



Slindon Parish Council

Minutes of the Ordinary Meeting of Slindon Parish Council
Held at Slindon Coronation Hall, Reynolds Lane, Slindon BN18 0QT
On Monday 14th August 2023 at 6.30 p.m.

Present: Councillors Jan Rees (as Chair), Peter Fenton, Derek Thomas, and Tracey Wright.

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

Four members of the public (including the three members of the Parish Priority Statement working party, Ann Watts, Mike Imms and Norman Dingemans).

Sean Harvey and Christine Holyoake, Arun District Council Community Wardens for Slindon.

Steve McAuliffe, Arun District Councillor.

59. Declarations of Interest

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

60. Apologies for Absence (from Parish Council members)

It was **Resolved** – to note apologies from Councillors Saintas and Vanneck-Smith and to approve the reasons for absence.

61. Public Participation

Sean Harvey and Christine Holyoake, Arun District Council's Community Wardens for Slindon, spoke of their backgrounds in police and local government, respectively, and of their role. They work closely with the police and are able to run presentations to improve fraud awareness and the scams that target particularly the elderly and vulnerable. Full details of their role can be found by visiting [Arun District Council's website. https://www.arun.gov.uk/community-wardens/](https://www.arun.gov.uk/community-wardens/) They are keen to join one of the Coronation Hall coffee mornings to meet and chat with residents in a more informal setting.

The two Community Wardens left the meeting.

The Working Party comprising Councillors Fenton and Wright, Mike Imms, Ann Watts and Norman Dingemans had shared an update on the Parish Priority Statement (Annex B).

The Working Party favoured an informal, closed meeting to provide a first draft of the Parish Priority Statement to members, date and venue to be agreed, before the presentation to the Parish Council Meeting, 11th September.

A member of the public expressed concerns regarding excessive mowing on the Recreation Ground, of 'No Mow May' and advocating that larger areas by the football pitch were left unmanaged for the benefit of wildlife. Councillor Rees offered to meet with them to discuss this matter further.

Four members of the public left the meeting.

62. South Downs National Park Authority

i. Parish Priority Statement

An informal meeting to take place with the Working Party, at a date and venue to be agreed. The Clerk had advocated an additional Parish Council meeting in the interests of transparency.



ii. Community Instructure Levy (CIL) Money

£3523.76 - source SDNP/19/06071/FUL The Old Pub Car Park School Hill Slindon Arundel West Sussex BN18 0RS - now due in October as the self-build criteria were no longer being met.

63. Minutes from the Council Meeting Held On 10th July 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.

64. Chair/Councillor Reports

Councillor Rees had joined the Annual General Meeting of the Coronation Hall and spoke of improvements undertaken by volunteers, which were greatly admired, its popularity as a venue and the challenges of its energy costs. The hall has been registered in error as part of the National Trust's Slindon estate and this is being rectified. It has a new constitution.

65. Reports

i. West Sussex County Council Matters

No representation on this occasion.

ii. Arun District Council Matters

Councillor McAuliffe spoke of the Safety Audit for the Fontwell Lights, which do not function well at peak and busier times. Concerns had been raised that the review had been undertaken when it was much quieter and a follow up visit was due to take place. There are plans to improve signage on the eastern approach regarding the use of lanes but suitability and functionality need to be addressed.

iii. National Trust Matters

No representation on this occasion.

66. Finance Report

i. Payments

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

ii. Bank Reconciliation at 31st July 2023

It was **Resolved** – to approve authorisation and sign off.

iii. Budget Monitor at 31st July 2023

Year to date actuals v budget were noted.

iv. General Reserves and Earmarked Reserves

It was **Resolved** – to earmark CIL money £3523.76 on receipt, reference application SDNP/19/06071/FUL.

v. 'Operation Watershed' Savings Account – ended 9120

It was **Resolved** – to transfer the balance to the current account, savings account to remain open.

vi. Annual Governance and Accountability Review

The External Auditor's report was awaited.

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



67. Grants and Donations

i. Grants Received by the Parish Council

a. National Lottery Community Award (marking the King's Coronation).

Martin, Chair of the Slindon Sports Association, had kindly taken delivery of the accessible picnic table and also offered to install it, at a suitable location near the football pitch.

b. South Downs National Park Authority (SDNPA)/Beelines' Grant

The Parish Council had been awarded £5650 net of VAT, which can be reclaimed, to create a wildflower meadow on the margin of the cricket pitch by the A29. The soil here testing as most suitable and to minimise encroaching on land available for recreational purposes. The cost of the first year's work reflected the initial set up, preparation and wild seed at about £1000, but in subsequent years the annual cost of 'cut and collects' would be much less at about £650. The seed would be sourced to ensure it was best suited to the area. The plan is to leave the grass cuttings on site where the cricket pitch cuttings are left, but if removal is required the estimated cost would be about £150.

