

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

**Present:** Cllrs Smith (Chairman), Gear, Dean, Goldsworthy, Barnett, Wilson and Robinson

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

Item No		<u>Action By</u>
<b>18.64</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllrs Carr, Ball and Havenhand, and Arun District Council (ADC) Cllr Wensley.	
<b>18.65</b>	<b>Chairman's announcements</b>	
	<ul style="list-style-type: none"> <li>• A presentation would be made to Del Henty at a future meeting in recognition for his service on Findon Parish Council (FPC).</li> </ul>	
<b>18.66</b>	<b>Declarations of Interest on items on the Agenda</b>	
	None. All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
<b>18.67</b>	<b>Councillor vacancy update</b>	
	The Clerk reported that there had been no Expressions of Interest received in relation to the vacancy created by the resignation of Del Henty.	
<b>18.68</b>	<b>To sign as a correct record the minutes of the meeting held on 14/5/2018</b>	
	It was proposed and seconded that the minutes dated 14 May 2018 be approved and signed by the Chairman.	
<b>18.69</b>	<b>Matters arising and actions from the minutes not covered elsewhere on the Agenda</b>	
	None.	
<b>18.70</b>	<b>To receive a report from the WSCC Councillor</b>	
	<p>Cllr Barnett joined the meeting at 7.34pm.</p> <p>WSCC Cllr Urquhart reported on the following:</p> <ul style="list-style-type: none"> <li>• The Rights of Way (RoW) Management Plan had been published on the WSCC web site and a toolkit would be compiled for the RoW network;</li> <li>• 9000 pot holes had been filled in the first four months of 2018;</li> <li>• 50mm of rain had fallen in one hour recently and the drains were unable to cope with the water and debris. As a result, action would be taken to remove any blockages to the drains;</li> <li>• Reference was made to the email (as previously circulated) regarding the suspended bus stops on the A24 and it had now been agreed by WSCC that no money would be spent on the bus stops. A decision was expected over the summer on the closure or ongoing suspension of the bus stops.</li> </ul>	
<b>18.71</b>	<b>Public Question Time (PQT)</b>	
	<p>PQT started at 7.40pm.</p> <p>A representative of the Findon Village Pre-School provided an update on fund raising for the Little Build (replacement building) and in particular the</p>	

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	<p>Village House summer party where the pre-school would launch its funding platform, Wonderful.org. Parish councillors would also attend the event, if available. The Pre-School would communicate more widely regarding its funding platform and collection buckets would be displayed by local organisations. In response to a councillor question, it was estimated that the cost of demolition and subsequent standalone new build would cost between £50-70k, subject to planning permission being granted. The Little Build project could not meet some grant funding schemes criteria such as renewable energy, community hub. A dedicated fund raising role had been created.</p> <p>PQT closed at 7.50pm.</p>	
<b>18.72</b>	<b>Annual Governance and Accountability Return (AGAR) 2017/18</b>	
	<p>Councillors had reviewed the AGAR documentation (as previously circulated) and thanked the Clerk for her work.</p> <p><b>Resolved: that</b></p> <p><b>1) Findon Parish Council approves Section 1 Annual Governance Statement of 2017/18 and that Section 1 be signed by the Chairman and Clerk/Responsible Financial Officer prior to submission for external audit;</b></p> <p><b>2) Findon Parish Council approves Section 2 Accounting Statements of 2017/18 and that Section 2 be signed by the Chairman and Clerk/Responsible Financial Officer prior to submission for external audit; and</b></p> <p><b>3) the Clerk sends the completed AGAR documentation to the external Auditors, and publishes the relevant documentation on the Notice Boards and web site to meet the required deadlines.</b></p>	<p>SS/FM</p> <p>SS/FM</p> <p>FM</p>
<b>18.73</b>	<b>Grant applications</b>	
	<p>Following the adoption of the new grant applications policy, completed grant application forms had been received from St John the Baptist School (School clock maintenance) and Friends of St John the Baptist Church (as previously circulated). The Chairman would contact the Village Hall Trust/Lambs Tails, the St John the Baptist School PTA regarding their need for any grants and complete the grant application paperwork for the Findon Swimming Pool for consideration at a future FPC meeting. The Pre-School grant application could be considered in September/October 2018 once the Pre-School August year end accounts were available.</p> <p><b>Resolved: that the Clerk be authorised to make the following grants:</b></p> <p><b>1) St John the Baptist School (clock maintenance) - £200.00 payable immediately; and</b></p> <p><b>2) Friends of St John the Baptist Church - £700.00 payable immediately.</b></p>	SS
<b>18.74</b>	<b>Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)</b>	
	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the report (as previously circulated). The consultation documentation was published on 19 June 2018 and had been circulated to twenty statutory consultees, as well as landowners/agents as matter of courtesy. Hard copies of the Reg 14 Pre Submission documentation would be available to view in local shops. Mr Hutchison commented that the illustrated site perimeter photos in the documentation could be useful for the Planning Committee.</p> <p><b>Resolved: that Findon Parish Council as 'qualifying body' notes the progress of the UFNDPWG.</b></p>	

