

## Findon Parish Council

### Minutes of the Parish Council Meeting held Monday 18 May 2026 at 7.30pm in Nepcote Hall

**Present:** Cllrs Smith (Chairman), Gilbert, Peskett, Hellett, Kenna, Silver, and Gardner.

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

Item No		<u>Action By</u>
<b>26.39</b>	<b>To appoint a Chairman for the ensuing year</b>	
	There being no other nominations, Cllr Smith was appointed Chairman for the ensuing year and signed the declaration of Acceptance of Office.	
<b>26.40</b>	<b>To appoint a Deputy Chairman for the ensuing year</b>	
	There being no other nominations, Cllr Wilson was appointed Deputy Chairman for the ensuing year and would sign the declaration of Acceptance of Office at the earliest opportunity.	
<b>26.41</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllrs Wilson, Dean, and Jagfeldt. West Sussex County Council (WSSC) Cllr Urquhart.	
<b>26.42</b>	<b>Chairman's announcements</b>	
	The Chairman thanked Paula Whitby for her contributions whilst on the Parish Council. For the benefit of newer councillors, the role of the Chairman and the collective decision-making role by full Council was clarified.	
<b>26.43</b>	<b>Declarations of Interest on items on the Agenda</b>	
	Cllr Smith declared a pecuniary interest in Agenda item 26.61 b for an expenses claim. Cllr Smith would leave the meeting for that item and take no part in any discussion.	
<b>26.44</b>	<b>To sign as a correct record the minutes of the meeting held on 16/3/26</b>	
	It was proposed and seconded that the minutes dated 16 March 2026 be approved and signed by the Chairman.	
<b>26.45</b>	<b>Update on implementation of actions not covered elsewhere on the Agenda</b>	
	The report was noted.	
<b>26.46</b>	<b>To receive a report from WSSC Councillor and Arun District Council (ADC) Councillor</b>	
	None received.	
<b>26.47</b>	<b>Public Question Time (PQT)</b>	
	None.	
<b>26.48</b>	<b>To agree Councillor membership for the following Parish Council Committees</b>	
	<ul style="list-style-type: none"> <li>a) Planning Committee – all standing councillors and consideration should be given to hold Planning Committee meetings on Monday evenings for 2027.</li> <li>b) Finance and Governance Committee – Cllrs Hellett, Peskett, and Smith with Deputy Chairman ex officio, voting.</li> <li>c) Sheep Fair Committee – Cllrs Smith and Wilson.</li> </ul>	

Signed:

Dated:

