



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 13th February 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

National Trust Ranger, Katie Archer

3 members of the public, 2 from the outset and another joined later.

165. Declarations of Interest and Dispensations

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

Councillor Thomas initially referenced a pecuniary interest in both agenda items 11(i) and 12 (ii), minutes 175 (i) and 176 (ii) respectively refer.

166. Public Participation

A member of the public enquired regarding litter pickers spotted along the A29, on which the Council could shed no light except to highlight that this activity should not be taking place on 40 mph roads on safety grounds. It was agreed that the amount of litter discarded along the highways, particularly the A27, was unacceptable. West Sussex County Councillor Trevor Bence clarified that the District Council is responsible for litter management, providing a contact number to the member of public and the Clerk also shared their own email address.

167. Apologies for Absence

Councillors Brimblecombe and Saintas had sent their apologies and
It was **Resolved** - to approve their reasons for absence.

168. Minutes from the Council Meeting Held On 9th January 2023.

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.

169. Chair/Councillor Reports

Councillor Rees had joined a virtual meeting of the West Sussex Association of Local Councils, which had highlighted the difficulty in attracting Councillors, the falling birthrate evidenced by the 2021 Census, a 3-fold increase in potholes on our roads



and the challenges facing some parishes through shoplifting and the apparent lack of police resource to tackle this type of crime.

At the discretion of the Chair the order of items, agenda items 6 & 7 (minuted under 170 and 171) were reversed, to allow Councillor McAuliffe to address the meeting before his departure.

170. Arun District Council (ADC) Matters

Councillor Steve McAuliffe

- Shared their concerns at the overnight diversions for the Fontwell Road closures affecting Slindon, Barnham and Walberton parishes, which were poorly signposted and caused significant issues to both drivers and others along rural roads. All present agreed it was regrettable that, whilst the diversions might technically be compliant, they had not been communicated to the parishes involved beforehand. Unfortunately, the temporary nature of the traffic regulation order meant that it was difficult to address the specific issue before it ended. Slindon Parish Council had made its concerns known to National Highways, West Sussex County Council and the agent for the developer.
- Confirmed Arun District Council's response to the latest A27 Consultation made at its [Full Council Meeting 18th January 2023](#), for which they had proposed amendments, four agreed. Arun District Council confirmed its support for the Grey Route.
- Highlighted Arun's Joint Action Group. The Clerk and Chair confirmed that they had joined meetings in the past and Councillor McAuliffe kindly offered to take forward any matters the Parish Council might wish to raise should they be unable to attend.

Councillor McAuliffe left the meeting.

171. West Sussex County Council (WSSC) Matters

Councillor Trevor Bence spoke of

- Continuing concerns over the new A27 route including rat-running and the impact on air quality for those living locally. The need for a new road on safety grounds was not supported by the level of fatalities and serious injury recorded nor pollution levels in Storrington. National Highways had still not responded to the 85 questions he had previously raised.
- The [A29 Realignment Scheme](#), the cost of work under Phase 1 estimated at £24 million, for which Homes England had provided £12 million.
- The challenges facing Arun District Council, which is now 'in presumption' as a result of a failure to provide new housing, meaning development must be approved unless the adverse impact significantly and demonstrably outweighs its benefits.

A third member of the public joined the meeting



172. National Trust Matters

Katie Archer, Lead Ranger provided a comprehensive update (Annex B)

At the discretion of the Chair, agenda item 15 (iii) a and b were brought forward for the benefit of a member of public arriving after the public session and joining for this specific purpose (Refer Annex E & F)

Councillor Trevor Bence, National Trust Ranger Katie Archer and two members of the public left the meeting.

173. Finance Reports

i. Payments and Receipts

It was **Resolved** - to note/approve the listing (Annex A).

ii. Bank Reconciliation at 31.1.2023

It was **Resolved** - to approve the sign off as at 31.1.2023, Cllr Brimblecombe to sign after the meeting.

iii. Budget Monitor at 31.1.2023

Year to date actuals v budget were noted.

iv. Budget Forward Planning

The 3 year forecast of revenue and receipts previously circulated were noted.

v. General Reserves and Earmarked Reserves

No changes made.

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

174. Grants and Donations

i. Funding for the Playground

The National Lottery 'Reaching Communities England Award' application had been unsuccessful, based on the low number of youngsters living in the parish, access to other nearby parks and that playgrounds are not usually funded. The scheme is also four times oversubscribed, and the Council has a precept to pay for items.

ii. National Lottery Awards for All

A decision had not yet been received on its application for seating and towards a new pond island to commemorate the King's Coronation.

iii. South Downs National Park Authority (SDNPA)

a. Sustainable Communities Fund (SCF)

The meeting with the SDNPA to discuss an information board funded through the SCF to provide a maximum of 50% of the cost had been rescheduled to Monday 27th February. The National Trust remain interested to explore as a joint venture.

b. Beelines Grant (through the South Downs National Park)

Soil samples had been collected from three possible sites on the Recreation Ground and sent for testing to assess suitability for a wildflower meadow, at a cost of £75 +VAT plus postage of £8.95. This had been arranged at short notice to expedite matters and potentially arrange a visit from the grant provider before the South Downs National Park Ranger retires at the end of March.



It was **Resolved** – to ratify the expenditure already made under the Council’s Scheme of Delegation.

175. Slindon Pond, Church Hill.

i. Operation Watershed

Without competition, for the reasons set out in its application to West Sussex County Council 25th November 2022 and embodied within these minutes (Annex C), It was **Resolved** – to accept the single quote provided by Sercombe & Sons to undertake the additional works supplementing those improvements made during the first phase of Project ResPOND, at a cost of £7000 + VAT and notwithstanding Councillor Thomas undertakes ad hoc jobs for the farm.

ii. Pond Island

The outcome of the National Lottery’s ‘Awards for All’ scheme application is awaited and Portsmouth Water Authority run a scheme which may provide an alternative source of funding if necessary.

iii. Pond Bank Erosion

The South Downs National Park Authority Ranger had kindly offered to fund a woven chestnut structure to protect the bank near the Bellows, through local business ‘Two Circles Design’ who would invoice the SDNPA directly. The Parish Council were happy with the design (Annex D) and acknowledged the generosity of the SDNPA.

A member of the public left the meeting.

176. Top Field Slindon

i. The tree planted by the John Moor seat, and which fell victim to Storm Eunice, had now been replaced with a disease resistant elm, donated by the South Downs National Park Authority.

ii. Two quotes had been provided in respect of the grass-cutting contract for 2023 and the Clerk would endeavour to source a third.

177. Governance, Risk and Compliance

i. Returns to the Pension Regulator

Mulberry & Co now complete returns to fulfil the Council’s duties.

ii. Annual Playground and Adult Gym Inspections

A briefing note had been provided to accompany the annual reports by The Play Inspection Company and it was agreed that the Clerk explore phased replacement of items and repair costs for comparison.

iii. Insurance Renewal

The Clerk was authorised to submit the Renewal Information Request for insurance quotes as the 3-year long term agreement expires April 9th 2023.

iv. Resilience and Emergency Plan Template through West Sussex Association of Local Councils

Members agreed not to pursue this option, which would cost £120 plus an optional hourly support rate of £50, relying instead on its existing ‘What If’ and winter contingency plans.



