



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council
Held at Slindon Coronation Hall, Reynolds Lane, Slindon BN18 0QZ
On Monday 12th June 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 Carol Birch
West Sussex County Councillor Trevor Bence
Two members of the public.

24. Declarations of Interest

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

25. Public Participation

Two members of the public participated.

One spoke regarding traffic on the A29, including anti-social behaviour and of the impact of the many lorries both on the foundations of properties and the state of the road with potholes near the pumping station, in addition to which the surface by the crossroads was observed as very poor despite reports. West Sussex County Councillor Trevor Bence described some of the speed mitigations that might be possible, the Clerk clarifying that previous efforts had resulted only in yellow-backed signs being installed. The issues were acknowledged by Council members, with Councillor Bence undertaking to report the road surface issues through his access to WSCC's 'Members' Highways'. The Clerk had written to Sussex Police and would also engage Andrew Griffith regarding Operation Downsway.

A member of the public left the meeting.

At the discretion of the Chair agenda item 12 Flag Flying, was brought forward, minute 26 refers.

The second member of the public supported the current arrangement for the flying of flags.

26. Flag Flying

Councillor Fenton undertook to see if any further repair was required to the Recreation Ground flagpole.

A member of the parish had written expressing concern that the Ukraine flag was being flown more frequently than the Union flag and a Flag Officer had also been approached directly.



It was **Resolved** – that the Council would continue to fly the Union flag only on government designated days, the Sussex flag would fly on Sussex Day June 16th and, until further notice, the Ukraine flag would fly at all other times.

The Clerk was asked to write to the parishioner to confirm this decision and clarify that Flag Officers act without personal discretion under the Council's instructions.

27. Apologies for Absence

Apologies received from Councillors Vanneck-Smith and Wright and

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

28. Minutes from the Council Meeting Held On 15th May 2023.

It was **Resolved** - to approve the minutes as a true record of the decisions of the annual meeting and the Chair be authorised to sign them.

29. Chair's/Councillor's Report

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

30. Reports

i. West Sussex County Council Matters

Councillor Bence spoke regarding a stage 3 audit being undertaken for the new Fontwell Lights, the outcome of which was awaited. It was also clarified that management of the traffic on race days was by the police in consultation with the Racecourse and therefore no further action was proposed by the Parish Council.

ii. Arun District Council Matters

Apologies had been received from Councillors McAuliffe and Pencyate, the meeting welcoming newly elected Councillor Carol Birch. Councillor Birch spoke regarding her responsibilities at Arun as Chair of the Housing and Wellbeing Committee and of the high levels of housing allocation within the Local Plan with existing infrastructure (e.g. schools) insufficient.

iii. National Trust Matters

Lee Walther, Acting Lead Ranger, had sent his apologies and provided an update of activities (Annex B).

Councillors Birch and Bence left the meeting.

31. Finance Report

i. Payments

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

ii. Bank Reconciliation

It was **Resolved** – to approve authorisation as at 31 May 2023.

iii. Budget Monitor at 31 May 2023

Year to date actuals v budget were noted and

It was **Resolved** – to meet the expenditure to replace the Top Field gates from the VAT reclaimed for the year to 31 March 2023.

iv. General Reserves and Earmarked Reserves

It was **Resolved** – to



- a) Transfer £264.16 from Earmarked Reserves to General Reserves for the plaque on the Recreation Ground seat and the installation of the new bench on the Top Field.
- b) Transfer £69.41 from General Reserves to Earmarked Reserves, 'CIL' payment from the South Downs National Park.
- v. **Annual Governance and Accountability Review**
The Clerk confirmed the submission to the External Auditor and that information had been posted to comply with relevant legislation. The Notice of Public Rights and Publication of Unaudited AGAR commenced on Monday 5 June 2023 and would end on Friday 14 July 2023.

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

32. Grants

- i. **Grant Applications**
 - a. **National Lottery Community Award (marking the King's Coronation).**
The two benches had been installed, one on the Top Field, the other on the Recreation Ground, and delivery of the accessible picnic table which is a bespoke item was awaited.
 - b. **South Downs National Park/National Trust Interpretation Board**
Feedback had been shared on the proposed wording for the board and the draft design brief would be circulated once complete with two further opportunities to refine this.
Whilst members were concerned that the requirement for planning consent did not appear to be consistently applied across the Park, as the Parish Council was not making any other financial contribution to the item
It was **Resolved** – to approve submission for 'advertisement consent' at a cost of £231, to be funded partly by the CIL money it had received of £69.41.
 - c. **Beelines' Grant**
An application had now been submitted.
 - d. **Government's Community Ownership Fund**
The Society of Local Council Clerks was running a free webinar which the Clerk had signed up to join on Tuesday 13th June at 12 noon.
- ii. **Charity Donations**
Two local charities were considered; Tyler's Trust, set up by Tyler after diagnosis with a brain tumour, supporting local children with life threatening illnesses and their families, and Olly's Future, set up by his mum, sharing Olly's love & light to prevent young suicide.
It was **Resolved** - to make donations to Tyler's Trust (£25) and Olly's Future (£50).

33. Slindon Pond Church Hill

- i. **Pond Condition**
The Environment Agency had reported that no action was required with regards to the curly pondweed, which is native to the UK, appearing on the surface and that it need only be removed for aesthetic purposes. The officer remarked on how good the pond looked, of the yellow irises around the margins, the impressive willow tree and reassured that the pondweed is a good oxygenating plant and will also support



invertebrate species. Other plant species will also develop and rein in its growth too. The Parish Council had taken advice on the cost of removal of the pondweed as an option which would require a digger at an estimated cost of about a thousand pounds but this was not currently considered necessary based on the advice received.

- ii. **Pond Island**
This was now complete.
- iii. **Willow Fencing**
Paid for by the South Downs National Park Authority to help prevent bank erosion this has now been completed.
- iv. **Interpretation Board**
Refer minute 31, i b.
- v. **Opening Ceremony**
Members favoured an event later this Summer to mark the completion of the pond project.

The second member of the public left the meeting.

34. Top Field

- i. **New gates**
These had now been installed and although an issue had been highlighted by the user of a mobility scooter this had now been resolved through the kind assistance of a neighbouring resident levelling the soil. A RADAR lock on the telescopic post might be an option if the current adjustment did not resolve the issue for other users. The resident had also offered to speak with members more generally about accessibility to the Top Field and this was very much appreciated in providing a better insight into the difficulties facing those with mobility issues. Councillor Thomas felt that it might still be possible to fit a spring lock on the small gate and a site visit to discuss this would take place. The bin also needs to be relocated through Arun District Council to allow vehicular access.
- ii. **Play Equipment**
The Clerk recommended a phased replacement of the play equipment over the coming years starting with the rockers and possibly the balance beam. Kompan had a 'supply only' sale on that ended 31 July and, subject to a prior visit with Councillor Thomas and Rees, the Clerk undertook to identify three quotes to replace some or all of these items. The visit could be combined with the review of the gate lock and an existing meeting with the National Trust to discuss repairs to the benches – 27th June at 9 a.m.

35. Governance Matters

- i. **Risk Assessments**
The Clerk was updating the grass-cutting and strimming policy to ensure that those working at both the Top Field and Recreation Ground fully complied with the new insurer's requirements. The Clerk queried whether Councillor Thomas had his own separate insurance for cutting the Top Field and this matter would need to be addressed urgently as it was unlikely that the current paid arrangement would be covered by the Council's insurance.



- ii. **Asset Register at 31 May 2023**
It was **Resolved** – to note the acquisition of the two new commemorative benches.
 - iii. **Change of Bank Signatories**
 - a. **Unity Bank Account**
Councillor Vanneck-Smith had been added as signatory to the three accounts and Councillor Brimblecombe's name removed.
It was **Resolved** – to add Councillor Tracey Wright as a signatory.
 - b. **Lloyds Multipay Corporate Card**
It was **Resolved** – to remove Councillor Brimblecombe as an administrator, Councillor Rees remaining as its sole administrator, and the paperwork was signed.
 - iv. **Policies**
It was **Resolved** - to approve/adopt the new Memorial Tree and Bench policy.
 - v. **Secure email systems/dedicated council email accounts**
It was **Resolved** – to ratify the cost of £406 net to set up secure gov.uk email addresses through JNR Computer Services for the six Councillors.
 - vi. **Membership of the Society of Local Council Clerks**
It was **Resolved** – to pay 50% of the joining cost of £187, split 50:50 with Clapham Parish Council i.e. £93.50.
 - vii. **Resilience Plan**
A 24/7 emergency number was not considered necessary within a small close-knit parish and with a Clerk that is part-time.
 - viii. **Arun Parish Review**
Members were interested to read the updated version provided by Mr Jan Cosgrove and the focus remained on filling the Council's three vacant member positions.

It was **Resolved** - to exclude members of the press and public from the meeting in respect of a confidential matter, minute 36 refers, under the Public Bodies (Admission to Meetings) Act 1960, s.1 (2).
36. **Confidential Matter**
It was **Resolved** – to set up a Facebook page for the Parish Council
37. **South Downs National Park Authority**
- i. **Local Plan Review – Working Party for the Parish Priority Statement**
Members were pleased with the level of interest expressed, bringing expertise and experience in delivering such projects and
It was **Resolved** - to approve the formation of a working party for the purposes of drafting a Parish Priority Statement and comprising three residents and two Councillors (Fenton and Wright) and to circulate a briefing note.
 - ii. **South Downs National Park Elections (parish nominations to the Board)**
It was **Resolved** – not to vote on this occasion.
38. **Clerk's Update**
- i. **Playground and Adult Gym Inspections**
No updates to report.



