

**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 15 September 2025 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
10/9/2025**

AGENDA

25.96 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

25.97 CHAIRMAN'S ANNOUNCEMENTS

25.98 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.

25.99 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 28 JULY 2025.

25.100 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA

To note the update report.

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

25.102 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.

25.103 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING

- a) Open Spaces Working Group
- b) Trees Working Group including Community Orchard
- c) Allotment Gardens
- d) Village Hall Trust
- e) Community Resilience Plan
- f) Roads/Parking/Village Signage Working Group
- g) Assets of Community Value
- h) Wattle House Feasibility Study Working Group

- i) FPC and Findon Village Pre-School Working Group
- j) Community Infrastructure Levy (CIL) Working Group
- k) Street Lighting Working Group
- 25.104 WINTER MANAGEMENT PLAN (WMP) 2025/26**
To approve the Findon WMP.
- 25.105 VILLAGE DEFIBRILLATORS**
To receive an update.
- 25.106 WEBSITE ACCESSIBILITY COMPLIANCE**
To consider the update report from ProcessMatters2.
- 25.107 WEST SUSSEX FIRE & RESCUE SERVICES (WSFRS) COMMUNITY RISK MANAGEMENT PLAN (CRMP) 2026 - 2030**
To consider a response to the public consultation which closes on 22 September 2025 [Community Risk Management Plan 2026-2030 | Your Voice West Sussex](#)
- 25.108 CLERKS REPORT**
To note the report and consider any items for ratification/approval (incl 2026 meeting dates).
- 25.109 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
 - a) Planning.
 - b) Finance & Governance.
- 25.110 FINANCE**
 - a) To note Receipts and Bank Reconciliations as circulated.
 - b) To approve Payments as circulated.
 - c) To note quarterly budget (if available).
 - d) To note the External Audit report (if available).
 - e) To approve the FPC insurance renewal quote.
- 25.111 ITEMS TO BE REFERRED TO NEXT AGENDA**

**Agenda Item
25.100**

Report to **Findon Parish Council**
Meeting Date **15 September 2025**
From **Fiona MacLeod, Clerk**
Title of Report **Previous actions not covered elsewhere on the Agenda**
Purpose of Report **To note**

Updates for noting

25.29 c	ADC to be contacted for contribution	Carried forward.
25.91	FPC stall in Wattle House for Sheep Fair	Update at meeting

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

Report to	Findon Parish Council
Meeting Date	15 September 2025
From	Councillor Paula Whitby
Title of Report	Update on Open Spaces
Purpose of Report	To Note

1. Updates for noting/background

1.1 Saturday Working Party. Work Completed

- Painting and necessary repair work to Black Horse Bus Shelter.
- Spreading of gravel onto North Verge Car Parking area.

1.2 Wednesday Working Party. Work Completed & Planned Work

Between 6th August and 3rd September 2025

- Cleared the A24 footpaths adjacent to both the Northbound and Southbound carriageways and from Findon Roundabout northwards [except old fire station to Findon Park Road as this was cleared earlier in the summer].
- Cutting back work on Nepcote Green and North Verge in readiness for Sheep Fair.
- Tidying around Nepcote Pond in readiness for Sheep Fair.
- Cutting back, grass cutting, and tidying up within the Glebeland, including the basketball court.

Planned work. Clearance of twittens Findon Manor to Cross Lane, and Lime Green to Beech Rd. Clearance of bank on School Hill.

1.3 Benches

- Concrete plinth made for “Sheep Fair” bench on Nepcote.
- Bench at bottom of Nepcote renovated by Men In Sheds.

1.4 Dog Waste Bin

- Bin to be considered by Arun and Biffa for bottom of twitten by Findon Manor Hotel.

Proposals for Pond Green Findon Village

The Green

Pond Green is an important area at the heart of Findon village. It is regularly used as a place to sit and meet, take a shortcut across and for small scale events run by the school.

Sycamore to be Felled

The Sycamore on Pond Green has become lopsided following the removal of a large part of its crown. The work was necessary owing to a split which had appeared in the main trunk. Following an inspection by Connick Tree services the decision has been taken to fell it, no remedial work can balance the crown and make it safe in the long term. Permission to remove the tree has been granted from South Downs Planning department.

Existing Features

There is a medium sized English Oak, medium sized American (large leaved) Oak and a small Lime tree planted by the village tree group. An informal hedge and Chestnut railings create an informal village green. Benches and bins are provided. Parking for a few cars means that it is a well used space. A metal village sign featuring horses and sheep is partly obscured by the Sycamore. Fence posts nearby are regularly used to attach posters for village events. There is a substantial stump left after an Oak was removed some years ago.

