

Findon Parish Council

Minutes of the Parish Council Meeting held Monday 3 February 2020 At 7.30pm in Findon Village Hall

Present: Cllrs Smith (Chairman), Carr, Wilson, Martin, Porter, Gear and Barnett.

In Attendance: Clerk Miss F MacLeod, West Sussex County Council (WSCC) Cllr Urquhart, and members of the public.

Item No		<u>Action By</u>
20.1	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Villanueva-Last and Goldsworthy, Arun District Council (ADC) Cllrs Clayden and Cooper. <i>(post meeting clarification – Findon Parish Council (FPC) Standing Order 4 c ii states ‘to approve the absences of Councillors, if applicable’.</i>	
20.2	Chairman’s announcements	
	Mark Robinson had stepped down as a parish councillor.	
20.3	Declarations of Interest on items on the Agenda	
	Cllr Carr declared a pecuniary interest in Agenda item 20.19 b) Approval of Payments as he had expenses for approval. Cllr Carr would leave the meeting for that item and take no part in any discussion. All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
20.4	To sign as a correct record the minutes of the meeting held on 11/12/2019	
	It was proposed and seconded that, subject to the deletion of ‘all’ in line six of Agenda item 19.138, the minutes dated 11 December 2019 be approved and signed by the Chairman.	
20.5	To receive a report from the WSCC Councillor	
	WSCC Cllr Urquhart reported that WSCC budget discussions included investment in Childrens Services and Fire & Rescue Services. The 40mph speed limit reduction on the A24 would go ahead and this was very much welcomed by FPC as it had been part of its Traffic, Environment, People initiative. Cllr Urquhart explained that ID checks would be introduced at West Sussex recycling sites, all libraries would close on 10 February 2020 for an IT upgrade, and a Safer Internet Day would be held on 11 February 2020. In response to questions regarding highways, Cllr Urquhart replied that there had been a month’s worth of rain over the course of two days in December 2019 which had a big impact on the condition of roads. A Business Case was being developed with a plea to government for additional funding for road maintenance. No requests had been received for any improvements to the A24 crossings at Rogers Farm and St John the Baptist Church.	
20.6	Public Question Time (PQT)	
	PQT opened at 7.45pm. Mr & Mrs Edwards referred to their email, previously circulated to parish councillors, regarding inconsiderate parking and speeding in the village. Cllr Wilson advised that he intended raise similar issues in his personal capacity as a resident. FPC would submit an article in a future Findon News	SS

	to highlight the issues, which were particularly evident when an event was taking place, and set up a small Working Group to assess current issues. PQT closed at 7.51pm	
20.8	Findon Village Hall (FVH) extension	
	<p>Cllr Smith introduced the report (as previously circulated) and drew attention to the Risk Analysis elements. The following points were made during discussion:</p> <ul style="list-style-type: none"> • with the assistance of Judith Davies, Chairman of the FVH Trust Committee, contact had been made with the main building contractor; • three tenders would be sent out for the work; • no invoices were unpaid from the work to date however the primary contractor would need to be contacted to validate the payments; • FPC would require access to the extension, and Judith Davies would contact the FVH insurers to allow Cllr Smith to be a key holder; • a report from the architects should be available for the FPC meeting on 2 March 2020; and • details of the meeting dates for the FVH Trust Committee meetings were given to Cllr Barnett. <p>Resolved: that Findon Parish Council approves the process and checkpoints as follows:</p> <ol style="list-style-type: none"> 1. completes the evaluation of work to date ensuring that no ‘out of scope’ costs could be accrued, remedial or otherwise; 2. creates the detailed specification and costing for the building work to complete the extension; 3. submits the costing and supporting literature to Findon residents by way of a consultation and examines the results; 4. subject to a positive response from residents and advice from the Sussex Assoc of Local Councils, lodge a Public Works Loan application with central government; and 5. Findon Parish Council to execute the project on behalf of Findon Village Hall Trust. 	SS/JB
	Judith Davies left the meeting at 8.05pm.	
20.9	Precept/budget for 2020/21	
	<p>The Clerk introduced the report (as previously circulated) and highlighted that the proposals had been recommended by the Finance & Governance Committee for FPC approval. In response to a question regarding the proposed financial offer by the Sheep Fair Committee towards the cost of Nephcote Green fencing outlined in the Open Spaces report (Agenda item 20.17 c) Cllr Carr explained that as this was an estimated figure only, it would not be prudent to reduce the proposed precept.</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1. approves the precept/budget table and Summary Position as detailed in Appendices 1 and 2 of the report; and 2. instructs the Clerk to submit a precept requirement for £47k to Arun District Council by 4 February 2020. 	FM
20.10	Councillor vacancy	
	The Clerk reported that a Notice of Vacancy for the two councillor	

