

**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 Annual Meeting of Findon Parish Council (FPC) to be held in the **Findon Village Hall** on **Monday 14 May 2018** at 7.30pm for the purpose of transacting the following business.

A presentation to former parish councillor Jan Mackerell will be made before the meeting.
THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod
Clerk to the Parish Council
8/5/2018**

AGENDA

- 18.42 TO APPOINT A CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF OFFICE (Local Govt Act 1972 ss 15(2))**
- 18.43 TO APPOINT A DEPUTY CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF OFFICE**
- 18.44 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 18.45 CHAIRMAN'S ANNOUNCEMENTS**
- 18.46 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.
- 18.47 CO-OPTION OF A NEW PARISH COUNCILLOR**
To consider the co-option of a new parish councillor.
- 18.48 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 5/3/2018**
- 18.49 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
- 18.50 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 18.51 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.

- 18.52 TO AGREE COUNCILLOR MEMBERSHIP OF THE FOLLOWING PARISH COUNCIL COMMITTEES**
- a) Planning Committee
 - b) Open Spaces Committee
 - c) Finance & Governance Committee
 - d) Sheep Fair Committee
- 18.53 TO AGREE COUNCILLOR REPRESENTATION ON NON-COMMITTEE ROLES AND OUTSIDE BODIES**
- e) Traffic, Environment, People (TEP)
 - f) Village Hall Trust
 - g) Allotment Gardens
 - h) Joint Eastern Arun Area Committee (JEAAC) and the JEAAC Highways and Transport Sub Group
 - i) West Sussex Assoc of Local Councils (WSALC)
 - j) Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)
- 18.54 GRANT APPLICATIONS POLICY**
To consider a policy for grant applications and revised application form
- 18.55 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 18.56 FINDON VILLAGE CIRCUS APRIL 2018**
To receive feedback on the event.
- 18.57 REQUEST FOR EVENT ON POND GREEN**
To consider a request for the Summer Revels on 9 June 2018.
- 18.58 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
- a) Transport, Environment, and People (TEP)
 - b) Homewood play area
- 18.59 CLERKS REPORT**
To note the report and consider any items for ratification.
- 18.60 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
- a) Planning
 - b) Finance & Governance
 - c) Open Spaces
 - d) Sheep Fair
- 18.61 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
- a) General Data Protection Regulations (GDPR)
 - b) 3-5 year Strategic Plan
 - c) Assets of Community Value
 - d) Village Hall Trust
 - e) Findon Village Pre-School (to consider request for increased play area)
 - f) Joint Eastern Arun Area Committee (JEAAC)
 - g) Allotment Gardens
 - h) Nephote Green Charitable Trust (NGCT)
- 18.62 FINANCE**
- a) To note Receipts and Bank Reconciliation as circulated
 - b) To approve Payments as circulated
- 18.63 ITEMS TO BE REFERRED TO NEXT AGENDA**

**MEMBERSHIP OF PARISH COUNCIL COMMITTEES
AND REPRESENTATIVES TO NON-COMMITTEE POSTS AND OUTSIDE BODIES
REVIEW MAY 2018**

<p>PLANNING COMMITTEE: (all parish councillors) Clive Ball John Barnett Robin Carr Roger Dean Del Henty Cathrine Gear Peter Goldsworthy John Havenhand Sean Smith John Wilson</p>	<p>FINANCE AND GOVERNANCE COMMITTEE: up to 6 members John Barnett Roger Dean Peter Goldsworthy Cathrine Gear John Havenhand Sean Smith Chairman (ex officio, voting) Deputy Chairman (ex officio, voting)</p>
<p>OPEN SPACES COMMITTEE: up to 5 members Clive Ball John Barnett Robin Carr Del Henty John Wilson Chairman (ex officio, voting) Deputy Chairman (ex officio, voting)</p>	<p>SHEEP FAIR COMMITTEE Clive Ball</p>
<p>UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG) Clive Ball Sean Smith</p>	<p>VILLAGE HALL TRUST Cathrine Gear ALLOTMENT GARDENS Robin Carr</p>
<p>JOINT EASTERN ARUN AREA COMMITTEE (JEAAC) Robin Carr Sean Smith</p>	<p>TRANSPORT, ENVIRONMENT, PEOPLE (TEP) WORKING GROUP Clive Ball John Havenhand</p>
<p>NEPCOTE GREEN CHARITABLE TRUST (all parish councillors) Clive Ball John Barnett Robin Carr Roger Dean Cathrine Gear Peter Goldsworthy John Havenhand Del Henty Sean Smith John Wilson</p>	<p>WEST SUSSEX ASSOC OF LOCAL COUNCILS: Robin Carr</p>

