

**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 29 July 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
23/7/2024**

AGENDA

- 24.77 TO APPOINT A CHAIRMAN FOR THE ENSUING YEAR**
- 24.78 TO APPOINT A DEPUTY CHAIRMAN FOR THE ENSUING YEAR**
- 24.79 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 24.80 CHAIRMAN'S ANNOUNCEMENTS**
- 24.81 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.
- 24.82 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS HELD ON 17 AND 27 JUNE 2024.**
- 24.83 COUNCILLOR CO-OPTION AND VACANCIES**
To consider co-option to fill vacancies on the Council.
- 24.84 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**
To note the update report.
- 24.85 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 24.86 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.
- 24.87 FINDON VILLAGE WOODLAND PRE-SCHOOL**
To receive a verbal update on progress.
- 24.88 NORTH VERGE**
To update on progress and items for ratification.

- 24.89 SHEEP FAIR CONSTITUTION**
To note progress and any items for ratification/approval
- 24.90 DEFIBRILLATORS FOR THE VILLAGE**
To note progress.
- 24.91 SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA) COMMUNITY INFRASTRUCTURE LEVY (CIL) AWARD**
To allocate a Councillor to investigate and lead on the CIL award for Findon history interpretation board and Findon history trail if appropriate
- 24.92 PUBLIC WORKS LOAN - USE OF CONTINGENCY FUNDING**
To consider options.
- 24.93 CLERKS REPORT**
To note the report and consider any items for ratification/approval.
- 24.94 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
- 24.95 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**
a) Open Spaces Working Group (to set up a review of the WG scope)
b) Trees Working Group
c) Allotment Gardens
d) Village Hall Trust
e) Community Resilience Plan
f) Parking/Village Signage Working Group
g) Nephote Green Pond Restoration
h) Assets of Community Value
i) Wattle House Feasibility Study Working Group
j) Findon Village Pre-School Portacabin Working Group
k) Provision of additional litter and dog bins
- 24.96 FINANCE**
a) To note Receipts and Bank Reconciliations as circulated.
b) To approve Payments as circulated.
- 24.97 ITEMS TO BE REFERRED TO NEXT AGENDA**

Agenda Item 24.92

Report to	Findon Parish Council
Meeting Date	29 July 2024
From	Cllr Sean Hellett
Title of Report	Public Works Loan (PWL) – use of contingency funds
Purpose of Report	For information/consideration

1. Background

- 1.1 The PWL drawdown for the Findon Village Hall extension was £89,968. i.e. £90k less fee. The amount of the loan was designed to cover works carried out to complete the Village Hall extension based on previous village survey and the approved planning application SDNP/17/02629/FUL. The quote from Cloud 9 Contractors (selected contractor) was £74,449.37 + VAT =£ 89,339.24.
- 1.2 It was agreed that, as Findon Parish Council (FPC) can reclaim VAT, it would use the 20% as contingency as there were several ‘unknowns’ regarding the state of the partially completed extension. The outcome included some overspends e.g. pathway up side of building but also some savings e.g. entrance doors and finishes so the total overall spend excluding VAT was £75,352 leaving £14,616.
- 1.3 There is some history on the two village surveys that were necessary to endorse the loan in that they did include a summary of improvements which included ‘newly resurfaced car park with parking spaces marked out’.
- 1.4 In the statement of work for the contractors it was decided to leave out the car park element for several reasons:
 - a) The original plans included extending the car park over the grassed areas to increase capacity although a detailed look at the planning showed that this was NOT actually a condition of the planning approval as was thought.
 - b) At the time we were applying for the loan, interest rates started to increase after being stable for some years. As a result, we were struggling to keep the local rate increase in line with what the village had voted for in the survey.

It was therefore decided to omit work not essential to the plan to minimise the loan required.

- 1.5 Condition 4 of the approved planning permission for the proposed rear extension to the Village Hall states that the number of parking bays must match the 18 spaces as indicated on the Tree and Parking Plan 1621-37, and must be clearly demarcated as such. The reason for this Condition was ‘for the avoidance of doubt, and in the interests of amenity’. Therefore, this is part of the overall extension permission.

