

**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 28 October 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
22/10/2019**

AGENDA

19.109 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

19.110 CHAIRMAN'S ANNOUNCEMENTS

19.111 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.

**19.112 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
16/9/2019**

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

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

19.115 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.

- 19.116 FINDON TREE SURVEY**
To consider a report and proposals from the Findon Village Tree Warden.
- 19.117 SPEEDING IN THE VILLAGE**
To consider a report on traffic speed in the village.
- 19.118 FINDON VILLAGE HALL EXTENSION**
To consider a report regarding Public Works Loan and public consultation and any items for ratification.
- 19.119 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 19.120 NEW PEDESTRIAN ACCESS GATE**
To consider a request for a new pedestrian access gate from Findon Village Hall car park to the Pre-School.
- 19.121 DEFIBRILLATOR ON NEPCOTE GREEN**
To consider a report for the purchase of defibrillator cabinet.
- 19.122 NEW ACCESSIBILITY STATEMENT FOR FINDON PARISH COUNCIL WEB SITE**
To consider a report to approve the Accessibility Statement.
- 19.123 THREE YEAR STRATEGIC PLAN**
To receive an update on progress.
- 19.124 FINDON WINTER MANAGEMENT PLAN 2019/20**
To approve the Plan as circulated
- 19.125 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
b) Nepcote Green Pond
- 19.126 CLERKS REPORT**
To note the report and consider any items for ratification.
- 19.127 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 19.128 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) Village Bus Shelter
c) Assets of Community Value
d) Village Hall Trust report from
e) Findon Village Pre-School
f) Joint Eastern Arun Area Committee (JEAAC)
g) Allotment Gardens
h) Bridleways and footpaths
i) Nepcote Green Charitable Trust (NGCT)
- 19.129 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To note the External Auditors comments
- 19.130 ITEMS TO BE REFERRED TO NEXT AGENDA**

Findon Tree Survey

Introduction

“Trees lift the heart and soothe the soul”

Trees are under a lot of pressure in modern day Britain, climate change, disease, building development and agricultural activity all combine to test existing trees and make establishment of new ones difficult.

In England, West Sussex is reckoned to be second only to Surrey in the percentage of tree cover, 20.9%. Much of this cover is associated with the Weald of the county, an old English term for forest.

The village of Findon lies a short distance north of Worthing on the edge of the South Downs National Park and is surrounded by rolling hills. Nestling in an agricultural landscape typical of the downs, tree cover is dense in parts but sparse towards the higher ground. Three hills are important to the village, Cissbury, Church Hill and the far-off clump of Chanctonbury all contribute to the feeling of quiet isolation. This is despite the close proximity of the busy A24 which passes close by but is forgotten once in the village.



Looking towards the village from beside the church, Chanctonbury Ring is seen off to the left.

As in many villages trees are an important feature of the character but all too easy to take for granted. One of the purposes of this document is to encourage you to look up and just notice trees close by and further away. All too often trees only come to the fore when they are seen as in the way or dangerous. We care best for the things that we have made a connection with, this is especially true of the natural world. It is the reason why children especially need to be made aware of their surroundings and encouraged to look at nature, something which comes naturally early in life.

I have been walking around the village for a few months now looking at trees and will outline what I have seen. This survey was just conducted from the lanes and rights of way, there may be all sorts of gems hidden away in private places!

I will make some proposals for possible tree planting opportunities; these are without regard for land ownership and are there for discussion. It could be that others, who know the village better than I, have their own ideas. I hope to start the discussion that leads to trees being planted.

No initiatives can take place without the enthusiastic support of local residents. Findon has active volunteers who undertake many valuable conservation tasks around the village and there are a number of possibilities.



A view out of the village towards Church Hill



Cissbury Hill topped with its iron Age hill fort

A note on identification

To keep things simple, I have kept to using common names for the trees listed in this survey. In appendix 2 there is a list of the trees with their Latin names. There is more work to do to get exact identification of some species, especially the Limes, Tilia species.

It is simple to name an Oak as common but there are two distinct species, *Quercus robur*, the pedunculate Oak and *Quercus petraea*, the Sessile Oak, both are British natives and present in the village. For this overview of the trees of the village I'll keep things straightforward for clarity.

From the South

The church of St John the Baptist

There are a number of ways of approaching the village from the south, along the A24 from Worthing is the most obvious but there is a good network of footpaths either side of the valley. I will start on the west side approaching the parish church, unfortunately the busy A24 has rather cut the church off from the heart of the village, a tree lined drive leads up to it past the impressive Findon Place.



The drive consists mainly of Lime trees with scattered Horse Chestnut and Sycamores. The front of Findon place is an imposing arrangement of tall Yew and Holm Oak hedging, beautifully proportioned with the Georgian façade.

The church itself is almost completely surrounded by trees, in the churchyard are good examples of Irish Yew, Variegated Holly and Cherry. On the boundary wall with Findon Place loom large Beech, Lime and Horse Chestnut. Overhanging the car park is an impressive Walnut which has multi stems and just in the field nearby is a good sized Horse Chestnut.

Back down the drive the main A24 makes its presence felt.



Completed in 1938 the road bypasses the village, the central reservation is planted with a range of trees which have attained reasonable proportions. A group of Rowans shown above are good specimens.

The road splits at a roundabout with the A280 going off westwards and a road into the village on the right. On the roundabout is a good clump of Beech (including a Rookery) some Yew and a Holly.



Back down the A24 past the Black Horse and the Garden Centre a young replacement Lime is planted at the High Street junction, young Field Maples are at the village sign. Around the corner is the fine stand of Evergreen Oaks on the east of the road, these trees are a prominent feature as the village is approached from the south. They are around 70 – 100 years old and planted in a double row along a field boundary.



Nepcote and Nepcote Lane

Up Nepcote from the A24 the lane is bounded by trees forming a tunnel, this is the case in several roads in Findon and gives a special character to those areas. The main species are Ash, Sycamore, Field Maple and a clump of Scots Pine. The lane takes a sharp turn to the left with Cissbury House drive on the corner. Parkland with scattered trees can be seen on the right and views to Church Hill open up to the right. There is a mature Horse Chestnut next to the little chapel.

At the crest of the hill Nepcote green opens up on the right, this is a lovely area which has received some good tree planting over the years. A prominent Copper Beech was planted to commemorate the marriage of Prince Charles to Lady Diana Spencer in 1981, young Limes flank Cissbury lane on the north of the green and a Weeping Willow overhangs the pond.



At the top (north east) corner there is a car park with a tall multi stemmed Beech which was probably pollarded at some time.



The lane turns left down towards the village into another of the characteristic “tree tunnels”. There are some large Hazels near the corner and then tall Sycamore, Ash, Norway maple, Lime, Horse Chestnut, Holly and Yew flanking the road into Findon village itself.



