. Confidential Staff Matters

- i. At this stage, the introduction of the Council's two new policies - minute 93 (ii) refers - were felt sufficient to ensure effective use of Council resources and allow the Council to fulfil its duty of care as an employer.

The Clerk had already declared a pecuniary interest in the following item and left the meeting during the discussion and subsequent decision.

- ii. It was **Resolved** – to increase the Clerk's hours by 2 per week backdated to 12 September 2022.

The Clerk returned to the meeting.

98. Date of Next Meeting

The next meeting to take place on Monday 10th October 2022 at Slindon Coronation Hall, to commence at 6.30 p.m. The November meeting scheduled for the 14th would now take place on November 7th, subject to confirmation of hall availability.

The meeting ended at 8.00 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts – Minute 89 (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	12.7.22	Sarah Linfield	Clerk's salary - period 4	£ 603.20	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 38	3.8.22	9.8.22	PHB (Contractors) Henfield Limited	Final Invoice Claim - as agreed with Operation Watershed Team	£ 5,937.60	£ 989.60	Public Health Act 1936, s.260	Operation Watershed Grant - Meeting 8.8.22, minute 75 c
Faster Payment 39	9.8.22	9.8.22	Cyan	Replace plaque on commemorative seat	£ 40.00	£ 6.66	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	Recreation Ground Meeting 8.8.22
Faster Payment 40	9.8.22	10.8.22	Coronation Hall	Hall hire 8.8.22	£ 25.00	£ -	LGA 1972 s134	Per budget
Faster Payment 41	N/A	10.8.22	HMRC	Tax on Clerk's salary - tax period 5	£ 150.80	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 42	24.8.22	24.8.22	The Forge Village Stores and Café Ltd	Refreshments for Annual Meeting of Parish 23.5.22	£ 80.00	£ -	LGA 1972 s145	Meeting 11.4.22 186 (iv)
Faster Payment 43	22.8.22	30.8.22	Beechdown Arboriculture Ltd	Invoice for tree works on Top Field re that identified by survey and felling of 2 dead elms	£ 900.00	£ 150.00	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10 LGA 1972, section 144	Meetings - 9.5.22, minute 17 and 8.8.22, minute 75 (ii).
Standing Order	N/A	12.8.22	Sarah Linfield	Clerk's salary - period 5	£ 603.20	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.8.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 100.76	£ 16.30	N/A	N/A
Corporate Card Entry	14.7.22	14.7.22	Engraving Studios	Commemorative Plaque for tree	£ 40.95	£ 6.83	LGA 1972 s111	Rec Ground Meeting 11.7.22, minute 5 (iv) b
Corporate Card Entry	28.7.22	14.7.22	Hampshire Flag Company	Purchase of second Sussex Day Flag	£ 56.81	£ 9.47	LGA 1972 s111	Meeting 11.7.22, minute 60 (i) 10% discount code applie
Corporate Card Entry	N/A	2.8.22	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget
Faster Payment 44	11.9.22	12.9.22	D Kembery Fencing	Repair to Bonne Beere Gate £240 and install noticeboard at Coronation Hall £460	£ 700.00	£ -	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10 LGA 1972, section 144	Noticeboard - Meeting 8.8.22, minute 74 (ii) Gate - Rec Ground Meeting 8.8.22, minute 33 (i) d
Faster Payment 45	N/A	12.9.22	S Linfield	Mileage	£ 54.00	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 46	N/A	12.9.22	HMRC	Tax on Clerk's salary - tax period 6	£ 150.80	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 47	12.9.22	14.9.22	GS & JH Sercombe t/a Gaston Farm	Pond project - all aspects of silt removal and work to comply with EA consent	£ 25,138.80	£ 4,189.80	Public Health Act 1936, s.260	Meeting 8.8.22, minute 74 (i) b
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	Slindon Life	26.8.22	£ 151.53	Reimburse PC for unspent portion of 2015 grant - cheque posted to Unity Bank, with delay due to postal strike (written back against 2015 expenditure per standard accounting practice)			Faster Payments authorised by Councillors Rees and Brimblecombe	
Interest Account ended -117	Unity Trust	N/A	£ -					
Interest Account ended -120	Unity Trust	N/A	£ -					