



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 9th January 2023 at 6.30 p.m.

Present: Councillor Jan Rees (Meeting Chair) and Councillors Derek Thomas and Peter Fenton.

In attendance:

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

West Sussex County Councillor Trevor Bence

Arun District Councillor Steve McAuliffe

3 members of the public

149. **Declarations of Interest and Dispensations**

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

150. **Public Participation**

Members of the public spoke regarding

- Inconsiderate driving and parking in the parish which included ad hoc blocking of a resident's drive and damage to grass verges. West Sussex County Councillor Trevor Bence raised the possibility of a Traffic Regulation Order to specifically address issues cited in Park Lane and Arun District Councillor Steve McAuliffe, a local byelaw and a scheme whereby verges are adopted by the local community. Where specific issues related to contractors, as in the past, the Parish Council could facilitate a resolution, although an initial discussion and low-key resolution between neighbours where possible was advocated. As proposed by Councillor Bence, there was the potential for the Parish Council to reference consideration for neighbours when responding to planning application as a consultee. Overall, acknowledging the concerns raised, members did not feel that these issues were easily resolved but they would reflect on the suggestions, and their relative merits and practicalities.
- Management of drains, specifically with regards those in Reynolds Lane and expressed thanks to both the Parish Council and Councillor Bence for their support in achieving a resolution. West Sussex County Council had now confirmed work would take place on January 24th.
- A wooden handrail on the footpath leading from the Top Field to the A29, identified as being in need of repair and the Chair undertook to assess this. Concerns were expressed that crocuses are being mowed before they have died down on the area by the cricket sign on Park Lane.

The 3 members of the public left the meeting



151. **Apologies for Absence**
Councillors Brimblecombe and Saintas had sent their apologies and
It was **Resolved** - to approve their reasons for absence.
152. **Minutes from the Council Meeting Held On 19th December 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.
153. **Chair/Councillor Reports**
Councillor Rees spoke regarding the May 2023 District and Town/Parish Council
Elections and of how best to generate interest amongst residents in joining the
Parish Council.
The plight facing Ukrainian refugees to register the use of their vehicles in the UK
after 6 months and the associated cost was highlighted, and there is a petition to the
Government to extend this period in line with that for other temporary overseas
visitors such as students.
154. **West Sussex County Council (WSSC) Matters**
Councillor Trevor Bence spoke regarding the new A27 and of continuing concerns
including potential rat-running and of the impact on air quality for those living
locally.
155. **Arun District Council (ADC) Matters**
Councillor Steve McAuliffe spoke of the latest A27 Consultation, which ran until 16th
December 2022, and the District Council's response to be confirmed at its Full
Council Meeting 18th January 2023.
Councillor Trevor Bence left the meeting.
156. **National Trust Matters**
Katie Archer, Lead Ranger, had sent her apologies, providing an update on work
being undertaken by the team (Annex B).
157. **Finance Reports**
- i. **Payments and Receipts**
It was **Resolved** - to note/approve the listing (Annex A).
 - ii. **Bank Reconciliation at 31.12.2022**
It was **Resolved** - to approve the sign off as at 31.12.2022 with the independent
quarterly check undertaken by Councillor Fenton.
 - iii. **Budget Monitor at 31.12.2022**
Year to date actuals v budget were noted, specifically the additional spend to keep
the defibrillator at the Forge in service and emergency purchase of sand bags.
Portsmouth Water had agreed to pay the Parish Council compensation in respect of



the burst water main on the A29 in November, equivalent to 50% of the cost of the sandbags. WSCC had been asked to fund the balance, outcome of claim awaited.

iv. **Budget Setting 2023/24**

A copy of the approved annual budget had been circulated to all members by email 4th January 2023 (Parish Council's Financial Regulations 3.4) and the precept requirement submitted to Arun District Council by email 22nd December 2022.

v. **General Reserves and Earmarked Reserves**

The transfers between General and Earmarked Reserves approved at the Council's meeting 19th December 2022 had been completed as evidenced on the spreadsheet.

