

**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 remote Meeting of Findon Parish Council (FPC) to be held on **Monday 22 June 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
REMOTELY – SEE END OF AGENDA FOR DETAILS

**Miss Fiona MacLeod
Clerk to the Parish Council
16/6/2020**

AGENDA

- 20.60 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 20.61 CHAIRMAN'S ANNOUNCEMENTS**
- 20.62 COUNCILLOR VACANCIES AND CO-OPTION**
To consider co-option to fill the two current vacancies
- 20.63 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.
- 20.64 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 11/5/2020**
- 20.65 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**
To note the update report.
- 20.66 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 20.67 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.
- 20.68 FINDON VILLAGE HALL EXTENSION**
To consider a progress report regarding a Public Works Loan and any items for ratification.
- 20.69 GRANT APPLICATIONS**
To consider grant application request forms.
- 20.70 KEY 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
- c) Homewood Play Area Working Group

20.71 CLERKS REPORT

To note the report and consider any items for ratification.

20.72 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING

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

20.73 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 Working Group (to include selection of contractor for dead tree removal on Nepcote Green)
- i) Bridleways and footpaths Working Group
- j) Village parking/speeding Working Group (to include consideration of a response to resident's letter in June Findon News)
- k) Nepcote Green Charitable Trust (NGCT)

20.74 FINANCE

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

20.75 ITEMS TO BE REFERRED TO NEXT AGENDA

MEMBERS OF THE PUBLIC TO DIAL 0203 8555465 MEETING ID REF 252 984 598#



**Agenda Item
20.65**

Report to **Findon Parish Council**
 Meeting Date **22 June 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

19.143	Nepcote Green fencing	Awaiting supplier confirmation of supply date before issuing cheque for fencing
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
20.34	<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 To be taken to future Finance & Governance Committee meeting Carried forward
20.36	a) Cllr Gear Mobile Information Unit visit to be confirmed	Carried forward
20.55	1) Cllrs Carr and Wilson to contact the resident (when lockdown restrictions permit) to investigate areas for wild flowers and report back to a future meeting 2) Cllr Gear to contact local WIs re involvement in producing non-surgical face masks	Carried forward Completed

**GRANT APPLICATION REQUESTS TO FINDON PARISH COUNCIL
FOR CONSIDERATION 22 JUNE 2020**

ORGANISATION	REQUESTED	APPLICATION FORM	ACCOUNTS AVAILABLE	GRANTED 2019	GRANTED 2020
Findon Village Hall Trust		Not received by 2pm 19/6/2020		£500.00	
Lambs Tails (VHT)		Not received by 2pm 19/6/2020		£100.00	
St John the Baptist PTA		Not received by 2pm 19/6/2020		£750.00	
Findon Swimming Club		Not received by 2pm 19/6/2020		£750.00	
St John the Baptist School Clock	£250.00	 School Clock Grant Application 06 2020.p	See application form http://www.stjbps.co.uk/about-us/governors.html http://www.stjbps.co.uk/statutory-information/policies.h tml	£198.00	
Findon Village Pre-School	£1500.00	 Preschool%20grant%20app%2006%20202	Not received	£1000.00	

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Findon Xmas Lights	£800.00	 Findon Christmas Lights grant app 06 20	 2020 budget 06 2020.pdf	n/a	
Friends of STJB Church	£700.00	 GH grant app 06 2020.pdf		£700.00	
Parochial Church Council of Findon, Clapham and Patching	£700.00	 PCC Grant app 06 2020.pdf	 PCC%20trustees%20 report%2006%20202	£700.00	
Air Ambulance Kent Surrey Sussex	£250.00	 Air Ambulance grant app 06 2020.pdf	 Air Ambulance fin statement 06 2020.pdf	n/a	

Agenda Item 20.71

Report to	Findon Parish Council
Meeting Date	22 June 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 have spoken to Rachel Hall, the internal auditor for Findon Parish Council (FPC) and the Sheep Fair, and will be handing over both sets of documentation for Audit in the next couple of weeks. I will then be able to complete the Annual Governance and Accountability Return (AGAR) to bring for consideration at the yet to be confirmed Finance & Governance Committee meeting before sign off approval at the FPC meeting on 3 August 2020.
- 1.2 A thank you email has been received from a resident regarding the prompt and efficient removal of the fallen tree to the north end of Nephote Green.

2. Issues for consideration by full Council

- 2.1 Councillors are asked to consider the following item:
- 2.2 Does FPC wish to take part in a webinar organised by West Sussex County Council regarding the feasibility study of the A24 Worthing to Horsham corridor (as previously circulated to councillors)? The study corridor includes the A24 between the A27 at Worthing and the A264 near Horsham (the A280/A27 junction and the A280 Long Furlong are also being considered as independent links). The webinar will take place via Skype on Thursday 9 July 2020 from 10am-12 with an opportunity to ask questions and share views about study priorities.

Report to	Findon Parish Council
Meeting Date	22 June 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 Operation Watershed. The good news is that the funding bid for the latest Operation Watershed scheme which involves the completion of road drainage improvements in Stable Lane (cost £7240.00 plus VAT) has been approved by West Sussex County Council (WSCC). It should be possible for work to start shortly subject to receipt of relevant paperwork and payment from WSCC.
- 1.2 Parking Problems. Councillor Wilson and I have commenced work on preparing a detailed Report which it is hoped will be ready by the next full Findon Parish Council (FPC) meeting.
- 1.3 The Open Spaces Volunteers Working Party is now back in operation and is working in accordance with strict Covid 19 controls formulated following guidance from Arun District Council (ADC) and the Sussex Assoc of Local Councils (SALC).
- 1.4 Road drainage problems on the A24 and within the Village. Chris Stark, WSCC, having taken over as Highway Manager for this Area in succession to Ben Whiffen has responded to FPC's Report sent in some months ago which detailed problems with blocked road drains along the A24 and also within the Village.

His email of 18th May 2020 (which has been circulated to Councillors) is extremely disappointing. He does not distinguish between Findon's situation in what is technically a dry valley with the previous area he looked after, namely Horsham where surface water drainage is greatly affected by the River Arun and local streams.

The main point FPC was making was that if only the road gulleys at surface level were kept clear there is sufficient capacity for water to be held in the large soakaways next to the A24 and the large catch pit (near the Garden Centre) if it can flow into them, which it can only do if the gulleys are kept clear (and of course the connecting pipes) .

FPC also made the point that road drainage works carried out in Findon over the last 5 years or so under the Operation Watershed Scheme have cost WSCC over £63,000. Sadly, three out of five drainage projects are not working properly because of WSCC's failure to keep the relevant gulleys and pipes clear on a regular basis.

The irony is that the Village's Volunteer Working Party should no longer make any attempts to carry out any clearance work as it is clear that only if flooding occurs and there is a real risk to life or property will anything be done. Chris Stark admits if flooding occurs " we will often wait and see if the water drains away " .

It is symptomatic of WSCC financial constraints that have resulted in the serious deterioration in the condition of West Sussex roads over the last 20 odd years and it seems that we will have to resign ourselves to the fact that only if really serious flooding occurs will anything be done.

2. Issues for consideration by full Council

2.1 Nepcote Green. Near the north west corner of Nepcote Green there is a large dead sycamore tree which needs to be felled and removed. I have obtained three quotations as shown in the table below in date received order and all include removal of the waste material generated.

Quote A	£360.00 plus VAT	
Quote B	£275.00 plus VAT	
Quote C	£415.00 plus VAT	Approx eight weeks lead time

I recommend acceptance of the £275 quote.

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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.

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Payments made by cheque total £2470.93

Date	Jun-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	Web site and Teams	Total Payments
				1720.60	335.23	652.10	0.00	669.09	6414.26	675.00	0.00	0	120	133.26	340	11059.54
01/06/20	101155	HMRC	Clerk May tax	172.00												172.00
	101156	F MacLeod	Clerk May salary	688.30												688.30
	101157	F MacLeod	Clerk May expenses		20.25											20.25
	101158	F MacLeod	Clerk storage		65.00											65.00
22/06/20	101159	Came & Co	Mower ins						199.19							199.19
	101160	AC Gardens (Sussex) Ltd	Grass cutting						1260.00							1260.00
	101161	NALC	LCR subs					17.00								17.00
	101162	G A Parton	Pond Green light						30.00							30.00
	101163	Richard Bell	web site domain		19.19											19.19
				2580.90	439.67	652.10	0.00	686.09	7903.45	675.00	0.00	0.00	120.00	133.26	340.00	13530.47