



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council

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

On Monday 17th April 2023 at 6.30 p.m.

Present: Councillor Jan Rees (Meeting Chair), Patrick Saintas, Peter Fenton and Derek Thomas.

In attendance:

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

Two members of the public.

Arun District Councillor Steve McAuliffe.

201. Declarations of Interest and Dispensations

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

Councillor Saintas joined the meeting during the public session.

202. Public Participation

- Concerns had been expressed regarding the trimming of the hedge on the boundary with Meadsway/Reynolds Lane, that it had taken place during the nesting season, of the use of a mechanical flail to do the work and that the inside and top had not been done. Arun District Councillor McAuliffe kindly offered to raise these concerns with Arun District Council whose contractors had done the work.
- A bin on the corner of Dyers Lane had been identified to the Parish Council as being in poor condition, and the Clerk had contacted Arun District Council to identify the owner and agree on the next steps.
- It was suggested that the Parish Magazine might carry a reminder on the location of the parish defibrillators and also the Parish Council meeting dates and the Chair undertook to liaise with the Editor.
- The 20-mph sign in Park Lane needs reinstating and the Clerk had already submitted a report to West Sussex County Council.

203. Apologies for Absence

Apologies received from Councilor Vanneck-Smith and

It was **Resolved** - to approve the reason for absence.

204. Minutes from the Council Meeting Held On 13th March 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.

205. Chair/Councillor Reports

No details beyond those covered elsewhere on the agenda.



206. West Sussex County Council (WSCC) Matters

Councillor Trevor Bence had sent his apologies and had nothing to report on this occasion.

207. Arun District Council (ADC) Matters

Councillor Steve McAuliffe received questions from those present, including the requirement for photo ID in the May elections.

Councillor McAuliffe left the meeting.

208. National Trust Matters

Lee Walther, Acting Lead Ranger during Katie Archer's maternity leave, had sent his apologies and provided an update at the National Trust and planned work as follows.

- "Most of the Ash Die Back tree felling has been completed apart from around Northwood Junction which is taking place this week – prepping on Monday than the work around the informal car park area and Norwood Lane will be starting on Tuesday 18th April. This is not the ideal time to be doing this work due to bird nesting season but we have been waiting on UK Power Networks providing us with a power outage to carry out the felling.
- Katie Archer has gone on maternity leave and the Area Rangers are covering for her while she is away, I will be doing 6 months and Lisa Trownson will be covering the next 6 months.
- We will be repairing the Littlewood Lookout this spring and to try and make it more weather resilient we are milling Western Red Cedar from the Nore into waney-edged boards which will clad the two larger sides. We have also entered it into this year's Sussex Heritage Awards for buildings so fingers crossed for the judging in late May".

209. Finance Reports

i. Payments and Receipts

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

ii. Bank Reconciliation at 31.3.2023.

It was **Resolved** - to approve the sign off, including the independent check by Councillor Fenton.

iii. Budget Monitor at 31.3.2023.

Briefing note providing an explanation of year to date actuals v budget was noted (Annex B).

iv. General Reserves and Earmarked Reserves

It was **Resolved** –

- a. To earmark the residue of the National Lottery Grant of £4000 received 17th March 2023, of which £2170.65 had now been spent and
- b. Transfer £525 from Earmarked Reserves (Operation Watershed) to General Reserves, now used towards the purchase of the pond island modules and plants.

v. Annual Governance and Accountability Review (AGAR) 2022/23

The Clerk had circulated a draft copy and the Internal Audit would be undertaken over the next couple of weeks.

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



210. Grants and Donations

a. National Lottery 'Awards for All'

- The bench from Jati has a lead in time of 16 to 20 weeks from order date 17.3.2023.
- The bench from Wealden Benches would be delivered May 9th 2023.
- The accessible picnic table from Sustainable Furniture (UK) Ltd has a lead in time of 16 to 20 weeks from order date 17.3.2023.

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

The proposal from the SDNPA had been received, the design was shared with the meeting and the Clerk was seeking confirmation as to whether planning consent was required.

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

A site visit by the Meadow Adviser had been postponed to April 24th.

211. Slindon Pond, Church Hill.

Pond Island

The planted-up modules had now been ordered to be delivered to John Brown, with an installation date of May or June.

212. Top Field Slindon

Fencing and Gate (the access point from Top Road)

Don Kembery had been appointed to undertake the work on May 15th 2023 at a cost of £2550 (no VAT), with a contribution to be made by the landowner.