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

158. **Grants and Donations**

i. **Funding for the Playground**

Arun District Council had now informed the Clerk that Slindon's playground is not an Arun-owned playground and does not therefore fit within their playground strategy for capital works with no capital funding currently available for other playgrounds. There was however an offer to help with the tender specification to obtain best value for money.

There were no further updates on the National Lottery Community Fund application. The previous CIL applications would be withdrawn as there appeared to be no realistic prospect of success, without housing development for the parish itself.

ii. **National Lottery Awards for All**

It was **Resolved** – to authorise the Clerk to submit the draft application for seating and towards a new pond island to commemorate the King's Coronation

iii. **South Downs National Park Authority (SDNPA)**

The prospect of an information board by the pond was in its very early stages, dependent on funding and possibly via an application to their Sustainable Communities Fund which could provide a maximum of 50% of the cost. A meeting had been arranged at the pond with representatives from the SDNPA and the National Trust had also now expressed an interest in a jointly funded board.

iv. **Operation Watershed**

Operation Watershed had now approved the residual spend of £7525. Additional works to be undertaken in the field into which the pond drains at a cost of £7000, supplementing those improvements already made during the first phase of Project ResPOND, and the balance of £525 used towards the replacement pond island, refer minute 159. The preferred contractor to undertake the pond works would be confirmed at the Council's next meeting.

159. **Slindon Pond, Church Hill.**

Pond Island

The total cost of the replacement was estimated at £2350, comprising supply and delivery of two modules and native plants at £900 and estimated installation at £1450. Operation Watershed would contribute £525 (minute 158 iv refers) with the balance hopefully funded through a National Lottery's 'Awards for All' application.



160. Governance, Risk and Compliance
- i. Website Accessibility Quarterly Checks
Aubergine had confirmed their checks identified no errors or alerts and the Accessibility Statement had been updated.
 - ii. Payroll Provider
It was **Resolved** to – approve Mulberry & Co’s Engagement Letter.
 - iii. Returns to the Pension Regulator
It was **Resolved** – that these be undertaken by Mulberry & Co, including setting up the NEST account in line with the Clerk’s contract.
 - iv. Annual Playground and Adult Gym Independent Inspections
The annual checks by The Play Inspection Company were imminent, to be undertaken within 8-10 weeks of the order, which was placed on 17th October 2022.
 - v. Risk Assessments
It was **Resolved** – to note, approve and sign off the quarterly reviews of the General and Pond Risk Assessments.
161. Clerk’s Update
- i. Playground and Adult Gym Inspections (routine)
Councillor Thomas had inspected the ‘loose’ hen rocker handle and made some adjustments to the swing shackles. The Clerk and Chair would undertake a joint check of the equipment on January 16th 2023.
 - 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. Anti-social behaviour
The untaxed vans were no longer in Meadsway and the defaecation in Baycombe Lane had stopped.
 - iv. Annual Meeting Dates
The Annual Meeting of the Council scheduled to take place on Monday May 15th 2022, provisional hall booking to be confirmed.
The provisional date for the Annual Meeting of the Parish to be confirmed with all Councillors before being announced.
 - v. Other Correspondence/Matters – Information Only (Received after issue of agenda)
 - The Parish Council had received an acknowledgement of its Letter of Condolence on the passing of the Queen. This would be archived with sheets from the Book of Condolence at the West Sussex Record Office.
 - An enquiry had been received regarding the possibility of installing a commemorative seat for their loved one in the parish and the Clerk had written to suggest a phone call to discuss this in more detail. More generally, a seat policy might also be considered prudent to cover responsibility for future maintenance as there were a number of seats in the parish.



