



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 19th December 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).

Katie Archer, Lead Ranger, National Trust.

No members of the public

133. Declarations of Interest

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

Councillor Rees referenced a personal and prejudicial interest (as the wife of the applicant and co-owner of the property) in respect of the planning application and its outcome minuted under 147 a vii.

134. Public Participation

None.

135. Apologies for Absence

All Councillors present.

136. Minutes from the Council Meeting Held On 7th November 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.

137. Chair/Councillor Reports

Councillor Saintas had attended the AGM of the West Sussex Association of Local Councils, 25th November 2022.

<https://wsalc.co.uk/f/wsalc-agm-2022>

138. West Sussex County Council (WSSC) Matters

Councillor Trevor Bence had sent his apologies.

139. Arun District Council (ADC) Matters

There was no representation on this occasion.



140. National Trust Matters

Katie Archer, Lead Ranger, provided an update on work being undertaken by the team and of staff changes. Katie is shortly going on maternity leave and cover is being arranged.

Katie Archer, Lead Ranger, National Trust left the meeting.

141. Finance Reports

i. Payments and Receipts

It was **Resolved** - to note/approve the listing (Annex A) and authorise the mileage claim of £17.01 presented to the Council by Councillor Saintas for payment.

ii. Bank Reconciliation at 30.11.2022

It was **Resolved** - to approve the sign off as at 30.11.2022.

iii. Budget Monitor at 30.11.2022

Year to date actuals v budget were noted, with action subsequently taken as detailed under minute 141 (v).

iv. Budget Setting 2023/24

There is no cap on the amount that Parish Councils can raise via the precept in 2023/24, confirmed by the Provisional Local Government Finance Settlement 2023 to 2024, published 19th December 2022.

They are, however, expected to demonstrate restraint and should be able to explain and justify larger precept increases.

Slindon Parish Council has always adopted a cautious approach when setting the precept, although reliance on reserves to fund expenditure is not sustainable longer term and it was considered prudent for budget expenditure to be met in full by the precept in 2023/24.

It was **Resolved** - to approve

- The forecast expenditure for 2023/24 of £23258.
- The precept for the financial year 2023/24 at £23258 to meet the budget set out for 2023/24.
- Local Band D Charge for 2023/24 of £81.04 (i.e. £23258 divided by 287, tax base advised by ADC). This represents a weekly increase of approximately £0.29 for a Local Band D Charge when compared to 2022/23.
- The recommendation within the budget to appoint an independent firm in Mulberry and Co to process Slindon Parish Council's payroll with HMRC and undertake monthly and year end returns at a cost of £35 per pay period and £1.75 per employee per month, billed quarterly.
- The actual reserves as at 30th November 2022 and projections at 31st March 2023.



v. Reserves

- **General Reserves** – projected at circa £9000 - £10000 (to cover unforeseen expenses and maintain services on an emergency basis).

- **Earmarked Reserves**

Existing

- Confirmed as at 30.11.2022, with consideration to future reallocation of the Traffic and Neighbourhood Plan funds towards replacing playground equipment.

It was **Resolved** - to transfer

- £1500 from General to Earmarked Reserves towards renewal of the Top Field Lease in 2025.
- £3510 From Earmarked to General Reserves – from the Recreation Ground and Top Field Fund towards unexpected costs including spending on the tree survey and tree work on the Top Field, pavilion plumbing repairs and half share of the new path by the pond.

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

142. Grants and Donations

i. Funding for the Playground

An application for £65000 had been submitted to the National Lottery under its Reaching Communities England Award, with some additional information now supplied to allow it to progress to the decision process. There had been no response as yet from Arun District Council on the possibility of any financial contribution.

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

John Brown of Primavera Ltd had been approached regarding possible soil testing.

iii. Operation Watershed

The Clerk continued to liaise with the team regarding how the residual sum might be spent, with a submission made following a site visit with Gerald Sercombe, farmer, and Paul Cann, Principal Drainage Engineer at Arun District Council. The proposal is for additional works to be undertaken in the field into which the pond drains - supplementing those improvements already made as part of Project ResPOND - and carries Paul Cann's support.

