

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 14 JANUARY 2016** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Present:

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

Also present: Mr. L. Corp (Chairman of Combers Trust) – until end of Minute 107.
1 member of the public

In attendance: Mrs. C. Irwin (Clerk)

The Chairman welcomed those present to the meeting and suggested an alteration to the order of the Agenda to bring forward the item concerning Comber's Trust. This was **AGREED**.

100. APOLOGIES AND REASONS FOR ABSENCE.

100.1 Apologies for absence were received from Councillors Gomme and Shortland and the reasons were accepted.

101. DECLARATIONS OF INTEREST.

101.1 Councillor Hersey declared a personal interest in item 16 (Comber's Trust) as she was a Trustee appointed by the Parish Council. She stated that she would neither take part nor vote.

102. MINUTES AND CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 12 NOVEMBER 2015

102.1 The Chairman called for approval of the Minutes and Confidential Minutes of the Council meeting held on 12 November 2015. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

103. MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 12 JANUARY 2016

103.1 The Minutes of the meeting held two days previously were not yet available and would be received for approval at the next ordinary meeting of the Council.

104. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

104.1 Public toilets on the Common. Mr. N. Kerslake commented that the Parish Council had not yet carried out a consultation about the proposals and suggested a public meeting at which information given should include the cost and site assessment in terms of attracting certain types of people who may be a risk to children.

105. CASUAL VACANCY.

105.1 It was **NOTED** that the Chairman had received a letter of resignation from Councillor Hinze on 29 December. The Monitoring Officer at MSDC had been notified the following day and the statutory notice provided by a Democratic Services Officer had been displayed on the notice board and the Parish Council's website from 31 December, for a period of 14 days (excluding Saturdays, Sundays and Bank Holidays) ending on 21 January to notify the public of the process whereby a by-election to fill the vacancy would be held if, within that 14 day

LINDFIELD PARISH COUNCIL

period, ten electors of the electoral area gave notice in writing claiming such an election to the Proper Officer. ends on 21 January.

If there was no such claim, the Council would be free to co-opt whom it pleased provided that person was qualified to be a councillor. It was considered to be good practice to publish a notice giving the date of the meeting at which any applications would be considered by the Parish Council. This notice could also ask for any person who wished to be considered for co-option, to confirm their name to the Clerk and that they were qualified to serve on the Parish Council. One person so far had expressed their wish to be considered for co-option.

The next Council meeting was scheduled for 10 March. It was **PROPOSED** and **AGREED** to arrange an Extraordinary Meeting of the Council for this purpose at 8.00 p.m. on 4 February, immediately prior to the Environment and Amenities Committee.

106. CHAIRMAN'S ANNOUNCEMENTS.

106.1 Public Meeting held on 6 January 2016: Outline Planning Application by Wates for a development of up to 200 dwellings on land south of Scamps Hill. The Chairman stated that there had been a full attendance at the Public Meeting on 6 January at the King Edward Hall, arranged by Lindfield Rural Parish Council to hear the statements by representatives of Wates about the proposals and the views of members of the public. This would be referred to later on the Agenda.

106.2 Neighbourhood Plan. The Chairman expressed thanks to Councillor Gomme for his work on the Neighbourhood Plan and it was noted that Councillor Gomme and Councillor Spooner (Lindfield Rural Parish Council) had published a letter in the Mid Sussex Times, on behalf of the Neighbourhood Plan Steering Group, emphasising the importance of casting votes.

107. JOSEPH COMBER'S CHARITY (COMBER'S TRUST): REQUEST FOR THE PARISH COUNCIL'S AGREEMENT TO PROPOSED AMENDMENTS TO THE PROCEDURES FOR THE SELECTION OF TRUSTEES.

107.1 Councillor Hersey, having declared a personal interest in this item as a Parish Council appointed Trustee of Comber's Trust, remained present but did not take part in the discussion or the vote.

107.2 A letter dated 19 November 2015 had been received from the Chairman of the Trustees of Comber's Trust, requesting the Parish Council's agreement to an amendment to the rules in the charity scheme governing document for the selection of trustees, for which the Charity Commission's approval would be required. Currently the trustees comprised one ex-officio and three appointed by Lindfield Parish Council which now had exclusive power to appoint those three trustees.

The current Trustees were proposing a change to the process so that "all the trustees in post (at first the current three appointed trustees in office and the ex-officio trustee) can co-opt up to a further three persons to act as trustees....."

- all the trustees in post at any time would vote on the co-option of someone to fill a non-LPC appointed trustee vacancy.
- Comber's Trust would not be obliged to fill all three available co-opted trustees' positions; merely 'up-to'. In law, the appointed, the ex-officio and the proposed co-opted Trustees, once in post following a properly conducted appropriate selection process, are all equal in their status and rights to perform their trustee duties."

Mr. Corp had explained in his letter that this option had been available in 1895 but the alternative option had been considered more appropriate at the time, whereby trustees other than the ex-officio, would be appointed by the Parish Council. In retrospect, and in the view of the current Trustees, the option formula that would have maintained the existence of the co-opted trustees alongside those appointed by the Parish Council would have been the correct one for the original Comber's charity and was also appropriate for the present day Comber's Trust. It was also hoped that the ability to co-opt would encourage new people to serve.

LINDFIELD PARISH COUNCIL

Councillor Snowling **MOVED** that the Parish Council should agree to the proposal as presented in the letter dated 19 November 2015 from the Chairman of Comber's Trust. The Motion was **SECONDED** by Councillor Plass and unanimously **AGREED** by the eight members voting; Councillor Hersey abstained.

It was therefore **RESOLVED** that Lindfield Parish Council should give **CONSENT** for the proposed amendment to the rules in the Comber's Trust Governing Document on appointing trustees, to enable the existing trustees in office to co-opt up to three additional trustees to serve alongside the ex-officio and appointed trustees, with equal status and rights to perform their trustee duties.

108. POLICE / NEIGHBOURHOOD POLICE PANEL REPORT.

108.1 Councillor Allen reported that the Panel had met the previous evening. There was nothing to report specific to Lindfield.

109. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

109.1 Councillor Hersey (MSDC) reported as follows:

- The Council was busy working on setting the budget.
- Councillor Hersey had attended the District Planning Committee that afternoon and stated that the Minutes would be of interest to Members of the Parish Council when they became available.

110. ACTION LIST.

110.1 The Action List was **NOTED**.

111. CONSULTATION DOCUMENTS.

111.1 Electoral Review of West Sussex: draft recommendations. This proposal was to create a new ward from an area currently within West Sussex County Council's Lindfield and High Weald Division. The new ward would comprise the area around Gravelly Lane, which would be transferred to the Haywards Heath East Division (with Bentswood and Franklands wards). A small area of the current Haywards Heath East Division (Fox Hill and Hurstwood Lane) would be moved to the Haywards Heath Town division.

The proposed changes were for purposes of County Council representation and elections and would not alter postal addresses, postcodes or parish boundaries. It was proposed to reduce the number of County Councillors across the whole County to be reduced by one and to attempt to even out the number of voters in the various divisions. The aims stated in the Local Government Boundary Commission's summary report were "to propose a pattern of electoral divisions for West Sussex which delivers:

- Electoral equality: each councillor represents a similar number of voters
- Community Identity: reflects the identity and interests of local communities
- Effective and convenient local government: helping your council discharge its responsibilities effectively".

It was **NOTED** that the ward map referred to the "urban" ward of Lindfield as "Lindfield Central".

This was discussed in terms of the effect on community identity and cohesion. Lindfield and Lindfield Rural had always been served by a single Councillor but Members felt that splitting the division and putting part of it into a Haywards Heath Councillor's division did not make sense because residents of Bentswood and Franklands wards were likely to have different needs, concerns and interests from the residents of the Gravelly Lane area. Responding to these different needs would mean greater demand on the Councillor for that division.

The focus was considered to be well balanced at present but there was concern that the focus on the proposed new division would be centred on the needs of the two Haywards Heath wards.

It was also considered to be questionable whether electoral numbers should be taken from Lindfield to make up numbers in Haywards Heath, when considerable building was taking place around Haywards Heath, particularly in the area covered by the Cuckfield and Lucastes Division. It would seem more logical to take numbers from

LINDFIELD PARISH COUNCIL

Cuckfield and Lucastes rather than divide Lindfield. Furthermore it was **NOTED** that the electoral division boundary currently followed the natural boundary formed by the Scrase Stream and Brook.

It was **AGREED** that the Clerk should compose a response on the basis of the points made above.

112. FINANCE AND GENERAL PURPOSES COMMITTEE.

Councillor Henton reported as follows:

- 112.1 Interim report from Internal Auditor. The report of the Internal Auditor following his interim inspection was **NOTED**. The report raised no concerns about financial management, but reiterated the previous comments about risk assessment, whereby the Auditor had pointed out a few areas where the responsibility for monitoring certain issues needed to be stated.
- 112.2 Proposed public toilets on the Common. A public consultation was to be arranged after the Neighbourhood Plan Referendum had taken place and a scale model had been commissioned. A cost plan had been prepared which indicated a figure of £122,751.49 for the building work, not including professional fees and costs associated with applications for Planning and Commons Act consent. It had been clarified by the Council's Internal Auditor that costs incurred prior to full approval for the work to go ahead could not be taken from the capital reserve from the sale of Denmans Lane. It was therefore **AGREED** that the costs for the public consultation and subsequent applications should be taken from the General Reserve.
- 112.3 NALC (National Association of Local Councils) Sector Led Body for the Procurement of External Audit: recommendation from F&GP Committee to become an opted-in authority to the NALC Scheme. As reported to the Finance and General Purposes Committee on 10.12.15 a change in legislation meant that Parish Councils could procure their own external auditor. NALC, the Society of Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) were working on the establishment of a 'sector-led body' to procure audit for smaller authorities. The opportunity to opt-out of the Sector Led Body must be exercised by 31 January 2016, otherwise the Council would be automatically opted-in for a five year period. NALC had recently confirmed the intention for the fees not to exceed the charges for the 2014/15 audit. The recommendation of the Finance and General Purposes Committee was for Lindfield Parish Council to be an opted-in authority.

RESOLVED: that Lindfield Parish Council should become an opted-in authority to the Sector Led Body created by NALC, SLCC and ADA for the procurement of external audit.

- 112.4 Minutes of the meeting of the Finance and General Purposes Committee held on 10 December 2015. **RESOLVED** that the Minutes of the meeting of the Finance and General Purposes Committee held on 10 December 2015 be received and their recommendations confirmed.

It was **NOTED** that the Minutes of the meeting of the F&GP Committee held on 7 January 2016 were not yet available and these would be presented to the next ordinary meeting of the Council.

- 112.5 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.10.15 to 31.10.15 and 01.11.15 to 30.11.15.

The reports to the 31 December were not yet available. **NOTED:** to 30 November: -

- from the in-year budget of £203,620, the total of £116,110, had been spent
- from the F&GP budget of £128,020, £75,643 had been spent
- from the Administration Budget breakdown, from the total of £112,520, £71,898 had been spent
- from the E&A budget of £75,400, £40,466 had been spent
- Nothing had been spent to date from the P&T budget of £200,
- From the designated reserves £15,238 had been spent and a further £3,073 had been spent from the General Reserve.

- 112.6 List of cheques for approval. The list of cheques drawn since the meeting of Council held on 12 November 2015 was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 totalled £9,463.43 and that the Petty Cash balance at 14.01.16 was £130.03.

LINDFIELD PARISH COUNCIL

It was **RESOLVED** to approve the list of cheques, numbers 105689 - 105724 inclusive, totalling £43,494.30. *The list of cheques is appended to the signed copy of these Minutes (Appendix A)*

113. ENVIRONMENT AND AMENITIES COMMITTEE

113.1 Due to additional demand on the workload of the staff team during recent weeks, the Minutes of the meeting of the Environment and Amenities Committee held on 26 November 2015 were not yet available.

113.2 Councillor Blunden reported that the main discussions had focused on the budget proposals and work that the Committee felt should be budgeted for next year; suggestions for further provision of dog waste bins by MSDC and updates on a number of items including street lights and the paving on the corner of Lewes Road and the High Street.

A request for a hose pipe on the Denmans Lane Allotments had been considered but it had been agreed to turn this down because of the length of hose that would be needed to reach all the plots, difficulty reeling it in after use and potential for damage to other plots from dragging the hose from the tap to plots.

113.3 Horse Gin repair. One quotation had been received but it was **AGREED** that two further quotations should be sought in accordance with Financial Regulations.

114. PLANNING AND TRAFFIC COMMITTEE.

In the absence of Councillor Gomme, Councillor Hodgson (Vice Chairman of the Planning and Traffic Committee) reported as follows:

114.1 Outline planning application DM/15/4457: Proposed development by Wates on land to the south of Scamps Hill. *Councillor Hersey declared a personal interest in this item as a member of the District Planning Committee.*

Following the Public Meeting on the 6 January, Lindfield Rural Parish Council had met on the 11 January and Lindfield Parish Council had held an Extraordinary Council Meeting on 12 January. After discussion Council had agreed that the Deputy Clerk's report should form the basis of Lindfield Parish Council's letter of objection, which had been finalised and sent to MSDC the following day.

114.2 Neighbourhood Plan. Members were reminded about the Pop-In Sessions to be held on 16 January: at Scaynes Hill Millennium Centre in the morning and in the King Edward Hall in the afternoon. The Referendum was to take place on 28 January and Councillor Hodgson stressed the importance of people casting their votes.

114.3 Minutes of the meetings of the Planning and Traffic Committee held on 24 November and 15 December 2015 and 5 January 2016. **RESOLVED:** that the Minutes of the Planning and Traffic Committee meetings held on 24 November and 15 December 2016 and 5 January 2016 be received and their recommendations confirmed.

115. EXTRAORDINARY COUNCIL MEETING HELD ON 12 JANUARY 2016.

Councillor Hersey declared personal interest in this item as a member of the District Planning Committee.

115.1 Action further to the meeting held on 12 January 2016. As reported above (Minute 114.1) the Parish Council's response regarding outline planning application DM/15/4457, for development at land south of Scamps Hill, had been sent to MSDC on 13 January.

115.2 Contribution towards the cost of the consultant instructed by Lindfield Rural Parish Council to advise on the planning application by Wates for development of land south of Scamps Hill. In order to discuss this item, information would be disclosed which had been treated as confidential at the meeting of Lindfield Rural Parish Council on 11 January. Because of commercial sensitivity, it was **AGREED** that this item should be deferred to the end of the meeting, to be discussed in confidential session.

LINDFIELD PARISH COUNCIL

116. BUDGET 2016/17.

- 116.1 Each of the Committees had prepared their individual budgets and submitted them to the Finance and General Purposes Committee which had discussed these proposals at the meeting held on 7 January. The full set of spreadsheets setting out the budget requirements for each committee, the calculations for the sum required to fund the budget and the recommended precept, together with a detailed policy paper, had been circulated to all Councillors prior to the F&GP meeting. The proposals for the budget and precept had been agreed, as they stood, by the F&GP Committee for recommendation to the Council and these recommendations were now put to the Council for approval.
- 116.2 Budget 2016/17. The Council considered the recommendations of the F&GP Committee resulting in a budget total of £183,580 (£20,040 less than 2015/16).

RESOLVED: that the budget for 2016/17 should be set at £183,580.00. Sheet 1 of the budget pack, showing the itemised budget as approved, is appended to these Minutes as Appendix B.

- 116.3 Precept 2016/17. It was recommended that the precept to be requested from MSDC to fund the budget should be £157,000.00 (£5,000 more than 2015/16 – 3.3%). For several years the Council had not increased the precept, relying on the fact that not all the funds held as reserves would be spent. However the designated reserves had become over-inflated and were not fully supported by the actual cash at the bank. The F&GP Committee had therefore reviewed the reserves during the year and the reserves as shown on the spreadsheets were now realistic. The calculations for the funding requirement for the 2016/17 budget, having taken into account the anticipated income, showed that a precept of £157,000 would be required.

RESOLVED: that the precept to be requested from MSDC for 2016/17 should be £157,000.00.

117. CIVIC SERVICE.

- 117.1 It was **AGREED** to confirm the date of the 2016 Civic Service – 22 May, 11.15 at All Saints Church.

118. ANY OTHER BUSINESS.

- 118.1 No other items of business were raised.

The confidential part of the meeting began at 8.40 p.m.

119. EXCLUSION OF THE PUBLIC [AND PRESS].

- 119.1 As agreed at Minute 115.2, the following item should be taken as a confidential matter. It was **PROPOSED, SECONDED** and **AGREED** in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2) and the Parish Council's Standing Order 3 (d) that in view of the commercially sensitive nature of the business about to be transacted it was desirable in the public interest that the public [and press] be excluded.

120. CONTRIBUTION TOWARDS THE COST OF THE CONSULTANT INSTRUCTED BY LINDFIELD RURAL PARISH COUNCIL TO ADVISE ON THE PLANNING APPLICATION BY WATES FOR DEVELOPMENT OF LAND SOUTH OF SCAMPS HILL.

- 120.1 After discussion it was **AGREED** to contribute to the Consultant's fees on an equal basis with Lindfield Rural Parish Council.

The meeting concluded at 8.45 p.m.

LINDFIELD PARISH COUNCIL

Appendix B

BUDGET 2016/2017 - FINAL 30 December 2015							
		Per Budget 2015/16	Spend to 30.11.15.	Anticipated spend to 31.03.16.	Variance	BUDGET 2016/2017	S.137
FINANCE AND GENERAL PURPOSES COMMITTEE (SHEETS 2 & 3)							
A	Administration	112,520.00	71,898.75	110,100.00	2,420.00	115,780.00	-
B	Chairman's Fund	500.00	91.85	500.00	-	500.00	-
C	Grants/Donations	2,000.00	750.00	2,000.00	-	2,000.00	2,000.00
D	Annual Memberships/subscriptions	2,500.00	2,103.20	2,400.00	100.00	2,500.00	-
E	Village Directory	6,000.00	-	5,500.00	500.00	6,500.00	6,500.00
F	Newsletter/Annual Report	2,000.00	800.00	1,700.00	300.00	2,000.00	-
G	Members' Allowances	2,500.00	-	300.00	2,200.00	2,500.00	-
Sub Total - F&GP:		128,020.00	75,643.80	122,500.00	5,520.00	131,780.00	8,500.00
NEW FOR 2016/2017							
None							
ENVIRONMENT AND AMENITIES COMMITTEE (SHEET 4)							
1a	Street Lighting - Energy/maintenance costs	3,750.00	3,250.19	3,750.00	-	4,300.00	-
1b	- Upgrading Street lights	25,000.00	25,000.00	25,000.00	-	7,000.00	-
1c	- Christmas Lights	4,000.00	17.98	4,000.00	-	6,000.00	6,000.00
2	Maintenance / gardening (includes Annual Village Spring Clean) NEW	5,750.00	1,210.89	5,000.00	750.00	7,500.00	-
3	2016/2017 - Maintenance work carried out by Haywards Heath Town Council	2,000.00	811.64	2,000.00	-	3,000.00	-
4	Allotments	2,000.00	355.10	600.00	400.00	1,000.00	-
5	Christmas Festival Night	1,000.00	-	300.00	-	300.00	-
6	Village Archives	300.00	-	2,000.00	-	2,000.00	-
7	Mobile Civic Amenity Freighter	2,000.00	-	11,500.00	500.00	12,500.00	-
8	Denmans Lane toilets - running costs	12,000.00	8,870.95	2,000.00	-	-	-
9	Replacement of litter bins	2,000.00	200.00	200.00	50.00	250.00	-
10	Digital mapping	250.00	-	-	2,000.00	2,000.00	-
11	Joint Project with MSDC/WSCC - Post and rail fencing - Pond and Common	2,000.00	-	1,600.00	1,000.00	2,000.00	-
12	Grass cutting (High Street)	2,600.00	-	750.00	-	750.00	-
13	Emergency Equipment	750.00	749.95	-	7,000.00	-	-
14	Joint Project with WSCC: Dropped kerbs	7,000.00	-	-	5,000.00	-	-
Sub total - E&A:		75,400.00	40,466.70	58,700.00	16,700.00	48,600.00	6,000.00
NEW FOR 2016/2017							
Extra bollards High Street north of crossing		-	-	-	-	3,000.00	-
Sub Total - E&A:		75,400.00	40,466.70	58,700.00	16,700.00	51,600.00	6,000.00
PLANNING AND TRAFFIC COMMITTEE (SHEET 5)							
(i)	Miscellaneous	200.00	-	-	200.00	200.00	-
Sub Total - P&T:		200.00	-	-	200.00	200.00	-
NEW FOR 2016/2017							
None							
BUDGET TOTAL		203,620.00	116,110.50	181,200.00	22,420.00	183,580.00	14,500.00
OUTSTANDING PROJECTS							
Replace York Paving by Post Office		26,250.00	-	26,250.00	-	-	-
Outstanding Projects - Sub Total:		26,250.00	-	26,250.00	-	-	-
NEW FOR 2016/2017							
None							
RESERVES							
General Reserve		56,300.00	3,073.35	4,891.35	51,408.65	50,000.00	-
Sub Total - General Reserve:		56,300.00	3,073.35	4,891.35	51,408.65	50,000.00	-
Designated Reserves							
Capital Reserve including Toilets on Common		84,170.00	-	3,000.00	81,170.00	81,170.00	-
Capital Project: Repairs and remedial work to Clock Tower House		7,500.00	3,238.33	5,310.00	2,190.00	2,190.00	-
Street Lighting-		12,000.00	12,000.00	12,000.00	-	-	-
Street Map of Lindfield		4,000.00	-	4,000.00	-	4,000.00	-
Posts around Open Spaces		4,000.00	-	-	4,000.00	4,000.00	-
Emergency Equipment (to include purchase of Salt Bins)		500.00	-	-	500.00	500.00	-
Joint Project with WSCC: Dropped kerbs		5,500.00	-	-	5,500.00	12,500.00	-
Joint Project with MSDC: Replacement of floating islands on Pond		500.00	-	-	500.00	500.00	-
Denmans Lane toilets - maintenance sinking fund		1,000.00	-	-	1,000.00	1,000.00	-
Repair/maintenance of community assets - sinking fund		3,000.00	-	-	3,000.00	3,000.00	-
Maintenance of King Edward Hall clock		500.00	-	-	500.00	500.00	-
Christmas Lights-		3,000.00	-	3,000.00	-	-	-
Upgrade of Hickmans Lane Playground		10,000.00	-	-	10,000.00	15,000.00	-
Professional fees/Neighbourhood Plan		15,000.00	-	2,750.00	12,250.00	12,250.00	-
Traffic Study		20,000.00	-	7,000.00	20,000.00	13,000.00	-
NEW FOR 2016/17							
Replacement of litter bins		-	-	-	-	2,000.00	-
Sub Total - Designated Reserves excluding Capital Reserve		86,500.00	15,238.33	34,060.00	59,440.00	70,440.00	-
Sub Total - Designated Reserves		170,670.00	15,238.33	37,060.00	140,610.00	151,610.00	-
Sub Total: General Reserve and Designated Reserves		226,970.00	18,311.68	41,951.35	192,018.65	201,610.00	-
Sub Total - Outstanding Projects and Designated Reserves		196,920.00	15,238.33	63,310.00	140,610.00	151,610.00	-
TOTAL: GENERAL AND DESIGNATED RESERVES AND OUTSTANDING PROJECTS		253,220.00	18,311.68	68,201.35	192,018.65	201,610.00	-
Allocated Funds as at 30.11.15. as per cash book.		253,061.67					
Unallocated Funds as at 30.11.15. as per cash book		59,920.45					
		312,982.12					