213. Governance, Insurance, Risk and Compliance

i. Risk Assessments (General, Pond, Grass Cutting and Sports Pavilion)

It was **Resolved** – to approve the end of year checks.

ii. Asset Register

It was **Resolved** – to approve the end of year checks and confirm line 9 of the AGAR.

iii. Insurance Renewal

The Clerk was authorised to place the Coronation purchases (minute 210 (a)) on risk upon receipt.

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

The number of nominations was less than the number of seats so the Returning Officer had declared an uncontested election, those who stood to take office at the Annual Meeting of the Council on May 15th. The Clerk had sought advice from the Monitoring Officer on a possible reduction in the number of seats and a response was awaited.

v. Website Accessibility – Quarterly Checks

Aubergine had confirmed their checks identified no errors or alerts and the Accessibility Statement had been updated.

vi. Terms of Engagement for the Internal Auditor

It was **Resolved** – to approve and adopt the draft format.

vii. Bank signatories.

Councillors Saintas and Rees signed the relevant paperwork and this would be uploaded to Unity Bank once it had been signed by Councillor Vanneck-Smith as a new signatory.



It was **Resolved** – to remove Councillor Brimblecombe at expiry of her current term of office, 9th May, as she did not stand for re-election.

viii. Policies

It was **Resolved** – to approve and adopt the new tree policy and make changes to the standard contract value thresholds in the Standing Orders and Financial Regulations as announced by the Government in January 2023.

ix. Business Plan

The Clerk was in the process of drafting one and identifying the most suitable design.

214. Flag Flying

It was **Resolved** –

- a. To purchase a replacement Ukraine flag at a cost of £52.50 plus delivery from Hampshire Flags.
- b. To fly only the Union flag on the occasion of the Coronation.
- c. To make the annual payment of £50 to each of the Flag Officers.

One member of the public left the meeting.

215. Clerk's Update

i. Playground and Adult Gym Inspections (routine)

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

Fresh Air Fitness had made the minor repair to the hip twister, as identified by the annual gym inspection, at no cost. The Clerk continued to research the costs of replacing some playground items and of any funding sources, which were sadly now very limited and had approached the National Trust to see whether they might assist with repairs to benches on the Top Field.

ii. South Downs Local Plan Review

The Clerk had submitted surveys of the Open Spaces and Settlement Facilities. Councillor Saintas and the Clerk had joined the Parish Workshop with an invitation to complete a Parish Priority Statement, as an alternative to a Neighbourhood Plan, and this would be shared at the Annual Meeting of the Parish.

iii. Anti-social behaviour

Caroline, the local PCSO, hoped to be able to join the Annual Meeting of the Parish this year.

iv. Annual Meeting of the Parish

The meeting was scheduled to start at 7 p.m. on Thursday 25th May with widespread interest amongst organisations in providing an update on their activities at this time.

v. Invitations to Upcoming Events

None.

vi. Other Correspondence/Matters (For information only, where received after issue of agenda)

South Downs National Park Elections were being held shortly for parish nominations to its Board, and this would be on the May meeting agenda.

The Lord-Lieutenant, Lady Emma Barnard, had produced a report on the progress of the Queen's Green Canopy campaign and its success in West Sussex, several copies of which would be printed for the Annual Meeting of the Parish.



216. Highways Matters

i. A27 Consultation

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

National Highways had advised that they are currently working through what the Ministerial announcement made on March 10th means for the project and will advise on next steps as and when the information becomes available.

b. Parish Collaboration on the A27 Project

Walberton Parish Council had written to local parishes including Slindon to adopt a unified approach to exploring options and determining their strategy. Whilst Council members were happy to be kept informed they did not wish to actively participate at this stage.

ii. West Sussex County Council (WSCC) Highways Matters

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

b. It seemed unlikely that WSCC would compensate the parish for the purchase of the sandbags caused in part by the blocked gullies on Reynolds Lane.

c. Planting up of grass verge by the village Cricket Sign/Park Lane – it was hoped that a volunteer group could be organised to plant some more crocus bulbs in the Autumn, possibly at the Annual Meeting of the Parish.

217. 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 – Approved.

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 – Approved.

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

iv. 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 – Application in progress.

b. New Application

i. SDNP/23/01505/LIS | Dismantling and rebuilding of the south and west boundary walls to Mulberry House. | Mulberry House Dyers Lane Slindon West Sussex BN18 0RE
It was **Resolved** – to raise no objection on the basis it was undertaken sympathetically.

218. Date of Next Meeting

The next meeting to take place on **Monday 15th May 2023** at Slindon Coronation Hall, commencing at 6.30 p.m.

The meeting ended at 8.15 p.m.

