



Slindon Parish Council

Minutes of the Annual Meeting of Slindon Parish Council
Held at Slindon Coronation Hall, Reynolds Lane, Slindon BN18 0QZ.
On Monday 15th May 2023 at 6.30 p.m.

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

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO/Proper Officer)

Arun District Councillor Steve McAuliffe.

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

1. Appointment of Chair to the Council

It was **Resolved** – to appoint Councillor Rees as Chair of the Parish Council, who made and signed a 'Declaration of Acceptance of Office' before the Proper Officer of the Council.

2. Appointment of a Vice Chair to the Council

No appointment was made to what is an optional position.

3. Apologies for Absence

Apologies received from Councillor Vanneck-Smith and
It was **Resolved** - to approve the reason.

4. Declarations of Acceptance of Office and Register of Interests

These had already been completed by the five elected Councillors.

5. Declarations of Interest

Councillor Fenton declared a personal interest as Chair of the 'Slindon Community Land Trust'.

6. Public Participation

A member of the public spoke regarding

- The vans parked in Meadsway opposite the school entrance which are untaxed and without MOTs, being swapped over at night. Despite numerous reports to the licensing authorities and police via various means, the situation was unresolved. Councillor Rees had now engaged the support of the school Head and would also be contacting Inspector Ross Wickings, from the Chichester Neighbourhood Policing Team, Chichester & Arun Hub.
- Flag flying and of the agreement to fly the Union flag on designated days only, which was not always happening. It was agreed that the Annual Meeting of the Parish could be an opportunity to seek volunteers to act as Reserve Officers and other duties. The Clerk explained that a delay in receipt of a replacement halyard for the flag pole at the Recreation Ground meant that regrettably it had not been possible to fly the Union flag on the day of the Coronation, but it did fly by Coronation Hall.



A member of the public left the meeting.

7. Minutes from the Council Meeting Held On 17th April 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.

8. Chair's/Councillor's Report

Nothing further to report beyond that covered elsewhere on the meeting agenda.

9. West Sussex County Council Matters

Councillor Bence had sent his apologies and had nothing further to report.

10. Arun District Council Matters

The three District Councillors for the parish of Arundel and Walberton following the May elections are Carol Birch, Mel Penycate and Steve McAuliffe. Councillors Penycate and Birch had sent their apologies to the meeting. Key positions were being appointed and the new Council and Chamber assembled, with no details yet of the new CEO.

Councillor McAuliffe provided an update on the delayed hedge cutting by Meadsway. He had established this was an oversight on the part of the contractor for which they apologised, a summer trim might be possible subject to managing any bird nesting and he had been assured they had not used a mechanical flail.

11. National Trust Matters

Lee Walther, Acting Lead Ranger, had sent his apologies but reported that

- Felling had finished for the summer
- They were working with their volunteers in producing their own chestnut post and rail fences to carry out repairs.
- They were starting their furniture surveys (gates, fences etc.) to see what needs updating and or repairing.
- Their wood mill would soon be up and running after ordering some new parts so they would be able to mill tops for the benches on the Top Field.

12. Co-option

It was **Resolved** – to co-opt Tracey Wright 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 Wright signed up to the Parish Council's Code of Conduct, a copy having previously been shared. A Register of Interests will be completed and returned to the District Council within 28 days of this appointment.

13. Finance Report

i. Payments

It was **Resolved** - to note and approve the schedule (Annex A).

The Clerk confirmed that the Council did not meet the criteria to use the 'general power of competence' and would continue to specify the power under which it spends money in its payment schedule.



ii. **Bank Reconciliation**

It was **Resolved** – to approve authorisation as at 30 April 2023.

iii. **Budget Monitor at 30.04.2023**

Year to date actuals v budget were noted.

iv. **General Reserves and Earmarked Reserves**

The current position was noted.

Finance reports are posted separately to the Parish Council Website as Monthly Reports under the Finance and Risk section.