143. Slindon Pond, Church Hill.

Pond Island

John Brown of Primavera Ltd had met the Clerk on site, a quote for installation of a modular island was awaited and Simon Mockford, Local South Downs National Park Authority Ranger had provided advice on planting up. A decision on how any work might be funded had yet to be agreed but a local appetite for its replacement was acknowledged.

144. Governance, Risk and Compliance

i. Policy Review

It was **Resolved** – to approve minor revisions to the protocol to follow in respect of the Death of a Senior National Figure, removing reference to the late Queen, and



bank statements to be emailed to those undertaking the checks ahead of each meeting in the interests of efficiency.

ii. Annual Playground and Adult Gym Independent Inspections

The annual checks by The Play Inspection Company were awaited, estimated to be undertaken within 8-10 weeks of placing the order.

iii. The Pensions Regulator

In order to fulfill the Council's legal duties as an employer

It was **Resolved** to – set up a 'NEST' account and instruct Mulberry & Co to manage its pension submissions to the Council's pension provider and The Pensions Regulator with a re-enrolment deadline of 12.2.2023 and re-declaration deadline of 11.7.2023.

145. Clerk's Update

i. Playground and Adult Gym Equipment

Arun District Council's quarterly inspection was completed on 18th November 2022 and Councillor Thomas undertook to inspect both the 'loose' hen rocker handle and the swing shackles as Council members felt it important the latter were physically checked. The annual service of the adult gym equipment was completed 23rd November 2022.

ii. Review of the South Downs Local Plan 2022

The pond had been nominated as a Local Green Space, submission dated 28th September 2022, update awaited.

iii. Winter Resilience Plan

Another local contractor had expressed an interest in an agreement with West Sussex County Council (WSCC) to provide an emergency response to significant weather events although they had missed the November 11th deadline for this year. The possibility of the Parish Council organising a winter gritting programme in Slindon village – Reynolds Lane, Church Hill, Top Road and School Hill - was discussed, including a proactive and a reactive scheme. It was suggested this would be something to raise at the next Annual Meeting of the Parish to gauge local views, and of course there was a cost which could be significant in a hard winter. In the meantime the Clerk was asked to establish the cost of ad-hoc requests to 'Sussex Manures' which operates a service used widely by other parishes.

<https://sussexmanures.com/gritting-and-winter-services.php>

iv. Anti-social behaviour

Vans without MOT and tax continued to be reported to the relevant authorities and thankfully, at least for now, were no longer parked up in Meadway.

v. Boundary Commission for England Review

It was **Resolved** – to ratify the Council's response submitted under its scheme of delegation to meet the December 5th 2022 deadline with a copy to Andrew Griffith, MP for Arundel and South Downs (Annex B).

vi. Defibrillator Case at the Forge

The Clerk had checked the 'night light' (automatic luminosity detection facility) before the meeting which was now working although it did not flash with the same frequency or intensity as the one at the pavilion. The surrounding area was well lit at



the time which may account for this. No electrical work had been undertaken or would be required.

- vii. Other Correspondence/Matters – Information Only (Received after issue of agenda)
- The Clerk had replied to a Freedom of Information request sent to parish councils in Arun District, with members having access to both the original enquiry and the full report. <https://iancosgrove1945.medium.com/report-on-the-state-of-parish-councils-in-the-arun-district-west-sussex-90b17657ecad>

Members were interested to read the outcome and its conclusion (Annex C), acknowledging that it was both difficult to generate new members and also achieve a contested election, with Slindon only currently having five of its nine member positions filled. Members agreed to give this very important matter some serious consideration as it was always looking for new and creative ways to generate interest in the work of the Council, particularly with the May 2023 parish council elections on the horizon.

- The South Downs National Park had changed its timetable for the Local Plan Review and would also now include the Shoreham Cement Works Area Action Plan. Further details as to how to engage with the Local Plan Review would follow in the New Year.
- An invitation had been received to the ‘A27 De-trunking Enhancements Designated Funds Scheme’ meeting, with the Parish Council happy to attend a virtual meeting to save on travel costs and time.