Signed as a true record of the meeting

Dated

Annex A – Payments & Receipts – Minute 209 (i)

Payments for meeting 17.4.23								
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 84	N/A	8.3.23	HMRC	Employer's NI £27.43 and Employee's Tax £191.20 on Clerk's salary - tax period 12	£ 218.63	£ -	LGA 1972 s111	Per contract and budget
Faster payment 85	13.2.23	14.3.23	Sercombe & Sons	Phase 2 of Operation Watershed	£ 8,400.00	£ 1,400.00	Public Health Act 1936, s.260	PC meetings 13.3.23, minute 194 (i) & 13.2.23, minute
Faster payment 86	16.3.23	16.3.23	ATEX (UK) Ltd	Purchase of 3 seater bench	£ 644.95	£ 107.50	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 19	PC meeting 13.3.23, minute 193 (i) a 2
Faster payment 87	16.3.23	16.3.23	Cyan	Purchase of 4 seater beach	£ 695.00	£ 115.83	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 20	PC meeting 13.3.23, minute 193 (i) a 1
Faster payment 88	17.3.23 (PAID invoice)	16.3.23	Sustainable Furniture	Purchase accessible picnic table	£ 775.00	£ 129.17	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 21	PC meeting 13.3.23, minute 193 (i) a 3
Faster payment 89	10.3.23	16.3.23	Beechdown Arboriculture Ltd	Recreation Ground Tree Survey 2023	£ 288.00	£ 48.00	Public Health Act 1875, section 164	Rec Ground Meeting 9.1.23, minute 69 (i) a
Faster payment 90	N/A	16.3.23	Coronation Hall Trustees	Grant for Coronation event	£ 200.00	£ -	Open Spaces Act 1906, subsections 9, 11	PC Meeting 13.3.23, minute 193 (ii)
Faster payment 91	21.3.23	21.3.23	Coronation Hall	Hall hire 13.3.23	£ 25.00	£ -	LGA 1972 s145	Per budget
Faster payment 92	23.3.23	23.3.23	frog environmental	Purchase of pond island - planted modules and fixings	£ 1,119.84	£ 186.64	LGA 1972 s134	Public Health Act 1936, s.260/Public Health Act 1875 s.164
Faster payment 93	N/A	30.3.23	Sarah Linfield	Mileage - March 2023	£ 30.15	£ -	PC Meeting 13.3.23, minute 194 (ii) a	
Faster payment 94	29.3.23	30.3.23	Mulberry & Co	Payroll services - quarter to 31.3.23	£ 126.00	£ 21.00	LGA 1972 s111	Per contract and budget
Standing Order	N/A	13.3.23	Sarah Linfield	Clerk's salary - tax period 12	£ 755.12	£ -	LGA 1972 s111	PC Meetings 19.12.22, minute 141 and 13.1.23, minute 160 (i)
Direct Debit	N/A	14.3.23	NEST	Employer £34.94	£ 45.42	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.3.23	Lloyds Bank	Employee £10.48 *(deducted from gross monthly pay)	£ 192.38	£ -	LGA 1972 s111	PC Meeting 13.2.23, minute 181.
				Monthly statement DD - covering the following items				
Corporate card statement entry	1.2.23	N/A	Hill Court Farm Research Ltd	Wildflower sample test x1	£ 30.00	£ 5.00	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 19	Parish Council Meeting 13.2.23, minute 174 (iii) b and Recreation Ground Charity meeting 13.2.23 , minute 77 (i) f
Corporate card statement entry	7.2.23	N/A	Hill Court Farm Research Ltd	Wildflower sample test x2	£ 60.00	£ 10.00	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 20	Parish Council Meeting 13.2.23, minute 174 (iii) b and Recreation Ground Charity meeting 13.2.23 , minute 77(i) f
Corporate card statement entry	9.2.23	N/A	Post Office Counters	Despatch of soil samples	£ 8.95	£ -	LGA 1972 s111	Parish Council Meeting 13.2.23, minute 174 (iii) b and Recreation Ground Charity meeting 13.2.23 , minute 77(i) f
Corporate card statement entry	13.2.23	N/A	Richard Norton/eBay	Keep of the grass signs x2	£ 55.18	£ 9.20	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 20	Emergency spend by Chair & Clerk per Financial Regs & Delegated Spend
Corporate card statement entry	17.2.23	N/A	Cartridge People	Cartridge ink jet cartridge - XL black	£ 12.14	£ 2.02	LGA 1972 s111	Per budget
Corporate card statement entry	21.2.23	N/A	Pet Trade Innovations Ltd	Purchase of dog bag dispenser for Recreation Ground	£ 15.66	£ 2.61	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 20	Per budget
Corporate card statement entry	25.2.23	N/A	Tesco	A4 paper for printer and plastic sleeves for folder	£ 7.45	£ 1.24	LGA 1972 s111	Per budget
Corporate card statement entry	2.3.23	N/A	Lloyds Bank	Monthly fee	£ 3.00	£ -	LGA 1972 s111	Per budget
	N/A	31.3.23	Unity Trust Bank	Quarterly service charge - 1.1.23 -31.3.23	£ 18.00	£ -	LGA 1972 s111	Per budget
Receipts								
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	National Lottery	17.3.23	£ 4,000.00	Awards for All (second grant)				
Current Account	Southern Electric	21.3.23	£ 35.22	Refund due to supplier error			Payment 84 and revision to standing order 13.3.23 authorised by Councillors Brimblecombe and Rees. All other online payments authorised by Councillors Saintas and Rees.	
Interest Account ended -117	Unity Trust Bank	N/A	£ 124.10	Quarter to 31.3.23				
Interest Account ended -120	Unity Trust Bank	N/A	£ 26.85	Quarter to 31.3.23				

