

**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 Meeting of Findon Parish Council (FPC) to be held in the **St John the Baptist School Hall** on **Monday 21 January 2019** at 7.30pm for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
15/1/2019**

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**AGENDA**

**19.01 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

**19.02 CHAIRMAN'S ANNOUNCEMENTS**

**19.03 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.

**19.04 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD  
10/12/2018**

**19.05 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED  
ELSEWHERE ON THE AGENDA**

**19.06 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL  
(WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

**19.07 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.

**19.08 2019/20 PARISH BUDGET (PRECEPT)**

To approve the 2019/20 budget following the review by the Finance & Governance Committee on 17 January 2019 (papers to follow) and confirm to Arun District Council.

**19.09 REPLACEMENT GREENS MOWER**

To consider the purchase of a replacement Greens Mower.

- 19.10 COMMUNITY MINIBUS SERVICE**  
To consider a proposal from the Community Minibus Association charity.
- 19.11 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**  
To receive an update on progress and consider any items for ratification.
- 19.12 PARISH INITIATIVES**  
To note the reports on progress and consider any recommendations for full Council:  
a) Transport, Environment, and People (TEP) to include instances of speeding in the village
- 19.13 CLERKS REPORT**  
To note and consider any items for ratification by full Council.
- 19.14 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**  
a) Planning  
b) Finance & Governance  
c) Open Spaces  
d) Sheep Fair
- 19.15 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**  
a) Community Resilience Plan for Findon  
b) 3-5 year Strategic Plan  
c) Village Bus Shelter  
d) Assets of Community Value  
e) Village Hall Trust  
f) Findon Village Pre-School  
g) Joint Eastern Arun Area Committee (JEAAC)  
h) Allotment Gardens  
i) Replacement Greens Mower  
j) Nepcote Green Charitable Trust (NGCT)
- 19.16 FINANCE**  
a) To note Receipts and Bank Reconciliation as circulated  
b) To approve Payments as circulated  
c) To note approved Risk Register
- 19.17 ITEMS TO BE REFERRED TO NEXT AGENDA**

## Agenda Item 19.08

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>21 January 2019</b>
From	<b>Clerk, Fiona MacLeod</b>
Title of Report	<b>Budget/precept for 2019/20</b>
Purpose of Report	<b>To agree the precept/budget for financial year 2019/20</b>

### **1. Budget/precept proposals**

- 1.1 The Finance & Governance (F&G) Committee reviewed the draft Precept/budget and Summary Position documents in November 2018 and again on 17 January 2019. The Budget/Precept and Summary Position documents are attached as Appendices 1 and 2 respectively and include comments/assumptions for ease of reference. The documents have been compiled by the Clerk in consultation with councillors and are based on the previous years budgeted expenditure, the current and projected expenditure up to year end (31 March 2019) and the estimated figures for expenditure during 2019/20.
- 1.2 Consideration in the budget/precept calculations has been given to the ongoing costs of grass cutting undertaken by contractors on behalf of Findon Parish Council (FPC) for the 2019/20 financial year. FPC received a welcome contribution of £1500.00 in 2018/19 from West Sussex County Council (WSSCC) towards the cost of cutting the non-A24 grass verges in the parish, however it is not currently known if any contribution from WSSCC will be made for 2019/20 onwards. In addition, FPC is developing its 3-5 year Strategic Plan alongside the precepted activities and the funds detailed in the Summary Position.
- 1.3 FPC will now have to consider increasing the precept to cover such items in para 1.2 and as reflected in Appendix 1. To put this into perspective, this represents an increase of 4.65%, however due to the increase in the tax base number of households, the actual increase per Band D household is only 4%.
- 1.4 The precept for 2018/19 is £44.00pa per Band D household and based on a tax base of 975 households. Should a precept of £45k be approved by FPC at its meeting on 21 January 2019, my understanding is that this would equate to £45.78pa per Band D household based on a higher tax base of 983 households i.e. an increase of £1.78pa or £0.03p per week.

### **2. Issues for ratification by full Council**

- 2.1 That Findon Parish Council approves a precept/budget of £45k for the financial year 2019/20 and a precept request for £45k for 2019/20 be sent to Arun District Council.