1.6 Having managed to complete the work without any major cost increases it is recommended that the balance remaining above is used to contribute towards the cost of re-surfacing the car park as this is now in need of attention as the deterioration of the surface is now a safety issue to access the Hall. This will also discharge the Condition 4.

2. Issues for consideration/ratification by full Council

2.1 The options FPC now has are to repay the balance of the PWL early (which includes an interest penalty) or to use the funds for related activity within the scope of the loan.

2.2 Councillors are asked to consider using the balance of the loan as a contribution to resurfacing the car park with work to be contracted by FPC provided the balance can be met by the Findon Village Hall, or to repay the balance early.

Agenda Item 24.93

Report to	Findon Parish Council
Meeting Date	29 July 2024
From	Fiona MacLeod, Clerk
Title of Report	Clerk report
Purpose of Report	For information/consideration

1. For information/action

- 1.1 The salt bin audit for the 2024/25 Winter Management Plan has been completed and submitted to West Sussex County Council (WSSC).
- 1.2 The Standard Form of Consent for the village Xmas lights has been completed and submitted to WSSC.
- 1.3 The FPC Acceptable Usage Policy that has to be signed by all councillors when they join the Council via co-option or election is amongst a raft of policies that are intended to be reviewed when time allows. This will be carried out in liaison with the Maureen Chaffe, ProcessMatters2. There is no reference to apps such as WhatsApp in the current policy.

2. Issues for consideration/ratification by full Council

- 2.1 Does FPC wish to recognise Linda Martin's contribution to the Council following her resignation last month.
- 2.2 Councillors are asked if WhatsApp should be considered for addition to the Acceptable Usage Policy and if so, ProcessMatter2 will be contacted for guidance.

Agenda Item 24.95

a)

Report to	Findon Parish Council
Meeting Date	29 July 2024
From	Clr Whitby
Title of Report	Update on Open Spaces
Purpose of Report	To note and consider/ratify

Updates for noting

1. Open Spaces Working Party. Report from Robin Carr

From: Robin Carr

Sent: Saturday, July 20, 2024 6:49 PM

To: Paula Whitby <Paula.Whitby@findonparishcouncil.gov.uk>

Subject: Working Party [the Findon Village Volunteers]. My Report.

1 Updates

- 1.1 Since my last Report, the Working Party has been busy with footpath clearance. With so much luxuriant growth, vegetation in some places has blocked footpaths but all footpaths the Working Party work on are now open again. Recent work has included cutting back the grass verge to make access on foot possible [particularly for the Litter Picking Group] from the Findon Roundabout to the layby on the Long Furlong road and also the footpath [particularly popular with dog walkers] which leads from Nepcote Lane up the bank of North Wood.
- 1.2 The Working Party has the use of strimmers and a hedge cutter. Cutting back can involve lifting this equipment above shoulder level so from a safety point of view the use of a helmet is desirable. Suitable helmets are available from Screwfix or Toolstation @ £6.99 each. We obviously want to keep the workforce safe.
- 1.3 With the continuing vulnerability of North Green since the travellers were evicted, the Working Party is standing by to give every assistance in the heightening/building of the bund or other work to make North Green more secure.
- 1.4 On 24th July, the Working Party will be at the Glebeland doing a number of jobs including grass cutting and clearance, painting the Preschool building and repairing and painting the Shed.

2. Issues for discussion/ratification by full Council

- 2.1 Purchase of two safety helmets as detailed in 1.2 above. 2 @ £6.99 each. Total cost £13.98

**Agenda Item
24.84**

Report to **Findon Parish Council**
Meeting Date **29 July 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.
24.40	Cllr biogs	Some still not received.
24.50 3	Research potential replacement greens mower	Cllr Hellett – ongoing.
24.68	Greens mower insurance renewal	Completed.
24.68	Grass cutting tender process	Cllr Smith – ongoing.
24.75 1) 2) 3)	Annual Governance and Accountability Return (AGAR)	All completed.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

