

## LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of **LINDFIELD PARISH COUNCIL** held on **TUESDAY 17 MAY 2011** at the King Edward Hall, Lindfield.

**Present:** Mr. W. Blunden  
Mr. M. Allen  
Mr. M. Amor  
Mr. S. Henton  
Mrs. M. Hersey  
Mr. C. Snowling  
Mrs. V. Upton

Mrs. J. Chatfield }  
Mr. L. Corp } took their places at the table after item 3 as newly co-opted members.  
Mr. R. Plass }  
Mr. S. Hodgson }

**Also Present:** Councillor Mrs. C. Field (WSCC) from 8.05 p.m.  
5 members of the public

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

Councillor Blunden opened the meeting, welcomed those present and announced the emergency procedure for the King Edward Hall.

### 1. ELECTION OF CHAIRMAN.

1.1 Councillor Blunden called for nominations for the office of Chairman of Council. Councillor Blunden was **PROPOSED** by Councillor Snowling and **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 2011/12

### 2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

2.1 Councillor Blunden read aloud his Declaration of Acceptance of Office as Chairman of Lindfield Parish Council and signed the Declaration in the presence of the Proper Officer who counter-signed the declaration. Councillor Blunden assumed his position as Chairman for the rest of the meeting.

### 3. CO-OPTION OF MEMBERS TO FILL THE VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS.

3.1 The Chairman thanked those Members who had stood for re-election and welcomed new Member, Mr. Michael Amor. At the invitation of the Chairman, Members briefly introduced themselves.

3.2 Following the recent election, eight places on the Parish Council had been filled, leaving four vacancies which had been advertised on the notice board and website. Five people had come forward and submitted written profiles which had been circulated with the Agenda for this meeting. It was noted that the co-option procedure had to be held in public.

The candidates were: Jane Chatfield, Lester Corp, Susan Gale, Simon Hodgson and Ron Plass

3.3 Members were given the opportunity to ask questions of candidates for clarification, but no questions were asked. The Chairman outlined the voting procedure and pointed out that the Parish Council's Standing Orders stated that voting was carried out by show of hands unless two members requested a signed ballot. Councillors Allen and Snowling, together with the Chairman, requested a signed ballot, as being appropriate in these circumstances, and this was **AGREED**. The voting papers would be retained and would be available for inspection. The voting papers were distributed bearing the names of the five candidates. Members were asked to vote for four candidates and sign the

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paper. Further votes would be taken in the case of a tie and if necessary the Chairman would exercise his casting vote.

3.4 The result of the voting was as follows:

Jane Chatfield	7
Lester Corp	7
Susan Gale	1
Simon Hodgson	6
Ron Plass	7

The following resolution was **MOVED, SECONDED** and **AGREED**:

“That the following four people having confirmed that they are qualified to serve, be co-opted as Members of Lindfield Parish Council: Mrs. Jane Chatfield, Mr. Lester Corp, Mr. Simon Hodgson and Mr. Ron Plass.

The Chairman welcomed the new Members and invited them to take their places at the table. The Chairman thanked the unsuccessful candidate for her interest.

The Chairman invited the new Members to the annual Civic Service on 22 May and encouraged them to attend the Councillors Introduction Session in Scaynes Hill on 22 June.

### 4. **DECLARATIONS OF ACCEPTANCE OF OFFICE OF NEWLY ELECTED AND CO-OPTED COUNCILLORS.**

4.1 Declarations of Acceptance of Office had been made and signed in the presence of the Proper Officer by Councillors Blunden, Allen, Amor, Gomme, Henton, Hersey, Snowling and Upton and these were now **RECEIVED**.

4.2 The newly co-opted Members were asked to complete and sign a Consent to Co-option form, in which they declared their eligibility to become members of the Parish Council. Councillors Chatfield, Corp, Hodgson and Plass then read aloud and signed their Declarations of Acceptance of Office, having been provided in advance of this meeting with information about the Code of Conduct. The Declarations were counter signed by the Proper Officer.

### 5. **ELECTION OF VICE CHAIRMAN.**

5.1 The Chairman called for nominations for the office of Vice Chairman of Council. Councillor Upton was **PROPOSED** and **SECONDED**, and, there being no further nominations, Councillor Valerie Upton was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the Council year 2011/12

### 6. **DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN.**

6.2 Councillor Upton read aloud her Declaration of Acceptance of Office as Vice Chairman of Lindfield Parish Council and signed the Declaration in the presence of the Proper Officer who counter-signed the declaration.

### 7. **APOLOGIES FOR ABSENCE.**

7.1 Apologies for absence were received from Councillor Gomme and the reasons were accepted.

### 8. **TO RECEIVE DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA.**

8.1 Councillor Allen declared a personal interest in item 25 (School Safety Zones) as he was a Governor of Lindfield Primary School.

### 9. **REGISTER OF INTERESTS: TO NOTE THE REQUIREMENTS OF THE CODE OF CONDUCT.**

9.1 **NOTED:** the requirement of the Code of Conduct for Members to complete a Notice of Members' Registerable Interests, to be sent by the Clerk to the District Council within 28 days from 6 May for those who stood for election and within 28 days of appointment for the co-opted members.

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### 10. APPOINTMENT OF STANDING AND STATUTORY COMMITTEES

10.1 **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.

10.2 **NOTED** that 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, Gomme, Henton, Hersey, Hodgson, Plass and Upton.

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

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

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

10.3 **RESOLVED** that Cllrs. Blunden and Corp should have specific responsibility for the Archive collection.

### 11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:

11.1 **RESOLVED** that the following representatives be appointed to outside bodies, subject to confirmation by Councillor Gomme who was absent from the meeting.

- Two representatives to the Mid Sussex Association of Local Councils and for the AGMs of the Sussex Association of Local Councils and Action in Rural Sussex: Cllrs. Blunden and Corp.
- One representative to liaise with the Police - Police Neighbourhood Panel: Cllr. Allen
- One representative to the Scrase Valley LNR Steering Committee: Cllr. Gomme (subject to confirmation)
- One representative to the Mid-Sussex Older People's Council: currently Cllr Upton
- Two non-voting representatives to the Central Mid Sussex County Local Committee: Cllrs. Allen and Blunden – it was noted that these meetings were open to all.
- Lindfield and Scaynes Hill Action Plan Advisory Group: Cllrs. Gomme (subject to confirmation) and Snowling
- One representative to the River Ouse Stakeholders Group Cllr Gomme (subject to confirmation)

### 12. TO CONSIDER PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY.

12.1 **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 - £1,467.27 incl. VAT (April 2011)
- 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 2011)
- Action in Rural Sussex (formerly Sussex Rural Community Council): Annual Membership - £50.00 (August 2010)
- Society of Local Council Clerks. Annual membership (for both Clerks) - £286.00 (January 2011)
- The Open Spaces Society: Annual subscription for the current year- £40.00 ( December 2010)
- Council for the Protection of Rural England (CPRE). Annual membership - £29.00 (May 2010)
- West Sussex Archives Society: Annual membership - £25.00 (April 2011)
- Local Council Advisory Service (LCAS): Annual subscription - £111.63 including VAT (April 2010)
- British Toilets Association: £50 plus VAT (August 2010)
- Ramblers' Association: Annual membership - £40.50 (August 2010)
- South East Employers: £185.00 plus VAT (April 2011).

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

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

### 14. TO PASS A RESOLUTION TO NOMINATE FOUR MEMBERS TO ACT AS SIGNATORIES TO THE EXISTING BARCLAYS BANK ACCOUNTS.

14.1 **RESOLVED:** that Cllrs. Blunden, Corp, Henton and Upton should be signatories to the Parish Council's Business Current Account and Business Saver Account with Barclays Bank, any two of which to sign each cheque. The Clerk, Mrs. C. Irwin, would continue to be a third signatory for petty cash cheques only, in order to comply with the requirements of the Bank. A new mandate would be submitted.

### 15. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

### 16. MINUTES OF THE COUNCIL MEETING HELD ON 24 MARCH 2011

16.1 The Chairman called for approval of the Minutes and Confidential Minutes of the Council meeting held on 24 March 2011. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

### 17. CHAIRMAN'S ANNOUNCEMENTS.

17.1 Lindfield Arts Festival. The Chairman wished to record congratulations to all those involved in the recent Lindfield Arts Festival, which had been a huge success.

17.2 Sculpture unveiling at The Limes. The Chairman reported that he had taken part in the unveiling of the swan sculpture at The Limes housing development on Friday 13 May. He had taken the opportunity to welcome new residents to the Village community.

### 18. REPORT ON POLICE PRIORITIES.

18.1 Councillor Allen reported that the next meeting of the Police Neighbourhood Panel was due to take place on 7 July. Priorities appeared to remain as previously reported. The CCTV camera had been used in Lewes Road the previous day to identify speeding vehicles. The Chairman reported having recently witnessed PCSO Stuart Clough pulling up a number of cyclists who had ridden through a red light in West Common.

### 19. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

19.1 The Chairman welcomed Cllr. Field who had joined the meeting after the start having attended Horsted Keynes Parish Council to give her County Councillor's report.

Councillor Field (WSCC) reported as follows:

19.2 Councillor Field offered her congratulations to new members and to Councillors Blunden and Upton who had taken office.

19.3 Damage to the fence by the Pond. This damage had been witnessed when it occurred the previous day and had been reported to the Highways Department.

19.4 London to Brighton Bike Ride - 19 June. This would be the same as in previous years and notices had been sent out.

19.5 School Safety Zone - Oathall Community College, Blackthorns and Lindfield Primary School. Councillor Field had noted that this was on the Agenda and looked forward to hearing the debate.

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- 19.6 New Chairman of WSCC. Mike Coleman who represented the division of Nyetimber had succeeded Mark Dunn as Chairman of WSCC. Cllr. Coleman had served in many capacities including Deputy Leader. He was intending to “get out and about” as much as possible in order to get to know the areas with which he was less familiar and would be overseeing the business of the County Council at a particularly difficult and sensitive time.
- 19.7 Central Mid Sussex County Local Committee (CLC). The next meeting of the CLC was to be held on 24 May in Haywards Heath Library. These committees had been set up to create a more direct link with Parishes and all Councils were invited to attend. There were opportunities to raise local issues and grant funding was available under the Community Initiative Scheme. The two main items on the agenda would be the permanent Saturday road closure of the Broadway to facilitate a Quality Local Produce Market and an extension of the speed limit on the B2028 north of Ardingly: 40 mph from the village 30 mph limit northwards to Tillinghurst Lane.
- 19.8 Withdrawal of bus services. Councillor Field drew attention to the proposal to withdraw a number of supported bus services: Metrobus 81 and the 270 Sunday and Public Holiday services were likely to be discontinued.
- Cllr. Snowling reported as follows:
- 19.9 MSDC Annual Meeting. The Annual Meeting was to be held the following day when post holders would be agreed. There had been a lot of changes at the recent election and the outcome could not be anticipated.
- 19.10 Planning. The next but one meeting would be considering the latest position regarding planning policy.
- 19.11 Cllr. Hersey had nothing to add other than she hoped continuing Members would settle back into their roles.

### 20 ACTION LIST.

- 20.1 The Action List was noted without comment.

### 21. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER DOCUMENTS RECEIVED.

- 21.1 The Chairman explained about the Consultation Panel for the benefit of new Members.
- 21.2 Future of the Standards Regime. MSDC would be looking at this in the summer and had invited Parish Councils to give feedback on where their Councils were going with Standards, after the enactment of the Localism Bill at the end of this year. **AGREED** that Councillors Snowling and Hersey should join the Chairman and Vice Chairman on the Panel to consider a response to this consultation.
- 21.3 Planning for Traveller Sites. **AGREED** that this could go to the Planning and Traffic Committee for consideration.

### 22. FINANCE AND GENERAL PURPOSES COMMITTEE.

- 22.1 **NOTED:** the Minutes of the last meeting of the Finance and General Purposes Committee had been received at the last meeting of Council.
- 22.1 Statements of account/budget progress for the period 01.03.11. to 31.03.11. **RESOLVED:** to approve the Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.03.11 to 31.03.11. **NOTED:** the outturn at the end of the financial year - the F&GP Committee had spent £83,000 of its £99,000 budget; the E&A Committee had spent £26,000 out of £46,000 and over all £108,000 had been spent from the year's budget of £156,000. Approximately £13,000 had also been spent from the reserves and outstanding projects total of £109,000. The March Administration figure appeared high because it included two months wages, as WSCC had not invoiced for salaries in April 2010. **NOTED** that the financial statements for April 2011 were not yet available as the Bank Statements had not been received prior to the RFO's leave.

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- 22.3 List of cheques for approval: cheques drawn since the Council meeting of 24 March 2011. The list of cheques had been circulated with the Agenda. **NOTED:** that no payments had been made during this period under the powers granted by Section 137 of the Local Government Act 1972.

**RESOLVED:** to approve the list of cheques numbered 104691 – to 104718 inclusive, totalling £13,048.17. **NOTED** that the Petty Cash Balance as at 17.05.11 was £166.49. The Chairman of Council **SIGNED** the list of cheques which is attached to the signed copy of these Minutes as Appendix A.

### 23. ENVIRONMENT AND AMENITIES COMMITTEE.

- 23.1 To receive the Minutes of the Environment and Amenities Committee meeting of 7 April 2011. Councillor Blunden reported that there were no specific recommendations for approval by Full Council from the minutes of the last meeting. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 7 April be received and their decisions confirmed.

### 24. PLANNING AND TRAFFIC COMMITTEE.

- 24.1 To receive the Minutes of the Planning and Traffic Committee meetings of 22 March and 12 April 2011. Councillor Snowling reported that the Minutes of the meeting of the Planning and Traffic Committee held on 4 May 2011 were not yet available and would be considered by the Committee on 24 May. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 22 March and 12 April 2011 be received and their recommendations confirmed.

- 24.2 Councillor Snowling explained for the benefit of new Members that all Councillors were welcome at Committee meetings and they were invited to sit at the table, but not to vote. Councillor Snowling noted that the next meeting of the Central Mid Sussex County Local Committee was on the same evening as the P&T Committee meeting and he hoped that Members of the Committee would attend P&T for which a good cross-section of the work of the committee was represented on the agenda.

### 25. TO CONSIDER PROPOSALS FOR A SCHOOL SAFETY ZONE FOR OATHALL COMMUNITY COLLEGE, INCLUDING BLACKTHORNS AND LINDFIELD PRIMARY SCHOOLS.

- 25.1 The Parish Council had been invited to comment on the proposals by WSCC for a School Safety Zone which would benefit pupils from Oathall Community College, Blackthorns Primary and Lindfield Primary Schools. The County Council officers were aiming to implement this scheme during the school summer holidays this year. Rupert Browning at MSDC had previously expressed some concerns that if the crossing point on Backwoods Lane was sited near the Bowls Club as formerly suggested, there might be requests for a more formal footpath on Common land. However it was now understood that the new crossing was to be located beyond Meadow Lane and would not have any affect on the Common. The other features would include road markings, red anti-skid surfacing patches and signs with flashing amber lights operating for a short time at the start and end of the school day – typically 7.30 – 9.30 and 14.00 – 1600 and a 20 mph speed restriction would apply during those times. Two of these signs would be in the Conservation Area – one near the entrance to School Lane, one near Linden Grove and another on Black Hill. At the invitation of the Chairman, Councillor Field (WSCC) explained that it had previously been the County Council's policy to roll out such schemes across the County, but because of funding cuts, this was no longer achievable. The cost of the Lindfield scheme had originally been estimated at a cost in excess of £100,000, which had not been considered to be justifiable, but the latest reduced scheme, at £30,000, was more affordable and £10,000 of that sum would come from Section 106 money from the Lark Rise development which, if unspent, would otherwise be returned to the developer.

During discussion Members commented on the long periods during which the 20 mph speed limit would be in operation as indicated on the plan, although the legend stated that the flashing amber lights would operate for a short time.

**AGREED** that WSCC should be informed that the Parish Council had no objection to the proposals for a School Safety Zone but to add a rider seeking clarification regarding school opening and closing times and pointing out that the legend on the plan stated that the flashing amber lights would operate for a short time although the timed periods as given for both the morning and afternoon seemed to be somewhat long.

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### 26. TO RECEIVE NOTE FOR THE RECORD OF A MEETING WITH MSDC OFFICERS TO DISCUSS FUTURE MANAGEMENT OF THE WILDERNESS FIELD.

- 26.1 The notes from this meeting were not yet available. The Chairman reported that a meeting took place on Monday 9 May, attended by himself, the Clerk, Claire McGough, Solicitor from MSDC's legal department, Steve Ashdown from the Planning Department and Rupert Browning from Landscapes. The District Council Officers were looking into the current position with the developer regarding their obligations under the S106 agreement and would report back in due course. It seemed that once the transfer to MSDC had taken place, there may be the possibility of onward transfer of the land to the Parish Council provided MSDC was satisfied that the Parish Council could fulfil the obligations the District Council would have to commit to. However it had been made abundantly clear that direct transfer from the owner/developer to the Parish Council was not possible. The use of the land would be controlled by a covenant and would remain as public open space, possibly planted up as a nature reserve. Use of the land for purposes such as allotments would not be permitted under the relevant legislation.

It was noted that the Council had not yet given consideration to whether this was a task it could undertake and it would have to be realistic in terms of being geared up to take on the commitment of managing a large area of recreational space. It was **AGREED** that there should be a working group to include the Chairman and Councillors Snowling and Hersey.

### 27. TO RECEIVE NOTE FOR THE RECORD OF AN OFFICERS' MEETING WITH MSDC TO DISCUSS PROPOSAL FOR PUBLIC TOILETS ON THE COMMON.

- 27.1 A meeting had taken place on 4 May between the Clerk and David Harper at MSDC. The notes of this meeting were written on the same day but were awaiting confirmation from Mr. Harper prior to circulation. It was therefore suggested that this item be deferred and that the notes be received at the next Council meeting. Meanwhile, Mr. Harper had agreed that a further meeting could be arranged to include a Member of the Parish Council and a District Council Cabinet Member. This had not yet been arranged. **AGREED** to defer this item to the next Council meeting on 23 June.

### 28. TO CONSIDER ANY MATTERS RAISED AT THE PARISH MEETING HELD ON 14 APRIL 2011.

- 28.1 There were no recommendations from that meeting for the Council to consider.

### 29. MATTERS RELATING TO SEARCH FOR ADDITIONAL LAND FOR ALLOTMENTS.

- 29.1 The Chairman stated that there was no longer any reason for this matter to be treated as confidential. It was therefore **AGREED** to bring this item forward.
- 29.2 The Chairman reported that the Council had become aware that 10 acres of land at East Mascalls were to be sold by sealed bids and a meeting had been held with representatives of Haywards Heath Town Council and Lindfield Rural and Ardingly Parish Councils, which were also known to be in need of additional allotment land, to discuss the possibility a partnership for acquiring the land as a joint venture for this purpose. However it had not been possible to proceed, due to the tight deadline which did not allow time for research, for a case to be put together for consideration by each Council and for the proper procedures to be followed. The matter was further complicated by the commercially sensitive nature of this particular sale. It had then been suggested that the four Councils might work on a joint strategy to be better prepared should another opportunity arise in the future.

### 30. 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.

- 30.1 No other items of business were raised.

This part of the meeting ended at 8.48 p.m.

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### 31. FURTHER PERIOD FOR QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC.

- 31.1 Fly posting. Mr. D. Macmillan, speaking on behalf of the Lindfield Preservation Society as well as other residents, expressed concern regarding the increasing expansion of fly posting.
- 31.2 Waste bins and bus stop poles. Mr. D. Macmillan referred to a recent quotation provided by the Lindfield Blacksmith for refurbishing the bus stop poles and stated that he understood that further reductions may be offered if the Council was also minded to look at the technical specification for the litter bins.
- 31.3 High Street Lime Trees. Mr. D. Macmillan expressed the opinion that the trees needed to be pollarded annually from next winter.

The meeting ended at 8.52 p.m.