Findon Parish Council

Minutes of the Parish Council Meeting held Monday 14 September 2026 at 7.30pm in Nepcote Hall

Present: Cllrs Wilson (Chairman), Hellett, Gilbert, Jagfeldt, Kenna (part), and Silver.
In Attendance: Clerk Miss F MacLeod, West Sussex County Council Cllr Urquhart (part).

Item No		**Action By**
26.106	**To receive and note apologies for absence**	
	Apologies were received and noted from Cllrs Smith, Dean, Gardner, and Peskett.	
26.107	**Chairman's announcements**	
	Cllr Urquhart would be late as she was attending an earlier meeting.	
26.108	**Declarations of Interest on items on the Agenda**	
	Cllr Wilson declared a pecuniary interest in Agenda item 26.120 b for an expenses claim. Cllr Wilson would leave the meeting for that item and take no part in any discussion.	
26.109	**To sign as a correct record the minutes of the meeting held on 27/7/26**	
	It was proposed and seconded that the minutes dated 27 July 2026 be approved and signed by the Chairman.	
26.110	**Update on implementation of actions not covered elsewhere on the Agenda**	
	The report was noted.	
26.111	**To receive a report from WSCC Cllr Urquhart (wef 8.20pm)**	
	Cllr Urquhart updated that WSCC would have to continue its activities on the Local Government Reorganisation despite the delay, and the impact of uncertainty regarding staffing numbers as a number of staff had already left. FPC commented on the responses from WSCC Highways regarding the Cissbury Ring Road and Cllr Jagfeldt would contact horse riders for support. The illegal U-turns from the Garden Centre side of the A24 onto the Black Horse side continued to take place. Reference was also made to the armed police presence in the Village that day following an incident in Findon Valley. Villagers had naturally been alarmed and it was hoped that this was a one-off occurrence. Closed wef 8.40pm	
26.112	**Public Question Time (PQT)**	
	None.	
26.113	**Reports from Working Groups and Outside Bodies for noting/ratifying**	
	a. Open Spaces Working Group Lead Cllr Silver reported that the Volunteers continued to do good work and the Nepcote Green preparation activity for the Sheep Fair went smoothly. Cllr Silver had purchased some long-handled equipment and Hi-Viz jackets for the Volunteers and had been given the key to the Volunteers shed. **b. Trees Working Group including Community Orchard** Lead Cllr Wilson reported that the fallen tree limb on Tina Cook's land had been cleared prior to the Sheep Fair. The Clerk advised	

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that no economies of scale had been identified by the Findon Tree Warden to carry out additional tree lopping related works. The Working Group would be getting new trees, and saplings for village residents. The Tree Warden had been to see the trees at The Chase.

c. Allotment Gardens

Lead Cllr Wilson reported that the new recently purchased hoses had been put to good use and the allotments remained neat and tidy. Arun District Council (ADC) had welcomed the new 'rubbish tip' area. The Clerk reported that as no further contact had been made by ADC, the rental invoices and cover letters would go to plot holders in due course.

d. Village Hall Trust.

Lead Cllr Hellett reported that the Peoples Emergency Briefing took place with approximately 50 people in attendance. Planning permission was being sought for solar panels.

e. Community Resilience Plan (CRP).

Cllr Hellett introduced the report (as previously circulated) regarding the Emergency Community Hubs (Chubs) recently initiated by WSCC in relation to other ongoing initiatives involving the Village Hall. FPC would respond to WSCC for clarity via the Clerk.

f. Roads and Parking Working Group

Lead Cllr Kenna introduced the report (as previously circulated) and drew attention to the reduction of the speed limit on the Cissbury Ring Road, which had been refused by WSCC Highways. Highways had indicated that they would add double yellow lines on School Hill up to the School – this was not what FPC had requested. A resident of Nepcote Lane had suggested solar power lights repeaters for the 20mph speed limit, however Highways would not support this as it was felt that there were adequate 20mph roundels and additional signage was not encouraged. Reports would be made regarding the fallen chevron sign on the A24 bend near the Fire Station that was blocking the footpath and the fallen 20mph sign at the bottom of Cross Lane.

g. Wattle House Feasibility Study Working Group

Cllr Gilbert advised that Cllr Dean had now taken on the role of Lead Councillor for the project. The next community presentation event would be held in the Village Hall on Saturday 10 October 2026 and flyers (including support or otherwise for the project) would be distributed in the parish and publicised on the FPC and Community websites, and Findon News.

