

## Findon Parish Council

### Minutes of the remote Parish Council Meeting held Monday 1 February 2021 at 7.30pm

**Present:** Cllrs Smith (Chairman), Carr, Gear, Martin, Porter, Jewell, and Gilbert.

**In Attendance:** Clerk Miss F MacLeod, West Sussex County Council (WSSC) Cllr Urquhart, Arun District Council (ADC) Cllr Bicknell and Roger Stone, Chairman of the Findon Village Hall Trust.

Item No		Action By
<b>21.1</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllr Wilson, Hopley and Villanueva-Last and ADC Cllrs Clayden and Cooper.	
<b>21.2</b>	<b>Chairman's announcements</b>	
	Requests had been received from residents regarding the use of the Findon Village Hall as a Polling Station and this would be picked up by WSSC Cllr Urquhart under Agenda item 21.6.	
<b>21.3</b>	<b>Declarations of Interest on items on the Agenda</b>	
	All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
<b>21.4</b>	<b>To sign as a correct record the minutes of the remote meeting held on 7/12/2020</b>	
	Subject to correction of a minor typo, it was proposed and seconded that the minutes dated 7 December 2020 be approved and signed by the Chairman.	
<b>21.5</b>	<b>Update on implementation of actions not covered elsewhere on the Agenda</b>	
	The Report was noted with no further updates.	
<b>21.6</b>	<b>To receive a report from the WSSC Councillor and ADC Councillor</b>	
	<p>WSSC Cllr Urquhart reported on the following items:</p> <ul style="list-style-type: none"> <li>The decision to exclude Findon Village Hall as a Polling Station and use the Village Hall at Clapham/Patching for Findon parishioners had come as a shock and been escalated with ADC by WSSC. Roger Stone, Chairman of the Findon Village Hall Trust had also confirmed that it would be available to use and a risk assessment would be undertaken on 4 February 2021. The Clerk would contact Andrew Griffith, MP, on this matter;</li> <li>The latest COVID vaccination progress and the relaxation of bus pass morning usage restrictions;</li> <li>WSSC Cabinet had approved the budget proposals that included a 1.99% council tax increase and a 3% Adult Social Care precept;</li> <li>The proposed A24 Findon Village to Findon Valley cycle path was a step nearer to happening and needs support to make it happen. The Clerk would write to Andrew Griffith, MP, offering FPC support.</li> <li>A Highways Residents Newsletter would be launched for residents to keep up to date with roads and pavements <a href="#">West Sussex County Council</a> Roads and Travel section;</li> <li>Potholes can be reported on line <a href="#">Report a pothole online - West</a></li> </ul>	<p><b>FM</b></p> <p><b>FM</b></p>

	<p><a href="#">Sussex County Council</a></p> <ul style="list-style-type: none"> <li>• The rewinding of road verges across the County to increase biodiversity and the production of signage to designate neighbourhoods as Community Road Verge areas;</li> <li>• A 'who loves a pollinator?' free remote event would take place on 18 February 2021;</li> <li>• West Sussex Libraries offered digital help for residents and could be contacted on 0330 222 3455 or email <a href="mailto:library.digital.support@westsussex.gov.uk">library.digital.support@westsussex.gov.uk</a></li> <li>• A series of online workshops were available to local businesses as part of the <a href="#">West Sussex Recover &amp; Rise in 2021 Events   Eventbrite</a></li> </ul> <p>The Clerk reported on the following items on behalf of ADC Cllrs Clayden and Cooper:</p> <ul style="list-style-type: none"> <li>• ADC full Council meeting had been held recently and included the renaming of the Development Control Committee to the Planning Committee;</li> <li>• There would be a budget setting meeting shortly;</li> <li>• Councillors were being consulted on the Local Plan Review and had been briefed on the proposed Rampion2 expansion; and</li> <li>• Cabinet had agreed new social media guidance for councillors.</li> </ul> <p>ADC Cllr Bicknell had nothing further to add.</p>	
<b>21.7</b>	<b>Public Question Time (PQT)</b>	
	None.	
<b>21.8</b>	<b>Findon Village Hall extension</b>	
	<p>The Chairman welcomed Roger Stone, Chairman of the Findon Village Hall Trust (FVHT) to the meeting and FPC was looking forward to working with him. Mr Stone clarified that he was aware of the disquiet within the village regarding the current position with the Village Hall extension potential costs for completion. As a result, he had prepared a detailed positioning statement to update the village including background history, and this had received a positive response from the previous Chairman. The statement would be published on the FPC web site and a summary and link to the full statement published in Findon News. Following guidance from the Sussex Assoc of Local Councils (SALC) regarding the current COVID restrictions, FPC, as a local authority, would not be in a position to carry out a leaflet drop. It was confirmed that Cllr Gear would take over as Lead Cllr from Cllr Sean Smith and a routemap to the Public Works Loan (PWL) together with a summary of the November 2020 changes to the PWL process had been circulated prior to the meeting. A remote meeting with Trevor Leggo, CEO of SALC would be arranged with the Working Group to discuss this. Clarification was given on the following points:</p> <ul style="list-style-type: none"> <li>• The amount of £170k previously quoted had been calculated after consultation with the architects;</li> <li>• The figures quoted by the previous FVHT Chairman did not take into account the costs for landscaping and other works required to comply with planning requirements;</li> <li>• A new gas supply and extension of the water supply were needed for the extension;</li> <li>• Estimates would be obtained to provide a complete picture of costs including a contingency amount, which would be presented</li> </ul>	<b>FM</b>