14. Annual Governance and Accountability Return 2022/23

The Clerk, also the Responsible Financial Officer, walked through the Annual Governance and Accountability Return (AGAR) and associated documents which had already been provided to members, and

It was **Resolved** to -

- i. Note the Annual Internal Audit Report, responses being positive, with the exception of two assessed as 'not covered' as the Parish Council does not operate petty cash and had received a limited assurance review in 2021/22 as it did not meet the exemption criteria.
- ii. Approve the Annual Governance Statement (Section 1), which was signed by the Chair and Clerk.
- iii. Approve the Accounting Statements (Section 2), which had already been signed by the Responsible Financial Officer before presenting it to the Council, which was then signed by the Chair. It also approved the explanation of significant year-on-year variances, with no requirement to explain its reserves on the return (tab 2) as these were less than twice the amount of the precept.
- iv. Approve the Notice of Public Rights and Publication of Unaudited AGAR, commencing on Monday 5 June 2023 and ending on Friday 14 July 2023. This would be announced at least one day before the commencement of public rights, posted to parish noticeboards as well as the website.
- v. Approve the submission to the External Auditor, together with the additional information required as set out in the pro-forma provided to the Council and post information to the website to comply with relevant legislation.

15. Annual Confirmation of Payments by Standing Order and Direct Debit Guarantee

It was **Resolved** - to continue existing regular payments (under Financial Regulation 5.6) Standing Orders

Clerk's salary (monthly)

Direct Debits (made under The Direct Debit Guarantee)

Information Commissioner's Office (ICO) fee (annual), Southern Electric (quarterly for streetlamp supply), Arun District Council (annual charge for bins), Lloyds Bank Corporation (monthly fee and any statement balance) and National Employment Savings Trust 'NEST' (monthly pension contributions).

16. Appointment of Members/Representatives to Outside Bodies, Organisations and Committees

- Slindon Sports Association Committee - Councillor Rees.



- A27 Elected Representatives' Forum - Councillors Rees and Fenton.
- Coronation Hall Committee – Councillor Thomas as a representative, not trustee.
- West Sussex Association of Local Councils - Councillor Rees.
- Arun District Association of Local Councils - Councillor Fenton.

17. Governance Matters

i. General Power of Competence

The Parish Council did not meet the criteria to adopt this as less than two thirds of its total member positions (of which there are nine) had been filled through the May election. Any change in the number of member positions would require a community governance review through Arun District Council with additional work and costs which had not been quantified. No further action to be taken at this time.

ii. Flag Officer Duties

A resident had written to enquire why the Union flag was flown so infrequently compared to the Ukraine flag. The Council's flag flying policy is due to be reviewed in August and it was agreed that no action be taken at the current time pending any interest from others to act as reserve officers and further consultation in the parish.

iii. Change of Bank Signatories

The paperwork to add Councillor Vanneck-Smith as signatory to the three accounts and to remove Councillor Brimblecombe's name had now been completed and was ready to be uploaded to Unity Bank's online portal.

iv. Lloyds Multipay Corporate Card

It was **Resolved** – to remove Councillor Brimblecombe as an administrator and details of how to progress this and add another party were awaited.

v. Training

Details of opportunities available through Mulberry & Co with dates and venues were shared and

It was **Resolved** - to arrange a remote finance course for Councillor Saintas and a remote New Councillor one for Councillor Wright, at a cost of £45 + VAT per session, preferred dates to be advised to the Clerk.

vi. Secure email systems/dedicated council email accounts

It was **Resolved** – to delegate a spend of £400 net of VAT to the Clerk to arrange set up of secure gov.uk email addresses through JNR Computer Services for the six Councillors as per guidance 'Joint Practitioners' Advisory Group' for the governance of smaller authorities, 5.207 and 5.208.

18. Grants

i. National Lottery Community Award (Coronation Award).

Orders had been placed for two benches and an accessible picnic table, all items 'on risk'. Don Kembery would be installing the bench on the Top Field on May 16th, Martin Bailey had the second bench for installation on the Recreation Ground and the picnic table was being made.

ii. Beelines' Grant

Councillor Rees and the Clerk had met with Matt Pitt, Meadow Adviser with PlantLife and the application for funding needed to be submitted by June 2nd 2023. The Clerk was taking further advice from Matt Pitt regarding seed type and John Brown of Primavera Ltd on projected costs.