162. Highways Matters

i. Winter Resilience Plan

The cost of ad-hoc gritting requests to 'Sussex Manures' confirmed as £90 +VAT (circular route covering Reynolds Lane, School Hill, Church Hill, Top Road) or £130 VAT (to also include Park Lane) and

It was **Resolved** – to incorporate this option within its Resilience Plan and implement under its scheme of delegation as necessary/in extreme conditions.

ii. A27 Elected Representatives' Forum

The November meeting minutes had now been published on the National Highways website and the date of the next meeting was due in January/February, possibly online.

iii. The 'A27 De-trunking Enhancements Designated Funds Scheme' meeting now confirmed as a virtual one on January 13th 2023 and it was agreed that the Clerk and the Chair would join.

iv. Drainage Issues in the Parish

a. West Sussex County Council had 20 working days in which to respond to the Parish Council's Freedom of Information request submitted December 21st 2022 regarding the gully maintenance programme for Reynolds Lane.

b. Arun District Council had now evidenced the June 2022 gully clearance on the land they own off Bridle Lane.

v. WSCC's School Safety Zone

The work had now been completed.

163. Planning Matters

a. Previous applications, status on day of meeting

i. SDNP/22/02784/FUL Gumber Bothy Gumber Farm Court Hill Farm Road 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 ONA – Application in progress.

iii. 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 ORA – Application in progress.

iv. SDNP/22/05401/HOUS | Single Storey Rear Extensions and Alterations | The Martlets Bridle Lane Slindon West Sussex BN18 ONA – Application in progress.

v. 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 ORE – Application in progress.

vi. SDNP/22/05644/TCA | No1. Birch tree (Betula pendula) Felled to ground level. | 15 Meadsway Slindon West Sussex BN18 OQU – Application in progress.

vii. SDNP/22/01023/DDDT | Remove beech tree. | Orchard House Top Road Slindon Arundel West Sussex BN18 ORP – Approved.

b. Applications for ratification of responses

i. SDNP/22/05401/HOUS | Single Storey Rear Extensions and Alterations | The Martlets Bridle Lane Slindon West Sussex BN18 ONA



It was **Resolved** – to ratify the Council’s ‘No Objection’ response already submitted under its scheme of delegation.

- ii. 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 ORE

It was **Resolved** – to ratify the Council’s response already submitted under its scheme of delegation that “The Parish Council opposes the use of chainlink fencing in such a prominent position, and whilst it may become less obtrusive over time the yew will take a long time to become properly established”.

c. New Applications – Trees in a Conservation Area/Tree Preservation Order

- i. SDNP/22/05903/TCA | 2 x sycamore - Fell 1 x ash - Fell | Campsite rear of Slindon College Top Road Slindon West Sussex.
- ii. SDNP/22/05905/TCA | 1 x ash (with early symptoms of Chalara dieback) - dismantle and fell to ground level | Cosy Cottage 44 Park Lane Slindon Arundel West Sussex BN18 0QY.

It was **Resolved** – to raise ‘No Objection’ responses to applications (i) and (ii).

- iii. SDNP/22/05996/TPO | Tree 1- Oak tree - take down to the ground, as it has a large cavity at the bottom of the tree and is dying, high risk of it falling onto our garage or road | Old Timbers Shellbridge Road Slindon West Sussex BN18 0LT

It was **Resolved** – to raise ‘No Objection’, subject however to prior evidence of condition of the tree as reported (i.e. independent tree surgeon’s report).

164. Date of Next Meeting

The next meeting to take place on **Monday 13th February 2023** at Slindon Coronation Hall, commencing at 6.30 p.m.

