

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 09 NOVEMBER 2017** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Damsell
Mrs. J. Durrant
Mr. S. Henton
Mr. R. Pickett
Mr. R. Plass
Mrs. S. Richmond
Mr. C. Snowling
Mrs. V. Upton

Also present: 1 Member of the public (who left during item 364)

In attendance Mr. A. Funnell (Parish Clerk)

Absent: Parish Councillors Mrs. M. Hersey, Mr. S. Hodgson, and Mr Allen

351. APOLOGIES AND REASONS FOR ABSENCE.

351.1 Apologies were received from Councillor Hersey, the reasons were accepted.

352. DECLARATIONS OF INTEREST.

352.1 Item 365: Councillor Snowling declared a personal interest as he is a committee member of the Lindfield Branch of the Royal British Legion. Councillor Blunden declared a personal interest as he has family members named on the war memorial.

353. MINUTES OF THE MEETING OF COUNCIL HELD ON 14 SEPTEMBER 2017 AND THE MINUTES OF THE ADDITIONAL MEETING OF COUNCIL HELD ON 20 SEPTEMBER 2017.

353.1 The Chairman called for approval of the Minutes of the meetings of Council held on 14 and 20 September 2017. These were **AGREED** and the Chairman **SIGNED** the Minutes as being true records of those meetings.

354. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

354.1 A member of the public commented as follows in regard to the traffic study:

- That the proposals are a series of wish lists
- That the outlined proposals lack any computer modelling data as to their effect
- That the consultation should be delayed

The Chairman **NOTED** the comments.

355. CHAIRMAN'S ANNOUNCEMENTS.

355.1 Lindfield Bonfire Celebrations – Saturday 4th November 2017: The Chairman acknowledged the excellent display that Lindfield Bonfire Society organised this year. It is a credit to the Society that the event was well managed and enjoyed by all. Support was expressed to all the hard working volunteers

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who helped organise and run the event. It was very impressive to see Lindfield High Street and Common clear of rubbish the morning after given the very large turnout of spectators.

It was **NOTED** that the Clerk will write to Lindfield Bonfire Society stating the above.

356. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

356.1 Councillor Mrs Margaret Hersey (MSDC). Councillor Hersey was not present, in her absence the Clerk reported the following items:

1) As Parish Councillors will be aware the main area of activity at the District Council is the final stages of our District Plan which MSDC is consulting on at present which commenced on 2nd October and runs through to the 13th November. This consultation is only on the proposed modifications to the emerging plan which resulted from the Inspector's requirement for the District Council to consider necessary changes to make the plan legally compliant. One area of concern was the supply of a 5-year land supply, he asked the council to consider options to make the supply more robust. With an approved plan with its 5-year rolling housing supply should result in Mid Sussex being less vulnerable to speculative developments.

2) The other area of concern is the Council Budget for 2018-19 with the known facts that central government grant support will be reduced once again with more responsibility put on local authorities.

3) The District Council this year is asking all local ward members to lay a wreath on behalf of Members and Officers of The Mid Sussex District Council as Local Member I will be laying a wreath at All Saints on Sunday afternoon

357. ACTION LIST.

357.1 The Action List was **NOTED**.

358. CONSULTATION DOCUMENTS.

358.1 There were no new consultation documents.

359. PLANNING AND TRAFFIC COMMITTEE.

In the absence of Councillor Hodgson, Councillor Snowling, as Vice Chairman reported on matters considered at the meetings held on 19 September, 10 October and 31 October 2017.

359.1 The Committee Chairman advised that there were no comments in respect to applications at the meetings held on 19 September, 10 October and 31 October. The Committee Chairman **REPORTED** the proposed crossing outside the King Edward Hall had been stopped.

359.2 Traffic Study. The Committee Chairman **NOTED** the earlier comments from the member of the public but stated as a responsible Council it was important that the Traffic Study proposals be put to the public for consultation.

359.3 Minutes of the meetings of the Planning and Traffic Committee held on 19 September, 10 October, and 31 October. It was **RESOLVED** that the Minutes of the meetings of the Planning and Traffic Committee held on 19 September, 10 October, and 31 October 2017 be received and their recommendations confirmed.

360. ENVIRONMENT AND AMENITIES COMMITTEE.

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Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 05 October 2017:

360.1 Christmas Lights

It was **REPORTED** that the light installers would be installing the Christmas lights on the 12/13 November. The Clerk had contacted the necessary local businesses and residents regarding the installation date and power supply for the lights.

360.2 Dropped Kerbs

It was **NOTED** that the Council will contribute £11,000 towards the cost of dropped kerb sites in Dukes Road, Backwoods Lane, Hickmans Lane and Lewes Road.

360.3 Blackhill Posts

It was **REPORTED** that after the Environment & Amenities Committee meeting of 5th October, Mid Sussex District Council advised that they had received an additional quote for posts on Blackhill. The quote was for £5,500 (£2252 cheaper than the quote reported at the meeting). Mid Sussex District Council had asked the Clerk to confirm the Council will contribute 50% towards the work. The Clerk after consulting the Committee Chairman and Vice Chairman, had advised that the Council will contribute £2,750 towards the cost of posts on Blackhill.

360.4 Common Car Park

It was **REPORTED** that the Clerk, after consulting committee members had advised Mid Sussex District Council that they agree with the proposed car park surface material. The Council understands that Mid Sussex District Council are now progressing this work.

360.5 Wilderness Field: update

It was **REPORTED** that the Wilderness Field Working Group met yesterday to consider the findings of the ROSPA report and other information. In regard to the site the Council has three options:

- 1) Do not take ownership of the land;
- 2) Take the land on in trust;
- 3) The Parish Council take ownership of the land.

The Working Group, in principle, having discussed the three options believe that the only viable option is for the Council to take ownership of the land. The Council will therefore seek detailed costings regarding the initial outlay and ongoing maintenance before submitting a proposal to Full Council for approval. The Clerk will contact various groups in regard to running of the site including the Sussex Wildlife Trust.

The Clerk reported that following the meeting the tree arborist had been contacted and he was willing to undertake a walk around survey (£150.00 plus VAT) and write a brief report on any trees of concern (£150.00 plus VAT). The Chairman asked the Council to approve the tree survey and Report. It was **AGREED** to approve expenditure on the Survey and Report

360.6 Village Night

Preparations for the Village Night are well underway:

- Applications have been sent to stall holders.
- Shops have been advised.
- Bus companies have been notified.
- Councillors still need to review the risk assessment.

360.7 To receive the Minutes of the meeting of the Environment and Amenities Committee held on 5 October 2017 and to confirm their recommendations (if available).

360.8 Minutes of the meeting of the Environment and Amenities Committee held on 5 October 2017, It was **RESOLVED** that the Minutes of the meeting of the Environment and Amenities Committee held on 5 October 2017 be received and their recommendations confirmed.

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361. FINANCE AND GENERAL PURPOSES COMMITTEE.

Councillor Henton reported on matters considered at the meeting of the Finance and General Purposes Committee held on 02 November 2017 of which the Minutes were not yet available.

361.1 To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 02 November 2017 to confirm their recommendations.

The Minutes were not yet available.

361.2 Investment of funds. The Committee Chairman **REPORTED** that £170,000 of funds are protected under the government's Financial Protection Scheme. The Council holds £85,000 in both Nationwide Building Society and Barclays Bank. It will be an ongoing exercise whether to invest another £85,000 in an additional account with a different provider. The Council would have to pay a fee for an additional current account. A bank deposit account though could be an alternative. It was **NOTED** that the Responsible Financial Officer's main concern at present has been the budget, the further investment of funds would be considered at a future meeting.

361.3 Minutes of the meeting of the Finance and General Purposes Committee held on 7 September. It was **NOTED** that the Minutes of the meeting of the Finance and General Purposes Committee held on 7 September were not yet available. The minutes will be received at the next meeting of Full Council.

361.4 Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.09.17 – 30.04.17 and 01.10.17 - 31.10.17.

The reports to 31 October 2017 were considered and **NOTED**:

- From the total in-year budget of £197,080, the sum of £91,843.60 had been spent
- From the F&GP budget of £139,130, the sum of £72,092.76 had been spent
- The Administration Budget breakdown showed that, from the total of £123,130, the sum of £67,800.83 had been spent
- From the E&A budget of £47,750, the sum of £17,478.96 had been spent
- From the P&T budget of £10,200, the sum of £2,272 had been spent
- From the reserves £642.00 had been spent.

361.5 List of cheques for approval. The list of cheques drawn since the meeting of Council held on 14.09.17 was tabled. **NOTED**: that there had been £5,340.00 expenditure under the powers granted by Section 137 of the Local Government Act 1972 and that the Petty Cash balance as at 09.11.17 was £242.97.

361.6 It was **RESOLVED**: to approve the list of cheques, numbers 106018 – 106042 inclusive, totalling £22,164.73 including VAT of £1,597.61. The list of cheques, duly signed by the Chairman, is attached to the signed copy of these Minutes as Appendix A.

362. TO RATIFY DOCUMENT RETENTION POLICY

362.1 Councillors considered the revised Document Retention Policy. It was **AGREED** to approve the policy.

363. OFFICE EXPENDITURE - TO AUTHORISE THE CLERK TO PURCHASE THE FOLLOWING;

363.1 Shredding sacks

It was **AGREED** to approve the ongoing purchase of shredding sacks.

363.2 Office chair: to authorise the purchase of a new chair for the deputy clerk.

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It was **AGREED** to approve the purchase of a new chair

- 363.3 Fire safe cabinet: to authorise the purchase of the fire safe cabinet.
It was **AGREED** to approve the purchase of two drawer fire safe cabinet

364. CLERKS' NETWORKING DAY; TO NOTE ANY MATTERS ARISING AT THE EVENT HELD ON 02.11.17 (TO FOLLOW, IF APPLICABLE)

- 364.1 The Clerk advised that there are a number of items of note that were raised during the networking day. These included:

- Freedom of information
- Redevelopment of the Council's website

The Clerk advised that he will provide more a more detailed report on these items for Councillors to consider.

365. LINDFIELD WAR MEMORIAL; TO CONSIDER APPLYING FOR HISTORIC ENGLAND LISTING.

- 365.1 The Chairman **REPORTED** that the Parish Council is aware of suggestions that the Lindfield War Memorial should be moved to Lindfield Common. The memorial is the twin of the Rogate Memorial that was Grade II listed on the 14th June 2017. The listing of War Memorials is encouraged by both the Government and the Imperial War Museum, it is also a priority for Historic England. Historic England in 2014 embarked on a 5 year project to add 2,500 war memorials to the National Heritage List for England, so far 1860 have been listed. The Chairman asked Councillors to consider whether to attempt to list the Lindfield War Memorial. The Chairman and Councillor Snowling spoke strongly in favour of listing the Memorial. Councillors Plass and Richmond raised concerns that the Council should consult with other local groups before going ahead with the proposal

It was **CARRIED** that the Council will seek to apply for listing of the Lindfield War Memorial.

366. ANY OTHER BUSINESS.

- 366.1 No other business was **REPORTED**

The public part of the meeting ended at 9.10 p.m.

367. EXCLUSION OF THE PUBLIC [AND PRESS].

- 367.1 It was **RESOLVED**, in accordance with Standing Order No. 3(d) and the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).

368. CLOCK TOWER HOUSE - LEASE

- 368.1 The current situation was **NOTED**.

The meeting concluded at 9.16 p.m.