Up Soldiers Field Lane is a fine Beech hedge



On Paddock Way, a small cul de sac, a fine Plane tree stands alone.

High Street

From the Black Horse junction, the High Street leads into the village. A prominent group of Larch shelter a bus stop and good Limes, evergreen Oaks and Sycamore flank the road. Several new plantings are doing well, Winter Flowering Cherry and Rowan amongst them.

In the grounds of Findon Manor can be seen Robinia, Scots Pine and notably a standing dead conifer. Dead trees are seldom left standing especially in such a prominent position, but they are valuable habitats for a range of wildlife.

Behind the Gun Inn is a row of evergreen conifers which I am yet to identify.



Along to the end of the Horsham Road (as the High Street becomes) is the Homewood Green playground, it is surrounded by good Oak, Horse chestnut, Sycamore, Pine and Lime forming a barrier to the A24.

On the side of the main road are some good Ash trees including at least one Manna Ash.

Cross Lane

This is the other main south – north route through the village. From the A24 after a short distance The Chase is a small cul de sac off to the left where there are a number of notable trees. In the copse bounding the main road are good Beech, Hornbeam, Horse Chestnut and a group of Cedar of Lebanon, two of which are standing dead.



Up the lane is Cedar Chase which is screened by a good row of Evergreen oaks.

Foxlea is a small housing development on the right and there are good young plantings of Sorbus, Birch and Field Maples amongst others.

The lane continues and plunges into another tunnel with branches intertwining above the narrow way. At the junction of Steep Lane is a young Ash on a small mound, it is showing some stress, probably the early stages of Ash dieback. Some good Beech line the lane before it again goes into a tunnel, in front of number 30 is a good sized Bay.



A glimpse of Church Hill from Cross Lane.

On into the village a fine Yew has been squeezed by the surrounding walls.

The village green (historically known as Pond Green) is on the right and has some good young trees, Sycamore and Oak.

On the opposite side is Tudor Close which contains a very fine tree, a large Ginkgo, the Maidenhair tree. It is a significant tree which I estimate to be over 100 years old.



The Ginkgo in Tudor Close with Weeping Willow of character on left

Stable Lane

Up this lane there is a good size Horse Chestnut on the left, it has a big trunk and some recent pruning has rejuvenated the top growth.



A Blue Atlantic Cedar is in a property on the right after the bend. At the top end of the lane there are good Sycamores where the drive to Gallops Farm continues.

Beech Road

Along here is a very fine Beech as befits the name of the road!



Off Beech Road are Ash Close, Lime Road and Elm Rise, it's a pity these roads don't have trees befitting their names.

Continuing up Horsham Road

At the Ambulance Station there are some good young maples and down **Nightingales**, a group of Sorbus.



Steep Lane

This well wooded lane is almost completely tunnelled by overhanging trees. There are some fine specimens of Beech, Copper Beech, Variegated Sycamore, Horse Chestnut, Pine and most significantly, Elm. Although Elms are throwing up suckers in hedgerows, they reach a certain size



round 3 metres in height) and then succumb to Dutch Elm disease. The specimen beside number 29 has attained a height of around 20 metres!

West of the High Street

An avenue of trees leads from the High Street to the A24 leading to the drive to the church, this forms part of the long distance Monarchs Way. There are tall Limes, Beech and a hollow Oak. Two roughly triangular fields lie on either side. Beyond the field to the north is a cemetery, this is bounded by some good sized deciduous trees and a notable Beech in the south east corner.

Within the cemetery there is little planting except at the entrance where there are some young cherries on a raised roundabout.



In 2015 Don Lock was the victim of a frenzied attack by a mentally ill man close to the A24 opposite the road into Findon. A large Beech tree near the scene has become the focus of a memorial.



Proposals

There has been a marked increase in awareness of the environmental crisis facing the world in recent months. Organisations like Extinction Rebellion spell out the grave implications for the future of the planet. It is easy to become despondent in the face of such huge, seemingly insurmountable, problems. But action taken locally by enough people will help to turn the tide. It is also true that the

“optimism of action is better than the pessimism of doing nothing”. The organisation Woodland Trust is actively looking for community tree planting projects to support.

- Plant a community orchard
- Appropriate species of trees to be planted on Ash Close, Lime Road and Elm Rise
- An Oak tree in the middle of The Oval green
- A target of 1000 (or fewer) trees to be planted throughout the parish, in gardens, verges and public places
- Increase planting of trees in the cemetery, it is traditional to plant evergreens in burial grounds, a fine example being Broadwater and Worthing cemetery
- A dedicated group of enthusiasts get together to find ways of increasing tree planting in Findon village

Appendix 1

Ash Dieback Disease

This fungal disease has been in the UK for around 8 years and is affecting Ash trees nationwide steadily. It is not spreading as quickly as Dutch elm disease did in the 1970's but its effect could be more devastating. Ash is very widespread across the country with whole woodlands consisting of the species, unlike Elm which was a prominent tree of hedgerows. If the disease continues to take hold and kill millions of trees, as predicted, the effect will be devastating. The whole landscape will be altered. Findon is surrounded by predominantly Ash woodland, with large stands on Cissbury and Church Hill.

It could lead to many trees having to be felled that cause a threat to roads and property. As trees obviously die action will be necessary, we are still in a “slow burn” period of the disease taking hold. At time of writing many young trees are showing signs with several mature specimens resisting attack – this could all change.

It is likely that disease will become more prevalent amongst British trees in years to come, the warming climate, global movements and environmental stress are all putting the pressure on. All the more reason to look after the trees we have and nurture new plantings.

Appendix 2

Latin names

I have used common names throughout the text and have some work to do to exactly identify some trees to their species, this is a list of genera.

