

**Findon Parish Council**  
**Minutes of the Parish Council Meeting held Thursday 25 January 2018**  
**At 7.30pm in Findon Village Hall**

**Present:** Cllrs Carr (Chairman), Wilson, Gear, Smith, Barnett, Henty, Havenhand, Mackerell, Ball and Dean.

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

Item No		<u>Action By</u>
<b>18.01</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllr Goldsworthy, West Sussex County Council (WSSC) Cllr Urquhart, and Arun District Council (ADC) Cllr Wensley.	
<b>18.02</b>	<b>Chairman's announcements</b>	
	Findon had successfully reached the regional semi-finals for the Village of the Year competition on Channel 4 and was amongst the final 16 villages nationwide.	
<b>18.03</b>	<b>Declarations of Interest on items on the Agenda</b>	
	Cllrs Smith and Henty declared a pecuniary interest in Agenda item 18.20 b) as Cllr Smith was Chairman of the Findon Swimming Pool and Cllr Henty had submitted expenses for approval. Cllrs Smith and Henty would leave the meeting room for this item and take no part in any discussion. All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
<b>18.04</b>	<b>To sign as a correct record the minutes of the meeting held on 4/12/2017</b>	
	It was proposed and seconded that, subject to the inclusion of 'likely' before 'oversubscribed' and substitution of 'ADC' with 'WSSC' in minute 17.148 a), the minutes dated 4 December 2017 be approved and signed by the Chairman.	
<b>18.05</b>	<b>Matters arising and actions from the minutes not covered elsewhere on the Agenda</b>	
	<b>17.134 Open Spaces</b> – Cllr Ball to contact Mr Maidment regarding the metal post sockets on Nepcote Green north verge. <b>17.136 c</b> – Cllrs Smith, Ball and Henty had completed the authorised signatories paperwork and the Clerk had sent the documentation to HSBC for processing.	<b>CB</b>
<b>18.06</b>	<b>Findon Parish Council (FPC) new web site</b>	
	Maureen Chaffe, Processmatters2, gave a presentation on the potential 'look and feel' and content for the new FPC web site based on the recently developed Felpham Parish Council web site. Councillors agreed that it would not be appropriate to duplicate information already contained on the Findon Community web site and provided very positive feedback on the design, layout and information for the FPC web site, in particular the accessibility of Agendas and supporting papers, minutes, governance, and financial transparency. The Clerk would itemise these for Processmatters2 to take forward. Maureen Chaffe would present the new FPC web site at a future meeting.	<b>FM</b>

