

**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 2 March 2020 at 8.00pm (or immediately after the Planning Committee Extraordinary meeting)** 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
25/2/2020**

AGENDA

20.21 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

20.22 CHAIRMAN'S ANNOUNCEMENTS

20.23 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.

20.24 COUNCILLOR VACANCIES AND CO-OPTION

To receive an update and consider any-co-options to fill the two vacancies.

**20.25 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
3/2/2020**

**20.26 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON
THE AGENDA**

To note the update report.

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

20.28 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.

- 20.29 FUN RUN 4 APRIL 2020**
To consider final documentation from the event organisers.
- 20.30 FINDON VILLAGE HALL EXTENSION**
To consider a progress report regarding a Public Works Loan and any items for ratification.
- 20.31 SOUTH DOWNS NATIONAL PARK AUTHORITY (SDNPA) INFRASTRUCTURE DELIVERY PLAN (IDP)**
To consider if 2019 applications for IDP are still relevant for submission in 2020.
- 20.32 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider next steps/items for ratification.
- 20.33 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP)
b) Nephote Green Pond
- 20.34 CLERKS REPORT**
To note the report and consider any items for ratification.
- 20.35 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces including Operation Watershed
d) Sheep Fair
- 20.36 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) Homewood Play Area Working Group
c) Trees Working Group
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 Working Group
j) Village parking/speeding Working Group
j) Nephote Green Charitable Trust (NGCT)
- 20.37 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) Update on BACS payments
- 20.38 ITEMS TO BE REFERRED TO NEXT AGENDA**

**Agenda Item
20.26**

Report to **Findon Parish Council**
Meeting Date **2 March 2020**
From **Fiona MacLeod, Clerk**
Title of Report **Previous actions not covered elsewhere on the Agenda**
Purpose of Report **To note**

1. Updates for noting

19.142 Clerk Report	Community Speedwatch contact with Slindon PC	Clerk now to meet informally with East Preston Community Speedwatch co-ordinator 03/2020
19.143 Open Spaces	Nepcote Green fencing	Awaiting timescales from AC Gardens. Posts have been ordered.
20.9	Completed.	Precept requirement sent to Arun District Council
20.12	Clerk to liaise with Judith Davies re potential use of flagpole as part of Protocol	Carried forward
20.16	5) invite member of West Sussex County Council Waste Prevention Team to Annual Parish Meeting 4 May 2020.	Completed – provisional attendance confirmed

**Agenda Item
20.31**

Report to	Findon Parish Council
Meeting Date	2 March 2020
From	Fiona MacLeod, Clerk/David Hutchison, TEP
Title of Report	South Downs National Park Authority (SDNPA) Infrastructure Delivery Plan (IDP)
Purpose of Report	To consider submission of any applications for funding

1. Background

- 1.1 Councillors may recall that, as part of the Traffic, Environment, People (TEP) initiative several bids for funding were submitted to the SDNPA in 2019. The bids themselves derive from the TEP presentation to an initial well-attended public consultation meeting in the Village Hall in 2016 so can be considered to have broad community support.
- 1.2 The SDNPA is now assessing all projects within the National Park that had requested IDP funding and need an update on the status of the bids previously put forward in 2019. The information required is whether the bids need to stay on the SDNPA list for potential funding or whether they are no longer current and should be deleted.
- 1.3 A response is required by Friday 13 March 2020. The SDNPA cannot accept new projects, however a further round of funding will be available in 2021.
- 1.4 Documentation relating to the 2019 bids is attached as Appendix 1 to the report.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following if the following bids should remain on the SDNPA list for potential funding or be deleted:
- 2.2 Village Entry Gateway Signs - £1800.00 requested from the SDNPA, total cost of project £3600.00.
- 2.3 Replacement Pre School/Community Facility - £195000.00 requested from SDNPA, total cost of project £280000.00.
- 2.4 Pond Green and Village Store Accessibility - £32000.00 requested from SDNPA, total cost of project £40500.00.
- 2.5 Equine Heritage Trail - £3300.00 requested from SDNPA, total cost of project £4500.00.
- 2.6 Conservation Area Enhancements - £160000.00 requested from SDNPA, total cost of project £170000.00

Agenda item 20.31
Appendix 1

Extract from Agenda item 19.12 a TEP report to FPC 21 January 2019

FPC Application for funds from the 2019/20 SDNPA IDP

1.6 The 2017 FPC bid was not successful but the IDP is five fold over subscribed. The SDNPA however have encouraged Findon to resubmit by the February 2019 deadline, break up the total into a set of smaller bids and highlight any funding already available, allocated or pledged from other sources, including the FPC itself.

