

Findon Parish Council
Minutes of the Parish Council Meeting held Monday 5 August 2019
At 7.30pm in Findon Village Hall

Present: Cllrs Smith (Chairman), Gear, Goldsworthy, Wilson, Martin, Porter (part) and Villanueva-Last (part).

In Attendance: Clerk Miss F MacLeod, Arun District Council (ADC) Cllrs Clayden and Bicknell and members of the public.

Item No		<u>Action By</u>
19.76	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Carr and Barnett, West Sussex County Council (WSSC) Cllr Deborah Urquhart and ADC Cllr Cooper.	
19.77	Chairman's announcements	
	None.	
19.78	Declarations of Interest on items on the Agenda	
	Cllr Smith declared a pecuniary interest in Agenda item 19.84 as he was Chairman of Findon Swimming Club. Cllr Smith would leave the meeting 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).	
19.79	Councillor vacancies and co-option	
	<p>The Chairman reported that two Expressions of Interest (Eoi) had been received regarding current three vacancies on Findon Parish Council (FPC). Councillors were reminded of the process and that they did not have to co-opt the candidates for the councillor vacancies at this meeting.</p> <p>The candidates, David Porter and Steven Villanueva-Last, were invited separately to address the meeting and gave their reasons for filling the vacancies by co-option.</p> <p>The Clerk and ADC Cllr Clayden acted as tellers and collected and counted the completed voting slips. Both Mr Porter and Mr Villanueva-Last achieved the required majority votes and were co-opted as councillors to FPC.</p> <p>Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1) co-opts David Porter to the Council with immediate effect; 2) appoints David Porter to the Planning Committee; 3) co-opts Steven Villanueva-Last to the Council with immediate effect; and 4) appoints Steven Villanueva-Last to the Planning Committee <p>Cllrs Porter and Villanueva-Last completed the Declaration of Acceptance of Office forms and were given the Code of Conduct and Register of Interests forms for completion and return to the Clerk.</p> <p>Cllrs Porter and Villanueva-Last joined the meeting at 7.45pm.</p>	
19.80	To sign as a correct record the minutes of the meeting held on 24/6/2019	
	It was proposed and seconded that the minutes dated 24 June 2019 be approved and signed by the Chairman.	

19.81	<p>Matters arising and actions from the minutes not covered elsewhere on the Agenda</p> <p>19.70 Duke of Edinburgh Adventure Event at The Gallops No update and the Clerk would contact Lead Cllr Barnett.</p> <p>19.71 SCOPE textile recycling container. The Village Hall car park would not be able to accommodate the container.</p>	FM
	<p>19.54 Bus route – The Clerk would contact Bill Leith, WSCC, regarding the lack of notification regarding the change to the bus route.</p>	FM
19.82	To receive a report from the ADC Councillors (see also 19.83 below)	
	Cllr Clayden advised that ADC were still working on new Council arrangements, and had introduced web casting of ADC meetings. FPC passed on its appreciation to Biffa regarding the emptying of dog bins in Findon.	
19.83	Public Question Time (PQT)	
	<p>PQT opened at 7.48pm.</p> <p>ADC Cllr Bicknell reported that a new Ranger would be in role in the next few weeks and who wanted to be more involved in access issues, including liaison with Alison Thorpe at the South Downs National Park Authority (SDNPA). The Chairman and a small Working Group would meet the new Ranger, WSCC Rights of Way (ROW), and the SDNPA to prioritise routes. Anne Martin had contacted the WSCC ROW Officer, and had taken photos when out horse riding. She had also spoken with other ROW users, who were unhappy with the condition of the paths. A selection of photos was viewed by councillors at the meeting. The bad condition of the Monarchs Way had been reported to WSCC back in 2017. Cllr Bicknell suggested considering the Community Payback Scheme or inmates from Ford Prison to carry out one-off clearance on the Monarchs Way.</p> <p>PQT closed at 8.10pm.</p>	SS/FM
19.84	Grant applications	
	<p>Cllr Smith and ADC Cllr Clayden left the meeting at 8.11pm. Cllr Goldsworthy took over as Chairman for the item.</p> <p>The Clerk introduced the report (as previously circulated).</p> <p>Resolved that the Clerk be instructed to pay the following grant amounts for the financial year 2019/20:</p> <ol style="list-style-type: none"> 1) Findon Village Hall Trust £500.00; 2) Lambs Tails £100.00; 3) St John the Baptist School PTA £750.00; 4) Friends of St John the Baptist Church £700.00; 5) Parochial Church Council of Findon, Clapham and Patching (St John the Baptist Church) £700.00 for local activities; 6) Findon Village Pre-School £1000.00 for interior improvements; and 7) Findon Swimming Club £750.00 	FM
	Cllr Smith re-joined the meeting at 8.14pm and took over as Chairman.	
19.85	Findon Village Hall extension	
	Cllr Barnett was reviewing the file prior to referring to the Sussex Assoc of Local Councils (SALC) for further scrutiny. Whilst the file was with SALC, a councillor should be identified to lead as Project Manager on behalf of FPC. The file would be collected from Cllr Barnett and sent to SALC for scrutiny.	SS/FM

19.86	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	
	<p>The Chairman invited David Hutchison, Working Group Lead, to introduce the report and email correspondence (as previously circulated) and provide any updates. FPC was happy to propose Robert Bryan as the Reg 16 Examiner. Following discussion on the response from Landmark Chambers on the potential for a successful Judicial Review (JR) on the adoption of the SDNP Local Plan that included non-strategic housing sites for Findon and the substantial costs involved. David Hutchison proposed that the JR should not be progressed. It would be possible, however, for a 'call in' request to be made to the Planning Inspectorate for the Soldiers Field House site planning application should the SDNPA Officer recommendation be to approve prior to its consideration by the SDNPA Planning Committee, should this take place prior to the next FPC meeting on 16 September 2019.</p> <p>Resolved: that Findon Parish Council as 'qualifying body'</p> <ol style="list-style-type: none"> 1) notes the progress of the UFNDPWG; 2) resolves not to proceed with the Judicial Review as outlined above; and 3) agrees to make a 'call in' request to the Planning Inspectorate for the Soldiers Field House site application should the SDNPA Officer recommendation be to approve prior to its consideration by the SDNPA Planning Committee, should this take place prior to the next FPC meeting on 16 September 2019. 	
19.69	Parish initiatives	
	<ol style="list-style-type: none"> a) Traffic, Environment, People (TEP) The Chairman invited David Hutchison to introduce the update report (as previously circulated) and FPC were particularly encouraged by the progress being made on the proposed Conservation Area in and around Nephote Green. b) Community Minibus service No update. 	
19.88	Clerk's report	
	<p>The Clerk introduced the report (as previously circulated) and drew attention to the item for ratification.</p> <p>Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1) Does not wish to comment on the first stage of the Arun Gypsy and Travellers and Travelling Showpeople Site Allocations Development Plan Document; and 2) Wishes to consider the WSCC initiative at the FPC meeting on 16 September 2019 (para 2.3 of the report refers) 	
19.89	Reports from FPC Committees for noting	
	a) Planning	
	No update.	
	b) Finance & Governance	
	<p>The Clerk introduced the report (as previously circulated) and drew attention to the items for approval/ratification.</p> <p>Resolved: that Findon Parish Council agrees:</p> <ol style="list-style-type: none"> 1) R S Hall and Co to continue to provide internal audit services for a period of three years (ending in 2022) at which time 	

	<p>provision for internal audit will be put out to tender;</p> <p>2) Processmatters2 to continue to provide FPC web site management on an ongoing basis at a cost of £120 per quarter;</p> <p>3) JNR Computer Services to continue to provide IT support for FPC at an annual cost of £1k for support and approx. £1k for licences etc, for a further two years (ending in 2021) at which time the provision for such services will be reviewed;</p> <p>4) The arrangements for the Business Energy contract for the SSE electrical supply for street lighting be ratified</p> <p>5) Cllr Barnett be appointed to the F&G Committee with immediate effect.</p>	
	c) Open Spaces	
	<p>The Clerk referred to Cllr Carr's report (as previously circulated) and provided an update regarding the proposed re-location of the bus shelter. There were no issues identified regarding water pipes and electricity cables, and a meeting would be arranged with Open Reach to check the proximity of phone lines. Cllr Wilson had heard that there may be another change to the bus route. The Clerk will investigate.</p>	FM
	d) Sheep Fair	
	<p>Cllr Wilson reported that an additional cut was needed on Nepcote Green a week before the Sheep Fair being held on 14 September and this was being progressed by Cllr Carr.</p>	
19.90	Reports from Outside Bodies and Working Groups for noting	
	<p>a) Community Resilience Plan for Findon No update</p> <p>b) 3-5 year Strategic Plan The public consultation should take place in the autumn.</p> <p>c) Village Bus Shelter Covered under 19.89 c).</p> <p>d) Assets of Community Value No update.</p> <p>e) Village Hall Trust Lead Cllr Gear reported on the key points from the meeting held on 18 July 2019;</p> <ul style="list-style-type: none"> • Hire charges increased wef 1 July 2019; • National Village Hall Week to be held in January 2020; • Gate to be fitted to give safer access to pre-school from the car park; and • Findon Village Gardens Assoc to provide a projection screen for Hall users. <p>f) Findon Village Pre-School No update. Resolved: that Cllr Villanueva-Last be appointed as the FPC representative for the Findon Village Pre-School.</p> <p>g) Joint East Arun Area Committee (JEAAC) No update.</p> <p>h) Allotment Gardens The report from Lead Cllr Carr (as previously circulated) was noted.</p>	

	<p>i) Replacement Greens Mower The Clerk reported that the registration details had now been received from the DVLA and the FPC insurance brokers advised. The Clerk had also given Cllr Carr the vehicle number plates to pass on to Tony Arthur.</p> <p>j) Nepcote Green Charitable Trust (NGCT) No update.</p>	
19.91	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliations for June and July 2019 (as previously circulated) were noted and approved.</p> <p>b) Payments The payments made in August 2019 to date (as previously circulated) and prior to approval of the grant applications detailed in Minute 19.84 totalling £4241.05 were noted and approved.</p>	
19.92	Items to be referred to next Agenda not already included in the minutes	
	<p>None.</p> <p>Meeting closed at 8.52pm.</p>	