

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 13 JULY 2017** at the King Edward Hall, Lindfield.

The meeting commenced at 8.05 p.m. immediately following a brief meeting of the Complaints Committee.

Present:

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

Also present: 2 members of the public

In attendance: Mrs. C. Irwin (Parish Clerk)

Absent: Parish Councillors Mr. S. Hodgson and Mrs. V. Upton (Vice Chairman)

306. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE (deferred from Annual Meeting).

306.1 It was **NOTED** that the Chairman had signed his declaration of acceptance of office in the presence of the Proper Officer on 12 May.

307. APOLOGIES AND REASONS FOR ABSENCE.

307.1 Apologies for absence were received from Councillor Hodgson and the reasons were accepted.

308. DECLARATIONS OF INTEREST.

308.1 Item 11.1 - Denmans Lane Allotments. Councillor Blunden declared a personal interest in this item as he was a plot holder. Councillor Allen also declared a personal interest in this item as his wife was a plot holder.

309. MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON 11 MAY 2017 AND THE MINUTES OF THE ADDITIONAL MEETING OF COUNCIL HELD ON 29 JUNE 2017.

309.1 The Chairman called for approval of the Minutes of the Annual Meeting of Council held on 11 May 2017 and the Additional Meeting of Council held on 29 June 2017. These were both **AGREED** and the Chairman **SIGNED** the Minutes as being true records of those meetings.

310. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

310.1 Traffic Study - Mr. N. Kerslake stated that he had sent the Council a commentary on the Traffic Study Interim Report which he hoped all Members would read prior to the Planning and Traffic Committee's consideration of the Report at its full meeting on 8 August, as he considered it to be important that they understood the issues he had set out in his letter.

310.2 Denmans Lane - pea-shingle track. Mr. Kerslake stated that he had written extensively pointing out the matters that the Council should consider at some stage to prevent this issue festering and coming back time and again.

310.3 Representations from a member of the public regarding a café on the Common and/ or Hickmans Lane. Mr. Kerslake stated that he had written to the Council setting out facts he had gleaned from MSDC Officers in order that the Members of the Parish Council could discuss this matter with clear facts in front of them.

311. CHAIRMAN'S ANNOUNCEMENTS.

311.1 The Chairman made no announcements.

LINDFIELD PARISH COUNCIL

312. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

312.1 Councillor Mr. Andrew Lea (WSCC). Councillor Lea was not present and had not reported any matters for the Council to note.

312.2 Councillor Mrs Margaret Hersey (MSDC) reported as follows.

- District Plan. Discussions about the District Plan were to recommence on 25/26 July. As yet there was no agenda but it was anticipated that housing numbers would be the main item.
- Planning application - Tamasha. Councillor Hersey had received an email from the Planning Officer that afternoon regarding information about ventilation and extraction in respect of the outstanding planning application. The proposals had been considered to have visual implications and additional drawings had been required from the applicant. The application would be re-advertised when these had been received to allow for public comment.

313. ACTION LIST.

313.1 Wilderness Field. The Chairman reported that Tom Clark (Head of Legal Services, MSDC) had confirmed that Chris Coppens would be sending a copy of the transfer document to the Parish Council shortly. He had advised that any property transfer would need to be signed off by the Property Team and that there were still some outstanding matters that MSDC were working with Barratts to resolve, relating to drainage by the small play areas and footpaths in those areas which needed to be made up to a proper specification as for the footpaths in the plantation area and around the Wilderness Field. The Working Group would study the transfer document on receipt.

314. CONSULTATION DOCUMENTS.

314.1 There were no outstanding consultations for the Council to consider. It was **NOTED** that there was a current online survey relating to the delivery of adult social care, on which individual responses appeared to be more appropriate than a corporate response from the Council.

315. PLANNING AND TRAFFIC COMMITTEE.

In the absence of Councillor Hodgson, Councillor Snowling, as Vice Chairman reported on matters considered at the meetings held on 25 April, 6 June and 27 June 2017. There were no comments in respect of the meeting held on 16 May.

315.1 DM/16/4857 - White Horse Inn, 22 High Street (P&T Minute 277.2). This had been the main business of the meeting held on 25 April. The Committee had agreed the response: "by its very nature this application does not adequately address the previous concerns raised by the Parish Council in response to the original application..." followed by the points made in the previous response. Councillor Snowling expressed disappointment that the application had still not been scheduled for consideration by MSDC, particularly as the renovation appeared to virtually complete and the restaurant ready to open soon. He thanked Councillor Hersey for the update and remarked that it seemed a long way down the line for the issues to which she referred to be coming up now.

315.2 DM/17/1873 - Land opposite 1 Grahams Cottages, Spring Lane. There had been a long debate about this application for a small dwelling, following which the Committee had agreed to express continuing concerns about the effect on the Conservation Area.

315.3 DM/17/0824 - 4 Compton Road. There had been lively debate regarding the proposed removal of this chimney stack, following which it had been agreed not to oppose the application.

315.4 DM/17/2157 - Lindfield Cricket Club. The majority view had been that the Cricket Club should be required to remove the proposed acoustic quilts from the cricket nets after each period of use, because of the visual effect on the Common.

LINDFIELD PARISH COUNCIL

- 315.5 DM/17/1119 - Tachbrook, Lewes Road. There had also been lively debate about this proposal for three new dwellings and the Committee had agreed to repeat, and add to, the objections made in respect of the previous application, having reconsidered the effect on neighbouring properties in Meadow Drive.
- 315.6 Traffic Study. The Parish Council's Traffic Consultant had given a brief report in person at the meeting held on 27 June and had provided printed copies. The next stage was for the Working Group to meet with the Consultant to go over the points in the full report and then report findings to the Planning and Traffic Committee which would make a firm proposal to Full Council in late summer/autumn. It was anticipated that there would be different ideas as to what traffic solutions would be desirable.
- 315.7 Minutes of the meetings of the Planning and Traffic Committee held on 25 April, 16 May, 6 June and 27 June 2017. It was **RESOLVED** that the Minutes of the meetings of the Planning and Traffic Committee held on 25 April, 16 May, 6 June and 27 June 2017 be received and their recommendations confirmed.

316. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 8 June 2017:

- 316.1 Christmas lights (Minute 245.1). The E&A Committee had noted that the contractor had quoted an increase of almost 50%, to £6,805, for installation and removal services in 2017/18. An email had been sent by the Clerk to question whether a mistake had been made, possibly including the cost of installing the spark lights which were in fact left in place. In reply, the Project Manager had confirmed the price, alleging that there had been no increase since the initial contract in 2012. However the recurring charges for installation and removal had in fact been increased in 2015, from £2,570.30 to £4,615. The Clerk had responded with this information and copied in their Chief Operations Officer, also requesting information about the process for recovering the Council's lights and infrastructure in the event that the Council decided to make other arrangements. Subject to the outcome of the discussions with the present contractor, it was **AGREED** that quotations from other appropriate companies should be obtained for consideration by E&A.
- 316.2 Denmans Lane Allotments: trees (Minute 247.2). Further to the decision to have work carried out on trees overhanging a neighbouring property, a quotation had been received from KPS for £660: to fell a Douglas Fir, lift lower branches of a Lime and to remove dead wood and ivy from the small group of trees in this area, which included a large oak with a considerable amount of heavy dead wood. It was **AGREED** to confirm the order.
- 316.3 Denmans Lane Allotments - gravel drive (Minute 247.3). There had been no request from residents regarding pothole repairs and re-shingling. No further action had therefore been taken by the Committee, pending a formal approach.
- 316.4 Lindfield in Bloom / Replacement Planter for Denmans Lane (Minute 244.4). Councillor Snowling reported that the decision to purchase a replacement planter had been reported to the Lindfield in Bloom Committee and this had met with considerable approval. The Lindfield in Bloom Committee was considering how best to deal with this in terms of the arrangements for planting and watering. The judging of gardens was currently taking place.
- 316.5 Minutes of the meeting of the Environment and Amenities Committee held on 8 June 2017. It was **RESOLVED** that the Minutes of the meeting of the Environment and Amenities Committee held on 8 June 2017 be received and their recommendations confirmed.

317. FINANCE AND GENERAL PURPOSES COMMITTEE.

Councillor Henton reported on matters considered at the meeting of the Finance and General Purposes Committee held on 6 July 2017 of which the Minutes had been circulated earlier in the day.

- 317.1 Investment of funds. Arrangements with Nationwide Building Society were almost complete. On her return from annual leave, the RFO would arrange to make the initial transfer of the minimum deposit, followed by the remainder of the £85,000 to be held in that account. A suitable account would then be sought for a second deposit.

LINDFIELD PARISH COUNCIL

317.2 Review of unspent balances and reserves. Councillor Henton reported that this review was an annual task to re-allocate surplus funds to the reserves. The full account of the review, as set out in the Minutes of the F&GP Committee meeting of 6 July, were **NOTED** and it was **RESOLVED** to **APPROVE** the allocation of the sum of £97,127.63 to the reserves as follows:

F&GP	Capital project: repairs and remedial work to Clock Tower House	
	<i>No change (balance retained)</i>	2,236.67
	Clock Tower House sinking fund	
	<i>No change to this new reserve added during budget setting</i>	5,000.00
E&A	Street map of Lindfield	
	<i>No change (balance retained)</i>	4,000.00
	Posts around open spaces	
	<i>No change (balance retained)</i>	4,000.00
	Emergency equipment	
	<i>No change (balance retained)</i>	1,250.00
	Joint project with WSCC - dropped kerbs	
	<i>No change (balance retained)</i>	12,500.00
	Denmans Lane toilets - maintenance sinking fund	
	<i>Increase balance by £1,000</i>	2,000.00
	Repair/maintenance of Community Assets - sinking fund	
	<i>increase by £1,000</i>	4,000.00
	Maintenance of King Edward Hall Clock	
	<i>increase by £1,500 (repairs currently needed)</i>	2,000.00
	Replacement of litter bins	
	<i>Increase by £2,000) some currently in need of replacement</i>	4,000.00
	Upgrade of Hickmans Lane playground	
	<i>Increase by £5,000</i>	20,000.00
	Christmas lights	
	<i>New reserve for Pond lights</i>	4,000.00
P&T	Professional fees / Neighbourhood Plan	
	<i>No change (balance retained)</i>	12,110.97
	Traffic Study / Traffic Calming	
	<i>New reserve</i>	15,000.00
General Reserve		
	<i>To be added to £50,000 allowed for in budget calculations</i>	<u>5,029.99</u>
		<u><u>97,127.63</u></u>

317.3 Appointment of Internal Auditor for 2017/18. The quotation and Audit Plans from the Parish Council's current Internal Auditor had been circulated. Having noted that the F&GP Committee was not recommending changing Internal Auditor, it was **RESOLVED** to re-appoint Mr. Peter Frost as Internal Auditor for the Financial Year 2017/18.

317.4 Letter from a resident suggesting small cafés with public toilet facilities for the Common / Hickmans Lane. Councillor Henton reported that the F&GP Committee had noted a letter from a resident, read out by Councillor Blunden, to whom the letter had been addressed. The writer felt that users of the Common and Hickmans Lane Recreation Ground would benefit from having a small café facility with public toilets on site and she was keen to invest in something for Lindfield, similar to the facilities in Victoria Park and Cuckfield Recreation Ground. She had stated that an agreement could be negotiated in respect of funding and maintaining toilets on the Common and /or funding for new playground equipment at Hickmans Lane. This had been discussed briefly by members of the F&GP Committee, who had expressed divergent views, some considering this was worth further investigation and others being of the opinion that it was not appropriate for the Parish Council to become involved in a café business. It had been concluded that this needed to be discussed in Full Council.

Points made during discussion included:

LINDFIELD PARISH COUNCIL

- Whilst such a venture might work quite well initially, but if the business failed, the Council could be left with the liability for an empty building on the Common.
- It was not in the Parish Council's gift to grant permission for the suggested facility, which would be on MSDC land, so it would be for the District Council to take responsibility to oversee the operation and maintain the building.
- MSDC should therefore be given the opportunity to consider this suggestion.
- Local Government bodies should not willingly go into competition with existing local businesses.
- Finding a suitable location for the proposed toilet building was problematic and adding a café would add to these difficulties
- The Parish Council would be responsible for overseeing the health and safety standards, hygiene and rubbish generated by the café.
- The writer was comparing the Common to parks in the area, but the Common was not a park.

The majority of members were strongly opposed to taking this suggestion any further and it was **AGREED** to write in reply that the Council was unable to support the proposal.

317.5 Minutes of the meetings of the Finance and General Purposes Committee held on 4 May and 6 July 2017. It was **RESOLVED** that the Minutes of the meetings of the Finance and General Purposes Committee held on 4 May (which had been reported on at the Council meeting held on 11 May) and 6 July 2017 be received and their recommendations confirmed.

317.6 Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.04.17 – 30.04.17 and 01.05.17 - 31.05.17. It was **NOTED** that the financial reports for June 2017 were not yet available.

It was **NOTED** that the budgeted amount of £1,000 in the Administration budget for additional staffing costs was already overspent by £18 on recruitment costs for the new Clerk and there would be further expenditure on the recruitment for a Deputy Clerk. It was **AGREED** to authorise overspending of this budget item for this purpose.

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

- from the total in-year budget of £197,080, the sum of £36,649 had been spent
- from the F&GP budget of £139,130, the sum of £27,933 had been spent
- the Administration Budget breakdown showed that, from the total of £123,130, the sum of £25,268 had been spent
- from the E&A budget of £47,750, the sum of £8,716 had been spent
- there had been no expenditure from the P&T budget of £10,200,
- from the reserves £181 had been spent (from the Clock Tower House sinking fund).

317.7 List of cheques for approval. The list of cheques drawn since the meeting of Council held on 11.05.17 was tabled. **NOTED**: that there had been no expenditure under the powers granted by Section 137 of the Local Government Act 1972 and that the Petty Cash balance as at 13.07.17 was £209.86.

It was **RESOLVED**: to approve the list of cheques, numbers 105964 – 105982 inclusive, totalling £12,798.66, including VAT of £594.79. The list of cheques, duly signed by the Chairman, is attached to the signed copy of these Minutes as Appendix A.

318. BANK MANDATE.

318.1 It was **RESOLVED**:

- that in order to comply with Financial Regulations, the Clerk should make arrangements with Barclays Bank for the RFO to be on record as the Officer with authority to make banking arrangements (currently the Clerk)
- that the Mandate should be amended to authorise both the new Clerk and the RFO to draw Petty Cash, with cheques pre-signed by two Councillor signatories.
- That the present Clerk should be removed from the mandate

LINDFIELD PARISH COUNCIL

319. CASUAL VACANCIES.

- 319.1 The Chairman reported that three people had expressed an interest in becoming members of the Council by co-option, but formal letters were awaited before this could be taken forward.

320. MINUTES OF THE PARISH MEETING HELD ON 27 APRIL 2017.

- 320.1 As reported at the Annual Council meeting, there had been no resolutions for the Council to consider. The Minutes had since been circulated, consisting mainly of reports from the Parish Council and County and District Councillors and a number of matters commented on by Mr. Kerlake during the public forum. It was **RESOLVED** that the Minutes of the Annual Meeting of the Electors of the Parish of Lindfield be received and noted.

321. NOMINATIONS FOR THE MSDC COMMUNITY SERVICE AWARDS 2017.

- 321.1 The Chairman reported that, as delegated by the Council at the Annual Meeting on 11 May, he had submitted a nomination within the deadline. There were three names that he would have liked to put forward, but Parish Councils were limited to one nomination. Councillor Hersey suggested that he might approach District Councillors Mr. and Mrs. Lea about the other two names.

322. ANY OTHER BUSINESS.

- 322.1 No other items of business were raised

The public part of the meeting ended at 8.45 p.m.

323. EXCLUSION OF THE PUBLIC [AND PRESS].

- 323.1 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).

324. STAFF APPOINTMENTS.

- 324.1 Parish Clerk – contract of employment. It was **NOTED** that the draft contract of employment, as agreed by the F&GP Committee, had been sent to Mr. Funnell, who had confirmed his starting date of 1 August.
- 324.2 Parish Clerk: Local Government Pension Scheme. It was **NOTED** that the Council had previously resolved that all eligible staff were to be Automatically Enrolled into the Local Government Pension Scheme. It was therefore **AGREED** that the arrangements should be put in place with the West Sussex Capita Partnership to enrol Mr. Funnell into the LGPS.
- 324.3 Recruitment of a Deputy Parish Clerk. It was **NOTED** that F&GP had agreed to proceed with advertising the Deputy Clerk's post, with a closing date of 25 August and interviews to take place in the week beginning 18 September. The timing would allow for the involvement of the new Clerk who would be in post by that time. As previously, the Recruitment Panel (Councillors Blunden and Henton and the Clerk [with Councillor Plass as reserve] was to have discretion to make all arrangements, subject to formal approval by Full Council of any offer of appointment.

The meeting concluded at 8.53 p.m.