1.7 Initial design proposals and costings were prepared for the 2017 bid. These have been updated and presented as separate smaller elements as follows:

(a) SDNPA shared identity village entrance gateway signs

Four stand alone village gateway signs incorporating the South Downs National Park shared identity logo header, Findon and a strap line description of the village (to be proposed by FPC)

Cost £3600

Contribution from FPC £1800

Shortfall £1800

(b) Conservation Area, lifestyle and visitor enhancements

Shared surface to entire Square, with trees, benches, further 20mph ZONE features, conservation area information board, designated foot zone to the school, as 2017 design layout (stage 1 implemented by WSCC in 2018 in association with 20mph speed LIMIT)

Cost £170,000

Contribution from FPC Design/approvals/management £8,500

Shortfall £161,500

(c) Community Store, lifestyle and visitor enhancements

Four community/visitor parking spaces (two extra wide) outside community store, integrated with landscaped existing paved area in a shared surface design, with benches and tree

Cost £21,000

Contribution from FPC £5,000

Shortfall £16,000

(d) Pond Green visitor enhancements

Four visitor parking spaces with two electric charging points, repairs to original flint wall, parking area surface and grassed area studs identifying outline of original village and farm pond, tourist information and history board, soft landscape enhancement

Cost £19,000

Contribution from FPC £4,500

Shortfall £14,500

(e) Replacement pre school and community facility

New timber framed pre school with enclosed outdoor play area, joint community use and joint community/Findon visitor parking on FPC owned site.

Building Cost £215,000

Contribution from FPC: Land

Contribution from Findon Pre School fund raising: £45,000

Shortfall £170,000

Parking (15 spaces and access improvement) £65,000

Contribution from FPC (as annual grants to VHT) £15,000

Shortfall £50,000

(f) Equine heritage trail with visitor information signage

Finger post signs on existing public footpaths from Pond Green to Nepcote Green/ Pony Farm/ Ivy Arch Close/Stable Lane/Chalk track towards Mill House/footpaths through the training gallops to Nepcote Green, with information boards at Pond Green/Nepcote Green/Soldiers Field House and Stables/Downs Stables/Training Gallops

Cost £4500

Contribution from FPC (installation) £1200

Shortfall £3300

(g) Other suggestions

From FPC councillors and the floor of the meeting.

1.8 For FPC budget purposes, proposed FPC contributions may be spread over a five year period in most cases and would only be required if and when the bid, or elements of the bid are successful.

1.9 If approved by FPC, David H will prepare the formal submissions to the SDNPA by the February deadline.

Extracts from approved Minutes of FPC meetings 10 December 2018 and 21 January 2019

18.141	South Downs National Park Authority (SDNPA)
	Community Infrastructure Levy (CIL) – the Clerk referred to the documentation from the SDNPA (as previously circulated) and drew attention to the 400 projects that had requested in excess of £53m against a pot of £156k. FPC were unsuccessful in bids for that round of funding. It was suggested that a bid for a bothy type structure on Pond Green could be worked up and brought back to FPC on 21 January 2019 for consideration. The closing date for CIL bids was 15 February 2019.

Matters arising:

18.141 Community Infrastructure Levy (CIL). No further action would be taken on any bid until public consultation had taken place regarding Pond Green

Agenda item 19.12 Parish initiatives a) Traffic, Environment, People (TEP)

Mr Hutchison referred to the draft bids for SDNPA Infrastructure Delivery Plan (IDP) funding outlined in his report and explained that they would amount to an indication rather than a commitment to take further. In response to a question regarding proposal (e), it was confirmed that parking spaces referred to the Glebe Land. **Resolved: that the proposed IDP applications outlined in para 1.7 of the report be prepared as formal submissions to the SDNPA to meet the deadline of 15 February 2019.**

**Agenda Item
20.34**

Report to	Findon Parish Council
Meeting Date	2 March 2020
From	Fiona MacLeod, Clerk
Title of Report	Clerk's report on items not covered elsewhere on the Agenda
Purpose of Report	To note/consider/approve

1. Updates for noting

- 1.1 I attended Arun and Chichester districts monthly Clerks networking meeting on 4 February 2020 which was also joined by Matt Roberts, Sussex Community Transport. Matt has been asked by West Sussex County Council (WSCC) to identify any gaps in provision of integrated community transport. Some councillors may recall that, following the demise of Arun Co-Ordinated Community Transport/Sammy in 2018, the Council researched the level of interest/need for community transport in Findon, the results of which were minimal. Please see para 2.5 of the report.
- 1.2 I have received details and an invoice from Arun District Council (ADC) regarding the Fees in respect of the Findon Parish Council Election Thursday 2 May 2019. Although the election was uncontested, ADC charges the standard £75 Returning Officer fee and the £10 per nomination stated on the Statement of Persons Nominated. This is the same process as at the previous election in 2015. ADC will allow payment of the £145.00 fee to be made by 1 May 2020 i.e. next financial year.
- 1.3 I have received confirmation from Rachel Hall (R S Hall & Co) that she will be happy to carry out the Internal Audit for the FPC financial year 2019/20.
- 1.4 As I will be on leave from Thursday 5 March and not back in the office until Wednesday 11 March 2020, please can you contact either Cllr Smith or Cllr Carr in my absence.
- 1.5 Details of the WSCC Public Rights of Way Summer Surface Vegetation Clearance Programme, and inspection/work carried out in Findon in 2019 have been circulated to councillors for information.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following items:
- 2.2 Maureen Chaffe has offered training for councillors on the 'Parish on Line' software on how to make the best use of the system. I understand that Maureen created map layers for the Neighbourhood Plan. The cost of the session will be £120.00. Would councillors be interested in this training as it would be a valuable tool for use regarding Planning and Open Spaces matters ?

- 2.3 A review is due for the FPC Standing Orders and Financial Regulations following the issue of the current Models from the Sussex Association of Local Councils (SALC). The documentation will be tailored to FPC needs where appropriate. Is any councillor available to assist with this review, which should allow the revised documentation to be brought to the Annual Parish Council meeting on 11 May 2020 ?
- 2.4 The Great British Spring Clean takes place between 20 March and 13 April 2020 and details have been circulated councillors for information on the event. Does FPC wish to take part in the Spring Clean ?
- 2.5 Following on from para 1.1, the proposed cost per parish membership of a Community Transport scheme is circa £500.00 and Matt Roberts is looking for Expressions of Interest from parishes. My understanding is that the £500.00 would cover the transport development team, identification of needs, provision of services, and a Service Level Agreement with parishes after the first year. There is also a charge of 45/50p per mile for return 'door to door' assisted journeys. Does FPC wish to consider taking part in this scheme ?.

Agenda Item 20.35 c

Report to **Findon Parish Council**
Meeting Date **2 March 2020**
From **Cllr Carr**
Title of Report **Update on Open Spaces incl Operation Watershed**
Purpose of Report **To note/discuss/consider**

1. Updates for noting

- 1.1 Open Spaces Volunteers Working Party. The Working Party has been concentrating recently on the clearance along the A24 footpath adjacent to the northbound carriageway from North End to Findon Roundabout, and the removal of a fallen tree at North End.
- 1.2 Adverse weather. The recent adverse very wet and windy weather of recent weeks has caused some road flooding within the village and on the A24.
- 1.3 Preschool building. Difficulty is still being experienced in obtaining estimates for the repair of the leaking Preschool building roof. I hope however to have some update information for the meeting.
- 1.4 Operation Watershed. The Clerk is refining the bid for funding in liaison with Active Communities, West Sussex County Council, together with clarification of ownership of the soakaway to be replaced.

2. Issues for consideration by full Council

- 2.1 Winter Management Plan. It is proposed that a thorough review of the roads covered and temperature triggers for gritting by contractors in the parish is undertaken by the Council based on previous years' experience and potential future climate change predictions. The cost per parish gritting is currently £168.00 incl VAT.

**Agenda Item
20.36 h**

Report to **Findon Parish Council**
Meeting Date **2 March 2020**
From **Cllr Carr**
Title of Report **Allotment Gardens**
Purpose of Report **To consider a two year freeze on allotment gardens rental**

1. For consideration and ratification by full Council

- 1.1 A comprehensive review of allotment gardens rents in 2016 revealed that Findon Parish Council (FPC) rents were below the average for other parishes in West and East Sussex. As a result, the plot rentals have been increased year on year to the current levels of £30.00pa for a full plot and £15.00pa for a half plot wef 1 April 2019.
- 1.2 The rental received from the allotment gardens in 2019/20 was £262.50 (incl a pro rata payment).
- 1.2 Whilst these rental amounts are very reasonable and there is a lengthy waiting list for allotment gardens plots, Findon Parish Council is asked to consider a two year freeze on plot rentals, followed by another comprehensive review in January 2022.

Agenda item 20.37 a Jan 2020

Receipts

Date	Jan-20											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	Xmas lights	Open Spaces	Op W/Shed	UFNDP	Total Receipts
				45000.00	46.03	262.50	12628.82	500.00	191.45	0.00	5235.00	63863.80
29/01/20	cr	HSBC	interest		5.19							5.19
				45000.00	51.22	262.50	12628.82	500.00	191.45	0.00	5235.00	63868.99

Payments

Date	Jan-20															
	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
				8583.40	8564.06	1734.30	4698.00	656.98	10524.75	0.00	0.00	206.52	600.00	20110.31	2619.36	58297.68
03/01/20	101107	HMRC	Clerk Dec tax	172.00												172.00
	101108	F MacLeod	Clerk Dec salary	688.30												688.30
	101109	F MacLeod	Clerk Dec exps		25.20											25.20
16/01/20	101110	STJB School	Hall hire		90.00											90.00
	101111	Arun Business Supplies	Printer cartridges		43.14											43.14
	101112	Findon Village Hall	Hall hire		51.00											51.00
10/01/20	DD	ICO	renewal												35.00	35.00
20/01/20	DD	SSE	electrical supply			17.83										17.83
23/01/20	DD	SECOM	alarm						129.36							129.36
22/01/20	DD	BT Group	services			511.70										511.70
				9443.70	8773.40	2263.83	4698.00	656.98	10654.11	0.00	0.00	206.52	600.00	20110.31	2654.36	60061.21

Bank reconciliation

Balance	as at 31/1/2020		Balance	B/forward	79929.91
	CA	48348.25		Receipts	5.19
	DA	30577.32		Payments	1763.53
		78925.57			78171.57
Uncl'd chqs	761, 844, 961, 1095, 1110	754.00			
		78171.57			

Agenda item 20.37 b Feb 2020

Date	Feb-20															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	PWL	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				9443.70	8773.40	1734.30	4698.00	656.98	10524.75	0.00	0.00	206.52	600.00	20110.31	2619.36	59367.32
03/02/20	101113	Travis Perkins	various						488.85							488.85
	101114	D Chaffe	prof services												120.00	120.00
	101115	SSALC	Parish Online					10.80								10.80
	101116	HMRC	Clerk Jan tax	172.20												172.20
	101117	F MacLeod	Clerk Jan salary	688.10												688.10
	101118	F MacLeod	Clerk Jan exps		59.52											59.52
	101119	R Carr	expenses						74.90	15.80						90.70
				10304.00	8832.92	1734.30	4698.00	667.78	11088.50	15.80	0.00	206.52	600.00	20110.31	2739.36	60997.49

Agenda item 20.37 b March 2020

Payments made by cheque total £1141.35

Date	Mar-20															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	PWL	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				10304.00	8882.92	2263.83	4698.00	667.78	11217.86	15.80	0.00	206.52	600.00	20110.31	2774.36	61741.38
02/03/20	101121	Findon Village Hall	Hall hire		136.00											136.00
	101122	JNR Computer Services	domain name renewal												48.00	48.00
	101123	C Gear	expenses		55.50											55.50
	101124	HMRC	Clerk Jan tax	172.00												172.00
	101125	F MacLeod	Clerk Jan salary	688.30												688.30
	101126	F MacLeod	Clerk Jan expenses		41.55											41.55
																0.00
				11164.30	9115.97	2263.83	4698.00	667.78	11217.86	15.80	0.00	206.52	600.00	20110.31	2822.36	62882.73

NB - due to the timing of the month end and the FPC meeting on Monday 2 March, this payment table only shows cheques for payment 2 March 2020