

Findon Parish Council

Minutes of the remote Annual Parish Council Meeting held Monday 11 May 2020 at 7.30pm

Present: Cllrs Smith (Chairman), Carr, Gear, Martin, Villanueva-Last, Goldsworthy (part) and Porter

In Attendance: Clerk Miss F MacLeod and Maureen Chaffe, ProcessMatters2 (part).

Item No		Action By
20.39	To appoint a Chairman for the ensuing year	
	There being no other nominations, Cllr Smith was appointed as Chairman for the ensuing year and signed the Declaration of Acceptance of Office.	
20.40	To appoint a Deputy Chairman for the ensuing year	
	There being no other nominations, Cllr Carr was appointed as Deputy Chairman for the ensuing year and signed the Declaration of Acceptance of Office.	
20.41	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Barnett and Wilson, West Sussex County Council (WSCC) Cllr Urquhart and Arun District Council Cllrs Bicknell and Clayden.	
20.42	Chairman's announcements	
	The Chairman welcomed councillors to the first Findon Parish Council (FPC) meeting to be held remotely using the Microsoft Teams platform due to the Coronavirus pandemic lockdown restrictions. Thanks were given to all the councillors who had leafleted the village with offers of help to support vulnerable residents during the early stages of lockdown crisis. A total of 15 residents and equivalent number of volunteers were signed up. The FPC website was regularly updated to reflect the latest official information available.	
20.43	Declarations of Interest on items on the Agenda	
	All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
20.44	Protocol for remote meetings	
	The Clerk introduced the report (as previously circulated) and explained that the Protocol would provide a framework which could be amended as experience of remote meetings increased. Resolved: that Findon Parish Council adopts the Protocol (as circulated).	
20.45	Councillor vacancies and co-option	
	Cllr Smith was pleased to report that two Expressions of Interests had now been received. He had spoken to both candidates regarding the co-option process etc and it was hoped that they would be able to participate in the next remote FPC meeting on 22 June 2020.	
20.46	To sign as a correct record the minutes of the meeting held on 2/3/2020	
	It was proposed and seconded that the minutes dated 2 March 2020 be approved and signed by the Chairman.	
20.47	Update on implementation of actions not covered elsewhere on the Agenda	
	The Clerk introduced the report for noting (as previously circulated) and updated on the following items since the report had been produced:	

Signed:

Dated:

	<p>19.143 – Nepcote Green fencing. Due to the lockdown situation it was not known when the replacement fencing would be available. AC Gardens (Sussex) Ltd had requested that FPC pay the timber merchants direct once the timber was available at the agreed cost of £7708.02 incl VAT for the delivery and timber. The Fun Run on 4 April 2020 had been cancelled.</p> <p>Resolved: that Findon Parish Council pay Beacon Fencing Ltd the sum of £7708.02 incl VAT for fencing and delivery only when confirmation received.</p> <p>Maureen Chaffe left the meeting at 7.49pm.</p> <p>19.142 – Community Speedwatch. It was agreed that this would be progressed by the Village Parking/Speeding Working Group.</p>	FM
20.48	To receive a report from the WSCC Councillor	
	<p>The Clerk read out the update from WSCC Cllr Urquhart, summarised as follows:</p> <ul style="list-style-type: none"> Information regarding the WSCC COVID-19 community hub team https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/ Security concerns regarding the use of the Zoom platform; Funding available to community groups https://www.westsussex.gov.uk/leisure-recreation-and-community/grants-and-funding/funding-for-voluntary-and-community-organisations/community-initiative-fund/ ; Foster Care Fortnight from 11-24 May 2020; and Household Waste Recycling Sites would open again w/c 11May 2020. 	
	Cllr Goldsworthy joined the meeting at 7.55pm.	
20.49	Public Question Time (PQT)	
	None.	
20.50	To agree the membership of Findon Parish Council Committees	
	<p>The Chairman referred to the table (as previously circulated).</p> <p>Resolved that: Committee membership is approved as per the previously circulated table.</p>	
20.51	To agree councillor representation on non-Committee roles, Working Groups, and Outside Bodies	
	<p>The Chairman referred to the table (as previously circulated).</p> <p>Resolved that: subject to the following amendments, representation on non-Committee roles, Working Groups, and Outside Bodies as previously circulated is approved:</p> <p>1) Cllrs Gear and Martin join the Village Parking/Speeding Working Group; and</p> <p>2) Cllr Villanueva-Last joins the Community Resilience Plan for Findon.</p>	
20.52	Findon Village Hall (FVH) extension	
	<p>Lead Cllr Smith advised that a further meeting with the architects could not be progressed due to current COVID 19 restrictions. He had, however, drafted a letter to go to the FVH Trust Chairman and Committee regarding the missing information and archived documentation. This would be circulated to councillors prior to the final version of the letter to be sent from the Clerk, along with the architects report.</p>	SS/FM