	<p>vacancies had been placed in the Notice Boards and published on the FPC and Community web sites. Arun District Council would advise the Clerk on 19 February if a request for a by-election to fill the vacancies had been received.</p> <p>Resolved: that Findon Parish Council instructs the Clerk to publish an Expressions of Interest form and supporting documentation in the Notice Boards, Findon Parish Council and Community web sites on 20 February 2020, if no request for a by-election is received from Arun District Council.</p>	FM
20.11	Committee structure/membership	
	<p>The Clerk introduced the report (as previously circulated).</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1. approves the revised Terms of References for both the Planning and Finance & Governance Committees; 2. appoints Cllr Martin to the Finance & Governance Committee with immediate effect; and 3. disbands the Open Spaces Committee with immediate effect, subject to reinstatement at a later date if required. 	
20.12	Protocol for marking the death of a senior national figure or local holder of high office	
	<p>The Clerk introduced the draft Protocol (as previously circulated) and updated that clarification was awaited regarding any change in wording for the Book of Condolences from the Archdeacon. The Clerk would liaise with Judith Davies regarding potential use of the Findon Village Hall flagpole.</p> <p>Resolved: that Findon Parish Council adopts the Protocol (as circulated) subject to any additional amendments to be brought to a future meeting for approval.</p>	FM
20.13	Operation Watershed	
	<p>The Clerk introduced the report (as previously circulated) and FPC considered the two estimates that had been received for the work. Contractor A was the preferred contractor for the sum of £7240.00 excl VAT. Contractor A was then identified as Landbuild Ltd.</p> <p>Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1. approves Landbuild Ltd as the contractor for the Operation Watershed bid for the sum of £7240.00 excl VAT; 2. instructs the Clerk to complete the funding request documentation and submit to West Sussex County Council for approval; and 3. instructs to Clerk to contact the landowner of the identified soakaway regarding the Standard Landowner Consent Form 	FM FM
20.14	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	

	<p>The Chairman referred to the update document dated 6 January 2020 from David Hutchison, Working Group Lead, which had been circulated to all councillors, published on the FPC and Community web sites and in Findon News. Following the publication of the final version of the UFNDP an explanatory update leaflet drop would be undertaken by FPC to go to parishioners, and the withdrawal from the UFNDP process, as previously resolved in Minute 19.138.</p> <p>Resolved: that Findon Parish Council as ‘qualifying body’</p> <p>1) notes the progress of the UFNDPWG.</p>	
20.15	Parish initiatives	
	<p>a) Traffic, Environment, People (TEP) Already covered under Minutes 20.5 and 20.6.</p> <p>b) Nephote Green pond The Clerk had reported the locations of gullies and drainage pipes to WSCC Highways for clearance and jetting and this had been passed to the drainage team/highways steward to investigate and arrange clearance as required. The A24 would be treated as a priority. Cllr Carr raised concerns that the Operation Watershed drainage work had been compromised due to blocked drains etc, although the Open Spaces Volunteers cleared drains whenever possible. WSCC Cllr Urquhart re-iterated that the flooding and blockage of gullies etc is a county-wide problem due to the unsettled weather conditions. A summer clearance schedule would be published on the WSCC web site in due course.</p>	
20.16	Clerk’s report	
	<p>The Clerk introduced the report (as previously circulated) and reported that since the report was produced, she had had a conversation with Mrs Kirk who had also organised group defibrillator/CPR training in spring 2019. The Clerk would be added to the mailing list for future events.</p> <p>Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1. supports in principle the Circus event on Nephote Green on 4 July 2020 organised by the St John the Baptist School PTA, subject to a review of the final Event Management Plan at a future Council meeting; 2. approves the budget request from Clive Ball of up to £500.00 for remedial paintwork to the Wattle House; 3. does not wish to take part in any commemorative event for the 75th Anniversary of VE Day; 4. does not wish to attend the Viticulture Growth Impact Assessment workshop being run by the South Downs National Park Authority; and 5. invites a member of the West Sussex County Council Waste Prevention Team to talk at the Annual Parish Meeting on 4 May 2020. 	FM
	WSCC Cllr Urquhart left the meeting at 8.50pm.	
20.17	Reports from FPC Committees for noting	
	a) Planning	
	<p>Cllr Gear reported on the following key points:</p> <ul style="list-style-type: none"> • both the Elm Rise and Soldiers Field House planning 	

