

Findon Parish Council

Minutes of the Parish Council Meeting held Monday 13 May 2024 at 7.30pm in Nepcote Hall

Present: Cllrs Martin (Chairman), Wilson, Hellett, and Whitby.

In Attendance: Clerk Miss F MacLeod.

Item No		<u>Action By</u>
24.37	To appoint a Chairman for the ensuing year	
	There being no other nominations, Cllr Martin was appointed Chairman for the ensuing year and signed the Declaration of Acceptance of Office.	
24.38	To appoint a Deputy Chairman for the ensuing year	
	Cllr Smith had put forward his nomination and, there being no other nominations, Cllr Smith was appointed Chairman for the ensuing year.	
24.39	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Gilbert, Kenna, Peskett, Robinson, and Smith, and West Sussex County Council (WSSC) Cllr Urquhart.	
24.40	Chairman's announcements	
	Cllr Martin asked all councillors for up-to-date biographies for the Findon Parish Council (FPC) website together with photos if appropriate.	ALL
24.41	Declarations of Interest on items on the Agenda	
	None.	
24.42	To sign as a correct record the minutes of the meeting held on 18/03/2024	
	It was proposed and seconded that the minutes dated 18 March 2024 be approved and signed by the Chairman.	
24.43	Update on implementation of actions not covered elsewhere on the Agenda	
	The report was noted. Cllr Wilson confirmed that potholes had been reported and filled.	
24.44	To receive a report from WSSC and Arun District Council (ADC) Councillors	
	None.	
24.45	Public Question Time (PQT)	
	None.	
24.46	Sheep Fair constitution	
	Deferred until the June FPC meeting.	
24.47	Councillor membership and Terms of Reference (ToR) on the following FPC Committees (as previously circulated)	
	<ol style="list-style-type: none"> 1. Planning Committee – all standing councillors and ToR agreed; 2. Finance and Governance Committee – Cllrs Martin, Smith, Robinson and Peskett and ToR agreed; and 3. Sheep Fair Committee – Cllrs Smith and Wilson. 	
24.48	To agree councillor representation on non-Committee roles, Working Groups, and Outside Bodies (as previously circulated)	

	The representation table was agreed, with the addition of Cllr Wilson's responsibility for the Salt Audit in the Winter Management Plan.	
24.49	Defibrillators for the village	
	No update.	
24.50	Clerk Report	
	<p>The Clerk referred to the report (as previously circulated). Cllr Wilson would ask if the Sheep Fair stand could be free of charge this year in light of the support provided by FPC.</p> <p>Resolved: that</p> <ol style="list-style-type: none"> 1. FPC agrees to a contribution of £50.00 to the Cinnamon Trust as per para 1.1 of the report; 2. A stand at the September Findon Sheep Fair to be booked, subject to Councillor availability; 3. Cllr Hellett to undertake research for a replacement greens mower if needed following the Clerk's review of service providers; 4. Cllr Martin to attend the next Sussex Police virtual forum to raise any matters as per para 1.6 of the report; and 5. FPC supports the request from Findon Village WI as per para 1.8 of the report. 	<p>FM</p> <p>SH</p> <p>LM</p> <p>FM</p>
24.51	Reports from FPC Committees for noting/ratifying	
	a) Planning	
	No update.	
	b) Finance & Governance	
	No update.	
24.52	Reports from Working Groups and Outside Bodies for noting/ratifying	
	<ol style="list-style-type: none"> a) Open Spaces Working Group/Wild Flower Working Group Lead Cllr Whitby referred to the report for the Open Spaces Volunteers Working Group (as previously circulated) and drew attention to the completed and proposed activities carried out by the Groups. Cllr Wilson reported that the footpath behind the Garden Centre was very overgrown and would need clearing, along with an area at the top of School Hill. Discussion took place regarding the future management of all Open Spaces activities and the work to be undertaken. b) Trees Working Group Lead Cllr Wilson reported that 250 willow, hazel, and beech saplings had been planted. c) Allotment Gardens Lead Cllr Wilson reported that all plots remained in good condition, and the new plot holder was very happy. A response was still awaited from ADC regarding the iron fence. d) Village Hall Trust. Lead Cllr Hellett reported that the next stage of soundproofing was due to start. e) Community Resilience Plan (CRP). No update. f) Parking/Village Signage Working Group Lead Cllr Kenna had started a review of the parking documentation and would bring a more detailed report to a future meeting. 	

	<p>g) Nepcote Green Pond Restoration The Clerk referred to Lead Cllr Gilbert’s report (as previously circulated) and confirmed that there was £500.00 allocated for annual maintenance. A request for the gnome to be reunited with its guardian will be made in the June edition of Findon News. Resolved: that the pond maintenance document attached to the report be approved and signed off.</p> <p>h) Assets of Community Value (ACV) Cllr Hellett advised that this was work in progress.</p> <p>i) Wattle House Feasibility Study Working Group (Terms of Reference) Cllrs Gilbert had advised that a preliminary spreadsheet was being developed with a range of options etc for consideration at a future meeting.</p> <p>j) Findon Village Pre-School Portacabin Working Group Lead Cllr Wilson reported that the down part of the guttering needed repair and he would research local resources for a quotation.</p> <p>k) Provision of additional litter and dog bins Cllr Whitby had written to ADC Cleansing Dept regarding the above and awaited a response. A report would be taken to a future meeting.</p>	CG
24.53	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliations for March and April 2024 (as previously circulated) were noted and approved.</p> <p>b) Payments. The payments of £2691.18 made in May 2024 to date (as previously circulated) were noted and approved. A late invoice from A C Gardens (Sussex) Ltd for £804.00 was approved for payment.</p> <p>c) Timetable for the Annual Governance and Accountability Return (AGAR) 2024/25 The deadline for the completion and receipt of the AGAR and supporting documentation was 30 June 2024.</p>	
24.54	Items to be referred to next Agenda not already included in the minutes	
	<p>Public Works Loan contingency opportunities. The meeting closed at 8.49pm – date of next meeting 17 June 2024.</p>	