BUDGET/PRECEPT FOR 2019/2020

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Cost	Precept 2018/19	Projected Costs 2018/19	Clerks Proposed Figures 2019/20	Comments and Assumptions
<b>Administration</b>				
Insurance	£2,000.00	£1,841.00	£2,000.00	fixed cost until Sept 2020 assuming no new FPC assets
Cllr Expenses	£150.00	£150.00	£150.00	provision for travel costs re external meetings, etc not Open Spaces payments, projects
Chairman allowance	£250.00	£250.00	£250.00	eg costs towards Annual Parish Meeting
SALC/NALC/ Subscriptions	£700.00	£648.00	£675.00	
Training courses	£1,000.00	£1,000.00	£1,000.00	Councillors and Clerk Training & other networking events, 2019 election year
Audit fees	£700.00	£740.00	£700.00	
Clerks salary, tax	£10,160.00	£10,160.00	£10,764.00	pay review Nov 2018 backdated to April 2018 ( no pension contribution by FPC)
Clerks expenses	£450.00	£450.00	£450.00	no increase (travel incl to training etc)
Clrks storage	£260.00	£260.00	£260.00	no increase
Gen Admin Expns	£1,200.00	£750.00	£750.00	includes all cartridges, stamps, paper etc
BT Services	£1,000.00	£1,500.00	£1,000.00	ongoing dispute with BT re cloud services
Electrical supply	£230.00	£180.00	£230.00	no increase
Web site	£4,000.00	£6,800.00	£3,000.00	ongoing web site management, IT Support incl GDPR, licences, emails.
IT equipment	£0.00	£0.00	£800.00	projector and screen to enhance meetings for FPC and residents
Community Resilience	£0.00	£0.00	£500.00	to include local organisations
Legal costs	£1,000.00	£0.00	£1,000.00	Professional fees
<b>Sub TOTALS</b>	<b>£23,100.00</b>	<b>£24,729.00</b>	<b>£23,529.00</b>	
<b>Open Spaces</b>				
Well railings	£0.00	£0.00	£500.00	Restoration project. See also amount in Reserves
Grass cuts NG/verges	£7,500.00	£6,500.00	£7,500.00	assume nil WSCC contribution and include 10 x cuts each for Pond Green and rear of Village Hall @ £50 each per cut, 7 x cuts of non A24 grass verges @£400 per cut, and Nepcote Green as required @£250 per cut. Costs incl annual full service for mower (£500)

BUDGET/PRECEPT FOR 2019/2020

Cost	Precept 2018/19	Projected Costs 2018/19	Clerks Proposed Figures 2019/20	Comments and Assumptions
Winter Maintenance	£3,000.00	£3,000.00	£3,000.00	variable costs dependent on weather
TEP	£2,000.00	£1,000.00	£1,000.00	Consultancy etc
volunteer equipment	£1,000.00	£1,000.00	£1,000.00	
Pond Green	£0.00	£0.00	£750.00	feasibility of additional car parking spaces
General incl Fencing, OS equip maint, bins	£1,000.00	£1,000.00	£2,500.00	NG fencing due for replacement. See also amount in Reserves.
<b>Sub TOTALS</b>	<b>£14,500.00</b>	<b>£12,500.00</b>	<b>£16,250.00</b>	
<b>Grants</b>				
St John the Baptist Clock maintenance	£250.00	£200.00	£200.00	
School PTA	£500.00	£0.00	£500.00	
Friends of SJTB Church	£700.00	£700.00	£700.00	
Pre-School	£1,500.00	£1,500.00	£1,500.00	
Village Hall rental	£900.00	£900.00	£900.00	financial arrangements tbc
Swimming Pool	£500.00	£0.00	£500.00	
Xmas lighting	£750.00	£650.00	£400.00	
Lambstails	£200.00	£0.00	£200.00	
<b>Sub TOTALS</b>	<b>£5,300.00</b>	<b>£3,950.00</b>	<b>£4,900.00</b>	
		<b>£41,179.00</b>		
<b>additional approved costs/under consideration</b>				
Billy Goat machine		£2,544.00		one off purchase
<b>sub TOTALS</b>	<b>£0.00</b>	<b>£2,544.00</b>	<b>£0.00</b>	
<b>Total</b>	<b>£42,900.00</b>	<b>£43,723.00</b>	<b>£44,679.00</b>	increase to 45k