146. Highways Matters

- i. A27 Arundel Bypass – National Highways Supplementary Consultation (16th November to 16th December 2022)

It was **Resolved** – to ratify the Parish Council’s response submitted under its scheme of delegation (Annex D).

- ii. A27 Elected Representatives’ Forum

Councillors Fenton and Saintas had attended the meeting on 14th November 2022 ahead of the supplementary consultation and the Clerk had confirmed contact details for the usual representatives as requested. Meeting minutes are published on the National Highways website.

- iii. Flooding in the Parish

The Chair and Clerk had authorised the emergency purchase of 70 sand bags at a total cost of £363.24 + VAT under its Financial Regulations to protect properties from flooding after the heavy November rainfall, which was further exacerbated by a burst water main on the A29. Concerns had been voiced by residents regarding WSCC’s routine gulley clearance programme, and the Clerk was asked to send a Freedom of Information request to establish when this was last done, and of the frequency of maintenance. Ahead of the Parish Council meeting, West Sussex County Councillor Trevor Bence confirmed that he had received and sent on a resident’s email dated 19.12.2022 to Members Highways at WSCC and would respond as soon as possible.

A Freedom of Information request to Arun District Council (ADC) regarding gulley clearance to the rear of houses in Bridle Lane, confirmed this was last done in June 2022 although a resident felt this not to be the case and the Clerk undertook to re-



check with ADC. There is no scheduled date for the next clearance nor cyclical schedule in place.

iv. **School Safety Zone**

The Chair believed that the flashing lights had just been installed and the Clerk would check progress.

v. **Public Rights of Way - Routine Maintenance**

This will take place in December 2022 covering paths and vegetation and furniture including signage, stiles and bridges.

147. **Planning Matters**

a. **Previous applications and status on day of meeting**

- 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 - Application in progress.
- ii. 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.
- iii. SDNP/22/03716/HOUS Two storey rear extension Sunnybox, Sunnybox Lane, Slindon BN18 0IX – Refused.
- iv. 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 - Approved.
- v. SDNP/22/04886/TCA | Fell Leylandii trees. | Garden adjacent to 39 Church Hill Slindon Arundel West Sussex BN18 0RB – Raise No Objection.
- vi. SDNP/22/05049/TCA | 1. 6 x Leyland cypress (G1) - cut down to ground level. 2. Leyland cypress (T1) - cut down to ground level. | Mulberry House Dyers Lane Slindon Arundel West Sussex BN18 0RE –Raise No Objection.
- vii. SDNP/22/04964/TCA | T1 - Cypress- Fell due to poor condition | Hazelgrove Church Hill Slindon West Sussex BN18 0RB – Objection. (N.B Councillor Rees identified a personal and prejudicial interest as the wife of applicant and co-owner of property, outcome of application only reported here).

b. **New Applications/Notifications**

- i. SDNP/22/05088/HOUS & 5089/LIS Replacement garage door and juliet balcony with glazed doors at first floor | Wades Cottage School Hill Slindon West Sussex BN18 0RA.
It was **Resolved** – to ratify the ‘no objection’/neutral response already submitted under its scheme of delegation.
- ii. SDNP/22/05644/TCA | No1. Birch tree (Betula pendula) Felled to ground level. | 15 Meadway Slindon West Sussex BN18 0QU.
It was **Resolved** – to raise no objection.
- iii. SDNP/22/05401/HOUS | Single Storey Rear Extensions and Alterations | The Martlets Bridle Lane Slindon West Sussex BN18 0NA
- iv. SDNP/22/05465/HOUS | Erection of a chain-link fence with yew hedging to the west and south west boundary. | Mulberry House Dyers Lane Slindon West Sussex BN18 0RE



It was **Resolved** – to defer a response in respect of applications (iii) and (iv) to be submitted under the Council’s scheme of delegation

148. Date of Next Meeting

The next meeting to take place on **Monday 9th January 2023** at Slindon Coronation Hall, commencing at 6.30 p.m.

The meeting ended at 8.20 p.m.