The meeting ended at 8.50 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts – Minute 157 (i)– Online Bank Authorisation by B Brimblecombe and J Rees

Payments for meeting 9.1.2023									
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 66	N/A	1.12.22	HMRC	Tax on Clerk's salary - tax period 9	£ 191.20	£ -	LGA 1972 s111	Per contract and budget	
Faster Payment 67	N/A	5.12.22	Sarah Linfield	Mileage November 2022	£ 21.60	£ -	LGA 1972 s111	Per contract and budget	
Faster Payment 68	8.12.22	9.12.22	South East Water	Laboratory testing of water from pavilion/Legionella	£ 71.70	£ 11.95	Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting Rec Ground Charity 10.10.22, minute 47 (i) a	
Faster Payment 69	8.12.22	9.12.22	Coronation Hall	Hall hire 7.11.22	£ 25.00	£ -	LGA 1972 s134	Per budget	
Faster Payment 70	N/A	12.12.22	Sarah Linfield	Salary shortfall - standing order revised wef 12.1.23	£ 41.60	£ -	LGA 1972 s111	Per contract and budget	
Faster Payment 71	13.12.22	19.12.22	Derek Thomas	Grass Cutting 2022	£ 600.00	£ -	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	Per meeting 13.12.21, minute 110 (i)	
Faster Payment 72	8.12.22	21.12.22	Paine Manwaring	Defibrillator night light function	£ 66.00	£ 11.00	PHA 1936, s 234	Emergency repair	
Faster Payment 73	19.12.22	21.12.22	Clr P Sainas	Mileage - WSALC AGM	£ 17.01	£ -	LGA 1972 s111	Meeting 19.12.22, minute 141 (i)	
Faster Payment 74	21.12.22	21.12.22	Coronation Hall	Hall hire 19.12.22	£ 25.00	£ -	LGA 1972 s134	Per budget	
Standing Order	N/A	12.12.22	Sarah Linfield	Clerk's salary - tax period 9	£ 724.00	£ 724.00	LGA 1972 s111	Per contract and Meeting 26.9.22, minute 97 (ii)	
Direct Debit	N/A	16.12.22	Lloyds Bank	Monthly statement DD - covering the following items	£ 443.40	£ -			
Corporate card statement entry	18.11.22	18.11.22	Jewson Littlehampton	Sandbags x 50	313.20	£ 52.20	Local Government (Miscellaneous Provisions) Act 1976, s.19	Emergency spend by Chair & Clerk per Financial Regs & Delegated Spend	
Corporate card statement entry	29.11.22	29.11.22	Jewson Littlehampton	Sandbags x 20	127.20	£ 21.20	Local Government (Miscellaneous Provisions) Act 1976, s.19	Emergency spend by Chair & Clerk per Financial Regs & Delegated Spend	
Corporate card statement entry	2.12.22	N/A	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget	
Fee	N/A	N/A	Unity Trust Bank	Quarterly service charge (bank account) 1.10.22 -31.12.22	£ 18.00	£ 18.00	LGA 1972 s111	Per budget	
ACCOUNT TYPE	PAYER	Date	Amount	Reason					
Current Account	N/A	N/A	£ -						
Interest Account ended -117	Unity	31.12.22	£ 85.43	Credit Interest				Payments authorised by Councillors Brimblecombe and Rees	
Interest Account ended -120	Unity	31.12.22	£ 24.71	Credit Interest					

Annex B – National Trust Matters – Minute 156

1. Slindon South Lodge gates – the work is about to go to tender and we hope to have the new gates in place later in the summer but we have a funding application round to go through with National Highways which involves a lot of forms....
2. The winter forestry works should have now begun in Longbeet wood, between Warren Barn and Northwood Farm buildings where Paul and Madeleine Crawley live. Below is a table of all the works planned and attached are maps showing the different locations.

This winter’s work is a big job for both the forestry contractor (Coombes) and for us to organise, it has been in the works for the last couple of years. The scale is because it is addressing long linear stretches rather than blocks of woodland and involves arranging power outages and road closures where appropriate. The majority is to address dead and dying Ash trees because of the implications they have for peoples safety. We hope that you understand the necessity of the work.

There are always last-minute changes and adjustments, and we will try and keep you in the loop when we’re able via emails and signage. There is no chipping operation planned for any of this work so there won’t be the large walking floor chipping machine on site and lots of lorry movements like we had in early 2021. If you have any questions, please contact the estate office on 814730 or southdownscentral@nationaltrust.org.uk . We have also sent this information out via the Slindon Life email circular.

3. The winter mowing in Park wood should now be complete, showing off the medieval Park Pale at its best.
4. The week beginning 16th Jan, a small amount of ash tree removal will take place at Soldiers wood at the Mill Road end. This will be carried out by chainsaw operators with a winch, not with large machinery.

Location	When	What	Notes	Why
Longbeet wood	Starting end of this week or beginning of next	Thin of beech and ash with timber harvester	Machinery should arrive this Thursday, and operation will largely be in wood and shouldn’t impact you.	Part of the cyclical thinning of the Beech timber crop and to remove ash trees that pose a risk to visitors and those who work and live here.
Northwood junction to gate at the south end of Gumber paddock	This winter- likely before the roadside work that requires a road closure	Removal of ash trees within striking distance of track and parking area	Different machinery is required for this job, so we’re waiting to see when it’s finished with its last job. Black and yellow tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	Removal of ash trees that pose a risk to visitors, those who work and live here, and would cause major disruption to our ‘business as usual’ until cleared up.

Location	When	What	Notes	Why
Norewood Lane	This winter. Road won't be closed but parking area will be and road will be managed with stop go boards.	Removal of ash trees within striking distance of the lane.	Different machinery is required for this job, so we're waiting to see when it's finished with its last job. Black and yellow tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	Removal of ash trees that pose a risk to visitors, those who work and live here, and would cause major disruption to our 'business as usual' until cleared up.
Top Road, Slindon Bottom Road & Duke's Road.	This winter once road closure has been confirmed.	Removal of ash trees within striking distance of the roads.	Different machinery is required for this job, so we're waiting to see when it's finished with its last job. Black and yellow tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	Removal of ash trees that pose a risk to visitors, those who work and live here, and would cause major disruption to our 'business as usual' until cleared up.
Slindon Bottom Wood	Likely before the roadside work as doesn't require road closure.	Removal of spruce plantation.	Removed with timber harvester.	This is in our Woodland Management Plan to remove around this point. With Spruce bark beetle now an issue it's worth doing as soon as possible before it becomes infected. We have consent to move the timber from the Forestry Commission.
Slindon Bottom Wood	Likely before the roadside work as doesn't require road closure.	Removal of ash in striking distance of paths.	Removed with timber harvester.	Removal of ash trees that pose a risk to visitors.
Green Lane	Likely before the roadside work as	Removal of ash trees within	Different machinery is	Removal of ash trees that pose a

Location	When	What	Notes	Why
	doesn't require road closure.	striking distance of track.	required for this job, so we're waiting to see when it's finished with its last job. Black and yellow tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	risk to visitors, those who work and live here, and would cause major disruption to our 'business as usual' until cleared up.
Great Down/Little Down Footpath	Likely before the roadside work as doesn't require road closure.	Removal of ash trees within striking distance of tracks and paths.	Different machinery is required for this job, so we're waiting to see when it's finished with its last job. Black and yellow tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	Removal of ash trees that pose a risk to visitors, those who work and live here, and would cause major disruption to our 'business as usual' until cleared up.
Butt Lane & Downes Meadow	Likely before the roadside work as doesn't require road closure.	Removal of ash trees within striking distance of tracks, paths and meadow areas.	Different machinery is required for this job, so we're waiting to see when it's finished with its last job. Black and yellow tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	Removal of ash trees that pose a risk to visitors, those who work and live here, and would cause major disruption to our 'business as usual' until cleared up.
Straight Track & Crescent track	Likely before the roadside work as doesn't require road closure.	Removal of ash trees within striking distance of tracks and paths.	Different machinery is required for this job, so we're waiting to see when it's finished with its last job. Black and yellow	Removal of ash trees that pose a risk to visitors, those who work and live here, and would cause major disruption to our 'business

Location	When	What	Notes	Why
			tape= tree will be monolithed to retain habitat, red and white= tree will be largely kept because they are demonstrating resistance.	as usual' until cleared up.

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