

Unconfirmed Minutes – to be confirmed at the next Council meeting

**Findon Parish Council**  
**Minutes of the Parish Council Meeting held Monday 29 October 2018**  
**At 7.30pm in Findon Village Hall**

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

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

Item No		<u>Action By</u>
<b>18.111</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllrs Ball and Goldsworthy, West Sussex County Council (WSCC) Cllr Urquhart, and Arun District Council (ADC) Cllrs Wensley and Cooper.	
<b>18.112</b>	<b>Chairman’s announcements</b>	
	Following a request from St John the Baptist School, it had been agreed that their contractors could access the rear of the playing field via the side road adjacent to the Village Hall. Any damage would be paid for by the contractors. It had not proved feasible to temporarily relocate the Silent Silhouette from Pond Green to the War Memorial for the Armistice Remembrance service. However, as suggested by Rev Helena Buque, a blessing would take place at Pond Green following the Church service.	
<b>18.113</b>	<b>Declarations of Interest on items on the Agenda</b>	
	All councillors present declared a personal interest as Trustees of Nephote Green Charitable Trust (NGCT).	
<b>18.114</b>	<b>To sign as a correct record the minutes of the meeting held on 17/9/2018</b>	
	It was proposed and seconded that the minutes dated 17 September 2018 be approved and signed by the Chairman.	
<b>18.115</b>	<b>Matters arising and actions from the minutes not covered elsewhere on the Agenda</b>	
	<b>18.88 Wintons car parking notice.</b> This was deferred until Cllr Ball was available.	<b>CB</b>
<b>18.116</b>	<b>To receive a report from the WSCC and ADC Councillors</b>	
	None.	
<b>18.117</b>	<b>Public Question Time (PQT)</b>	
	PQT started at 7.34pm. Kim Fessey, Manager, Findon Village Pre-School updated Councillors regarding the funding position and explained that the Pre-School was unable to meet many of the funding schemes criteria regarding ‘community use’ for a replacement building. The Pre-School Committee was therefore considering a full refurbishment of the existing building as an alternative to the replacement building. She added that the main joists and foundations were reasonably solid. The refurbishment was likely to cost £80-100k subject to estimates. Just over £20k had already been raised towards the replacement project and FPC were asked if they could provide any financial assistance. The Chairman recommended that all interested parties in the replacement building project needed to be made aware of and agree to the Pre-School change of direction before this could be considered.	

	PQT closed at 7.39pm.	
<b>18.118</b>	<b>Sussex Resilience Forum 2018</b>	
	<p>Cllrs Gear and Wilson introduced the report (as previously circulated) and drew attention to the level of interest at the Forum with over 80 delegates and highlighted the importance of the Duke of Cornwall Award in engaging youth groups.</p> <p><b>Resolved: that Findon Parish Council</b></p> <ol style="list-style-type: none"> <li><b>1) Sets up a Working Group consisting of Cllrs Gear and Wilson to take forward a Community Resilience Plan for Findon;</b></li> <li><b>2) The Working Group liaises with the West Sussex County Council Resilience Team to present the two training courses to councillors and community organisations; and</b></li> <li><b>3) Encompasses Community Resilience within the 3-5 year Strategic Plan and budget accordingly.</b></li> </ol>	<p>CG/JW</p> <p>SS</p>
<b>18.119</b>	<b>Findon Winter Management Plan (WMP) 2018/19</b>	
	<p>The Clerk introduced the WMP documentation (as previously circulated) and was commended on its presentation and the work undertaken. The Clerk would provide Cllr Carr with an updated guidance sheet to place in the salt bins.</p> <p><b>Resolved: that Findon Parish Council</b></p> <ol style="list-style-type: none"> <li><b>1) Approves the Winter Management Plan 2018/19; and</b></li> <li><b>2) Instructs the Clerk to send final version to West Sussex County Council and publish on the Findon Parish Council and Community web sites</b></li> </ol>	<p>FM/RC</p> <p>FM</p>
<b>18.120</b>	<b>Grant application</b>	
	<p>Councillors had reviewed the grant application documentation from Findon Village Pre-School (as previously circulated).</p> <p><b>Resolved: that Findon Parish Council authorises the Clerk to make an immediate grant payment of £1500.00 to Findon Village Pre-School.</b></p>	FM
<b>18.121</b>	<b>Request to purchase a parcel of land on Pond Green</b>	
	<p>Councillors had reviewed the request from Mr Collard and the background correspondence (as previously circulated). Cllr Carr advised that the circumstances had not changed since his original request to FPC in February 2018 was turned down as Pond Green had been transferred to FPC for the express use as an asset for the community, and was designated as a Local Green Space in the Findon Neighbourhood Development Plan and policies. Mr Collard was advised that his proposal could be included as part of the 3-5 year Strategic Plan being developed for public consultation. At the invitation of the Chairman, Mr Collard felt that his proposal would improve what he considered to be a redundant parcel of land by his property and reduce anti-social behaviour. He also mentioned that condition of the adjoining flint wall.</p>	
<b>18.122</b>	<b>Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)</b>	
	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the item. Attention was drawn to the South Downs National Park Local Plan Inspector's Hearing dates of 6 or 7 December 2018. Cllr Smith and Mr Hutchison will speak at the Hearing on behalf of FPC and the UFNDPWG) respectively. Mr Hutchison would highlight why the proposed Local Plan was not appropriate in respect of Findon.</p>	