Financial Year 2019/20

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Summary Position

Opening Balance April 2018	£60,525.92	CA & DA
precept rec'd	£43,000.00	
<b>gross total</b>	<b><u>£103,525.92</u></b>	
Less expected expenditure 2018/19	<b><u>£50,000.00</u></b>	includes payments on behalf of Findon Sheep Fair
Less expected funded project expenditure 2018/19 net total	<b><u>£30,200.00</u></b>	Operation Watershed incl VAT
	<b><u>£23,325.92</u></b>	
Estimated Receipts 2018/19 excl precept	£36,835.00	£1.5k WSCC grass cuts, Sheep Fair Payments, £2k legacy, £20k VAT to be reclaimed
Project grants received 2018/19	£25,165.00	Op Watershed net of VAT
Estimated Balance 31/03/19	<b><u>£85,325.92</u></b>	
Expenditure precept budget for year 2019/20 net total 2019/20	£44,763.00	from precept table
	<b><u>£40,562.92</u></b>	
<b>Reserves C/F</b>		
Pre School building maintenance	£3,000.00	
replacement greens mower in 2019	£12,500.00	assumption share total cost with Cissbury Estate tbc
WH Phase 2 consultants and public consultation	£2,000.00	assumption managed by FPC
Tree Fund	£1,000.00	
Allotments	£450.00	
TEP future costs	£2,000.00	in collaboration with WSCC/SDNPA
Homewood play area	£1,000.00	
Contingency	£3,000.00	2019 election costs
Pond Green public consultation	£1,000.00	incl legal advice
Pond Green enhancements	£4,000.00	
replacement fencing Nepcote Green	£2,500.00	
legal costs (contingency)	£2,000.00	
wells railing restoration	£1,000.00	
Xmas street fair	£3,000.00	
	<b><u>£38,450.00</u></b>	
April 2019 estimated CA starting balance	<b><u>£2,112.92</u></b>	
<b>Precept required</b>	<b><u>£45,000.00</u></b>	

For approval by Findon Parish Council at the meeting 21 January 2019 following consideration at the Finance & Governance Committee meeting 17 January 2019

Mower Meeting Notes.

**Agenda item 19.09**

Date: Wednesday 16<sup>th</sup> January 2019 at 11.30am

Location: Nepcote Green/Wattle House

Availability of a used **John Deere F1580** Ride on Mower.

.....  
Those who kindly gave their time to a meeting organised at short notice were Robin Carr, John Wilson, Sean Smith, Mark Robinson, Tony Arthur and his son Mark (Our Contractors) and Jason from the Ground Care workshops in Horsham, who look after the servicing of our current mower – **A big thank you to everyone involved for their time...**

This machine was located as an alternative to a new one that was being considered, when we were in discussion with Geoffrey Wyatt, who at the time indicated his willingness to enter in to a joint arrangement with Findon Parish Council over future ownership and usage of a replacement mower. He subsequently changed his position, as was indicated in my last update to everyone.

The mower was driven and tested on Nepcote Green by Tony and Mark (despite the constant rainfall) and who willingly gave their opinion which was generally very positive – certain items were highlighted as being needed or repaired on the John Deere if we were to move forward and this has been detailed in the attached quote (Appendix 1)

This unit is a **John Deere F1580** and is two and a half years old and covered around **850** hours, as opposed to our existing **Ransomes HR6010** which is estimated at 14 years old, covered around **2150** hours and now at the end of a well-used existence.

I have explored alternative used models in different makes and at various costs, all of them providing similar options but without the exact specification required and the quality that the **John Deere** product offers, both in terms of ease of servicing (no Batwings adding to the hydraulics) and reliability, which make it a sensible choice given the fact a new version was around the £26000 - £28000.00 area.

It would be ideal if a decision could be reached on this as its still being marketed. I believe we also need to consider whether an alternative storage location needs to be sought, in light of the fact that we may move it from its current location.

