

Findon Parish Council
Minutes of the Annual Parish Council Meeting held Monday 13 May 2019
At 7.30pm in St John the Baptist School Hall

Present: Cllrs Smith (Chairman), Gear, Carr and Goldsworthy.

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

Item No		<u>Action By</u>
19.36	Councillors present to sign Declaration of Acceptance of Office	
	Declarations were signed by Cllrs Smith, Gear, Carr and Goldsworthy and countersigned by the Clerk.	
19.37	Appointment of a Chairman for the ensuing year and signing Declaration of Office	
	There being no other nominations, Cllr Smith was appointed as Chairman for the ensuing year and signed the Declaration of Acceptance of Office, countersigned by the Clerk.	
19.38	Appointment of a Deputy Chairman for the ensuing year and signing Declaration of Office	
	There being no other nominations, Cllr Carr was appointed as Deputy Chairman for the ensuing year and signed the Declaration of Acceptance of Office, countersigned by the Clerk.	
19.39	To receive and note apologies for absence	
	Apologies were received and noted from Cllr Martin, Wilson and Robinson, Arun District Council (ADC) Cllrs Clayden, Bicknell and Cooper.	
19.40	Chairman's announcements	
	The Chairman thanked previous councillors Barnett and Dean and ADC Cllr Wensley for their work during the previous parish council term.	
19.41	Declarations of Interest on items on the Agenda	
	Cllr Gear declared a personal interest in Agenda items 19.49 Village Hall extension as her husband was the unpaid volunteer Secretary of the Findon Village Hall Trust (FVHT). Cllr Gear also declared a pecuniary interest in Agenda item 19.55 b payments for approval as she had submitted expenses for approval. Cllr Gear would leave the meeting room for this item and take no part in any discussion Cllr Carr declared a pecuniary interest in Agenda item 19.55 b payments for approval as he had submitted expenses for approval. Cllr Carr 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).	
19.42	To sign as a correct record the minutes of the meeting held on 4/3/2019	
	It was proposed and seconded that the minutes dated 4 March 2019 be approved and signed by the Chairman.	
19.43	Matters arising and actions from the minutes not covered elsewhere on the Agenda	
	18.140 Land east of Homewood. A new planning application had been received for this site and would be considered at the Planning Committee meeting to be held on 16 May 2019	

Signed:

Dated:

19.44	To receive a report from the WSCC and ADC Councillors	
	Cllr Urquhart provided a report for information which is appended at the end of the Minutes. In response to a question regarding the repair of pot holes, Cllr Urquhart recommended that pot holes be reported by as many residents as possible to increase their priority for repair.	
19.45	Public Question Time (PQT)	
	PQT opened at 7.48pm. In response to question regarding the input from the village on the future of the Updated Findon Neighbourhood Development Plan (UFNDP), David Hutchison, UFNDP Working Group Lead, advised that the Plan was at the stage of readiness for the Regulation 16 Submission Consultation. The Consultation period would last for 6 weeks followed by a further 8 weeks elapsed time for the Examiner's decision on the UFNDP. As previously documented, an application for housing at Soldiers Field House had already been submitted on a site allocated for housing by the South Downs National Park Authority (SDNPA). PQT closed at 7.58pm.	
19.46	Councillor membership of Findon Parish Council Committees	
	The Chairman referred to the table of Committee membership as previously circulated. Resolved that: Committee membership is approved as per the previously circulated table.	
19.47	Councillor representation on non-Committee posts and outside bodies.	
	The Chairman referred to the table of non-Committee posts and outside bodies as previously circulated. Resolved that: subject to the following amendments, membership of non-Committee posts and outside bodies as previously circulated is approved: 1) Cllr Gear steps down as FPC representative on the Findon Village Hall Trust pending a replacement; 2) Cllr Gear replaces Cllr Carr as FPC representative on the Joint Eastern Arun Area Committee (JEAAC)	
19.48	Parish Councillor vacancies	
	Following the uncontested election on 2 May 2019, FPC had four vacancies which it wished to fill following the co-option process. The Chairman and the Clerk would draft suitable wording regarding the varied work of FPC to help inform future vacancy publications.	SS/FM
19.49	Findon Village Hall extension	
	The Chairman thanked Judith Davies, Chairman of the Findon Village Hall Trust (FVHT) for the file of information requested at the March FPC meeting. This was being circulated around the councillors for clarification of any points prior to consideration at a future FPC meeting and further dialogue with the Sussex Association of Local Councils (SALC). Discussions took place, summarised as follows: <ul style="list-style-type: none"> • Support of the village was a critical and mandatory requirement for consideration for a Public Works Loan (PWL); • Reference was made to a previous Village Hall referendum in 2013 when the village supported borrowing; • Many grant funding streams were not available for building work that had already started; 	

	<ul style="list-style-type: none"> • Smaller grants had been applied for for fitting out work such as the kitchen but £43k was required to complete the shell of the building; • It was likely that the remaining building works would go out to tender and the successful contractor would be very carefully monitored to meet the terms of contract; • A robust Business Case by the FVHT should highlight the links to all age groups and different areas of the village and beyond served by the Village Hall; 	
19.50	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	
	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the item. Mr Hutchison reported that that the Undated Neighbourhood Plan Regulation 16 Submission, Consultation Statement, and Basic Conditions Statement would be passed to the SDNPA following completion of graphic design work. It was hoped to have sight of and make reference to the South Downs Local Plan Inspectors Report in the documentation</p> <p>Resolved: that Findon Parish Council as ‘qualifying body’ notes the progress of the UFNDPWG.</p>	
19.51	Parish initiatives	
	<p>a) Traffic, Environment, People (TEP) The Chairman invited David Hutchison to introduce the item. Costs had been received from WSCC Highways which exceeded the £3k limit for implementation of a Traffic Regulation Order (TRO), broken down as follows:</p> <ul style="list-style-type: none"> • Signs and lines in excess of £6k; • Replacement of Vehicle Activated Sign (VAS) £7-10k. <p>WSCC Highways will prioritise the request and include it in its Highways Improvement Scheme Review in July 2019. Cllr Urquhart advised that there was a lot of competition for funding and a TRO might need to be reconsidered, dependant on the funding outcome.</p> <p>b) Community Minibus service Lead Cllr Gear reported that a presentation on the Community Minibus service and the potential for Findon’s residents will be given by the Chairman of the West Sussex Minibus Association at the Annual Parish Meeting on 20 May 2019.</p>	
19.52	Clerk’s report	
	<p>The Clerk introduces the report (as previously circulated) and drew attention to the items for ratification.</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1) Does not wish to nominate a Councillor for the SDNPA West Sussex Parish Appointment process; 2) Instructs the Clerk to investigate the purchase/funding of an additional defibrillator; 3) Ratifies the use of Pond Green for the Summer Revels on 18 May 2019; 4) Supports in principle the Duke of Edinburgh Adventure to be held Gallops Farm on 20-22 September 2019 subject to further information being obtained by the Clerk; and 	<p>FM</p> <p>FM</p>

	5) Approves the introduction of photo ID badges for all councillors.	FM
19.53	Reports from FPC Committees for noting	
	a) Planning	
	Cllr Gear, Committee Chairman, reported that the next Planning Committee meeting was scheduled for 16 May 2019.	
	b) Finance & Governance	
	No update.	
	c) Open Spaces	
	Lead Cllr Carr referred to the report (as previously circulated) and updated Councillors on the following items: <ul style="list-style-type: none"> • The soil at the top of Stable Lane had now been seeded by the homeowner; and • Men in Sheds would be contacted regarding assistance with the two broken seats on Nepcote Green. It was not clear how they had become damaged. Resolved: that Findon Parish Council authorises AC Gardens (Sussex) Ltd to undertake the work detailed in para 2.1 of the report at an estimated cost of £180.00 plus VAT	RC
	d) Sheep Fair	
	No update.	
19.54	Reports from Outside Bodies and Working Groups for noting	
	a) Community Resilience Plan for Findon Lead Cllr Gear reported that she was still waiting to hear from Martin Funnell, WSCC, regarding when the mobile information unit would be available to use at Pond Green car park to raise awareness further.	
	b) 3-5 year Strategic Plan Lead Cllr Smith would present the Plan at the Annual Parish Meeting on 20 May 2019 followed by further consultation with community to take it forward.	
	c) Village Bus Shelter Lead Cllr Carr referred to the report (as previously circulated) and updated that WSCC would assess the suitability of the proposed site opposite Homewood. Cllr Carr would liaise with utilities companies when appropriate regarding any impact. The site of the new bus stop would not be affected by the change of the No 1 bus route. The Clerk would contact the bus company as FPC had not been informed of the route change.	RC
	Resolved: that Findon Parish Council authorises the Working Group to undertake the activities as detailed in para 2.1 of the report.	FM
	d) Assets of Community Value No update.	RC
	e) Village Hall Trust Covered under minute 19.49.	
	f) Findon Village Pre-School No update as representative unable to attend the meeting.	
	g) Joint East Arun Area Committee (JEAAC) Cllr Smith attended the meeting on 5 March 2019. The application from St John the Baptist School PTA for funding was not approved	

	<p>as it did not meet the Healthy Eating criteria.</p> <p>h) Allotment Gardens Lead Cllr Carr reported that two allotments needed attention and he would raise this with the plot holders.</p> <p>i) Replacement Greens Mower In Lead Cllr Robinson's absence, Cllr Carr reported that the belt on the mower had broken recently. Cllr Smith would discuss arrangements with Cllr Robinson should similar incidents occur in the future.</p> <p>j) Nepcote Green Charitable Trust (NGCT) The Clerk reported that, following a letter of complaint from FPC, a response had been received from CAF Bank that the complaint had not been upheld and no further action would be taken by them.</p>	<p>RC</p> <p>SS</p>
19.55	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliations for March and April 2019 (as previously circulated) were noted and approved. To ensure that the meeting remained quorate for the next item whilst payments were noted and approved, Cllr Carr left the meeting at 8.53pm and re-joined the meeting at 8.54pm and Cllr Gear left the meeting at 8.54pm and re-joined the meeting at 8.55pm regarding their respective payments.</p> <p>b) Payments The payments made in May 2019 to date (as previously circulated) totalling £2863.25 were noted and approved. The additional payment to Cllr Gear of £24.00 for printer expenses was noted and approved.</p> <p>c) Audit update The Clerk advised that Rachel Hall had confirmed that she would carry out the 2018/19 internal audit for FPC and the Sheep Fair for the third consecutive year. The Clerk explained that due to the external auditor's comments from the 2017/19 audit, only the FPC financials would be reported on the Annual Governance and Accountability Return (AGAR) for 2018/19 and in the future. Internal auditor arrangements would be reviewed at a future Finance & Governance Committee meeting.</p>	
19.56	Items to be referred to next Agenda not already included in the minutes	
	<p>If not previously addressed, the following items would be considered at the FPC meeting on 24 June 2019:</p> <ul style="list-style-type: none"> • Editorial help for Findon News; • Management of the pond on Nepcote Green <p>Meeting closed at 9.00pm.</p>	

Signed:

Dated:

**REPORT FROM CLLR DEBORAH URQUHART (WSCC) TO FINDON PARISH COUNCIL
13 MAY 19**

May I offer my congratulations to all of you for being elected to the Parish Council and I look forward to working with you all.

Various funding streams are available to community groups – accessed via:
<https://rsnonline.org.uk/rural-funding-digest-may-2019>

I recently visited the new Bognor Regis Hub (The Track). This project is working towards the launch of a new shared and collaborative workspace for creative and digital businesses in Bognor Regis railway station, strategically linked to the University of Chichester's expansion in the town. The project is part of the County Councils commitment to supporting the regeneration of Bognor Regis and will help to create jobs, support new businesses and develop new employment space.

[The Track](#) is due to open later this year.

Work to help businesses reduce their energy costs and carbon emissions has been boosted by two major funding announcements. With partners we have secured £13 million from the Department for Business, Energy and Industrial Strategy (BEIS) for a 3-year project to create a smart local energy system in the county. [Project SMARTHUBS](#) will develop and test new ways of generating, storing, distributing and using energy. The project will also involve the development of a district heat network to share low carbon heat energy between businesses and homes in the Adur & Worthing area.

A further heat network project serving businesses in and around the Manor Royal Business District in Crawley is also moving ahead. The Government's Heat Network Delivery Unit (HNDU) has awarded £103,600 to carry out initial feasibility and project management work. This project forms part of the wider [BISEPS project](#) to increase the amount of renewable energy generated, shared and used across the business district.

The Council has agreed and published an Action Plan on Pollination, <https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/pollinator-action-plan/>, with the ambition that our local environment will be rich in flower-rich habitats, help support sustainable pollinator populations and make places more attractive for people to live and work in.

WSCC's community funding window closes 28 May

We need your help in making communities aware of next month's deadline to apply to the Community Initiative Fund (CIF). Eligible groups are encouraged to create a crowdfunding campaign and pitch to CIF via [West Sussex Crowd](#) by Tuesday 28 May.

Signed:

Dated: