



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 7th November 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)
Trevor Bence, West Sussex County Councillor

116. Declarations of Interest

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

117. Public Participation

None.

118. Apologies for Absence

All Councillors present.

119. Minutes from the Council Meeting Held On 10th October 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.

120. Councillor Reports

Councillor Saintas had represented the Council at two events -

1. South Downs National Park West Sussex Parish Workshop 18th October. This included presentations on the Local Plan Review and Adopted Design Guide Supplementary Planning Document and an opportunity to share best practice on nature recovery and climate change action. It concluded with a Q and A session.
2. A27 De-trunking Enhancement Workshop 7th November.

The A27 Detrunking workshop considered what enhancements might be put in place to the existing A27 if the bypass is approved (refer Annex B).

Councillor Rees had also attended the Arun District Association Of Local Councils AGM.

The current staffing levels at Arun District Council (ADC) were much reduced compared to previous years and the planning department was facing significant challenges resulting in work being outsourced. Angmering Parish Council had recently shared their concerns on the handling of planning applications, and the



Parish Council were supportive of raising these with Arun District Council, although the South Downs National Park is the planning authority for most of the parish. An update was also provided on the Ukrainian families in Slindon and surrounding parishes.

121. West Sussex County Council (WSCC) Matters

Councillor Trevor Bence spoke

- Regarding the A27 bypass, with ongoing concerns regarding egress points, the eighty-five questions submitted by West Sussex County Council officers which have not yet been fully answered by National Highways and the absence of traffic modelling. He also highlighted that the South Downs National Park Authority (SDNPA) had strongly objected to the current proposal.
- To explain the challenges facing Arun District Council, which is now 'in presumption' as a 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.

122. Arun District Council Matters

There was no representation on this occasion.

123. National Trust Matters

Apologies received from Katie Archer, Lead Ranger, who had provided a comprehensive report (Annex C).

Councillors Bence and Fenton left the meeting.

124. Finance Reports

i. Payments and Receipts

It was **Resolved** - to note/approve the listing (Annex A) and mileage claim for Councillor Saintas £18.09.

ii. Bank Reconciliation

It was **Resolved** - to approve the sign off as at 31.10.2022.

Councillor Fenton returned to the meeting.

iii. Budget Monitor at 31.10.2022

Year to date actuals v budget were noted.

iv. General Reserves and Earmarked Reserves at 31.10.2022

It was **Resolved** – to note the current allocation, which was reviewed in anticipation of the 2023/24 budget setting process.

v. Budget Setting 2023/24 (including salary budget)

A briefing note had been provided on the budget setting process together with figures and projections in line with the Council's Financial Regulations, section 3.

The cost of living award referenced in the Clerk's contract had now been confirmed backdated to 1.4.2022 and the budget for 2023/24 would take account of this (Financial Regulation 4.4). A backdated pay award would be made.



Members discussed the reserves and projections (first draft) with a view to setting the precept at the December meeting after the budget was confirmed and the tax base advised by Arun District Council.

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

125. Grants and Donations

i. Royal British Legion

A donation of £8.33 had been made equivalent to the VAT on the purchase price of the Remembrance Day wreath.

ii. National Lottery and District Council Funding for the Playground

Pending a response from Arun District Council and the possibility of a financial contribution towards new play equipment

It was **Resolved** – to approve and submit the application to the National Lottery under its Reaching Communities England Award with a £5000 contribution.

iii. SDNPA 'Call for Nature Sites' – Wildflower Meadow for the Recreation Ground

The application for grant funding had been assessed as more suited to the Beelines scheme through a conservation charity, Plantlife, which partners with the SDNPA to provide expertise from their meadows advisor. Soil testing at circa £30 had been suggested to the Council to determine soil quality.

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 adjacent to the pond and land to the rear of houses in Bridle Lane. 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'

This was a potential source of funding for the pond island if the Operation Watershed monies could not be used for this purpose and an interpretation board by the pond. The Clerk undertook to see whether it might also be possible to acquire a bench to commemorate the King's Coronation, similar to the ones purchased for the Queen's Platinum Jubilee

126. Slindon Pond, Church Hill.

New Path

A member of the public had expressed concern regarding the surface of the path which was felt to be quite slippery underfoot when wet. The parish council had taken advice and, whilst there was the option to add some woodchip, no further action was currently proposed although it would continue to monitor the position as part of its risk assessment and regular checks.

127. Top Field - Tree Work on boundary with Bowlers Green

The work had been completed and received positive feedback.



128. **Governance, Risk and Compliance**
- i. **Pond Risk Assessment**
The assessment would be updated in relation to minute 126.
 - ii. **Annual Playground and Adult Gym Inspections**
The annual service of the adult gym equipment was now re-scheduled to Tuesday November 8th 2022 and The Play Inspection Company appointed to undertake the annual inspections at a total cost of £185 + VAT (£110 children's play equipment and £75 adult gym).
 - iii. **GDPR/ Data Protection Measures**
JNR Computer Services had been contacted about gov.uk email addresses for Council members, although it was felt that these might be best set up after the May elections given the cost.
129. **Clerk's Update**
- i. **Playground and Adult Gym Equipment**
Arun District Council inspections would now take place quarterly. The next was due in week 46 (November 14th), the last one being undertaken in week 34 (24th August). The Parish Clerk had checked how this change might impact the insurance requirements and the Parish Council could continue the weekly Top Field and Recreation Ground checks to evidence due diligence.
 - ii. **Review of the South Downs Local Plan 2022**
The pond had been nominated as a Local Green Space, submission dated September 28th 2022, no update yet received.
 - iii. **Winter Resilience Plan**
The local contractor would not be able to enter into an agreement with West Sussex County Council (WSCC) to provide an emergency response to significant weather events as they did not have the specified equipment but would help the parish where called upon.
 - iv. **Anti-social behaviour**
The defaecation in Baycombe Lane appeared to have stopped, albeit there was some flytipping in its place that the Clerk had reported, and the vans without MOT and tax were still appearing intermittently in Meadsway. A member of the public had written regarding inconsiderate parking in Meadsway during school drop off/pick-ups and it was felt the matter was best addressed directly by residents with the school who might issue a gentle reminder.
 - v. **Rampion Consultation 10 October to 29 November 2022**
No further comment was considered necessary, the further consultation relating to potential onshore cable route changes.
 - vi. **WSCC – gates and stiles on Public Rights of Way 389 – 36347 and 36348.**
The Ranger had clarified that WSCC did not repair or replace stiles, which remained the responsibility of the landowner, and although they could sometimes provide gates, the budget for 2022/23 had now been spent. In any event the landowner had a preference for stiles and would undertake the work needed.



- vii. **Other Correspondence/Matters – Information Only (Received after issue of agenda)**
The Clerk had emailed one of the Flag Officers to ensure the flags flew on Remembrance Sunday and also the following day, the King's birthday, and Councillor Saintas undertook to contact the other Flag Officer.
130. **Highways Matters**
- i. **A27 Arundel Bypass – National Highways**
A supplementary consultation will run from 16th November to 16th December to share a revised design, reflecting consideration to feedback received in response to their Statutory Consultation in 2022, including further mitigation to traffic levels through Walberton. Three face-to-face engagement events will take place, at Arundel Town Hall, Fontwell Race Course and Walberton Pavilion, dates and times to be confirmed.
- ii. **A27 Elected Representatives' Forum**
The date of the next meeting had been confirmed as 14th November 2022 and Councillor Saintas undertook to go in place of Councillor Rees who was unable to attend and the Clerk would share the meeting details.
- iii. **School Safety Zone**
The contractors were scheduled to install the flashing lights in the week commencing 14th November.
131. **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 0RB. Taking down and rebuilding of 3no chimneys to include new flashings – Approved.
- ii. 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.
- iii. 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.
- iv. SDNP/22/03716/HOUS Two storey rear extension Sunnybox, Sunnybox Lane, Slindon BN18 0IX – Application in progress.
- v. 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 - Application in progress.
- vi. SDNP/22/04344/TCA – Top Field Slindon West Sussex -Tree and hedge work – No Objection Raised.
- New Applications/Notifications**
Councillor Rees identified a personal and prejudicial interest in the following application as her property has a shared boundary with the garden and took no further part in the discussion or voting.
- i. SDNP/22/04886/TCA | Fell Leylandii trees. | Garden adjacent to 39 Church Hill Slindon Arundel West Sussex BN18 0RB
It was **Resolved** – to raise no objection.



132. **Date of Next Meeting**

The next meeting to take place on **Monday 12th December** at Slindon Coronation Hall, commencing at 6.30 p.m.

The meeting ended at 8.25 p.m.

Signed as a true record of the meeting

Dated

DRAFT

Annex A – Payments & Receipts – Minute 124 (i)– Online Bank Authorisation by B Brimblecombe, J Rees and P Saintas