Proposals for the Green after the removal of the Sycamore

- Grind the stumps of the Oak and the one left by the Sycamore, this does not have to be deep, just sufficient to establish grass over the stump sites.
- Repaint the sign.
- Plant two reasonably sized trees as replacements of the Sycamore. These could be sourced from Mill Farm Trees, Bury near Pulborough, specialists in semi mature trees or Arundel Arboretum. Exact species dependent on availability, the tree group to investigate.
- Some form of notice board could be provided for advertising village events, instead of the fence posts being used.

These could all be carried out at a reasonable cost, well worth it to improve this important area of Findon village.

Matthew Ward, Findon Village Tree Warden

15 September 2025

Report to Findon Parish Council
Meeting date 15 September 2025
From Cllrs Lisa Kenna / Chris Gilbert / Kelly Dean
Title of Report Roads and parking
Purpose of report Update following meeting

A Meeting with West Sussex County Council (WSSC)

A meeting has been arranged with Gary Jannaway, Assistant Area Highways Manager at WSSC on 16 September 2025. It will be attended by Cllr Kenna and Cllr Dean and School Hill resident Joe West. An outline agenda has been sent to cover ;-

1 Reducing the speed limit on Nepcote Lane

Deborah Urquhart (WSSC) has forwarded previous correspondence relating to Nepcote Lane (Also known as Cissbury Ring Road) from 2017 explaining why this road was not included in the previous change to 20mph. DU confirmed that this has been refused in the past but because of increased emphasis on cycling and walking, it could be more successful this time.

2 Making School Hill One way

3 Moving the bus stop on the High Street

4 Repainting road markings and cleaning signs

B Reducing the speed limit on Nepcote Lane to Cissbury Ring

- 1 Cllr Smith to prepare an article for Findon News asking for letters of support from villagers for the change to improve the chances of a successful application.
- 2 Cllr Kenna has sourced signs which could be placed next to the road on the way down from Cissbury Ring to encourage motorists and cyclists to slow down.

C Making School Hill one way

The R&P group agreed to arrange a meeting with School Hill resident Joe West about working with him and other residents to apply for a Community TRO.

In the first instance, a survey of School Hill residents would be required to gauge support for the application. After this, a survey would be needed of the whole village and Joe West has suggested a method for carrying this out. This would again need to be covered by an article in Findon News.

D Move Bus stop outside the Gun

Stagecoach has referred us back to WSCC re moving the bus stop from outside The Gun to outside the Village Hall.

R&P group to discuss additional signage or white lines and /or bollards to discourage parking next to Greypoint House asking people not to park there as it is a bus route.

After the meeting with WSCC, FPC to liaise the residents of Greypoint House to find out if they would be agreeable to a no parking sign being attached to their wall.

E Village Hall Parking

Cllr Smith to update on any feedback from St John Baptist Primary School re using the Village Hall car park for school drop off and pick up.

R&P group is suggesting a meeting with the Village Hall Committee re expanding the use of the car park for villagers to use.

Winter Maintenance FAQ's 2025/26

Information regarding the Council's Winter Service Plan and Gritting Routes can be found here:-

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/winter-service/winter-service-plan/>

Question	Response
1)What will the Winter Maintenance Plan include?	<p>The Winter Maintenance Plan sets out how we respond to icy and snowy weather during the winter period.</p> <p>The Plans includes details of the 'Winter Service Network'. This network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.</p> <p>It is important that we focus our efforts on treating these roads during cold weather to reduce the potential for ice forming.</p> <p>Under the new plan, we continue to keep watch on the winter weather forecasts, ready to deploy gritter's on a priority basis, and to keep main routes open and passable with care.</p>
2) What is the Winter Service Network and how does it differ from the Winter Resilient Network	<p>The Winter Service Network is the network we treat as a precaution to help prevent ice forming. It is a larger network than the Winter Resilient Network. It comprises areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.</p> <p>The Winter Resilient Network is a smaller network which focuses on key roads in periods of severe weather.</p> <p>Further information is available via the link at the start of this document.</p>
3) What is the Winter Resilient Network?	<p>The Highway Resilient Network Plan - This is the extent of the network that will be treated/ploughed in the event of heavy snowfall (5cm+). This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads.</p>