	<p><b>Resolved: that</b></p> <ol style="list-style-type: none"> <li><b>1. Cllr Hellett be appointed as Chairman of the Planning Committee for the ensuing year; and</b></li> <li><b>2. Cllr Peskett be appointed as Chairman of the Finance &amp; Governance Committee for the ensuing year.</b></li> </ol>	
<b>26.49</b>	<b>To agree councillor representation on non-Committee roles, Working Groups, and Outside Bodies</b>	
	List of representations attached to the Minutes.	
<b>26.50</b>	<b>Review of Annual Parish Meeting (APM)</b>	
	The APM was held on 27 April 2026 and Cllr Smith reminded councillors that although this was not a Findon Parish Council (FPC) meeting, it was supported and managed by FPC to give parishioners and local organisations the opportunity to share their experiences over the last 12 months. In addition, FPC provided details of its initiatives, Working Groups etc. Comment was made that the local organisations were invited to speak in no particular order, and that the refreshments should be available at the end of the meeting. Break-out tables with councillors to discuss initiatives should be highlighted at the beginning of the meeting to encourage participation. Consideration should be given to holding an additional FPC meeting in April, subject to any 2027 local election date criteria.	
<b>26.51</b>	<b>Policy to appoint non-councillors to Working Groups.</b>	
	The Clerk introduced the draft Policy (as previously circulated) which aimed to provide a framework for the inclusion of additional non-councillor support for Working Groups as and when needed. Section 4 of the Policy referred to Working Groups Terms of Reference (ToR) and the ToR for the Wattle House Working Group would be updated to reflect current activity. Cllr Smith offered to produce a generic ToR for Working Groups to use. <b>Resolved: that Findon Parish Council approves the Policy.</b>	
<b>26.52</b>	<b>Harmonisation of village grants process</b>	
	Cllr Smith would bring a report to the FPC meeting on 22 June 2026.	
<b>26.53</b>	<b>Reports from Working Groups and Outside Bodies for noting/ratifying</b>	
	<ol style="list-style-type: none"> <li><b>a. Open Spaces Working Group</b> No update.</li> <li><b>b. Trees Working Group including Community Orchard</b> No update</li> <li><b>c. Allotment Gardens</b> No update. Please see Agenda item 26.55.</li> <li><b>d. Village Hall Trust.</b> No update.</li> <li><b>e. Community Resilience Plan (CRP).</b> Cllr Peskett had located the Community Resilience kit in the Wattle House and will meet with the Village Hall Committee to relocate the kit.</li> <li><b>f. Roads and Parking Working Group</b> Lead Cllr Kenna introduced the report (as previously circulated). Discussion took place, summarised as follows: <ul style="list-style-type: none"> <li>• Beccy Cooper, MP, would be contacted regarding the WSCC Highways decisions on Cissbury Ring Road and the High Street;</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• Men in Sheds to produce speed signage for Cissbury Ring Road;</li> <li>• Katie Bourne, the Police and Crime Commissioner (PCC), would be contacted regarding the A24 crossing for pupils at St John the Baptist Church. Previous correspondence to the PCC on this matter would be provided;</li> <li>• Stagecoach would be contacted again for a letter of support for yellow lines on the High Street;</li> <li>• Improved signage to deter long term parking at Pond Green, and grant funding opportunities for resurfacing being explored;</li> <li>• Cllr Smith to contact the owner of DeeDees café; and</li> <li>• The reduction in speed limit up to Northend and the parking issues next to Findon Rest would not be pursued.</li> </ul> <p><b>g. Wattle House Feasibility Study Working Group</b> Lead Cllr Gilbert introduced the report (as previously circulated) and advised that the figure quoted in para 1.6 should be £2500.00 not £1500.00. Ideally, the Thinking Day (TD) outlined in para 1.4 of the report should be held before school holidays begin. In respect of an appointment of a Quantity Surveyor (QS) at a cost of over £2k at this stage of the project, it was felt that this should wait until the results of the TD are available as this would show if there was support of the project. The chosen independent TD facilitator would produce flyers to advertise the event. Cllr Peskett would contact Graham Gostick for his set of keys to the Wattle House.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <ol style="list-style-type: none"> <li>1. <b>Supports in principle the appointment of a local Quantity Surveyor at a cost of £2.5k, subject to satisfactory village support from the Thinking Day;</b></li> <li>2. <b>Gives authority to the Working Group to appoint a facilitator for the Thinking Day at a fee not to exceed £1k; and</b></li> <li>3. <b>Approves the Working Group having its own set of keys for the Wattle House as per para 1.7 of the report.</b></li> </ol> <p><b>h. FPC and the Findon Village Pre-School Working Group</b> Lead Cllr Hellett reported that a sample lease agreement had been reviewed and the Pre-School would be engaged to take this forward.</p> <p><b>i. Community Infrastructure Levy (CIL) Working Group</b> Reference was made to the report from Cllr Dean (as previously circulated) and in particular to the sizes of new Interpretation Boards for Pond Green and Nepcote Green, the latter of which would not have a dedication plaque on it. It was felt that the replacement football goal/netting should be on a 'like for like' basis and the proposed 12ft x 6ft goal was not appropriate. The proposed CIL Policy was welcomed.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approves the quote from Acorn Workshop for the new Interpretation Boards on Pond Green and Nepcote Green at a total cost of £2180.00; and</b></li> </ol>	
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	<b>2. Approves the Community Infrastructure Levy Policy.</b>	
<b>26.54</b>	<b>Grass cutting Tender process</b>	
	<p>Lead Cllr Hellett reported that there were concerns with Grasstex Ltd regarding the cutting of the wildflower areas and grass verges and that he was in contact with them regarding this. There was a need to see improvement with the contractors during the four-month probation period.</p> <p><b>Resolved: that the project be closed and grass cutting be treated as Business as Usual.</b></p>	
<b>26.55</b>	<b>Allotment Gardens</b>	
	<p>The Clerk advised that confirmation had been recently been received from FPC insurers that the FPC policy with Hiscox provided Public Liability Insurance (PLI) automatically in respect of FPC's responsibilities towards either owning or maintaining allotment land. With regard to activities undertaken on the allotment land by any individual plot holders these would not usually be the responsibility of FPC and could be covered by the plot holders home contents insurance for PLI. The Clerk will highlight this when the plot rental invoices are issued. The process to undertake the Community Land Transfer would be deferred until resources were available.</p>	
<b>26.56</b>	<b>Village Defibrillators</b>	
	<p>Cllrs Wilson was still progressing the relocation of the Black Horse defibrillator.</p>	
<b>26.57</b>	<b>Nepcote Green Pond</b>	
	<p>Cllr Gilbert introduced the report and updated 2026 Pond Management Plan (as previously circulated) both of which were noted.</p>	
<b>26.58</b>	<b>Data Protection Officer Services.</b>	
	<p>The Clerk introduced the report and associated documents (as previously circulated) for discussion.</p> <p><b>Resolved: that Findon Parish Council</b></p> <ol style="list-style-type: none"> <li><b>1. Approves the contract for Processmatters2 to carry out Data Protection Officer services for one year wef 1 April 2026 at a cost of £180.00;</b></li> <li><b>2. Approves and adopts the updated Data Protection Policy; and</b></li> <li><b>3. Does not adopt the Complaints Policy and Vexatious Complaints Policy.</b></li> </ol>	
<b>26.59</b>	<b>Clerk Report</b>	
	<p>The Clerk referred to the report (as previously circulated). The Clerk updated that an email had been received from the West Sussex Assoc of Local Council (WSALC) on the day of the meeting asking for parish council's views on the latest Local Government Review (LGR) consultation before 25 May 2026.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Councillors would provide the Clerk with any comments to feed into the WSALC LGR survey</b></li> <li><b>2. Did not wish to respond to the South Downs Local Plan (Proposed Submission) for Regulation 19 (Publication) consultation at this meeting;</b></li> <li><b>3. Would not progress the event detailed in para 1.3 of the report; and</b></li> </ol>	

