

**Findon Parish Council**  
**Minutes of the Parish Council Meeting held Monday 17 September 2018**  
**At 7.30pm in Findon Village Hall**

**Present:** Cllrs Carr (Chairman), Goldsworthy, Wilson, Dean, Robinson and Gear.

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

Item No		<u>Action By</u>
<b>18.97</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllrs Smith, Ball and Barnett, and Arun District Council (ADC) Cllr Wensley.	
<b>18.98</b>	<b>Chairman's announcements</b>	
	None.	
<b>18.99</b>	<b>Declarations of Interest on items on the Agenda</b>	
	Cllrs Carr and Wilson declared a pecuniary interest in Agenda item 18.109 b as they had submitted expenses for approval. Cllrs Carr and Wilson 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>18.100</b>	<b>To sign as a correct record the minutes of the meeting held on 6/8/2018</b>	
	It was proposed and seconded that the minutes dated 6 August 2018 be approved and signed by the Chairman.	
<b>18.101</b>	<b>Matters arising and actions from the minutes not covered elsewhere on the Agenda</b>	
	<b>18.88 Car Club at the Black Horse.</b> The Clerk had written to the Black Horse manager regarding the concerns raised regarding noise etc and Cllr Barnett had offered to discuss the situation. <b>18.88 Wintons car parking notice.</b> This was deferred until Cllr Ball was available. <b>18.89 grant applications.</b> This was deferred until Cllr Smith was available. <b>18.93 c Open Spaces.</b> A quotation had been obtained for a new greens mower for £54k and it was considered very unlikely that another grant from WSSC would be forthcoming. The Working Group would assess options available. Following escalation by the Clerk, the grass and vegetation on the A24 verges and central reservation had been cut. The replacement tree request remained outstanding.	<b>JB</b> <b>CB</b> <b>SS</b> <b>FM</b>
<b>18.102</b>	<b>To receive a report from the WSSC Councillor</b>	
	WSSC Cllr Urquhart reported that a new initiative to encourage the reuse of plastic water bottles had started and a lot of West Sussex organisations had already signed up to provide free water. An app was available and Cllr Urquhart would forward details to the Clerk. Cllr Goldsworthy would discuss this with the Findon Village Store. The new free permit system for West Sussex residents using trailers and vans at WSSC recycling centres would come into effect on 1 October 2018. This was to stop non West Sussex residents using the recycling facilities. Ash tree die back disease was a serious issue as there were 50K ash trees owned or managed by WSSC. A	

Signed:

Dated:

	pollution strategy was being developed by WSCC and there would be the opportunity for parishes to be involved at a later stage. WSCC was also working on the 2019/20 budget.	
<b>18.103</b>	<b>Public Question Time (PQT)</b>	
	PQT started at 7.43pm. Mrs Martin raised that the 20mph speed limit was not being adhered to in either Stable Lane or the village centre, and due to the amount of traffic, this was an 'accident waiting to happen' to horse riders and pedestrians alike. Councillors advised that FPC was aware of vehicles not keeping to the 20mph speed limit and that there could be the potential for a Speedwatch initiative in Nepcote, High Street and Horsham Road. Mrs Martin would review this in respect of Stable Lane. PQT closed at 7.46pm.	
<b>18.104</b>	<b>Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)</b>	
	The Chairman invited David Hutchison, Working Group Lead, to introduce the report (as previously circulated). Attention was drawn to the South Downs National Park Local Plan Inspector's Hearing which would be held in December 2018 and arrangements had been made for FPC to make a representation. The Inspector was aware of the timescales relating to the UFNDP and the allocations in both the UFNDP and the draft Local Plan. <b>Resolved: that Findon Parish Council as 'qualifying body'</b> <b>1) notes the progress of the UFNDPWG;</b> <b>2) supports the recommendation as detailed in para 1.4 of the report</b>	
<b>18.105</b>	<b>Parish initiatives</b>	
	<b>a) Traffic, Environment, People (TEP)</b> The Chairman invited David Hutchison to introduce the report (as previously circulated) and reported that WSCC Highways had now confirmed that speed loops had been requested for the end of September 2018 regarding the A24 speed survey. They would be put in place by WSCC traffic engineers and run 24/7 for a week. The effectiveness of the 20mph speed limit would be reviewed by the TEP Working Group and include historic rural lanes such as Stable Lane. <b>b) Xmas lighting 2018</b> Reference was made to an email from Jan Mackerell (as previously circulated) regarding the Christmas Lights Committee 'Vintage Switch' stall at the Sheep Fair which had raised a total of £650.00. The funds would be reinvested to maintain and extend the lights display for 2018 and onwards. FPC congratulated the Committee on its achievement.	
<b>18.106</b>	<b>Clerk's report</b>	
	The Clerk referred to the report (as previously circulated) and drew attention to the item for consideration in section 2 of the report. The Clerk reported that the new salt bin had been delivered and fitted by Cllrs Carr and Wilson. Both WSCC and Sussex Manures had been made aware of the location of the new bin at the grassed area off Horsham Road and prior to Nightingales. Since the report had been published, details of the next South Downs National Park Authority (SDNPA) Parish Workshops had been	