Signed as a true record of the meeting

Dated

DRAFT

Annex A – Payments & Receipts – Minute 141 (i)– Online Bank Authorisation by B Brimblecombe, J Rees and P Saintas

Payments for meeting 19.12.2022								
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 57	1.11.22	7.11.22	Aubergine	Annual domain registration	£ 120.00	£ 20.00	LGA 1972 s111	Per budget
Faster Payment 58	31.10.22	7.11.22	Paine Manwaring	Defibrillator - secure fixing of cabinet to wall at the Forge	£ 91.50	£ 15.25	PHA 1936, s 234	Per budget
Faster Payment 59	31.10.22	7.11.22	Paine Manwaring	Service of boiler	£ 108.00	£ 18.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	Per budget, Meeting 10.10.22, minute 47 (i) a
Faster Payment 60	26.10.22	7.11.22	Beechdown Arboriculture Ltd	Tree felling and pruning at The Top Field	£ 900.00	£ 150.00	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	Meeting 26.9.22, minute 92 (ii)
Faster Payment 61	N/A	8.11.22	Sarah Linfield	Mileage claim travel in October 2022	£ 10.80	£ -	LGA 1972 s111	Per contract
Faster Payment 62	N/A	7.11.22	HMRC	Tax & NI on Clerk's salary - period 8	£ 271.78	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 63	N/A	7.11.22	Sarah Linfield	Backdated pay award 1.4.22 - 11.11.22	£ 247.02	£ -	LGA 1972 s111	Per contract
Faster Payment 64	N/A	8.11.22	Cllr P Saintas	Mileage claim - travel to SDNPA Parish Meeting 18.10.22 & A27 de-trunking 7.11.22	£ 18.09	£ -	LGA 1972 s111	Meeting 7.11.22, minute 124 (i)
Faster Payment 65	12.11.22	14.11.22	Freshair Fitness	Annual service of adult gym equipment	£ 445.15	£ 74.19	Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting 26.9.22, minute 94 (ii)
Standing Order	N/A	14.11.22	Sarah Linfield	Clerk's salary - tax period 8	£ 724.00	£ -	LGA 1972 s111	Per contract and Meeting 26.9.22, minute 97 (ii)
Direct Debit	N/A	16.11.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 137.54	£ -		
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	4.10.22	4.10.22	Royal British Legion	Poppy Appeal - purchase of wreath	£ 50.00	£ 8.33	LGA 1972 s137	Per budget
Corporate card statement entry	16.10.22	16.10.22	SignsByPost	Purchase of 'No E-scooters' signs x3 for Recreation Ground	£ 43.32	£ -	Local Government (Miscellaneous Provisions) Act 1976, s.19	Per budget
Corporate card statement entry	17.10.22	17.10.22	Amazon Marketplace	Purchase of toilet door signs for the Recreation Ground	£ 6.99	£ 1.17	Local Government (Miscellaneous Provisions) Act 1976, s.19	Per budget
Corporate card statement entry	26.10.22	26.10.22	Royal British Legion	Donation - equivalent to recoverable VAT on wreath purchase	£ 8.33	£ -	LGA 1972 s137	Per budget
Corporate card statement entry	31.10.22	31.10.22	Mail Boxes Etc	Next Day Delivery of water samples from sports pavilion for testing	£ 25.90	£ 4.32	Local Government (Miscellaneous Provisions) Act 1976, s.19	Per budget
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	HMRC	N/A	£ -					
Interest Account ended -117	Unity Trust	N/A	£ -				Faster Payment 60-64 authorised by Councillors Brimblecombe and Rees	
Interest Account ended -120	Unity Trust	N/A	£ -				Faster Payment 65 authorised by Councillors Brimblecombe and Saintas	

Annex B – Minute145 (v) – Boundary Commission Review

Slindon Parish Council has now submitted its response under reference BCE-114481.

Slindon Parish Council recognises the benefits of remaining within the rural constituency of the newly proposed 'Arundel and South Downs' constituency and that as such it would continue to be represented in parliament by an MP who understands the local issues and challenges that face rural communities such as our own.

However, it is concerned that the changes now proposed would see others within the South Downs National Park (either wholly or partly) including Clapham, Findon, Patching and Angmering move from the rural community representation of 'Arundel and South Downs' constituency into the more urban 'Worthing West' constituency.

