

Findon Parish Council
Minutes of the Parish Council Meeting held Monday 5 March 2018
At 7.30pm in Findon Village Hall

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

In Attendance: Clerk Miss F MacLeod, West Sussex County Council (WSCC) Cllr Urquhart, Arun District Council (ADC) Cllr Wensley, and members of the public.

Item No		<u>Action By</u>
18.24	To receive and note apologies for absence	
	None.	
18.25	Chairman's announcements	
	<ul style="list-style-type: none"> • Jan Mackerell had resigned from Findon Parish Council (FPC) after 20 years of service to Findon and the Chairman referred to her resignation email. A presentation would be made at a future FPC meeting. The Notice of Vacancy would be published, followed by an Expression of Interest in co-option should no by election be requested. • Ex Parish Councillor Peter Kirk was recovering following surgery; • Councillors were reminded of the closure of Long Furlong for two weeks from 23 April 2018. 	
18.26	Declarations of Interest on items on the Agenda	
	Cllr Henty declared a pecuniary interest in Agenda item 18.40 b) as he had submitted expenses for approval. Cllr 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).	
18.27	To sign as a correct record the minutes of the meeting held on 25/1/2018	
	It was proposed and seconded that the minutes dated 25 January 2018 be approved and signed by the Chairman.	
18.28	Matters arising and actions from the minutes not covered elsewhere on the Agenda	
	<p>18.17 – Royal British Legion 'silent soldier' silhouette. The Clerk advised that she was still waiting for confirmation regarding the portability but suggested that FPC may wish to purchase one in the meantime as she was aware other parish councils had already done so.</p> <p>Resolved: that Findon Parish Council instructs the Clerk to purchase a 'silent soldier' silhouette for £250.00 as per Report 18.17.</p>	FM
18.29	To receive a report from the WSCC and ADC Councillors	
	<p>WSCC Cllr Urquhart reported that WSCC had passed its budget for 2018/2019 with a 2.95% increase for County spending and without severe cuts to services. 22 gritters had been in service during the recent bad weather with farmers on standby. A Sussex wide initiative, Sussex Energy Tariff, had been launched aimed at residents who have not switched suppliers recently. This was a non-profit making and ring-fenced pot of money to help with fuel poverty.</p> <p>In response to a question, Cllr Urquhart explained that the closure of Long</p>	

	<p>Furlong was to allow resurfacing including anti-skid surfaces.</p> <p>ADC Cllr Wensley reported that ADC had agreed its budget at under 3% increase, with a fully funded balanced budget of £17m for the new Littlehampton leisure centre. Responses to a recent survey indicated that 70% of Arun residents were satisfied with the service provided by ADC. FPC thanked Cllr Wensley for his help with the replacement litter bin installation near the Black Horse. In response to questions, Cllr Wensley will clarify the number of black bin liners that can be put for collection, together with any statistics on recycling rates, and pass a request for an additional green recycling bin at Nightingales to the appropriate ADC Director. He advised that ADC does not own much unbuilt land and has not formed an active housing company. Cllr Urquhart advised that WSCC annual waste sampling showed that 30% was food waste, and 20% of other waste could have been recycled, all of which could reduce to cost of placing in landfill.</p> <p>Cllr Wensley left the meeting at 8.06pm.</p>	
18.30	Public Question Time (PQT)	
	<p>PQT started at 8.07pm.</p> <p>The Chairman welcomed representatives from the Findon Village Pre-School and confirmed that the latest accounts had been circulated to all Councillors prior to the meeting. FPC was advised that a fund raising subcommittee had been formed for the 'Little Build' and leaflet drops and crowdfunding would be taking place. The subcommittee had reviewed grant opportunities however the criteria often stated that any building should also be used for other community activities. It was suggested that the St John the Baptist School PTA be contacted regarding fundraising/grants. Cllr Urquhart advised that WSCC was launching a funding platform and a presentation on this would be made on 6 March 2018 at the White Swan, Arundel.</p> <p>The Pre-School was also experiencing planning concerns with the South Downs National Park Authority (SDNPA). Cllr Ball offered to be the FPC representative at the Pre-School to replace Jan Mackerell.</p> <p>The improvement in the accounts was welcomed and clarification requested regarding the receipts of £18k and the payments of £19k shown in the previously circulated accounts. This would be provided to the Clerk by the Pre-School.</p> <p>PQT closed at 8.18pm</p>	
18.31	Operation Watershed	
	<p>The Chairman referred to the report (as previously circulated) and the difference between the quotations received for the scope of works.</p> <p>Resolved that Findon Parish Council instructs the Clerk to:</p> <p>1) complete the funding request documentation for work to be undertaken by the preferred contractor for the amount of £25,165.00 (excl VAT) and send to WSCC for approval; and</p> <p>2) issue a contract to the preferred contractor once funding approved by WSCC.</p>	<p>FM</p> <p>FM</p>
18.32	Conditions of roads in Findon village	
	<p>Cllr Ball introduced the item and referred to emails to Cllr Urquhart on the subject of pot holes etc. An article would appear in the April edition of Findon News. Reference was made to the condition of the road at Nephote</p>	

	at the approach to the A24. Cllr Urquhart responded that Balfour Beattie would no longer be used as contractors after June 2018 and encouraged the use of http://love.westsussex.gov.uk/reports/add .to report pot holes and any other highways issues.	
18.33	Dog fouling in Findon	
	<p>Cllr Ball introduced the report (as previously circulated) and discussion took place on the items for ratification. It was noted that although posters/notices got taken down they could be published on the FPC and Community web sites and the Notice Boards. It was also noted that there were no dog bins at The Gallops, various paths, Steep Lane or Stable Lane. The cost of a dog bin would be £500 and the cost to have it emptied would be £300pa. Cllr Ball suggested temporary banners at the bottom of Nephote Green and Nephote Lane pending contact with the ADC Dog Warden to patrol the area. 'name and shame' was not supported.</p> <p>Resolved: that:</p> <p>1) Cllr Ball to produce temporary moveable banners as part of a publicity campaign;</p> <p>2) Cllr Carr to contact the ADC Dog Warden regarding patrolling the worst affected areas for dog fouling.</p>	<p>CB</p> <p>RC</p>
18.34	New Findon Parish Council web site	
	<p>The Clerk introduced the report (as previously circulated) and reported that the new web site was on track to go live approx. 16 March 2018. Cllr Gear advised that the National Association of Local Councils (NALC) was lobbying government for funding regarding the new hardware and software needed to comply with the upcoming new General Data Protection Regulations (GDPR) as outlined in the report.</p> <p>Resolved: that Findon Parish Council:</p> <p>1) approves Option 2 outlined in para 2.1 of the report at a cost of £1000;</p> <p>2) reviews the IT Support Contract after the first full year;</p> <p>3) approves the annual Microsoft Office 365 licence of £1085.76;</p> <p>4) instructs the Clerk to advise Processmatters2 accordingly; and</p> <p>5) councillors provide the Clerk with their biography by 16 March 2018.</p>	<p>FM</p> <p>ALL</p>
18.35	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	
	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the report (as previously circulated) and he updated that the Group were still waiting for the SDNPA to respond regarding the need for Assessments. For clarity, all landowners would be entitled to comment on the Reg 14 Pre Submission consultation.</p> <p>Resolved: that</p> <p>1) Findon Parish Council as 'qualifying body' notes the progress of the UFNDPWG.</p>	
18.36	Parish initiatives	
	<p>a) Traffic, Environment, People (TEP)</p> <p>Lead Cllr Havenhand referred to the report (as previously circulated) and highlighted the issues and concerns raised in the report in particular paras 1.6 and 1.7 of the report.</p> <p>Cllr Goldsworthy left the meeting at 8.55pm.</p> <p>Discussion took place regarding the costs and apparent capital underspend as not all of the TEP requirements had been</p>	

	<p>implemented and the scheme would deliver less than expected. Cllr Urquhart explained that the £55k estimated and allocated was for the total scheme, rather than individual elements, for which she had fought hard on behalf of Findon to get the funding. The WSCC work was planned for completion by the end of March 2018. If the Parish Council undertook the management of the requirements identified by TEP in April 2017 for 30sq metres of imprint from The Gun corner, it would cost between £1500 to £2000. David Hutchison reported that a Safety Audit had been completed in June 2017 but this was not shared with TEP until January 2018 showing the omissions from the TEP requirements. Cllr Havenhand advised that TEP still needed discussions with the SDNPA regarding village 'gateway' signage. Cllr Urquhart left the meeting at 9.18pm</p> <p>b) Homewood Play Area Cllr Ball reported that a report would be brought to the next FPC meeting.</p>	
18.37	Clerk's report	
	<p>The Clerk reported that Parish On Line training would take place in March 2018. Cllr Smith expressed an interest to attend. The training was free and being run by the Clerk of Shipley Parish Council. The Clerk was attending a Sussex Assoc of Local Councils (SALC) training event on 15 March 2018. The Clerk was still chasing HSBC regarding the addition of cheque signatories but was hopeful of progress shortly.</p>	
18.38	Reports from FPC Committees for noting	
	a) Planning	
	Cllr Henty, Committee Chairman, updated Councillors on the Planning Committee's previous meeting and reminded councillors that the next Planning Committee meeting was on 22 March 2018.	
	b) Finance & Governance	
	Resolved: that Cllr Dean be appointed to the Finance & Governance Committee.	
	c) Open Spaces	
	<p>Cllr Carr, Committee Chairman, referred to the report (as previously circulated). During discussion regarding an expression of interest from the owner of No 3 The Square in purchasing a small are of Pond Green, FPC felt that this was not appropriate and could not be considered. Cllr Carr advised that the new lime tree would be maintained and watered by the Open Spaces Volunteers. In response to a question, Cllr Carr advised that the potential for a new grit bin by the Old Fire Station/The Oval would be explored when the 2018/19 Winter Management Plan was reviewed. Cllr Wilson advised that a new petition objecting to people feeding seagulls would be sent to ADC, although no response had been received to previous complaints.</p> <p>Resolved: that Findon Parish Council 1) approves the purchase of a lime tree from Arundel Arboretum at a cost of £200.00;</p>	

	<p>Cllr Henty re-joined the meeting at 9.48pm.</p> <p>b) Payments The payments made in March 2018 to date (as previously circulated) totalling £2502.90 were noted and approved.</p> <p>c) Internal Auditor for 2017/18 financial year The Clerk advised that Rachel Hall (R S Hall& Co) was happy to continue as internal auditor for FPC.</p>	
18.41	Items to be referred to next Agenda not already included in the minutes	
	<p>None.</p> <p>Meeting closed at 9.50pm.</p>	