Scheduled Review May 2019

Agenda item 18.62 a April 2018

Receipts

Date	Apr-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts
												0.00
04/04/18	chqs	Various	rental			132.00						132.00
	chqs	Various	rental			96.00						96.00
21/04/18	cr	Arun DC	1st instal	21500.00								21500.00
29/04/18	cr	HSBC	int		1.81							1.81
				21500.00	1.81	228.00	0.00	0.00	0.00	0.00	0.00	21729.81

Payments

Date	Apr-18													
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	GDPR & web site	Total Payments
06/04/18	100860	Sussex Manures	Gritting						408.00					408.00
	100861	SSALC	LCR					17.00						17.00
	100862	AC Gardens	soil removal						200.00					200.00
	100863	HMRC	Clerk March tax	164.80										164.80
	100864	F MacLeod	Clerk March sal	659.1										659.10
	100865	F MacLeod	Clerk March exps		66.87									66.87
19/04/18	100866	WSALC	subs					631.22						631.22
	100867	JNR Comp Services	FPC web site										4200.00	4200.00
	100868	D Chaffe	prof services		120.00								400.00	520.00
09/04/18	DD	BT	services			1.27								1.27
23/04/18	DD	Secom PLC	WH alarm						125.61					125.61
	DD	SSE	electrical supply			15.28								15.28
24/04/18	DD	BT	services			422.32								422.32
26/04/18	DD	BT	services			136.80								136.80
				823.90	186.87	575.67	0.00	648.22	733.61	0.00	0.00	0.00		7568.27

Bank reconciliation

Balance as at 30/04/2018		Balance	B/forward	57867.93
CA	43978.92		Receipts	21729.81
DA	30483.77		Payments	7568.27
	74462.69			72029.47
755, 761,				
Uncl'd	842, 844,			
chqs	855, 866	2433.22		
		72029.47		

**Agenda Item
18.54**

Report to **Findon Parish Council**
Meeting Date **14 May 2018**
From **Fiona MacLeod, Clerk**
Title of Report **Grant Applications Policy**
Purpose of Report **To note/ratify**

1. Background

1. Findon Parish Council (FPC) reviews requests on an annual basis from local organisations and other organisations that benefit villagers.
2. There has not been a written policy in place for such grant requests and with the new General Data Protection Regulations (GDPR) coming in effect on 25 May 2018, it would be appropriate to formalise the process to take into account the impact of GDPR. The draft Policy is attached as Appendix 1.
3. As a Data Controller, FPC has a duty to disclose what collected data will be used for etc and so the Grant Application Form has also been amended to reflect this. The draft Grant Application Form is attached as Appendix 2.
4. The organisations awarded grants in the 2017/18 financial year have been advised that this report is coming to FPC for consideration at the 14 May meeting and that I will contact them again following the meeting.

2. Recommendations:

- 2.1 That FPC approves the Grant Applications Policy as shown as Appendix 1 to this report;
- 2.2 That FPC approves the Grant Application Form as shown as Appendix 2 to this report.
- 2.3 Subject to the above, the Clerk publishes the approved Grant Applications Policy and Grant Application Form on the FPC web site and contacts relevant organisations.



Grant Application Policy

Findon Parish Council is keen to support local organisations that provide a benefit to the parish or its residents i.e. to support charitable or voluntary activities. A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose. All grants given must directly benefit some or all of the parish or its inhabitants and the benefit must be commensurate with expenditure.