	<p>The Winter Resilient Network is based on the Resilient Network and has regard to:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities.
<p>4) During a significant snow event how does the Winter Resilient Network differ to the Winter Service Network</p>	<p>See Q3 - The Winter Resilient Network is similar to the Winter Service Network, meaning that customers will not experience a major change in service during significant snow events. The focus of the resilient network is to keep major roads and important links open during a significant snowfall event (emergency service/hospitals etc).</p> <p>Further information can be found in the Winter Service Plan via the link at the start of this document.</p>
<p>5) What is considered when deciding gritting routes?</p>	<p>We have taken into consideration the requirements of the National Code of Practice. A Winter Resilient Network has been developed to ensure that it provides:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities. <p>We have: Focused on the A & B road network (The M23, A27 and A23 Trunk Roads are the responsibility of National Highways)</p>

	<ul style="list-style-type: none"> • Invested in upgrading weather stations – for more accurate forecasting • More active community support – over 155 Parish & Town Councils, and at least 50 farmers/volunteers supporting their communities. Over 1060 grit bin in place around the county.
6)Why grit the main roads when drivers can't get out of local residential roads?	<p>The National Code of Practice, Well Managed Highway Infrastructure, requires, in conjunction with legislation that, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. The Code of Practice further states that, "Given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:</p> <ul style="list-style-type: none"> • Provide the service on all parts of the network; and • Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even on treated parts of the network." <p>It is, therefore, very important that motorists drive according to the conditions of the road and with extreme caution, regardless of whether the roads have been gritted or not.</p>
7)Why is the road to my school not gritted as it will be dangerous for teachers and children to get to school?	<p>Priority is given to major and other important roads giving connectivity between significant communities, links to the strategic network, links to transport interchanges and access to emergency services and hospitals. Consideration is also given to critical infrastructure such as power stations and water treatment works. It is recognised that it is not possible to treat all parts of the highway network or all bus routes.</p> <p>Those who drive on public highways should do so in a manner and at a speed that is safe, having regard to such matters as the nature of the road, the weather conditions and the traffic conditions. Drivers are first and foremost themselves responsible for their own safety.</p>
8)Is there provision for the Parish/Town Council to pay WSCC highways gritting contractor for roads to be gritted using precept funds?	<p>This facility isn't currently available.</p> <p>A number of other local gritting contractors within the county currently work with Parish & Town Councils to support local Community Winter Plans or Emergency Plans. This includes:</p> <ul style="list-style-type: none"> • EFP Gritting https://efpgritting.co.uk/ based in Balcombe • Sussex Manures: https://sussexmanures.com/gritting_and_winter_services.php based in Findon

Winter Management Offer 2025/26 - Frequently Asked Questions

Question	Answer
9)Can the existing Winter Plan roll over to this winter?	<p>All existing plans and agreements with local farmers/contractors need to be reviewed annually in case there are changes and resubmitted to WSCC.</p> <p>You will need to review and highlight any changes including:</p> <ul style="list-style-type: none"> • Contact Details of nominated persons. • Gritting and Snow Clearing routes identified in the plans. • Locations of salt bins/bags and highlighting any additional bins or bins that have been removed. • Check your local farmer/contractor is still happy to support your winter plan. <p>If the plan is as it was for the previous year, please indicate this by responding to this email.</p>
10)What is the prearranged financial contribution towards local farmers and contractors?	<p>To be eligible, you must submit the following information by <u>Friday 24th October 2025</u></p> <p>WSCC will contact by email Parish & Town councils who have signed up to the existing scheme to confirm the following information:</p> <ul style="list-style-type: none"> • A plan showing the roads that the Farmer/Contractor will be gritting and/or snow ploughing - which is agreed by the local Area Highway Manager. • Email addresses for 2 key contacts that will receive the Winter Trigger Information – one of whom should be the Farmer/Contractor. • Farmer/Contractor details and contact information. • A valid Public Liability Insurance (covering November 2025 to April 2026) document for the Farmer/Contractor. <p>If your Parish & Town Council is new, and has agreed to work with a local farmer/contractor to clear your local roads, please contact Parish-Town.Enquiries@westsussex.gov.uk</p>

	WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.
11)How much is the pre-arranged financial contribution towards local Farmers/ Contractors?	<p style="text-align: center;">Financial Contribution consists of:</p> <hr/> <p>Financial Contribution can only be claimed once a Trigger Email has been sent from WSCC Highways advising of a forecasted significant snow event and to put the Winter Maintenance Plan into Action.</p> <p>In line with national agreed standards with the NFU and other neighbouring authorities, WSCC will:</p> <ul style="list-style-type: none"> • Provide £35 per hr towards farmers/local contractors to carry out precautionary salting to local roads identified in the agreed Local Community Winter Maintenance Plans as a result of a WSCC notification in advance of a significant snow event. • Provide £35 per hr towards farmers/local contractors to clear snow as a result of a significant snow event, from local roads identified in the agreed Local Community Winter Maintenance Plans and whose activities have been activated through the agreed Trigger Mechanism <p>In order to take part in the “Local Farmers and Contractors Agreement” the contractor must be covered by their own Public Liability Insurance at the date they carry out the work.</p>
12)What is the Trigger Mechanism to activate Winter Maintenance Plans and Farmers/Contractors?	<p>The Winter Management Plan is intended as a response to significant weather events ONLY.</p> <p>WSCC Highways will issue an email directed at the particular areas forecasted to experience significant weather event.</p> <p>Example Email: <i>(Insert Appropriate Location Name)</i> is forecasted to have a significant snow event in the next 3 to 4 days’ time please put your Winter Maintenance Plans into Action.</p> <ul style="list-style-type: none"> • Precautionary Salting: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors to move bulk bags, undertake precautionary salting. • Snow Clearance: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors' for snow clearance - 2” (50mm) of accumulated snow. <p style="text-align: center;">WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost.</p>

13)How do we pay the local Farmers/Contractors for any work relating to our Winter plan?	<p>WSCC will only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated. If the trigger is activated, the payment from WSCC will be made directly the local Farmer/Contractor.</p> <p>This will only happen where there is an agreement in place.</p>
14)What are the arrangements to fill the bins this winter?	<ul style="list-style-type: none"> • Salt/Grit held locally: If you have salt/grit stored at a local farmer this needs to be used to fill up the salt/grit bins before requesting further supplies from WSCC. • No salt/grit held locally: WSCC Highways will top up bins less than 75% full and identified through the community audit submitted by the beginning of August 2025. <p>No salt bins will be filled after 14th October 2025</p>
15)The Parish or Town Council or Community group would like some new bins. Is this possible?	<p>WSCC will not be supplying any new bins. The procurement and maintenance of salt bins is the responsibility of the Parish and Town Councils.</p> <p>If you would like to place additional salt bins on the Highway, you will first need to obtain an agreement to do so. You can do this by submitting a general inquiry, whereby it will be allocated to a relevant officer and go through a licensing process.</p>
16)Existing Hippo bags – Removed or Moved	<p>WSCC will not remove or move hippo bags once they have been delivered.</p> <p>If communities wish to move existing hippo bags, they can utilise any local agreements with Farmers/Contractors at their own cost.</p>
17)Bins/hippos bags where salt has risen to the top, gotten wet or is clumpy.	<p>Salt/Grit mix is still usable if the salt has risen to the top or become clumpy/solidified. It can be mixed by a stick or broken up using a shovel/spade.</p> <p>If salt/grit mix has become very wet, it should be left to dry out and it then can be used again. To keep grit/salt mix dry, place the hippo bag on a wooden pallet and cover with tarpaulin.</p>
18)How will Daily Decisions by Highways are communicated?	<p>Daily forecasts will be monitored between October and April and appropriate action taken where necessary. A Daily Decision will be issued to all interested parties via @WSHighways sign up here</p>

19)Salt/grit supplies in the event of either a prolonged or several extreme winter weather events

In the event of prolonged or several extreme weather events, priorities will be the Winter Service Network for gritting, and the Winter Resilient Network for snow clearance. We will have to consider whether any salt/grit would be available more widely at that point on a needs' basis e.g. the areas that have had snow will get priority.

Improving Local Places and Spaces

Supporting Local Community Winter Resilience 2025-26



Supporting communities in times of extreme weather involves building community resilience and working with communities to help themselves and the vulnerable during times of difficulties.



Contents

1. WSCC Highways Commitment 2025/26

- WSCC Highways will undertake
- WSCC Highways will not undertake

2. WSCC Community Winter Plans 2025/26

2.1 What information should be in a Winter Resilience Plan

2.2 Plan - Salt/Grit Replenishment

- Bins
- Bags

2.3 Local Farmers and Contractors agreements

- Pre-arranged financial contribution
- Trigger Mechanism activating farmers/contractors

1. WSCC Highways Commitment 2025/26

➤ **WSCC Highways undertakes to do the following:**

- Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via **@WSHighways**. [sign up here](#)
- Treat the Winter Service Network – 42% of the county's 4,400km road network.
- Purchase and store at our five depots at least 10,000 tonnes of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 20 gritters (bulk spreaders) between October and April.
- Issue a **pre-snow trigger email** in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

➤ **WSCC Highways does not undertake any of the following:**

- Treating roads not identified as part of the Winter Service Network.
- Hand treating of footways / cycleways / precincts as a precautionary exercise.
- Treating private, 3rd party or non-highway land.
- Refilling salt bins or replacing Hippo Bags during the winter period free of charge.
- Delivering salt bins or hippo bags once the winter season has started free of charge.
- Funding farmers to clear roads that have not been identified in the agreed Local Winter Plan, or when clearance has been undertaken without consent to activate from WSCC.

