

PLEASE NOTE CHANGE OF VENUE FOR THIS MEETING

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 Annual Meeting of Findon Parish Council (FPC) to be held in the **St John the Baptist School Hall** on **Monday 13 May 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
7/5/2019

AGENDA

- 19.36 COUNCILLORS PRESENT TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**
- 19.37 TO APPOINT A CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF OFFICE (Local Govt Act 1972 ss 15(2))**
- 19.38 TO APPOINT A DEPUTY CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF OFFICE**
- 19.39 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 19.40 CHAIRMAN'S ANNOUNCEMENTS**
- 19.41 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.
- 19.42 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 4/3/2019**
- 19.43 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
- 19.44 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 19.45 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.

PLEASE NOTE CHANGE OF VENUE FOR THIS MEETING

- 19.46 TO AGREE COUNCILLOR MEMBERSHIP OF THE FOLLOWING PARISH COUNCIL COMMITTEES (as circulated)**
- a) Planning Committee
 - b) Open Spaces Committee
 - c) Finance & Governance Committee
 - d) Sheep Fair Committee
- 19.47 TO AGREE COUNCILLOR REPRESENTATION ON NON-COMMITTEE ROLES AND OUTSIDE BODIES (as circulated)**
- e) Traffic, Environment, and People (TEP)
 - f) Village Hall Trust
 - g) Allotment Gardens
 - h) Joint Eastern Arun Area Committee (JEAAC) and the JEAAC Highways and Transport Sub Group
 - i) West Sussex Assoc of Local Councils (WSALC)
 - j) Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)
- 19.48 PARISH COUNCILLOR VACANCIES**
To consider the way forward regarding the vacancies.
- 19.49 FINDON VILLAGE HALL EXTENSION**
To consider the next phase towards a Public Works Loan application following a review of documentation from the Village Hall Trust.
- 19.50 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 19.51 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
- a) Transport, Environment, and People (TEP)
 - b) Community Minibus service
- 19.52 CLERKS REPORT**
To note the report and consider any items for ratification.
- 19.53 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
- a) Planning
 - b) Finance & Governance
 - c) Open Spaces
 - d) Sheep Fair
- 19.54 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
- a) Community Resilience Plan for Findon
 - b) 3 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) Nephote Green Charitable Trust (NGCT)
- 19.55 FINANCE**
- a) To note Receipts and Bank Reconciliation as circulated
 - b) To approve Payments as circulated
 - c) Audit update
- 19.56 ITEMS TO BE REFERRED TO NEXT AGENDA**

**MEMBERSHIP OF PARISH COUNCIL COMMITTEES
AND REPRESENTATIVES TO NON-COMMITTEE POSTS AND OUTSIDE BODIES
MAY 2019 DRAFT**

<p>PLANNING COMMITTEE: (all parish councillors) Robin Carr Cathrine Gear Peter Goldsworthy Linda Martin Mark Robinson Sean Smith John Wilson</p>	<p>FINANCE AND GOVERNANCE COMMITTEE: up to 6 members Peter Goldsworthy Cathrine Gear Mark Robinson Sean Smith FPC Chairman (ex officio, voting) FPC Deputy Chairman (ex officio, voting)</p>
<p>OPEN SPACES COMMITTEE: up to 5 members meeting as and when necessary Robin Carr Linda Martin John Wilson FPC Chairman (ex officio, voting) FPC Deputy Chairman (ex officio, voting)</p>	<p>SHEEP FAIR COMMITTEE Linda Martin Sean Smith John Wilson</p>
<p>UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG) Sean Smith</p>	<p>VILLAGE HALL TRUST Cathrine Gear ALLOTMENT GARDENS Robin Carr</p>
<p>JOINT EASTERN ARUN AREA COMMITTEE (JEAAC) Robin Carr Sean Smith</p>	<p>TRANSPORT, ENVIRONMENT, PEOPLE (TEP) WORKING GROUP Mark Robinson</p>
<p>NEPCOTE GREEN CHARITABLE TRUST (all parish councillors) Robin Carr Cathrine Gear Peter Goldsworthy Linda Martin Mark Robinson Sean Smith John Wilson</p>	<p>WEST SUSSEX ASSOC OF LOCAL COUNCILS: Robin Carr Sean Smith</p>