Thank you

Cllr Mark Robinson

# PALEHOUSE

## GROUND CARE

Mark Anthony  
c/o Nephote Green  
Findon  
West Sussex

16<sup>th</sup> January 2019

Dear Mark,

Following our visit to your site and a demonstration, we can confirm our quotation for the machine we discussed as follows:

1no Used John Deere F1580 Out Front Rotary ride-on mower fitted with the following:

- 38hp 3-Cylinder Water Cooled Diesel Engine
- 4-wheel Drive
- 60" Mulching Cutting Deck
- 2014 Manufacture
- 820 Hours

£12,000.00

Service, replacement blades and New Side discharge chute

£534.44

**£12,534.44**

Less part exchange allowance against your used Ransomes HR6010

£2,434.44

**Balance to pay £10,100.00**

*All pricing is subject to VAT @ 20%*

Payment terms are before delivery and can be made via bank transfer, credit / debit card or cheque made payable to Palehouse Groundcare.

We look forward to hearing from you in the very near future.

Many thanks

*Steve*

Steve Vogels  
Mob: 07922-666567  
Email: [steve@compacttractor.co.uk](mailto:steve@compacttractor.co.uk)

Tel: 01825 721177

A22, Lower Dicker, Hailsham, East Sussex BN27 4BH

[info@compacttractor.co.uk](mailto:info@compacttractor.co.uk)

[www.compacttractor.co.uk](http://www.compacttractor.co.uk)



Report to: **Findon Parish Council**

Meeting Date: **21 January 2019**

From: **David Hutchison** (acting lead UNP Working Group)

Title of Report: **Progress on the Updated Neighbourhood Plan**

Purpose of Report: **To note**

## **1. Update**

- 1.1 Sean Smith and David Hutchison made oral submissions at the SDNPA Local Plan Inspection Hearing on 11 December, arguing that the two housing site allocations for Findon in the Local Plan were unsound and should be removed from the Local Plan before it is formally adopted in 2019. Removal of the two housing site allocations would clear the way for the final Reg 16 version of the Updated Neighbourhood Plan which includes different and preferred housing site allocations for Findon to be submitted to the SDNPA for publication, final consultation and independent Examination.
- 1.2 Planning consultants representing Seaward Properties (Elm Rise site) and Hobden Estates (Soldiers Field House site) also made oral submissions at the Hearing, in support of the proposed housing site allocations for Findon in the Local Plan.
- 1.3 The Local Plan Inspector confirmed at the Hearing that he intended to visit Findon and the two allocation sites, unaccompanied, during December.
- 1.4 The Local Plan Inspector is currently considering the submissions made at the hearings and hopes to be in a position to agree major modifications to the Local Plan with the SDNPA by the end of January. If the two housing site allocations for Findon in the Local Plan are found to be unsound these will be included in the schedule of major modifications.
- 1.5 When the schedule of major modifications is published the UNPWG and FPC will then be able to take an informed view on when to proceed with the submission of the Reg 16 Updated Neighbourhood Plan or whether a legal opinion may need to be sought first, in the event that the two housing site allocations are not proposed to be removed as major modifications.
- 1.6 Seaward Properties, the developer with an option on the Elm Rise housing allocation site and also the adjoining paddocks, carried out extensive soil investigations on the downland paddock(s) during November which suggests that a planning application for the Elm Rise site may be imminent. It was revealed at the Hearing that discussions with the SDNPA were still going on in response to the request for pre planning application advice submitted by Seaward Properties' consultants in June 2018. The SDNPA Landscape Officer's report and pre application advice can now be seen on the SDNPA 'current planning applications' website under Findon, and it is likely the 'advice in full' will be published there soon.

Report to: **Findon Parish Council**  
Meeting Date: **21 January 2019**  
From: **David Hutchison**  
Title of Report: **TEP update on application for A24 speed limit and SDNPA IDP bid application**  
Purpose of Report: **To note and ratify**

## **1. Update for noting**

### **A24 Speed Limit Reduction to 40mph**

- 1.1 The WSCC Highways traffic speed survey results showed a mean speed of below 42 mph between Bost Hill and Cross Lane, travelling north and south, which meets Sussex Police criteria to support a reduction in speed limit on that stretch of the road. WSCC Highways are willing to put this proposal forward to the next JEAC meeting for endorsement although that does not necessarily mean it will be included in the 2019/20 WSCC Highways Local Improvements Programme.
- 1.2 The mean speed from Bost Hill to School Hill roundabout travelling north is a little over 43 mph, while travelling south it is below 42 mph. As it stands WSCC Highways policy is to strictly adhere to Sussex Police criteria and they are not willing to bring forward the extension of the 40mph speed limit from Cross Lane to School Hill roundabout, unless special circumstances can be demonstrated and have the support of Sussex Police.
- 1.3 David H is currently in discussion with Sussex Police to see if they will accept the argument for special circumstances at Findon, as it would be beneficial to the community to have the 40mph limit extend to Church Hill roundabout as this would include the main entrance and exit to and from the High Street, the access to the garden centre and the church, within the 40mph limit.
- 1.4 The mean speed north of Church Hill roundabout to North End is very significantly above the 42mph criteria and therefore there is no realistic prospect of receiving Sussex Police support for a 40mph limit on this stretch of the A24.
- 1.5 WSCC Highways (Ben Whiffin) have been advised of the approach to Sussex Police and DH will let FPC, County Councillor DU and WSCC Highways know the outcome in due course, hopefully before the JEAC meeting.

### **FPC Application for funds from the 2019/20 SDNPA IDP**

- 1.6 The 2017 FPC bid was not successful but the IDP is five fold over subscribed. The SDNPA however have encouraged Findon to resubmit by the February 2019 deadline, break up the total into a set of smaller bids and highlight any funding already available, allocated or pledged from other sources, including the FPC itself.
- 1.7 Initial design proposals and costings were prepared for the 2017 bid. These have been updated and presented as separate smaller elements as follows:

#### **(a) SDNPA shared identity village entrance gateway signs**

Four stand alone village gateway signs incorporating the South Downs National Park shared identity logo header, Findon and a strap line description of the village (to be proposed by FPC)

Cost	£3600	Contribution from FPC	£1800	Shortfall	£1800
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**(b) Conservation Area, life style and visitor enhancements**

Shared surface to entire Square, with trees, benches, further 20mph ZONE features, conservation area information board, designated foot zone to the school, as 2017 design layout (stage 1 implemented by WSCC in 2018 in association with 20mph speed LIMIT)

Cost	£170,000	Contribution from FPC			
		Design/approvals/management	£8,500	Shortfall	£161,500

**(c) Community Store, life style and visitor enhancements**

Four community/visitor parking spaces (two extra wide) outside community store, integrated with landscaped existing paved area in a shared surface design, with benches and tree

Cost	£21,000	Contribution from FPC	£5,000	Shortfall	£16,000
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**(d) Pond Green visitor enhancements**

Four visitor parking spaces with two electric charging points, repairs to original flint wall, parking area surface and grassed area studs identifying outline of original village and farm pond, tourist information and history board, soft landscape enhancement

Cost	£19,000	Contribution from FPC	£4,500	Shortfall	£14,500
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**(e) Replacement pre school and community facility**

New timber framed pre school with enclosed outdoor play area, joint community use and joint community/Findon visitor parking on FPC owned site.

Building Cost	£215,000	Contribution from FPC: Land			
		Contribution from Findon Pre School			
		fund raising:	£45,000	Shortfall	£170,000

Parking (15 spaces		Contribution from FPC			
and access improvement)		(as annual grants to VHT)			
	£ £65,000		£15,000	Shortfall	£50,000

**(f) Equine heritage trail with visitor information signage**

Finger post signs on existing public footpaths from Pond Green to Nephote Green/ Pony Farm/ Ivy Arch Close/Stable Lane/Chalk track towards Mill House/footpaths through the training gallops to Nephote Green, with information boards at Pond Green/Nephote Green/Soldiers Field House and Stables/Downs Stables/Training Gallops

Cost	£4500	Contribution from FPC (installation)	£1200	Shortfall	£3300
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**(g) Other suggestions**

From FPC councillors and the floor of the meeting.

- 1.8 For FPC budget purposes, proposed FPC contributions may be spread over a five year period in most cases and would only be required if and when the bid, or elements of the bid are successful)
- 1.9 If approved by FPC, David H will prepare the formal submissions to the SDNPA by the February deadline.

**2.0 Recommendations to consider and ratify**

- 2.1 The proposed IDP Application (a) to (f) and any items from (g) at the meeting.

