



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 March 2023 at 6.30 p.m.

Present: Councillor Jan Rees (Meeting Chair), Patrick Saintas, Peter Fenton and Katie Vanneck-Smith (following co-option at the meeting, minute 191 refers).

In attendance:

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

Nine members of the public, one of whom later stood for co-option.

Arun District Councillor Steve McAuliffe.

183. Declarations of Interest and Dispensations

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

184. Public Participation

A local landowner spoke regarding their submissions to the South Downs National Park Authority as part of its [‘Call for Sites’](#) to share details and gauge community support. This is an early opportunity for people to suggest sites within the National Park for development more details of which can be obtained by visiting the South Downs National Park’s website.

A number of questions were raised regarding the proposals for housing in Shellbridge Road on the site of the old gravel pit, and there was general concern that of the five properties that might be built only one was low-cost rent.

Seven members of the public left the meeting.

185. Apologies for Absence

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

186. Minutes from the Council Meeting Held On 13th February 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.

187. Chair/Councillor Reports

Councillor Rees and the Clerk had joined an in person meeting of the Arun District Association of Local Councils (ADALC) at Arundel Town Hall including

- An introduction to a proposed Planning Consultant to members of West Sussex Association of Local Councils.



- Details of the current challenges facing Arun District Council (ADC) including recruitment and an update on the budget, with presentations by James Hassett (Chief Executive, ADC), Karl Roberts (Director of Growth) and Philippa Dart (Director of Environment and Communities).
- The opportunity to explore the future relationship between ADC and ADALC focussing on collaborative working following the May Elections.

Mr. Hassett had now tendered his resignation as Chief Executive.

188. West Sussex County Council (WSSC) Matters
Councillor Trevor Bence had sent his apologies.

189. Arun District Council (ADC) Matters
Councillor Steve McAuliffe spoke regarding the budget which had now been approved with some amendments at a second meeting after the original meeting had failed to reach a decision amidst some legal arguments. Context was also provided around the Council's status of being 'in presumption', as whilst the level of building was below target, permissions had been granted on strategic sites which developers had not then progressed, with a lack of demand for the type of property planned. Councillor McAuliffe advocates sustainable development.

190. National Trust Matters
There was no representation on this occasion.

One member of the public stood for co-option.

191. Co-option
It was **Resolved** – to co-opt Catherine Vanneck-Smith to fill one of the four vacant member positions, who then signed the Declaration of Acceptance of Office and was invited to join the Parish Council meeting. Councillor Vanneck-Smith signed up to the Parish Council's Code of Conduct, a copy having previously been shared. A Register of Interests must be completed – guidance on this to be e-mailed - and returned to the District Council within 28 days of this appointment.

192. Finance Reports

i. Payments and Receipts

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

ii. Bank Reconciliation at 28.2.2023

It was **Resolved** - to approve the sign off.

iii. Budget Monitor at 28.2.2023

Year to date actuals v budget were noted.

iv. General Reserves and Earmarked Reserves

It was **Resolved** – to approve the use of Earmarked Reserves to meet Phase 2 of Operation Watershed, net of VAT at £7000.



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

193. Grants and Donations

i. Grant Applications Made

a. National Lottery 'Awards for All'

The Parish Council had been awarded £4000 towards commemorative seating and an accessible picnic table to celebrate the Coronation and a contribution towards a new pond island.

It was **Resolved** to -

1. Purchase a 4 seater commemorative bench from Jati at a cost of £620 plus a plaque at £35, delivery time up to 12 weeks and installation to be agreed later. This would be installed on the Recreation Ground replacing that dedicated to Son Chamberlain and by agreement with his daughter. Delivery cost £40.
2. Purchase a 3 seater commemorative bench from Wealden Benches at a cost of £610 to replace the one donated by the Pudding Club on the Top Field. Delivery cost £34.95. Disposal of the old seat and installation by Don Kembery at a cost of £260.
3. Purchase the accessible picnic table from Sustainable Furniture (UK) Ltd at a cost of £720 and delivery of £55 with installation to be agreed later.

All prices quoted are inclusive of recoverable VAT.