Ash, Fraxinus

Beech, Fagus

Birch, Betulus

Cherry, Prunus

Elm, Ulmus

Hawthorn, Crataegus

Hornbeam, Carpinus

Horse Chestnut, Aesculus

Lime, Tilia

Maidenhair, Ginkgo

Oak, Quercus

Pine, Pinus

Sycamore and Maple, Acer

Whitebeam and Rowan, Sorbus

Willow, Salix

Matthew Ward
Findon Village Tree Warden
September 2019

Agenda Item 19.117

Report to	Findon Parish Council
Meeting Date	28 October 2019
From	Cllr Smith
Title of Report	Traffic Speed in Findon
Purpose of Report	To note/consider

1. Updates for noting

- 1.1 At a recent West Sussex County Council (WSSC) meeting I met with Councillor Henry Potter from Chichester District Council (CDC) and discussed their approach to speed limit adherence in the village of Boxgrove, where recently applied limits were clearly being breached:
- The Parish Council made contact with the local police who instituted a program of local speed monitoring by volunteers (from the council and associated adopted members of the public);
 - Speed guns were purchased by the Parish Council and training undertaken by the volunteers who were duly accredited by the police, the speed guns validated and volunteers supplied with appropriate hi viz vests;
 - The volunteers created a rota and in groups of two patrolled particular spots with a view to filming any vehicles clearly breaching the limit;
 - Any data collected by the volunteers that displays a vehicle breaching the limit can be downloaded directly to the police and they will then take up the matter of enforcement;
 - Two of the Boxgrove volunteers have indicated a willingness to attend a future Findon Parish Council (FPC) meeting to discuss and furthermore to assist FPC if they decide to implement the program
- 1.2 Two outcomes were observed in the village one foreseen the other unforeseen. The first after a few months was a drop in vehicles speeding as it became obvious that effective monitoring and enforcement educated drivers. The second, unforeseen was that the volume of traffic transiting the village dropped. On discussion with the police it became obvious that whilst the initial prosecution was for the offence of speeding, multiple vehicles were also prosecuted for Road Tax/Vehicle Insurance/MOT offences.

2. Issues for consideration by full Council

- 2.1 I would be interested in the Council view as to proceeding further with this approach.

Report to : **Findon Parish Council**

Title of Report : **The Public Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018**

Purpose of Report : **Introduction to new accessibility statement**

Date of Report : **September 2019**

1. Background

The Public Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018 (“the 2018 Regulations”) came into force on 23 September 2018.

The purpose of the 2018 Regulations is to improve the accessibility of public sector websites/mobile applications so that they can be used by as many people as possible. They build on existing obligations to disabled people under the Equality Act 2010 and the duty to make reasonable adjustments for disabled people.

2. Accessibility requirement

Regulation 6 of the 2018 Regulations provides that subject to exemptions contained in Regulation 7 (see below) public sector bodies must comply with the accessibility requirement. This is defined as a requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust. This can be done by meeting accessibility standards, that is, it complies with the International WC AG 2.1 AA accessibility standard.

As per Regulation 7 (1) of the 2018 Regulations a council is not required to comply with the accessibility requirement if doing so would impose a disproportionate burden on the council. The council seeking to rely on this exemption must perform a disproportionate burden assessment of the extent to which compliance with the accessibility requirement imposes a disproportionate burden.

In undertaking a disproportionate burden assessment, the council must take account of relevant circumstances including (a) the size, resources and nature of the council and (b) the estimated costs and benefits for the council in relation to the estimated benefits for persons with disabilities, taking into account the frequency and duration of use of the specific website / mobile application.

Things like lack of time or knowledge cannot be taken into account.

If following the assessment, the council determines that compliance with the accessibility requirements would impose a disproportionate burden, they must explain in an accessibility statement the parts of the accessibility requirements that could not be complied with and, where appropriate, provide accessible alternatives to documents it holds that are not available on its website/mobile application.

3. Accessibility statement

In addition to complying with the accessibility requirement, a council not seeking to rely on the disproportionate burden exemption must provide an accessibility statement and keep that statement under regular review. For a website, the accessibility statement must be provided in an accessible format and published on the council's website. For mobile applications, the accessibility statement must be provided in accessible format; and available on the councils website or alongside other information available when downloading the mobile application.

4. Providing an accessible alternative format upon request

The council is also required to provide information in another format if someone requested where it's reasonable to do so.

5. Issues for the Parish Council

As the website is relatively new it was built using the most up to date software and therefore complies in most of the technical aspects set out in the WCAG 2.1 AA accessibility standard. Work is ongoing to improve the areas, such as image tags, that do not currently meet the standards.

6. Recommendation

An accessibility statement has been produced for Findon Parish Council (attached) and it is recommended that it be adopted and published on the website.

Agenda Item 19.121

Report to	Findon Parish Council
Meeting Date	28 October 2019
From	Fiona MacLeod, Clerk
Title of Report	Defibrillator on Nepcote Green
Purpose of Report	To consider purchase of suitable external cabinet

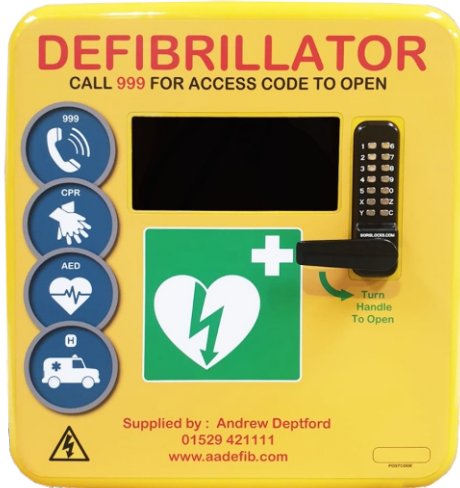
1. Background

- 1.1 Councillors will recall that, at the September Council meeting, it was agreed to accept the donation of a Cardiac Science G3 defibrillator from Worthing & District Community First Responders (WDCFR) and that an external cabinet be sourced.
- 1.2 I have made enquiries regarding sourcing and cost of an external cabinet and recommend the following supplier, Andrew Deptford. Details can be found at <https://www.aadefib.com/defibrillator-cabinets/>
- 1.3 Mr Law, Nepcote House, is happy to put some oak planking onto his wall nearer Nepcote so that the cabinet can fit securely and be more visible, with electrical supply if needed.
- 1.4 I have spoken to the South Downs National Park Authority (SDNPA) Conservation Officer to make him aware that an external yellow cabinet would be fitted on oak planking and be visible on Nepcote Green and surrounding area. Previous experience with the cabinet in The Square suggested that as Nepcote House was not a listed building then planning permission would not be needed. I will however try to speak to the SDNPA Duty Officer to clarify before the meeting.

2. Issues for consideration/approval by full Council

- 2.1 Councillors are asked to approve the following:
 - The purchase of an appropriate external defibrillator cabinet from Andrew Deptford from the selection attached as Appendix 1 to this report (WDCFR have confirmed that any of the selection would be suitable for size etc)
 - The purchase of a new four year battery from Andrew Deptford when needed. This would be in the region of £240.00 plus VAT.
 - The purchase of new pads from Andrew Deptford when needed. This would be in the region of £35.00 plus VAT.

Weatherproof Outdoor Defibrillator Cabinets



NEW POLYCARBONATE Model 4000

WITH 10 YEAR WARRANTY

Highly impact resistant polycarbonate cabinet.
Fire retardant to UK94 V0 and UV stabilised.
Double skinned clamshell design with full IP66 rating.
Sealed waterproof and dustproof. Storm proof tested.
Fully Recycleable.
Marine grade stainless steel lock.
Internal heater, thermostat and LED light.
Cabinet size is 465 x 435 x 240 mm.