Applicants do not have to be a registered charity, as long as the body has charitable aim, a constitution (set of rules) and a management committee. If the organisation has its own bank account it must have at least two signatories to authorise cheques.

Grants are awarded at the Parish Council's discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service;
- Enhancing the quality of life;
- Improving the environment and promoting the Parish in a positive way.

The Parish Council will NOT award grants to:-

- Individuals;
- Commercial organisations;
- Statutory organisations or the direct replacement of statutory funding ;
- Upward funders - i.e. local groups where funds are redistributed by them or a central body;
- Activities promoting political beliefs;
- Activities promoting religious organisations - unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the Parish Council's discretion.

Application procedure:

- Only one application for a grant will be considered from any organisation in any one financial year;
- All applications are judged on their own merits each year. Ongoing commitments to award grants in future years cannot be made;
- Grantees who received grants in preceding years cannot guarantee future applications will also be successful;
- Grants will not be made retrospectively;
- Organisations requesting financial assistance are required to submit an application on the prescribed form by 1 June in the year of their funding requirement. Applications should be accompanied by a copy of the organisations accounts from the last year end.

How to apply:

An application form is available on request from the Clerk (findonparishcouncil@gmail.com /01903 877225) or by downloading from the Parish Council web site (www.findonparishcouncil.gov.uk).

As well as the completed application form, the following will need to be sent to the Clerk by post (34 Normandy Lane, East Preston Village, West Sussex, BN16 1LY) or email:

- A copy of the organisation's constitution or set of rules;
- The organisation's most recent set of audited accounts or financial information;
- A list of the names and addresses of the Management Committee;
- A copy of the organisation's child protection policy for working with children and young people (if appropriate);
- Confirmation that the organisation is compliant with the General Data Protection Regulations (GDPR) from 25 May 2018.

Assessment Procedure:

- All requests received by 1 June will be considered at the Parish Council's first meeting after the May Annual Parish Council meeting;
- The Parish Council may make the award of a grant subject to additional conditions and requirements as it considers appropriate;
- The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Successful Applications:

- Organisations will receive a communication from the Parish Council detailing the amount of the award;
- A grant award must only be used for the purpose stated on the application;
- If the organisation is unable to use the money or any part of it for the purpose stated, all monies or unexpended monies must be returned to the Parish Council. The Parish Council may request proof of expenditure;
- Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Findon Parish Council;
- Where equipment is gifted to an organisation, the Parish Council requires that it be insured and maintained at the expense of the user.

Payment of grant funding:

- Organisations will be advised on the success of their application by the end of June when a single payment of the grant will be made.

Monitoring and evaluation:

- Six months after the grant has been paid, the Clerk will send out a grant monitoring form. This form will ask for details of how the grant was spent and what was achieved.

General Data Protection Regulations:

- Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and

discussed in public at the Parish Council meeting.

DRAFT

Agenda item 18.62 a March 2018

Receipts

Date		Mar-18													
	Receipt ID	From	Details	Precept	Interest	Allotment	Misc	VAT reclaim	TEP	Open Spaces	Shop/PO	Sheep Fair net of VAT	Xmas lights		Total Receipts
				40000.00	13.46	202.00	263.20	0.00	0.00	25504.20	488004.00	3716.19	475.00		558178.05
29/03/18	cr	HSBC	interest		1.70										1.70
				40000.00	15.16	202.00	263.20	0.00	0.00	25504.20	488004.00	3716.19	475.00		558179.75

Payments

Date		Mar-18														
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	N Plan	Sheep Fair	village web site	Xmas lights	TEP	Shop/PO	Total Payments
				9218.40	4951.47	1735.43	4650.00	622.03	37389.54	526.91	4449.82	14.39	2891.53		489003.00	555976.41
01/03/18	100851	F MacLeod	Clerk storage		65.00											65.00
05/03/18	100852	F MacLeod	Clerk Feb salary	659.30												659.30
	100853	HMRC	Clerk tax salary	164.60												164.60
	100854	F MacLeod	Clerk Feb exps		62.00											62.00
	100855	D Hutchison	prof services											1000.00		1000.00
	100856	Sussex Manures	gritting						1104.00							1104.00
22/03/18	100857	SSALC Ltd	training		96.00											96.00
	100858	RBL Surrey	Silent Soldier						250.00							250.00
	100859	Arundel Arboretum Ltd	New tree etc						259.99							259.99
19/03/18	DD	SSE	Electrical supply			13.87										13.87
				10042.30	5174.47	1749.30	4650.00	622.03	39003.53	526.91	4449.82	14.39	2891.53	1000.00	489003.00	559651.17

Bank rec

Balance as at 31/03/2018		Balance	B/forward	61540.99
CA	30043.96		Receipts	1.70
DA	30481.96		Payments	3674.76
	<u>60525.92</u>			<u>57867.93</u>

Uncl'd

chqs
755, 761,
839, 842,
844, 855,
857-59

2657.99
57867.93



APPLICATION FOR A GRANT

Name of Organisation :-

Name and Position of Applicant:

Amount requested:-

Purpose for which the grant will be used:-

Grant cheque to be made payable to:

Address cheque to be issued to:

Applicant Signature:

Date:-

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY xxxxxxxxxxxx.

GENERAL DATA PROTECTION REGULATIONS:

Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village, BN16 1LY TEL: 01903 877225

**Agenda Item
18.59**

Report to **Findon Parish Council**
Meeting Date **14 May 2018**
From **Fiona MacLeod, Clerk**
Title of Report **Clerk's report on items not covered elsewhere on the Agenda**
Purpose of Report **To note/ratify**

1. Updates for noting/action

1. A training and awareness session regarding the use of the new Findon Parish Council (FPC) email addresses on the Sharepoint secure and encrypted software will be held for councillors with JNR Computer Services on Thursday 31 May 2018. Councillors Barnett, Carr, Smith, Wilson and myself have so far confirmed their attendance.
2. The new FPC web site (<http://www.findonparishcouncil.gov.uk/>) has been live for over a month and has a completely fresh 'look and feel'.
3. I will be arranging a meeting with the Internal Auditor shortly to cover off the items needed for the Internal Audit of FPC and the Sheep Fair in preparation for the completion of the Annual Governance and Accountability Return 2017/18. The Return will be taken to the June 2018 FPC meeting for consideration.
4. The South Downs National Park Authority (SDNPA) has submitted its local plan to the Secretary of State for examination. All details relating to the Local Plan examination, including the programme officer's contact details, can be found at www.southdowns.gov.uk/localplan.

2. Issues for ratification by full Council

- 2.1 As you are aware, a request has been received from Graham Langford to use Nepcote Green for car parking on 3 June 2018 for the stool ball tournament. Councillors may recall that the use of the Green was approved at the FPC meeting in January 2018. Parking would be managed in a similar manner to the recent Circus event and the Church would fence off the car park area in much the same manner as for the Circus. It would not need to involve FPC having to do any work other than open the gates.
- 2.2 The FPC Dell laptop is now coming to the end of its life and will need replacing with an encrypted hard drive laptop. An amount of £500.00 had been held in the Reserves over the past couple of years. The cost may, however, come in above this figure as it will need to be compatible with the new General Data Protection Regulations (GDPR) that take effect on 25 May 2018.

3. Recommendations

- 3.1 FPC approves the use of Nephote Green for car parking at the Stool Ball Tournament to be held on 3 June 2018 as outlined in para 2.1 of the report with the proviso 'subject to weather conditions'.
- 3.2 FPC instructs the Clerk to research a suitable replacement FPC laptop with a budget up to £600.00.

