

**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 virtual Annual Meeting of Findon Parish Council (FPC) to be held on **Monday 11 May 2020 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
VIRTUALLY – SEE END OF AGENDA FOR DETAILS

Miss Fiona MacLeod
Clerk to the Parish Council
4/5/2020

AGENDA

- 20.39 TO APPOINT A CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF OFFICE (Local Govt Act 1972 ss 15 (2))**
- 20.40 TO APPOINT A DEPUTY CHAIRMAN FOR THE ENSUING YEAR AND SIGN THE DECLARATION OF OFFICE**
- 20.41 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 20.42 CHAIRMAN'S ANNOUNCEMENTS**
- 20.43 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.
- 20.44 PROTOCOL FOR REMOTE/VIRTUAL MEETINGS (as circulated)**
To consider adopting a Protocol as a result of the COVID 19 restriction on face to face meetings.
- 20.45 COUNCILLOR VACANCIES AND CO-OPTION**
To receive an update.
- 20.46 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 2/3/2020**
- 20.47 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**
To note the update report.
- 20.48 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 20.49 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.

20.50 TO AGREE COUNCILLOR MEMBERSHIP OF THE FOLLOWING PARISH COUNCIL COMMITTEES (as circulated)

- a) Planning Committee
- b) Finance and Governance Committee
- c) Sheep Fair Committee

20.51 TO AGREE COUNCILLOR REPRESENTATION ON NON-COMMITTEE ROLES, WORKING GROUPS AND OUTSIDE BODIES (as circulated)

- a) Traffic Environment and People (TEP)
- b) Village Parking and Speeding Working Group
- c) Village Hall Trust
- d) Village Hall Extension/Public Works Loan
- e) Allotment Gardens
- f) Homewood Play Area Working Group
- g) Trees Working Group
- h) Findon Village Pre-School
- i) Joint Eastern Arun Area Committee (JEAAC) and the JEAAC Highways and Transport sub Group
- j) Community Resilience Plan
- k) Nephote Green Pond Working Group
- l) Bridleways and footpaths Working Group

20.52 FINDON VILLAGE HALL EXTENSION

To consider a progress report regarding a Public Works Loan and any items for ratification.

20.53 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)

To receive an update on progress and consider next steps for closure of the Working Group/items for ratification.

20.54 KEY PARISH INITIATIVES

To note the reports on progress and consider any recommendations for full Council:

- a) Transport, Environment, and People (TEP) To include a report to consider investigating potential enhancements to the A24 crossings following the reduction of the speed limit to 40mph.
- b) Nephote Green Pond
- c) Homewood Play Area Working Group

20.55 CLERKS REPORT

To note the report and consider any items for ratification.

20.56 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING

- a) Planning
- b) Finance & Governance
- c) Sheep Fair

20.57 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) Trees Working Group
- c) Assets of Community Value
- d) Village Hall Trust
- e) Findon Village Pre-School
- f) Joint Eastern Arun Area Committee (JEAAC)
- g) Allotment Gardens
- h) Open Spaces
- i) Bridleways and footpaths Working Group
- j) Village parking/speeding Working Group
- k) Nephote Green Charitable Trust (NGCT)

20.58 FINANCE

- a) To note Receipts and Bank Reconciliation as circulated
- b) To approve Payments as circulated
- c) Update on BACS payments

20.59 ITEMS TO BE REFERRED TO NEXT AGENDA

MEMBERS OF THE PUBLIC TO DIAL 0203 8555465 MEETING ID REF 999 252 280#

Agenda Item 20.44

Report to	Findon Parish Council
Meeting Date	11 May 2020
From	Fiona MacLeod, Clerk
Title of Report	Draft Protocol for remote/virtual meetings
Purpose of Report	To consider approval of the protocol

1. Background

1.1 In line with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* councils are currently permitted to hold meetings remotely. Below is a basic protocol for participation in such meetings. This is likely to need tailoring as Findon Parish Council (FPC) becomes more experienced in this method of meeting. My thanks to my counterpart at East Preston Parish Council, Simon Cross, for sharing a draft protocol with me, which I have updated, added to and amended to reflect FPC processes.