Report to **Findon Parish Council**  
Meeting Date **21 January 2019**  
From **Cllr Carr**  
Title of Report **Update on Open Spaces**  
Purpose of Report **To note/discuss/ratify**

**1. Updates for noting**

- 1.1 Findon Village Volunteers. The Team has now completed clearing brushwood and unwanted vegetation from North Wood. Also most of the A24 and Village footpaths are clear of leaves. The Billy Goat has been at the forefront of this work.
- 1.2 Pond Green etc. Estimates are being obtained for the repair of the Pond Green flint walls, the Parish wells sites and the Bus Shelter opposite the Black Horse. A close inspection of the Pond Green flint walls has revealed that the adjoining property owner has built a roof partially over the wall (the water run off could damage the wall) and also installed two surface water drainage pipes which discharge water into the Green, all without Findon Parish Council's (FPC) authority or consent. These points will need to be pursued.
- 1.3 The access to the Pre-School. The vehicular access (owned by FPC) leading to the Preschool has been seriously damaged by contractors' lorries using it in connection with the Village Hall extension. This matter is being pursued with the Village Hall Trust Chairman.
- 1.4 School Hill double yellow lines. Arun District Council's (ADC) Enforcement Officers have been doing a periodic check on parking at the top of School Hill and a number of offenders have received parking tickets. The double yellow lines are effective in preventing parking on the length of road in question but also helps protect the adjacent verges.
- 1.5 Surface water drainage and Soldiers Field Lane. After heavy rain surface water from Soldiers Field Stables flowing down Soldiers Field Lane is an ongoing problem. West Sussex County Council (WSCC) and ADC have considered the problem. One possible solution is to install drainage gullies in Soldiers Field Lane with soakaways (with landowner agreement) in Soldiers Field House paddock. However, it seems that it would be worthwhile waiting for the outcome of the next stage of the Updated Neighbourhood Plan. If development of the Soldiers Field House site is allowed, it might prove possible to insist that any such development incorporates suitable road drainage. Alternatively, an Operation Watershed application could be considered.
- 1.6 Road problems at North End (A24). At the junction of Findon Park Road and the A24 an important road sign has collapsed (its supporting pole has rusted away/rotted at surface level). Also on the opposite side of the road (next to the Muntham Lane junction) a cover over one of the soakaways has been damaged leaving a dangerous gap (both problems have been reported to WSCC). To finish this part of my Report I could do worse than end with a verse:-  
So if you intend  
To walk at North End  
Your dog must take care  
Or might disappear

**2. Issues for consideration by full Council**

- 2.1 Tree Warden. Having had further discussions with Matthew Ward, he is keen to be appointed FPC's Volunteer Tree Warden. He retired a couple of years ago from the National Trust having worked there for over 37 years at 5 different properties, lastly being in charge of Prior Park at Bath, an 18th century landscape garden. His responsibilities there included carrying out surveys to check trees for safety and disease. he seems well qualified to take on the role.

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Receipts

Date	Dec-18											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
				43000.00	24.08	228.00	12806.63	0.00	2679.50	25165.00	0.00	83903.21
03/12/18	cr	Sheep Fair	donation								500.00	500.00
29/12/18	cr	HSBC	interest		5.01							5.01
				43000.00	29.09	228.00	12806.63	0.00	2679.50	25165.00	500.00	84408.22

Payments

Date	Dec-18															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				6708.80	3704.97	1521.34	2400.00	648.22	10826.94	0.00	0.00	666.88	264.00	11917.95	7983.36	46642.46
04/12/18	100946	HMRC	Clerk Nov tax	168.20												168.20
	100947	F MacLeod	Clerk Nov salary	672.50												672.50
	100948	F MacLeod	Clerk Nov exps		29.75											29.75
	100949	F MacLeod	Clerk storage		65.00											65.00
10/12/18	100950	Arun Business Supplies	printer inks		42.36											42.36
	100951	SSALC	training		144.00											144.00
	100952	J Wilson	OS exps						18.52							18.52
	100953	R Carr	inks and OS exps		15.00				65.57							80.57
	100954	Landbuild Ltd	OW works							30198.00						30198.00
	100955	Moore Stephens	ext audit		481.44											481.44
21/12/18	DD	SSE	electrical supply			14.92										14.92
				7549.50	4482.52	1536.26	2400.00	648.22	10911.03	30198.00	0.00	666.88	264.00	11917.95	7983.36	78557.72