Financial Regulation 10.3 applies in all cases to provide best value for suitable products.

b. South Downs National Park Authority (SDNPA) /National Trust – Interpretation Board

Both organisations plan to jointly fund an interpretation board for the pond, estimated cost circa £3000. The proposal from the SDNPA is awaited, with the design to incorporate information about the pond biodiversity and the historical significance of its setting by the Bellows.

It was **Resolved** – that the Parish Council would pay any costs related to planning consent although the Clerk believed it might fall under permitted development - [Schedule 2, Part 12, Class A of the Town and Country Planning \(General Permitted Development\) \(England\) Order 2015 \(as amended\)](#) - which would be confirmed once the proposal had been received.

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

The results of the soil sample testing indicated that two of the possible three sites appeared to be most suited to a wildflower meadow with the favoured location around the top margins of the cricket pitch to create maximum visual impact without encroaching on the recreation space. The test results had been shared with the SDNPA and further contact was awaited which would include a site visit by Beelines.

ii. Grant Applications Received

It was **Resolved** - to award £200 to the community group organising the Coronation event in Slindon.

194. Slindon Pond, Church Hill.

i. Operation Watershed Phase 2

It was **Resolved** – to ratify the decision (meeting 13.2.2023, minute 175 (i)) to appoint Sercombe & Sons to undertake the additional works to improve drainage of the pond into the field at a cost of £7000 + VAT and make payment following the site



inspection and report by Paul Cann, Principal Drainage Engineer, Arun District Council. Minor actions had been highlighted and which were being addressed. Operation Watershed had advised that West Sussex County Council (WSCC) would not need to verify the work as it was on private land. Additional work had also been undertaken to address flooding in Park Lane which had identified some actions required by WSCC, now reported using their online portal.

ii. Pond Island

The cost would be funded through the National Lottery award and residue of the Operation Watershed grant.

It was **Resolved** –

- a. To purchase two BioHaven modules and anchors from 'frog environmental', the cost of the modules with pre-planted mats (bespoke selection available from April 2023) £933.20 + VAT, but to also further explore whether any modification was required to afford protection to the plants from wildlife.
- b. To authorise installation by John Brown of Primavera (one of two specialist contractors invited to quote) at an estimated cost of between £1200 and £1700 + VAT, dependent on whether installation could be made using waders or required a boat. Delivery of modules to be made direct to John Brown.

One member of the public left the meeting.

195. Top Field Slindon

i. Grass Cutting

Three quotes sought, two obtained, of which the most competitive was from Councillor Thomas at £1500 which was approximately 15 cuts per year.

It was **Resolved** – to appoint Councillor Thomas to undertake the work in 2023, notwithstanding that it exceeded the budget provision in 2023/24.

ii. Fencing and Gate (the access point from Top Road)

Three quotes sought, of which one provided, to replace the rotting fence, gate and posts as highlighted in the annual play inspection in 2021 and 2022.

It was **Resolved** – to appoint Don Kembery to undertake the work* at a cost of £2550 (no VAT), the materials being selected most suited to public use and the revised arrangement allowing direct access to the field for a mower if the current access via Gaston Farm was not available in the future. General access will remain through the small gate. Whilst work was approved to ensure the continued security of the site and timely welfare of visitors, a contribution was being sought from the landowner under the terms of the lease.

**To take down and remove existing gates from site.*

To supply and erect one pair (4ft plus 9ft) of Iroko Field Gates. These are to be hung between 175mmx175mm oak posts.

Also to supply and erect one lockable telescopic barrier to prevent the public from opening the 9ft gate.

196. Governance, Risk and Compliance

i. Insurance Renewal

The Clerk's briefing note was considered in respect of the three quotes obtained and



It was **Resolved** – to approve the quote for a 3 year Long Term Agreement through Zurich at renewal 10 April 2023 based on the required cover at a fair cost and level of service afforded with the team based in Chichester.

ii. Parish and Town Council Elections May 4th 2023.

A pack was distributed to members including a timetable, nomination forms and supporting information.

iii. Local Democracy

Council members were delighted with the email from Mr Jan Cosgrove, which the Clerk read out, thanking them for sharing the recent report by the Society of Local Council Clerks on 'The Future of Local Councils' and praising their approach to encouraging nominees for the local elections.

iv. Internal Auditor for year to 31.3.2023

Members noted the Internal Auditor's fee confirmed at £125 with arrangements in hand for the year end.

v. Bank signatory.