- ii. **Anti-social behaviour/parking issues**
Parking on Church Hill at the junction with School Hill was forcing cars turning onto School Hill to move into the path of cars turning into Church Hill. Efforts to resolve this directly had been unsuccessful and the Clerk was asked to contact the PCSO for advice.
A member of the public had written regarding 'restricted parking' on the Top Road through traffic cones, also referencing a note from the Parish Council. Members had no knowledge of this matter and a copy of the note had been requested and a meeting suggested to help resolve the issue.
 - iii. **Annual Meeting of the Parish Council**
It was **Resolved** – to ratify the additional spend on the refreshments at a total cost of £142 compared with the delegated spend of £100.
 - iv. **Hall Security and User Responsibilities**
Members noted the timely reminder from the Trustees.
 - v. **Mobile Post Office**
Unfortunately the parish did not qualify as there is a fulltime service at Eastergate and an outreach service one day a week – reported as a Monday but online searches state a Friday - at Walberton, both within two and a half miles of Slindon.
 - vi. **Arun Community Warden Service**
Arun West Community Wardens: residents' needs survey had been launched to help them better understand residents' safety concerns and how they can best serve local communities.
 - vii. **Trail Running Event**
Maverick Race Director Brittany Saville had informed the Parish that it was running an event on Saturday September 30th and that the Ultra route would pass close to Slindon.
 - viii. **Invitations to upcoming events**
None.
 - ix. **Correspondence Received after agenda issue**
South Downs National Park Authority's invitation to the Parish Council to comment on changes to the list of items that the planning authority require to validate applications, running from 5th June to 14th July. No response considered necessary.
39. **Highways/Public Rights of Way (PROW) Matters**
- i. **Slindon's Annual PROW Report for 2022**
Details from WSCC posted to the Parish Council website were noted.
 - ii. **A27 Elected Representatives' Forum and Ford Road meetings.**
National Highways advised that a deferral date for the bypass meant that they could not make their Development Consent Order (DCO) submission, further updates would be issued in due course although until then there would be no further engagement.
 - iii. **Fontwell Roundabout Traffic Signals**
The Parish Council had raised matters with both the agent for the developer and National Highways although the latter had not replied. A review of the existing arrangement is currently underway. Refer Annex D.
 - iv. **West Sussex County Council (WSCC) Highways Matters**
 - a. Capital works for Reynolds Lane to improve drainage – no further update.



- b. Crocus Planting by Dairy Cottage – to organise through a volunteer team this Autumn if possible.

40. Planning Matters

Updates to 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 – Approved.

Ratify Delegated Responses

- 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 0NA, closing date for a response of 8th June.
- ii. SDNP/23/01910/HOUS | Proposed detached outbuilding | Aldenham Bridle Lane Slindon Arundel West Sussex BN18 0NA
It was **Resolved** – to ratify the responses submitted under its scheme of delegation (Annex C).

New Applications

- i. SDNP/23/02083/LIS | Moving gas meter from internally and installing it in a semi-concealed box externally. | Bleak House Top Road Slindon West Sussex BN18 0RP.
It was **Resolved** – to raise no objection on the basis that its location is unobtrusive.

41. Date of Next Ordinary Meeting

The next ordinary meeting will take place on Monday 10th July 2023 at 6.30 p.m.

The meeting ended at 8.30 p.m.

Signed as a true record of the meeting

Dated



Annex A – List of payments (online authorisation by J Rees and P Saintas) and receipts