	received. The West Sussex workshop would be on 29 November 2018 and councillors were asked to let the Clerk know if they would like to attend. <b>Resolved: that Findon Parish Council</b> <b>1) instructs the Clerk to place an article in a future edition of Findon News regarding a volunteer Tree Warden for Findon</b>	<b>ALL</b>
<b>18.107</b>	<b>Reports from FPC Committees for noting</b>	
	<b>a) Planning</b>	
	The SDNPA Planning Committee had emphatically refused the planning application for Soldiers Field Stables at its meeting on 13 September 2018. FPC had also objected to the application.	
	<b>b) Finance &amp; Governance</b>	
	A Committee meeting had been held on 6 September 2018 to review budget spend, first draft of the 3-5 year Strategic Plan etc and the next meeting would be held on 12 November 2018 to appoint a Chairman and consider precept/budget planning for 2019/20. <b>Resolved: that Cllr Mark Robinson be appointed to the Finance &amp; Governance Committee with immediate effect.</b>	
	<b>c) Open Spaces</b>	
	Lead Cllr Carr referred to the report (as previously circulated) and advised that he had recently drawn ADC's attention to the car park access to the allotment gardens/cemetery following allotment holders being asked by strangers if they had any scrap for sale. Cllr Carr updated the Council regarding the proposed purchase of a 'Billy Goat' machine that would clear leaves on paths and blockages of gullies as part of the Open Spaces Volunteers activities. The machine would cost £1750.00 plus VAT, and would need a spare bag, hose kit and potentially an extended warranty to be purchased at the same time. There was currently £900.00 remaining in the budget for the 2018/19 financial year. Following training, it would be operated by Cllrs Carr and Wilson and could be stored in either the Wattle House or with the greens mower at Cissbury. It was considered that, subject to a successful demonstration and storage arrangements, the machine would be a good asset for FPC and the village as a whole. <b>Resolved: that Findon Parish Council Cllr Carr</b> <b>1) Arranges a demonstration of the 'Billy Goat' machine for Councillors;</b> <b>2) If successful, the machine, spare bag and hose would be ordered; and</b> <b>3) Agrees storage arrangements for the machine.</b>	<b>RC</b> <b>RC</b> <b>RC</b>
	<b>d) Sheep Fair</b>	
	The Chairman referred to the report from Cllr Ball (as previously circulated) on the successful Fair which had approximately 7k attendees and 1600 parked vehicles. Cllr Wilson advised that although the traffic management system this year had worked very well, there were a lot of people walking up and down Nephote close to the cars. He would suggest at a future Sheep Fair Committee meeting that the use of Stop/Go boards could be effective.	<b>JW</b>

	WSCC Cllr Urquhart left the meeting at 8.25pm	
<b>18.108</b>	<b>Reports from Outside Bodies and Working Groups for noting</b>	
	<p><b>a) General Protection Data Guidelines (GDPR)</b> The Clerk referred to the report (as previously circulated) and drew attention to the two draft policies that had been agreed in principle at the Finance &amp; Governance meeting on 6 September 2018. The set up and use of the new FPC councillor email address by all councillors was a critical part of Electronic Communication Devices – Acceptable Usage Policy. Cllr Robinson offered to assist those councillors who had not yet set up their FPC email address, and this must be completed by 30 September 2018.</p> <p><b>Resolved: that Findon Parish Council:</b></p> <p><b>1) Adopts the Parish Clerk/Responsible Financial Officer and Parish Councillor’s Privacy Notice as per Appendix a to the report with immediate effect;</b></p> <p><b>2) Adopts the Electronic Communication Devices – Acceptable Usage Policy as per Appendix b to the report with immediate effect; and</b></p> <p><b>3) Councillors to be using their FPC email address by end of September 2018.</b></p> <p><b>b) 3-5 year Strategic Plan</b> A high level draft had been reviewed at the Finance &amp; Governance meeting on 6 September 2018 and would be updated accordingly for a future meeting.</p> <p><b>c) Assets of Community Value</b> No update.</p> <p><b>d) Village Hall Trust</b> Lead Cllr Gear advised that the original proposal for the capacity of the hall and new extension would remain. Cllr Goldsworthy offered to attend the next meeting of the Trust.</p> <p><b>e) Findon Village Pre-School</b> No update</p> <p><b>f) Joint East Arun Area Committee (JEAAC)</b> No update.</p> <p><b>g) Allotment Gardens</b> No update.</p> <p><b>h) Nephote Green Charitable Trust (NGCT)</b> A meeting would be held on 27 September 2018 immediately after the Planning Committee meeting.</p>	<p><b>MR</b></p> <p><b>ALL</b></p> <p><b>SS</b></p> <p><b>PG</b></p>
<b>18.109</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for August 2018 (as previously circulated) were noted and approved.</p> <p>Cllrs Carr and Wilson left the meeting at 8.37pm and Cllr Goldsworthy took the Chair.</p> <p><b>b) Payments</b> The payments made in September 2018 to date (as previously circulated) totalling £3820.97 were noted and approved.</p>	

	<p>Cllrs Carr and Wilson re-joined the meeting at 8.38pm and Cllr Carr took the Chair.</p> <p><b>c) Additional cheque signatories</b>  The Clerk reported that HSBC had sent the incorrect mandate form and the correct mandate form had been received, completed and handed in at HSBC Rustington on 7 September 2018. A follow up call was made on 17 September and as no progress had been made, HSBC would chase the Business Advisors as a priority.</p> <p><b>d) External Audit Report</b>  No report had been received from the external auditors.</p>	
<b>18.110</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	<p>None.</p> <p>Meeting closed at 8.40pm.</p>	