h. FPC and the Findon Village Pre-School Working Group

Lead Cllr Hellett had discussed a draft lease agreement and items for clarification with Steve Smith, Pre-School. The lease agreement would be brought to a future FPC meeting for approval.

i. Community Infrastructure Levy (CIL) Working Group

The Clerk reported on the successful CIL award of £4k for the 'A Winning Goal for Nepcote' application, which was much welcomed. Cllr Dean was thanked for her work on this. Details on

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	the upcoming SDNPA CIL 'Call for Projects' had been included in the September Findon News. The bidding window ran from 2 November 2026 to 31 March 2027. As councillors were aware, Cllr Dean would be stepping down from the CIL Working Group and councillors were asked to consider joining the Group at the October FPC meeting. **j. Communications Strategy Working Group** Lead Cllr Kenna advised that two meetings had taken place and a draft Terms of Reference written. A survey was being finalised for the views of the village on how they would like to receive information, in particular urgent items. The Steyning booklet and parish council use of Mailchimp were given as examples. Cllr Wilson raised the lack of attendance of councillors at Village events as he was often the only councillor there.	
26.114	**Winter Management Plan (WMP)**	
	The Clerk referred to the WMP documentation (as previously circulated. **Resolved: that Findon Parish Council approves the 2026/27 Findon Winter Management Plan for publication and provides WSCC with a copy.**	**FM**
26.115	**Harmonisation of Village Grants Process.**	
	The Clerk reported that, despite initial interest, there appeared to be no appetite for the harmonisation process. FPC would therefore proceed with its existing Grants Policy and amend the application form to include details of grants requested/received from other organisations.	
26.116	**Village Defibrillators**	
	Cllr Jagfeldt advised that checks had been carried out on FPC defibrillators and The Circuit had been updated. Relocation of the Black Horse defibrillator to a more visible site was still being progressed. Cllr Silver reported that a homeowner in Cross Lane would be happy to have the spare defibrillator on their wall. **Resolved: that a new cabinet for the spare defibrillator be ordered from Andrew Deptford.**	**FM**
26.117	**Village Shop Notice Board**	
	Cllr Wilson reported that the FPC Notice Board frame and backing plate looked in good condition, however the interior needed refurbishment with 'memory foam' board preferred. Men in Sheds would be contacted again	
26.118	**Clerk Report**	
	The Clerk referred to the report (as previously circulated) which was noted.	
26.119	**Reports from FPC Committees for noting/ratifying**	
	a) Planning	
	No update.	
	b) Finance & Governance	
	No update.	
26.120	**Finance**	
	a) Receipts and bank reconciliations The bank reconciliations for July and August 2026 (as previously circulated) were noted and approved. **b) Payments** Cllr Wilson left the meeting at 8.55pm and took no part in any discussions	

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	The payments of £9637.12 to date for September 2026 (as previously circulated) were noted and approved. Cllr Wilson rejoined the meeting at 8.56pm. Cllr Kenna left the meeting at 8.56pm. **c) External Auditor report** The signed off Report and cover letter were noted. The Clerk advised that all the required documentation had been sent to the External Auditor and would query their comment and invoice. The Notice of Conclusion of Audit paperwork would be published on the FPC website and placed in both Notice Boards. **d) Consider new contract offer from SSE** The Clerk referred to the report (as previously circulated). Following discussion, the Clerk would contact SSE to determine the cost of disconnection on the four street lights. An Agenda item would be added to the October 2026 FPC meeting for a street lighting review/consultation, and agree a renewal contract term for SSE. The current contract runs out on 31 October 2026. **e) To consider FPC Insurance Renewal** The Clerk advised that the renewal documentation had not yet been received from the brokers and this had been chased. Reference was made to the report taken to the FPC September 2025 meeting as 30 September 2026 was the end of the fixed term contract. For practicality and due to the urgent nature of insurance renewal, the Clerk would email councillors as soon as the renewal quote documentation was received with figures and options regarding any Long-Term Agreement for an agreement in principle to enable continued insurance cover. This would be ratified at the FPC meeting in October 2026.	**FM**
26.121	**Items to be referred to next Agenda not already included in the minutes**	
	None. The meeting closed at 9.10pm – date of next meeting 19 October 2026.	

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