For review/ratification at the FPC meeting 13 May 2019

**Agenda Item
19.52**

Report to **Findon Parish Council**
Meeting Date **13 May 2019**
From **Fiona MacLeod, Clerk**
Title of Report **Clerk's report on items not covered elsewhere on the Agenda**
Purpose of Report **To note/action/ratify**

1. Updates for noting/action

1.1 Governance documentation such as Standing Orders, Financial Regulations and Committee Terms of Reference are due for review and early on in the new Parish Council year would be an appropriate time for this to take place. In addition, I will be developing a bespoke Document Retention Policy for the Council. This process will take place over the summer and reported at a future Finance & Governance Committee meeting prior to adoption by Findon Parish Council (FPC).

2. Issues for consideration/ratification by full Council

2.1 Councillors are asked to consider/ratify the following items:

2.2 Arrangements and guidance for Parish Member appointments to the South Downs National Park Authority (SDNPA) 2019 has been received from the Sussex Assoc of Local Councils (as circulated). As the Nomination Forms will be posted out to FPC on Monday 13 May 2019 for completion and return to the SDNPA by Friday 24 May, consideration for any nomination must take place at the FPC meeting on 13 May 2019.

2.3 An offer to accommodate any new village defibrillator has been received from a resident adjacent to Nephote Green who is happy to have it installed on his wall and has connection to an electrical supply. Does FPC wish to either consider the purchase of an additional defibrillator for Findon or explore external grant funding for the equipment.

2.4 St John the Baptist School is holding the Annual Summer Revels on Saturday 18 May 2019 which includes a short time on Pond Green. Councillors have been circulated with the Risk Assessment and insurance documentation from the School PTA, and formal ratification of the agreement to use Pond Green is now sought.

2.5 I have received details of a Duke of Edinburgh Adventure event taking place between 20-22 September 2019 with overnight camping at the Gallops Farm (as previously circulated). In summary, the following infrastructure would be installed by the organisers: pre-erected participant tents, toilets, showers, dining marquee, catering, and bar for approximately 1,1k participants. Once finalised, the hiking routes will be shared for feedback. According to the DofE website for this event (<https://www.dofe.org/adventure/>) there will be live entertainment in the marquee as

well as campfires and cooking areas. The event organisers, www.wearemassive.co.uk have asked FPC for its support for this event, which is now in its third year. The 2018 event was held in the Cotswolds.

2.6 Finally, I would like to introduce photo ID badges with lanyards for all Councillors in the near future in liaison with Arun District Council regarding their production and seek councillors agreement on this approach.

Report to **Findon Parish Council**
Meeting Date **13 May 2019**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss/ratify**

1. Updates for noting

1.1 Open Spaces Projects. There are a number of projects in hand such as the re-siting of the North End bus shelter and another Operation Watershed scheme and I will be reporting further in due course. Steps to eradicate moles from North Green are continuing. Fallen tree branches have been removed from three locations along the A24 footpaths in the Wyevale area and a number of flytips have been reported to Arun District Council (ADC) and removed. Work to repair guttering on the Preschool building has been completed. A new street sign "High Barn" is to be installed by ADC. A tree fell very recently in Cross Lane. Its removal was a major task and West Sussex County Council (WSSCC) were called in and carried out the required work very promptly.

1.2 Findon Village Volunteers. The Team continues to be very active in the Village and a number of tasks have recently been successfully completed including the re-surfacing of the footpath leading north from Soldiers Field Lane. The bulk of the materials (mot and chippings) were donated by the owners of one of the properties fronting the footpath. Findon Parish Council (FPC) is very grateful to them. A lot of cutting back has been done to clear the embankment on the south side of School Hill.

The footpath extending eastwards from The Oval towards the concrete road which leads to Gallops Farm has been cleared as has the footpath adjoining High Street opposite Averys and also part of Cross Lane and its service road north of Steep Lane.

The Team has undertaken the spreading of bark on the footways within the grounds of St John the Baptist School and has also cleared the access leading to the Preschool.

The Team numbers are on the increase and we had a record turnout of 10 at the beginning of April. As a reward for the Team's hard work they were given a day off on 24th April !

