

## Findon Parish Council

### Minutes of the Parish Council Meeting held Monday 22 January 2024 at 7.30pm in Nepcote Hall

**Present:** Cllrs Martin (Chairman), Gilbert, Wilson, Whitby and Kenna (part).

**In Attendance:** Clerk Miss F MacLeod, and members of the public.

Item No		<u>Action By</u>
<b>24.01</b>	<b>To receive and note apologies for absence</b>	
	Cllrs Smith, Hellett, Robinson, and Peskett, West Sussex County Council (WSCC) Cllr Urquhart, and Arun District Council (ADC) Cllr Bicknell.	
<b>24.02</b>	<b>Chairman's announcements</b>	
	None.	
<b>24.03</b>	<b>Declarations of Interest on items on the Agenda</b>	
	Cllr Wilson declared a pecuniary interest in Agenda item 24.19 b) as he had submitted an expenses claim. He would leave the meeting for this item and take no part in any discussion.	
<b>24.04</b>	<b>To sign as a correct record the minutes of the meeting held on 4/12/2023</b>	
	It was proposed and seconded that the minutes dated 4 December 2023 be approved and signed by the Chairman.	
<b>24.05</b>	<b>Councillor vacancies.</b>	
	One Expression of Interest was considered at the meeting. At the invitation of the Chairman, Lisa Kenna provided background to her application. The candidate left the meeting and, following a vote, was unanimously co-opted to the Council. <b>Resolved: that Findon Parish Council</b> <ol style="list-style-type: none"> <li><b>1. Co-opts Lisa Kenna to the Council with immediate effect; and</b></li> <li><b>2. Appoints Lisa Kenna to the Planning Committee.</b></li> </ol> Cllr Kenna completed the Declaration of Office and would complete the Register of Interests and Code of Conduct to return to the Clerk. Cllr Kenna joined the meeting.	
<b>24.06</b>	<b>Update on implementation of actions not covered elsewhere on the Agenda</b>	
	The report was noted.	
<b>24.07</b>	<b>To receive a report from WSCC</b>	
	WSCC Cllr Urquhart had submitted a report covering recycling slots for all Recycling Centres with effect from 12 February 2024; and work was well underway to make many of WSCC buildings more environmentally friendly and energy efficient.	
<b>24.08</b>	<b>Public Question Time (PQT)</b>	
	PQT opened at 7.39pm Yvonne Wilson, Chair of Trustees, Findon Village Woodland Pre-school, provided an update on the grant funding from FPC and the work undertaken. The Pre-school was now warm and insulated, and both students and staff were very happy. Secondary glazing was underway and the works had come in on budget. The FPC grant had made a massive difference. The issue with waste collection with Adur District Council was	

Signed:

Dated:

	ongoing and the Pre-School would escalate and raise an official complaint. For clarity, no nappies were left with the general rubbish and there was a separate collection arrangement for nappies. The Pre-school had a full complement of staff and an average 21 out of a maximum of 26 students per class. An uptake in the number of two year olds was expected. Ten children would transfer up to the St John the Baptist School PQT closed at 7.46pm.	
<b>24.09</b>	<b>Precept/Budget for 2024/25</b>	
	Councillors had reviewed the covering report and supporting tables (as previously circulated) and thanked the Clerk for her work. <b>Resolved; that Findon Parish Council:</b> <b>1. Approves the Precept/Budget table and Summary Position as detailed in Appendices 1 and 2 of the report; and</b> <b>2. Instructs the Clerk to confirm the precept requirement of £58k for 2024/25 to Arun District Council by 28 January 2024.</b>	<b>FM</b>
<b>24.10</b>	<b>Findon Village Hall extension</b>	
	The FPC element had been completed and the project was closed.	
<b>24.11</b>	<b>Operation Watershed</b>	
	All works had been completed by Landbuild within two weeks, including seven large gullies. The Clerk would thank Landbuild on behalf of FPC.	<b>FM</b>
<b>24.12</b>	<b>Defibrillators for the village</b>	
	The Chairman referred to the report (as previously circulated). Discussion took place regarding the unsuccessful attempt by residents of Nightingales to source a funded defibrillator from ADC and it was felt unfair to expect residents to fund 50% of the cost. For consistency with the other village defibrillator models the cost would be approx. £1400.00 plus VAT. The Clerk would contact ADC Cllr Bicknell on this matter.	<b>FM</b>
<b>24.13</b>	<b>Security arrangements for Nephote Green and the North Verge</b>	
	The Chairman referred to the report (as previously circulated) regarding the quotes requested for the oak post fencing. <b>Resolved:</b> <b>1. As only one quote was received, that A C Gardens (Sussex) Ltd be instructed to carry out the work at a cost of £5383.57 excl VAT; and</b> <b>2. The Clerk to contact the South Downs National Park Authority (SDNPA) to advise them of the work.</b>	<b>FM</b> <b>FM</b>
<b>24.14</b>	<b>Sheep Fair updated constitution</b>	
	The Chairman referred to the report (as previously circulated) which also included reference to the future Wattle House project. The positive response regarding the proposed Sheep Fair Constitution was welcomed by FPC. The Constitution would be brought to a future FPC meeting for approval. The Clerk asked for clarification of the process and responsibility outlined in para 1.4 of the report.	<b>SS</b>
<b>24.15</b>	<b>SDNPA Community Infrastructure Levy (CIL) Neighbourhood Portion and 'Call for Projects'</b>	
	The Chairman referred to the report (as previously circulated) and the level of urgency to work-up and submit Expression of Interest bids to meet the SDNPA deadline of 12 April 2024. <b>Resolved: that a Working Group of Cllrs Wilson and Peskett work up Expression of Interest bids for the Pre-School building</b>	<b>JW/DP</b>