TEP Sub Group.
Notes of Meeting – May 9th 2018

Present : David Hutchison, John Havenhand, Mandy Baker, Roger Dean, Clive Ball

Stage 1 Update

Imprint Surface

JH reported that WSSC had completed the imprint surfacing in the Square. JH was disappointed at the result as a major intention behind the request for the surfacing had been to help improve safety, particularly at the corner of the Gun. The original drawings submitted to FPC by the consultant working on behalf of WSSC had shown the imprint surface sweeping around the corner of the Gun which TEP members had requested in order to warn motorists of possible pedestrians on a blind corner. Further, the strip alongside of the Gun going up School Hill would be flush with the Gun itself and replace some unsightly concrete. Shortly before work was due to commence the TEP group received a drawing with the imprint surface at the corner of the Gun almost entirely removed, the unsightly concrete left in place and the extent of the strip going up School Hill reduced. The result was not visually appealing and did very little to enhance safety. Contact had been made with WSSC Highways at the time the drawing was received but a revision was not possible. As a revision to the plan was not possible JH and DH requested a discussion with the contractors and project Manager on site on the day work was due to commence. It was stated that this was not possible. DH and JH nevertheless met in the Square at 7:30am on the day work commenced. They were informed that the surface could not be extended out on the corner, the concrete could not be removed and the design they had been given could not be modified in any way. They were further informed that approximately 10 site meetings had already been held concerning the work to be carried out. FPC members and TEP members had not been aware of this or invited.

Double Yellow lines – top of School Hill. White lines in the Square and High St.

It was noted that the yellow lines had still to be laid. DH stated that the contractors had been delayed in removing some white lines in the Square, and laying the Yellow lines at the top of School Hill because of a large event being held at the Gun on the scheduled day. He believed this would be re - scheduled in due course.

20mph limit

The 20mph signs had been erected and largely welcomed by residents. MB and CB noted that some motorists still drove too fast. MB offered to contact the school to suggest a poster competition or campaign of some sort involving the children to further raise awareness.

Road surfacing and potholes

RD pointed out the problem with large potholes. JH noted that this was being dealt with by the Open Spaces sub committee and that this had already been raised as a problem by Cllr Del Henty and others on the committee. CB supported RD's observation and stated that he had experienced expensive damage to his wheels and tyres. JH understood that WSSC Highways were under considerable pressure with limited resources but thought that if WSSC was unable to quickly remedy dangerous defects, then an alternative strategy needed to be considered for temporary repairs. He was of the opinion that the holes could be temporarily repaired and much improved if Parish Councils had the authority to buy a few bags of tarmac and fill them.

Stage 2 – Update

Infrastructure bid to SDNPA

DH had been in contact with Veronica Craddock from the SDNPA. FPC had submitted three bids to

fund the enhancement of the Square, the Pre School rebuild and the improved children's play area at Homewood. DH thought that our bids were being seriously considered but that further information may need to be supplied to SDNPA. He anticipated that Veronica Craddock would be writing to FPC shortly and once this was received he would be able to respond. It was likely that they would be looking for a detailed design for the Square and this would probably require FPC to contract a civil engineering design consultancy /company to assist him drawing up the design. It was also likely that safety audits would also be required. JH noted that, it may be necessary to draw on the FPC/TEP budget. It was agreed that David's original design may need to be re- visited.

Village gateways and Welcome to South Downs National Park signs.

JH stated that SDNPA had been working on signage for villages and entry to the National Park. DH had mentioned this to Veronica Craddock and she was aware of our wish to progress this. Ruth James from SDNPA was dealing with signage. DH anticipated discussion with SDNPA shortly. No immediate action was necessary.

A24 Speed reduction

JH agreed to contact the Parish Clerk to receive an update on any contact made with WSCC. DH said he would complete the TRO (Traffic Regulation Order) form if required. The first hurdle was to achieve a speed survey. If the average speed could be shown to be around or only slightly above 40mph then a reduction may be possible. In his view our concern about the number of entrances on to the A24, equestrian crossing, church goers, school children, pedestrians going to the garden centre, cyclists and ramblers, would carry little weight if the average speed was significantly above 40mph.

JH 10/5/18

Agenda Item 18.60 c

Report to **Findon Parish Council**
Meeting Date **14 May 2018**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss**

1. Updates for noting

- 1.1 The vandal resistant litter bin at the Glebe Land Basketball Court has been installed. It is metal and extremely heavy so should be fit for purpose.
- 1.2 As mentioned in the Open Spaces report at the 5 March meeting, the damaged section of iron fencing at the Cemetery next to the A24 was due to be replaced by the end of March. Having chased it up I am told it will be dealt with by Arun District Council (on behalf of West Sussex County Council) within the next month.
- 1.3 The replacement tree within the grassed area next to the A24 and opposite the Black Horse has been planted and in this dry spell is now being regularly watered.
- 1.4 The Working Party (The Findon Village Volunteers) continues to work regularly on Wednesday mornings mostly with footpath clearance but also with other tidying up jobs in the Village

2. Issues for ratification by full Council

- 2.1 As councillors will recall, FPC resolved to purchase a 'Silent Silhouette' from the Royal British Legion. This has now been delivered to me and is ready for installation. Further to the article in Findon News, no responses were received by the Clerk with suggested locations for the Silhouette. FPC is now asked to agree the most appropriate location for the figure and arrange for its installation.

Agenda Item 18.60 d

Report to **Findon Parish Council**
Meeting Date **14/05/2018**
From **Cllr Ball**
Title of Report **Sheep Fair Report**
Purpose of Report **To note or discuss/ratify**

1. Updates for noting

- 1.1 Not a lot to report other than arrangements are on track vs the task tracker the SF use to ensure things get booked, licences applied for etc.
- 1.2 From the cash surplus from last year's show the Sheep Fair committee have donated:
£1,000 to the Village PreSchool
£500 to the St Johns the Baptist School governors.
- 1.3 The "let" at the end of the Marquee has again been awarded to the Church fundraising team to operate their refreshment stall

END

Agenda item 18.62 a April 2018

Receipts

Date	Apr-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts
												0.00
04/04/18	chqs	Various	rental			132.00						132.00
	chqs	Various	rental			96.00						96.00
21/04/18	cr	Arun DC	1st instal	21500.00								21500.00
29/04/18	cr	HSBC	int		1.81							1.81
				21500.00	1.81	228.00	0.00	0.00	0.00	0.00	0.00	21729.81

Payments

Date	Apr-18													
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	GDPR & web site	Total Payments
06/04/18	100860	Sussex Manures	Gritting						408.00					408.00
	100861	SSALC	LCR					17.00						17.00
	100862	AC Gardens	soil removal						200.00					200.00
	100863	HMRC	Clerk March tax	164.80										164.80
	100864	F MacLeod	Clerk March sal	659.1										659.10
	100865	F MacLeod	Clerk March exps		66.87									66.87
19/04/18	100866	WSALC	subs					631.22						631.22
	100867	JNR Comp Services	FPC web site										4200.00	4200.00
	100868	D Chaffe	prof services		120.00								400.00	520.00
09/04/18	DD	BT	services			1.27								1.27
23/04/18	DD	Secom PLC	WH alarm						125.61					125.61
	DD	SSE	electrical supply			15.28								15.28
24/04/18	DD	BT	services			422.32								422.32
26/04/18	DD	BT	services			136.80								136.80
				823.90	186.87	575.67	0.00	648.22	733.61	0.00	0.00	0.00	4600.00	7568.27

Bank reconciliation

Balance as at 30/04/2018		Balance	B/forward	57867.93
CA	43978.92		Receipts	21729.81
DA	30483.77		Payments	7568.27
	74462.69			72029.47
755, 761,				
Uncl'd	842, 844,			
chqs	855, 866	2433.22		
		72029.47		

Agenda Item 18.56

Report to **Findon Parish Council**
Meeting Date **14/05/2018**
From **Cllr Ball**
Title of Report **Post PTA Circus Event Report**
Purpose of Report **To note or discuss/ratify**

1. Updates for noting

- 1.1 FPC supported the St John Baptist School PTA's Circus event on 25th April.

Support was in the form of permission to use Nepcote Green for the event itself & to permit parking. Assistance was given in permitting access onto the Green, erecting barriers, no parking cones etc

Support was given by the Sheep Fair committee by the loan of barriers, cones, tables, chairs and power cabling.

- 1.2 The event sold approx. 360 tickets slightly down on the previous event held last year. The principle reasons for this are considered to be: too close to the previous event which was only in Sept 2017 (although it was a different show), publicity leaflets at the Vale School failed to be handed out, the Scouts and Guide did not attend this time.
- 1.3 Nonetheless, circa £1,200 was raised by the PTA. This will be donated to the School governors.
- 1.4 The PTA do not intend to do another circus now until 2020 (to allow a fresh influx of children) and have asked for an in principle agreement from FPC for this to occur.
- 1.5 Ground Condition: The weather in the 10 days preceding the event was good and the ground dried up significantly. A final call on whether parking would be allowed was made by Cllrs Ball & Carr. The weather on the day was far worse than had been forecast with heavy periodic downpours. No damage was sustained to any of the grass surfaces, either by the circus vehicles themselves or by the Parent who parked on the green (circa 50 cars).
- 1.6 The PTA have thanked FPC & the Sheep Fair for their support & consider it a good inter community project.

2. For Ratification

- 2.1 It is proposed that FPC provide the In Principle agreement noted in 1.4 subject to the same conditions as the last two events (not clashing with other events, weather).

END

Agenda item 18.62 b

Payments total: £3108.96

Date	May-18													
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	GDPR & web site	Total Payments
				823.90	186.87	575.67	0.00	648.22	733.61	0.00	0.00	0	4600.00	7568.27
03/05/18	100869	J Fisher	mower repairs						907.74					907.74
	100870	AC Gardens	grass cuts						700.00					700.00
	100871	HMRC	Clerk April tax	168.00										168.00
	100872	F MacLeod	Clerk April salary	672.70										672.70
	100873	F MacLeod	Clerk April exps		46.96									46.96
14/05/18	100874	Boxrap Ltd	litter bin						271.20					271.20
	100875	ABS	cartridges		42.36									42.36
	100876	AC Gardens	grass cuts						300.00					300.00
				840.70	89.32	575.67	0.00	648.22	2912.55	0.00	0.00	0.00	4600.00	10677.23

Agenda Item 18.61e

Report to **Findon Parish Council**
Meeting Date **14/05/2018**
From **Cllr Ball**
Title of Report **Pre School Report**
Purpose of Report **To note or discuss/ratify**

1. Updates for noting

- 1.1 Like-Like Replacement building: Met with steering team of the Pre School. They engaged with SDNPA last November for advice on whether planning would be required. They were advised that full planning would be required together with supplementary reports on Landscape Impact Study, BioDiversity Study, Noise Study etc. The latter requirements have frightened them and caused the whole plan to stall. Their request to FPC was to ask for advice and to request if we could assist in finding out the extent of what is required.

I asked if the Parish Clerk could facilitate a conversation for myself with the Planning Officer (Stella New).

The conversation between Clerk & Ms New extended to the latter advising that the Pre School should submit a planning application without actual studies, but with statements that show that each issue has been considered together with supporting notes, photos etc.

- 1.2 £1000K donation was received from the Sheep Fair, part used for a climbing frame.
- 1.3 (CDB email dated 25th April refers). The Pre School have requested that the playground railings at the SE corner be repositioned to “square off” the play area. The purpose of this is to create a specific portion of the playground where the children can be introduced to country skills / Nature. The work does not require any significant cost in material, it simply relocates the existing railings. Works & subsequent maintenance will be carried out by the parents. All planned activities either fall within the schools’ existing H&S assessments or, they will be amended to ensure it is covered. The Pre School already have insurance (why wouldn’t they) and this area would be covered by

Responses from councillors to my eMail included questions such as “why was this not square in the first place”, “was there a tree that presented a hazard” & a couple of comments regarding the tenancy agreement being amended to include the small area.

I have made some enquiries as to why it is the shape that it is. The railings were installed by the parents of that time and retained knowledge of that installation is zero. Having walked the area again there are no obvious tree stumps that explains why the railings were originally positioned as they are. Other trees are no closer to the portion in question than they are to the remainder of the existing playground so there is no increased hazard.

2. For Ratification

- 2.1 It is proposed that FPC agree to this request ensuring that the existing tenancy agreement is amended to account for this change.

END