Payments for meeting 7.11.22								
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)
Faster Payment 50	N/A	5.10.22	Sarah Linfield	Mileage	£ 10.80	£ -	LGA 1972 s111	Per contract
Faster Payment 51	N/A	11.10.22	HMRC	Tax on Clerk's salary	£ 180.80	£ -	LGA 1972 s111	Per contract
Faster Payment 52	11.10.22	17.10.22	Coronation Hall	Hall hire 10.10.22	£ 25.00	£ -	LGA 1972 s134	Per budget
Faster Payment 53	29.6.22	24.10.22	PHB (Contractors) Henfield Limited	New path by pond (invoice issued 24.10.22)	£ 1,096.20	£ 182.70	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	Meeting 13.6.22, minute 39 (ii) refers
Faster Payment 54	5.10.22	24.10.22	JNR Computer Services	Office 365 and anti-virus for Clerk's laptop	£ 279.36	£ 46.56	LGA 1972 s111	Per budget
Faster Payment 55	20.10.22	25.10.22	Streetlights	Payment 2 of 2 Streetlighting Maintenance Contract	£ 77.35	£ 12.89	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Per budget
Standing Order	N/A	12.10.22	Sarah Linfield	Clerk's salary - tax period 7	£ 724.00	£ -	LGA 1972 s111	Per contract and Meeting 26.9.22, minute 97 (ii)
Direct Debit	N/A	17.10.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 23.19	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	N/A	N/A	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	6.9.22	N/A	The Forge Village Stores & Café Ltd	Meeting with Ranger from SDNPA - in lieu of parish office	£ 8.40	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	2.9.22	N/A	Amazon SignsByPost	Pond sign - no throwing of stones	£ 9.99	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	8.9.22	N/A	Amazon re Fun On The Go Ltd	Push pins for new noticeboard	£ 1.80	£ -	LGA 1972 s111	Per budget
Direct Debit	6.10.22	31.10.22	SSE Southern Electric	Account for quarter - 30.6 - 26.9.22	£ 108.30	£ 5.15	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Meeting 11.7.22, minute 61 (iii) b
Faster Payment 56	N/A	1.11.22	Sarah Linfield	Mileage to 12.8.22	£ 32.40	£ -	LGA 1972 s111	Per contract
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	HMRC	25.10.22	£ 6,151.87	VAT refund 1.6.22- 30.9.22				Faster Payments 50 - 55 authorised by Councillor Rees and Brimblecombe
Interest Account ended -117	Unity Trust	N/A	£ -	Credit interest				Faster Payment 56 authorised by Councillors Rees and Saintas
Interest Account ended -120	Unity Trust	N/A	£ -	Credit interest				

Annex B – Minute 120 - A27 De-trunking Enhancement Workshop 7th November.

In brief, LinkConnex has been working on what changes/improvements might be made to the existing A27 if the bypass is approved.

The design objectives are: -

1. Reintegrate the de-trunked A27 into the landscape setting with due regard to SDNP purposes
2. Reduce the severance for people and nature
3. Encourage the use of sustainable modes of transportation through the creation of new and enhanced facilities
4. Achieve a de-trunked A27 that is able to fulfil its role in the new road hierarchy
5. Provide improved access into the SDNP
6. Conserve biodiversity and reconnect the habitat
7. Maintain the long-term sustainability of the achievement- (ownership and upkeep of the developments)

Annex C - Minute 123 – National Trust Matters

Ranger's Report

- Work to remove ash trees along Top Road, Slindon Bottom Road, Duke's Road and Slindon Bottom Wood will likely begin in December now.
- We have engaged a contractor to do some presentation work on 'The Avenue' in Park wood. This is the open path that runs south-west just before you go through the height barrier at Park Lane. It is a more formal park of our woodland recognised in both our Forestry Commission approved Woodland Management Plan and Parkland Plan as requiring attention. They will largely be removing small trees from around the lime avenue on the left-hand side and from around the conifer specimen that run along the grassy edge- approximately 5m back from the current lines. The overall aim is to restore some of the formal nature, showcase the specimen trees and improve the view from the gate by the roadside. Most of the work will be completed by chainsaw operators, following up with a mulching machine for future mowing so minimal impact. The work might start next week if the paperwork can be finalised and may happen in two blocks.
- We have spent a lot of time clearing fallen trees since last Tuesday- and there's still more to do. If anyone has seen any you think we may have missed please get in touch. Thank you very much to the person(s) who moved the oak top that fell out in Reynolds Lane - we cleared it as soon as we knew about it.

Planning Update

from Jane Cecil, General Manager, National Trust (South Downs).

- The Slindon gates planning application is for parkland style fencing that will run along the back of the bridleway behind South Lodge, replacing the current wooden post and plain wire that stretch. It's all part of the Highways funded project to restore South Lodge Gates. There will be a second application to cover the road crossing between the bridleway and the underpass as that is in Arun DC not the SDNP. We have listed building consent to put the gates back and do the repairs to the walls. It has been very slow progress but hopefully all will be in place sometime in 2023.
- There is an application to regularise the campsite use at Gumber Bothy. Potential tenant interviews are now done - so hopefully the planning issue will be resolved before Christmas with a view to the campsite being reopened for Easter 2023. It seems that water neutrality will be addressed by setting a finite number on visits.
- All of the other planning applications are to do with repairs and maintenance of let estate properties.