£540.00 + VAT Delivered or
£520.00 + VAT Delivered if purchased with a Defibrillator.



MILD STEEL Model 1000

Mild steel cabinet. Epoxy polyester powder coated.
Ip65 sealed waterproof and dustproof. Storm proof tested.
Marine grade stainless steel lock.
Internal heater, thermostat and Motion sensitive LED light.
Cabinet size is 400 x 400 x 200 mm.

£470.00 + VAT Delivered or
£450.00 + VAT Delivered if purchased with a Defibrillator.

STAINLESS STEEL Model 1000

Identical to above, built in STAINLESS STEEL

Recommended - NOW WITH 10 YEAR CORROSION WARRANTY

£545.00 + VAT Delivered
£525.00 + VAT Delivered if purchased with a Defibrillator.



MILD STEEL Model 2000

Mild steel cabinet. Epoxy polyester powder coated.
Ip66 sealed waterproof and dustproof. Storm proof tested.
Marine grade stainless steel lock. Condensation drain.
Internal heater, thermostat and LED light.
Cabinet size is 400 x 400 x 200 mm.

£575.00 + VAT Delivered or
£555.00 + VAT Delivered if purchased with a Defibrillator.

STAINLESS STEEL Model 3000

Identical to above, built in STAINLESS STEEL

Recommended - NOW WITH 10 YEAR CORROSION WARRANTY

£655.00 + VAT Delivered
£635.00 + VAT Delivered if purchased with a Defibrillator.

ALL Outdoor Cabinets are available : WITHOUT Lock (simple handle to turn to open) or WITHOUT Heater (i.e. No Power Supply required) or WITHOUT Lock and Heater. **PLEASE CALL FOR CUSTOMISED QUOTATION.**

Andrew Deptford - 01529 421111
andrew@aadefib.com - www.aadefib.com

Accessibility statement for Findon Parish Council

This website is run by Findon Parish Council. We want as many people as possible to be able to use this website. For example that means that you will be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the site using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using the screen reader

We have also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- some older PDF documents are not fully accessible to screen reader software unless they are downloaded from the site

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email clerk@findonparishcouncil.gov.uk
- Phone 01903 877225

We will do our best to respond within three working days.

If you cannot view our map on our 'contact us' page, call or email us and we will provide directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact clerk@findonparishcouncil.gov.uk

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this websites accessibility

Findon Parish Council is committed to making its website accessible, in accordance with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to issues with the naming of image files which we intend to remedy and some old pdfs not being readable within the browser window.

How we tested this site

This website was tested in August 2019 using online testing software. Our approach was to review all image tags and to test the main textual pages for use with the adaptive and assistive technology readily available on a normal PC.

DRAFT Findon Parish Council Local Winter Management Plan 2019/20

Local Co-ordinators

Parish Council:

Cllr Sean Smith Tel 07834 552984

email sean.smith@findonparishcouncil.gov.uk

Cllr Robin Carr Tel 01903 873596

email robin.carr@findonparishcouncil.gov.uk

Fiona MacLeod Tel: 01903 877225

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¹Contacts for Daily Decision Trigger

Cllr Sean Smith Tel 07834 552984

Contacts for Snow Shovels

email sean.smith@findonparishcouncil.gov.uk

Cllr Robin Carr Tel 01903 873596

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Fiona MacLeod – Tel: 07834 369563

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Matthew Kennard – Tel 07899 676166

email matthew@sussexmanures.com

West Sussex County Council (WSSC) Treatment Coverage

WSSC's Precautionary Salting Network –

- A24 covered as a priority 1
- Horsham Road, Findon
- High Street, Findon

Parish Council Salting and Clearing Arrangements

- (i) Salt Spreader & Snow Plough belongs to Puckamuck/Sussex Manures. Insured and housed at Sussex Manures, Muntham Farm, Findon BN14 689 with supply of salt (see (iii) below). To be operated by Sussex Manures.
- (ii) Snow blower belongs to and insured by WSSC Highways.
- (iii) Six Bulk bags of salt (6 metres in total) to be provided by WSSC Highways during autumn, to be stored at WSSC Clapham Depot. Sussex Manures, Muntham Farm, Findon, West Sussex BN14 0RQ (Matthew Kennard Tel 07899 676166 email matthew@sussexmanures.com or Richard Kennard 07831 206786 email richard@sussexmanures.com) will collect an initial 3 metres of loose salt in own bags from Depot in November 2019, thereafter as required.
- (iv) Bulk bags of salt provided by WSSC Highways to be distributed to identified hazards locations when inclement weather is expected, if different from storage locations. This is for hand salting by local volunteers at the following hazardous spots on public roads and footpaths. Not to be used for complete route coverage. Manual salting must be confined to identified hazard areas and not for complete route coverage on either roads or footpaths.

Stable Lane

Suitable site on ground at entrance to the Downs Stables.

The Oval/High Barn

At top of The Oval/High Barn – outside no.32

¹ As agreed with Sussex Manures in January 2019, gritting would be deployed if -4 or below for Road Surface Temperature (RST) or if there is a high risk of ice (dependant on the RST) if roads are wet. This will replace the need to text for deployment instructions, unless in exceptional circumstances.

For approval by Findon Parish Council 28 October 2019

Review date September 2020

Steep Lane/Nepcote (top)

On grass verge at junction of Steep Lane and Nepcote.

Steep Lane /High Street (Bottom)

On grass verge by street light column at junction of Steep Lane/High Street

Cross lane/Holmcroft Gdns

On grass verge at slip road junction of Cross Lane/Holmcroft Gardens

Horsham Road

grassed area off Horsham Road prior to Nightingales and opposite the old cottages

Identified Problem Areas

- School Hill,
- Nepcote Lane (including Nepcote),
- Cross Lane
- Stable Lane
- Steep Lane
- Nightingales

Map

See Appendix 1a for map of Parish and WSCC gritting routes and Appendix 1b for Sussex Manures routes

Salt bins and locations = Twelve

	j/w Nepcote Lane 30m inside Convent
Convent Gardens	Gardens
Convent Gardens	opp no 20
Convent Gardens	opp no 11
Cross Lane	j/w A24
Fox Lea x 2 bins	Just inside road
High Street	j/w A24 opposite The Black Horse Pub
Horsham Road	j/w A24
School Hill	j/w Findon Roundabout
Beech Road	j/w Stable Lane
Steep Close	
Horsham Road	grassed area prior to Nightingales

Volunteers (see Appendices 4-6)

Point of contact for requests for help:
 Parish Council Chairman: Cllr Sean Smith 07834 552984
 Cllr Robin Carr 01903 873596/07970 419369
 Clerk: Fiona MacLeod – 01903 877225

Road Clearance Volunteers/contractors & Farmers (for reimbursement)

Matthew Kennard/Richard Kennard of Sussex Manures, Muntham Farm, Findon BN14 0RQ
 07899 676166 or 07831 206786
 Salt/gritting service & snow ploughing as required.
 Will assist with collecting/moving of bags.