	<p>applications were refused by the SDNPA Planning Committee on 16 January 2020; and</p> <ul style="list-style-type: none"> the Appeal against refusal of planning permission at land east of Pony Farm was dismissed by the Planning Inspector. 	
	b) Finance & Governance	
	The approved Risk Assessment was noted.	
	c) Open Spaces	
	Lead Cllr Carr introduced the report (as previously circulated) and confirmed that an update on the amount of the Sheep Fair contribution towards the fencing work on Nepcote Green would be brought to a future meeting. The relocated bus shelter had been well received by users. Guidance from the contractors regarding the leaks in the Pre-School roof had identified two options. Option 1 was for a total re-felt on a slightly sloped roof and Option 2 was to explore using a cheaper safe fibreglass resin sealant. Formal estimates would be brought to a future meeting for consideration.	
	d) Sheep Fair	
	Cllr Wilson attended the Sheep Fair Committee meeting and reported that the 2020 event preparations were progressing.	
20.18	Reports from Outside Bodies and Working Groups for noting	
	<p>a) Community Resilience Plan for Findon (incorporating the Improving our Places and Spaces Supporting Community Resilience)</p> <p>Lead Cllr Gear reported that an email had been received on 20 January 2020 from Martin Funnell, WSCC, regarding the provision of the Community Toolkit and confirming that funding had been received to enable the Mobile Information Unit (MIU) to come to Findon. The Community Toolkit items would be delivered to Cllr Carr and dates were awaited for the MIU.</p> <p>b) Homewood Play Area Working Group</p> <p>Lead Cllr Smith would contact Ed Wain to join the Working Group. The Clerk would contact ADC regarding the new Working Group, and provide details of recent play area developments and details of two design consultants to the Working Group.</p> <p>c) Trees Working Group</p> <p>Lead Cllr Carr reported that 20 large scale plans of the parish had been obtained to identify any suitable publicly owned land and privately owned land for the several hundred free saplings due from the Woodland Trust. Ash and Elm trees in the parish that may need replacing in the future could be identified by the Findon Tree Warden.</p> <p>d) Assets of Community Value</p> <p>The Clerk would circulate the application relating to the Village Shop/Post Office approved by ADC in 2017 and web links to all parish councillors as background information to taking forward the remaining applications.</p> <p>e) Village Hall Trust</p> <p>Covered under Minute 20.8.</p>	<p>SS FM</p> <p>FM</p>

	<p>f) Findon Village Pre School Lead Cllr Carr reported that the latest thinking on a new build school was for a phased approach.</p> <p>g) Joint East Arun Area Committee (JEAAC) No update.</p> <p>h) Allotment Gardens Lead Cllr Carr reported that one plot would be available at the end of March. The Clerk would contact the next person on the lengthy waiting list.</p> <p>i) Bridleways and footpaths. No update.</p> <p>j) Nephote Green Charitable Trust (NGCT) A meeting of NGCT would be held immediately after the FPC meeting on 2 March 2020.</p>	FM
20.19	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliation for December 2019 (as previously circulated) was noted and approved. Cllr Carr left the meeting at 9.18pm for the following item and took no part in any discussion. Cllr Porter also left the meeting at 9.18pm.</p> <p>b) Payments The payments made in January and February 2020 to date (as previously circulated) totalling £1069.84 and £1630.17 were noted and approved. An additional invoice from St John the Baptist School was also approved for payment. Cllrs Carr and Porter re-joined the meeting at 9.19pm.</p> <p>c) Use of HSBC Internet Banking for BACS payments The Clerk had visited HSBC and was told to contact the FPC Relationship Manager to take this further.</p>	FM
20.20	Items to be referred to next Agenda not already included in the minutes	
	<p>Cllr Carr requested that the gritting process for Findon be considered at the 2 March 2020 meeting.</p> <p>Cllr Porter requested that the A24 crossings at Rogers Farm and St John the Baptist Church be considered at a future meeting.</p> <p>Meeting closed at 9.29pm.</p>	