

**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 **Findon Village Hall on Monday 16 September 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
10/9/2019**

AGENDA

19.93 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

19.94 CHAIRMAN'S ANNOUNCEMENTS

19.95 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.

**19.96 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
5/8/2019**

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

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

19.99 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.

- 19.100 FINDON VILLAGE HALL EXTENSION**
To receive an update regarding Public Works Loan and public consultation and consider any items for ratification.
- 19.101 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 19.102 DEFIBRILLATOR ON NEPCOTE GREEN**
To consider donation offer from Worthing and District Community First Responders
- 19.103 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
- 19.104 CLERKS REPORT**
To note the report and consider any items for ratification.
- 19.105 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 19.106 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) Community Resilience Plan for Findon (incorporating the Improving our Places and Spaces Supporting Resilient Communities)
b) 3 year Strategic Plan (public consultation process)
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) Bridleways and footpaths
i) Nepcote Green Charitable Trust (NGCT)
- 19.107 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To note the insurance renewal arrangements
d) To note/consider the External Auditors comments (if available)
- 19.108 ITEMS TO BE REFERRED TO NEXT AGENDA**

Report to **Findon Parish Council**
Meeting Date **16 September 2019**
From **Fiona MacLeod, Clerk**
Title of Report **Defibrillator on Nepcote Green**
Purpose of Report **To consider donation offer**

1. Background

- 1.1 Councillors may recall the offer to accommodate an additional village defibrillator from a resident adjacent to Nepcote Green who is happy to have it installed on his wall and has connection to an electrical supply, should it be needed.
- 1.2 I have made enquiries regarding sourcing and cost of a defibrillator and have received an offer from Worthing & District Community First Responders (WDCFR) to donate a used Cardiac Science G3 defibrillator at no charge. Goring and Durrington train stations have this model, and I understand that East Preston Parish Council also have one outside the Parish Council office (sourced from WDCFR).
- 1.3 WDCFR have changed their defibrillators to a newer model, hence the surplus available as a donation. The full specification can be found at <https://defibwarehouse.co.uk/products/defibrillators/cardiac-science-powerheart-g3-aed-fully-automatic>

2. Issues for consideration/approval by full Council

- 2.1 Councillors are asked to consider the following:
 - The defibrillator will be donated in full working order;
 - All maintenance will be the responsibility of Findon Parish Council (FPC). The current maintainers of the defibrillator in the centre of the village could be asked to also maintain the G3 model to ensure the battery and pads are working and not due to expire;
 - The battery has a four year life span with a replacement costing circa £245.00. The electrode pads have a life span of two years with a replacement costing £44.00. WDCFR advise that the batteries and pads parts would be available for the next 10 years. A cabinet could be purchased if required;
 - There is no warranty carried forward on the defibrillator as it only applies to the original purchaser;
 - The defibrillator can be registered with the Ambulance Service for use by the public in an emergency;
 - WDCFR can provide training in CPR and the use of the defibrillator if required.
- 2.2 Should FPC not wish to go down this route, the cost of a new defibrillator would be in the region of £800 - £1400 and would still need regular maintenance checks as outlined above.
- 2.3 Does FPC wish to accept the donation offer from WDCFR ?

**Agenda Item
19.104**

Report to **Findon Parish Council**
Meeting Date **16 September 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 Letters of thanks have been received from the Friends of St John the Baptist Church and Findon Village Hall Trust/Lambstails regarding the grant funding from Findon Parish Council (FPC).

1.2 Alun Alesbury and Andrew Shaxson have been elected to the South Downs National Park Authority as West Sussex parishes representatives.

2. Issues for consideration/ratification by full Council

2.1 Councillors are asked to consider the following item.

2.2 Steyning Neighbourhood Development Plan 2019-2031 Reg 14 Consultation is running until midnight on Friday 18 October 2019 and FPC comments have been invited. The documentation can be viewed at www.steyningcommunityplan.co.uk Does FPC wish to make any comments ?

**Agenda Item
19.105c**

Report to **Findon Parish Council**
Meeting Date **16 September 2019**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss/ratify**

1. Updates for noting

- 1.1 West Sussex County Council (WSSCC) has been pressed to clear blocked road drainage gullies along the A24 between Bost Hill and Findon Roundabout. A potential flooding problem. In some instances, the build up of sediment and mud is such that vegetation is actually growing out of the gully
- 1.2 Arun District Council (ADC) have also been pressed regarding the possible replacement of the iron fence running along part of the northern boundary of the Allotment Gardens and I am negotiating with ADC about a possible notice warning against fly tipping at the far end of the Allotment Gardens.
- 1.3 The broken seat on Nephote Green (top, right hand side) has been replaced with a new seat generously donated by a resident of the Village. Other seats in the Village (there are 13 in all) are all part of a programme of renovation and repainting very helpfully being carried out by another resident of the Village.
- 1.4 The Working Party (the Findon Village Volunteers) have now completed tidying up work on and around Nephote Green in readiness for the Sheep Fair.
- 1.5 Men in Sheds have kindly agreed to re-varnish the public noticeboard at the Village Hall.
- 1.6 The High Barn road sign has been replaced by ADC with a new sign following damage to the old one.
- 1.7 The adjoining owner has carried out certain repair work to the boundary wall on the west side of Pond Green. Further work is needed which he has agreed to undertake.
- 1.8 LandBuild have been chased again regarding the proposed Operation Watershed road drainage scheme in Stable Lane and have been asked to provide an outstanding estimate by 16th September 2019.

2. Issues for consideration/ratification by full Council

- 2.1 In an effort to try and make the Preschool building weatherproof on the north and west sides it is proposed to affix an outer skin of roofing felt to those sides. Quotes have been obtained from Travis Perkins and Wickes for 10 roles of felt. The Wickes' quote of £242 is less than half that of Travis Perkins and the Council's agreement is requested to accept Wickes' quote and proceed with the work which will be undertaken by the Working Party.

Agenda Item 19.107 a August 2019

Receipts

Aug-19												
Date	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	UFNDP	Total Receipts
				22500.00	20.42	255.00	417.20	0.00	191.45	0.00	5235.00	28619.07
10/08/19	cr	Sheep Fair	reimb inv				1900.00					1900.00
	cr	Sheep Fair	reimb inv				695.00					695.00
16/08/19	cr	Sheep Fair	reimb inv				35.82					35.82
	cr	Sheep Fair	reimb inv				1350.00					1350.00
21/08/19	cr	Sheep Fair	reimb inv				333.25					333.25
23/08/19	cr	Sheep Fair	reimb inv				590.00					590.00
26/08/19	cr	Sheep Fair	reimb inv				785.84					785.84
31/08/19	cr	Sheep Fair	reimb inv				167.00					167.00
29/08/19	cr	HSBC	interest		5.19							5.19
				22500.00	25.61	255.00	6274.11	0.00	191.45	0.00	5235.00	34481.17

Payments

Aug-19																
Date	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
				3421.60	1665.02	1076.99	0.00	656.98	5451.69	0.00	0.00	0.00	0.00	639.40	240.00	13151.68
05/08/19	101028	Findon Village Hall	hall hire		51.00											51.00
	101029	JNR Computer Services	IT support, licences												2379.36	2379.36
	101030	R Carr	expenses		28.00				34.83							62.83
	101031	A C Gardens (Sussex) Ltd	grass cuts						840.00							840.00
	101032	HMRC	Clerk July tax	172.20												172.20
	101033	F MacLeod	Clerk July salary	688.10												688.10
	101034	F MacLeod	Clerk July expenses		27.57				19.99							47.56
	101035	Arun Business Supplies	office supplies		45.64											45.64
	101036	Findon Swimming Club	grant				750.00									750.00
	101037	FVHT	grant				500.00									500.00
	101038	Lambstalls	grant				100.00									100.00
	101039	SJTb School PTA	grant				750.00									750.00
	101040	Friends of SJTB Church	grant				700.00									700.00
	101041	PCC Findon	grant				700.00									700.00
	101042	Findon Village Preschool	grant				1,000.00									1000.00
22/08/19	101043	Findon Village Hall	Hall hire		102.00											102.00
	101044	EDF energy	electrical supply											37.61		37.61
	101045	Stuart Barnes	Dog and Duck Show											834.00		834.00
	101046	The Sheep Show	Sheep Show											2280.00		2280.00
	101047	McVeigh Parker	services											1620.00		1620.00
	101048	AC Gardens (Sussex) Ltd	grass cuts						360.00							360.00
	101049	Findon Garden Machinery	services						31.15							31.15
19/08/19	DD	SSE	electrical supply			26.07										26.07
				4281.90	1919.23	1076.99	4500.00	656.98	6737.66	0.00	0.00	0.00	0.00	5411.01	2619.36	27229.20

Bank reconciliation

Balance	as at 31/8/2019		Balance	B/forward	80316.15
CA	47727.78		Receipts	5862.10	
DA	30551.71		Payments	14077.52	
	78279.49			72100.73	
Uncl'd chqs	761, 844, 961, 1027, 1037-40, 1042-45, 1047-49 incl	6178.76			

72100.73

Agenda item 19.107 b

Payments total: £5638.28

Date	Sep-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
				4281.90	1919.23	1103.06	4500.00	656.98	6737.66	0.00	0.00	0.00	0.00	5411.01	2619.36	27229.20
05/09/19	101050	SSALC	training		84.00											84.00
	101051	J T Humphrey	stage hire											943.01		943.01
	101052	Signs & Safety	services											200.40		200.40
	101053	A C Gardens (Sussex) Ltd	grass and hedge cuts						624.00							624.00
	101054	HMRC	Clerk Aug tax	172.00												172.00
	101055	F MacLeod	Clerk Aug salary	688.30												688.30
	101056	F MacLeod	Clerk Aug expenses		47.02											47.02
	101057	F MacLeod	Clerk storage		65.00											65.00
16/09/19	101058	J Wilson	expenses		3.76				17.90							21.66
	101059	Came & Co	insurance		1897.99											1897.99
	101060	Travis Perkins	barriers											399.90		399.90
	101061	Findon Village Hall	Hall hire		51.00											51.00
	101062	SSALC	training		84.00											84.00
	101063	A C Gardens (Sussex) Ltd	NG grass cut											360.00		360.00
				5142.20	4152.00	1103.06	4500.00	656.98	7379.56	0.00	0.00	0.00	0.00	7314.32	2619.36	32867.48