Emergency Plan

Councillors are requested to check residents’ needs in their areas and to refer offers of help to the Chairman, as co-ordinator.

In extreme weather conditions, the Emergency Plan will supersede this Local Winter Management Plan.

Emergency Reception Centre: Findon Village Hall

WSSC Contact Centre

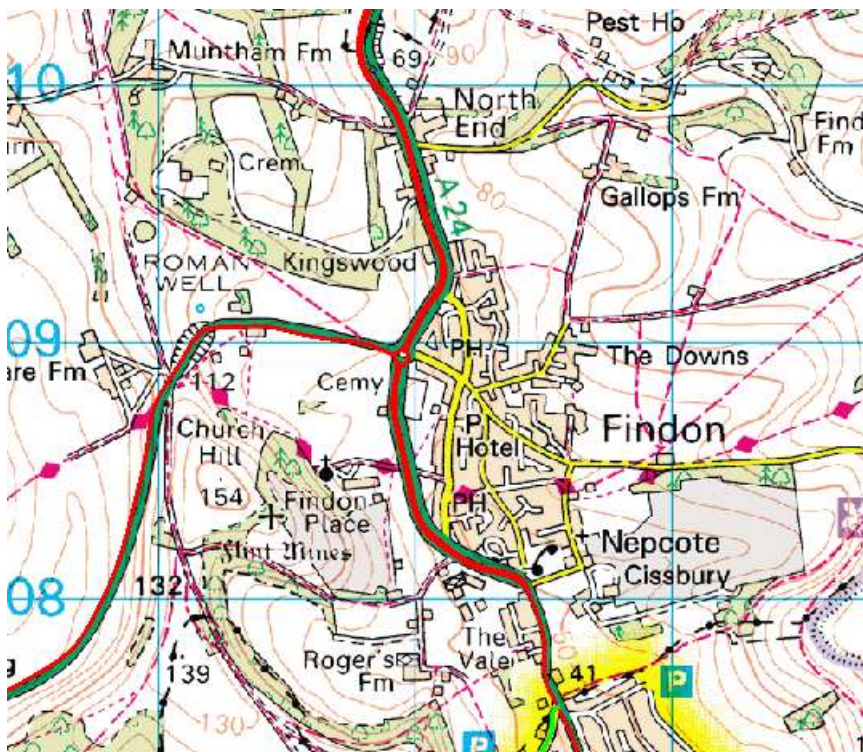
Please report fallen trees or damage to the public highway by phoning 01243 777100 (8am to 6pm Monday to Friday) or online at <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/>

WSSC Winter Service

Please see separate Appendix 2 What if you can make a difference - Supporting Local Community Winter Plans 2019/20, and Appendix 3 Frequently Asked Questions. Full details of the daily gritting decision, gritting routes, winter service plan and related information about roads in winter can be found on the WSSC web site <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service>

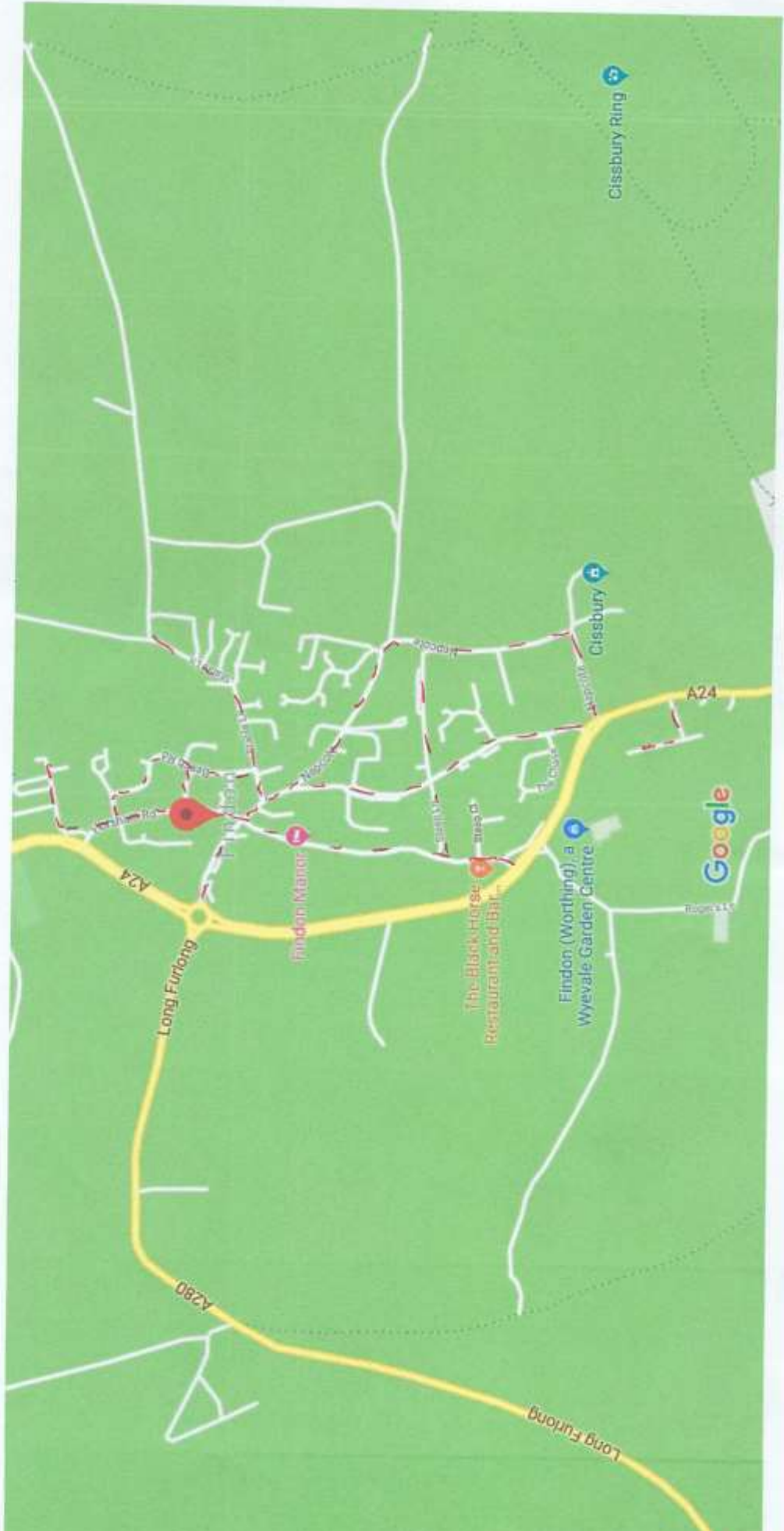
Appendix 1a and b

(Salted by WSSC **RED**) – see below



Findon - Google Maps

Google Maps Findon



Map data ©2018 Google 200 m

Steep lane only with small gutter

Appendix 4

INSURANCE

The following two statements are provided to clarify the concerns around providing salt/grit for people to spread.

Restricted salt for Winter Watch Volunteers: locked Salt/Grit Bins

If it is the group/organisation/Parish Council's intention to supply restricted salt you will have a duty of care to those who are spreading salt/grit on your behalf.

All registered Winter Watch Volunteers will be covered as volunteers under the West Sussex County Council (WSCC) insurance policies, whilst carrying out their agreed role for and on behalf of WSCC.

All Winter Watch Volunteers must be trained on the spreading of salt/grit and only spread salt/grit in their designated area; WSCC will be hosting some training events. All salt/grit spreading activity must be recorded, including date, time, area cleared and if possible the amount of salt/grit used.

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

When clearing snow it is important that group/organisation/Parish Council's ensure that the following personal safety measures are adhered to by all registered Winter Watch Volunteers:

- Keep a log of all activity including, the time and date you have gone out, the amount of salt you have spread and the stretches of footway you have cleared and a
- Undertake a dynamic risk assessment each time you spread salt
- If you are working alone, always contact someone when starting and finishing
- Be careful, use common sense and pay attention to who is nearby
- Choose suitable clothing (as outlined above)
- It is easier to clear fresh snow, so make a start before it becomes compacted, if safe to do so
- Only clear the stretches of footway you have been designated to clear
- Don't attempt to clear snow from roads, only clear snow from pavements
- Always try to face oncoming traffic
- Use your snow shovel and salt as you have been trained to do
- Always bend your knees when lifting, not your back and do not try to move or lift anything that is too heavy
- Take regular breaks and if possible take in plenty of hot drinks

Ad Hoc access to salt: unlocked Salt/Grit Bins and Hippo Bags

If it is the group/organisation/Parish Council's intention to simply supply the bins with salt/grit for residents to spread when required it is important to communicate this clearly to avoid any misunderstanding.

For example, a group/organisation/Parish Council could arrange a leaflet drop to the residents concerned making it clear that although the group/organisation/Parish Council are supplying the bin and salt/grit they are not directing the residents to spread the salt/grit; this will be purely down to the individual to act on their own initiative for the benefit of the Community. This should avoid anyone mistakenly believing they are volunteering on behalf of the Parish Council.

A group/organisation/Parish Council should also ensure that all salt/grit bins have the following statement attached within the bin:

“The (name) have supplied this bin and salt/grit for use by and for the benefit of the community. Any individual using the salt/grit will be acting on their own initiative and this action will be entirely at their own risk

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

If you are working alone, always contact someone when starting and finishing”

Appendix 5

General Volunteers

Volunteers managing salt bags should be prepared to use their own initiative to salt when required. Volunteers under the age of 16 must be accompanied by an adult. If volunteers carry out Winter Service work for Parish Councils in conjunction with WSCC, the following process must be followed to ensure volunteers are covered by the County Council's insurance policy:

The Parish Team Leader must provide the volunteer(s) with a briefing of the Parish Winter Management Plan and guidelines/risk assessments contained within. Either in the day or for the period of time the work takes place, an Attendance List must be completed (Appendix 6). If the Parish Team Leader is not present when work takes place, a nominated volunteer will be requested to take responsibility for the completion of the attendance list and return it to the Parish Team Leader. When the work is finished, the Attendance List must be returned to: Richard Speller, WSCC Southern Area Office, Clapham Common, Clapham, Worthing, West Sussex BN13 3UR.

Other Residents

If you are able safely to clear snow in your vicinity you are encouraged to do so. There has been much in the media about people potentially being sued for injuries following their clearing of snow.

For further advice visit:

www.westsussex.gov.uk on which you can also watch a short video about the Valley's salt spreader – Big Society Winter Cheer.

www.gov.uk and input "snow and ice"

If you are aware of particular hazards, you are welcome to contact one of the Local Coordinators. If there is an immediate danger, contact the Police on the non-emergency number (101) or in a genuine emergency 999.

Please note that the salt provided by WSCC is for use only on public roads and footpaths.

Sample Attendance List:

Attendance List of Winter Watch Volunteers

Name of Task Leader _____

Date/s _____

Task Short Description ___ Snow Clearance / Salt Spreading _____

Location _____

Name _____ Signature _____

Aware of guidelines in Parish Winter Management Plan

Notified Leader of any medical conditions
(Please tick or N/A as appropriate)

**Agenda Item
19.125**

Report to	Findon Parish Council
Meeting Date	28 October 2019
From	Fiona MacLeod, Clerk
Title of Report	Clerk's report on items not covered elsewhere on the Agenda
Purpose of Report	To note/consider

1. Updates for noting/action

- 1.1 The application paperwork for Operation Watershed grant funding should be submitted to West Sussex County Council (WSCC) by the end of October 2019.
- 1.2 I attended the Arun and Chichester districts monthly Clerks networking meeting on 1 October 2019 and the speaker was the recently appoint Sussex Police Chief Inspector, Arun & Chichester District Commander, Jon Carter. His was a 'less talk, more do' approach in particular with community engagement, encouraging reporting using the 101 telephone service which was much improved. He also referred to recruitment and deployment of PCSOs in Sussex, which has been referred to in the media and an article will be published in the November edition of Findon News.
- 1.3 The Head of Libraries, Heritage & Registration, WSCC, have advised that the Mobile Library vehicle serving Findon was deemed to no longer be roadworthy and a smaller vehicle had continued to fulfil the timetable until the end of September 2019. One of the options being discussed to contribute to required savings by WSCC is the continuing provision of the Mobile Library Service, however no decision will be made until at least November 2019. Single figure Findon residents use the Mobile Library Service. WSCC have engaged with Findon customers and promoted the WSCC Home Library Direct service which is overseen by the library service but dependent on the goodwill of volunteers who deliver it.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following items.
- 2.2 A request has been received for a collection to take place towards a seat in the village in memory of the late George Goddard (as circulated to Councillors).
- 2.3 A suggestion for a new village information sign in a prominent location (or locations) has been made (as circulated to councillors). Perhaps a small Working Group could investigate location/costs etc to take this forward.
- 2.4 I recently received a request from Sadie Rockcliffe, Chairman, STJB Primary School PTA for an agreement in principle for the use of Nephote Green on either Saturday 4 April 2020 or Sunday 5 April 2020 to hold a Fun Run (as circulated to councillors). It expected that

up to 200 participants and families/friends would attend the event run by Raw Energy Pursuits <https://rawenergypursuits.co.uk/>

- 2.5 Arun District Council (ADC) is consulting on Standards in Public Life as per the email from the Group Head of Council Advice and Monitoring Officer (as circulated to councillors). Does the Council wish to comment?
- 2.6 Details of a consultation on proposed changes to concessionary rail travel for older people has been received from WSCC www.westsussex.gov.uk/buses . Does the Council wish to comment?
- 2.7 A request has been received from Safari Pizzas (www.safaripizzas.co.uk) to utilise a couple of parking spaces at Pond Green car park for one evening a week (as circulated to councillors).

**Agenda Item
19.125b**

Report to	Findon Parish Council
Meeting Date	28 October 2019
From	Cllr Porter
Title of Report	Nepcote Green Pond
Purpose of Report	To note/discuss

1. Updates for noting

1.1 A question had been raised to the Council on the effect that the soakaway drainage system at Nepcote had caused the Nepcote Green pond to have no water. Following a discussion Cllrs Carr and Porter agreed:

- that since the construction of the gullies and soakaway, the purpose of the pond was now to receive the excess surface water runoff from the road leading to the Downs not taken by the road gully drainage system, and then releasing the water over time, thus working as a "dry" reservoir; and
- in answer to the raised question as there had been a lack of rain further investigation would be required during or after rainfall to confirm how the two drainage systems worked.

1.2 With the recent rainfall, the effectiveness of the two drainage systems has been viewed and although some of the road gullies were not operational due to being filled with debris both systems worked with the pond holding the excess water.

2. Issues for consideration by full Council

2.1 Three issues arise from the above:

1. it should be noted that the pond is working as a "dry" reservoir and as such water would not be expected to be present all the time;
2. the road gullies need to be emptied of debris and be jetted along with the drainage pipes from the gullies to the soakaway. This operation is to be done by West Sussex County Council (WSSCC) and before the weather turns for the worse; and
3. the two pipes from the road hump into the ditch/pond require regular clearing of debris.

**Agenda Item
19.127a**

Report to	Findon Parish Council
Meeting Date	28 October 2019
From	Cllr Gear
Title of Report	What's New in Planning
Purpose of Report	To note

1. The main planning reforms:

- 1.1 Revised NPPF strengthening Government commitment to build more houses.
- 1.2 National formula to calculate 'objectively assessed housing needs' in each area.
- 1.3 Pressure on planning authorities to put up-to-date plans in place.
- 1.4 Submission of Annual Housing Delivery Statement to government using prescribed method.
- 1.5 Housing Delivery Test for all local planning authorities. Failure to achieve delivery targets in full can lead to one of three sanctions being imposed. Score of 85-100% results in a requirement for an action plan to provide more development land. A score of 75-85% results in a requirement to add 20% 'buffer' to five-year housing land supply. A score of less than 75% and a 'tilted balance' to planning applications must be applied. In effect this means local authorities are being assessed against the performance of house builders and penalised for their failures – unintended consequences!
- 1.6 Measures to promote the release of brownfield sites.
- 1.7 More cross boundary co-operation on local plans.
- 1.8 Promotion of self-build and community housing via community land trusts.

2. The National Audit Office View – Planning for New Homes February 2019. Examined whether Government's ambitions were likely to be delivered and found:

- 2.1 Standard method for calculating individual local authority housing needs not clearly related to national 300,000 homes a year ambition.
- 2.2 Housing Design Test (HDT) flawed as too many factors were outside council control.
- 2.3 A lack of support for authorities that fail HDT.
- 2.4 Infrastructure and development often poorly co-ordinated.
- 2.5 Widespread resources and skill shortages in the sector will hinder ambitions.
- 2.6 Improvements are needed if ambitions are to be met.

3. The National Design Guide:

- 3.1 The National Design Guide was published on 1st October 2019 to promote 'beautiful, enduring and successful places' as part of the online National Planning Practice Guide

4. Latest Changes to Permitted Development 25th May 2019:

- 4.1 Made permanent the temporary right to enlarge a detached house by 8 metres and other houses by 6 metres, subject to prior notification
- 4.2 Increased height limit for electric car charging points
- 4.3 Made it easier to change shops and other town centre uses to offices
- 4.4 Waterway structures owned and managed by the Canal & Rivers Trust
- 4.5 Removed consent to display adverts on surface of phone kiosks
- 4.6 Promise of a 'building upwards' permitted development right early 2020, applying to stand alone and buildings in terraces adjoining taller buildings

5 The Glover Report September 2019 into National Parks (NPs) and AONBs proposes:

- 5.1 Bringing both together under one body 'National Landscape Services' with a bigger voice, more ambition, more funding and a national ranger service, whilst still being run locally
- 5.2 Reforming governance as it is currently 'too old, male and white'
- 5.3 More engagement with children, ethnic minorities and lower income groups
- 5.4 A stronger role for AONBs in planning process (currently only advisory)
- 5.5 New NPs in Chilterns, Dorset and Cotswolds

6 Strategic Planning Makes a Comeback:

- 6.1 We now have a Coastal West Sussex and Greater Brighton Strategic Planning Board comprising ten local authorities and SDNP, covering an area from Chichester to Seaford. It has an advisory role to co-ordinate and support statutory local planning, infrastructure planning and bidding for external funds up to 2031 and has already helped attract government money to the area.

**Agenda Item
19.127c**

Report to **Findon Parish Council**
Meeting Date **28 October 2019**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss/ratify**

1. Updates for noting

- 1.1 There seems to be an issue regarding regular litter bin emptying in the Village. On more than one occasion recently litter bins in and around the centre of the Village have been overflowing. Our Clerk has raised this issue with Arun District Council (ADC) and is awaiting a response.
- 1.2 The Working Party (the Findon Village Volunteers) have concentrated their efforts over the last three weeks on the Preschool building. Extensive repairs have been carried out. Gutters and downpipes are now in working order. The south side of the building has been weatherproofed with an outer skin of felt and the back of the building has been treated with two coats of bitumen paint. The north side has been painted with a wood preservative. Window frames and sills are now in course of repair and the intention is to paint the front of the building probably at half term. A roof repair is also needed.
- 1.3 Initial progress continues to be made regarding other projects such as the Operation Watershed road drainage scheme for Stable Lane and the re-siting of the North End bus shelter.
- 1.4 Having met with one of Ben Whiffen's Assistants from West Sussex County Council (WSSCC) and showed him numerous blocked drainage gullies on the A.24 some clearance work has now been done by WSSCC (extremely timely bearing in mind the recent heavy rainfall).