	<b>4. Did not feel it relevant to respond to the request outlined in para 1.4 of the report.</b>	
<b>26.60</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>26.61</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliations</b> The bank reconciliations for March and April 2026 (as previously circulated) were noted and approved.</p> <p><b>b) Payments</b> Cllr Smith left the meeting at 9.16pm and took no part in any discussions. The payments of £2934.13 to date for May 2026 (as previously circulated) were noted and approved. Cllr Smith rejoined the meeting at 9.17pm</p>	
<b>26.62</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	The meeting closed at 9.21pm – date of next meeting 22 June 2026.	

**FINDON PARISH COUNCIL  
REPRESENTATION ON NON-COMMITTEE POSTS, WORKING GROUPS AND OUTSIDE BODIES  
MAY 2026**

<b>TREES WG</b> Alan Gardner	<b>ALLOTMENT GARDENS</b> John Wilson
<b>FINDON SWIMMING POOL</b> Sean Smith	<b>WINTER MANAGEMENT PLAN</b> Sean Hellett (Lead) John Wilson
<b>ROADS, PARKING, VILLAGE SIGNAGE WG</b> Kelly Dean Chris Gilbert Lisa Kenna (Lead)	<b>VILLAGE HALL TRUST</b> Sean Hellett
<b>OPEN SPACES VOLUNTEERS WG</b> Phil Silver John Wilson	<b>STRATEGIC PLAN REVIEW WG</b> Sean Smith
<b>COMMUNITY RESILIENCE PLAN</b> David Peskett	<b>WATTLE HOUSE WG</b> Kelly Dean Chris Gilbert (Lead) David Peskett Sean Smith
<b>COMMUNITY INFRASTRUCTURE LEVY (CIL) WG</b> Kelly Dean (Lead) Chris Gilbert	<b>FPC/PRE-SCHOOL WG</b> Chris Gilbert Sean Hellett (Lead) David Peskett
<b>WEST SUSSEX ASSOC OF LOCAL COUNCILS:</b> FPC Chairman FPC Deputy Chairman	<b>COMMUNITY ASSET TRANSFER (ALLOTMENT GARDENS)</b> tbc
<b>NEPCOTE GREEN CHARITABLE TRUST (all parish councillors)</b> Kelly Dean Alan Gardner Chris Gilbert Sean Hellett Agneta Jagfeldt Lisa Kenna David Peskett Phil Silver Sean Smith John Wilson	<b>BENCHES AND DOG/LITTER BINS</b> tbc

Approved by Findon Parish Council 18 May 2026  
Next scheduled review May 2027

Signed:

Dated: