

**Findon Parish Council**  
**Minutes of the Parish Council Meeting held Monday 24 June 2019**  
**At 7.30pm in Findon Village Hall**

**Present:** Cllrs Smith (Chairman), Robinson, Wilson, Carr, Goldsworthy and Barnett (part).

**In Attendance:** Clerk Miss F MacLeod, West Sussex County Council (WSSC) Cllr Deborah Urquhart, Arun District Council (ADC) Cllrs Clayden and Bicknell and members of the public.

Item No		<u>Action By</u>
<b>19.57</b>	<b>To receive and note apologies for absence</b>	
	Apologies were received and noted from Cllrs Gear and Martin, ADC Cllr Cooper.	
<b>19.58</b>	<b>Chairman's announcements</b>	
	The Chairman confirmed that Cllrs Martin and Robinson had signed their Acceptance of Office prior to taking part in the Planning Committee meeting held on 10 June 2019.	
<b>19.59</b>	<b>Declarations of Interest on items on the Agenda</b>	
	Cllr Smith declared a pecuniary interest in Agenda item 19.74 b payments for approval as he had submitted expenses for approval. Cllr Smith 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 Nephote Green Charitable Trust (NGCT).	
<b>19.60</b>	<b>Councillor vacancies and co-option</b>	
	The Chairman reported that one Expression of Interest (EoI) had been received regarding current four vacancies on Findon Parish Council (FPC). Councillors were reminded of the process and that they did not have to co-opt the candidate for the councillor vacancy at this meeting. The candidate, John Barnett, was invited to address the meeting and gave his reasons for returning as a councillor. The Clerk and WSSC Cllr Urquhart acted as tellers and collected and counted the completed voting slips. Mr Barnett achieved the required majority vote and was co-opted as a councillor to FPC. <b>Resolved: that Findon Parish Council</b> <b>1) co-opts John Barnett to the Council with immediate effect; and</b> <b>2) appoints John Barnett to the Planning Committee</b> Cllr Barnett completed the Declaration of Acceptance of Office form and was given the Code of Conduct and Register of Interests forms for completion and return to the Clerk. Cllr Barnett joined the meeting at 7.36pm. The Clerk explained that the EoI process to fill the further three vacancies was open until 19 July 2019 to enable any further candidates to be considered at the FPC meeting on 5 August 2019.	
<b>19.61</b>	<b>To sign as a correct record the minutes of the meeting held on 13/5/2019</b>	
	It was proposed and seconded that the minutes dated 13 May 2019 be approved and signed by the Chairman.	
<b>19.62</b>	<b>Matters arising and actions from the minutes not covered elsewhere on the Agenda</b>	

Signed:

Dated:

	<b>19.54 Bus route</b> – The Clerk would contact Bill Leith, WSCC, regarding the lack of notification regarding the change to the bus route.	
<b>19.63</b>	<b>To receive a report from the WSCC and ADC Councillors</b>	
	<p>WSCC Cllr Urquhart provided a report for information which is appended at the end of the Minutes and drew attention to the serious Ash Die Back issue and the Action Plan on the WSCC web site regarding plastics and climate change.</p> <p>ADC Cllr Clayden thanked Findon residents for electing their ADC councillors. He reported that ADC currently had a ‘hung’ Council following the elections and the cycle of ADC meetings would start on 25 June 2019.</p> <p>ADC Cllr Bicknell reported that the new Wave Leisure Centre had opened in Littlehampton. A meeting had been held with the South Downs National Park Authority (SDNPA), including representatives from Findon Valley, prior to the elections in May 2019 to identify walks and horse trails starting in car parks</p>	
<b>19.64</b>	<b>Public Question Time (PQT)</b>	
	<p>PQT opened at 7.47pm.</p> <p>In response to concerns raised by local horse riders and neighbouring stables regarding the blocked and overgrown local bridleways, and the safety implications for all users, ADC Cllr Bicknell suggested that they, or representatives, join the SDNPA initiative outlined earlier. The Chairman suggested that a small Working Group be set up with Anne Martin to take this forward. WSCC had responsibility for the footpaths such as the Monarchs Way, however the SDNPA had over 300 volunteers that might be able to assist, in addition to the clearance work regularly undertaken by the Open Spaces Working Group. WSCC Cllr Urquhart would provide the template to the Clerk to contact any private landowners who have been identified with dangerous access routes. The Clerk would contact the WSCC Ranger for Findon and include an article in a future edition of Findon News. Online reporting to WSCC regarding the condition of footpaths etc can be made via <a href="https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/">https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/</a> and it would be helpful if the Clerk could also be made aware.</p> <p>In response to a question from Mr Porter, the Clerk advised that non-confidential papers to support FPC meetings can be found via the FPC web site <a href="http://findonparishcouncil.gov.uk">http://findonparishcouncil.gov.uk</a></p> <p>PQT closed at 8.03pm.</p>	<p><b>SS</b></p> <p><b>FM</b></p>
<b>19.65</b>	<b>Annual Governance and Accountability Return (AGAR) 2018/19</b>	
	<p>Councillors had reviewed the AGAR documentation and noted the Internal Auditor’s report (as previously circulated) and thanked the Clerk for her work.</p> <p><b>Resolved: that</b></p> <p><b>1) Findon Parish Council approves Section 1 Annual Governance Statement of 2018/19 and that Section 1 be signed by the Chairman and Clerk/Responsible Financial Officer prior to submission for external audit;</b></p> <p><b>2) Findon Parish Council approves Section 2 Accounting Statements of 2018/19 and that Section 2 be signed by the Chairman and Clerk/Responsible Financial Officer prior to submission for external audit;</b></p> <p><b>and</b></p> <p><b>3) the Clerk sends the completed AGAR documentation to the external</b></p>	<p><b>SS/FMC</b></p> <p><b>SS/FMC</b></p> <p><b>FMC</b></p>

	<b>auditors, and publishes the relevant documentation on the Notice Boards and web site to meet the required deadlines.</b>	
<b>19.66</b>	<b>Grant applications</b>	
	<p>The Chairman referred to the completed grant application forms received from the following local groups/organisations: Findon Village Hall Trust; Lambstails; St John the Baptist School PTA; Friends of St John the Baptist Church Findon; and the Parochial Church Council (PCC) of Findon, Clapham and Patching. Mr Drakeford was invited to speak regarding the PCC application. Rather than consider each application at the FPC meeting, Cllr Goldsworthy suggested that the applications be given prior consideration at a Finance &amp; Governance Committee meeting then referred back for full Council approval. The Clerk advised that this additional process had not been undertaken previously, however councillors agreed to consider grant application reviews at a Finance &amp; Governance Committee.</p> <p><b>Resolved that, as instructed by FPC, the Clerk arranges a meeting of the Finance &amp; Governance Committee prior to the next FPC meeting on 5 August 2019.</b></p>	<b>FMC</b>
<b>19.67</b>	<b>Findon Village Hall extension</b>	
	<p>Councillors had reviewed the documentation file provided by Judith Davies, Chairman of the Findon Village Hall Trust. Cllr Barnett would also review the file prior to referring to the Sussex Assoc of Local Councils (SALC) for further scrutiny. Reference was made to the management of the building project that SALC would need to be made aware of. Clarification would be needed on the amount of Public Works Loan requested of £43k regarding any contingency amount. Councillors would be sought to lead this initiative at the next FPC meeting.</p>	<b>ALL</b>
<b>19.68</b>	<b>Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)</b>	
	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the item. Mr Hutchison reported that that the Updated Neighbourhood Plan Regulation 16 Submission, Consultation Statement, and Basic Conditions Statement had been submitted to the SDNPA, who would organise the six week consultation process and the appointment of an Examiner. The SDNPA was expected to adopt its first Local Plan at the SDNPA meeting on 2 July 2019 and the planning application for Soldiers Field House would be considered at a future meeting of the SDNPA Planning Committee.</p> <p><b>Resolved: that Findon Parish Council as ‘qualifying body’ notes the progress of the UFNDPWG.</b></p>	
<b>19.69</b>	<b>Parish initiatives</b>	
	<p><b>a) Traffic, Environment, People (TEP)</b> The Chairman invited David Hutchison to introduce the item, who advised that he was awaiting a meeting with WSCC to consider infrastructure. In response to a question, he advised that the replacement of Vehicle Activated Sign (VAS) at a cost of £7-10k was not essential.</p> <p><b>b) Community Minibus service</b> No update.</p>	
<b>19.70</b>	<b>Duke of Edinburgh Adventure Event at The Gallops</b>	
	The Clerk referred to exchange of emails regarding the event scheduled to	

	take place between 20-22 September 2019 and updates on the concerns raised by herself and councillors with the Gallops Farm team and ADC (as previously circulated). Advice had also been received from the Sheep Fair regarding traffic management for the event. Cllr Barnett would act as Lead Councillor liaison on behalf of FPC. Full details of the event could be found at <a href="https://www.dofe.org/adventure/">https://www.dofe.org/adventure/</a> and around 500 cars were expected in Findon, staggered over the two days.	JB
<b>19.71</b>	<b>Clerk's report</b>	
	The Clerk introduced the report (as previously circulated) and drew attention to the item for ratification. <b>Resolved: that the Chairman contacts the Findon Village Hall Trust to see if it could accommodate the SCOPE textile recycling bank in its grounds (para 2.2 of the report refers).</b>	SS
<b>19.72</b>	<b>Reports from FPC Committees for noting</b>	
	<b>a) Planning</b>	
	In Cllr Gear's absence, Cllr Carr reported that the next Planning Committee meeting was on 27 June 2019.	
	<b>b) Finance &amp; Governance</b>	
	No update.	
	<b>c) Open Spaces</b>	
	Lead Cllr Carr referred to the report (as previously circulated). In response to a question, Cllr Carr felt that the various Operation Watershed projects were not the cause of the drying up of the Nephote Green pond, as this had also happened before. Reference was made to the EPIC watercourse project on Sompting Estate and the Chairman would contact the Project Manager for advice regarding the Pond. <a href="https://www.somptingestate.com/EPIC">https://www.somptingestate.com/EPIC</a> <b>Resolved: that Cllr Carr contact Bob Eastabrook to confirm arrangements as set out in para 2.1 of the report.</b>	SS RC
	<b>d) Sheep Fair</b>	
	No update.	
<b>19.73</b>	<b>Reports from Outside Bodies and Working Groups for noting</b>	
	<b>a) Community Resilience Plan for Findon</b> No update <b>b) 3-5 year Strategic Plan</b> No update. <b>c) Village Bus Shelter</b> Lead Cllr Carr updated Councillors that a meeting would be held with WSCC regarding the re-siting of the bus shelter. <b>d) Assets of Community Value</b> In response to the Clerk's request for clarification regarding new guidelines being considered by ADC for Assets of Community Value applications, ADC Cllr Bicknell suggested to continue with the current process pending finalisation of the ADC review. <b>e) Village Hall Trust</b> Covered under minute 19.67. <b>f) Findon Village Pre-School</b> No update. <b>g) Joint East Arun Area Committee (JEAAC)</b> No update.	

	<p><b>h) Allotment Gardens</b> Lead Cllr Carr reported that one plot holder had relinquished their plot which would be offered to the next person on the Waiting List.</p> <p><b>i) Replacement Greens Mower</b> The Clerk reported on the progress made regarding insurance arrangements and with registering the mower with the DVLA.</p> <p><b>j) Nephote Green Charitable Trust (NGCT)</b> No update.</p>	
<b>19.74</b>	<b>Finance</b>	
	<p><b>a) Receipts and bank reconciliation</b> The bank reconciliation for May 2019 (as previously circulated) was noted and approved. Cllr Smith left the meeting at 8.50pm.</p> <p><b>b) Payments</b> The payments made in June 2019 to date (as previously circulated) totalling £3550.95 were noted and approved. An additional invoice from AC Gardens (Sussex) Ltd for £360.00 was approved and included in their total amended payment of £1392.00. <b>Cllr Smith re-joined the meeting at 8.51pm</b></p>	
<b>19.75</b>	<b>Items to be referred to next Agenda not already included in the minutes</b>	
	Meeting closed at 8.52pm.	

## Update to Findon Parish Council – 24 June 2019

### West Sussex County Council Cllr Urquhart

- The Veterans Hub project helps local veterans by offering comradeship and support in a welcoming group environment. The project covers all our ex-service personnel from recently ‘signed-off’ men and women to those who defended the country in WW2, fought in Korea and those who have served through subsequent wars and conflicts.

The Forces Connect South East - Veterans Hubs project has funds available to support local veterans groups to achieve Hub status and to help make them sustainable. If you know of any group that might benefit from this project please ask them to contact the project’s Delivery Partners by email at [simplesolutionsbusiness@gmail.com](mailto:simplesolutionsbusiness@gmail.com)

- [Ash dieback \(ADB\)](#) is a disease of ash trees, first recognised in the UK in 2012. Once infected, the disease is usually fatal. Typically, the tree becomes very brittle, snapping at the base. Although there is no treatment, a small percentage of ash may be resistant to, or tolerant of, the infection. Just over 20% of all trees in West Sussex are ash. ADB will therefore have a significant impact on the county’s habitats.

The County Council is working with [district and borough councils](#), organisations, and land owners to coordinate an approach and mitigate potential health and safety risks. There is likely to be selective felling of ash trees and reactive work this summer. We are encouraging town and parish councils in West Sussex to check the trees they are responsible for and prepare plans to manage the impact of ADB.

More details and guidance has been sent out separately to help you put plans in place. (details in this month's Connections)

- I have just launched a plan to eliminate single-use plastics and avoid unnecessary plastic waste has been launched by West Sussex County Council. The County Council will carry out a full audit of all the plastic it uses across its buildings and set targets for reduction as part of a Plastics Action Plan.

The council has made a commitment to find alternatives to plastic wherever possible and to use recycled plastic when it isn't. The council will also ensure that where possible, plastic items they do use can be reused or recycled. Please feel free to adapt the plan for the Parish Council. <https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/plastics-action-plan/>

- Our current solar for schools programme will be completed shortly. Collectively, the schools now generate more renewable energy than our solar farm at Tangmere, over 5 megawatts. It saves the schools on average £2000 pa off their energy bills and provides a financial return to WSCC.
- Make Your Climate Pledge: There are lots of small changes we can all make which not only helps with climate change but also could improve air quality, our health and save us money. That's why we've launched the West Sussex Climate Pledge. The pledge focuses on key steps we can all take to limit the impact we are having on the environment and help keep our county protected for generations to come. From June, we will be raising awareness of one of the following pledge themes each month:

- **Make Low Carbon Journeys**
- **Save Water**
- **Pass-on-Plastic**
- **Fight Against Food Waste**
- **Shop Local**
- **Save Energy**

At the county council we're taking steps to [cut our own carbon emissions](#) by making our buildings more energy efficient, and reducing our reliance on fossil fuels by introducing renewable energy with our [solar farms](#).

Last year we achieved a 17 per cent reduction in our carbon emissions - a 45 per cent reduction in carbon emissions from the original baseline set in 2011/12. Over the next four years we are planning a £35m investment in low carbon energy projects alone.

<https://www.westsussex.gov.uk/campaigns/make-your-climate-pledge/>