	<b>Resolved: that Findon Parish Council as ‘qualifying body’</b> <b>1) notes the progress of the UFNDPWG;</b>	
<b>18.123</b>	<b>Parish initiatives</b>	
	<p><b>a) Traffic, Environment, People (TEP)</b> The Chairman invited David Hutchison to introduce the item. It was reported that although WSCC Highways had previously confirmed that speed loops had been requested for the end of September 2018 regarding the A24 speed survey, they had not yet been put in place and no new dates were available.</p> <p><b>b) Xmas lighting 2018</b> Reference was made to the report from Jan Mackerell (as previously circulated) and noted. Comment was made that the annual event was going from strength to strength and the Xmas Lights team should be congratulated.</p>	<b>FM</b>
<b>18.124</b>	<b>Clerk’s report</b>	
	<p>The Clerk referred to the report (as previously circulated) and drew attention to the item for action in section 2 of the report.</p> <p><b>Resolved: that Findon Parish Council councillors advise the Clerk of any budget requirements for consideration at the Finance &amp; Governance Committee meeting on 12 November 2018.</b></p>	<b>ALL</b>
<b>18.125</b>	<b>Reports from FPC Committees for noting</b>	
	<b>a) Planning</b>	
	Cllr Gear, Committee Chairman, reported that two contentious applications had been considered at the last Planning Committee meeting and objections raised. Cllr Gear would attend the Appeal Hearing regarding the land east of Pony Farm planning application on 31 October 2018.	
	<b>b) Finance &amp; Governance</b>	
	The Committee meeting to be held on 12 November 2018 would appoint a Chairman and consider working drafts of the 3-5 year Strategic Plan and precept/budget planning for 2019/20.	
	<b>c) Open Spaces</b>	
	<p>Lead Cllr Carr referred to the report (as previously circulated) and drew attention to the continued good usage of the recently purchased Billy Goat leaf vacuuming machine. Cllr Carr had contacted the Arundel Arboretum regarding a replacement tree for the High Street opposite Averys. The cost of a flowering cherry tree would be £125.00 including delivery, planting and staking.</p> <p><b>Resolved: that Findon Parish Council Cllr Carr arranges the purchase, delivery, planting and staking of a flowering cherry tree from Arundel Arboretum for a cost of £125.00</b></p>	<b>RC</b>
	<b>d) Sheep Fair</b>	
	No update.	
<b>18.126</b>	<b>Reports from Outside Bodies and Working Groups for noting</b>	
	<p><b>a) General Protection Data Guidelines (GDPR)</b> All councillors had now been successfully set up to use their FPC email addresses and thanks were given to Cllr Robinson and JNR Computer Services for their assistance. It was agreed that GDPR was now a Business as Usual activity.</p>	

	<p><b>b) 3-5 year Strategic Plan</b> A first working draft was being developed for consideration at the Finance &amp; Governance Committee meeting on 12 November 2018.</p> <p><b>c) Assets of Community Value</b> The allocation of councillors would be reviewed at a future meeting.</p> <p><b>d) Village Hall Trust</b> Cllr Carr attended the meeting. The structural engineers report had highlighted several issues and a new boiler and water main were required. The roof was due to be added and completion expected in the second week of January 2019. Cllr Carr would attend the next Trust meeting.</p> <p><b>e) Findon Village Pre-School</b> Please refer to Minute 18.117. In addition, consideration would be given to assist making the building ‘fit for purpose’ and an inspection of the fabric of the building would be progressed as part of the annual asset inspection. Cllr Carr confirmed that a WSCC tree specialist had previously inspected the nearby trees and no further action was necessary. Consideration would be given for a road sign to be made for the Pre School on the road access owned by FPC. Men in Sheds could be contacted if appropriate.</p> <p><b>f) Joint East Arun Area Committee (JEAAC)</b> The next meeting was on 6 November 2018. Cllrs Smith and Gear would attend.</p> <p><b>g) Allotment Gardens</b> Lead Cllr Carr reported that a plot would be relinquished in December 2018, and existing plot holders would be approached regarding the condition of plots to comply with their tenancy agreements.</p> <p><b>h) Replacement Greens Mower</b> Lead Cllr Robinson reported on the options of either spending £3-4k to maintain the mower for the next two years or exploring the purchase/lease of a new mower in conjunction with Cissbury Estate, who also use the mower facility and store the mower. AC Gardens would prefer a non-batwing replacement mower for ease of use, which would be cheaper than a batwing mower. Discussions would take place with interested parties regarding the options available, costs, storage etc.</p> <p><b>i) Nephote Green Charitable Trust (NGCT)</b> The Clerk reported that a meeting of NGCT had been held on 27 September 2018. It had been resolved that a temporary right of access agreement be drawn up between NGCT and Rebecca Hill, and a payment made from NGCT to FPC in respect of ongoing greens mower costs.</p>	<p>S</p> <p>RC</p> <p>MR</p>
<p><b>18.127</b></p>	<p><b>Finance</b></p>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for September 2018 (as previously circulated) was noted and approved. The Clerk was pleased to report that an amount of £1500.00 had since been received from WSCC as a contribution towards</p>	

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	<p>the devolved grass cutting.</p> <p><b>b) Payments</b> The payments made in October 2018 to date (as previously circulated) totalling £6625.33 were noted and approved. An invoice from AC Gardens for £300.00 was approved and the previously agreed grant payment of £1500.00 to the Pre-School was noted.</p> <p><b>c) External Audit Report</b> The Clerk advised that the new external auditors, Moore Stephens, had produced their report and the statutory notices/documentation had been placed in the Notice Boards and published on the FPC web site. No material concerns were raised. Reference was made to the external auditors' comments regarding the Sheep Fair reporting and a query on the invoice, both of which had been raised with the Sussex Assoc of Local Councils (SALC) as a matter of concern.</p>	
<b>18.128</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	<p>Options for the relocation from North End of a redundant bus shelter. Meeting closed at 8.43pm.</p>	