

Findon Parish Council
Minutes of the Parish Council Meeting held Monday 10 December 2018
At 7.30pm in Findon Village Hall

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

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

Prior to the meeting a presentation was made to Clive Ball in recognition of his 4.5 years' service on the Parish Council as a councillor.

Item No		Action By
18.129	To receive and note apologies for absence	
	Apologies were received and noted from Cllr Goldsworthy and Arun District Council (ADC) Cllr Wensley.	
18.130	Chairman's announcements	
	None.	
18.131	Declarations of Interest on items on the Agenda	
	Cllr Gear declared a personal interest regarding Agenda item 18.143 Clerk report as her husband was Secretary to the Village Hall Trust Committee. Cllrs Carr and Wilson declared a pecuniary interest in Agenda item 18.146 b as they had submitted expenses for approval. Cllrs Carr and Wilson would leave the meeting room for this item and take no part in any discussion. All councillors present declared a personal interest as Trustees of Nepcote Green Charitable Trust (NGCT).	
18.132	Councillor vacancy/co-option	
	The Chairman reminded councillors of the process and that they did not have to co-opt the candidate for the councillor vacancy at this meeting. The candidate, Linda Martin, was invited to address the meeting and gave her background and reasons for becoming a councillor. The Clerk and WSSC Cllr Urquhart acted as tellers and collected and counted the completed voting slips. Mrs Martin achieved the required majority vote and was co-opted as a councillor to FPC. Resolved: that Findon Parish Council 1) co-opts Linda Martin to the Council with immediate effect; and 2) appoints Linda Martin to the Planning Committee Cllr Martin completed the Declaration of Acceptance of Office form and was given the Code of Conduct and Register of Interests forms for completion and return to the Clerk. Cllr Martin joined the meeting.	
18.133	To sign as a correct record the minutes of the meeting held on 29/10/2018	
	It was proposed and seconded that the minutes dated 29 October 2018 be approved and signed by the Chairman.	
18.134	Matters arising and actions from the minutes not covered elsewhere on the Agenda	
	18.88 Wintons car parking notice. Cllr Smith offered to progress this outstanding item.	SS
	18.119 Salt bin guidance laminates would be provided to Cllr Carr.	FM

	18.125 c The new flowering cherry tree had been planted in the High Street.	
18.135	To receive a report from the WSCC Councillor	
	WSCC Cllr Urquhart reported that the Highways Hub were taking on additional staff and the gritters and grit bins were in place for winter weather. Reference was made to the management and responsibility advice available to owners of ditches and watercourses. The Clerk advised that information had also been published on the FPC web site and the Findon News.	
18.136	Public Question Time (PQT)	
	None.	
18.137	Information Security Incident Policy	
	Cllrs Gear introduced the report from Maureen Chaffe, Processmatters2, (as previously circulated) and drew attention to the Policy in Appendix 1. Resolved: that Findon Parish Council 1) Approves and adopts the Information Security Incident Policy as shown in Appendix 1 to the report, and 2) Instructs the Clerk to publish the Policy on the FPC web site.	FM
18.138	Village bus shelter	
	Cllr Carr introduced the item and reported that the redundant bus shelter on the A24 at North End could be available for relocation. He suggested that possible locations might include Homewood, opposite the Quadrangle, or the Metrobus stop in the village. Cllr Wilson requested that Nightingales be included in the location review. WSCC Cllr Urquhart advised that Clapham & Patching were looking for a bus shelter. A Working Group was proposed to investigate feasibility and report back at a future meeting. Resolved: that Findon Parish Council 1) Sets up a Bus Shelter Working Group to assess the feasibility of relocating the redundant bus shelter; 2) The Working Group to consist of Cllrs Carr, Dean and Wilson	RC/RD/JW
18.139	Updated Findon Neighbourhood Development Plan Working Group (UFNDPWG)	
	The Chairman invited David Hutchison, Working Group Lead, to introduce the report (as previously circulated). Attention was drawn to para 1.4 of the report regarding the proposed major modification to the Updated Neighbourhood Plan to introduce a Local Gap Policy at the south west end of Findon. In response to a question, Mr Hutchison advised that due to the timescales with the South Downs Local Plan Inspection, FPC could consider the Local Gap Policy at a future FPC meeting. Resolved: that Findon Parish Council as 'qualifying body' 1) notes the progress of the UFNDPWG;	
18.140	Land east of Homewood	
	Cllr Carr introduced the item and provided background to the issues with parking in the Homewood Estate and recent refusal of planning permission by the South Downs National Park Authority (SDPNA) for a dwelling on the parcel of land east of 47 Homewood. Cllr Carr considered this as an opportunity to request ADC, as owners of the land, to convert the land to parking spaces to ease the ongoing parking issues. It was felt that up to ten new parking spaces would become available. David Hutchison added that a	