2. Draft Protocol for consideration

1. Where the protocol for remote meetings (meetings) conflicts with the current Standing Orders for Findon Parish Council (the Council) this policy will apply, in all other cases (including the rules of debate) the existing Standing Orders for physical meetings apply;
2. A remote meeting is a meeting of the Council as allowed under *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and therefore parish councillors are summoned to attend and apologies must be given if the Councillor cannot attend;
3. The meeting platform will be an established provider and in the case of the Council, will be Microsoft Office Teams;
4. Councillors attending meetings should dress accordingly;
5. The notice or agenda must include guidance on how the public can call in to be 'present' at the meeting;
6. Any member of the public wishing to attend must ensure that they are registered under their true name, pseudonyms are not allowed and where they are discovered the person will be denied access or removed from the meeting;
7. All public participants will be muted and only able to participate during the allotted time on the agenda. If necessary, fair warning will be given by the Chairman to mute a participant or remove them from the meeting;
8. The Chairman will ask members of the public if they wish to speak during Public Question Time and what they wished to speak on (if there is more than one speaker, the Chairman will list those wishing to speak). Public question time will follow the normal Standing Orders format. Once that part is over the public will be muted and not be able to interact,

but will still be able to hear the Council. ; **Question:** For ease of management, it may be worth considering amending Standing Orders to provide for questions to be received by the Clerk two or three days in advance of the meeting;

9. Agenda items - the Chairman should (i) ask councillors to raise a hand indicating if they want to speak on the item;(ii) ask the Deputy Chairman or Clerk to list those wishing to speak; (iii) ensure no-one speaks until invited by the Chairman; (iv) ensure that a member only speaks once and that there is no interruption other than by the Chairman; (v) ask if everyone has had the opportunity to speak; (vi) 'sum up' the discussions reminding councillors on the nature of the decision being sought; (vii) ask each councillor to verbally confirm their vote; (viii) read out decision so everyone is clear as to what the Council has agreed.
- 10 Councillors will be muted unless speaking (to remove background noise) and they should indicate that they wish to speak by either raising their hand or advising the Chairman at the beginning of the Agenda item that they wish to speak;
11. The Clerk will organise the meeting via Microsoft Team and the Chairman will chair the meeting;
12. Any person can leave the meeting while in session, however any Councillors leaving/returning to the meeting will be recorded as such in the minutes for accuracy of decision making;
13. Councillors are required to use a device owned by them to access the meetings; and
14. The Clerk is required to use the Council laptop and connectivity.

2. Issues for ratification by full Council

- 2.1 Councillors are asked to approve the adoption of the protocol for remote/virtual meeting subject to any amendments agreed at the meeting.

**Agenda Item
20.47**

Report to **Findon Parish Council**
 Meeting Date **11 May 2020**
 From **Fiona MacLeod, Clerk**
 Title of Report **Previous actions not covered elsewhere on the Agenda**
 Purpose of Report **To note during the period of COVID 19 lockdown restrictions**

1. Updates for noting

19.142	Community Speedwatch contact with East Preston PC	Suggest include as part of Parking and Speeding Working Group
19.143	Nepcote Green fencing	Awaiting supplier details from AC Gardens to process order.
20.12	Clerk to liaise with Judith Davies re potential use of flagpole as part of Protocol	Carried forward
20.27	Clerk to investigate dog bin guidance on South Downs National Park Authority (SDNPA) web site	Carried forward
20.28	Cllr Smith to contact The Gun re VE Day commemoration events	Events cancelled
20.31	SDNPA Infrastructure Development Plan bids	Completed
20.34	<ul style="list-style-type: none"> • Parish on Line training to be arranged with Maureen Chaffe • Review of Standing Orders/Financial Regs • Cllr Smith to write article in Findon News re Community Transport scheme 	Carried forward Carried forward Carried forward
20.35 c	Clerk has written to WSCC Highways re flooding matters	Completed
20.36	a) Cllr Gear Mobile Information Unit visit to be confirmed b) Bridleways and Footpaths	Carried forward Completed