2. Issues for consideration/ratification by full Council

2.1 There is an area within the eastern part of the FPC Allotment Gardens which, unlike the rest of them, is in shadow for much of the day owing to an excessive amount of tree cover which seriously hinders the growing of vegetables , fruit etc for a number of plots. The Team is currently undertaking a fairly major job involving some tree felling (the consent of ADC having been obtained) and the tidying up within that area. There are however some large branches which need to be felled by professionals and an estimate of £180 plus VAT has been obtained for that work from AC Gardens. FPC sanction is sought for this work to complete what will be a great improvement.

Agenda item 19.55 a March 2019

Receipts

Date	Mar-19											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
				43000.00	39.29	228.00	15287.25	19292.14	2679.50	25165.00	500.00	106191.18
29/03/19	cr	HSBC	interest		4.85							4.85
				43000.00	44.14	228.00	15287.25	19292.14	2679.50	25165.00	500.00	106196.03

Payments

Date	Mar-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
				9230.90	4794.24	1987.68	2400.00	648.22	25291.01	30198.00	0.00	666.88	1107.68	11917.95	8138.36	96380.92
04/03/19	100974	Findon Village Hall	Hall hire		265.50											265.50
	100975	R Carr	expenses		18.00				81.77							99.77
	100976	Travis Perkins	MOT bulk bag						51.60							51.60
	100977	HMRC	Clerk Feb tax	168.00												168.00
	100978	F MacLeod	Clerk Feb salary	672.7												672.70
	100979	F MacLeod	Clerk Feb exps		41.61											41.61
	100980	F MacLeod	Clerk storage		65.00											65.00
	100981	Findon Village Hall	Hall hire		45.00											45.00
	100982	Arun DC	mole survey						21.00							21.00
	100983	Findon Sheep Fair	2016 2017 VAT reclaim											1390.23		1390.23
21/03/19	DD	SSE	electrical supply			13.87										13.87
				10071.60	5229.35	2001.55	2400.00	648.22	25445.38	30198.00	0.00	666.88	1107.68	13308.18	8138.36	99215.20

Bank reconciliation

Balance	as at 31/3/2019	Balance	B/forward	67678.19
	CA	34407.66	Receipts	4.85
	DA	30526.10	Payments	2834.28
		64933.76		64848.76
Uncl'd chqs	761, 844,	85.00		
	961, 982			
		64848.76		

Agenda item 19.xx a April 2019

Receipts

Date		Apr-19										
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	Xmas lights	Total Receipts
03/04/19	chqs	various	rental			150.00						150.00
12/04/19	cr	Arun DC	1st payment	22500.00								22500.00
14/04/19	cr	Sheep Fair	reimb inv				317.20					317.20
17/04/19	chqs	various	rental			60.00						60.00
29/04/19	cr	HSBC	interest		5.19							5.19
				22500.00	5.19	210.00	317.20	0.00	0.00	0.00	0.00	23032.39

Payments

Date		Apr-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
03/04/19	100984	HMRC	Clerk March tax	168.20												168.20
	100985	F MacLeod	Clerk March salary	672.50												672.50
	100986	F MacLeod	Clerk March exps		66.01											66.01
	100987	D Chaffe	prof services												120.00	120.00
	100988	SSALC Ltd	Clerk event		108.00											108.00
	100989	AC Gardens	grass cuts						300.00							300.00
	100990	SJTB Primary School	hall hire		40.00											40.00
	100991	Arun Business Supplies	print cartridges		43.14											43.14
	100992	AC Gardens (Sussex) Ltd	grass cuts						840.00							840.00
	100993	McVeigh Parker & Co Ltd	new gate NG											380.64		380.64
23/04/19	DD	SECOM	security system											129.38		129.38
	DD	SSE	electrical supply			14.69										14.69
24/04/19	DD	BT Group	services			389.69										389.69
26/04/19	DD	BT Group	services			139.32										139.32
				840.70	257.15	543.70	0.00	0.00	1140.00	0.00	0.00	0.00	0.00	510.02	120.00	3411.57

Bank reconciliation

Balance as at 30/4/2019		Balance B/forward	64848.76
CA	54042.29	Receipts	23032.39
DA	30531.29	Payments	3411.57
	84573.58		84469.58
Uncl'd chqs 761, 844, 961, 990	104.00		
	84469.58		