2. Issues for consideration/ratification by full Council

- 2.1 It has been suggested that the various pedestrian entrances to Nephote Green and Pond Green which at present are exceptionally muddy should be surfaced with hard material base. Travis Perkins have indicated that the cost of the required material would be of the order of £54.00 with free delivery. The work could be undertaken by the Working Party.
- 2.2 Cllr Smith attended the West Sussex Assoc of Local Councils (WSALC) AGM and Conference on 3 October 2019 and his report is attached for consideration as Appendix 1.

Findon Parish Council Report

West Sussex Association of Local Councils AGM and Conference, 3 October 2019

1. Interesting presentation from Matt Davey and Sue Furlong regarding how parish councils can get the best out of West Sussex County Council (WSCC). Much conversation was had on the improved application procedures via the WSCC website but it is very clear that increasingly WSCC will limit further it's services and it will become the default for Parish Councils to seek these. Items detailed as likely to require request included:
 - Paying for extra grass cutting;
 - Paying for winter gritting and topping up salt bins;
 - Paying for refurbishment / new road signs;
 - Paying for refurbishment of lines;
 - Paying for traffic Management whilst undertaking activities.

2. In order to undertake some of these WSCC is offering the following services to assist Parish Councils:
 - Supply of basic equipment e.g. to clean signs;
 - Access to training for practical tasks;
 - Access to training for basic risk assessments;
 - Easier mechanism to dispose of green waste.

3. Comments from Parish Councils included the following
 - Communication on routine maintenance and direct repairs in parish council area;
 - Update on infrastructure programme and local impact/disruption;
 - Regular visits from Highways Stewards;
 - Newsletter in electronic format.

4. One of the topical points was the increasing requirements for Parish Councils to cluster in order to access these services in an easier and potentially quicker way

Cllr Sean Smith

Findon Village Hall Trust Meeting 25th September 2019

Key Points

- 31st August was end of financial year and the accounts are now with the Independent Examiner
- September month to date income was £3,471 and expenditure was £3,494
- September film night generated record takings of £1060 with a profit of £676
- Ritchie Line resigned from the maintenance team, returning all keys saying his position had become untenable.
- Grants received from FPC for FVT and Lambstails
- Floor in the foyer now breaking up
- Friends of the Church have postponed the proposed pantomime until 2021 so that it doesn't clash with the bi-annual Christmas Tree Festival. Plan now is to have a Findon's Got Talent show in January instead
- Film nights scheduled for October 20th and November 18th
- Octoberfest evening on 28th October
- Public Works Loan discussions on going with FPC. Waiting for final quote from builder
- Still waiting for AIRS decision of the grant application submitted

Section 3 - External Auditor Report and Certificate 2018/19

In respect of

FINDON PARISH COUNCIL

1 ~~Respective responsibilities of the body and the auditor~~

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in the accordance with guidance issued by the National Audit Office (NAO) on behalf of the Controller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with the International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 ~~External auditor report 2018/19~~

~~(Except for the matter reported below)~~ on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return. In our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(*delete as appropriate)

The notice which required to be published showing the dates for the exercise period of public rights was dated 25 June 2019. The dates provided on that notice showed that the period also commenced on 25 June 2019. This is contrary to the Accounts and Audit Regulations 2015, Part 5(3) which states this should be published no later than one day before the date of that commencement.

The Council has restated the figures for 2018 on Section 2 - Accounting Statements as required by last year's audit conclusion. However, the Council should also have inserted the term 'RESTATED' at the top of the 2018 column to indicate this.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal Auditor ticked 'Yes' to box K on the Annual Internal Audit Report which relates to whether a Council correctly certified itself exempt in the prior year however, the Council did not claim exemption last year. The assertion should have been answered 'Not covered'.

(continue on a separate sheet if required)

3 ~~External auditor certificate 2018/19~~

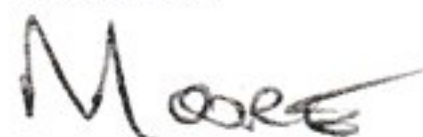
We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

~~*We do not certify completion because:-~~

External Auditor Name

MOORE

External Auditor Signature



Date 24/09/2019

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda item 19.129 a

Receipts

Sep-19												
Date	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	UFNDP	Total Receipts
				22500.00	25.61	255.00	6274.11	0.00	191.45	0.00	5235.00	34481.17
09/09/19	chq	various	rental			7.50						7.50
10/09/19	cr	Sheep Fair	reimb inv				333.25					333.25
13/09/19	cr	Arun DC	precept	22500.00								22500.00
	cr	Sheep Fair	reimb inv				300.00					300.00
17/09/19	cr	Sheep Fair	reimb inv				1050.00					1050.00
	cr	Sheep Fair	reimb inv				417.58					417.58
29/09/19	cr	HSBC	interest		5.19							5.19
		adjustment	101049				0.05					0.05
												0.00
				45000.00	30.80	262.50	8374.99	0.00	191.45	0.00	5235.00	59094.74

Payments

Sep-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
				4281.90	1919.23	1103.06	4500.00	656.98	6737.66				0.00	0.00	0.00	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
	101064	A C Gardens (Sussex) Ltd	verges grass cut						480.00							480.00
20/09/19	101065	Richardson Designs Ltd	banners etc											501.09		501.09
	101066	I PRO Security	site security											1260.00		1260.00
26/09/19	101067	SSALC Ltd	Clerk event		144.00											144.00
	101068	Actavo UK Ltd	traffic cones											708.00		708.00
	101069	Bersted PC	training		15.00											15.00
	101070	TMS Show Services	PA services											750.00		750.00
02/09/19	DD	SSE	electrical supply				0.83									0.83
20/09/19	DD	SSE	electrical supply				17.83									17.83
				5142.20	4311.00	1121.72	4500.00	656.98	7859.56	0.00	0.00	0.00	0.00	10533.41	2619.36	36744.23

Bank reconciliation

Balance as at 30/9/2019		Balance	B/forward	72100.73
CA	60834.46	Receipts		24613.57
DA	30556.90	Payments		9515.03
	91391.36			87199.27
Uncl'd chqs	761, 844, 961, 1039, 1065-1070 incl			
				87199.27

	101085	Arun Business Supplies	lanyards		39.24											39.24
	101086	Ellis Cleaning Services	cleaning services										1394.20			1394.20
	101087	C Gear	expenses		33.90											33.90
	101088	SJTB Primary School	clock service				198.00									198.00
	101089	Travis Perkins	materials						11.26							11.26
	101090	R Carr	expenses						43.00							43.00
				6862.80	7730.20	1140.38	4698.00	656.98	9286.59	0.00	0.00	0.00	0.00	20110.31	2619.36	53104.62