**FINDON PARISH COUNCIL
REPRESENTATION ON NON-COMMITTEE POSTS, WORKING GROUPS AND OUTSIDE BODIES
11 MAY 2020**

HOMEWOOD PLAY AREA WG Steven Villanueva-Last Sean Smith John Wilson	ALLOTMENT GARDENS Robin Carr
FINDON VILLAGE PRE-SCHOOL Robin Carr Steven Villanueva-Last Sean Smith	VILLAGE HALL PUBLIC WORKS LOAN John Barnett Sean Smith
VILLAGE PARKING AND SPEEDING WG Sean Smith	VILLAGE HALL TRUST John Barnett
OPEN SPACES VOLUNTEERS WG Robin Carr John Wilson	TRANSPORT, ENVIRONMENT, PEOPLE (TEP) WG David Porter
COMMUNITY RESILIENCE PLAN Cathrine Gear	NEPCOTE GREEN POND WG David Porter
BRIDLEWAYS AND FOOTPATHS WG David Porter	TREES WG Robin Carr
NEPCOTE GREEN CHARITABLE TRUST (all parish councillors) John Barnett Robin Carr Cathrine Gear Peter Goldsworthy Linda Martin David Porter Sean Smith Steven Villanueva-Last John Wilson	WEST SUSSEX ASSOC OF LOCAL COUNCILS: Robin Carr Sean Smith JOINT EASTERN ARUN AREA COMMITTEE (JEAAC) AND HIGHWAYS SUB GROUP Cathrine Gear Sean Smith

**Agenda Item 20.54
a)**

Report to **Findon Parish Council**
Meeting Date **11 May 2020**
From **Cllr Carr**
Title of Report **Findon Pre-School roof**
Purpose of Report **To note/discuss/consider**

1. Background

- 1.1 Since the last full Parish Council meeting I have now obtained a further estimate from a firm of Roofing Contractors, which I will deal with later in this Report.
- 1.2 I feel it helpful first of all to outline the background to Findon Parish Council's (FPC) ownership of the Glebeland on which the Preschool is built. FPC bought the Glebeland in 2008 with the original intention of allowing the building of a new Village Hall on it (this involving the re-siting of the Preschool building). However, a small number of Villagers campaigned against the building of a new Village Hall and the scheme was dropped.
- 1.3 Believing that a new Preschool building would be re-sited (to make way for the new Village Hall), FPC agreed to grant the Pre-school a yearly Lease free of rent (this was completed in early 2010) and FPC in the Lease undertook to keep the fabric of the building in a weatherproof condition.
- 1.4 The Working Party (the Findon Village Volunteers) have in recent months spent some time renovating the walls (either painting with two coats of bitumen or lining with felt) so that the walls are now weatherproof (and should last for the next 5 years or so).
- 1.5 However, the remaining problem is the state of the roof (this is a flat roof covered in felt). Several leaks have developed over the last few months. The Preschool staff have been stoical in putting up with these but it is surely unacceptable to expect the staff to have to work between buckets catching water dripping from the ceiling and in the last five months of winter there has been a lot of rain.
- 1.6 Clearly FPC must meet its legal obligation in making sure the whole of the building is watertight.
- 1.7 The Preschool's original plan was to construct a new building. Cllr Goldsworthy spent a lot of time and effort in applying to Arun District Council (ADC) on behalf of the Preschool and obtaining a grant for this purpose of £19,000. This was four or five years ago. Further fundraising by the School has only increased this by some £3400.00. It is thought that a total sum in the region of £200,000 will be needed.
- 1.8 The Preschool now say they plan to re-build the existing building in stages. It must be remembered that the existing building belongs to FPC and there is a strong argument for a new building to be re-sited so making room for vital additional Village parking.

1.9 Last year FPC made a £1000 Grant to the Preschool "to be used for interior improvements". I am told it was in fact spent on re-vamping the "garden area", buying waterproofs for the children and staff, some interior improvements, a new toaster and an assortment of books for the children.

1.10 The Preschool numbers currently are: 24 children of whom 12 live in the Village.

1.11 In the current Covid 19 climate it would be impossible to predict what the future holds but in the meantime the roof must surely be made leakproof as soon as possible.

2. Roof repair for consideration/ratification by full Council

2.1 The latest estimate is for £2900.00 (plus Vat) and involves applying a bitumen primer and then fitting a layer of thick mineral felt. This should make the roof leakproof for a least five years. I regard the Company who have given this estimate as far superior to the other two firms who have quoted and I recommend it's quote.