	design for such a scheme could be picked up by the Traffic, Environment and People (TEP) initiative. Resolved: that Findon Parish Council requests Arun District Council to allocate the parcel of land east of 47 Homewood for additional parking spaces.	RC/FM
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. Local List for Validation of SDNP Development Management Applications – the Clerk explained that FPC had previously requested ‘before and after’ images on TPO applications to gain greater understanding of the impact of tree management applications in response to the 2017 consultation. This was not taken up by the SDNPA. No requirements were identified for this consultation.	SS/FM
18.142	Parish initiatives	
	a) Traffic, Environment, People (TEP) The Chairman invited David Hutchison to introduce the report (as previously circulated) who reported that the A224 traffic survey results had been compiled by WSCC and would be made available to FPC in due course. He suggested that FPC approach the Police and Crime Commissioner’s (PCC) Office directly regarding funding for improved road safety signage for Findon, in particular where children have to cross the A24 at the Church. WSCC Cllr Urquhart clarified that the PCC sets the budget, not the policy, for such initiatives. Cllr Urquhart also advised that signage at the Quadrangle could be dealt with by a straightforward Traffic Regulation Order (TRO) for consideration in November 2019, or FPC could pay for the signage in the meantime. Resolved: that the Chairman and the Clerk investigate costs etc if FPC pay for the Quadrangle signage. b) Xmas lighting 2018 The report from Clive Ball on behalf of Jan Mackerell (as previously circulated) and noted and FPC welcomed the festive lights in the centre of the village.	SS/FM
18.143	Clerk’s report	
	Cllr Gear had declared a personal interest regarding the Findon Village Hall Trust item. The Clerk referred to the report (as previously circulated) and drew attention to the items for consideration and ratification in section 2 of the report. Discussion took place regarding the financial arrangements and costs for the hire of the Village Hall as detailed in para 2.5 of the report. It was understood that the Village Hall Trust wanted to invoice hirers, including FPC, on a monthly usage basis, however councillors felt that an agreed hire figure payable once a financial year would be a more appropriate and efficient method.	

	Resolved: that Findon Parish Council 1) Agrees to the request from St John the Baptist Church for short Songs of Praise following the Stoolball Tournament on 2 June 2019 (para 2.2 of the report); 2) Allows the Worthing Radio Events Groups to use Nepcote Green as detailed in para 2.3 of the report; 3) Has no issues with the Live Nativity procession on 18 December 2018 (para 2.4 of the report); and 4) Contacts the Findon Village Hall Trust regarding the financial arrangements for the hire of the Village Hall for FPC business.	FM FM FM SS/FM
18.144	Reports from FPC Committees for noting	
	a) Planning	
	Cllr Gear, Committee Chairman, and Cllr Wilson reported on the recent Planning update event hosted by the Sussex Assoc of Local Councils (SALC). The appeal by the applicant against the refusal of planning permission for SDNP/17/05058/FUL land east of Pony Farm has ben dismissed by the Inspector.	
	b) Finance & Governance	
	The next meeting is scheduled for 17 January 2019.	
	c) Open Spaces	
	Lead Cllr Carr referred to the report (as previously circulated) and drew attention to the new salt bin on the Horsham Road which had still not been filled by WSCC. The Clerk is progressing this. ADC would send patrols to prevent the illegal parking on double yellow lines at the Findon roundabout. Cllr Carr felt that the resurfacing at the top of School Hill was not satisfactory bearing in mind the road had been closed for this work. Cllr Carr had been made aware that the access route to the Pre-School had been damaged by lorries involved in the Village Hall building work. Cllr Smith will raise this with the VHT Chairman. Cllr Carr was pleased to report that there had been two applications for the volunteer tree warden and would report back at the next FPC meeting.	SS RC
	d) Sheep Fair	
	The Chairman invited Clive Ball to introduce the report (as previously circulated) and attention was drawn to the level of donations to local organisations and causes. The Sheep Fair Committee would like to work with FPC regarding the youth and youngsters in the village, including any proposals for the Homewood play area. The recently purchased PA system was available for use by bona-fide village societies and organisations.	
18.145	Reports from Outside Bodies and Working Groups for noting	
	a) Community Resilience Plan for Findon Lead Cllr Gear reported that the first Workshop would be held on 4 February 2019 and the invitations to local organisations and business were ready to go out. b) 3-5 year Strategic Plan Lead Cllr Smith advised that an updated draft Plan would be circulated to all Councillors following the recent review at the Finance & Governance Committee meeting.	SS

	c) Assets of Community Value Councillor Gear would lead on Peckhams Butchers, and Cllr Robinson would lead on the Gun Inn and Village House with support from the Clerk. d) Village Hall Trust Cllr Carr attended the AGM. The main points were the extension and the completion of the roof battens, and the work being undertaken on the internal costings eg decorating. There would be no closure of the Main Hall during the building work. The VHT Chairman, Angus Watts, had done a very good job regarding the extension management but would step down once the extension was completed. The Deputy Chairman would also step down. The Clerk flagged up that the FPC meeting on 21 January 2019 may need to be held in the School Hall if the extension was not ready. e) Findon Village Pre-School Cllr Smith would now be the FPC representative. f) Joint East Arun Area Committee (JEAAC) Cllr Smith reported that the November meeting had nothing specific for Findon. g) Allotment Gardens Lead Cllr Carr reported that the Tenancy Agreement for the next resident on the Waiting List would be issued in the New Year. h) Replacement Greens Mower Lead Cllr Robinson reported that he and Cllr Carr would have a meeting with Geoffrey Wyatt on 12 December 2018 to discuss a way forward. i) Npcote Green Charitable Trust (NGCT) The Clerk reported that CAF Bank had now 'closed' the NGCT bank account as it deemed it inactive, even though a payment transaction was made on 17 October 2018, and the funds in excess of £2k transferred to a holding account. The Clerk has been told by CAF that the NGCT account cannot be reopened and a letter signed by two authorised Trustees (Goldsworthy and Carr) should be sent to try to rectify the situation. The Clerk to action.	FM
18.146	Finance	
	a) Receipts and bank reconciliation The bank reconciliations for October and November 2018 (as previously circulated) were noted and approved. Cllrs Carr and Wilson left the meeting at 8.42pm. WSCC Cllr Urquhart left the meeting at 8.42pm. b) Payments The payments made in December 2018 to date (as previously circulated) totalling £31418.90 were noted and approved. An invoice from Moore Stephens, External Auditors, for £481.44 was approved for payment. Cllrs Carr and Wilson rejoined the meeting at 8.44pm.	

	c) To approve annual registration by Direct Debit to the Information Commissioner's Office The Direct Debit for annual registration was approved and signed, thereby receiving an annual reduction of £5.00 on the £40.00 registration fee.	
18.147	Items to be referred to next Agenda not already included in the minutes	
	None. Meeting closed at 8.45pm.	