There is concern that others in the National Park may not receive the same level of understanding and engagement to the detriment of its electorate and accordingly it would ask that a constituency designated 'Arundel and South Downs', is inclusive of those West Sussex parishes that are represented within the South Downs National Park.

Whilst understanding the need to equalise the number of electors per seat, Slindon Parish Council advocates a parliamentary constituency which includes all those West Sussex rural communities with a representation in the South Downs National Park.

Annex C – Minute 145 (vii) – Freedom Of Information Request – Conclusion by Report Author

"This Survey has given a snapshot of the current situation re parishing arrangements, Parish Councils, their funding and activities. What has emerged is a mixed picture of useful services, dedicated work by councillors, staff etc. but a less-than-healthy picture of public engagement and voted-for representation. As with all human institutions there is much scope for improvement, and the case for fully representative, voted-for Parish Councils in Arun is strongly made.

Those currently engaged in these bodies surely must work to address the issues raised by this Survey, their undoubted excellent service to the communities of the District area is not doubted, but major changes may lie ahead if the system is to regain public confidence."

Annex D – Minute 146 (i) - A27 Arundel Bypass – National Highways Supplementary Consultation (16th November to 16th December 2022)

Submitted to A27 Arundel Bypass Supplementary Consultation November 2022

Submitted on 2022-12-16 10:32:20

Scheme design changes to reduce the impact of traffic in and around Walberton

1 Do you think that this proposal improves the previous traffic impact situation at Walberton?

Unsure

2 What else could we consider to mitigate the Scheme's traffic impact on Walberton?

The Parish Council is supportive of any measures which would reduce traffic levels within Walberton. However, there are reservations as to whether the proposed changes will have the desired outcome and what reliance can be placed on the data provided as part of the consultation and how effective they will be in reality.

Mitigating the Scheme's effects on bats near Tye Lane

3 Do you feel that what we've proposed in this consultation is the correct approach?

Neutral

4 What else could we consider to mitigate the Scheme's effects on bats near Tye Lane?

Such small changes would appear to have very little effect on the wider destruction likely to be caused by the proposed A27 bypass, affecting 16 species of bats along the 8 km route. There is no evidence that the design will be effective, and alternatives need to be informed by input from independent experts' sources. It is hard to see what could be done to make a material difference in these circumstances.

Avisford Park Golf Club

5 What is your level of support for our approach to the future of this facility?

Neutral

6 We welcome any ideas that you may have on what initiatives or facilities in the local area would help promote participation in golf for all levels of ability?

Loss of what appears to be popular a local amenity, with no alternatives proposed at the current time and consultations between National Highways and Golf England is still in progress, so no suggestions are possible at the present time.

Potential changes at Crossbush Junction

7 Do you support our revised proposals for Crossbush?

Neutral

8 What else could we consider to enhance Crossbush Junction?

There is no data to support the benefits of the revised Crossbush design.

Any further comments

9 Do you have any further comments or suggestions regarding the information presented in this Supplementary

The Parish Council does not consider that the two sets of traffic lights, one at Fontwell East, the A29 junction (not actually referenced with the consultation material) and Fontwell West, will do anything to deter rat-running, despite the assurance to residents at consultation events that if correctly configured fewer people will rat-run via local roads.

It is highly probable that residents of Yapton, Barnham and Eastergate will still travel home using the A29, via Mill Road and Yapton Lane, rather than wait for two sets of lights, particularly as there is no exit slip from the new bypass until Fontwell.

The consultation process, point 2.7.1 of the Walberton Mitigation Assessment Technical Note itself "observed that some traffic rat running through Walberton was routeing from the A29 to north-east of Fontwell to A29 south-west of Fontwell and that "this traffic used Mill Road to travel between the A29 and A27 before turning right down Yapton Lane".

Therefore the mitigations considered for Mill Road Slindon under 2.7 and 2.8 must be implemented to deter rat-running and stand alone, irrespective of any other proposals now recommended within the consultation document to reduce traffic through Walberton.

The Parish Council is seeking a 30-mph speed limit for Mill Road and speed calming measures along the entire length of this unlit road, which is in a residential area, but with no pavements and frequent users including walkers and hikers and other vulnerable users such as children, cyclists and horse riders.