2.2 It may be felt that an early meeting with the Preschool should take place. If it is really practicable for the Preschool to re-build in stages , a longish term repair of the whole of the roof would not be sensible. There is then the issue of re-locating the building to help with Village car parking as already mentioned

Community Highway Scheme (CHS) Guidance

The Community Highway Scheme process is an avenue for members of the public, community groups, Parish Councils or other focus groups to request highway improvements within their locality. Applicants should be clear with regards what the issue is and what measures they feel may be required to resolve it. These improvements should not normally exceed £250,000 in value and are delivered from an annual budget ranging between £1million and £2million. Schemes are prioritised against a set of scoring factors, with those successful being approved for feasibility, design and potential construction over a period of 2 to 3 years dependent on the scheme.

A fundamental part of any application is the demonstration of wider community and County Councillor support for any proposal to go forward.

Key scoring considerations:-

Before submitting an application for a new scheme to be assessed, applicants should be aware of the key factors considered at the scoring stage of the process. These are broadly listed below, and each applicant should be able to demonstrate how their proposal positively impacts each factor (or the majority). If a proposal cannot demonstrate clear linkage with the majority of the factors listed below, it is highly unlikely that it will pass the assessment stage.

- **Transport and public space** – impact on journey times, impact on public space, highway safety, mobility and access.
- **Economic Growth** – employment opportunities, new business, development opportunities, housing, regeneration and deprivation.
- **Environmental Impact** – Carbon emissions, air quality and impacts on surrounding environment.
- **Feasibility and deliverability** – Deliverability of the potential scheme, requirement of land acquisition, key stakeholder support and cost.
- **Policy support** – does the scheme align with the county council's priorities (see WSCC Service Plan on the website), does the scheme form part of a Neighbourhood Plan.

New and extended footways – (cost - £150 per square metre)

Consideration needs to be given to the available highway width, especially where the new footway would be adjacent to a carriageway. The minimum standard width for a footway is 1.5m and a carriageway width of at least 6m is required to maintain 2-way traffic flow. It may be possible to dedicate private land as highway, although this is the applicant's responsibility to establish pre-application with the relevant landowner.



Shared cycling facilities – (cost - £450 per linear metre (based on 3m width))

The upgrading of existing footway to accommodate cyclists can bring many benefits to a community. Consideration of the existing infrastructure needs to be made in the first instance to check whether the installation of shared facilities is appropriate. Limiting factors include available carriageway and footway widths, land ownership, environmental impacts (including the presence of trees and vegetation), existing underground utilities and start/end points. Schemes of this nature can often incur many hidden costs due to these limiting factors and are therefore often delivered via alternate funding streams, however small sections can be considered as a Community Highway Scheme.

Signalised crossings (including Zebra Crossings) – (cost £45000 to £160,000)

Costs of installation can vary significantly, depending on a number of factors:-

- Is new street light required
- The average speed of traffic at the proposed location
- The width of the carriageway to be crossed
- Type of crossing required
- Moving statutory undertaker plant



Other key factors to consider:-

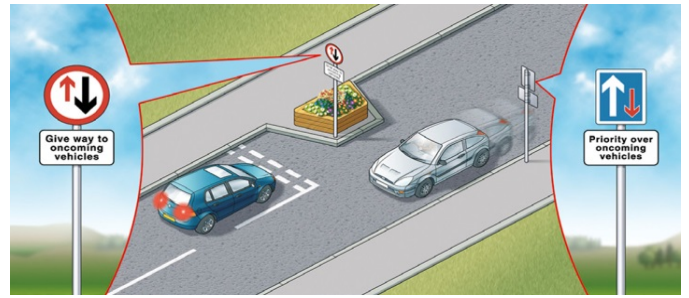
- The minimum road space required for a signalised crossing is 40m. This would mean that any existing parking spaces would be lost.
- Minimum footway width to accommodate the signal heads is 1.8m.
- If the carriageway width is greater than 16m, a dual crossing (cross one lane, wait in the middle and cross the other) will be required.
- There must not be any dropped kerbs between the two stop lines associated with the crossing.
- Junctions or major entrance/exits must be 17m from the waiting drivers point to closest stop line
- Is the crossing on the desire line (the point at which people chose to cross)? If not, will it actually be used?
- Is there enough advance visibility (see table below):-