20.53	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	
	<p>The Chairman referred to a document that he had drafted to inform parishioners of the outcome and also the closure of the UFNDPWG. Once finalised, this would be circulated to councillors prior to village wide distribution (subject to any COVID 19 restrictions).</p> <p>Resolved: that Findon Parish Council as ‘qualifying body’</p> <p>1) approves the closure of the Updated Findon Neighbourhood Development Plan Working Group .</p>	
20.54	Key Parish initiatives	
	<p>a) Traffic, Environment, People (TEP) Lead Cllr Porter introduced the report (as previously circulated) and drew attention to the timescales of the programme for the A24 speed limit proposal and level of community involvement needed to assess commitment to improving the crossings to the Parish Church and to the Rogers Lane area. Following discussion, Cllr Porter would contact the WSCC Highways Manager, Chris Stark, regarding the Parish Church crossing to consider a warning sign rather than a light controlled crossing in the 50mph area. It was noted that footfall would increase again at the Rogers Lane crossing once lockdown restrictions were relaxed and this would also be raised.</p> <p>Resolved: that Findon Parish Council</p> <p>1. notes the programme of the speed limit proposal; and</p> <p>2. confirms its commitment to the two road crossings project, subject to prior approval on the application submission and funding that may be required.</p> <p>b) Nepcote Green pond Lead Cllr Porter reported that ongoing monitoring of the pond would continue.</p> <p>c) Homewood Play Area Working Group No update during COVID 19 lockdown.</p>	
20.55	Clerk’s report	
	<p>The Clerk introduced the report (as previously circulated) and drew attention to the items for consideration. With regard to para 2.2 of the report regarding the loss of wild flowers in the verges, Cllr Carr added that there was ample scope for wild flowers to be planted at North Wood. Councillors were updated on an invitation to take part in an online discussion Office of the Police & Crime Commissioner and the Sussex Association of Local Councils.</p> <p>Resolved: that Findon Parish Council:</p> <p>1. requests Cllrs Carr and Wilson to contact the resident (when lockdown restrictions permit) to investigate areas for wild flowers and report back at a future meeting;</p> <p>2. requests Cllr Gear to contact the local Women’s Institutes regarding involvement in producing non-surgical face masks;</p> <p>3. does not wish comment of the WSCC Post 16-19 Travel Assistance consultation; and</p> <p>4. does not wish to take part in an online discussion with the Office of the Police & Crime Commissioner and the Sussex</p>	<p>RC/JW</p> <p>CG</p>

	Association of Local Councils.	
20.56	Reports from FPC Committees for noting	
	a) Planning	
	<p>Cllr Gear reported on the following key points:</p> <ul style="list-style-type: none"> the planning application for Soldiers Field Stables had still not been considered by the SDNPA Planning Committee; 1 Ivy Arch Close retrospective planning application had been approved, subject to altered fencing and planting; and the Planning Committee meeting scheduled for 20 May 2020 will be held remotely. 	
	b) Finance & Governance	
	No update.	
	c) Sheep Fair	
	Reference was made to the proposed Nepcote Conservation area and Cllrs Carr and Goldsworthy had already submitted comments in their personal capacity. The proposal will be considered at the FPC Planning Committee meeting on 20 May 2020.	
20.57	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) No update during COVID 19 lockdown.</p> <p>b) Trees Working Group Lead Cllr Carr reported that 300 tree saplings had been planted following the clearance of land behind the basketball court and were doing well.</p> <p>c) Assets of Community Value No update during COVID 19 lockdown.</p> <p>d) Village Hall Trust Covered under Minute 20.52.</p> <p>e) Findon Village Pre School Lead Cllr Carr introduced the report (as previously circulated) seeking approval for the cost to repair the leaking roof and to meet with the pre-school as soon as practicable in the current circumstances. FPC had both a legal and moral obligation to repair the fabric of the building. Resolved: that Findon Parish Council</p> <ol style="list-style-type: none"> 1. Approves the estimate for roof repairs of £2900.00 plus VAT from Country Roofing; 2. Arranges a meeting with the Pre-School as soon as practicable regarding the future re-build; and 3. Reviews the Lease agreement at a future Finance & Governance Committee meeting. <p>f) Joint East Arun Area Committee (JEAAC) No update during COVID 19 lockdown.</p> <p>g) Allotment Gardens Lead Cllr Carr was pleased to report that the two new plot holders had much improved the plots since taking them on. It was disappointing to learn of the recent break in at the allotments</p>	

	<p>where eight sheds were damaged and equipment stolen. The Clerk reported the crime to Sussex police, who had closed the file with no action taken.</p> <p>h) Open Spaces Working Group Lead Cllr Carr had been called to Pond Green by A C Gardens (Sussex) Ltd on 11 May 2020 as an Oak tree trunk had partly split, fallen to the ground and was in a dangerous condition. Temporary orange safety fencing had been put in place and photos of the tree had been taken. An estimate of £300.00 plus VAT had been received from A C Gardens (Sussex) Ltd to fell the tree as a matter of urgency and clear the area. As the tree was in the Conservation Area, the Clerk would notify the SDNPA and make the FPC insurers aware. The Findon Tree Warden would also be consulted.</p> <p>Resolved: that Findon Parish Council</p> <p>1. Authorises A C Gardens (Sussex) Ltd to fell the dangerous and damaged Oak tree and clear the area in Pond Green as a matter of urgency and at a cost of £300.00 plus VAT.</p> <p>i) Bridleways and footpaths Working Group No update during COVID 19 lockdown.</p> <p>j) Village parking/speeding Working Group No update during COVID 19 lockdown. However, Community Speedwatch activities would be brought into the Working Group</p> <p>k) Nephote Green Charitable Trust (NGCT) No update.</p>	FM
20.58	Finance	
	<p>a) Receipts and bank reconciliations The bank reconciliations for February, March and April 2020 (as previously circulated) were noted and approved.</p> <p>b) Payments The payments made in May 2020 to date (as previously circulated) totalling £896.15 were noted and approved. Three additional invoices from the A C Gardens (Sussex) Ltd and Arun Business Supplies totalling £949.13 were also approved for payment.</p> <p>c) Use of HSBC Internet Banking for BACS payments No further update.</p>	
20.59	Items to be referred to next Agenda not already included in the minutes	
	<p>None.</p> <p>Meeting closed at 9.00pm.</p>	