It was **Resolved** – to make the application.

19. Slindon Pond, Church Hill including Operation Watershed

- John Brown was due to take delivery of the planted pond island modules on May 16th for installation.
- Concerns had been raised over a brown plant growing in patches on the pond surface and this was being investigated with various experts.
- The interpretation board required Advertisement Consent and
It was **Resolved** – to submit an application to the South Downs National Park Planning Authority for this at a cost of £132.

20. Clerk's Update

- Playground and Adult Gym Inspections**
The National Trust had very kindly agreed to repair the benches on the Top Field and plan to mill new bench tops from oak and legs out of sweet chestnut.
- Anti-social behaviour**
This aspect had already been discussed under Public Participation but additionally the Clerk undertook to follow up with Arun District Council on the car parked on their land off Bridle Lane which did not appear to have been registered in the UK.
- Annual Meeting of the Parish Council**
Refreshments were being organised, there was a full agenda with representation from many organisations and clubs. Councillor Rees undertook to prepare a separate list of these so attendees could more easily follow their presentations.
- South Downs National Park Election of Parish Members**
Members chose not to stand for election to the South Downs National Board.
- Invitations to events.**
None to report.
- Other Correspondence (after issue of agenda)**
 - WSALC had highlighted the need for phone numbers on Parish Council websites but our own has the Chair's details and the Council are satisfied regarding this.
 - Tyler's Trust a small charity supporting families in Sussex and Hampshire with a child who has life-limiting or life-threatening illnesses had written to share details of its work. Members agreed this was a worthy cause and that a donation be approved at its June meeting.
 - The streetlamp which the Parish Council owns in Reynolds Lane was lit during daylight hours and the Chair and the Clerk would authorise a repair under its emergency powers. A new switch was required at a cost of £97.75 net of VAT.
 - Parking by Meadsway had been highlighted as an issue and the possibility of merging the two existing lay-bys had been suggested although the Parish Council does not own the land and would not have the budget in any event. Potentially it could be achieved by way of a Community Highways Scheme through West Sussex County Council.
 - The Clerk was waiting to hear back from the Post Office about whether the mobile Post Office van might serve the parish and Councillor McAuliffe highlighted that a post office counter operates on a Friday morning in Walberton (at the cricket club).



21. Highways Matters

- i. A27 Elected Representatives' Forum and Ford Road meetings.
National Highways are currently working through what the Ministerial announcement made on March 10th means for the project and to date there was no update.
- ii. West Sussex County Council (WSSC) Highways Matters
Capital works for Reynolds Lane to improve drainage – no further update.

22. Planning Matters

Previous Applications

- i. SDNP/23/00896/CND | Removal or Variation of Condition 7 (Guest Restrictions) of Planning Approval re SDNP/22/02784/FUL. | Gumber Farm, Gumber Bothy Courthill Farm Road Slindon West Sussex BN18 ORN – Application in Progress.
- ii. 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 ORE – Application in Progress.

New Applications

- i. SDNP/23/01827/HOUS | Erection of a ground floor side and rear extension, new pitched roof over existing first floor extension, erection of replacement garage (demolition of existing), erection of a garden room, and extension of existing driveway | Woodlands Bridle Lane Slindon West Sussex BN18 ONA, closing date for a response of 8th June.
- ii. SDNP/23/01910/HOUS | Proposed detached outbuilding | Aldenham Bridle Lane Slindon Arundel West Sussex BN18 ONA, closing date for a response of 9th June.
Councillors Rees and Wright would undertake a desktop review of the new applications and arrange a joint site visit if required, the responses to be submitted under the Council's scheme of delegation by the Clerk to meet the deadlines.

23. Date of Next Ordinary Meeting

The next ordinary meeting will take place on Monday 12th June 2023 at 6.30 p.m.

