

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 14 JULY 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
Mr. S. Hodgson
Mr. C. Snowling

Also present: Councillor Mrs. C. Field (WSSC)
1 member of the public

In attendance: Mrs. C. Irwin (Clerk)

Not present: Parish Councillors: Mr. A. Gomme, Mrs. M. Hersey, Mr. R. Pickett, Mr. R. Plass, Mr. S. Shortland and Mrs. V. Upton.

The Chairman welcomed those present to the meeting.

181. APOLOGIES AND REASONS FOR ABSENCE.

181.1 Apologies for absence were received from Councillors Gomme, Pickett, Plass, Shortland and Upton and the reasons were accepted.

182. DECLARATIONS OF INTEREST.

182.1 King Edward Hall Clock (item 12 iii). Councillor Snowling declared a personal interest in this item, being one of the three Trustee owners of the building. Councillor Blunden also declared a personal interest in this item, being Chairman of the KEH Management Committee.

183. MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON 12 MAY 2016 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 26 MAY 2016.

183.1 The Chairman called for approval of the Minutes of the Annual Meeting of Council held on 12 May 2016. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

183.1 The Chairman called for approval of the Minutes of the Extraordinary Meeting of Council held on 26 May 2016. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

184. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

184.1 Mr. N. Kerslake commented on the following:

- Appearance of the Village. Weeds were growing everywhere and the Parish Council should take up where WSSC had reduced the level of service. The Parish Council's priority had to be the upkeep of the Village.
- Bollards. It was taking too long for the additional bollards to be installed at the High Street/Lewes Road corner.
- Public toilets on the Common. The Parish Council should think long and hard about whether to proceed with this project. In Mr. Kerslake's view there was no case for toilets on the Common, people had adapted to the removal of the previous facilities and the money should be spent on the Village instead.
- Planning application: site at corner of Gravelye Lane. The application had been rejected by MSDC's District Planning Committee by a vote of 8:4 and was likely to go to appeal.

LINDFIELD PARISH COUNCIL

185. CHAIRMAN'S ANNOUNCEMENTS.

- 185.1 Village Day. Village Day had been very successful, with over 160 stalls and the Common heaving with people enjoying what Lindfield did best: bringing the community together. By the following day, everything had been cleared away.
- 185.2 100th birthday presentation. On 5 June, the Chairman had presented a bouquet of flowers to Miss Zoe Giles, who was celebrating her 100th birthday and Miss Giles had been very appreciative.
- 185.3 St. Peter and St. James Hospice Star Walk. The charity walk had taken place the previous Saturday evening. The Denmans Lane public toilets had been kept open and marshalled by the Chairman and Clerk and their spouses, which had saved the Hospice approximately £500 if they had needed to hire portaloos.

186. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

Councillor Mrs. C. Field (WSCC) reported as follows:

- 186.1 Bus routes. Cllr. Field had had a lot of correspondence with a group of residents about the changes to the bus routes, which had been referred back to the Haywards Heath Transport Group and she had written to Sussex Bus, but the response had indicated that there were no intentions of making any changes. A small number of residents were affected, however these included vulnerable people, some of whom were putting themselves at risk to get to a bus stop. Cllr. Field had suggested that this be taken up by the MP but as this was a commercial bus service and did not receive a subsidy, there was nothing more she herself could do.
- 186.2 Changes to the County Local Committees (CLCs). There were proposals across the County to reduce the number of CLCs from fourteen to eleven, with the result of reducing the CLCs for Mid Sussex from three to two. From the population figures, there seemed to be some logic to the grouping of towns and parishes to be covered by the two CLCs but in practice, the District did not split easily into two; three CLCs or just one would work better. The Chairmen of the three CLCs had written to the Cabinet Member for Corporate Relations about the geographical split. There would be an impact on the allocation of Traffic Regulation Orders: under the current arrangements, each CLC had an allocation of one TRO annually, so the proposal would result in two TROs each year for the whole District which currently benefitted from three. Councillor Field recognised the issues in terms of the social and community links with Haywards Heath and stated that she would support Lindfield Parish Council in whatever submission it made to WSCC.
- 186.3 Traffic calming. Cllr. Field had been contacted about traffic calming in High Beech Lane which had come out of the planning application for land north of Barrington Close, which was still to be determined. This had resurrected concerns which had not been on the Highways Officer's agenda.
- 186.4 Pavement improvements. A small amount of money had become available for pavement improvements and information would be sought about priorities.

187. ACTION LIST.

- 187.1 The Action List was **NOTED**.

188. CONSULTATION DOCUMENTS.

- 188.1 Proposed changes to County Local Committees (WSCC). This had also been raised under the County Councillor's report. It was being proposed to reduce the number of CLCs for the Mid Sussex District from three to two, with Lindfield, Balcombe, Ardingly and Horsted Keynes being included in the North Mid Sussex CLC area, while Haywards Heath, Cuckfield, Ansty and Staplefield would be in the South Mid Sussex CLC. Parish Council representatives were regular attendees at meetings of the Central Mid Sussex CLC at which there were opportunities to speak about matters of concern and interest and it was **NOTED** that what happened in Haywards Heath often affected Lindfield and vice versa so they would be better served if they were under the same CLC. It was also **NOTED** that under a separate consultation earlier this year, the Gravelye Lane area of Lindfield was likely to be added to WSCC's Haywards Heath East Division, which would come under the South Mid Sussex CLC under these current proposals.

LINDFIELD PARISH COUNCIL

It was **AGREED** that a response should be submitted making the case for keeping Lindfield in the same CLC area as Haywards Heath. It was **AGREED** to delegate the response to the Clerk in consultation with a Panel comprising Councillors Blunden, Upton and Snowling.

- 189.2 West Sussex Fire and Rescue Service (draft) Community Risk Management Plan Consultation. It was **AGREED** that a response should be co-ordinated by the Consultation Panel.

190. COMPLAINTS COMMITTEE: MINUTES OF THE MEETING HELD ON 2 JUNE 2016.

- 190.1 This meeting had been arranged to elect the Complaints Committee's Chairman and Vice Chairman. **RESOLVED:** that the Minutes of the Complaints Committee meeting held on 2 June 2016 be received and their recommendations confirmed.

191. PLANNING AND TRAFFIC COMMITTEE.

In the absence of Councillor Gomme, the Committee's Vice Chairman Councillor Hodgson reported on matters considered at the meetings held on 10 May, 31 May, 21 June and 12 July 2016.

- 191.1 DM/16/1909 – Tinkers, 133 High Street. Although there was support from the neighbour, the P&T Committee had objected to the proposals on the grounds that the tradition of black or brown colours on exterior wooden beams needed to be respected and that redecoration should be appropriate to the Conservation Area, regardless of the history of the property.
- 191.2 DM/16/1787 - Site opposite 1 Grahams Cottages, Spring Lane. The P&T Committee had repeated their previous objections to the proposals for the erection of a one-bedroom dwelling.
- 191.3 DM/16/1088 – 1 Portsmouth Wood. It had been noted that the application for a 1.8m high fence had been approved by MSDC but as an exception and that a precedent should not be regarded as having been set.
- 191.4 DM/16/1263 - Allens Wall, Black Hill. The P&T Committee had felt that the latest plans had not changed sufficiently and had repeated the previous objections to the proposal for a detached new dwelling
- 191.5 DM/16//2333 - Land parcel north of Barrington Close. The P&T Committee had agreed to contribute towards the cost of printing leaflets for distribution in the neighbouring area and to delegate the response, objecting to the application, to the Deputy Clerk in consultation with the Chairman and Vice Chairman of the Committee.
- 191.6 Neighbourhood Plan. The made Lindfield and Lindfield Rural Neighbourhood Plan was now the subject of a legal challenge for judicial review.
- 191.7 Traffic Study. A meeting with the Consultant had taken place to discuss the statistical data and the phase 1 report had since been received.
- 191.8 Tavistock and Summerhill School site. Councillor Hersey had reported that a pre-planning application meeting was to take place at MSDC regarding proposals to redevelop the site with up to 22 dwellings.
- 191.9 Minutes of the meetings of the Planning and Traffic Committee held on 10 May, 31 May and 21 June 2016 and 12 July 2016. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 10 May, 31 May, 21 June and 12 July 2016 be received and their recommendations confirmed.

192. FINANCE AND GENERAL PURPOSES COMMITTEE.

Councillor Henton reported on matters considered at the meeting held on 26 May 2016.

- 192.1 Reserves 2016/17: recommendations for the funding of the reserves, further to the review by the Finance and General Purposes Committee and Environment and Amenities Committee. The purpose of the review was to ensure that the Designated Reserves did not exceed the funds in hand. **RESOLVED**
- to approve the reserves as stated in the table below
 - to add the surplus of £3,453,17 to the General Reserve

LINDFIELD PARISH COUNCIL

- to continue to fund any pre-approval costs associated with the proposed public conveniences on the common from the General Reserve.

Designated Reserves	£	£	Total not to exceed £82,696.96
	£	£	£
Capital Project: Repairs and remedial work to Clock Tower Hous	7,500.00	5,263.33	Retain balance 2,236.67
Street Map of Lindfield	4,000.00	-	Retain 4,000.00
Posts around Open Spaces	4,000.00	-	Retain 4,000.00
Emergency Equipment (to include purchase of salt bins)	500.00	-	Retain 500.00
Joint Project with WSCC: Dropped kerbs	5,500.00	-	Increased by £7,000 from 2015/16 in-year budget 12,500.00
Denmans Lane toilets - maintenance sinking fund	1,000.00	-	Retain 1,000.00
Repair/maintenance of community assets - sinking fund	3,000.00	-	Retain 3,000.00
Maintenance of King Edward Hall clock	500.00	-	Retain 500.00
Litter bins	-	-	NEW RESERVE 2016/17 £2,000 carried down from 2015/16 in-year budget 2,000.00
Upgrade of Hickmans Lane Playground	10,000.00	-	Increased by £5,000 from 2015/16 in-year budget 15,000.00
Professional Fees/Neighbourhood Plan	15,000.00	492.88	Retain balance 14,507.12
Traffic Study	20,000.00	-	Retain 20,000.00
Total	71,000.00	5,756.21	79,243.79
			Available funds 82,696.96
			Deduct designated reserves 79,243.79
			SURPLUS to General Reserve £ 3,453.17

192.2 Investment of funds. The F&GP Committee had reached an impasse during discussion on this matter and had agreed to refer it to Full Council for consideration. As only six Members were present at this meeting, it was proposed by Councillor Henton and **AGREED** that the matter should again be deferred to the next Full Council meeting.

192.3 Internal audit: action being taken by the Finance and General Purposes Committee to address the recommendations in the report on the Review of the Effectiveness of the Internal Audit and Internal Controls. **NOTED:** that at the last F&GP meeting, Councillor Plass had clarified in his report on the Review of the Internal Audit that it had not been his intention to recommend changing Internal Auditor, but to review the internal audit system.

Councillors Henton and Plass were to carry out a thorough review of the internal audit and existing accounting procedures and the Insurance and Risk Management Sub Committee would be meeting to address matters relating to risk assessment.

192.4 Appointment of Internal Auditor for 2016 / 17. Having noted that the F&GP was not recommending changing Internal Auditor, it was **RESOLVED** to re-appoint Mr. Peter Frost as Internal Auditor for the Financial Year 2016/17.

192.5 New pay scales from 01.04.16. The F&GP Committee had noted the new pay scales published in May, under Any Other Business at the last meeting as the notification had been received after publication of the Agenda.

RESOLVED: to confirm acceptance of the new pay scales, incorporating a 1% increase backdated to 1 April 2016 and a further 1% from 1 April 2017 for all staff employed under the NALC model contract..

192.6 Local Government Pension Scheme: to consider and agree revised Employer Discretion Policies. Following consideration by the Chairman of the F&GP Committee in consultation with the Clerk, a list of discretions had been circulated, with recommendations on the policy statements for each one. The Council was required to publish its agreed Discretion Policies and provide Capita Pensions with a copy.

It was formally **PROPOSED** by Councillor Snowling, **SECONDED** by Councillor Durrant and unanimously **RESOLVED** to **APPROVE** the list of Employer Discretion Policies as drafted.

192.7 Minutes of the meeting of the Finance and General Purposes Committee held on 26 May 2016. **RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 26 May 2016 be received and their recommendations confirmed.

192.8 Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.04.16 to 30.04.16 and 01.05.16 to 31.05.16. It was **NOTED** that the financial reports for June 2016 were not yet available. The reports to 31 May 2016 were considered and **NOTED:**

LINDFIELD PARISH COUNCIL

- from the in-year budget of £183,580, the sum of £27,806 had been spent
- from the F&GP budget of £131,780, the sum of £24,153 had been spent
- the Administration Budget breakdown showed that, from the total of £115,780, the sum of £21,670 had been spent
- from the E&A budget of £51,600, the sum of £3,653 has been spent
- There had been no expenditure from the P&T budget of £200,
- From the outstanding projects and reserves £27,897 has been spent from the total of £216,866.

192.9 List of cheques for approval. The list of cheques drawn since the meeting of Council held on 12.05.16 was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 totalled £650 and that the Petty Cash balance as at 14.07.16 was £148.05.

It was **RESOLVED** to approve the list of cheques, numbers: 105786 - 105810 inclusive, totalling £12,900.27. The list of cheques drawn is attached to the signed copy of these Minutes as Appendix A.

193. ENVIRONMENT AND AMENITIES COMMITTEE.

193.1 Minutes of the meeting of the Environment and Amenities Committee held on 2 June 2016. Councillor Blunden reported as follows:

- WSSC Street Lighting Upgrade. Further progress had been made on the heritage upgrade, including most of the columns in Compton Road; however work on several lights was still outstanding.
- Parish Owned Street Lights. An order had been sent to Streetlights for heritage lanterns and brackets on lights in West View, the KEH twitten and car park opposite Flowercraft. The lanterns had been ordered and would be installed when delivered.
- High Street bollards. Invitations to quote had been sent to three contractors and would be considered at the next E&A meeting. WSSC had agreed to issue a Standard Form of Consent for this work to be done by the Parish Council's chosen contractor.
- Christmas Lights: meeting with the Project Manager on 13 July. The Clerk had met with the Project Manager from Blachere and their new sub-contractor who would be in charge of the installation. A quote had been requested for dressing the tree outside the Manor House and the last two trees on the left at the top of the High Street, using the spark lights already in stock, which would be collected for testing.

RESOLVED: that the Minutes of the meeting of the Environment and Amenities Committee held on 2 June 2016 be received and their recommendations confirmed.

193.2 Quotations for the repair of the King Edward Hall clock. Councillors Snowling and Blunden, having declared a personal interest in this item, as recorded at Minute 182.1, remained present. Several years previously, the Parish Council had agreed to pay for the maintenance of the KEH clock which had been funded by subscriptions in memory of Doctor Mather. The last payment made had been in 2005, for £900. The clock was now faulty and Councillor Pickett had sought quotations for consideration. It was **NOTED** that, as with the clock at the Parish Office, there was a problem with access, requiring scaffolding or a lifting platform. Two estimates had been received to date - one for a straight repair and the other for repair and installing a control system similar to the one now installed at the Parish Office.

The Council was holding a designated reserve of £500 for this purpose and it was **NOTED** that the cost may exceed that figure, depending on the nature of the fault, the cost of hiring scaffolding or a lifting platform and whether an automatic control mechanism was to be considered. Councillor Pickett would continue to look into this matter and report back to the Committee in due course.

194. ANY OTHER BUSINESS.

194.1 No other items of business were raised.

The public part of the meeting concluded at 8.35 p.m.

LINDFIELD PARISH COUNCIL

195. EXCLUSION OF THE PUBLIC [AND PRESS].

195.1 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 No. 3(d) that in view of the confidential nature of the business about to be transacted (staffing matters) it was desirable in the public interest that the public [and press] be excluded.

196. ADMINISTRATION SUB COMMITTEE MEETING HELD ON 7 JULY 2016

196.1 Confidential Minutes of the Meeting of the Administration Sub Committee held on 7 July 2016. The Confidential Minutes of the Administration Sub Committee meeting held on 7 July were received.

196.2 Recommendation of the Administration Sub Committee in respect of a staffing matter. After due consideration, a recommendation made by the Administration Sub Committee concerning staff grading was **AGREED**.

The meeting concluded at 8.40 p.m.