

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 18 March 2024** at **7.30pm** in **Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
12/3/2024**

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**AGENDA**

**24.21 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

**24.22 CHAIRMAN'S ANNOUNCEMENTS**

**24.23 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

**24.24 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 22 JANUARY 2024.**

**24.25 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**

To note the update report.

**24.26 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

**24.27 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

**24.28 DEFIBRILLATORS FOR THE VILLAGE**

To note progress.

**24.29 SHEEP FAIR CONSTITUTION**

To note progress and any items for ratification/approval.

**24.30 SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA) COMMUNITY INFRASTRUCTURE LEVY (CIL) NEIGHBOURHOOD PORTION AND 'CALL FOR PROJECTS'**

To consider potential CIL funding projects to take forward urgently.

- 24.31 GARAGE RENTAL AND STORAGE AGREEMENT BETWEEN FINDON PARISH COUNCIL AND CISSBURY ESTATE**  
To review the existing Agreement.
- 24.32 CLERKS REPORT**  
To note the report and consider any items for ratification/approval.
- 24.33 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**  
a) Planning  
b) Finance & Governance
- 24.34 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**  
a) Open Spaces Working Group  
b) Trees Working Group  
c) Allotment Gardens (including annual review of plot rental)  
d) Village Hall Trust  
e) Community Resilience Plan  
f) Parking/Village Signage Working Group  
g) Nepcote Green Pond Restoration  
h) Assets of Community Value (to set up Working Group)  
i) Wattle House Feasibility Study Working Group (Terms of Reference)  
j) Findon Village Pre-School Portacabin Working Group  
k) Provision of additional litter and dog bins (to set up Working Group)
- 24.35 FINANCE**  
a) To note Receipts and Bank Reconciliations as circulated.  
b) To approve Payments as circulated.  
c) To appoint an Internal Auditor.  
d) To note the timetable for the Annual Governance and Accountability Return (AGAR) 2024/25 (if available).
- 24.36 ITEMS TO BE REFERRED TO NEXT AGENDA**

**Agenda Item  
24.25**

Report to **Findon Parish Council**  
Meeting Date **18 March 2024**  
From **Fiona MacLeod, Clerk**  
Title of Report **Previous actions not covered elsewhere on the Agenda**  
Purpose of Report **To note**

**Updates for noting**

23.15 a	2) reminder to Monarchs Way landowners re gate.	Carried forward.
23.120 a	Set up new mandate for authorised signatories	Ongoing.
24.09	Confirm precept to ADC by 28/1/24	Completed.
24.13 1	A C Gardens (Sussex) Gardens Ltd instruction	Completed.
24.13 2	Contact SDNPA re security fencing.	Do I Need Planning Permission (DINPP) form submitted.
24.16	ADC Climate Change Project Support Officer	Invitations to the Annual Parish Meeting to go out in March 2024.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

Date	Feb-24													Agenda item 24.35 a Feb 2024	
	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/misc	Public Works Loan	SDNPA	Op Watershed	VAT reclaim	Total Receipts		
29/02/24	CR	HSBC	interest	56000.00	4911.04	225.00	20541.24	2832.66	89968.50	21388.43	24368.40	48008.94	268244.21		51.40
				56000.00	4962.44	225.00	20541.24	2832.66	89968.50	21388.43	24368.40	48008.94	268295.61		

Payments

Date	Feb-24																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience	Open Spaces incl NG Pond	Public Works Loan	Xmas lights	Parking Speeding WG	Pre-school	Sheep Fair	Op Watershed	Web site, Teams, P/O/L	Total Payments
				12936.00	6225.98	1476.92	7698.00	8237.54	21507.45	100796.63	650.10	0.00	1165.00	29925.08	0.00	3309.43	193928.13
02/02/24	PaP BP	HMRC	Clerk Jan tax	260.20													260.20
	PaP BP	F MacLeod	Clerk Jan salary	1040.40													1040.40
	PaP BP	F MacLeod	Clerk Jan exps		37.20												37.20
	PaP BP	D Chaffe	services													170.00	170.00
	PaP BP	Landbuild Ltd	services												7500.00		7500.00
05/02/24	PaP BP	Landbuild Ltd	services												10000.00		10000.00
06/02/24	PaP BP	Landbuild Ltd	services												10000.00		10000.00
08/02/24	PaP BP	Landbuild Ltd	services												1742.08		1742.08
	DD	Public Works Loan	repayment							3393.37							3393.37
19/02/24	DR	HSBC	charges		5.00												5.00
27/02/02	DD	SSE	electrical supply			42.27											42.27
				14236.60	6268.18	1519.19	7698.00	8237.54	21507.45	104190.00	650.10	0.00	1165.00	29925.08	29242.08	3479.43	228118.65