	<p>to parishioners and form the basis of the PWL application; and</p> <ul style="list-style-type: none"> <li>• ADC Cllr Bicknell would provide the Clerk with details on the Rampion2 potential funding opportunities to upgrade the electrics.</li> </ul> <p><b>Resolved: that Findon Parish Council</b></p> <ol style="list-style-type: none"> <li>1. <b>Appoints Cllr Gear as the Lead Cllr of the Working Group;</b></li> <li>2. <b>Appoints Cllr Gilbert as a member of the Working Group; and</b></li> <li>3. <b>Arranges a remote Teams Working Group meeting with Trevor Leggo.</b></li> </ol>	<b>CG</b>
<b>21.9</b>	<b>Precept/Budget for 2021/22</b>	
	<p>The Clerk referred to the report and appendices (as previously circulated) proposing a precept of £47k for the second year running. The Clerk was thanked for the detailed work in support of the calculations.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <ol style="list-style-type: none"> <li>1. <b>approves the precept/budget table and Summary Position as detailed in Appendices 1 and 2 of the report; and</b></li> <li>2. <b>instructs the Clerk to submit a precept requirement for £47k to Arun District Council.</b></li> </ol>	<b>FM</b>
<b>21.10</b>	<b>Clerk Report</b>	
	<p>The Clerk introduced the report (as previously circulated) and highlighted the progress now made with BT regarding the ongoing dispute. After discussion, FPC made the following decisions:</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li>1. <b>The Clerk progress the BT Business upgrade at a cost of £31.95 pm excl VAT;</b></li> <li>2. <b>The Clerk to contact Littlehampton Community Fridge on Tour for viability in Findon; and</b></li> <li>3. <b>The Clerk to contact Processmatters2 regarding the future management of Parish on Line on behalf of Findon Parish Council.</b></li> </ol>	<b>FM</b>  <b>FM</b>  <b>FM</b>
<b>21.11</b>	<b>Reports from FPC Committees for noting</b>	
	<b>a) Planning</b>	
	Cllr Gear reported on the recent SDNPA planning matters, including the withdrawal of the application for 8 Cross Lane.	
	<b>b) Finance &amp; Governance</b>	
	No update.	
<b>21.12</b>	<b>Reports from Outside Bodies and Working Groups for noting</b>	
	<p><b>a) Homewood Play Area Working Group</b></p> <p>Lead Cllr Smith introduced the report (as previously circulated) regarding two quotations that had been received from suppliers. and no further quotes had been received. During discussion, it was felt that more detailed breakdowns of the proposals were needed to enable an informed choice of supplier. Councillors also felt that although fencing was not included in either quotation, the current fencing did not justify replacement. The Clerk will contact ADC, as owners of the Homewood Play Area, and the two suppliers for a further breakdown of works, for consideration at the FPC meeting on 15 March 2021.</p> <p><b>b) 3-5 Year Strategic Plan Review Working Group</b></p> <p>No update.</p> <p><b>c) Village parking/speeding Working Group</b></p> <p>The parish wide questionnaire was ready for distribution once</p>	<b>FM</b>

	<p>COVID lockdown restrictions allow.</p> <p><b>Resolved: that Cllr Jewel takes over as Lead Cllr on the Working Group.</b></p> <p><b>d) Open Spaces Working Group</b>  Lead Cllr Carr introduced the report (as previously circulated) and drew attention to the incursion onto FPC land as detailed in the report. Following discussion, no further action would be taken until guidance had been received from the SDNPA Enforcement Officer. FPC welcomed the recent drainage work carried out by Drainline on behalf of WSCC. Cllr Carr updated that it was understood that WSCC and Drainline were working to agree terms to deliver services to parish councils. There were circa 450 gullies in the village with an estimated cost to FPC of £3600.00pa for Drainline to empty on a regular basis. When appropriate, FPC would ask WSCC for a substantial contribution towards this cost. Comment was made that the road markings in the Conservation Area centre of the village looked untidy and photographic evidence would be sent to WSCC for them to address.</p> <p><b>Resolved: that approval is given for A C Gardens (Sussex) Ltd to cut the hedge at the northern boundary of North Green at a cost of £288.00 incl VAT prior to the bird nesting season begins.</b></p> <p><b>e) Trees Working Group</b>  Lead Cllr Carr reported that some trees would be felled subject to COVID restrictions being adhered to.</p> <p><b>f) Bridleways and footpaths Working Group</b>  No update during COVID 19 restrictions.</p> <p><b>g) Allotment Gardens</b>  The Allotment Gardens were looking in very good shape. FPC supported a recent request from a plot holder to move the location of a fruit frame in his plot.</p> <p><b>h) Nepcote Green Pond</b>  Lead Cllr Porter advised that the Pond was filling up as a result of the recent heavy rainfall and appropriate signage etc would be put in place around the Pond. The Open Spaces Working Party would monitor the Pond for any blockages.</p> <p><b>i) Community Resilience Plan for Findon (incorporating the Improving our Places and Spaces Supporting Resilient Communities)</b>  No update during COVID 19 restrictions.</p> <p><b>j) Assets of Community Value</b>  No update during COVID 19 restrictions.</p> <p><b>k) Village Hall Trust.</b>  The report from Lead Cllr Gear (as previously circulated) was noted.</p> <p><b>l) Findon Village Pre-School</b>  No update.</p> <p><b>m) Joint Eastern Arun Area Committee (JEAAC)</b>  No update as meetings cancelled.</p> <p><b>n) Nepcote Green Charitable Trust (NGCT)</b>  No update.</p>	<p><b>FM</b></p> <p><b>DP</b></p>
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	It was agreed that, due to the effect that COVID restrictions and lockdowns had had over the past 12 months on some of the Working Groups and Outside Bodies, the following would not be included on future Agendas unless the Lead Cllrs had any updates: Bridleways and footpaths; Community Resilience Plan; Assets of Community Value; Findon Pre-School; JEAAC; and Nepcote Green Charitable Trust. Cllrs would advise the Clerk accordingly in advance of the Agenda publication.	
<b>21.13</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliations</b> The bank reconciliation for December 2020 (as previously circulated) was noted and approved. The Clerk advised that a VAT reclaim would be submitted in the next financial year.</p> <p><b>b) Payments</b> The payments made in January 2021 of £3687.51 were noted and approved (as previously circulated).</p> <p><b>c) Approval of additional cheque signatories</b> <b>Resolved: that:</b></p> <ol style="list-style-type: none"> <li><b>1. Cllrs Martin and Porter be added to the list of cheque signatories at HSBC Bank; and</b></li> <li><b>2. The Clerk makes the arrangements if appropriate under current COVID restrictions.</b></li> </ol> <p><b>d) Use of HSBC Internet Banking for BACS payments</b> HSBC Rustington branch will be closing in August 2021 and the Clerk will explore setting up remotely.</p>	<p><b>FM</b></p> <p><b>FM</b></p>
<b>21.14</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	<p>Future membership of the West Sussex Assoc of Local Council (or an alternative).</p> <p>Meeting closed at 9.30pm. Date of next meeting – 15 March 2021.</p>	