

## LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING OF LINDFIELD PARISH COUNCIL** held on **THURSDAY 9 MAY 2013** at the King Edward Hall, Lindfield.

The meeting commenced at 7.30 p.m.

**Present:** Lindfield Parish Councillors

Mr. W. Blunden  
Mr. M. Allen  
Mr. M. Amor  
Mrs. J. Chatfield  
Mr. A. Gomme  
Mr. S. Henton  
Mrs. M. Hersey  
Mr. R. Pickett  
Mr. R. Plass  
Mr. C. Snowling

**Not present:** Mr. S. Hodgson  
Mrs. V. Upton

**Also present:** Councillor Mrs. C. Field (WSCC)  
1 member of the public

**In attendance:** Mrs. C. Irwin

Councillor Blunden opened the meeting and welcomed those present.

### **252. ELECTION OF CHAIRMAN.**

252.1 Councillor Blunden called for nominations for the office of Chairman of Council. Councillor Blunden was **NOMINATED** by Councillor Snowling, seconded by Councillor Hersey, and, there being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2013/14.

### **253. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN.**

253.1 Councillor Blunden read aloud and signed his Declaration of Acceptance of Office as Chairman of Lindfield Parish and then took the chair for the meeting.

### **254. ELECTION OF VICE CHAIRMAN.**

254.1 The Chairman called for nominations for the office of Vice Chairman of Council. Councillor Upton was **NOMINATED** by Councillor Snowling and seconded by Councillor Hersey. Councillor Upton was absent from this meeting but had previously indicated that she was willing to continue in this capacity. Councillor Valerie Upton was therefore duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the Council year 2013/14.

### **255. APOLOGIES FOR ABSENCE.**

255.1 Apologies for absence were received from Councillors Hodgson and Upton and the reasons were accepted.

### **256. DECLARATIONS OF INTEREST.**

256.1 Councillor Hersey declared that she reserved the right to express a different opinion from that given at this meeting, when present at meetings of Mid Sussex District Council's North East Area Planning Committee or at any meeting which subsequently considered any matter referred to at this meeting, having seen officers' reports and heard representations from members of the public and fellow members.

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256.2 Members were reminded that it was important to check their register of interests forms regularly and update them as necessary.

256.3 **NOTED:** the DCLG had published in March new guidance on the Code of Conduct which clarified that being a homeowner or tenant in the Council's area was not a disclosable pecuniary interest in the matter of setting the Council's precept; dispensations were therefore not needed.

### 257. MINUTES OF THE COUNCIL MEETING HELD ON 14 MARCH 2013

257.1 The Chairman called for approval of the Minutes of the meeting of the Council held on 14 March 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### 258. APPOINTMENT OF COMMITTEES

258.1 **RESOLVED:** that there should be four standing and statutory committees: Environment and Amenities Committee, Finance and General Purposes Committee, Planning and Traffic Committee, and Complaints Committee.

258.2 **RESOLVED:** to approve the Terms of Reference of the four Committees with no changes.

258.3 **RESOLVED:** that the membership of the Committees should be as follows:

- **Environment and Amenities Committee:** Councillors Allen, Blunden, Chatfield, Henton, Hersey, Hodgson, Pickett, Plass and Upton
- **Finance and General Purposes Committee:** Councillors Allen, Amor, Blunden, Henton, Pickett, Plass and Upton.
- **Planning and Traffic Committee:** Councillors Amor, Blunden, Chatfield, Gomme, Hersey, Hodgson, Plass, Snowling and Upton. Councillor Plass stated that he had been appointed to this Committee for the duration of Councillor Hodgson's absence while on his study year abroad and would stand down on Councillor Hodgson's return.
- **Complaints Committee:** Councillors Allen, Blunden, Snowling and Upton.

### 259. STANDING ORDERS AND FINANCIAL REGULATIONS.

259.1 **NOTED:** that NALC was to publish the 2nd edition of 'Standing Orders for Local Councils' in Autumn 2013, including new model Standing Orders. It was therefore **AGREED** that the Council's Standing Orders should be reviewed by the F&GP Committee following publication of the NALC model and presented to Full Council for final approval. Subject to the Legislative Reform Order regarding cheque signatories having been formally passed, the Financial Regulations would be reviewed at the same time.