Bank reconciliation

Balance	as at 29/2/2024		Balance	B/forward	129529.15
	CA	64143.29		Receipts	51.40
	DA	31246.74		Payments	34190.52
		<b>95390.03</b>			<b>95390.03</b>

## Open Spaces Report for Findon Parish Council Meeting 18<sup>th</sup> March 2024

### Meeting 7 March 2024 with Robin Carr, organiser of the Open Spaces Volunteers Working Party

Robin advised that the Working Party have 20 volunteers. Approx. 11 of these 20 members carry out volunteer duties on Wednesday mornings.

Duties that the Working Party could take part in are:

- Maintaining hedgerows
- Bush trimming
- Tree pruning
- Clearing footpaths
- Collecting leaves
- Clearing drains
- Painting
- Maintenance of bus shelters
- Maintenance of the basketball court

Robin advised that he organises the Team's work, and he assesses the priority of the work to be done. Work can come to him via Parish Council requests, or requests that are made directly to him.

Robin emails the volunteers at the weekends to advise them of the place to meet up and the work to be completed on the following Wednesday.

Discussed whether it would be a good idea to have a timetable of regular work/maintenance that needs to be completed. Robin said the work of the group is very weather dependent and it would be difficult to work to a set timetable. I suggested it might be useful at some point to have a broad plan on paper.

Robin said he would update me on work completed, and future work planned, prior to FPC meetings.

Robin advised that he does have a No2 on the Team, Richard Pratt. Richard volunteers every week.

Robin feels that the Team have enough equipment to use. These are kept in "The Shed" around the back of the Village Hall.

- Leaf Blower
- Leaf Sucker
- Lawn Mower
- 2 Strimmer's
- Trolley
- Carpenters Tools
- Garden Tools

Asked whether all the volunteers have access to high visibility jackets. Robin said he thought there was enough, but he will let me know if more are required.

Robin advised that Cllr John Wilson has been purchasing petrol to date for the equipment being used. Robin said he would be happy to facilitate petrol purchases in the future. He will forward receipts to me for re-imburement.

Discussed waste/vegetation disposal. Robin said the Team have "jumbo bags" and tend to dispose either on, or around, the site they are working on. He advised that disposal of vegetation has never been difficult or dumped illegally.

Work that the Team have completed in recent weeks includes:

- Footpaths on the A24. Robin reports that they cleared a 3-mile stretch. Bost Hill to North End.
- Embankments on School Hill were considerably trimmed back on the 5<sup>th</sup> March 2024. Twelve “jumbo bags” were filled and a kind resident on Stable Lane offered his site for waste disposal. This has made a big difference to the intervisibility of cars using the road, in differing directions, at the same time.

Work planned for the next month.

- Clearance of waste at St John Baptist School. This will be carried out on the 3rd April 2024. This is out of term time and therefore volunteers will not have contact with children.
- Clearing of footpath to North End on the Crematorium side
- Clearing on the left-hand side of road at Nepfield Close

Robin advised that he values the work of the Tree Group which is organised by Tree Warden Matthew Ward.

Robin volunteers for this group too. He said 3-4 volunteers plant saplings, weekly on a Tuesday.