The meeting ended at 8.20 p.m.

Signed as a true record of the meeting

Dated



Annex A – List of payments and receipts

Payments for meeting 15.5.23								
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 1	15.3.23	3.4.23	Zurich	Insurance 10.4.23 - 9.4.24	£ 913.21	£ -	LGA 1972 s111	PC meeting 13.3.23, minute 196 (i)
Faster Payment 2	N/A	17.4.23	HMRC	Tax and NI on Clerk's salary	Redacted	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 3	N/A	17.4.23	Sarah Linfield	Mileage £24.76 and Homeworking Allowance £78, quarter to 31.3.23	£ 102.76	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 4	1.4.23	17.4.23	WSALC Limited	WSALC and NALC Subscriptions 2023/24	£ 197.35	£ -	LGA 1972 s143	Per budget
Faster Payment 5	13.4.23	17.4.23	Streetlights	Payment 1 of 2 Streetlighting Maintenance Contract	£ 81.22	£ 13.54	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Per budget
Cheque number 300017	N/A	18.4.23	P Putnam	Flag Officer	£ 50.00	£ -	LGA 1972 s111	Per budget
Faster Payment 6	18.4.23	19.4.23	Coronation Hall	Hall hire 17.4.23	£ 30.00	£ -	LGA 1972 s134	Per budget
Faster Payment 7	16.3.23	21.4.23	Cyan/Jati Ltd	Size of plaque increased compared to original purchase	£ 5.00	£ 0.84	LGA 1972 s111	Per budget
Faster Payment 8	N/A	28.4.23	A Carver	Flag Officer	£ 50.00	£ -	LGA 1972 s111	Per budget
Faster Payment 9	30.4.23	5.5.23	Paine Manwaring	Supply and install air vent to boiler at pavilion	£ 236.52	£ 39.42	Local Government (Miscellaneous Provisions) Act 1976, s.19	Meeting RG Charity 17.4.23, minute 93 (i) (a)
Direct Debit	N/A	6.4.23	ICO	Registration fee	£ 35.00	£ -	LGA 1972 s143	Per budget
Standing Order	N/A	12.4.23	Sarah Linfield	Clerk's salary -period 1 2023/24	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	11.4.23	NEST	Pension contribution	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	17.4.23	Lloyds Bank	Monthly statement DD - covering the following items	£ 82.64	£ -		
Corporate card statement entry	2.3.23	2.3.23	JustPark	Insurance fee	£ 2.90	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	2.3.23	2.3.23	JustPark	Parking fee (ADALC meeting 2.3.23)	£ 5.00	£ 0.83	LGA 1972 s111	Per budget
Corporate card statement entry	3.3.23	3.3.23	Amazon (Empire Trading & Commerce Ltd)	Laminator	£ 29.99	£ 5.00	LGA 1972 s111	Per budget
Corporate card statement entry	5.3.23	5.3.23	Amazon	Litter picker	£ 16.49	£ 2.75	LGA 1972 s111	Per budget
Corporate card statement entry	7.3.23	7.3.23	Amazon	Plastic folders	£ 6.27	£ 1.05	LGA 1972 s111	Per budget
Corporate card statement entry	8.3.23	8.3.23	eBay uk-bargains	16 rolls of dog bags	£ 18.99	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	3.4.23	3.4.23	Lloyds Bank	Monthly card fee	£ 3.00	£ -	LGA 1972 s111	Per budget
Direct Debit	11.4.23	25.4.23	SSE Southern Electric	Bill period 24.12.22 - 27.3.23	£ 72.61	£ 3.45	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Meeting 11.7.22, minute 61 (iii) b
Receipts								
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	ADC	6.4.23	£ 11,629.00	1st instalment of Precept (1 of 2)				
Current Account	HMRC	18.4.23	£ 2,879.97	VAT Refund (1.10.22 -31.3.23)			Payments authorised by Councillors Saintas and Rees.	
Current Account	SDNPA	20.4.23	£ 69.41	CIL allocated				
Total Receipts			£ 14,578.38					