### 260. REPRESENTATIVES TO OUTSIDE BODIES

260.1 **RESOLVED** that the following representatives be appointed to outside bodies:

- Two representatives to the Mid Sussex Association of Local Councils/Sussex Association of Local Councils - Councillors Blunden and Gomme
- One representative to liaise with the Police - Police Neighbourhood Panel - Councillor Allen.
- One representative to the Scrase Valley LNR Steering Committee - Councillor Amor
- One representative to the Mid-Sussex Older People's Council - Councillor Upton
- One representative to the River Ouse Stakeholders Group - Councillor Plass
- Four representatives on the Neighbourhood Plan Steering Group. Councillors Blunden, Gomme, Hodgson and Plass.

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260.2 Arrangements for reporting back to Council. It was **AGREED** that Councillors should report as appropriate to the Council or relevant Committees.

### **261. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.**

261.1 **NOTED** that the RFO would be presenting an updated Asset Register to F&GP in due course, in a new format to comply with current regulations.

### **262. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.**

262.1 The Insurance and Risk Management Sub Committee had met on 3 May to consider the schedule of cover in detail, prior to the policy renewal date of 27 May. A number of amendments had been made and a revised schedule from Zurich was to be submitted to F&GP for formal approval on 23 May.

### **263. REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIP OF OTHER BODIES AND TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY**

263.1 **RESOLVED** that the annual subscriptions to the following organisations should be continued:

- West Sussex ALC Ltd (formerly SALC) includes subscription to National Association of Local Councils. Annual Subscription - £1,559.67 plus VAT (April 2013).
- Association of Small Historic Towns and Villages. Annual membership - £35.00 (April 2013)
- Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00 (January 2013)
- Action in Rural Sussex (formerly Sussex Rural Community Council). Annual Membership - £50.00 (May 2012).
- Society of Local Council Clerks. (Clerks' membership). Annual membership - £181.00 (February 2012).
- The Open Spaces Society. Annual membership - £40.00 (August 2012)
- Council for the Protection of Rural England (CPRE). Annual membership - £29.00 (May 2012)
- West Sussex Archives Society Annual membership - £25.00 (January 2013)
- Local Council Advisory Service (LCAS). Annual subscription - £95.00 including VAT (May 2013)
- British Toilets Association. £50 plus VAT (August 2012)
- Ramblers' Association. Annual membership - £55.00 (February 2013)
- South East Employers. Annual membership - £194.25 plus VAT (April 2013).
- Information Commissioner's Office. Data Protection Registration – Annual Registration Fee £35 (Feb 2013)

### **264. ARRANGEMENTS FOR REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE.**

264.1 The Complaints Committee would be updating the procedure in due course, to include an amendment of the reference to complaints under the Code of Conduct which was now out of date.

### **265. ARRANGEMENTS TO ESTABLISH/REVIEW THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTION ACT 1998.**

265.1 There were no written procedures in place other than the Council's Freedom of Information Act Publication Scheme. This was referred to the Finance and General Purposes Committee to consider at the earliest opportunity.

### **266. ARRANGEMENTS TO ESTABLISH/REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA.**

266.1 There was no written policy in place other than a brief reference in Standing Orders. This was referred to the Finance and General Purposes Committee to consider at the earliest opportunity. It was **NOTED** that the Council observed an informal policy that statements to the press/media should go through the Clerk.

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### **267. ARRANGEMENTS FOR SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL FOR THE YEAR AHEAD.**

267.1 **RESOLVED:** that there should be no change to the frequency and times of meetings and that the Clerk should make the bookings as soon as practicable. It was **AGREED** that the annual schedule of meetings should include a meeting of the Complaints Committee to take place early in the Council year to elect a Chairman and confirm or arrange to review the procedure for dealing with complaints.

### **268. ARRANGEMENTS NECESSARY TO REVIEW THE PAY AND CONDITIONS OF SERVICE OF EXISTING MEMBERS OF STAFF**

268.1 **RESOLVED** that this matter be delegated to the Finance and General Purposes Committee.

### **269. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

269.1 There were no questions or comments from members of the public.

### **270. CHAIRMAN'S ANNOUNCEMENTS.**

270.1 There were no such announcements.

### **271. REPORT ON POLICE PRIORITIES.**

271.1 **NOTED:** the new Police Community Support Officer, Nicola Green, had visited the Parish Office on a few occasions. She had recently reported that a review of the Neighbourhood Policing Team was taking place, including surgeries and the Neighbourhood Police Panel and she would not be holding surgeries pending the outcome of this review, but encouraged people to contact her direct if they had any concerns. It was pointed out that a recent emailed report of a break-in in Lindfield, circulated via the Community Messaging Service, had not stated where this had taken place.

### **272. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.**

Councillor Field reported as follows:

272.1 WSCC election. Councillor Field was delighted to have been elected to continue as the County Councillor for Lindfield and High Weald. As the Annual Meeting of WSCC had not yet taken place she was unable to report on allocation of duties.

272.2 County Local Committee (CLC). The next meeting of the Central Mid Sussex County Local Committee was scheduled to take place on 18 June. The amount of Community Initiative Fund allocated to each member of the CLC had been increased to £6,000, but as Councillor Field's area spanned two CLCs, her allocation had to be split: 67% under the Central Mid Sussex CLC and 33% under the North Mid Sussex CLC. The Parish Initiative Funding had ceased as a separate fund and merged with the Community Initiative Fund. Applications from Parish Councils for Community Initiative Funding may be considered under certain circumstances.

272.3 Lorries – B2028. Highways officers would be inspecting the road for damage attributed to lorries delivering soil etc to Hill House Farm, particularly at the entrance to the farm access road, as this could present a hazard for cyclists taking part in the London to Brighton Bike Ride.

272.4 Newton Road/Dukes Road. Councillor Field acknowledged that there were lessons to be learnt from the omission of a Section 59 Agreement with the developers of The Limes, which should have been signed when the planning application was approved. The absence of such an agreement meant that there was no obligation to the developers to make good the surface of the road damaged by heavy vehicles.

Councillor Hersey reported as follows:

272.5 Annual Meeting of MSDC. The Annual Meeting of MSDC had taken place the previous evening.

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272.6 Lorries - B2028. Further to Councillor Field's report, the road surface was dangerous, particularly in wet weather, because of mud dropped by the lorries and this also affected the High Street.

Councillor Snowling reported as follows:

272.7 Annual Meeting of MSDC. As of the Annual Meeting, the previous evening, Councillor Mrs. Thomas-Atkin was no longer Chairman of Council. The new Chairman was Councillor Gordon Marples and the Deputy Chairman was Councillor Peter Reed.

### 273. ACTION LIST.

273.1 Local Government Pension Scheme. The Clerk had attended a workshop on Employer Discretions in Chichester in April at which it was confirmed that a fuller response on discretions was required than had been considered at the last Council meeting. This would be on the Agenda for the next meeting of the Finance and General Purposes Committee.

273.2 Annual Review of the Effectiveness of the Council's Internal Audit and Internal Control Procedures. A report would be considered at the next F&GP meeting and presented to Full Council on 20 June.

### 274. CONSULTATION DOCUMENTS.

274.1 SALC Training Survey. It was **AGREED** that Councillor Gomme should complete the survey and return it on behalf of the Council.

### 275. PLANNING AND TRAFFIC COMMITTEE

275.1 Minutes of the meetings of the Planning and Traffic Committee held on 26 February, 19 March and 9 April 2013. Councillor Gomme drew attention to the following:

- Lindfield Primary School (13/00908/C3REG). The Committee had raised no objections to the proposal for an extension to the school including the demolition of the Caretaker's bungalow.
- Street naming – development off Blackthorns Close. The Committee had considered four names put forward by Blackthorns Community Primary School and resolved to recommend "Woodpecker Chase" to MSDC as the Committee's preference.

**RESOLVED:** that the Minutes of the Planning and Traffic Committee meetings held on 26 February, 19 March and 9 April 2013 be received and their recommendations confirmed.

275.2 Meeting of the Planning and Traffic Committee held on 30 April 2013, The Minutes of this meeting were not yet available and would be received at the next Full Council meeting on 20 June. Councillor Gomme reported that the agenda had included amended plans submitted in respect of an extension at 89 High Street (13/00184/FUL), showing a tree omitted from the original plans. Members of the Committee had continued to take the view that this extension was one too many and out of keeping with the listed building.

### 276. FINANCE AND GENERAL PURPOSES COMMITTEE.

276.1 Minutes of the meeting of the Finance and General Purposes Committee held on 7 March 2013. Councillor Henton had reported on this meeting at the Council's Annual Meeting on 9 May, but the Minutes had not been available at that meeting.

**RESOLVED:** that the Minutes of the Finance and General Purposes Committee meeting held on 7 March 2013 be received and their recommendations confirmed.

276.2 Lindfield Parish Directory and Year Book. Councillor Henton reported that PP Co-operative would not be printing diaries in the future and quotations were being sought from other specialist printers.

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276.3 Public Conveniences on Common. Councillor Henton reported that the surveyors had confirmed that their sketch proposals would be sent by the end of the following week.

276.4 Statements of Account/Budget Progress for the periods 01.02.13 to 28.02.13 and 01.03.13 to 31.03.13. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.02.13 to 28.02.13 and 01.03.13 to 31.03.13. **NOTED:**

- From a total budget of £170,175, the sum of £132,766 had been spent.
- £28,361 had been spent from the Outstanding Projects and Reserves of £169,626
- £301,548 had been spent from the Capital Project for the Clock Tower House for which the total budget figure was £299,895 – the net amount of the loan.
- The Finance and General Purposes Committee had spent £86,937 from the budget of £93,925
- From the Administration Budget, £77,017 had been spent from a total of £78,925.
- The Environment and Amenities Committee had spent £44,238 from the budget of £66,050
- The Planning and Traffic Committee had spent £1,590 from the budget of £10,200

276.5 Statements of Account/Budget Progress for the period 01.04.13 to 30.04.13. The reports for April 2013 were not yet available and would be considered at the Council meeting on 20 June.

276.6 List of cheques for approval: cheques drawn since the Council meeting of 14 March 2013. The list of cheques was tabled. **NOTED:** that expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 totalled £982.66. The Petty Cash balance as at 09.05.13 was £51.42. **RESOLVED:** to approve the list of cheques numbered 105416 to 105194, totalling £27,525.93. The Chairman **SIGNED** the list of cheques which is appended to the signed copy of these Minutes as Appendix A.

### 277. ENVIRONMENT AND AMENITIES COMMITTEE

Councillor Blunden reported as follows:

277.1 Cluster Agreement with Haywards Heath Town Council. The agreement between Haywards Heath Town Council and West Sussex County Council to take over devolved highway works was now in place with effect from 1 May. Details of reporting procedures would be received in due course. WSCC would be dealing with matters reported up to 1 May and the partner parish councils had been asked for a list of work for the Haywards Heath team.

277.2 Denmans Lane Allotments. A matter regarding a set of oversized raised beds erected on one of the allotment plots had been reported at E&A on 4 April and followed up with the plot holder. The height of these structures had now been reduced by half as required by the Committee.

277.3 Minutes of the meetings of the Environment and Amenities Committee held on 7 February and 4 April 2013. **RESOLVED:** that the Minutes of the meetings of the Environment and Amenities Committee held on 7 February and 4 April 2013 be received and their recommendations confirmed.

### 278. PARISH MEETING HELD ON 11 APRIL 2013.

278.1 No matters were referred to the Parish Council from the annual Parish Meeting.

### 279. FORMAL COMPLAINT.

279.1 Formal complaints had been made to both Lindfield and Lindfield Rural Parish Councils relating to a decision made by the Joint Neighbourhood Plan Working Group (now Steering Committee). Both Councils had felt that as the complaint was against all members of each Council, their adopted procedures for hearing complaints beyond the first stage was not appropriate. At the request of both Councils, SALC had sourced an independent person to investigate the complaints. A daily rate plus travel expenses would be payable and it was estimated that this would take three to four days. It was noted that Lindfield Rural Parish Council was also to consider this matter at the meeting on 13 May.

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Following discussion, it was **PROPOSED, SECONDED** and **AGREED**, by a vote of 7 to 2 and 1 abstention, that Lindfield Parish Council should no longer pursue settlement of this complaint, subject to Lindfield Rural Parish Council reaching a similar conclusion. The complainant and the Clerk to Lindfield Rural Parish Council were to be notified of this decision.

### **280. ANY OTHER BUSINESS.**

280.1 No other items of business were raised.

The confidential part of the meeting began at 8.30 p.m.

### **281. EXCLUSION OF THE PUBLIC (AND PRESS).**

281.1 The following item concerned staffing matters. It was therefore **PROPOSED, SECONDED** and **AGREED**, in accordance with the Public Bodies Admission to Meetings Act 1960 section 1 (2) and the Parish Council's Standing Order 1 (c) that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded.

### **282. STAFFING MATTERS.**

282.1 Two staffing matters were considered and decisions made.

The meeting concluded at 8.35 p.m..