2. Community Winter Resilience Plans 2025/26

WSCC receive Community Winter Plans from more than half of the Parish and Town Councils in West Sussex. These plans help to coordinate activities, identify local assets, and inform residents during periods of extreme weather.

This year WSCC will be working with Parish and Town Councils to develop and update their plans. Winter Plans should be reviewed annually and submitted to WSCC via Email to: Parish-Town.Enquiries@westsussex.gov.uk

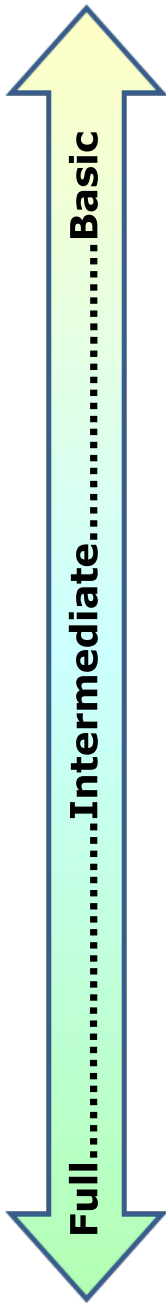
It is important that key information is kept up to date including:

- Changes in contact details of nominated persons
- Changes to gritting and snow clearing routes identified in the plans
- Locations of any new or relocated salt bins/bags
- Confirmation that the local Farmer / Contractor is participating
- Approval for the Local Farmers and Contractors Agreement from WSCC Highways

Please Note: Parish and Town Councils without the correct information in their plan will **NOT** be able to make claims for a financial contribution from WSCC towards the cost of additional work.

2.1 What information should be in a Winter Resilience Plan?

The check list below provides a guide for Community Winter Resilience Plans from the most basic to a full plan.

Standard	Information to include:	Check List
	A plan showing West Sussex County Council Winter Service Network and Winter Resilient Network Salting Routes	<input type="checkbox"/>
	Advice for local residents on how to keep safe during winter	<input type="checkbox"/>
	The WSCC contact centre details – to report fallen trees or damage to the public highway	<input type="checkbox"/>
	Details of the location of grit bins (which should be audited annually)	<input type="checkbox"/>
	A list of key holders if grit bins are usually locked	<input type="checkbox"/>
	Guidance for local residents when spreading salt i.e. amount to use, wear sensible clothing and staying safe. This could include a copy of the Snow Code.	<input type="checkbox"/>
	Details of the location of local grit stores	<input type="checkbox"/>
	A plan showing locations of equipment available for local use i.e. snow shovels, push along mini gritter/spreader, Hazard warning signs	<input type="checkbox"/>
	A list of snow volunteers in the parish and an identified volunteer task leader	<input type="checkbox"/>
	A Telephone tree for disseminating information to residents	<input type="checkbox"/>
	A risk assessment for volunteer activities	<input type="checkbox"/>
	A blank Activity Log for volunteers to complete when clearance has taken place	<input type="checkbox"/>
	A plan showing areas for targeted support such as shops, doctors surgeries, school routes, nursing homes etc. or steep hills, wooded and shaded, frost pocket, water seepage etc.	<input type="checkbox"/>
	A list of 4 x 4 owners who are willing to help	<input type="checkbox"/>
	A list of Farmers/ Contractors with snow ploughs or other equipment who are willing to help	<input type="checkbox"/>
	Details of an emergency reception centre	<input type="checkbox"/>
	Information on how residents can sign up to British Red Cross app - http://www.redcross.org.uk/What-we-do/Emergency Free emergency apps British Red Cross	<input type="checkbox"/>
	Contact details of any local volunteer group supporting vulnerable residents e.g Good Neighbourhood or Locality Care	<input type="checkbox"/>
	Emergency contact details of local utility suppliers i.e. power cuts or burst water pipes	<input type="checkbox"/>
	Details of Winter warmth and flu campaigns	<input type="checkbox"/>

For Parishes with a Farmer / Contractor wishing to claim a financial contribution from WSCC towards the cost of work, that may be undertaken in the upcoming winter season, ***the following MUST be provided by Friday 24th October 2025***

Standard	Information to include:	Check List
Local Farmers / Contractors Agreement	A plan showing the roads that Farmer / Contractor will be covering which is agreed by the local Area Highway Manager	<input type="checkbox"/>
	Farmer / Contractor details and contact information	<input type="checkbox"/>
	Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor.	<input type="checkbox"/>
	A valid Public Liability Insurance (PLI) document for the Farmer / Contractor	<input type="checkbox"/>
WSCC Agreement with the local Farmer / Contractor based on the information in your plan.		

2.2 Salt/Grit Replenishment

➤ Bins

- **Using salt/grit stored locally:** Parish & Town Councils who have local stores of Salt/Grit should use this to top up bins before requesting further salt/grit from WSCC.
- Once Parish and Town Councils have topped up their bins WSCC Highways will replenish local stores and refill bins where they are less than 75% full as identified through the local audits. Please note that the Salt Audit period for this year ends on **Friday 1st August 2025**.
- WSCC will **NOT** refill bins during the winter period.
- Parishes are expected to fill salt bins as required during the winter with salt from the bulk bags stored locally.

➤ Bulk bags of Salt /Grit mix

- **Storage:** To keep the salt/grit at its best, bags should be stored on pallets, preferably indoors or in a covered location. Parishes may wish to purchase secure weatherproof storage containers to keep their supplies in good condition.
- **Existing Stores:** Where the bags are beginning to deteriorate, replacement bags are available on request; Councils will need to decant their existing supplies into the new bags. Tarpaulins to cover stores are also available on request.

2.3 Local Farmers and Contractors Agreements

➤ Pre-arranged financial contribution

In line with national standards, agreed with the NFU, WSCC will provide £35 per hr towards local farmers / contractors to:

- Carry out precautionary salting to local roads identified in the Local Farmers and Contractors Agreement as a result of a WSCC notification in advance of a significant snow event.

- Clear snow as a result of a significant snow event, from local roads identified in the Local Farmers and Contractors Agreement and whose activities have been activated through the agreed Trigger Mechanism
- WSCC will not pay for clearance of roads not identified in the relevant Winter Resilience Plan.

Please Note: In order to claim funding, farmers/contractors must be covered by their own Public Liability Insurance at the date that they carry out the work.

All local Farmers and Contractors Agreements should be submitted by **Friday 24th October 2025** and must be approved by WSCC Highways otherwise they will not be funded.

If you have an existing arrangement in place, you should check that your local farmer or contractor is still happy to support your winter plan for 2025/26.

➤ **Trigger Mechanism activating farmers/contractors**

The 'Local Farmers and Contractors Agreement' is intended as a response to significant weather events **ONLY**. This may be directed to particular areas within the county warning of a significant weather event.

Should an event occur, the trigger mechanism to activate the agreement will be sent via an advisory email to the key contacts identified in your plan. Your key contacts should ensure that they check the daily decision emails. The email from WSCC Highways will approve the use of farmers or contractors for:

- **Precautionary Salting:** farmers and/or local contractors to move bulk bags, undertake precautionary salting. **And /or**
- **Snow Clearance:** farmers and/or local contractors to carry out snow clearance 2" (50mm) of accumulated snow.

WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost **HOWEVER, activities undertaken without instruction from WSCC will not be funded.**



Report to	:	Findon Parish Council
Title of the report	:	Website Accessibility Compliance Update
Purpose of the report	:	To determine how to create accessible documents for the website
Date of the report	:	19th August 2025
Report Creator	:	Maureen Chaffe

1. Background

In 2019, the Parish Council website was tested for compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. Following that review, a statement was added to the website explaining the areas of compliance, as well as any limitations where full compliance could not be achieved and the reasons why.

Since then, the accessibility regulations have been updated. The Smaller Authorities Proper Practices Practitioners' Guide 2025 now requires compliance with WCAG 2.2 and the Public Sector (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

I have undertaken testing of the Parish Council website against these new requirements. I can confirm that all necessary changes have been implemented, with one exception.

2. Non-Compliant Area – Accessible Documents

The only remaining issue relates to the accessibility of uploaded documents (such as agendas and minutes). For a document to meet accessibility standards, it must be prepared using specialist tools. In practice, this requires the use of a full Adobe Acrobat licence, which provides the functionality to check and convert documents into fully accessible formats.

