

Findon Parish Council

Minutes of the Parish Council Meeting held Monday 15 September 2025 at 7.30pm in Nepcote Hall

Present: Cllrs Wilson (Chairman), Kenna, Dean, Hellett, Peskett, and Whitby.

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

Item No		<u>Action By</u>
25.96	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Smith and Gilbert, and West Sussex County Council (WSSC) Cllr Urquhart.	
25.97	Chairman's announcements	
	None.	
25.98	Declarations of Interest on items on the Agenda	
	Cllr Wilson declared a prejudicial interest in Agenda item 25.110 b) as he had expenses for payment approval. Cllr Wilson would leave the meeting and take no part in any discussion.	
25.99	To sign as a correct record the minutes of the meeting held on 28/7/2025	
	It was proposed and seconded that the minutes dated 28 July 2025 be approved and signed by the Chairman.	
25.100	Update on implementation of actions not covered elsewhere on the Agenda	
	The report was noted.	
25.101	To receive a report from WSSC and Arun District Council (ADC) Councillors	
	None.	
25.102	Public Question Time (PQT)	
	PQT opened at 7.33pm. A resident from Kingswood House, Horsham Road, referred to the email that had been circulated to councillors regarding the speed of traffic on the A24 towards the Crematorium and the impact on concealed entrances and pedestrians crossing the A24. The had caused several accidents. Lead Cllr Kenna advised that a meeting had been arranged with WSSC Highways on 16 September 2025 and these items would be added for discussion. A resident raised the security of the southern end gate on the North Verge as it could be possible for a caravan to pivot to gain access. Reference was made to two potential attempts to gain unauthorised access in August 2025. The resident was advised that in response to the August attempts, both FPC and the community had taken a positive and proactive stance to prevent any illegal action, and that this should be acknowledged. FPC would be happy to consider additional security such as an appropriate steel bollard/post behind the southern gate. PQT closed at 7.53pm.	
25.103	Reports from Working Groups and Outside Bodies for noting/ratifying	
	a) Open Spaces Working Group Lead Cllr Whitby introduced the report (as previously circulated) and updated that an article would be included in the October	

Signed:

Dated:

	Findon News with village posters for more volunteers for the Saturday Working Party. Cllr Hellett would start the grass cutting tender process based on the documents circulated to all councillors earlier in the year. Discussion would need to take place with the Wildflowers Group regarding grass cutting requirements. Proposals from the Findon Tree Warden in relation to Pond Green and the felling of the Sycamore tree were noted. Resolved: that 1. Cllr Hellett progresses the grass cutting tender process and mower options; and 2. A suitable security bollard is purchased and installed on the North Verge as discussed under Agenda item 25.102. b) Trees Working Group Lead Cllr Wilson reported on the very successful Community Orchard event held on 6 September 2025 and attended by 30-40 members of the community. c) Allotment Gardens Lead Cllr Wilson reported that two plots were still available and the waiting list was being reviewed. An Allotment Holders WhatsApp group had been set up. d) Village Hall Trust. Cllr Hellett would update the Trust on relevant items from FPC meetings and vice versa. e) Community Resilience Plan (CRP). Lead Cllr Peskett would review the resilience equipment held in the Wattle House following the Sheep Fair. The Clerk would provide examples of approved CRPs from other Parish Councils. f) Roads and Parking Working Group Lead Cllr Kenna introduced the report (as previously circulated). WSCC Cllr Urquhart had been extremely helpful in facilitating the meeting detailed in section A of the report on 16 September 2025 with the WSCC Asst Area Highways Manager. An article would be included in the October Findon News. g) Assets of Community Value (ACV) It was agreed that this item would be taken off the Agenda until further notice. h) Wattle House Feasibility Study Working Group The Working Group was due to meet in October 2025. i) FPC and the Findon Village Pre-School Working Group Lead Cllr Hellett confirmed that the work on the portacabin had been completed, apart from some guttering. The recent torrential rain and gales had not resulted in any leaks. Representatives of the Pre-School would attend future meetings to provide updates. j) Community Infrastructure Levy (CIL) Working Group Lead Cllr Dean reported that both proposals for CIL funding had been unsuccessful during the current round (village signage, Pond Green structure), however other funding streams would be explored. k) Street Lights Working Group No update.	
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25.104	Winter Management Plan (WMP)	
	The Clerk referred to the WMP documentation (as previously circulated). Resolved: that Findon Parish Council approves the 2025/26 Findon Winter Management Plan for publication and provides WSCC with a copy.	
25.105	Village Defibrillators	
	The defibrillator at the Black Horse had been installed. Posters will be developed to identify the locations of all defibrillators in the parish, placed in both Notice Boards, and published on the FPC and Community websites. Yvonne Wilson would be approached regarding appropriate training. The Clerk referred to the desire expressed for annual servicing of the defibrillators and made reference to the comments made by Andrew Deptford, who supplied the FPC equipment, in a report to FPC in September 2023 i.e. he believed this was an unnecessary expense if routine maintenance was carried out. The cost per defibrillator at that time was between £150 - £300 pa. Cllr Peskett would provide details of the costs of servicing the Findon Manor Hotel defibrillator at a future meeting.	FM JW
25.106	Website Accessibility Compliance Update	
	The Clerk introduced the update report by ProcessMatters2 (as previously circulated) and drew attention to the two available Options. Resolved: that Findon Parish Council approves the increase in the monthly fee from £50.00 to £60.00 per month to cover the additional software cost and work required by ProcessMatters2 to ensure accessibility compliance and uploading the updated Accessibility Statement on the FPC website.	
25.107	West Sussex Fire & Rescue Services (WSFRS) Community Risk Management Plan (CRMP) 2026-2030 Public Consultation	
	Councillors noted the Consultation details which had received media coverage.	
25.108	Clerk Report	
	The Clerk referred to the report (as previously circulated) and drew attention to the various public consultations taking place, as detailed in the report. An invitation had been received since the report was published from St John the Baptist School inviting Councillors and the community to celebrate the Harvest Festival on the afternoon of 15 October 2025.	
25.109	Reports from FPC Committees for noting/ratifying	
	a) Planning	
	No update.	
	b) Finance & Governance	
	A Committee meeting would be arranged for late October/early November to consider Precept/Budget requirements.	
25.110	Finance	
	a) Receipts and bank reconciliation The bank reconciliations for July and August 2025 (as previously circulated) were noted and approved. Cllr Wilson left the meeting at 9.06pm and took no part in the discussion. b) Payments The payments of £6802.14 to date for September 2025 (as previously circulated) were noted and approved.	

	Cllr Wilson rejoined the meeting at 9.07pm. Cllr Dean left the meeting. c)To note quarterly budget. No update. d) To note the External Audit report. The signed off Report and cover letter were noted. Reserves levels would be discussed at the next Finance & Governance meeting. The Notice of Conclusion of Audit paperwork would published on the FPC website and placed in both Notice Boards. e)To approve the FPC insurance renewal quote. Resolved: that the annual FPC insurance renewal premium with Hiscox Insurance Company Ltd be approved at a cost of £2473.44 wef 1 October 2025.	
25.111	Items to be referred to next Agenda not already included in the minutes	
	None. The meeting closed at 9.35pm – date of next meeting 20 October 2025.	