- v. Parish and Town Council Elections May 4th 2023.
The [details](#) were shared and the option to attend briefings at Arun District Council. Posters would be distributed around the parish. The Parish Council has nine member positions, consideration to be given to reducing this number.
 - iv. 'The Future of Local Councils'
This [document](#) had been circulated to members and it was agreed to share a copy with Mr. Cosgrove who had recently shared a survey of Parish Councils in Arun.
 - vii. Internal Auditor for financial year ended 31 March 2023
It was **Resolved** – to appoint Mr Andrew Woolner to undertake the role at a cost not exceeding £150.
178. Clerk's Update
- i. Playground and Adult Gym Inspections (routine)
Councillor Rees and the Clerk had checks of the equipment on February 6th 2023.
 - ii. South Downs Local Plan Review
 - a. The pond had been nominated as a Local Green Space, submission dated 28th September 2022, update awaited.
 - b. The Parish Council had received an update of the Local Plan Review, just before its meeting on Friday 10th February, seeking its engagement on Open Spaces and Settlement Facilities surveys and a Parish Priority Statement, as an alternative to a Neighbourhood Plan. The Clerk to establish whether the SDNPA could make a presentation at the Annual Meeting of the Parish.
 - iii. Anti-social behaviour
The untaxed vans had reappeared in Meadsway, dog fouling was a problem, particularly on the Top Field, and youths riding e-scooters/bikes had churned up the cricket pitch. A dog bag dispenser and bags would be purchased for the Recreation Ground.
 - iv. Annual Meeting of the Parish
The Annual Meeting of the Parish to take place on Thursday 25th May 2023, subject to hall availability, and an invitation sent to Andrew Griffith, MP.
 - v. Invitations to Upcoming Events
Elections - Parish Council Presentation by WSALC – Clerk to join 22 February 2023.
Arun District Association of Local Councils – Chair & Clerk to join 2 March 2023.
SDNPA's West Sussex Parish Workshop – Clerk to join 15 March 2023 with provisional booking for Councillor Saintas.
A27 Ford Road Roundtable Meeting – Councillor Fenton to attend 20 February 2023.
 - vi. Other Correspondence/Matters (Information only where received after issue of agenda)
 - Parking issues raised at previous meetings will be referenced in the Parish Council's entry in the March issue of the Parish Magazine.
 - Signs to be placed on School Hill verges to avoid grass/daffodils being trampled.
 - West Sussex County Council's policy on mowing for biodiversity has been sought.
 - Community Transport Sussex – [Slindon Parish Transport Survey \(office.com\)](#) survey to be shared with the parish and a representative to join the April 5th Coronation Hall coffee morning.



- Rural Services Network – [Rural Households Survey on the Cost of Living \(surveymonkey.co.uk\)](#) shared via Slindon Life and the Parish Magazine.

179. Highways Matters

- i. A27 Elected Representatives' Forum**
Councillors Rees and Fenton would join the next in person meeting on 28 February 2023.
- ii. The 'A27 De-trunking Enhancements Designated Funds Scheme' meeting**
The Clerk had joined this virtual meeting on January 13th which ran for over 2 hours, where represented groups discussed plans for the road, sharing ideas for improvement from the perspective of a range of users including pedestrians, cyclists, walkers and horse-riders.
- iii. Drainage Issues in the Parish**
 - a. West Sussex County Council had responded to the Parish Council's Freedom of Information request regarding the gully maintenance programme for Reynolds Lane (Annex E).
 - b. Update on Reynolds Lane works from WSCC shared (Annex F)
 - c. Portsmouth Water Authority had compensated the parish £220 following the burst water main pipe on the A29 in November 2022 and a request to WSCC for compensation due to the blocked gullies had been submitted.

180. 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 – Approved.**
- 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/22/05088/HOUS & 5089/LIS Replacement garage door and juliet balcony with glazed doors at first floor | Wades Cottage School Hill Slindon West Sussex BN18 0RA – Approved.**
- iv. SDNP/22/05401/HOUS | Single Storey Rear Extensions and Alterations | The Martlets Bridle Lane Slindon West Sussex BN18 0NA – Approved.**
- 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 0RE – Application in progress.**
- vi. SDNP/22/05644/TCA | No1. Birch tree (Betula pendula) Felled to ground level. | 15 Meadsway Slindon West Sussex BN18 0QU – No objection.**
- vii. SDNP/22/05903/TCA | 2 x sycamore - Fell 1 x ash - Fell | Campsite rear of Slindon College Top Road Slindon West Sussex - No objection.**
- viii. 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 - No objection.**
- ix. 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
ORE - Application in progress.