Bank reconciliation

Balance	as at 31/12/2018	Balance	B/forward	95128.68
	CA	33259.38	Receipts	505.01
	DA	30511.05	Payments	31915.26
		<b>63770.43</b>		<b>63718.43</b>
Unclد	761, 844	<b>52.00</b>		
chqs		<b>63718.43</b>		

Agenda item 19.16 b

Payments total £2257.03

Date	Jan-19															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				7549.50	4482.52	1536.26	2400.00	648.22	10911.03	30198.00	0.00	666.88	264.00	11917.95	7983.36	78557.72
07/01/19	100956	HMRC	Clerk Dec tax	168.20												168.20
	100957	F MacLeod	Clerk Dec salary	672.50												672.50
	100958	F MacLeod	Clerk Dec exps		35.15											35.15
	100959	P Armitage	Fence repairs etc						207.00							207.00
17/01/19	100960	Sussex Manures	Gritting						168.00							168.00
21/01/19	100961	F Barnham	Electricity contrib		12.00											12.00
	100962	D Hutchison	UNP exps										843.68			843.68
	100963	D Henty	volunteer exps						84.50							84.50
	100964	S Smith	Chairman exps		66.00											66.00
				8390.20	4595.67	1536.26	2400.00	648.22	11370.53	30198.00	0.00	666.88	1107.68	11917.95	7983.36	80814.75



## Findon Parish Council (FPC) Risk Assessment and Management 2018/19

<b>AREA</b>	<b>RISK</b>	<b>LEVEL</b>	<b>ACTION</b>
<b>Finance</b>	Banking	<b>M</b>	Dealt with in Financial Regulations that were updated and approved by full Council in 2015
	Risk of consequential loss of income	<b>L</b>	Insurance cover. <i>Laptop uses Cloud technology for secure file storage.</i>
	Loss of cash through theft or dishonesty	<b>L</b>	Very small income received by cash, receipts issued for all takings.
	Financial controls and records	<b>L</b>	Monthly reconciliation prepared by Clerk, regular report to Council. Two signatories on cheques. Bank reconciliations checked.
	Comply with Customs & Excise Regulations	<b>L</b>	Use VAT helpline when necessary. VAT claims calculated by Clerk. Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	<b>L</b>	Council receive detailed budgets late autumn following discussion at Finance & Governance Committee. Precept derived directly from this. Expenditure against budget reported to Council.
	Compliance with borrowing restrictions	<b>M</b>	Confirmation with SALC on current legislation prior to any resolution to borrow monies.
<b>Liability</b>	Risks to third party, individuals or property	<b>M</b>	Insurance in place. Regular inspections and asset inspections. Risk assessments to be carried out as required. Formal Risk Assessment policy in place, PPE, first aid kit/accident book for councillors and volunteers.
<b>Employment Liability</b>	Comply with Employment Law	<b>L</b>	Membership of various national & regional bodies. Insurance cover.
	Comply with Inland Revenue requirements	<b>L</b>	Advice from Inland Revenue & Auditors
	Safety of Staff & visitors	<b>L</b>	Office is in home, no admittance to members of public without appointment and third party present. Insurance in place.
<b>Legal Liability</b>	Ensuring Activities are within legal powers	<b>L</b>	Legal advice sought where necessary. Clerk clarifies legal position. Standing Orders and Committee Terms of Reference including delegations revised and approved by full council in 2015.
	Proper & timely reporting via Minutes	<b>L</b>	Council and Committee meeting Agendas on Notice Boards and published on Parish Council web site to meet any statutory deadlines. Unconfirmed/approved Minutes circulated to councillors and published on Parish Council web site.
	Proper document control	<b>L</b>	Data storage to comply with <i>GDPR</i> . Document Retention Policy to be formalised.
	General Data Protection Regulations (GDPR)	<b>L/M</b>	<i>New FPC web site, laptop, email provider are compliant. Relevant policy documents have been reviewed/written/in development. Data Protection Officer in place.</i>
<b>Council Propriety</b>	Code of Conduct	<b>L</b>	Signed by all councillors.
	Register of Interests (Pecuniary)	<b>L</b>	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	<b>L</b>	Register in place.

Reviewed and approved by the Finance &amp; Governance Committee 17 January 2019. Signed

Dated

Rev 01 2020