

LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING of LINDFIELD PARISH COUNCIL** held on **THURSDAY 10 MAY 2012** at the King Edward Hall, Lindfield.

Present: Mr. W. Blunden (Chairman)
Mr. M. Amor
Mrs. J. Chatfield
Mr. A. Gomme
R. Pickett
R. Plass
C. Snowling

Also present: 1 member of the public

In attendance: Mrs. C. Irwin

Absent: Councillors Mr. M. Allen, Mr. S. Henton, Mrs. M. Hersey, Mr. S. Hodgson and Mrs. V. Upton (Vice Chairman)

Councillor Blunden opened the meeting and welcomed those present.

125. ELECTION OF CHAIRMAN.

125.1 Councillor Blunden called for nominations for the office of Chairman of Council. Councillor Blunden was **NOMINATED** by Councillor Snowling and, there being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2012/13.

126. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

126.1 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.

127. DECLARATION OF ACCEPTANCE OF OFFICE OF NEWLY CO-OPTED COUNCILLOR ROGER PICKETT.

127.1 Councillor Pickett had made his declaration of acceptance of office in the presence of the Clerk in the week following his co-option and this was now duly received by the Council. The Chairman welcomed Councillor Pickett back on the Council.

128. ELECTION OF VICE CHAIRMAN.

128.1 Councillor Upton was **NOMINATED** by Councillor Snowling and, having previously indicated that she was willing to continue in this capacity, Councillor Valerie Upton was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the Council year 2012/13.

129. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN.

129.1 In the absence of Councillor Upton, it was **AGREED** that she should make her declaration of acceptance of office as Vice Chairman in the presence of the Clerk as soon as possible and that the signed declaration would be formally received at the next meeting of Council.

130. APOLOGIES FOR ABSENCE.

130.1 Apologies for absence were received from Councillors Hersey, Upton and Henton and the reasons were accepted. Councillor Field had also sent her apologies for being unable to attend this meeting.

131. DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA.

131.1 There were no such declarations.

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132. APPOINTMENT OF STANDING AND STATUTORY COMMITTEES:

132.1 **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.

132.2 The Chairman and Vice Chairman of Council were, ex officio, members of all Committees.

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

Environment and Amenities Committee: Cllrs. Allen, Blunden, Chatfield, Henton, Hersey, Hodgson, Pickett, Plass and Upton.

Finance and General Purposes Committee: Cllrs. Allen, Amor, Blunden, Gomme, Henton, Pickett, Plass and Upton.

Planning and Traffic Committee: Cllrs. Amor, Blunden, Chatfield, Gomme, Hersey, Hodgson, Snowling and Upton.

Complaints Committee: Cllrs. Allen, Blunden, Henton and Snowling.

133. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:

133.1 **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
- Two non-voting representatives to the Central Mid Sussex County Local Committee. - Councillor Blunden and Allen. It was noted that these meetings were open to all.
- One representative to the Lindfield and Scaynes Hill Village Plan Joint Advisory Committee. - This group had not met and a new joint working party had been formed with Lindfield Rural Parish Council to develop a Neighbourhood Plan. It was therefore **AGREED** to remove this Advisory Committee from the list.
- One representative to the River Ouse Stakeholders Group – Councillor Plass
- Four representatives on the Lindfield Neighbourhood Plan Joint Working Party - Councillors Blunden, Gomme, Hodgson and Snowling.

134. TO CONSIDER PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY.

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

- Sussex Associations of Local Councils and National Association of Local Councils: Annual Subscription - £1,462.14 plus VAT (April 2012)
- Association of Small Historic Towns and Villages: Annual membership - £35.00 (April 2011)
- Mid Sussex Association of Local Councils: Voluntary annual contribution - £10.00 (February 2012)
- Action in Rural Sussex (formerly Sussex Rural Community Council): Annual Membership - £50.00 (May 2012)
- Society of Local Council Clerks. Annual membership (for both Clerks) - £298.00 (January 2012)
- The Open Spaces Society: Annual subscription for the current year- £40.00 (August 2011)
- Council for the Protection of Rural England (CPRE). Annual membership - £29.00 (May 2011)
- West Sussex Archives Society: Annual membership - £25.00 (January 2012)
- Local Council Advisory Service (LCAS): Annual subscription - £95.00 including VAT (May 2011)
- British Toilets Association: £50 plus VAT (November 2011)
- Ramblers' Association: Annual membership - £45.00 (August 2011)
- South East Employers: £194.25 plus VAT (April 2012).
- Information Commissioner's Office – Annual Data Protection Registration Fee - £35.00 (February 2012)

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135. TO CONSIDER ARRANGEMENTS NECESSARY TO REVIEW THE PAY AND CONDITIONS OF SERVICE OF EXISTING MEMBERS OF STAFF

135.1 **RESOLVED** that this issue be delegated to the Finance and General Purposes Committee..

136. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

136.1 Mr. N. Kerslake commented on the following:

- The Council's practice for responding to questions and comments during the public participation periods at meetings
- The Council should consider a policy of rotating Chairmen to avoid one Chairman becoming too influential.
- Engagement with the public about the Neighbourhood Plan

137. TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 22 MARCH 2012

137.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of Full Council held on 22 March 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

138. CHAIRMAN'S ANNOUNCEMENTS.

138.1 In response to Mr. Kerslake's comment about rotating Chairman, the Chairman pointed out that the Chairman had no more influence or power than any other member.

139. REPORT ON POLICE PRIORITIES.

139.1 The Council had not been notified of any issue to raise under this item.

140. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

140.1 Councillor Field (WSCC) had informed the Clerk that she had relatively little to report other than that she was following up on a couple of Highway issues and would be attending the Arts Festival VIP event on 11 May. She had asked for the following to be given some publicity in her absence:

On 25 May, West Sussex County Council would be hosting a Dementia Awareness Day at the Redwood Centre in Haywards Heath. The day would be a mixture of stalls, presentations and workshops with the aim of giving the general public a chance to connect with local services and groups that may be able to help them if they were worried about their memory or a loved one. The event would be open to all members to drop in.

140.2 Councillor Snowling (MSDC) reported on the MSDC Annual Meeting the previous evening:

- Scrutiny functions had been cut down and there would now be just three scrutiny committees overseeing the work of cabinet members.
- Councillor Mrs. Mandy Thomas-Atkin had been reelected as Chairman.
- Councillor Mr. Gordon Marples had been elected as Vice Chairman.
- There were to be two area Planning Committees plus a District Wide Planning Committee.
- Councillors Margaret and Christopher Hersey would be serving on the Planning Committee that included Lindfield within its area. Councillor Christopher Hersey would also be serving on the District Wide Planning Committee.
- Councillor Snowling was longer eligible to serve as a substitute on the Planning Committee.

With reference to Mr. Kerslake's comment about the influence of Chairmen, Councillor Snowling pointed out that there was no comparison between the roles of Leader and Chairman. Some Town Councils had a Leader who tended to have more influence than a Chairman.

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141. ACTION LIST.

141.1 The action list was noted without comment.

142. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER DOCUMENTS RECEIVED.

142.1 There were no current consultations for consideration.

143. PLANNING AND TRAFFIC COMMITTEE.

143.1 Minutes of the Planning and Traffic Committee meetings of 20 March, 10 April 2012 and 1 May 2012. **RESOLVED** that the Minutes of the meetings of the Planning and Traffic Committee held on 20 March, 10 April and 1 May 2012 be received and their recommendations confirmed.