At present, documents are uploaded in PDF form as they are provided to me, without ensuring that they meet accessibility standards. To achieve compliance, one of the following options must be adopted:

- **Council Purchases Adobe Acrobat**
 - The Clerk would be responsible for ensuring all documents (e.g., agendas, minutes) are converted to accessible format before sending them to me for uploading. (An Adobe license costs £30 per month).
- **Website Administrator Undertakes the Work**
 - I would purchase Adobe Acrobat and carry out the necessary accessibility work on each document before uploading.
 - This approach would maintain the current workflow, with the Clerk continuing to provide documents as they do now.

Given the technical requirements and the additional time involved in preparing each document, I propose that the second option is adopted.

3. Cost Implications

At present, I am paid £50 per month for managing the uploading of documents. In order to cover the cost of Adobe Acrobat and the additional work required to ensure accessibility compliance, I propose that this fee is increased to £60 per month.

4. Next steps

- Council to decide whether to purchase Adobe and prepare documents themselves, or
- Approve the proposed £60 per month arrangement for me to carry out the necessary work.

Once this matter is resolved, the updated **Accessibility Statement** (reflecting compliance with WCAG 2.2 and the Accessibility Regulations 2018) will be uploaded to the website.

Date	Aug-25			Agenda item 25.110 August 2025									
	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	Pre-School CIL	tbc	VAT reclaim	Total Receipts
				31000.00	178.44	0.00	2097.35	0.00	0.00	5000.00	0.00	0.00	38275.79
07/08/2025	cr	various	plot rental			75.00							75.00
08/08/2025	cr	various	plot rental			50.00							50.00
11/08/2025	cr	various	plot rental			75.00							75.00
13/08/2025	cr					25.00							25.00
14/08/2025	cr	various	plot rental			50.00							50.00
	cr	Sheep Fair	reimb inv				1706.25						1706.25
18/08/2025	cr	Sheep Fair	reimb inv				4013.10						4013.10
19/08/2025	cr	various	plot rental			50.00							50.00
21/08/2025	cr	Sheep Fair	reimb inv				963.62						963.62
	cr	Sheep Fair	reimb inv				2208.50						2208.50
29/08/2025	cr	various	plot rental			25.00							25.00
	cr	HSBC	interest		41.40								41.40
31/08/2025	cr	Sheep Fair	reimb inv				1140.00						1140.00
				31000.00	219.84	350.00	12128.82	0.00	0.00	5000.00	0.00	0.00	48698.66

Date	Aug-25																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Defibs	Open Spaces	Public Works Loan	Dog and Litter bins purchase & maint	Parking and Signage CIL	Pre-school incl CIL	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				5376.00	2787.23	913.07	550.00	354.00	9820.65	0.00	0.00	0	11200	2307.7	4016.74	240	37565.39
01/08/2025	BP	HMRC	Clerk July tax	302.80													302.80
	BP	F MacLeod	Clerk July salary	1212.00													1212.00
	BP	F MacLeod	Clerk July exps		27.00												27.00
	BP	Findon Village Hall	hall hire		66.00												66.00
	BP	Travis Perkins	supplies														31.58
05/08/2025	PaP BP	P J Birchall	pond services						31.58	300.00							300.00
08/08/2025	dd	PWL	loan repayment								3317.60						3317.60
12/08/2025	PaP BP	Findon Garden Machinery	services						101.20								101.20
14/08/2025	BP	McVeigh Parker	Sheep Fair services											2047.50			2047.50
	BP	AC Gardens (Sussex) Ltd	July grass cuts						2160.00								2160.00
18/08/2025	BP	Strawberry Marquees	Sheep Fair services											4815.72			4815.72
19/08/2025	BP	Bristows	stage payment										8583.30				8583.30
	chg	HSBC	charges		5.00												5.00
22/08/2025	BP	Tech Event Services	Sheep Fair services											1156.35			1156.35
	BP	Andrew Deptford	Defib cabinet					630.00									630.00
26/08/2025	BP	Event Medical Team	Sheep Fair services											2385.18			2385.18
	BP	Sheep Fair	refund											265.02			265.02
	dd	SECOM PLC	WH security											50.49			50.49
	BP	EDF Energy	supplies											21.40			21.40
27/08/2025	dd	SSE Energy	services			42.97											42.97
29/08/2025	PaP BP	S Whitechurch	services					185.00									185.00
	BP	EDF Energy	supplies											20.72			20.72
				6890.80	2885.23	956.04	550.00	1169.00	12413.43	3317.60	0.00	0.00	19783.30	13070.08	4016.74	240.00	65292.22

