

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY 16 JANUARY 2014** at the King Edward Hall, Lindfield.

The meeting began at 7.30 p.m.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M.Allen
Mr. M. Amor
Mr. A. Gomme
Mr. S. Henton
Mr. S. Hodgson
Mr. R. Pickett
Mr. R. Plass
Mr. C. Snowling

Also present:

Councillor Mrs. C. Field (WSCC)
2 members of the public (for the first three items only)

In attendance:

Mrs. C. Irwin (Clerk)
Mrs. S. Kolien (RFO)

Not present:

Councillors Mrs. J. Chatfield, Mrs. M. Hersey and Mrs. V. Upton

The Chairman welcomed those present and wished them a happy New Year.

346. APOLOGIES AND REASONS FOR ABSENCE

346.1 Apologies for absence were received from Councillors Chatfield, Hersey and Upton and the reasons were accepted.

347. DECLARATIONS OF INTEREST BY MEMBERS .

347.1 There were no declarations of interest by members in respect of any items on the Agenda.

348. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

348.1 Planning application – Fullingmill Farm. With reference to the application for work to re-grade agricultural land, Mr. M.C. Eggert-Hobbs made an offer to Councillors and members of the public who had concerns that they were welcome to phone him and arrange a visit to view the site.

The Chairman stated that the application was being re-advertised the following week with a new deadline for responses and this would therefore be an Agenda item at the next meeting of the Planning and Traffic Committee on 4 February.

349. MINUTES AND CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 14 NOVEMBER 2013.

349.1 It was **AGREED** that Minute 337.1 should be amended to read: "It was **NOTED** that the Minutes of the meeting of the P&T Committee held on 4 November 2013 had only recently been circulated..."

349.2 The Chairman called for approval of the Minutes, as amended, and the Confidential Minutes of the Council meeting held on 14 November 2013. The Minutes as amended and Confidential Minutes were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

350. CHAIRMAN'S ANNOUNCEMENTS.

350.1 Severe weather. The Chairman expressed appreciation for the efforts of the emergency services during the recent periods of heavy rain particularly during Christmas week.

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350.2 Thank You Party. The annual Thank You Party for volunteers had taken place the previous Saturday and had been well attended. The Chairman reported that those who had attended had appreciated the opportunity to gather and recognise each other's contributions to the village.

351. NEIGHBOURHOOD POLICE PANEL REPORT

351.1 Councillor Allen reported that the minutes of the last meeting of the Neighbourhood Police Panel had been forwarded to the Chairman and Clerk. There was nothing of significance to report; the police were keen to return to normal following the period during which protesters against hydraulic fracturing had been encamped in the Balcombe area. Representatives of the villages present at the meeting had stressed the importance of police presence in the community.

352. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

Councillor Field (WSSC) reported as follows:

352.1 Internal reorganisation. The Chief Executive Officer would be leaving WSSC at the end of January. To face the challenges ahead, there needed to be a different kind of leadership and instead of appointing a new CEO, an interim Chief Operating Officer was to be appointed internally and a Transition Director from outside, to reorganise the authority to enable it to meet future challenges.

352.2 Funding. WSSC had fared better than average from the Government Settlement for Local Authorities, which would make planning expenditure for next year easier to some extent.

352.3 Assistant Highways Manager. A new Assistant Highways Manager, Adam Basely, had been appointed and a visit to Lindfield with Helen Card was scheduled for 28 January in order to familiarise him with issues in Lindfield, concentrating initially on the Post Office corner, Newton Road and, to a lesser extent, Denmans Lane.

252.4 Newton Road/Dukes Road/Burshes Lane. £30,000,000 was available for upgrading the unclassified road network (rural and residential estate roads) to cover a two year period from 1 April 2014. Councillor Field stated that the resurfacing of Newton Road, Dukes Road and Brushes Lane should qualify for this funding if other solutions were not achievable.

252.5 SE Water road closure. Helen Card was liaising with SE Water regarding management of the temporary road closure. A review would take place after the first week. Cllr. Field thanked all those involved in the consultation with SE Water.

252.6 Road safety issues: A Traffic Regulation Order was in progress for Blackthorns, in response to concerns for the safety of people, especially children, en route to and from Blackthorns School during the construction of the adjacent housing development. The TRO had been recommended for formal consultation. The Chairman stated that concerns had been raised at the Council's Planning and Traffic Committee following two incidents involving deliveries at the wrong times, one of which had endangered a child.

Councillor Snowling (MSDC) reported as follows:

252.7 Budget. The Scrutiny Committee had considered the budget proposals prior to consideration by Full Council and no increase in MSDC's share of the Council Tax was indicated. The Sussex Police and Crime Panel would be meeting with the Commissioner and advisers on 24 January to present proposals for her budget.