Average approach speed (in mph recorded over 7 days)	25	30	35	40	45	50
Desirable minimum advance visibility (m)	50	65	80	100	125	150
Absolute minimum advance visibility (m)	40	50	65	80	95	115



Traffic calming schemes – (cost - scheme dependent)

Traffic calming is generally used at locations that show evidence of excessive speeding or higher than normal accident rates associated with vehicle speeds. Generally issues with non-compliance of speed limits should be taken up with Sussex Police, who are the enforcement agents for all speed limits on the public highway.



Whilst traffic calming may appear to be the preferred solution, careful consideration should be given to air quality as vehicles travel slower or are required to stop, vibration and noise caused by vertical features such as speed cushions, road humps or rumble strips and the impact that these have on emergency and bus services.

Non-signalised crossing points (pedestrian islands – cost - £5000 to £10000)

These may be considered at locations that demonstrate the need for pedestrians to cross the road, and where there is no alternative option available. The width of the carriageway is a critical consideration in this, as the island will reduce the available road width. As a rule, road width should be a minimum of 3m for each running lane.



Junction improvements – (cost – Scheme dependent)

Junction Improvements can include localised widening of the junction, improved footway at a junction, the installation of pedestrian refuge islands, improved surfacing and alterations to signing and road markings. The costs are largely dependent on the measures being requested and factors including vehicle turning circles and the presence of underground utilities.

Speed limits (with implementation cost in excess of £3000)

These schemes are only considered after being assessed via our Traffic Regulation Order (TRO) application process available at www.westsussex.gov.uk. Schemes successfully assessed via this process, but costing more than £3000 to implement automatically become a CHS applicant and are therefore scored against the same criteria. There is no guarantee that passing the TRO process will mean the scheme is delivered via the CHS process.



Vehicle Activated Signs (VAS) – Cost - £8000 to £10000 per sign plus ongoing maintenance.

These can only be considered where evidence can be presented to justify the provision and on-going maintenance. Historically these have not scored sufficiently high to be prioritised, normally due to the lack of evidence to support them

It may be possible for the Parish Council to privately fund a VAS sign, and we would encourage an applicant to have preliminary discussions with the relevant Area Highway Manager.



Village enhancements – (cost – Scheme dependent).

Village Enhancements typically include a variety of improvements within a village area. These can be a mixture of uncontrolled crossing points, village gateways, footway improvements, carriageway surfacing, junction improvements, traffic calming, signing and road markings.



Highway Safety (Accident Investigation and Prevention)

The County Council's Road Safety team monitor all injury accidents that occur on the public highway, with a focus on identifying patterns or trends that may require more in depth investigation. The information utilised by this team is provided by Sussex Police, who do not share information regarding non-injury accidents. The focus of this team is to reduce the number of casualties on the network in the county, prioritising sites based on evidence.

Currently road safety scheme interventions are data-led by the analysis of the council's accident data base that holds records of all known injury collisions that occur on our network. Hot spots, patterns and trends are identified and appropriate remedial measures developed.

Locations with a strong community concern may be investigated if there is robust evidence of damage only or unreported collisions occurring over a short period of time. However, these sites will be prioritised against those schemes intended to treat a known and definable road safety problem.

**Agenda Item 20.54
a)**

Report to **Findon Parish Council**
Meeting Date **11 May 2020**
From **Cllr Porter**
Title of Report **Findon Pre-School roof**
Purpose of Report **To note/discuss/consider**

1. Background

- 1.1 Since the last full Parish Council meeting I have now obtained a further estimate from a firm of Roofing Contractors, which I will deal with later in this Report.
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Agenda Item 20.55

Report to	Findon Parish Council
Meeting Date	11 May 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