<b>18.07</b>	<b>To receive a report from the WSCC Councillor</b>	
	The Clerk reported that Cllr Urquhart had advised that there was no update relating specifically to Findon.	
<b>18.08</b>	<b>Public Question Time (PQT)</b>	
	None.	
<b>18.09</b>	<b>Parish Councillor vacancy</b>	
	<p>The Chairman reminded councillors of the process and that they did not have to co-opt the candidate for the councillor vacancy at this meeting. The candidate, Roger Dean, was invited to address the meeting and gave his background and reasons for becoming a councillor.</p> <p>The Clerk and Cllr Gear acted as tellers and collected and counted the completed voting slips. Mr Dean achieved the required majority vote and was co-opted as a councillor to FPC.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <p><b>1) co-opts Roger Dean to the Council with immediate effect;</b></p> <p><b>2) appoints Cllr Dean to the Planning Committee.</b></p> <p>Cllr Dean completed the Declaration of Acceptance of Office form and was given the Code of Conduct and Register of Interests forms for completion and return to the Clerk.</p> <p>Cllr Dean joined the meeting.</p>	
<b>18.10</b>	<b>2018/19 Parish budget (precept)</b>	
	<p>Cllr Gear referred to the report, budget table and Summary Position (as previously circulated) and proposed that the precept of £43k for the financial year 2018/19 agreed in principle by the Finance &amp; Governance Committee in January 2018 be ratified by full Council. This was seconded and unanimously ratified. As a point of correction, the precept amount shown on the Summary Table should read £43k.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <p><b>1) approves the Precept of £43k for 2018/19 (as circulated in the budget/precept table and Summary Position); and</b></p> <p><b>2) instructs the Clerk to inform Arun District Council (ADC) of the requirement of a precept of £43k for 2018/19 for Findon to meet ADC timescales.</b></p>	
<b>18.11</b>	<b>Request for a circus event on Nepcote Green on 25 April 2018</b>	
	<p>The Chairman invited Sadie Collis, St John the Baptist School PTA, to provide the Council with details of the event and in particular the traffic management arrangements and the condition of the Green where the circus and associated stalls would be situated. Cllr Ball advised that the area of the Green currently cordoned off would be reseeded in three weeks time, and that parking could be allowed on Nepcote Green with the same arrangements as for the Sheep Fair parking. Ms Collis confirmed that if the event needed to be cancelled at short notice e.g. adverse weather conditions, then social media would be used to communicate this. The PTA would encourage the use of minibuses, supply marshalls on site at all times, and be responsible for reinstatement of any damage to the Green. Ms Collis would provide the Clerk with Risk Assessment, Insurance and other related documentation prior to the event.</p> <p><b>Resolved: that Findon Parish Council agrees to the request for a circus event on Nepcote Green on 25 April 2018 subject to the conditions in Minute 18.11 and Cllr Ball will be the point of contact for FPC.</b></p>	

<b>18.12</b>	<b>Request for a stool ball tournament on Nepcote Green on 3 June 2018</b>	
	<p>A request had been received from the Findon Church Youth Club to hold another stool ball tournament on the Green, following the success of the tournament held in September 2017. Cllr Ball advised that this had also been raised at the recent Sheep Fair Committee meeting regarding the use of the Wattle House for electricity and the use of the tables and chairs for refreshment. The tournament would raise funds for the Friends of Findon Church.</p> <p><b>Resolved: that Findon Parish Council agrees to the request for a stoolball tournament on Nepcote Green on 3 June 2018 and the Clerk to advise Mr Langford.</b></p>	<b>FM</b>
<b>18.13</b>	<b>Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)</b>	
	<p>The Chairman invited David Hutchison, Working Group Lead, to update the meeting on progress. Reference was made to the draft policies (as previously circulated) following analysis of the second survey by the Working Group. The next steps would be the Regulation 14 submission for formal consultation, Regulation 16 submission, Examiner's report and finally the Referendum.</p> <p>Councillors and Mr Hutchison made the following comments during detailed discussion:</p> <ul style="list-style-type: none"> <li>• The landowner had been contacted by the Working Group regarding the Regulation 14 submission process in relation to the land adjacent to 1 Paddock Way</li> <li>• FPC recognised and appreciated the amount of work undertaken by the Working Group thus far;</li> <li>• Approx. 50% response rate to the survey was received in relation to the original survey response rate;</li> <li>• If appropriate, a parking survey would need to be undertaken in relation to Nightingales/The Oval;</li> </ul> <p>Further discussion took place regarding potential development timescales of the Garden Centre (housing allocation Policy HD9) as there was still seven years to run on the lease, and the viability and need of the proposed development of the former allotments land north of The Quadrangle (housing allocation Policy HD10) to take place within the next 10 years. Cllrs Carr and Henty would press again for a reduction in the speed limit to 40mph on the A24 at The Quadrangle with WSCC at their meeting on 30 January 2018, and ascertain what steps the Traffic, Environment, and People initiative needed to take for this to be progressed.</p> <p>Mr Hutchison advised that he would discuss the revised housing allocation Policies and settlement boundaries with the SDNPA in the next couple of weeks. He had also received a request for a presentation by the consultants for the proposed Elm Rise housing allocation. This would be organised by the UFNDPWG and councillors would be welcome to attend.</p> <p><b>Resolved: that</b></p> <p><b>1) Findon Parish Council as 'qualifying body' notes the progress of the UFNDPWG.</b></p>	
<b>18.11</b>	<b>Assets of Community Value</b>	
	The Clerk referred to the remaining buildings identified in the Findon Neighbourhood Development Plan 2016-2035 for assessment by ADC for	

	<p>designation as Assets of Community Value and the resources required to progress this.</p> <p><b>Resolved: that</b></p> <p><b>1) the following councillors progress the assessment in conjunction with the Clerk:</b></p> <p><b>Cllr Henty (Peckhams Butchers); Cllr Gear (Findon Village Hall); Cllr Ball (The Gun Inn and The Village House PH); and Cllr Smith (SJTB Primary School (incl the Swimming Pool);</b></p> <p><b>2) that the Pre-School be added to the list for assessment (Cllr Smith)</b></p> <p><b>3) the Clerk to provide the councillors with criteria; and</b></p> <p><b>4) the Clerk to contact each business/organisation prior to the start of an assessment.</b></p>	<p><b>DH/CG/CB/SS</b></p> <p><b>FM</b></p> <p><b>FM</b></p>
<b>18.15</b>	<b>WSCC Public Rights of Way Consultation</b>	
	FPC had no comments on this public consultation.	
<b>18.16</b>	<b>Parish initiatives</b>	
	<p><b>a) Traffic, Environment, People (TEP)</b></p> <p>Lead Cllr Havenhand referred to the report (as previously circulated) and highlighted that WSCC was key in determining the next steps regarding gateways signage to reflect Findon's character and discussion with the South Downs National Park Authority (SDNPA) regarding the proposed road markings in the village centre.</p> <p><b>b) Homewood Play Area</b></p> <p>Cllr Ball reported that as the Project Lead, Ed Wain, no longer had the resources to continue with the project, he would investigate funding opportunities such as Rampion and Aviva to reinvigorate the project. A report would be brought to a future FPC meeting.</p>	<b>CB</b>
<b>18.17</b>	<b>Clerk's report</b>	
	<p>The Clerk referred to the report (as previously circulated) and drew attention to the items for ratification by FPC.</p> <p><b>Resolved: that the Clerk</b></p> <p><b>1) investigates the portability of the 'silent soldier' silhouette and reports back at the next FPC meeting;</b></p> <p><b>2) advises the Arun District Assoc of Local Councils (ADALC) that FPC does not wish to rejoin;</b></p> <p><b>2) need not respond on behalf of FPC to the consultations detailed in para 2.3 of the Clerk report.</b></p>	<p><b>FM</b></p> <p><b>FM</b></p>
<b>18.18</b>	<b>Reports from FPC Committees for noting</b>	
	<b>a) Planning</b>	
	<p>Cllr Henty, Committee Chairman, updated Councillors on the Planning Committee previous meeting and reminded councillors that the next Planning Committee meeting on 1 February 2018 had several applications for consideration.</p> <p>Cllr Henty left the meeting at 9.10pm</p>	
	<b>b) Finance &amp; Governance</b>	
	Covered under Agenda item 18.10.	
	<b>c) Open Spaces</b>	
	<p>Cllr Carr, Committee Chairman, referred to the report (as previously circulated) and updated that the parking and verge issues at Homewood, vehicles parked on the grass by the A24 slip</p>	