Bank reconciliation

Balance	as at 31 August 2025	Balance	B/forward	87588.88
CA	38172.20		Receipts	10422.87
DA	32112.72		Payments	27726.83
	70284.92			70284.92

Date	Jul-25											Agenda item 25.110 a July 2025			
	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	Pre-School CIL	tbc	VAT reclaim	Total Receipts		
				31000.00	135.27	0.00	1719.90	0.00	0.00	0.00	0.00	0.00	32855.17		
09/07/2025	cr	Sheep Fair	reimb inv				210.00						210.00		
18/07/2025	cr	Sheep Fair	reimb inv				167.45						167.45		
29/07/2025	cr	Village Stores	donation							5000.00			5000.00		
	cr	HSBC	interest		43.17								43.17		
				31000.00	178.44	0.00	2097.35	0.00	0.00	5000.00	0.00	0.00	38275.79		

Date	Jul-25																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Defibs	Open Spaces	Public Works Loan	Dog and Litter bins purchase & maint	Parking and Signage CIL	Pre-school incl CIL	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				4032.00	1865.23	574.72	550.00	0.00	6671.31	0.00	0.00	0	0	2257.21	1722.24	240	17912.71
01/07/2025	PaP BP	HMRC	Clerk June tax	268.80													268.80
	PaP BP	F MacLeod	Clerk June salary	1075.20													1075.20
	PaP BP	F MacLeod	Clerk June exps		40.00												40.00
	PaP BP	F MacLeod	storage		70.00												70.00
	PaP BP	Andrew Deptford	battery					354.00									354.00
	BP	COH Surveyors	condition survey										1200.00				1200.00
03/07/2025	BP	Event Branding	FPC flag		214.80												214.80
04/07/2025	BP	AC Gardens (Sussex) Ltd	June grass cuts						2160.00								2160.00
08/07/2025	BP	Smithe & Co	FPC int audit		340.20												340.20
	BP	Smithe & Co	Sheep Fair int audit		252.00												252.00
	PaP BP	Findon Garden Machinery	services						120.00								120.00
	BP	Vallis & Hall	WH services												2072.16		2072.16
18/07/2025	BP	EDF energy	supplies												21.40		21.40
	BP	Signs and Safety	supplies												200.94		200.94
20/07/2025	chg	HSBC	charges		5.00												5.00
21/07/2025	PaP BP	Simply D&B Construction	bund Condition SDNPA						540.00								540.00
	PaP BP	Connick Tree Care	services						222.00								222.00
22/07/2025	dd	BT Group	services			296.81											296.81
23/07/2025	dd	SECOM PLC	WH security											50.49			50.49
	BP	Bristows	deposit										10000.00				10000.00
28/07/2025	dd	SSE energy	services			41.54											41.54
30/07/2025	BP	J Wilson	expenses						107.34								107.34
				5376.00	2787.23	913.07	550.00	354.00	9820.65	0.00	0.00	0.00	11200.00	2307.70	4016.74	240.00	37565.39

Bank reconciliation

Balance as at 31 July 2025

CA 55517.56
DA 32071.32

87588.88

Balance B/forward

Receipts
Payments

101820.94

5420.62
19652.68

87588.88



Our ref: 979/1865961

10 September 2025

Miss F MacLeod
Findon Parish Council
34 Normandy Lane
East Preston
West Sussex
BN16 1LY

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points.

- Upon review, general reserves appear to be held at a low level. The council should keep this under review and ensure that they have sufficient general reserves to cover expenditure. Per Paragraph 5.34 of JPAG Practitioners' Guide 2024, best practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid including funds which are designated for another purpose.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Agenda Item 25.110
e

Report to	Findon Parish Council
Meeting Date	15 September 2025
From	Fiona MacLeod, Clerk
Title of Report	FPC Insurance Renewal
Purpose of Report	To approve renewal

1. Background

- 1.1 Findon Parish Council (FPC) use Gallagher Ltd as brokers for its insurance needs. Gallagher is a specialist broker for parish councils.
- 1.2 In September 2023, FPC resolved to enter into a three year binding Long-Term Agreement (LTA) until 30 September 2026 with Hiscox Insurance Company Limited to ensure rate stability, subject to usual exclusions.
- 1.3 The premium (including IPT and all fees) for the year 1 October 2025 to 30 September 2026 will be £2,473.44, a slight increase of £73.44 from the previous year following additional items added to the policy.

2. For approval by full Council

- 2.1 Payment of £2473.44 to be paid to Gallagher Ltd for the renewal of FPC insurance with Hiscox Insurance Company Ltd.