1. Updates for noting

- 1.1 I would like to thank Maureen Chaffe and JNR Computer Services for all their help, guidance, and 'virtual' handholding in setting up and preparing Findon Parish Council (FPC) to hold remote meetings during the lockdown as face to face meetings are not allowable and the Village Hall is closed. This meeting is the first FPC remote meeting.
- 1.2 The Arun and Chichester districts monthly Clerks networking meeting has been cancelled until further notice to the COVID 19 lockdown restrictions, but should resume as soon as allowed.
- 1.3 The current restrictions with social distancing has meant that a lot of previously agreed actions have been unable to take place or been deferred. These are captured in the report for Agenda item 20.47 to ensure that they don't get overlooked when face to face meetings, Village Hall availability etc are resumed.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following items:
- 2.2 A letter and diagrammatic has been received from a local resident (as circulated to councillors) regarding the cutting of verges and the loss of wild flowers and small wildlife. Would the Open Spaces Cllrs Carr and Wilson like to discuss this with the resident prior to any discussion with A C Gardens (Sussex) Ltd ?
- 2.3 An email has been received from a resident (as circulated to councillors) asking for support and promotion by FPC for a co-ordinated village effort to provide residents with a continuous supply of non-surgical face masks following easing of lockdown conditions.
- 2.4 Does FPC wish to comment on the West Sussex County Council's Post 16-19 Travel Assistance consultation (as previously circulated to councillors) ? The consultation closes on 15 May 2020. <https://haveyoursay.westsussex.gov.uk/highways-and-transport/post-16-transport-2020/>

Agenda item 20.58 a Feb 2020

Receipts

Date	Feb-20											
	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	Xmas lights	Open Spaces	Op W/Shed	UFNDP	Total Receipts
				45000.00	51.22	262.50	12628.82	500.00	191.45	0.00	5235.00	63868.99
29/02/20	cr	HSBC	interest		5.19							5.19
				45000.00	56.41	262.50	12628.82	500.00	191.45	0.00	5235.00	63874.18

Payments

Date	Feb-20															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Public Works Loan	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				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
03/02/20	101113	Travis Perkins	goods						488.85							488.85
	101114	SJTB Primary School	hall hire		50.00											50.00
	101115	D Chaffe	prof services												120.00	120.00
	101116	SSALC Ltd	subs					10.80								10.80
	101117	HMRC	Clerk Jan tax	172.20												172.20
	101118	F MacLeod	Clerk Jan salary	688.10												688.10
	101119	F MacLeod	Clerk Jan expenses		59.52											59.52
	101120	R Carr	expenses						74.90	15.80						90.70
21/02/20	DD	SSE	electrical supply			18.15										18.15
				10304.00	8882.92	2281.98	4698.00	667.78	11217.86	15.80	0.00	206.52	600.00	20110.31	2774.36	61759.53

Bank reconciliation

Balance	as at 29/2/2020		Balance	B/forward	78171.57
	CA	46609.93		Receipts	5.19
	DA	30582.51		Payments	1698.32
		77192.44			76478.44
Uncl'd chqs	761, 844, 961, 1095, 1114	714.00			
		76478.44			

Receipts

Agenda item 20.58 a March 2020

Date		Mar-20											Total Receipts
Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	Xmas lights	Open Spaces	Op W/Shed	UFNDP			
			45000.00	56.41	262.50	12628.82	500.00	191.45	0.00	5235.00		63874.18	
03/03/20	cr	Sheep Fair	reimb SECOM			431.25						431.25	
09/03/20	101128	D Hutchison	voided							5275.00		5275.00	
18/03/20	cr	Sheep Fair	reimb inv			431.05						431.05	
28/03/20	cr	various	rental		15.00							15.00	
29/03/20	cr	HSBC	interest	4.86								4.86	
31/03/20	100761	F Barnham	not presented			12.00						12.00	
	100844	FCA	not presented			40.00						40.00	
	100961	F Barnham	not presented			12.00						12.00	
				45000.00	61.27	277.50	13555.12	500.00	191.45	0.00	10510.00	70095.34	

Payments

Date		Mar-20														Total Payments
Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Public Works Loan	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site		
			10304.00	8882.92	2281.98	4698.00	667.78	11217.86	15.80	0.00	206.52	600.00	20110.31	2774.36	61759.53	
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 Feb tax	172.00											172.00	
	101125	F MacLeod	Clerk Feb salary	688.30											688.30	
	101126	F MacLeod	Clerk Feb expenses	41.55											41.55	
	101127	F MacLeod	Clerk storage	65.00											65.00	
	101128	D Hutchison	prof fees									5275.00			5275.00	
19/03/20	101129	Victoria Holland Architecture	prof services						4063.61						4063.61	
	101130	Findon Village Hall	hall hire	102.00											102.00	
	101131	Rabbitt and Dowling Plant Hire	services										432.00		432.00	
	101132	Gatelys	services										517.26		517.26	
	101133	J Fisher Mower Services	mower service					406.93							406.93	
20/03/20	101138	D Hutchison	prof fees									5275.00			5275.00	
	DD	SSE	electrical supply		16.73										16.73	
				11164.30	9282.97	2298.71	4698.00	667.78	11624.79	4079.41	0.00	206.52	11150.00	21059.57	2822.36	79054.41

Bank reconciliation

Balance as at 31/3/2020

CA 35519.35

DA 30587.37

66106.72

Uncl'd chqs 1095, 1130

702.00**65404.72**

Balance B/forward

76478.44

Receipts 6221.16

Payments 17294.88

65404.72

Note: cheque no 101138 out of sequence as needed to replace cheque 101128 for clearance before year end. COVID lockdown started on 23 March 2020.

Agenda item 20.58 a April 2020

Receipts

Apr-20											
Date	Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	Xmas lights	Open Spaces	Op W/Shed	Total Receipts
06/04/20	cr	Arun DC	1st pmnt	23500.00							23500.00
08/04/20	cr	various	rental			30.00					30.00
09/04/20	cr	various	rental			15.00					15.00
19/04/20	cr	various	rental			30.00					30.00
21/04/20	cr	various	rental			105.00					105.00
22/04/20	cr	various	rental			15.00					15.00
29/04/20	cr	HSBC	interest		5.20						5.20
				23500.00	5.20	195.00	0.00	0.00	0.00	0.00	23700.20

Payments

Apr-20																
Date	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Public Works Loan	TEP	Xmas lights	COVID 19	Sheep Fair	GDPR & web site	Total Payments
01/04/20	101134	HMRC	Clerk March tax	172.00												172.00
	101135	F MacLeod	Clerk March salary	688.30												688.30
	101136	F MacLeod	Clerk March exps		20.25											20.25
	101137	Arun DC	2019 elections		145.00											145.00
	101139	Findon Village Hall	Hall hire		85.00											85.00
	101140	Sussex Manures	Gritting services						204.00							204.00
	101141	Baqus Group Ltd	Prof services							675.00						675.00
	101142	Fat Flyers (Worthing) Ltd	Printing services										120.00			120.00
27/04/20	101143	A C Gardens (Sussex) Ltd	Grass cutting						1260.00							1260.00
	101144	WSALC	Subs					669.09								669.09
20/04/20	DD	BT Group	Services			617.06										617.06
20/04/20	DD	SSE	Electrical supply			17.52										17.52
23/04/20	DD	Secom PLC	Security system											133.26		133.26
				860.30	250.25	634.58	0.00	669.09	1464.00	675.00	0.00	0.00	120.00	133.26	0.00	4806.48

Bank reconciliation

Balance as at 30/4/2020	CA	56234.96	Balance B/forward	65404.72
	DA	30592.57	Receipts	23700.20
		86827.53	Payments	4806.48
				84298.44
Uncl'd chqs 1095, 1143, 1144		2529.09		
		84298.44		

Note: cheque no 101138 out of sequence as needed to replace cheque 101128 for clearance before 2019/20 year end. COVID lockdown started on 23 March 2020.

Agenda item 20.58 b May 2020

Payments made by cheque total £896.15

Date	May-20															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Public Works Loan	TEP	Xmas lights	COVID 19	Sheep Fair	GDPR & web site	Total Payments
				860.30	250.25	634.58	0.00	669.09	1464.00	675.00	0.00	0	120	133.26	0	4806.48
01/05/20		HMRC	Clerk April tax	172.00												172.00
		F MacLeod	Clerk April salary	688.30												688.30
		F MacLeod	Clerk April exps		35.85											35.85
																0.00
				1720.60	286.10	634.58	0.00	669.09	1464.00	675.00	0.00	0.00	120.00	133.26	0.00	5702.63