It was **Resolved** – to appoint Catherine Vanneck-Smith as a signatory to the accounts with Unity Bank.

vi. Tree Policy

This had not been completed, pending a review of the Top Field lease and the respective responsibilities of leaseholder and landowner.

vii. Business Plan

The Clerk advocated a simple plan which set out the key priorities for the future and provided a clear vision of how those services and facilities its aims to provide will be funded over time. It was agreed that one should be drafted.

197. Clerk's Update

i. Playground and Adult Gym Inspections (routine)

No reports to share, District Council inspections now made quarterly.

Fresh Air Fitness had undertaken to make a minor repair to the hip twister (as identified by the annual gym inspection) at no cost, now scheduled for March 20th 2023. The Clerk would continue to research the costs of replacing some playground items and of any funding sources, which were sadly now very limited.

ii. South Downs Local Plan Review

The Clerk had drafted the Open Spaces and Settlement Facilities surveys to be submitted by April 6th 2023 and, together with Councillor Saintas, would join the SDNPA's West Sussex Parish Workshop about completing a Parish Priority Statement, as an alternative to a Neighbourhood Plan. The SDNPA advised they would be unable to make a presentation about this at the Annual Meeting of the Parish.

iii. Anti-social behaviour

The untaxed van remained in Meadsway, car number plates had been stolen in Church Hill, the theft of a handbag reported from a car in Baycombe Lane and there were the ongoing issues of inconsiderate parking and speeding bikes and cars. Future consideration could be given to a Community Speedwatch scheme if there was sufficient volunteers to run it and it was hoped that Caroline the local PCSO



might visit the parish as there were also reports of a car being abandoned locally following a car chase.

iv. Annual Meeting of the Parish

Andrew Griffith, MP, planned to join the Annual Meeting of the Parish on Thursday 25th May 2023, and

It was **Resolved** – to approve a delegated spend to the Clerk of £100 for refreshments.

v. Invitations to Upcoming Events

Neighbourhood Policing Teams

- online meeting to share Engagement Strategy, March 20th – Clerk to join.
- online monthly meeting, April 5th - Chair to join.

vi. Other Correspondence/Matters (Information only where received after issue of agenda)

WSCC had repaired the handrail on Footpath 386_1 by the A29.

198. Highways Matters

i. A27 Consultation

a. A27 Elected Representatives' Forum and Ford Road meetings.

Councillor Fenton had joined both meetings, following which the Secretary of State for Transport had announced that the scheme had now been deferred until 2025-2030. National Highways had yet to comment.

b. Parish Collaboration

Councillor McAuliffe, in his capacity as Walberton Parish Councillor, undertook to keep members informed regarding Walberton Parish Council's next steps and any future collaboration.

ii. WSCC Highways Matters

a. Capital works for Reynolds Lane – no further update.

b. WSCC had initially declined to compensate the parish for the purchase of the sandbags caused in part by the blocked gullies on Reynolds Lane, but this was ongoing.

c. WSCC's grass verge cutting policy – refer Annex B.

It was proposed that crocus bulbs were obtained and planted in the Autumn, with the help of some volunteers.

199. Planning Matters

a. Previous applications, status on day of meeting

i. 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.

ii. 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 – Decision Pending.

iii. 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 – Refused.

iv. 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
OLT ORE - Application withdrawn.

b. **Ratification of response**

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

It was **Resolved** – to ratify its response already submitted under the Council's
Scheme of Delegation.

"Response submitted under Parish Council's scheme of delegation, to be ratified
at its Full Council Meeting 13.3.2023.

The Parish Council raises no objection to the application, subject to the applicant
evidencing exceptional need to the Planning Authority under Local Plan Policy
SD31, such that approval would not then create a precedent for future
applications as the Gross internal Area will exceed "approximately 30%",
calculated to be 35%".

c. **New Application**

SDNP/23/00896/CND | Removal or Variation of Condition 7 (Guest Restrictions)
of Planning Approval SDNP/22/02784/FUL. | Gumber Farm, Gumber Bothy
Courthill Farm Road Slindon West Sussex BN18 0RN.