It was **Resolved** – to

- Note the award, accept the Grant Offer Letter and sign the paperwork for return to the SDNPA.
- Appoint Primavera Ltd (John Brown) to undertake the preparation work at a cost of £4160 net of VAT, without competition under Financial Regulation 11.1 d. The Council had confidence that, based on connections to Slindon and recent work undertaken at the pond, the project would be undertaken sensitively and to a high standard. Further, the alternative contractors suggested by the SDNPA did not appear to offer the specific services required, in addition to which the preparatory work needed to start this month or next.

ii. Donations Made by the Parish Council

- #### a. Home-Start Arun, Worthing and Adur had acknowledged the Parish Council's donation with details of how the money would be put to good use.

68. Slindon Pond Church Hill

i. Interpretation Board

Planning consent had been approved and a photo of the pond was favoured over a plan of the pond in the design, a draft of which would be provided to the Parish Council and the National Trust by the South Downs National Park Authority.

ii. Pond Event

Instead of an official opening in the autumn with unpredictable weather, members felt that a presentation on the pond history at the Annual Meeting of the Parish might be an option. West Sussex County Council's Operation Watershed is marking its tenth anniversary this year and the Parish Council had supplied photos to be included within communications to celebrate some of the projects that the fund has supported.

69. Top Field

Tree and Hedgework

Jonathan Rodwell from Beechdown Arboriculture Limited had arranged micro-drill testing and also inspected the sycamore, identified as T1 Annex C. He concluded that although there is a small cavity and localised pocket of decay in the north-east quadrant of the lower stem, residual sound wood and well-developed buttresses should provide adequate strength to support the tree in typical levels of exposure. It is recommended that a closer inspection is undertaken when the vegetation dies back in the winter.



The Churchwardens had consented to a resident trimming the hedge on the Top Field that borders their property.

70. Governance Matters

i. Policy and Procedures

It was **Resolved** – to re-adopt those policies falling due for review in the period July to September, with some minor recommendations to that for the Internet Banking and Social Media Policies.

ii. Risk Assessments

It was **Resolved** – to adopt the manual handling assessment and to approve online training for up to 5 volunteers at a cost of £15 per volunteer.

iii. Change of Account Signatories

Unity Trust Bank

Councillor Wright now had 'View and Authorise' access levels and had signed on.

Councillor Vanneck-Smith had been assigned the same access levels but had not yet signed on.

Lloyds Multipay Corporate Card

Confirmation received that former Councillor, Barbara Brimblecombe, had been removed as an administrator.

iv. IT Security

The Parish Council decided against installing 'Cloud Backup' for mailboxes at an annual cost of £210 or for the Clerk's laptop at an annual cost of £180, as it already had this through Microsoft. Whilst it would allow the hard drive to be restored more quickly and the mailbox backup would include a seven year archive the costs were felt too high.

v. Parish Council Website

a. Accessibility and Scanning

The quarterly compliance report identified no errors.

b. Compliant Framework

It was **Resolved** – to approve payment of £199 net of VAT for Annual subscription to WCAG 2.1AA-compliant council website framework, including 2 hours of support and 2GB file storage. 12 months from 8th September 2023 and £299 net of VAT for Annual scanning and WCAG compliance reports sent out quarterly, in line with budget.

vi. Annual Review of Assets

Councillor Rees and the Clerk would undertake this in September.

vii. Record Retention

Minutes for the year to 31st March 2023, ad-hoc governance records and sheets from the Book of Condolence for the late Queen would be archived at West Sussex Record Office on 18th August 2023.

viii. Boom Community Bank

A letter had been received introducing this local bank and the opportunity to deposit funds with them. The Clerk had contacted the Town Clerk at Arundel, which had recently set up an account, and was waiting to hear back from Boom about the level of authorisation they would offer when accessing the funds – the Parish Council needs triple authorisation. A decision would be made when this information was available.

ix. Representation on Outside Bodies

Councillor Rees had volunteered to represent the Parish Council at meetings of the Coronation Hall Trustees, as Councillor Thomas had stepped down.



71. Flag Flying

The flagpole at the Recreation Ground had been repaired and the invoice was awaited for some minor works. A discussion on the flying of the Ukraine flag to take place in September to include Councillor Saintas.

72. Clerk's Update

- i. **Playground and Adult Gym Routine Inspections**
No updates to report from Arun District Council.
- ii. **Anti-social behaviour/parking issues**
Refer minute 73 (ii) a.
- iii. **Defibrillators – registration with British Heart Foundation's 'The Circuit'**
Will Quince MP, Minister of State for Department of Health and Social Care, had written via Arun District Council advocating registration with British Heart Foundation's 'The Circuit.' Both Parish Council defibrillators had been registered with them in October 2021.
- iv. **Overhanging and surface vegetation and Parish Orchards**
Progress had been made in most areas previously identified although Bennetts Orchard still needed attention.
- v. **Invitations to upcoming events**
Arun All Parishes Neighbourhood Policing Team - 17th August.
- vi. **Correspondence Received after agenda issue.**
Sunnybox Lane – residents and the National Trust were corresponding on the width of the lane.
Middleton-on-Sea Parish Council – a letter regarding a 'Network for Neighbourhood Planning' had been proposed and although Slindon's set up is different from theirs – lying within the National Park and preparing a Parish Priority Statement - members agreed that it was always good to work together and the range of possible presentations and topics through Zoom were definitely of interest.

73. Highways/Public Rights of Way (PROW) Matters

- i. **Fontwell Roundabout Traffic Signals**
Refer minute 65 (ii) .
- ii. **West Sussex County Council (WSCC) Highway Matters**
 - a. **A29 Traffic Calming**
It was unlikely that WSCC would provide additional measures but the possibility of alternative grant funding would be explored.
 - b. **Capital works for Reynolds Lane to improve drainage.**
Nothing further to report.

74. Planning Matters

- a. **Updates to Previous 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 ORP – Approved.
 - iii. 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 – Approved.
- b. **New Applications**
 - i. SDNP/23/02507/ADV | Erection of an interpretation board | Slindon Pond Church Hill Slindon West Sussex – Approved.



- ii. SDNP/23/03115/HOUS | Demolition of existing porch canopy and construction of new enclosed porch and adjacent window. | The Martlets Bridle Lane Slindon West Sussex BN18 0NA.
It was **Resolved** – to raise no objection.

75. Date of Next Ordinary Meeting

The next ordinary meeting to take place on Monday 11th September 2023 at 6.30 p.m.

The meeting ended at 8:50 p.m.

Signed as a true record of the meeting

Dated

DRAFT



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

Payments for meeting 14.8.23								
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 24	30.6.23	4.7.23	Mulberry & Co	Payroll services quarter to 30.6.23	£ 126.00	£ 21.00	LGA 1972 s111	Meeting 19.12.22, min 141 & meeting 13.1.23, min 160 (i)
Faster Payment 25	27.6.23	4.7.23	Beechdown Arboricultural Limited	Tree work from tree survey	£ 1,800.00	£ 300.00	Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 11	RG Meeting, 17.4.23 93 (i) c
Faster Payment 26	4.7.23	4.7.23	Society of Local Council Clerks	Membership 50:50 split with Clapham PC	£ 93.50	£ -	LGA 1092 s143 (1) (b)	Meeting 12.6.23, min 35 (vi)
Faster Payment 27	N/A	4.7.23	Sarah Linfield	Mileage (extra trip to Parish)	£ 10.80	£ -	LGA 1972 s111	Per budget
Faster Payment 28	N/A	9.7.23	Sarah Linfield	HMRC quarterly homeworking allowance	£ 78.00	£ -	LGA 1972 s111	Per budget
Faster Payment 29	N/A	9.7.23	HMRC	Tax and NI on Clerk's salary - tax period 4	Redacted	£ -	LGA 1972 s111	Per contract and budget
Faster Payment 30	11.7.23	11.7.23	Coronation Hall	Hall hire 10.7.23	£ 30.00	£ -	LGA 1972 s134	Per budget
Standing Order	N/A	12.7.23	Sarah Linfield	Clerk's salary - period 4 2023/24	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	13.7.23	NEST	Pension contribution	Redacted	£ -	LGA 1972 s111	Per contract and budget
Direct Debit	N/A	17.7.23	Lloyds Bank	Monthly statement DD - covering the following items	£ 373.00			
Corporate card statement entry	N/A	14.6.23	Olly's Future	Charitable Donation	£ 50.00	£ -	LGA 1972 s137 3	Meeting 12.6.23, minute 32 (ii)
Corporate card statement entry	14.6.23	14.6.23	Portal PlanQuest Limited	Planning application for advertisement consent	£ 295.00	£ 10.67	LGA 1972 s111	Meeting 12.6.23, minute 32 (i) b
Corporate card statement entry	N/A	21.6.23	Tyler's Trust	Charitable Donation	£ 25.00	£ -	LGA 1972 s137 3	Meeting 12.6.23, minute 32 (ii)
Corporate card statement entry	N/A	3.7.23	Lloyds Bank	Monthly fee	£ 3.00	£ -	LGA 1972 s111	Per budget
Direct Debit	7.7.23	21.7.23	SSE Southern Electric	Bill period 28.3.23 - 28.6.23	£ 109.05	£ 5.19	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Per budget
ACCOUNT TYPE	PAYER	Date	Amount	Reason				
Current Account	N/A	N/A	£ -	N/A				
Interest Account ended -117	N/A	N/A	£ -	N/A				
Interest Account ended -120	N/A	N/A	£ -	N/A				



Annex B – Parish Priority Statement Working Party (PPSWP): Update No 2 – 7 August 2023.

Context

Slindon Parish Council (PC) asked an interested group to form a Working Party (WP) to produce a Parish Priority Statement (PPS). The PPS to be delivered to the SDNP by the PC before 20th October 2023.

The PPS will be produced through consultation with the community - residents, businesses and organisations.

Plan & Dates

June.	July. <i>10th PC meet.</i>	August. <i>14th PC meet.</i>	September. <i>11th PC meet</i>	October. <i>9th PC meet</i>
Stage 1.	Stage 1/ 2.	Stage 2.	Stage 3.	18th submit
22nd WP formed. 28th leaflet drop.	10th response return. Analyse responses. Define stage 2 info. gathering/analysis.	Info clarification. Further Analysis Continue draft of PPS Community photo gathering Post21/8 WP/PC engagement	Draft/Review PPS	

Update

The WP are delighted with the quantity and quality of responses received. (~ 40% of residential properties; plus key stakeholder organisations).

Responses have been analysed into 9 categories: the 7 categories of the PPS, items for attention of the PC, items for attention of other organisations.

An initial PPS outline shows no significant gaps in the responses received. This is currently a very rough draft. Clarifications are required and will be addressed in the next period. In particular residents will be invited via various media to submit digital photos of public and open spaces across the Parish which exemplify either the rural features and special character of Slindon; or those which look out of place.

The biggest risks to the PPS relate to

- the challenging timeline coinciding with the peak summer holiday period.
- Responses received and collated may not align to the expectations of Members of the PC. This will be managed by WP and PC working together (see below).

Budget

To date: £30 printing (no spend in current period).

The WP estimate a total spend less than £250.

Potential costs include room hire. We now anticipate meeting with the PC in late August, and a meeting with the community post-delivery to share the PPS and 'end' the project.

There is potential for an Extraordinary PC meet to be necessary. The 20th of October is the SDNP deadline for submission of the PPS. This does not align well with PC deadlines for submission for the 9th of October PC meet.

Working Party requirements of the Parish Council

The WP ask that the PC -

- Ensure PC members are available outside of the PC meet cycle to receive informal updates so that there are no surprises.
- Parish Register of protected spaces e.g. green spaces, memorials (update received). Members are available to provide timely feedback or input. In particular during the PPS drafting work we currently envisage an informal first sharing of the PPS with the PC w/c 21/8. To enable discussion, ensure understanding and manage the alignment risk previously identified we will arrange a WP/PC meeting post 21/8 prior to September PC meet.



Parish Council Response

The Parish Council does not hold a single register of the various open spaces in Slindon and their designations/protections, the following records are publicly available via various links.

SDNPA Local Plan Development Management Policy SD47: Local Green Spaces

Slindon Common Recreation Ground, Top Playing Field, Meadsway, The Forge Field, Jubilee Orchard, The Allotments and The Copse – see page 90 of the [Local Plan](#).

There is an [evaluation](#) of nominated Local Green Spaces for designation in the South Downs Local Plan, September 2017.

The pond was nominated as a Local Green Space in September 2022, outcome awaited. It was registered as a Public Green in 1967.

By way of explanation/clarification of the different designations,

“The specific term ‘Local Green Space’ relates to a relatively new type designation put forward by the government in the first version of the National Planning Policy Framework in 2012.

There are very particular criteria for Local Green Spaces as set out in [paragraphs 99-101 in the latest NPPF](#). Designations of Local Green Spaces can only be undertaken via the plan making process – whether that be in a Local Plan prepared by the Local Planning Authority (or a review of such a plan) or via a Neighbourhood Plan.

For this new Local Green Space (LGS) designation, the South Downs National Park Authority sought the views of the community to nominate sites to be given LGS designation in the new South Downs Local Plan via a ‘call for sites’ and via public consultations on the Local Plan over the last couple of years or so. Having looked through our records, the pond at Slindon was not put forward to be considered for this new type of designation” (Senior Planning Policy Officer South Downs National Park Authority August 2019)

Please refer to [webpage](#) with the adopted South Downs Local Plan version of the Slindon map.

[The War Memorial](#) was listed on 20 July 2016, included in a list of buildings of special architectural or historic interest approved by the Secretary of State for Culture, Media and Sport under Section 1 of the Planning (listed Buildings and Conservation Areas) Act 1990.

Annex C – minute 69 – Top Field - Sycamore Tree T1, per arrow)