	<b>replacement/community facility and consideration for CIL Neighbourhood Portion project(s) to bring to the FPC meeting on 18 March 2024.</b>	
<b>24.16</b>	<b>Clerk Report</b>	
	The Clerk reported that ADC has appointed Jonathan Letendrie as a Climate Change Project Support Officer. The Clerk would invite him to the Annual Parish Meeting on 22 April 2024 to promote his work. Reference was made to the 'hedgehog crossing' signs from an external company and no further action would be taken.	<b>FM</b>
<b>24.17</b>	<b>Reports from FPC Committees for noting/ratifying</b>	
	<b>a) Planning</b>	
	The Planning meeting took place on 18 January 2024	
	<b>b) Finance &amp; Governance</b>	
	The Finance & Governance meeting to discuss the 2024/25 Precept/budget took place on 18 January 2024.	
<b>24.18</b>	<b>Reports from Working Groups and Outside Bodies for noting/ratifying</b>	
	<p><b>a) Open Spaces Working Group/Wild Flower Working Group</b> Lead Cllr Wilson reported that Robin Carr was very busy organising the Volunteers and it was proposed that a second group of Volunteers could be set up to carry out activities on Tuesdays.</p> <p><b>b) Trees Working Group</b> Lead Cllr Wilson reported that landowners would be asked if trees and shrubs could be planted on their land. 300 saplings were in the 'nursery' with 100 of them to be planted in the village, and a couple of dead elms would be reported. Several volunteers had come forward to assist the Findon Tree Warden for replanting activities at the end of March 2024. The Tree Warden was also liaising with Cllr Gilbert on the replanting at the Nephote Green pond.</p> <p><b>c) Allotment Gardens</b> The Clerk reported that the next resident on the Waiting List would be contacted. No update had been received from ADC Cllr Bicknell regarding the outstanding items.</p> <p><b>d) Village Hall Trust.</b> No update.</p> <p><b>e) Community Resilience Plan (CRP).</b> Response awaited from Dee Thornton on the review of current documentation.</p> <p><b>f) Parking Working Group</b> No update.</p> <p><b>g) Nephote Green Pond Restoration</b> Lead Cllr Gilbert introduced the report (as previously circulated), and the further drawdown of £15k SDNPA funding had now been received. Attention was drawn to the £1k raised via Crowdfunding. A C Gardens (Sussex) had completed the tree works, would install two thirds of the fencing in March, with the completion of the fencing to be done when the pond work had been carried out. A meeting was arranged with the St John the Baptist School Head Teacher for involvement in the restoration project. Lead Cllr Gilbert was congratulated on the progress of the project.</p>	

	<p><b>h) Assets of Community Value (ACV)</b> No update.</p> <p><b>i) Wattle House Feasibility Study Working Group (Terms of Reference)</b> Cllrs Gilbert and Peskett to initiate after the completion of the pond restoration.</p> <p><b>j) Findon Village Pre-School Portacabin Working Group</b> Cllrs Wilson and Peskett to initiate after the completion of the pond restoration.</p>	<p><b>CG/DP</b></p> <p><b>JW/DP</b></p>
<b>24.19</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for December 2023 (as previously circulated) was noted and approved. Cllr Wilson left the meeting at 8.33pm and took no part in the following item.</p> <p><b>b) Payments.</b> The payments of £10322.02 made in January 2024 to date (as previously circulated) were noted and approved. Cllr Wilson rejoined the meeting at 8.34pm.</p>	
<b>24.20</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	<p>None. The meeting closed at 8.35pm – date of next meeting 18 March 2024.</p>	

Signed:

Dated: