

Findon Parish Council
Minutes of the Parish Council Meeting held Monday 4 March 2019
At 7.30pm in Findon Village Hall

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

In Attendance: Clerk Miss F MacLeod, Trevor Leggo, and members of the public.

Item No		<u>Action By</u>
19.18	To receive and note apologies for absence	
	Apologies were received and noted from Cllr Goldsworthy, West Sussex County Council (WSCC) Cllr Urquhart, and Arun District Council (ADC) Cllr Wensley.	
19.19	Chairman's announcements	
	The Chairman reported that the meeting was the last to be held before the parish council election on 2 May 2019, following which the newly elected councillors would begin a four year term. Trevor Leggo, CEO of the Sussex Association of Local Councils (SALC) was welcomed to the meeting.	
19.20	Declarations of Interest on items on the Agenda	
	Cllr Gear declared a personal interest in Agenda items 19.25 Village Hall extension and 19.26 Grant application as her husband was the unpaid volunteer Secretary of the Findon Village Hall Trust (FVHT). Cllr Carr declared a pecuniary interest in Agenda item 19.34 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).	
19.21	To sign as a correct record the minutes of the meeting held on 21/1/2019	
	It was proposed and seconded that the minutes dated 21 January 2019 be approved and signed by the Chairman.	
19.22	Matters arising and actions from the minutes not covered elsewhere on the Agenda	
	18.88 Wintons car parking notice. Cllr Smith had contacted the occupants regarding the legality of the No Parking sign on the property. 18.140 Land east of Homewood. The Clerk would keep a 'watching brief' on the matter.	FM
19.23	To receive a report from the WSCC and ADC Councillors	
	No update available.	
19.24	Public Question Time (PQT)	
	None.	

19.25	Findon Village Hall extension.	
	<p>The Chairman invited Judith Davies, FVHT Chairman, and David Gear, FVHT Secretary to address the meeting. The Secretary provided a background to the current financial situation and insufficient funds to complete the new extension which had now been put on hold. The building contractor had confirmed willingness to continue with the work when funding was available. Four options were suggested at the recent FVHT AGM including approaching FPC to assess the feasibility regarding a Public Works Loan (PWL). Some funding had already been received from villagers. The FVHT Chairman reported that although 82% of the extension work had been completed, outstanding work included pipe and drainage work, soakaway, carpentry and plumbing, screeding of the new floor (71 days in total), wheelchair accessibility, kitchen, cycle racks, bat boxes, and lined car park markings. The approximate cost would be £40k. A meeting would be held on 7 March 2019 by FVHT together with a forensic accountant and a surveyor, with the architect as an observer, regarding the financial situation and a report was expected seven days after the meeting.</p> <p>The Chairman invited Trevor Leggo to provide details of the criteria etc for a PWL application, summarised as follows:</p> <ul style="list-style-type: none"> • FPC has the power to <u>borrow</u> for capital projects, but not to lend; • Any application must have demonstrable public support by way of thorough public consultation; • Application must include FPC ‘Resolution to borrow £xx’ minute, current/next years budget, details of how FPC would afford the loan repayments, if the Precept was to be increased to cover repayments; and a full report and Business Case from FVHT for scrutiny by SALC; • Any initial application must be cleared by SALC; • The PWL Board is Treasury funded; and • Borrowing approval and consent is given by the Secretary of State. <p>Should FPC be successful, any funding for the FVHT would be by way of a grant and the PWL repaid by FPC at a fixed rate e.g. 2% for an agreed term.</p> <p>Resolved: that Findon Parish Council defers any consideration for a Public Works Loan until further information regarding the FVHT financial situation is available.</p>	
19.26	Grant application	

	<p>Reference was made to the Grant Application form and quote for new flooring in the existing Village Hall (as previously circulated). In response to question, the FVHT Chairman advised that:</p> <ul style="list-style-type: none"> • A number of residents had pledged a one year interest free loan towards the cost of the new flooring, however a grant contribution was also sought from FPC; • Investigations would take place regarding the use of maple for the new floor to match the current floor; • In addition, regarding the non-sustainability of the LVT flooring that had been quoted for, alternative materials would also be investigated. <p>Resolved: that Findon Parish Council defers any consideration for a grant towards the current Village Hall flooring until further information is available.</p>	
19.27	Findon Village Pre-School	
	<p>The representative from the Pre-School was unable to attend the meeting to present the update on 2019 fundraising activities, and the high level timeline previously circulated was noted. FPC agreed that clarity was needed on the future ambitions of the Pre-School.</p>	SS
19.28	Parish Council elections on 2 May 2019	
	<p>The Clerk introduced the report (as previously circulated) and drew attention to the timetable and deadline dates for the elections. ADC had provided Cllr Gear with 11 nomination packs. For clarity, the Electoral Roll must only be used to confirm that the proposer and seconder met the criteria. Any queries regarding the nomination packs and process must be directed to the ADC Returning Officer, not the Clerk. Trevor Leggo advised that SALC was arranging 22 training events for newly elected councillors after the elections and that SALC could run bespoke training if required.</p> <p>Trevor Leggo left the meeting at 8.15pm</p>	
19.29	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	

	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the report (as previously circulated). Mr Hutchison highlighted that the Inspector's report on any major modifications on the draft South Downs Local Plan had not proposed to remove the two housing site allocations for Findon in the Local Plan (Elm Rise and Soldiers Field House). Should FPC resolve to continue to Reg 16 Submission at the end of March 2019 and, following the six week consultation period and appointment of an Independent Examiner, legal opinion would be sought regarding the risk of an overprovision of housing allocation in Findon. The desire was to ensure that the community had its say on housing allocations. Assuming the Updated Neighbourhood Plan met the 'basic conditions' the decision for a Referendum to be held in September/October 2019 would be made by FPC in July/August 2019. There would be no financial implications for FPC other than printing costs as the SDNPA would pick up all other costs.</p> <p>Resolved: that Findon Parish Council as 'qualifying body'</p> <ol style="list-style-type: none"> 1) notes the progress of the UFNDPWG; and 2) unanimously agrees to proceed to Regulation 16 Consultation and Examination of the Findon Updated Neighbourhood Plan 	
19.30	Parish initiatives	
	<p>a) Traffic, Environment, People (TEP) The Chairman invited David Hutchison to introduce the report (as previously circulated) who drew attention to the proposed A24 40mph speed limit from Bost Hill to the Black Horse. This was subject to agreement by the Joint Eastern Arun Area Committee (JEAAC) in November 2019, although FPC could fund this independently at a cost of £9k+. Reference was made to the five applications submitted to the SDNPA infrastructure funding. Cllr Gear referred to the useful information on the SALC web site regarding the Community Speedwatch initiative and a representative from Community Speedwatch would be invited to attend the Annual Parish Meeting, if available.</p>	FM
19.31	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) Will pledge an amount of £100.00 towards the St John the Baptist Primary School PTA Summer Revels funding bid to WSCC Community Initiative Fund should their bid be successful; 2) Authorises the Clerk to approach the Pre-School to gift them the previous FPC laptop, subject to certification from JNR Computer Services. Should the Pre-School not need the laptop, the Clerk will pass the laptop back to JNR Computer Services to donate to a charity of their choice; and 3) Does not wish to comment on the Soft Sand Review of the West Sussex Joint Minerals Local Plan; Issues and Options Consultation (Reg 18). 	FM

19.32	Reports from FPC Committees for noting	
	a) Planning	
	Cllr Gear, Committee Chairman, reported that he next Planning Committee meeting was scheduled for 14 March 2019.	
	b) Finance & Governance	
	No update.	
	c) Open Spaces	
	<p>Lead Cllr Carr referred to the report (as previously circulated) and drew attention to the items for ratification. The new field gates funded by the Sheep Fair on Nephote Green were impressive and welcomed. Estimates had been received to carry out the replacement post and rail fencing. AC Gardens was the preferred contractor and contribution of £1k from FPC was needed to carry out the work.</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1) Authorises the Clerk to prepare tenders for a new Operation Watershed bid once the Technical Scope has been received from WSCC; 2) Arranges a survey from ADC regarding moles on North Green at a cost of £21.00; 3) Contributes up to £1k towards the replacement post and rail fencing next to the car park to the east of North Green; 4) Approves AC Gardens as the contractor for 3); 5) Does not wish to take part in the Great British Spring Clean due to the active Open Spaces Volunteer working group; and 6) Does not wish to enter Parishes in Bloom for 2019. 	<p>FM</p> <p>RC</p>
	d) Sheep Fair	
	No update.	
19.33	Reports from Outside Bodies and Working Groups for noting	

	<p>a) Community Resilience Plan for Findon Lead Cllr Gear referred to the report (as previously circulated) covering the workshop held on 21 February 2019. Martin Funnell, WSCC, would let Cllr Gear know when the mobile information unit would be available to use at Pond Green car park to raise awareness further</p> <p>b) 3-5 year Strategic Plan Lead Cllr Smith presented the final draft of the Strategic Plan and asked for any additional comments. The aim was to present the Plan at the Annual Parish Meeting and consult with community to take it forward.</p> <p>c) Village Bus Shelter Lead Cllr Carr referred to the report (as previously circulated). Resolved: that Cllr Carr discusses the proposal with appropriate neighbours and reports back at a future meeting.</p> <p>d) Assets of Community Value No update.</p> <p>e) Village Hall Trust Covered under minutes 19.25 and 19.26.</p> <p>f) Findon Village Pre-School Covered under minute 19.27.</p> <p>g) Joint East Arun Area Committee (JEAAC) Cllr Smith would attend the meeting on 5 March 2019.</p> <p>h) Allotment Gardens Lead Cllr Carr referred to the report (as previously circulated). A request had been received from the new plot holder to place a standard size greenhouse on the plot. As required under para 7 e of the Tenancy Agreement, this required ratification by FPC. Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1) agrees the increase of allotment garden rental to £30.00pa for a full plot and £15.00pa for a half plot wef 1 April 2019; 2) instructs the Clerk to advise plot holders of the above and issues invoices; and 3) instructs the Clerk to contact the new plot holder to confirm the placement of a standard size greenhouse on the plot. <p>i) Replacement Greens Mower Lead Cllr Robinson referred to the revised draft agreement regarding the proposed change of arrangements at Cissbury (as previously circulated). For clarification, no suitable alternative locations for storage had currently been identified. Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1) Agrees the revised garage rental and storage agreement for signature by FPC and the Cissbury Estate; and 2) Continues to assess any appropriate alternative storage locations when available. <p>j) Nepcote Green Charitable Trust (NGCT) The Clerk reported that a payment of £2061.93 had been received from CAF Bank following their closure of the NGCT bank account. Resolved: that the Clerk writes a letter of complaint to CAF Bank regarding the closure of the account.</p>	<p>SS</p> <p>RC</p> <p>FM</p> <p>FM</p> <p>MR</p> <p>FM</p>
--	---	---

19.34	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliations for January and February 2019 (as previously circulated) were noted and approved. Cllr Carr left the meeting at 9.17pm</p> <p>b) Payments The payments made in March 2019 to date (as previously circulated) totalling £1364.18 were noted and approved. Cllr Carr re-joined the meeting at 9.19pm.</p> <p>c) To note the submitted Grant Evaluation forms The Grant Evaluation forms from the Friends of St John the Baptist Church and the St John the Baptist School were noted.</p>	
19.35	Items to be referred to next Agenda not already included in the minutes	
	Cllr Gear requested the Community Minibus proposal be added. Meeting closed at 9.22pm.	