	<p>road, etc would be discussed at the meeting on 30 January 2018 with Ben Whiffen, WSCC. FPC would not now have to pay £295pa as ADC had undertaken to empty the new replacement litter bin near the bus shelter opposite the Black Horse.</p> <p><b>Resolved: that Findon Parish Council agrees a financial contribution of £395.00 with ADC for the litter bin placement near the bus shelter opposite the Black Horse.</b></p>	
	<b>d) Sheep Fair</b>	
	Cllr Ball would provide a report at the next FPC meeting.	
<b>18.19</b>	<b>Reports from Outside Bodies for noting</b>	
	<p><b>a) Village Hall Trust (VHT)</b> Lead Cllr Gear reported that the new hire rates would be introduced on 1 March 2018 and that the Building Regulations for the new Hall extension had been approved and tenders would be sought.</p> <p><b>b) Findon Village Pre-School</b> Lead Cllr Mackerell reported that a meeting of the Pre-School Committee was being held on 25 January 2018 and the Committee had been asked to forward the minutes to the Clerk. Cllr Mackerell would provide contact details for the Chairman to the Clerk to discuss financials.</p> <p><b>c) Joint Eastern Arun Area Committee (JEAAC)</b> No update.</p> <p><b>d) Allotment Gardens</b> Lead Cllr Carr reported that the conifer hedge had been pruned and tidied, and he was chasing ADC regarding the repair to the iron fence damaged when a tree fell into the cemetery.</p> <p><b>e) Nephote Green Charitable Trust</b> The Clerk to arrange a meeting in the future.</p>	
<b>18.20</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for December 2017 (as previously circulated) was noted and approved.</p> <p><b>b) Payments</b> Cllr Smith left the meeting room at 9.20pm and took no part in the discussion. Cllr Henty had already left the meeting at 9.10pm The payments made in January 2018 to date (as previously circulated) totalling £4065.05 were noted and approved. A payment for £12.00 payable to Fiona Farmer was approved. The Clerk would investigate the payment of grants in one instalment and report at the May FPC meeting. Cllr Smith re-joined the meeting at 9.23pm.</p> <p><b>c) Risk Register</b> The Risk Register signed off at the Finance &amp; Governance meeting on 10 January 2018 was noted.</p> <p><b>d) 3-5 Year Strategic Plan</b> Lead Cllr Smith reported that the first draft of the Plan used the Findon Neighbourhood Development Plan 2016-2035 as a starting point to identify activity headings for projects/priorities etc. The following Cllrs would develop topics for the Plan: Cllr Smith (Business &amp; Tourism), Cllr</p>	<p><b>FM</b></p> <p><b>SS/JH/CB/ JB</b></p>

	Havenhand (Getting Around), Cllr Ball (Environment & Sustainability), and Cllr Barnett (Community Facilities & Wellbeing).	
<b>18.21</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	Cllr Ball asked that unacceptable condition of the village roads be included on the Agenda and that WSCC Cllr Urquhart be advised accordingly. Cllr Havenhand left the meeting at 9.30pm	<b>FM</b>
<b>18.22</b>	<b>Need for Part II exclusion of the press and public</b>	
	As there were no points of discussion resulting from the report and appendices (as previously circulated to councillors only) the following item was taken in public session.	
<b>18.23</b>	<b>Data Protection Act &amp; General Data Protection Regulations (GDPR)</b>	
	<p>The report and appendices (as previously circulated to councillors only) were noted and the following ratified by FPC:</p> <p><b>Resolved that Findon Parish Council</b></p> <p><b>1) sets up a small Working Party with the Clerk and Cllr Gear to address GDPR requirements in conjunction with the documentation described in para 1.3 of the report when it becomes available;</b></p> <p><b>2) ratifies the cost of £35.00 for the registration on the Information Commissioners Office (ICO) Data Protection Register, and the addition of the Privacy Policy wording added to emails sent by the Clerk;</b></p> <p><b>3) requests Processmatters2 to undertake a GDPR initial impact assessment audit when appropriate at a cost of £80.00 (nil VAT); and</b></p> <p><b>4) appoints Maureen Chaffe, Processmatters2, as the Data Protection Officer for Findon Parish Council when appropriate and for an initial period of three years at a cost of £150.00 per annum (nil VAT); and</b></p> <p><b>5) councillors confirm to the Clerk that they have read Appendix 1 to the report (Summary Briefing document).</b></p> <p>The meeting closed at 9.35pm.</p>	<b>ALL</b>