b. **New application**

SDNP/23/00549/HOUS | Two storey rear extension with balcony | Sunnybox
Sunnybox Lane Slindon West Sussex BN18 0LX

It was **Resolved** – to submit a response under the Council’s Scheme of Delegation as the application had only been received at 15:14 on the day of the Parish Council meeting.

It was **Resolved** - to exclude members of the press and public from the meeting in respect of confidential staff matters (minute 181) under the Public Bodies (Admission to Meetings) Act 1960, s.1 (2).

181. **Confidential Staff Matter**

The Clerk, who declared a pecuniary interest but remained in the meeting only to provide technical support and answer questions, had previously circulated a briefing note regarding the Parish Council’s statutory responsibilities in respect of pension enrolment duties and contribution options.

It was **Resolved** – to confirm a revised % employer contribution of 8% from March 2023, based on qualifying earnings and the use of a variable direct debit to make the pension payment to a NEST account, all matters managed by Mulberry & Co, the payroll provider.

182. **Date of Next Meeting**

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

The meeting ended at 8.45 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts – Minute 173 (i)– Online Bank Authorisation by B Brimblecombe and J Rees

Payments for meeting 13.2.2023								
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 75	N/A	6.1.23	Sarah Linfield	Homeworking Allowance 1.10 -31.12.23	£ 78.00	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 76	N/A	10.1.23	HMRC	Tax on Clerk's salary - tax period 10	£ 191.80	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 77	10.1.23	10.1.23	Coronation Hall	Hall hire 9.1.23	£ 25.00	£ -	LGA 1972 s134	Per budget
Faster Payment 78	N/A	11.1.23	HMRC	Employer's NI on Clerk's salary - tax period 10	£ 27.43	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 79	12.1.23	13.1.23	Paine Manwaring	Supply and Install new plate heat exchanger and filling loop for boiler	£ 419.78	£ 69.96	Local Government (Miscellaneous Provisions) Act 1976, s.19	Per Rec Ground Charity meeting, 7.11.22 54 (c)
Faster Payment 80	30.1.23	31.1.23	The Play Inspection Company	Annual Inspections - Recreation Ground Gym Equipment and Top Field Children's Play Equipment	£ 222.00	£ 37.00	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	Meeting 10.10.22, minute 111 (iii)
Standing Order	N/A	12.1.23	Sarah Linfield	Clerk's salary - tax period 10	£ 765.00	£ -	LGA 1972 s111	Per contract
Direct Debit	N/A	17.1.23	Lloyds Bank	Monthly statement DD - covering the following items	£ 9.99	£ -		
Corporate card statement entry	5.12.22	5.12.22	The Forge	Meeting with SDNPA - in lieu of meeting room	£ 11.50	£ -	LGA 1972 s111	Ratify meeting 13.2.23
Corporate card statement entry	5.12.22	N/A	Jewson Littlehampton	Refund for overcharge i.e. less sacks received than paid for.	-£ 4.51	-£ 0.75	Local Government (Miscellaneous Provisions) Act 1976, s.19	Credit refund on emergency spend by Chair & Clerk per Financial Regs & Delegated Spend
Corporate card statement entry	3.1.23	N/A	Lloyds Bank	Monthly charge for corporate card	£ 3.00	£ -	LGA 1972 s111	Per budget
Direct Debit	9.1.23	9.1.23	SSE Southern Electric	Account for quarter 3 - 27.9.22 -23.12.23	£ 78.41	£ 3.72	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Meeting 11.7.22, minute 61 (iii) b
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	Portsmouth Water Authority	20.1.23	£ 220.00	Compensation for burst water pipe				
Interest Account ended -117	N/A	N/A					Payments authorised by Councillors Brimblecombe and Rees	
Interest Account ended -120	N/A	N/A						

Annex B – National Trust Matters – Minute 172

1. The finish date for the work to Courthill Farm house is the end of March.
2. All the consents have been achieved for the South Lodge gates, structural repairs and parkland style fencing. We're now waiting to hear back from Highways about confirmation of funding before we can instruct contractors.
3. Fencing on the Soldiers wood edge of Sunnybox Lane will be erected this week. It will post and plain wire with a 'squeeze' style access to the woods for residents.
4. A contractor is carrying out mulching work in Soldiers wood this week to try and eradicate the invasive clumps of Laurel.
5. Small scale forestry will begin in Park wood from Feb 22nd for 5 days. This will be a small team of chainsaw operators, not large machinery, to thin the shelter belt of woodland between the Park Pale and the parkland. This is stage one- the work will continue next winter. The work is in our Forestry Commission approved Woodland Management Plan.
6. The large-scale forestry is progressing well:
 - The thin and extraction is complete in Longbeet wood
 - The ash and spruce removal and extraction is complete in Slindon Bottom wood.
 - Work has started on the roadside ash, with a road closure on Top Road happening this week.
 - Slindon Bottom Road will be closed 6th- 10th March for ash removal
 - Ash removal is minimal on Dukes Road so no road closure required
 - Work on the Public rights of way from Northwood junction northwards will commence from the latter end of next week. The parking area will be closed for a period while the work takes place. There will be two different sized machinery working to cope with the larger trees, so work will go back and forth as each machine tackles their target trees.
 - Ash removal on Norewood Lane will be on 'Stop/Go' boards, rather than a road closure and should commence next week.
7. Katie's last day before maternity leave is 17th March. Cover will be provided by the 2 current Area Rangers in the team. The first 6 months will be Lee Walther with a swap over to Lisa in September for the remaining months.

Annex C - Operation Watershed – Minute 175 (i) Rationale for award of work to Sercombe & Sons

- The land has been farmed by the same family since 1959 and the Parish Council are confident that the local farmer is best placed to undertake the project having previous recent experience of his workmanship and engagement as part of Project ResPOND.
- This local farmer is the same one who so efficiently and sensitively dealt with the removal of the pond silt, with no disruption to residents or adverse impact on the environment.
- The local farmer has the required level of technical competence to deliver the project requirements and has the machinery to undertake the work without subcontracting.
- Local confidence in someone whose family has lived and worked in this small parish for generations, to manage the project professionally and seamlessly, including access arrangements during the work as the field has a footpath crossing it.
- The farmer is part of the Countryside Stewardship Scheme and worked effectively with the Environment Agency as part of the pond project this year.

The Parish Council currently struggles to obtain multiple quotes but in any event believes that the single quote provides value for money, having regard to the above factors.

Annex D - Pond Bank Erosion - Minute 175 (iii)



Annex E Highways Matters

Minute 179 (iii) a - Gully/Drains Clearance in Slindon

1. When the gullies/drains were last cleaned/jetted as part of routine maintenance.

Half were done on 3 Feb 21, the remainder on 4 Aug 21.

2. When the gullies/drains will next be cleaned/jetted as part of routine maintenance.

Next due Aug 25

3. The usual cyclical/frequency of maintenance.

Every 4 years

Annex F - Update on Reynolds Lane works from WSCC

Minute 179 (iii) b

The recent jetting works have shown that the existing system is working and taking water as it should with no defects identified.

A Capital works scheme to install pipe from asset D3712 (the surcharging asset) to asset D3713 (outside the school) will be carried out in the new financial year (date TBC) to relieve the pressure on the surcharging asset. There are also talks with Drain Line (our gully cleansing contractor) to have the assets on this road upgraded on cyclical cleanse cycle. Details and amount of assets need to be discussed and agreed.