Annex B - Actual v Budget – Review for the year to 31.3.23

Financial Regulation 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be the higher of that in excess of £100 or 15% of the budget.

Overall, spend v income = 101.12% at £1000.52

Exceptional Spends

Admin Charges (181.69%) spend v budget £272 v £150

Appointment of independent payroll provider, with assurance provided by outsourcing rather than through internal management by the Clerk. Also providing completing HMRC and Pension Auto-enrolment returns.

Clerk's Expenses (242.39%) spend v budget £606 v £250

Claims for homeworking allowance in full due to escalating fuel costs, working from home as there is no parish office, and claiming for some of the additional visits to the parish due to increased petrol costs.

Defibrillator (164.45%) spend v budget £164 v £100

To secure wall mounting and electrical repair.

Grants & Donations (128%) spend v budget £640 v £500

Two community awards for Jubilee and Coronation events, the excess has been offset by the return of £156, unspent portion of a previous grant in 2015.

Insurance Sports Pavilion (126.26%) spend v budget £795 v £630

The pavilion was significantly undervalued/underinsured and a professional desk top valuation obtained in May 2022 to ensure that the correct level of insurance cover was arranged.

Top Playing Field (256.47%) spend v budget £2565 v £1000

The last tree survey had been undertaken in 2015 and following Storm Eunice, notwithstanding that the Churchwardens are responsible under the current lease, to maintain the health, safety and welfare of the many users a tree survey was commissioned and work undertaken.

Pond Path (239.70%) spend v budget £1198 v £500

In the interests of health and safety, following the pond restoration a new path was installed, the costs of which were funded 50:50 with the South Downs National Park Authority.

Sports Pavilion (312.59%) spend v budget £1266 v £405

To meet Health and Safety Legislation and deal with emergency plumbing repair.

Sandbags (no budget)

Purchased at a cost of £363.24 to manage drainage issues in Reynolds Lane during unprecedented rainfall in November 2022, of which £220 recovered by way of compensation from Portsmouth Water Authority.

Streetlighting (118.07%) spend v budget £236 v £200

2 year fixed tariff expired August 2022, impacted by global increase in prices at renewal.

Projects – Awards and Grants

- 1 Operation Watershed's grant of £62104.92 to enhance pond biodiversity and improve drainage has now been spent. Working with the Environment Agency and the local farmer to spread the silt on a field in the parish as an alternative to the use of a landfill site, a saving of £7525 was possible which has been used towards a new pond island and further improvements to drainage in the field into which the pond drains.
- 2 National Lottery Community Fund £9968 –
Platinum Jubilee purchases (all installed in 2022/23) – 2 new commemorative benches, 3 new noticeboards, 1 accessible picnic table and improved lighting at the Coronation Hall.
Coronation Commemorative purchases (to be installed in 2023/24) - 2 new commemorative seats, 1 accessible picnic table and balance towards the cost of pond island.
Working with volunteers it has been possible to reduce the cost of installing these items and a third bench was purchased with a donation towards its cost.
- 3 Path – 50% of the total cost of £1827 was paid by the South Downs National Park Authority (SDNPA).
- 4 Pond bank erosion management – cost of willow structure by 2Circle Design £500, funded in full by the South Downs National Park Authority and due to be installed Summer 2023.
- 5 Pond Interpretation Board – a collaborative project initiated by the Parish Council, to be funded by the National Trust and SDNPA at circa £2000, covering heritage links and biodiversity.
- 6 The Parish Council continues to identify potential opportunities to fund new play equipment and submit grant applications.