143.2 Lindfield Neighbourhood Plan Joint Working Party. Councillor Snowling referred to the discussion at the meeting of the P&T Committee held on 1 May, Minute 161.1 and invited Councillor Gomme to report on the production of the questionnaire. Councillor Gomme reported that the final draft was nearing completion but representatives of both Lindfield Rural and Lindfield Parish Councils had agreed that professional help was needed for the design work. WSCC had been invited to quote and a reply was awaited. **RESOLVED:** to authorise the Clerk in consultation with the Chair and Vice Chairman of Council and the Chairman of the Planning and Traffic Committee to agree the expense on the questionnaire and to liaise with the Clerk of Lindfield Rural Parish Council to determine the proportion to be paid by each Council. The Clerk was asked to contact the Clerk to Lindfield Rural Parish Council the next day, to inform her of this decision as LRPC was due to meet early the following week.

143.3 Chairman of Planning and Traffic Committee. Councillor Snowling stated his intention to step down as Chairman of the P&T Committee due to growing commitments elsewhere: he had recently become a member of the Shadow Police and Crime Panel for all Sussex and a member of the West Sussex Health and Well Being Board. The Chairman stated that it would be reassuring for the new Chairman of the P&T Committee that Councillor Snowling would remain a member of the Committee.

144. FINANCE AND GENERAL PURPOSES COMMITTEE.

144.1 In the absence of Councillor Henton, the Chairman stated that the Minutes of the last meeting of the Committee had already been received by the Council on 22 March and there was nothing to report.

144.2 Statements of Account/Budget Progress for the period 01.03.12. to 31.03.12 and 01.04.12. to 30.04.12. **NOTED** that the spreadsheets for April 2012 were not yet available. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the period 01.03.12 to 31.03.12. **NOTED** that from a total budget of £225,000, the sum of £130,470.33 had been spent and a further £8,283.76 had been spent from the reserves and outstanding projects.

144.3 List of cheques for approval: cheques drawn since the Council meeting of 22 March 2012. The list of cheques was tabled. **NOTED:** that that expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 had totalled £623.38. The Petty Cash balance as at 10.05.12 was £85.72. **RESOLVED:** to approve the list of cheques numbered 104900 to 104926 totalling £31,549.24. The Chairman **SIGNED** the list of cheques which is attached to the signed copy of these Minutes as Appendix A.

145. ENVIRONMENT AND AMENITIES COMMITTEE.

145.1 Upgrade of Parish Street Lighting Equipment. **RESOLVED:** to confirm the decisions of the E&A Committee (E&A Minute 115.1).

145.2 Barriers in Hickmans Lane. **RESOLVED:** to confirm the decision of the E&A Committee (E&A Minute 118.1) to leave the barriers unpainted.

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145.3 Minutes of the Environment and Amenities Committee Meeting of 12 April 2012. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 12 April 2012 be received and their recommendation confirmed.

146. TO CONSIDER ANY MATTERS RAISED AT THE PARISH MEETING HELD ON 17 APRIL 2012.

146.1 No new matters had been raised for bringing to the attention of the Parish Council.

147. ANY OTHER BUSINESS, ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY.

147.1 No other items of business were raised.

148. FURTHER PERIOD FOR QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.

148.1 Mr. N. Kerslake paid tribute to Councillor Snowling for his even handed and professional approach as Chairman of the Planning and Traffic Committee – a model of Chairmanship. He reiterated his comments about limiting the period a Chairman of Council should stay in office.

The public part of the meeting ended at 8.10. p.m.

149. EXCLUSION OF THE PUBLIC AND PRESS

149.1 As the following item concerned staffing matters, it was **MOVED, SECONDED** and **RESOLVED** in accordance with Standing Order 35 9a) “ that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

150. STAFFING MATTERS.

150.1 Village Orderly. A decision was made relating to the terms of employment of the Village Orderly.

150.2 Deputy Parish Clerk. Decisions were made relating to the recruitment of a Deputy Parish Clerk following the resignation of the present post holder.

150.3 Staffing Matters. During the course of this item the Clerk left the room at the request of the Council and in her absence the Minutes were taken by the Chairman. Other matters relating to staffing were discussed and a course of action agreed.

The meeting ended at 8.25 p.m.