It was **Resolved** – to raise no objection.

200. **Date of Next Meeting**

The next meeting to take place on **Monday 17th April 2023** at Slindon Coronation
Hall, commencing at 6.30 p.m.

The meeting ended at 8.40 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts – Minute 192 (i)– Online Bank Authorisation by B Brimblecombe and J Rees

| Payments for meeting 13.3.2023 | | | | | | | | |
|--------------------------------|-----------------|---|---------------------------------|---|---------------------|---------|--|--|
| 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 81 | N/A | 13.2.23 | HMRC | Employer's NI £27.43 and Employee's Tax on Clerk's salary £191.40 - tax period 11 | £ 218.83 | £ - | LGA 1972 s111 | Per contract and budget |
| Faster payment 82 | 15.2.23 | 15.2.23 | Coronation Hall | Hall hire 13.2.23 | £ 25.00 | £ - | LGA 1972 s134 | Per budget |
| Standing Order | N/A | 13.2.23 | Sarah Linfield | Clerk's salary - tax period 11 | £ 747.93 | £ - | LGA 1972 s111 | Per contract and budget |
| Direct Debit | N/A | 14.2.23 | NEST | Employer £13.10 Employee £17.47 *deducted from gross monthly pay) | £ 30.57 | £ - | LGA 1972 s111 | Per contract and meeting 9.1.23, minute 160 (iii) - minimum contributions by law |
| Direct Debit | N/A | 16.2.23 | Lloyds Bank | Monthly statement DD - covering the following items | £ 47.46 | £ - | | |
| Corporate card statement entry | 11.1.23 | N/A | Amazon | Emergency purchase of lamps for highways sign | £ 33.26 | £ 2.92 | Local Government (Miscellaneous Provisions) Act 1976, s.18 | Emergency spend by Chair & Clerk per Financial Regs & Delegated Spend |
| Corporate card statement entry | 25.1.23 | N/A | The Forge | Meeting with SDNPA - in lieu of meeting room | £ 11.20 | £ - | LGA 1972 s111 | Ratify meeting 13.3.23 |
| Corporate card statement entry | 2.2.23 | N/A | Lloyds Bank | Monthly charge for corporate card | £ 3.00 | £ - | LGA 1972 s111 | Per budget |
| Direct Debit | 20.2.23 | 20.2.23 | Arun District Council | Bins | £ 348.00 | £ - | Litter Act 1983, ss.5-6 | Per budget |
| Faster payment 83 | 3.3.23 | 7.3.23 | Beechdown Arboriculture Limited | Prune Lime Tree on Recreation Ground | £ 216.00 | £ 36.00 | Public Health Act 1875, s.164 – England | Rec Ground Meeting 13.2.23 minute 77 d (i) |
| | | | | | | | | |
| Receipts | | | | | | | | |
| ACCOUNT TYPE | PAYER | Date | Amount | Reason | | | | |
| Current Account | N/A | N/A | | | | | | |
| Interest Account ended -117 | N/A | N/A | | | | | Payments authorised by Councillors Brimblecombe and Rees | |
| Interest Account ended -120 | N/A | N/A | | | | | | |

Our Ref: FOI/801

On 02/02/2023 you made the following request for information, which has been dealt with in accordance with the provisions of the Environmental Information Regulations 2004.

EIR Re: Grass cutting on the verges near grass verge to the northwest of Dairy Cottage

We have now completed a search for the information which you requested and confirm that this Authority holds data relevant to your request.

The Response to your request is as follows:

Whether WSCC - whether by in house or a sub-contractor - cuts the grass verge to the northwest of Dairy Cottage (see google map extract for location). If not, but if known, who does this?

This area is cut by contractors (Grasstex) on behalf of WSCC

WSCCs policy on grass cutting to ensure that bulbs are not mowed too early, stunting growth and with smaller and fewer blooms the following year.

Grasstex are aware that bulbs should not be cut too soon after flowering and normally do not cut them until the second cut of the year, for Slindon this is typically early June.