

## LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 11 MAY 2017** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

### **Present:**

Parish Councillors: Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mr. S. Henton  
Mrs. M. Hersey  
Mr. S. Hodgson  
Mr. R. Pickett  
Mr. R. Plass  
Mr. C. Snowling  
Mrs. V. Upton

**Also present:** Councillor Mr. A. Lea (WSCC and MSDC)  
1 member of the public

**In attendance:** Mrs. C. Irwin (Clerk)  
Mrs. T. Ely (Responsible Financial Officer [RFO])

**Absent:** Parish Councillor Mrs. J. Durrant

### **265. ELECTION OF CHAIRMAN.**

265.1 In accordance with Standing Order 5 f, Councillor Blunden opened the meeting and presided for this item. Nominations for the office of Chairman of Council were called. Councillor Blunden was **PROPOSED** by Councillor Snowling and **SECONDED** by Councillor Plass. There being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2017/18

### **266. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

266.1 As the Clerk had omitted to bring the Declaration of Acceptance Form to the meeting, it was **AGREED** that the Chairman should sign it in the presence of the Clerk the following day. Councillor Blunden took the chair for the meeting.

### **267. ELECTION OF VICE CHAIRMAN.**

267.1 The Chairman **PROPOSED** Councillor Upton for the office of Vice Chairman of Council, **SECONDED** by Councillor Snowling. There being no other nominations, Councillor Valerie Upton was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the municipal year 2017/18.

### **268. APOLOGIES AND REASONS FOR ABSENCE.**

268.1 Apologies for absence were received from Councillor Durrant and the reason was accepted.

### **269. DECLARATIONS OF INTEREST.**

269.1 There were no declarations of interest from Members in respect of any items on the agenda.

269.2 The Chairman reminded Members to check their register of interests and notify the Clerk of any changes.

### **270. MINUTES OF THE COUNCIL MEETING HELD ON 16 MARCH 2017.**

270.1 The Chairman called for approval of the Minutes of the Council meeting held on 16 March 2017. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

**271. MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 6 APRIL 2017.**

271.1 The Chairman called for approval of the Minutes of the Extraordinary Meeting of Council held on 6 April 2017. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

**272. APPROVAL OF THE SCHEME OF DELEGATION, APPOINTMENT OF COMMITTEES AND APPROVAL OF THEIR TERMS OF REFERENCE.**

272.1 **RESOLVED** to **APPROVE** the Scheme of Delegation to Committees, Sub Committees and Officers with no amendments.

272.1 **RESOLVED** that there should continue to be four Committees: the Finance and General Purposes Committee, the Environment and Amenities Committee, the Planning and Traffic Committee and the Complaints Committee and that their terms of reference should be **CONFIRMED** as stated in the Scheme of Delegation.

**273. APPOINTMENT OF MEMBERS TO COMMITTEES**

273.1 It was **NOTED** that the Chairman and Vice Chairman of Council were, ex officio, voting members of every committee.

273.2 **RESOLVED:** to appoint Members to the Committees as follows:

**Environment and Amenities Committee**

Councillors Allen, Blunden, Durrant, Henton, Hersey, Hodgson, Pickett, Snowling and Upton

**Finance and General Purposes Committee**

Councillors Allen, Blunden, Henton, Pickett, Plass and Upton

**Planning and Traffic Committee**

Councillors Blunden, Hersey, Hodgson, Plass, Snowling and Upton

**Complaints Committee**

Councillors Allen, Blunden, Snowling and Upton

It was **AGREED** that the Complaints Committee should meet briefly to elect its chairman, prior to the next meeting of the Environment and Amenities Committee on 8 June.

**274. STANDING ORDERS AND FINANCIAL REGULATIONS.**

274.1 Standing Orders. It was **NOTED** that there had been no changes to the NALC Model Standing Orders and there were no circumstances requiring any amendments at this time.

**RESOLVED** to **CONFIRM** the Council's Standing Orders with no amendments.

274.2 Financial Regulations. It was **AGREED** to amend Financial Regulation 6.3, in accordance with the decision made by Full Council on 19 January to add the RFO to the mandate for the purposes of cashing petty cash cheques and having the authority to communicate with the bank. The last two paragraphs were to be amended to read: "In the case of a cheque payable for 'cash', for the purposes of withdrawing petty cash from the bank, the Clerk and RFO will be additional signatories in order to comply with the requirements of Barclays Bank. The Clerk and RFO would not be signatories on any other cheque".

**RESOLVED** to **CONFIRM** the Council's Financial Regulations as amended.

It was anticipated that a further review of the Financial Regulations would be needed if and when the Council agreed on internet banking or a debit card.

**275. REPRESENTATIVES TO OUTSIDE BODIES.**

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

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Two representatives to West Sussex ALC Ltd - Councillors Blunden and Snowling  
Two representatives to the Mid Sussex Association of Local Councils - Councillors Blunden and Snowling  
One representative to the Mid-Sussex Older People's Council - Councillor Upton  
Two representatives to the Lindfield Enterprise Park Shareholders group - the Clerk and the RFO  
Gatwick Airport Town and Parish Liaison Group - Councillor Hersey.

It was **AGREED** that the representatives on outside bodies should report back to Council or a relevant Committee as and when appropriate.

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

276.1 A summary of the updated asset register had been circulated and it was **NOTED** that the full register was available for members to inspect at the Parish Office.

### 277. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

277.1 It was **NOTED** that the current three year agreement with Zurich was due to expire on 27 May and the Finance and General Purposes Committee had undertaken a review of the insured risks, resulting in a small number of minor changes, and considered quotations from three insurance providers. It had been agreed at the F&GP meeting on 4 May to renew the policy with Zurich Municipal on the basis of a further three year agreement. It was **AGREED** to **CONFIRM** the insurance arrangements made by the F&GP Committee.

### 278. REVIEW OF THE COUNCIL'S AND/OR STAFF MEMBERSHIP OF OTHER BODIES AND SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY.

278.1 **RESOLVED to CONFIRM** the annual subscriptions to the following organisations for 2017/18.

West Sussex ALC Ltd (formerly SALC) (includes subscription to National Association of Local Councils).  
Annual Subscription - £1,732.95 (no VAT) (April 2017).

Local Council Review (quarterly periodical, paid through SSALC at a discounted rate for NALC subscribers) Annual subscription - £17.00 (January 2017)

Historic Towns Forum (in partnership with the Association of Small Historic Towns and Villages [ASHTAV]). Annual membership - £25.00 (March 2017)

Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00 (June 2016)

Action in Rural Sussex. Annual membership - £50.00

Society of Local Council Clerks. Annual Clerk's membership - £200.00 (January 2017)

The Open Spaces Society. Annual membership - £45.00 (August 2016)

Council for the Protection of Rural England (CPRE). Annual membership - £36.00 (May 2016).

West Sussex Archives Society. Annual membership - £25.00 (January 2017).

Local Council Advisory Service (LCAS). Annual subscription - £95.00 plus VAT (April 2017)

British Toilets Association. Annual membership - £50 plus VAT (September 2016)

Information Commissioner's Office. (Data Protection Registration) - Annual Registration Fee £35 (Feb 2017)

### 279. LIST OF DIRECT DEBITS AND REGULAR CONTRACTS.

279.1 The list of Direct Debits which included a number of variable payments was **NOTED** and **CONFIRMED**.

279.2 The list of contracts, agreements and regular payments paid by cheque was **CONFIRMED** with the addition of the WSCC Capita Partnership for the payroll and Local Government Pension Scheme.

**280. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE.**

280.1 **RESOLVED:** to **CONFIRM** the Council's Code of Practice and Procedure for the Handling of Complaints, with no amendments.

**281. PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTION ACT 1998.**

281.1 It was **AGREED** to defer this item to the next meeting.

**282. POLICY FOR DEALING WITH THE PRESS/MEDIA.**

282.1 **RESOLVED:** to **CONFIRM** the Council's policy with no amendments.

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

283.1 **RESOLVED:** that there should be no change to the frequency or pattern of meetings and that the meeting dates for the 2018 calendar year should be arranged by the Clerk in consultation with the King Edward Hall Booking Secretary, for confirmation at a later meeting.

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

284.1 **RESOLVED:** that this matter be delegated to the Finance and General Purposes Committee according to the Council's custom.

**285. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

285.1 Traffic Study. Mr. N. Kerslake requested an update on the proposed trial of traffic lights at the corner of Lewes Road and the High Street and associated air quality monitoring.

285.2 Wates appeal re development at Walstead. Mr. Kerslake stated that he hoped that Lindfield Parish Council would be represented at the appeal hearing, to reflect the interests of the village and stand up for residents' views on development of this important site.

Councillor Hodgson responded to both of these points during his Planning and Traffic Committee report (Minutes 293.6 and 293.7).

285.3 Public Toilets on the Common. Mr. Kerslake stated that this was becoming a very difficult issue to deal with, particularly as there were reasons for argument against all the possible sites in terms of conservation, the Commons Act and residents' objections. He suggested that it was time to put together a written assessment of the present situation, financial arrangements, evidence of need, and any remaining options for the siting of the toilets, so that the Council could make an informed decision about whether to continue pursuing this project.

**286. CHAIRMAN'S ANNOUNCEMENTS.**

286.1 The Chairman had no announcements to make.

**287. ARRANGEMENTS FOR CO-OPTION TO FILL TWO CASUAL VACANCIES.**

287.1 It was **NOTED** that the formal notification period had now ended and there had been no call for a bye-election. The Council was therefore free to co-opt and a notice would be displayed on the notice board and website. Members discussed making a direct approach to certain people who had voiced views on recent planning and licensing issues. It was suggested that they might only be interested in serving on the Planning and Traffic Committee, but not enthusiastic about being Councillors in the full sense. However co-opting people direct to a Committee rather than as full members of the Council was not supported.

**288. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.**

288.1 Councillor Andrew Lea (WSCC). The Chairman welcomed Councillor Andrew Lea, very recently elected as West Sussex County Councillor for Lindfield and High Weald. Councillor Lea reported that he had attended induction at County Hall the previous day, with a tour of the building and had started to climb a steep learning curve. The Annual Meeting was to take place on 16 May at which Leaders and Chairs of Committees would be elected. Councillor Lea had nothing to report as yet in terms of business, but he expected to make a more substantive report at the next Parish Council meeting. He was looking forward to working with the Parish Council in his capacity as County Councillor.

288.2 Councillor Mrs. Margaret Hersey (MSDC). Councillor Hersey reported that the Annual Meeting of MSDC had taken place the previous day; the new Chairman was Councillor Bruce Forbes with Councillor Phillip Coote as Vice Chairman. The Chairman was looking forward to attending the Lindfield Civic Service. There were to be some slight changes to committee chairs. Further correspondence had taken place with the Planning Inspector about the District Plan, but because of the pre-election "purdah" period, no decisions had been made.

**289. ACTION LIST.**

289.1 The Action List was **NOTED**.

**290. CONSULTATION DOCUMENTS.**

290.1 There were no current consultations.

**291. FINANCE AND GENERAL PURPOSES COMMITTEE.**

291.1 Councillor Henton reported on matters considered at the meetings held on 2 March and 4 May 2017. It was **NOTED** that the Minutes of the last meeting were not yet available.

291.2 Investment of Parish Council Cash Deposits. With reference to his written report which had first been circulated for the F&GP meeting on 4 May, Councillor Henton reported that with regard to the exercise to spread Lindfield Parish Council's cash deposit, which at present was entirely with Barclays Bank, between two other organisations, so as to bring more of the funds under the Government's deposit protection scheme, it had been decided to deal with one new organisation at a time. Santander's terms and conditions in respect of withdrawal transactions from the Treasurers Savings Account were not compatible with the Parish Council's financial controls. Accordingly, placing a deposit with Nationwide Building Society (Instant Saver Account) would be dealt with first and that in order to authorise the placing of such a deposit with this Society, certain authorities as set out in the report would need to be approved. The Chairman was looking at other banks in Haywards Heath. It was **AGREED** to delegate setting up the additional savings account to a small panel.

**RESOLVED:**

- (1) The Responsible Financial Officer ("RFO"), Tracy Ely, and the Chairman of the Finance and General Purposes Committee, Stephen Henton, be and are hereby authorised on behalf of Lindfield Parish Council ("LPC") to set up with Nationwide Building Society ("NBS") a Nationwide Business Instant Saver Account with an initial deposit of £85,000.
- (2) The main contact between LPC and NBS would be the RFO.
- (3) "Business Officials" as required by NBS to be nominated to be Councillors William Blunden and Stephen Henton
- (4) "Authorised Signatories" to be Councillors William Blunden, Valerie Upton, Ronald Plass and Stephen Henton.
- (5) Any instruction to NBS regarding the Business Saver Account to require the authorisation of two Signatories named in (4) above and
- (6) Interest accrued on the deposit with NBS to be paid directly into LPC's current account with Barclays Bank which would be named as the nominated account with NBS.

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291.3 Barclays Account. Councillor Henton further reported that following the changes to the banking arrangements referred to in the previous Minute, it was proposed to move to full online banking on a step by step basis, although this may not be necessary if an alternative, simple way of moving money between banks could be found. As recorded at Minute 274.2 above, the Council's Financial Regulations had now been amended in accordance with the decision to add the RFO to the bank mandate for withdrawal of petty cash and authority to discuss the accounts with the bank.

It was **RESOLVED** that the RFO be given authority to have "view only" access to the two Barclays accounts if and when online arrangements were set up.

291.4 Debit Card. It was considered unsatisfactory that certain purchases (usually online) had to be made using personal credit or debit cards and it was **AGREED** to obtain a Parish Council debit card for the Barclays Current Account, but that a secure procedure should be drawn up to control its use and approved prior to making the application.

291.5 Interim and Final Reports of the Internal Auditor. The Internal Auditor's reports, which had been circulated with the Agenda, together with a report from the Clerk in response to the eight points made by the Auditor for the Council's consideration in his Interim Report dated 15.03.17, were received and **NOTED**. The Clerk's report (which had subsequently been considered by the F&GP Committee) had been presented to the Internal Auditor at his final visit on 26 April and the explanations and proposed actions had all been considered to be satisfactory.

The final inspection had taken place on 26 April, following which the Internal Auditor completed the Internal Audit section of the Annual Return and submitted his written report the same day. No matters had been reported "by exception" but three further items were listed and these were **NOTED**:

"1 Asset Register. The Total Assets in the Annual Return 31/03/16 did not include £58,000 re Public Toilets - this figure had been correctly processed in the figures for previous years. The current Annual Return has been restated in respect of 31/03.16. The 31/03/17 Asset Register has been checked and the current Annual Return is correct.

2 The Annual Return Governance Statement (Section 1) is signed off in Council and confirms that all Controls and Procedures have been reviewed. There are two sets of Guidelines/Regulations that need to be followed - details have been passed to the Clerk:

a) the Governance and Accountability Guide 2017

b) the Accounts and Audit Regulations 2015. Note that Section 5 (1) is badly worded - it should reads that the Council must arrange for an Audit to be carried out by an independent Internal Auditor."

*[These documents had been circulated to Councillors subsequently].*

291.6 Annual Return and Year End Accounts 2016/17. It was **NOTED** that a draft copy of the Annual Return and Year End Accounts for the year ending 31 March 2017 had been considered at the meeting of the Finance and General Purposes Committee held on 4 May and the Committee had agreed to recommend the draft to Full Council for approval.

291.7 Annual Return 2016/17 Section 1: Annual Governance Statement. It was **NOTED** that Members were required to acknowledge their responsibility for ensuring that there was in place a sound system of internal control, including the preparation of the accounting statements.

The Council having given due consideration to reports of the Internal Auditor (Minute 291.5 above) and the Review of the Effectiveness of the System of Internal Audit and Internal Control, the report of which had been considered at the Council meeting held on 16 March 2017, Councillor Henton took Members through each of the statements listed in Section 1 (Annual Governance Statement). Members considered their responses and confirmed the statements to the best of their knowledge and belief.

It was **AGREED** to enter YES to each of Statements 1 - 8 and N/A to Statement 9 (which related to trust funds).

It was **PROPOSED, SECONDED** and **RESOLVED**: to **APPROVE** Section 1 of the Annual Return (Annual Governance Statement), duly completed, and that it should be **SIGNED** by the Chairman and Clerk of the Council.

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- 291.8 Annual Return 2016/17 Section 2 (Accounting Statements). Members had received, in advance of this meeting, a copy of Section 2 and the supporting documentation.
- Section 2 of the Annual Return, the Supporting Notes and Balance Sheet had been completed and signed by the Responsible Financial Officer before presenting the documents to the Council, as required.
  - The Accounts were presented as Receipts and Payments rather than Income and Expenditure.
  - The Receipts and Payments Account recorded receipts of £192,916.85 and payments of £169,981.18.
  - The closing balance as at 31 March 2017 was £239,787.63, which included petty cash in hand of £124.10.

There were no queries from Members on the Accounts.

It was **PROPOSED, SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2016/17 and that Section 2 of the Annual Return, together with the Supporting Notes for the Statement of Accounts and the Balance Sheet, should be **SIGNED** by the Chairman of Council.

- 291.9 Exercise of Electors' Rights: dates for the public inspection period. It was **AGREED** to confirm to the External Auditors, PKF Littlejohn, that the Parish Council had adopted their suggested dates of Monday 5 June to Friday 14 July 2017 inclusive as the public inspection period.
- 291.10 Proposed public toilets on the Common. Councillor Plass stated that the current position was as alluded to during the public session at this meeting: that sites meeting some criteria were unsuitable on other grounds and that there was no clear way forward at present.
- 291.11 Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 2 March 2017. Councillor Henton had reported to Full Council on 16 March on matters discussed at this meeting but the Minutes had not been available. It was **RESOLVED** that the Minutes of the meeting of the Finance and General Purposes Committee held on 2 March 2017 be received and their recommendations confirmed.
- 291.12 Statements of Account / Budget Progress, Bank Reconciliation and quarterly Receipts and Payments Summary for the periods 01.02.17 – 28.02.17 and 01.03.17 – 31.03.17. It was **NOTED** that the April reports were not yet available. The financial reports to 31 March 2017 were considered and **NOTED**:
- From the total in-year budget of £183,580, the sum of £149,250 had been spent
  - From the F&GP budget of £131,780, £109,520 had been spent
  - From the Administration budget breakdown, £98,151 had been spent from the total of £115,780
  - From the E&A budget of £51,500, £39,680 had been spent
  - From the P&T Miscellaneous budget of £200, £50 had been spent and a further £9,633 had been spent from the reserves under the Professional Fees and Traffic Study headings.
  - £1,835 had been spent from the General Reserve.

The total spent in the year was £160,718.

- 291.13 List of cheques for approval. The list of cheques drawn since the Council meeting held on 16 March 2017 meeting was tabled. **NOTED**: that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £500 and that the Petty Cash balance as at 11.05.17 was £216.60.

It was **RESOLVED** to approve the list of cheques, numbers 105934 – 105963 inclusive, totalling £23,643.55.

## 292. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 6 April, for which the Minutes had been circulated.

- 292.1 Roadside posts near the Pond. Jonathan Ullmer (WSCC) had confirmed that the work to replace a number of roadside posts near the Pond should be done by the end of May at the latest. Haywards Heath Town Council would then paint the whole row with the Parish Council paying for the paint.

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- 292.2 Common post and rail fence. The fence had now been painted by MSDC's contractors and a cheque for £1,063 had been sent for the Parish Council's contribution 50% of the painting cost, with the replacement of rotten or missing posts being met by MSDC.
- 292.3 Minutes of the meeting of the Environment and Amenities Committee held on 6 April 2017. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 6 April be received and their recommendations confirmed.

### 293. PLANNING AND TRAFFIC COMMITTEE.

Councillor Hodgson reported on matters considered at the meeting held on 3 April, having no comments in respect of the meeting held on 14 March and 25 April 2017. The Minutes of the meeting held on 25 April were not yet available.

- 293.1 DM/17/0928 - Lindfield Coffee Works (Minute 269.3). The P&T Committee had had no objection to the change of use to A3 (café) but supported the residents with concerns about the proposed hours of operation. The application was under consideration by MSDC's Planning Committee that evening.
- 293.2 DM/17/0839 - Land parcels at 533311 and 125586 at Birchen Lane (Minute 269.4). The Committee had agreed to respond to MSDC endorsing the good response made by Haywards Heath Town Council, adding further concerns about flooding issues and street lighting.
- 293.3 DM/17/1029 - The Palms, Lewes Road (Minute 269.6). The Committee had reiterated its previous comments on this application which was not supported.
- 293.4 DM/17/4857 - White Horse Inn, 22 High Street (Minute 277.2). The Committee had noted the concerns of residents and the Lindfield Preservation Society which were supported in a substantial letter of objection subsequently written by the Planning Administrator.
- 293.5 Minutes of the meetings of the Planning and Traffic Committee held on 14 March and 3 April 2017. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 14 March and 3 April be received and their recommendations confirmed.
- 293.6 Traffic Study. With reference to Mr. Kerslake's request for an update during the public session, Councillor Hodgson stated that some additional modelling of the options for trialling traffic lights at the Lewes Road / High Street corner had been carried out, from which it had been clear that there was one preferred option. There would be a more formal report in due course and the public would be kept informed of developments.
- 293.7 Wates appeal re development at Walstead. In response to the comments made by Mr. Kerslake in the public session, Councillor Hodgson stated that the Planning and Traffic Committee had not identified a Councillor to attend the hearing and speak, but a volunteer would be sought.

### 294. STAFF VACANCIES FOR CLERK AND DEPUTY CLERK.

- 294.1 A short note of the Clerk's conversation with Trevor Leggo (SSALC) earlier in the day was tabled. Mr. Leggo had agreed with the Clerk's view that advertising both posts at the same time, as suggested at the Extraordinary Meeting of Council on 6 April, would not work, and recommended advertising the Clerk's position first.

The salary had been discussed further and Mr. Leggo had agreed a starting salary in line with the present Clerk's grade instead of his previous recommendation.

The Council was strongly recommended to include an in-tray exercise as part of the interview process as this was a very good way of finding evidence of common sense. Because of the limitations of the Parish Office, Mr. Leggo had offered to conduct the in-tray exercises at SSALC's office in Lewes.

Aiming for a starting date at the beginning of August, the appointment would need to be made by the end of June to allow for a notice period of one month.

It was **AGREED** to advertise the Clerk's post first, with a starting salary of circa £26,000 p.a. The advert was go live by the end of May at the latest and the Panel (Councillors Blunden and Henton and the Clerk) was authorised to have the

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discretion to make all other arrangements, subject to any offer of appointment being subject to formal approval by Full Council.

### **295. PARISH MEETING HELD ON 27 APRIL 2017.**

295.1 It was **NOTED** that Minutes were not yet available; however there were no resolutions for the Council to consider. The Minutes would be presented to a future Council meeting when completed.

### **296. ANNUAL REPORT.**

296.1 A draft had been circulated subject to updating a few details in the P&T report. It was **AGREED** to approve the draft for publication in the July edition of Lindfield Life, subject to these final details being added and a final draft being circulated prior to publication.

### **297. NOMINATIONS FOR MSDC COMMUNITY SERVICE AWARDS 2017.**

297.1 In anticipation of the request from the MSDC Chairman's PA, the Chairman asked Members to start considering people who could be nominated by the Parish Council for an award. The Chairman stated that it would be helpful to have confirmation of the number of nominees the Parish Council could put forward as he had three names in mind. Councillor Hersey advised that the new Chairman of MSDC had some new ideas and there could be some changes this year. It was suggested and **AGREED** that the Chairman should be authorised to put forward names according to the quota when the invitation to make nominations had been received.

### **298. THE WILDERNESS FIELD.**

298.1 It was **NOTED** that the Wilderness Field had now been registered to Mid Sussex District Council. A Member pointed out that the Parish Council was not in a negotiating position for onward transfer to the Parish Council until MSDC had set out the conditions for the transfer of the land in a fairly formal way. It was therefore **AGREED** that a letter should be sent to Tom Clark to ascertain what should be put into such a transfer document, in terms of procedure, conditions and money. The membership of the Working Group, previously established, was **CONFIRMED**: Councillors Blunden, Henton, Pickett and Snowling together with the Clerk and Deputy Clerk.

### **299. ANY OTHER BUSINESS.**

299.1 No other items of business were raised.

The meeting concluded at 9.05 p.m.