

**Findon Parish Council**

**Minutes of the Parish Council Meeting held Monday 17 June 2024  
at 7.30pm in Nepcote Hall**

**Present:** Cllrs Martin (Chairman), Kenna, Wilson (part), Peskett, Hellett, Smith, and Whitby.

**In Attendance:** Clerk Miss F MacLeod.

Item No		<u>Action By</u>
<b>24.55</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllrs Gilbert and Robinson, and West Sussex County Council (WSSC) Cllr Urquhart.	
<b>24.56</b>	<b>Chairman’s announcements</b>	
	Cllr Martin reminded councillors for up-to-date biographies for the Findon Parish Council (FPC) website together with photos if appropriate.	<b>ALL</b>
<b>24.57</b>	<b>Declarations of Interest on items on the Agenda</b>	
	Cllr Wilson declared a pecuniary interest in Agenda item 24.71 b as he had an expenses claim. Cllr Wilson would leave the meeting for this item and take no part in any discussion.	
<b>24.58</b>	<b>To sign as a correct record the minutes of the meeting held on 13/05/2024</b>	
	It was proposed and seconded that the minutes dated 13 May 2024 be approved and signed by the Chairman.	
<b>24.59</b>	<b>Update on implementation of actions not covered elsewhere on the Agenda</b>	
	The report was noted. Cllr Wilson confirmed that a new First Aid box for the volunteers had been purchased.	
<b>24.60</b>	<b>To receive a report from WSSC and Arun District Council (ADC) Councillors</b>	
	None.	
<b>24.61</b>	<b>Public Question Time (PQT)</b>	
	None.	
<b>24.62</b>	<b>Need for Part II exclusion of press and public</b>	
	<b>Resolved: that members of the press and public be excluded from the meeting for Agenda item 24.70 i) under Para 3 of Part 1 of Schedule 12a of the Local Government Act 1972) being information relating to the financial or business affairs of any particular person (including the authority holding the information).</b>	
<b>24.63</b>	<b>Annual Governance and Accountability Return (AGAR) 2023/24</b>	
	The Internal Audit report and draft AGAR had not yet been received back from the internal auditor. <b>Resolved: that an Extraordinary Findon Parish Council meeting be held following the Planning Committee on 27 June 2024 to approve the AGAR.</b>	
<b>24.64</b>	<b>Sheep Fair constitution</b>	
	The signed copy by the Sheep Fair was awaited for countersignature by FPC.	

<b>24.65</b>	<b>Defibrillators for the village</b>	
	Cllr Smith reported that the new defibrillator located at the Old Fire Station had been installed and was up and running. The missing external cabinet had now been located and stored at the Village Hall.	
	Cllr Wilson joined the meeting at 7.37pm after reporting the traveller incursion on the North Verge at 7pm to Sussex Police.	
<b>24.66</b>	<b>South Downs National Park Authority (SDNPA) Community Infrastructure Levy (CIL) award.</b>	
	Following discussion, Cllr Martin would investigate and lead on the potential for history interpretation boards at Nepcote and Pond Greens, utilising the CIL award of £2575.00. The amount of CIL funding awarded to FPC in 2023 was £6338.00 had not yet been allocated to a specific project.	
<b>24.67</b>	<b>Public Works Loan (PWL) – use of contingency funding</b>	
	Cllr Hellett would bring a report to the FPC meeting on 29 July 2024.	
<b>24.68</b>	<b>Clerk Report</b>	
	The Clerk referred to the report (as previously circulated) and updated that the insurance renewal quote referred to in para 1.1 of the report had now been corrected by the brokers and should be £263.61. Cllr Smith would take up the grass cutting tender process from the May 2024 Clerk report. <b>Resolved: that FPC approves the renewal of the greens mower insurance with an annual premium of £263.61</b>	
<b>24.69</b>	<b>Reports from FPC Committees for noting/ratifying</b>	
	<b>a) Planning</b>	
	No update.	
	<b>b) Finance &amp; Governance</b>	
	No update.	
<b>24.70</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 Whitby referred to the report for the Open Spaces Volunteers Working Group (as previously circulated).</p> <p><b>b) Trees Working Group</b> Lead Cllr Wilson reported that a meeting had been held recently as there were additional trees to be planted in the Autumn. Open Spaces Volunteers had been asked to assist with clearing the growth around trees. A couple of small saplings had been damaged on Nepcote Green. Cllr Wilson would investigate setting up a Trees Volunteers Working Party.</p> <p><b>c) Allotment Gardens</b> Lead Cllr Wilson reported that most plots remained in good condition, and the grass would be strimmed on 18 June 2024. Cllr Wilson would progress the complaint received regarding the poor condition of some sheds.</p> <p><b>d) Village Hall Trust.</b> No update.</p> <p><b>e) Community Resilience Plan (CRP).</b> No update.</p> <p><b>f) Parking/Village Signage Working Group</b> Lead Cllr Kenna had met with Cllr Gilbert regarding the previous activities carried out in 2021. A report would be available for consideration at a future meeting.</p>	

	<p><b>g) Nepcote Green Pond Restoration</b> The Clerk reported that, following a mention in the June Findon News, the gnome had been reunited with its guardian. The SDNPA had advised that the slight saving on the FPC application could be allocated towards the maintenance costs of the pond, and the final drawdown of £5k had been requested.</p> <p><b>h) Assets of Community Value (ACV)</b> Cllr Hellett advised that this was work in progress. A report would be taken to a future meeting.</p> <p><b>i) Wattle House Feasibility Study Working Group</b> This item was discussed in Part II Confidential Session as resolved in Minute 24.62 and a range of options discussed for further research.</p> <p><b>j) Findon Village Pre-School Portacabin Working Group</b> Lead Cllr Wilson proposed to purchase a couple of sheds to replace the shipping container on site and would investigate the potential for shed donations from local businesses.</p> <p><b>k) Provision of additional litter and dog bins</b> Cllr Whitby now had a contact in ADC Cleansing Dept regarding the above and dog bins and their management was expensive. The two dog bins at Homewood could possibly be relocated.</p>	
<b>24.71</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for May 2024 (as previously circulated) was noted and approved. Cllr Wilson left the meeting at 8.29pm and took no part in the following item.</p> <p><b>b) Payments.</b> The payments of £5453.47 made in June 2024 to date (as previously circulated) were noted and approved. Cllr Wilson rejoined the meeting at 8.34pm</p>	
<b>24.72</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 29 July 2024.</p>	