252.8 Fullingmill Farm. As a member of Lindfield Rural Parish Council, Councillor Snowling reported that LRPC had agreed to submit further comments to MSDC expressing concerns about the impact of lorry movements on residents as far north as Ardingly.

7.50 p.m. A group of five members of the public entered the meeting room, but, having missed the item for public questions and comments, they left immediately after it was explained that the planning application for Fullingmill Farm had been re-advertised by MSDC and that there would be an opportunity to comment at the Planning and Traffic Committee on 4 February, by which time there should be more information about the proposals.

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353. ACTION LIST

353.1 The Action List was tabled and noted without comment.

354. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER ANY DOCUMENTS RECEIVED.

354.1 There were no outstanding consultations.

355. FINANCE AND GENERAL PURPOSES COMMITTEE.

355.1 Cllr. Henton reported that the F&GP Committee had met twice since the last Council meeting, on 28 November and 9 January. The Minutes of the meeting of 9 January were not yet available.

355.2 Minutes of the meeting of the Finance and General Purposes Committee held on 28 November 2013. Cllr. Henton stated that there was nothing of significance to report from this meeting. **RESOLVED:** that the Minutes of the Finance and General Purposes Committee meeting held on 28 November 2013 be received and their recommendations confirmed.

355.3 F&GP Meeting held on 9 January 2014. Councillor Henton reported as follows:

- Lindfield Parish Directory and Year Book. The F&GP Committee had received a report on the Directory and agreed the recommendations: to proceed with the 2015 edition; to stay with Truprint Media; not to increase the prices for adverts and to ask Lindfield Rural Parish Council for a contribution towards the costs for the 2014 edition.
- Insurance **NOTED:** the current long term agreement with Zurich was due to end in May. As the Zurich policy appeared to be satisfactory, it was **AGREED** not to seek further quotations unless there was a significant increase or adverse changes to the terms of the policy.
- Councillors' Allowances. The Committee had noted the Report of the Independent Panel on Councillors' Allowances and the recommendation was put to the Council for approval that there should be no increase for 2014/15. **NOTED:**
 - Travel and subsistence allowance for approved business was payable to all Councillors.
 - Councillors Allowances however were only payable to those who had stood for election and co-opted members were not therefore entitled to allowances.
 - The Council had made the decision several years previously to make allowances available to eligible members.
 - According to the guidance, members wishing to forgo all or part of their allowance should inform the Clerk in writing.

It was **AGREED** to confirm the F&GP's recommendation to accept the recommendation of the Panel that there should be no increase in the Allowance available to elected Members: £516 a year (enhanced Chairman's allowance: £774 a year). The recommended Mileage rate remained at the tax free figure of 45p a mile.

- Budget. The budget proposals for 2014/15 had been examined in depth and the F&GP Committee's recommendations were to be considered by Full Council at Agenda item 13.
- 6 Denmans Lane. It was **AGREED** to defer consideration of this item to the end of the meeting, so that certain matters could be considered in confidential session.

355.4 Statements of Account/Budget Progress and Bank Reconciliation for the period 01.10.13 to 31.12.13 and the quarterly Receipts and Payments Summary. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.10.13 - 31.10.13, 01.11.13 - 30.11.13 and 01.12.13 – 31.12.13 and the quarterly Receipts and Payment Summary. **NOTED:**

- From a total budget of £242,025 the sum of £138,192 had been spent
- The Finance and General Purposes Committee had spent £95,839 from its budget of £119,675
- From the Administration Budget of £104,675, £85,973 had been spent
- The Environment and Amenities Committee had spent £25,020 from the budget total of £64,150.
- The Planning and Traffic Committee had spent £14,095 from the budget total of £20,200.
- From the reserves and outstanding projects of £166,689, £4,301 had been spent

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355.5 List of cheques for approval: cheques drawn since Council meeting of 14 November 2013. The list of cheques was tabled. **NOTED:** that expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972, totalled £13,631.97. The Petty Cash balance at 16.01.14 was £101.14. **RESOLVED:** to approve the list of cheque numbered 105299 – 105346, totalling £40,198.74. The Chairman **SIGNED** the list of cheques which is appended to the signed copy of these Minutes as Appendix A.

356. ENVIRONMENT AND AMENITIES COMMITTEE.

356.1 The Minutes of the meeting held on 5 December were not yet available. Councillor Blunden reported on items discussed as follows:

- Maintenance of the flower beds in the Tollgate car park. The responsibilities were currently divided between MSDC, the Parish Council (using contractors) and volunteers. The Committee would be discussing this further with MSDC and may consider taking this maintenance over.
- Christmas lights. Concerns regarding the method of installation of the lights had been referred to Blachere and the outcome was awaited. It was noted that congratulations on the lights had been received from representatives of other councils.
- Allotment trees. The order for the work recommended in the Survey Report had been placed with KPS.
- Visits by nursery school groups to the allotments. The Committee had considered the position regarding visits by groups of nursery or school-aged children to the allotments in the context of the potential risks involved, which could not always be predicted and dealt with. The Committee had confirmed that such visits should not be permitted and it had also been decided to check the insurance position with Zurich, including plot holders bringing their own children to the site. This would be considered further at the next E&A meeting.
- Bus shelters. The suggestion to budget for a new bus shelter in the High Street had been discussed and Members had voted against taking this further because it was considered that nothing had changed since this had been considered on a previous occasion and rejected because of objections from neighbouring businesses.
- Liaison meeting with Helen Card (WSCC). A meeting had been held in October and Mrs. Card had subsequently arranged a site meeting with a colleague to take place towards the end of January to consider the Post Office corner and Newton Road, following which there should be a clearer idea of the cost of the work to reinforce and repave the area between the crossing and the Post Office.
- Liaison meeting with Rupert Browning (MSDC). There had been positive discussion on a number of matters at the meeting held in November. Encouraged by Mr. Browning's response to suggestions for joint projects, the Committee had made provision in the budget for upgrading the play equipment in the Hickmans Lane playground. Other work discussed, that would be covered under existing budget headings, included replacing the wooden litter bins on MSDC car parks and re-edging the beds at the Chaloner Road corner with a more durable solution. Posts around the Black Hill strip of the Common to deter unauthorised access has also been discussed and funds for this could be taken from the current year's budget.

357. PLANNING AND TRAFFIC COMMITTEE. TO RECEIVE AND TO CONFIRM THE RECOMMENDATIONS OF THE MEETINGS HELD ON 4 NOVEMBER, 26 NOVEMBER AND 17 DECEMBER 2013.

357.1 Councillor Gomme reported as follows:

- 4 November 2013 – planning application LF/13/03509/FUL (Corner Cottage Roundwood Lane). This application had been resubmitted following withdrawal of a previous set of plans due to objections. The Planning and Traffic Committee had been unable to support the revised application but it had subsequently been approved.
- 4 November 2013 – planning application LF/13/03545/FUL (White Horse Inn). The P&T Committee, whilst not objecting, had made a number of comments on particular items including ventilation, soundproofing and provision of a disabled toilet. The application had subsequently been approved by MSDC subject to a number of conditions.
- 26 November 2013 – planning application for development at Penland Farm (Haywards Heath). The Deputy Clerk had been instructed to draft a letter of objection to this application.
- 17 December 2013 – planning application LR/13/03948/FUL to regrade land at Fullingmill Farm. The P&T Committee had noted this application on 17 December under AOB and at the meeting held on 14 January, it had been agreed that the Committee would deal with it in the same way as the applications for Lindfield Parish. Councillor Gomme and the Deputy Clerk would visit the site with any other Members who wished to attend and Members were asked to brief themselves.

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357.2 Minutes of the meetings of the P&T Committee held on 4 November, 26 November and 17 December. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 4 November, 26 November and 17 December be received and their recommendations confirmed.

357.3 Neighbourhood Plan Steering Committee. Councillor Gomme reported that over sixty replies had been received following publication of the pre-submission draft. The Steering Group had reviewed the plan in the light of these responses and a document had been put together based on these comments which had been forwarded to Neil Homer and Faustina Bayo, the consultants from Action in rural Sussex. The Steering Group was to meet on 3 February with Mr. Homer and Ms. Bayo, but it was not anticipated that the Plan would be completely redrafted at that meeting, because it would be a mistake to hurry this. The Chairman expressed appreciation for all the hard work being done on the Neighbourhood Plan, particularly by Councillor Gomme as the Chairman of the Steering Group. Councillor Snowling reported that he understood that plans for development on land to the north of Portsmouth Wood Close may be forthcoming.

358. BUDGET 2014/15.

358.1 The budget papers had been updated, showing expenditure to 31 December 2013, and the full policy paper, setting out details under each budget heading had been included in the pack circulated to Members. Each of the Committees had prepared their individual budgets and submitted them to the F&GP Committee which had discussed these proposals at the meeting held on 9 January 2014 and the agreed recommendations on the budget and precept figures were now put to the Council for approval.

358.2 Budget 2014/15. Council considered the recommendations of the F&GP Committee which resulted in a total budget figure of £263,220.00

RESOLVED that the budget for 2014/15 should be set at £263,220.00. Sheet 1 showing the budget as approved is appended to these minutes as Appendix A.

358.3 Precept It was recommended that the precept to be requested from MSDC to fund the budget, supported by the Parish Council's reserves, should be £152,000.00. It was **NOTED** that this would appear to be an increase of £3,400.00 on the previous year's precept, however the Parish Council would in fact receive the same amount from MSDC: the 2013/14 precept had been expressed as a precept of £148,600.00 with a grant of £3,400.00 to make up the shortfall, which was not available for 2014/15.

RESOLVED: that the precept to be requested from MSDC should be £152,000.00.

359. PROPOSED PUBLIC CONVENIENCES ON THE COMMON.

359.1 **NOTED:** a meeting had been arranged for 4 February between members of the Working Group, MSDC Officers David Harper and Chris Coppens and the Cabinet Member for Leisure and Sustainability, Pru Moore, to show them the drawings and discuss any issues before going out to public consultation.

360. WATER MAINS UPGRADE IN LINDFIELD AND HAYWARD HEATH: ARRANGEMENTS FOR THE TEMPORARY ROAD CLOSURE WORK BY SE WATER, TO COMMENCE 20 JANUARY 2014.

360.1 **NOTED:** a meeting of representatives of SE Water, WSCC, the Parish Councils and other stakeholders had taken place on 10 January and the Deputy Clerk's summary of the main points had been circulated to Members. The Deputy Clerk had attended and voiced the Council's main concerns. A notice had been posted on the Parish Council's website with links to the revised bus timetables and SE Water's website. Members shared the concerns expressed by the traders that business would suffer because of misleading signage, implying that the whole High Street was to be closed to traffic. It was **AGREED** that the Parish Council should arrange to have two signs made up stating that the High Street was open for business and have them put up at the main entry points: the junction of West Common/Summerhill Lane and Lewes Road.

361. ANY OTHER BUSINESS

361.1 No other items of business were raised.

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The public part of the meeting ended at 8.20 p.m.

362. EXCLUSION OF THE PUBLIC (AND PRESS).

362.1 Further to Minute 355.3, 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 1 (c) that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded.

363. PARISH OFFICE MATTERS.

363.1 A matter concerning the accommodation at the Clock Tower House was considered and it was **AGREED** to authorise the Clerk in consultation with the Chairman of Council and the Chairman of the Finance and General Purposes Committee to deal with it

The meeting concluded at 8.25 pm.

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Full Council Minutes 16.01.14 Appendix A

LINDFIELD PARISH COUNCIL							SHEET 1
BUDGET 2014/2015 - FINAL DRAFT							
	Per Budget 2013/14	Spend to 31.12.13.	Anticipated spend to 31.03.14.	Variance	BUDGET 2014/2015	S.137	Comments
Finance and General Purposes Committee (Sheets 2 and 3)							
A Administration	104,675.00	85,905.74	107,266.40	- 2,591.40	108,520.00	4,000.00	
B Chairman's Fund	500.00	192.20	500.00	-	500.00		
C Grants/Donations	1,500.00	1,500.00	1,500.00	-	1,500.00	1,500.00	
D Annual Memberships/subscriptions	2,500.00	2,041.92	2,500.00	-	2,500.00		
E Village Directory	6,000.00	4,950.00	4,950.00	1,050.00	5,500.00	5,500.00	
F Newsletter/Annual Report	2,000.00	1,100.00	2,000.00	-	2,000.00		
G Members' Allowances	2,500.00	150.00	500.00	2,000.00	2,500.00		
Sub Total:	119,675.00	95,839.86	119,216.40	458.60	123,020.00		
Capital Projects							
H Repairs and remedial work to Clock Tower House	18,000.00	2,237.00	18,000.00	-	10,000.00		
I Capital Project: Toilets on Common	20,000.00	1,000.00	2,000.00	18,000.00	20,000.00		£18,000 to designated reserve
Sub total:	38,000.00	3,237.00	2,000.00	18,000.00	30,000.00		
NEW FOR 2014/2015							
Environment and Amenities Committee (Sheet 4)							
1 Street Lighting - Energy/maintenance costs	3,500.00	2,432.59	3,500.00	-	3,500.00		
- Upgrading Street lights	6,000.00	-	5,000.00	1,000.00	6,000.00		
- Christmas Lights	6,000.00	6,000.00	6,000.00	-	3,000.00	3,000.00	
2 Maintenance	5,000.00	602.38	5,000.00	-	5,000.00		
3 Allotments	3,500.00	3,622.30	4,000.00	- 500.00	2,000.00		
4 Gardening	500.00	144.20	300.00	200.00	600.00		
5 Christmas Festival Night	1,000.00	599.56	1,000.00	-	1,000.00		
6 Village Archives	300.00	104.20	300.00	-	300.00		
7 Mobile Civic Amenity Freighter	2,000.00	-	2,000.00	-	2,000.00		
8 Denmans Lane toilets - running costs	12,000.00	8,791.47	12,000.00	-	12,000.00		
9 Street map of Lindfield	5,000.00	-	5,000.00	-	5,000.00		
10 Replacement of litter bins	2,000.00	1,545.50	2,000.00	-	2,000.00		
11 Digital mapping	250.00	200.00	200.00	50.00	250.00		
12 Joint Project with MSDC/WSCC - Post and rail fencing - Pond and Common	2,000.00	-	2,000.00	-	2,000.00		
13 Tree Pollarding	2,500.00	-	2,500.00	-	2,500.00		£2,500 to Designated Reserve
14 Removal of epicormic growth	600.00	-	-	600.00	-		
15 Grass cutting (High Street)	2,000.00	-	2,000.00	-	2,600.00		
16 Emergency Equipment	1,500.00	978.35	1,500.00	-	750.00		
17 Joint Project with MSDC: Posts around MSDC open spaces	5,000.00	-	5,000.00	-	-		
18 Joint Project with WSCC: Dropped kerbs	2,500.00	-	2,500.00	-	3,000.00		
19 Joint Project with MSDC: Replacement of floating islands on Pond	1,000.00	-	1,000.00	-	-		
64,150.00	25,020.55	62,800.00	1,350.00	53,500.00			
NEW FOR 2014 -2015							
Reprint of Lindfield Leaflet	-	-	-	-	1,500.00		
Replace York paving by Post Office	-	-	-	-	10,000.00		
Joint Project with MSDC: Upgrading Hickmans Lane Playing Fields	-	-	-	-	5,000.00		
Sub total:					70,000.00		
Planning and Traffic Committee (Sheet 5)							
(i) Miscellaneous	200.00	-	-	200.00	200.00		
(ii) Professional Fees	20,000.00	14,095.04	20,000.00	-	20,000.00		
20,200.00	14,095.04	20,000.00	200.00	20,200.00			
NEW FOR 2014/2015							
Traffic Study					20,000.00		
Sub total:					40,200.00		
BUDGET TOTAL	242,025.00	138,192.45	204,016.40	20,008.60	263,220.00	14,000.00	
Outstanding Projects							
Street map of Lindfield	3,816.25	-	3,816.25	-	-		
Bus Stop Poles refurbishment	2,500.00	2,650.00	2,650.00	-	-		
Sub total	6,316.25	2,650.00	6,466.25	-	-		
NEW FOR 2014/2015							
Reserves							
General Reserve	50,000.00	-	500.00	49,500.00	50,000.00		
Unallocated funds - estimate only					37,000.00		
50,000.00	-	500.00	49,500.00	87,000.00			
Sinking Fund - Denmans Lane	3,600.00	-	-	3,600.00	4,600.00		
Election	3,121.00	-	-	3,121.00	3,121.00		
Street Lighting	7,404.88	-	-	7,404.88	7,405.00		
Allotments	1,312.84	-	1,312.84	-	-		
Denmans Lane toilets - maintenance sinking fund	5,000.00	-	-	5,000.00	5,000.00		
Capital Project: Toilets on Common	30,000.00	-	-	-	48,000.00		
Public Toilets on Common - sinking fund	20,000.00	-	-	20,000.00	20,000.00		
Repair/maintenance of community assets - sinking fund	3,000.00	-	-	3,000.00	3,000.00		
Maintenance of King Edward Hall clock	900.00	-	-	900.00	900.00		
Christmas Lights	2,100.00	1,282.07	2,100.00	-	-		
Replacement of litter bins	2,831.00	369.00	300.00	2,531.00	2,531.00		
Tree Pollarding	2,500.00	-	-	2,500.00	5,000.00		
Professional fees	28,603.71	-	-	28,603.71	28,604.00		
Sub total:	110,373.43	1,651.07	4,712.84	45,556.88	128,161.00		
Total: Outstanding Projects and Designated Reserves	166,689.68	5,952.14	11,179.09	45,556.88	215,161.00		
Allocated Funds as at 31.12.13.	162,388.61						
Unallocated Funds as at 31.12.13.	38,715.84						
201,104.45							