**Next Open Spaces report due in advance of the 13 May FPC Meeting**

Paula Whitby

Findon Parish Councillor

**Agenda Item  
24.34 c**

Report to **Findon Parish Council**  
Meeting Date **18 March 2024**  
From **Cllr Wilson**  
Title of Report **Allotment Gardens**  
Purpose of Report **To consider allotment gardens rental**

**1. For consideration by full Council**

1.1 The current levels of £30.00pa for a full plot and £15.00pa for a half plot came into effect on 1 April 2019, following a comprehensive review in 2016 and year-on-year increases until 2019.

1.2 Whilst these rental amounts are very reasonable and there is a lengthy waiting list for allotment gardens plots, in light of the current cost of living crisis, Findon Parish Council agreed not to increase the plot rentals for April 2023, subject to review in 2024.

1.2 The rental received from the allotment gardens in 2023/24 was £225.00.

**2. For ratification by full Council**

2.1 . Councillors are asked to consider the following options:

2.2. Increase the annual plot rental amount from £30.00 to £35.00 for a full plot and from £15.00 to £17.50 for a half plot wef 1 April 2024.

2.3 Maintain the current level of annual plot rentals for a further year.

Date	Jan-24													Agenda item 24.35 a January 2024	
	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/misc	Public Works Loan	SDNPA	Op Watershed	VAT reclaim	Total Receipts		
15/01/24	cr	SDNPA	pond grant	56000.00	4859.72	225.00	16495.30	819.50	89968.50	6388.43	24368.40	12155.96	211280.81		
16/01/24	cr	HMRC	reclaim							15000.00			15000.00		
19/01/24	cr	Stripe Pmnts UK	pond crowdfund					966.16					966.16		
	cr	Sheep Fair	reimburse invoice				306.63						306.63		
26/01/24	cr	Sheep Fair	reimburse invoice				3739.31						3739.31		
	cr	Village Hall	reimburse defibr					1047.00					1047.00		
29/01/24	cr	HSBC	interest		51.32								51.32		
				56000.00	4911.04	225.00	20541.24	2832.66	89968.50	21388.43	24368.40	48008.94	268244.21		

Payments

Date	Jan-24													Total Payments			
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience	Open Spaces incl NG Pond	Public Works Loan	Xmas lights	Parking Speeding WG	Pre-school	Sheep Fair	Op Watershed	Web site, Teams, P/O/L	Total Payments
				11635.40	5901.44	1149.96	7698.00	8187.54	18770.50	100796.63	650.10	0.00	1165.00	21914.99	0.00	3309.43	181178.99
02/01/24	PaP BP	HMRC	Clerk Dec tax	260.20													260.20
	PaP BP	F MacLeod	Clerk Dec salary	1040.40													1040.40
	PaP BP	F MacLeod	Clerk Dec expenses		27.00												27.00
	PaP BP	F MacLeod	storage		70.00												70.00
19/01/24	BP	EDF	WH energy											25.81			25.81
23/01/24	BP	J Wilson	expenses		43.09				70.00								113.09
	BP	Arun Business Supplies	printer cartridge		65.70												65.70
	BP	Findon Village Hall	hall hire		78.75												78.75
	BP	Sheep Fair	VAT reclaim											7474.93			7474.93
	BP	Sussex Manures	gritting services						816.00								816.00
	BP	Tech-event Services Ltd	Sheep Fair services											367.95			367.95
	DD	SECOM PLC	WH security											141.40			141.40
	BP	F Thomas	expenses						38.95								38.95
10/01/24	DD	ICO	renewal		35.00												35.00
19/01/24	DD	SSE	elecctrical supply			39.54											39.54
	DR	HSBC	charges		5.00												5.00
30/01/24	PaP BP	A C Gardens (Sussex) Ltd	pond trees removal						1812.00								1812.00
	PaP BP	D Thornton	consultancy					50.00									50.00
22/01/24	DD	BT Group PLC	services			287.42											287.42
				12936.00	6225.98	1476.92	7698.00	8237.54	21507.45	100796.63	650.10	0.00	1165.00	29925.08	0.00	3309.43	193928.13

Bank reconciliation

Balance as at 31/1/2024		Balance	B/forward	85314.89
CA	98333.81		Receipts	56963.40
DA	31195.34		Payments	12749.14
	<b>129529.15</b>			<b>129529.15</b>