Payments for meeting 12.6.23								
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) - Online Faster Payments authorised by P Saintas and J Rees
Faster Payment 10	9.5.23	12.5.23	ParishOnline	Mapping service	£ 45.00	£ 7.50	LGA 1972 s143	Per budget
Faster Payment 11	N/A	12.5.23	HMRC	Tax and NI on Clerk's salary - tax period 2	Redacted	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 12	9.5.23	17.5.23	A Woolner	Internal Audit 2022/23	£ 150.00	£ -	The Accounts & Audit Regulations 2015 Part 2 (5)	Meeting 13.2.23, minute 177 (vii)
Faster Payment 13	18.5.23	19.5.23	D Kembery	Share of gates for Top Field and install bench	£ 1,810.00	£ -	Open Spaces Act 1906, subsection 10	Meeting 13.3.23, minutes 193(i) a3 re bench and 195 (ii) re gates
Faster Payment 14	19.5.23	21.5.23	Mulberry & Co	Training session for Cllr. Tracey Wright	£ 54.00	£ 9.00	LGA 1972 s175	Meeting 15.5.23, minute 17 (v)
Faster Payment 15	N/A	21.5.23	Sarah Linfield	Mileage 13.5.23	£ 10.80	£ -	LGA 1972 s111	Per budget and contract
Faster Payment 16	30.5.23	29.5.23	Coronation Hall	Hall hire 15.5.23 and 25.5.23	£ 60.00	£ -	LGA 1972 s134	Per budget
Standing Order	N/A	12.5.23	Sarah Linfield	Clerk's salary - period 2 2023/24	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.5.23	NEST	Pension contribution	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	16.5.23	Lloyds Bank	Monthly statement DD - covering the following items	£ 481.03			
Corporate card statement entry	6.4.23	6.4.23	Jewson	Purchase of materials to repair patio slabs/car park area	£ 368.38	£ 61.40	Local Government (Miscellaneous Provisions) Act 1976 s.19 Open Spaces Act 1906, subsection 10	Per budget (authorised as emergency spend/scheme of delegation - noted/ratified Recreation Ground Meeting 17.4.23, minute 93 (i) b)
Corporate card statement entry	7.4.23	7.4.23	T-Tags	For stationery/filing/audit	£ 5.27	£ -	LGA 1972 s111	Per budget
Corporate card statement entry	7.4.23	7.4.23	Amazon	Lever arch file for audit	£ 9.94	£ 1.66	LGA 1972 s111	Per budget
Corporate card statement entry	17.4.23	17.4.23	Amazon	Lever arch file for audit	£ 3.06	£ 0.51	LGA 1972 s111	Per budget
Corporate card statement entry	5.5.23	19.4.23	Hampshire Flag Company	Ukraine flag and postage (for Recreation Ground flag)	£ 62.75	£ 10.46	LGA 1972 s111	Meeting
Corporate card statement entry	5.5.23	25.4.23	Hampshire Flag Company	Halyard (for Recreation Ground flag)	£ 8.64	£ 1.44	LGA 1972 s111	Per budget
Corporate card statement entry	21.4.23	21.4.23	Amazon	Really Useful storage box	£ 19.99	£ 3.33	LGA 1972 s111	Per budget
Corporate card statement entry	N/A	2.5.23	Lloyds Bank	Monthly card fee	£ 3.00	£ -	LGA 1972 s111	Per budget
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	N/A	N/A	£ -	N/A				



Annex B - National Trust Report

“There are two new members of staff starting for the National Trust, the first is Richard Edwards who is the new Countryside Manager for the South Downs Portfolio (Blackdown, Woolbeeding, Slindon, Saddlescombe and Birling Gap), he fills a vacant position and will sit between Jane our General Manager and the three Lead Rangers.

We are also welcoming Andreas Mott who is being employed on a 2-year contract as a Wildlife Manager and will be looking at how we can manage deer at both the Slindon Estate and Harting Down by working with neighbouring land owners and partner organisations such as the Forestry Commission and Natural England”.

Annex C - Planning Responses under Scheme of Delegation

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 0NA, closing date for a response of 8th June.

The Parish Council understands that it is not possible to defer protected species surveys as a condition of a planning permission so that no decision can be made in the absence of ecological reports by a qualified ecologist as per the CIEEM guidelines. However, on the basis that the application appears to comply with policy SD31, it raises no objection subject to - the Planning Authority obtaining and satisfying itself with regards a suitable ecological report to include a bat roosting assessment, automatic black out blinds for the two roof lights in the new kitchen/dining area to meet the Dark Skies policy (SD8) and an arborist to assess the large fallen tree in the garden which has re-growth on the branches.

**SDNP/23/01910/HOUS | Proposed detached outbuilding | Aldenham
Bridle Lane Slindon Arundel West Sussex BN18 0NA**

Raise no objection on the condition that the appearance of solar panels, as assessed by the planning authority, are not deemed detrimental to the location, as the application documents on the portal lack any detail on these.

Annex D - Fontwell Traffic Lights – Response by Knights Brown

“Following the commissioning of the traffic lights at Fontwell Roundabout, we have received a number of complaints that we would like to address with this response.

For clarity, we wish to explain that Knights Brown was the construction contractor employed by Dandara, a housing developer. We did not design the scheme and are not responsible for it now that the works have been completed. The scheme design was approved by National Highways to whom any further comments should be addressed, via <https://report.nationalhighways.co.uk/>



Following completion of the construction work, the new road layout was subject to a road safety audit, which was carried out on Monday 5 June. Should there be any underlying issues regarding the design and operation of the road layout, these will be addressed and subject to regular monitoring in future.

At the same time, following investigation some changes are required to the configuration of the lights and this work is due to be carried out in the coming days.

We trust this will significantly reduce the delays and problems that have been encountered”.

DRAFT