Date Jun-24 Agenda item 24.96 a June 2024 07 2024

Date	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	tbc	tbc	VAT reclaim	Total Receipts
05/06/24	cr	various	plot rental	29000.00	101.54	340.00	0.00	0.00	0.00	0.00	0.00	0.00	29441.54
						20.00							20.00
11/06/24	cr	Sheep Fair	reimburse inv				550.00						550.00
29/06/24	cr	HSBC	interest		51.73								51.73
				29000.00	153.27	360.00	550.00	0.00	0.00	0.00	0.00	0.00	30063.27

Payments

Date	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience	Open Spaces incl NG Pond	Public Works Loan	Dog and Litter bins	Parking and Signage WG	Pre-school	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				2601.20	440.67	527.96	0.00	0.00	3065.60	0.00	0.00	0	0	247.23	0	90	6972.66
03/06/2024	PaP BP	HMRC	Clerk tax 05 2024	260.20													260.20
	PaP BP	F MacLeod	Clerk sal 05 24	1040.40													1040.40
	PaP BP	F MacLeod	Clerk exps 05 2024		20.25												20.25
04/06/24	PaP BP	Findon Village Hall	hall hire		161.70												161.70
	PaP BP	Arun Business Supplies	office supplies		37.62												37.62
	PaP BP	D Chaffe	services													150.00	150.00
	PaP BP	Findon Garden Machinery	services						98.67								98.67
	PaP BP	A C Gardens (Sussex) Ltd	grass cuts						960.00								960.00
18/06/24	BP	David Harriott Partnership	Sheep Fair services											660.00			660.00
	BP	R Carr	OS exps						5.99								5.99
	BP	J Wilson	exps		50.48				44.69								95.17
	BP	WSALC	subs		734.42												734.42
	BP	A C Gardens (Sussex) Ltd	grass cuts						1206.00								1206.00
19/06/24	dr	HSBS	charges		7.80												7.80
24/06/24	BP	Gallagher Ins	mower ins		263.61												263.61
				3901.80	1716.55	527.96	0.00	0.00	5380.95	0.00	0.00	0.00	0.00	907.23	0.00	240.00	12674.49

Bank reconciliation

Balance as at 30/6/2024

CA 51685.81
DA 31448.17
83133.98

Balance B/forward 88214.08
Receipts 621.73
Payments 5701.83
83133.98

Agenda item 24.96 b July 2024

Payments made to date: £10435.74

Date	Jul-24																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience	Open Spaces incl NG Pond	Public Works Loan	Dog and Litter bins	Parking and Signage WG	Pre-school	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				3901.80	1716.55	527.96	0.00	0.00	5380.95	0.00	0.00	0	0	907.23	0	240	12674.49
01/07/2024	PaP BP	HMRC	Clerk tax 06 2024	260.00													260.00
	PaP BP	F MacLeod	Clerk sal 06 2024	1040.60													1040.60
	PaP BP	F MacLeod	Clerk exps 06 2024		45.80												45.80
	PaP BP	F MacLeod	Clerk storage		70.00												70.00
	DD	SSE energy	electrical supply			35.32											35.32
08/07/24	PaP BP	EDF Energy	WH supply											23.05			23.05
	PaP BP	Findon Village Hall	room hire		59.07												59.07
	PaP BP	Smithe & Co Ltd	SF int audit											240.00			240.00
	PaP BP	Smithe & Co Ltd	FPC int audit		324.00												324.00
	PaP BP	S Whitchurch	defibrillator install					240.00									240.00
20/07/24	dr	HSBC	charges		5.80												5.80
23/07/24	dd	BT Group PLC	services			314.06											314.06
	dd	SECOM PLC	WH services											145.65			145.65
30/07/24	BP	A C Gardens (Sussex) Ltd	NV fencing and grass						7420.28								7420.28
	BP	Arun DC	2023 election fee		129.00												129.00
	BP	J Wilson	expenses						83.11								83.11
				5202.40	2350.22	877.34	0.00	240.00	12884.34	0.00	0.00	0.00	0.00	1315.93	0.00	240.00	23110.23