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<b>18.75</b>	<b>Parish initiatives</b>	
	<p><b>a) Traffic, Environment, People (TEP)</b> In the absence of Lead Cllr Havenhand, the Chairman invited David Hutchison to provide an update. Mr Hutchison confirmed that he would submit an online request to WSCC for a Traffic Regulation Order (TRO) requesting a 40mph speed limit reduction on the A24 which would include the need for a speed survey. Cllr Wilson raised the several serious accidents that had occurred recently on the A24 bend near the Old Fire Station and suggested that a barrier be put in place by the verge. A chevron sign that had been knocked down four weeks ago had not been replaced. In response, WSCC Cllr Urquhart advised that she had put forward a proposal for a lower speed limit on the A24 eight years ago but that it had not been taken forward by WSCC as any scheme must meet all criteria for approval.</p> <p><b>b) Homewood Play Area</b> It was noted that very little had happened on this initiative over the past few months, and the Chairman would contact the project leader to discuss a way forward.</p>	<b>SS</b>
<b>18.76</b>	<b>Clerk's report</b>	
	<p>The Clerk referred to the report (as previously circulated) and drew attention to the provision of the new FPC business laptop and the implementation of FPC unique email addresses scheduled for July 2018. A comprehensive email user guide had been circulated to all councillors for information. It was suggested that the current FPC business laptop, once cleared down and certified by JNR Computer Services, could be offered to the Pre-School.</p> <p><b>Resolved: that Findon Parish Council</b></p> <p><b>1) instructs the Clerk to contact the Pre-School regarding the gifting of the current FPC laptop, following the laptop being cleared down and certified by JNR Computer Services; and</b></p> <p><b>2) agrees the use of Nephote Green in principle for car parking etc at the stool ball tournament provisionally booked for 2 June 2019 with the proviso that it is subject to weather conditions and any other events taking place.</b></p>	<b>FM</b>  <b>FM</b>
<b>18.77</b>	<b>Reports from FPC Committees for noting</b>	
	<b>a) Planning</b>	
	No update.	
	<b>b) Finance &amp; Governance</b>	
	Cllr Goldsworthy advised that he would not be available from November 2018 to March 2019 and a succession plan for the Chairmanship would be needed as Cllr Gear, the current Deputy Chairman, would offer to take up Chairmanship of the Planning Committee in November 2018.	<b>PG</b>
	<b>c) Open Spaces</b>	
	Cllr Wilson referred to the report (as previously circulated) and reported that a site visit had taken place regarding the location of the proposed new salt bin(s) which could be situated halfway between the Old Fire Station and The Oval. The Working Group volunteers continued to be very busy and had been complimented	

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	<p>on the standard of their work, which included grass cutting at The Oval. Cllr Goldsworthy referred to the current condition of the greens mower and had spoken to Mr Wyatt regarding a suggestion that FPC investigates a three year rolling lease agreement for a greens mower, which could be split equally with Cissbury. The cost of a new greens mower was circa £36k. The cost of leasing/purchasing a new greens mower would be factored into the 2019/20 precept (budget).Cllr Wilson reported that he had carried out a short term fix on the damaged posts on Nepcote Green, however all the fencing would need to be replaced in the near future. As the St John the Baptist Church and Open Spaces volunteers had filled in any holes on Nepcote Green before and after the recent Stool Ball Tournament, any requests to use either Nepcote Green or Pond Green for events should include this provision for action by the organisers.</p> <p><b>Resolved: that the Clerk writes to AC Gardens to contact the Chairman of the Open Spaces Committee or the Chairman of the Finance &amp; Governance Committee for authorisation to carry out grass cuts.</b></p>	FM
	<b>d) Sheep Fair</b>	
	No update.	
	WSCC Cllr Urquhart left the meeting at 8.30pm.	
<b>18.78</b>	<b>Reports from Outside Bodies and Working Groups for noting</b>	
	<p><b>a) General Protection Data Guidelines (GDPR)</b> Lead Cllr Gear advised that a response was awaited from Maureen Chaffe, Processmatters2, regarding draft policies.</p> <p><b>b) 3-5 year Strategic Plan</b> Lead Cllr Smith advised that a draft would be available at a future FPC meeting.</p> <p><b>c) Assets of Community Value</b> No update.</p> <p><b>d) Village Hall Trust</b> Lead Cllr Gear reported that the meeting held in May 2018 highlighted that 48 fund raising events had been held over a year, and the extension was due for completion at the end of 2018. The Clerk would contact the SJTB School regarding the availability of the School Hall as the Village Hall was not available for meeting dates in November and December 2018.</p> <p><b>e) Findon Village Pre-School</b> No further update.</p> <p><b>f) Joint East Arun Area Committee (JEAAC)</b> The Chairman advised that the June meeting had been focused on the recent Arundel By Pass decision.</p> <p><b>g) Allotment Gardens</b> The Clerk reported that neglected plot had now become available for a new tenant to take on. All existing Allotment Gardens tenants and residents on the Waiting List had been emailed/written to regarding GDPR and also for confirmation that they wished to remain as tenants/on the waiting list.</p>	FM

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	<p><b>h) Nepcote Green Charitable Trust (NGCT)</b> Future meeting to be arranged.</p>	
<b>18.79</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for May 2018 (as previously circulated) were noted and approved.</p> <p><b>b) Payments</b> The payments made in June 2018 to date (as previously circulated) totalling £4206.32 were noted and approved. The grant payments approved in Minute 18.73 would be added to the payments table.</p>	
<b>18.80</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	<p>Cllr Gear asked if there would be a service to mark Armistice Day near the 'Silent Silhouette' on Pond Green. Cllr Goldsworthy advised that the FPC Chairman read a lesson at the War Memorial as part of SJTB Church service, however this suggestion could be considered at the August FPC meeting.</p> <p>Meeting closed at 8.50pm.</p>	