

LINDFIELD PARISH COUNCIL

Minutes of the meeting of LINDFIELD PARISH COUNCIL held on THURSDAY 22 JANUARY 2015 at the King Edward Hall, Lindfield.

The meeting commenced at 7.30 p.m.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. M. Amor
Mrs. J. Chatfield
Mr. A. Gomme
Mr. S. Henton
Mrs. M. Hersey
Mr. S. Hodgson
Mr. R. Pickett (from approx. 8 p.m.)
Mr. R. Plass
Mr. C. Snowling
Mrs. V. Upton

Also present: 2 members of the public

In attendance: Mrs. C. Irwin

The Chairman welcomed those present and as this was the first Full Council meeting of 2015 he wished them a happy and healthy New Year.

477. APOLOGIES AND REASONS FOR ABSENCE

477.1 Apologies were received and accepted from Councillor Pickett who had notified the Clerk of his expected late arrival due to work commitments.

478. DECLARATIONS OF INTEREST BY MEMBERS.

478.1 Item 14: Appointment of Trustees to Comber's Charity. Councillor Hersey declared a personal interest in this item as she was one of the nominees for appointment as a Trustee.

478.2 Item 16: Code of Conduct. Councillor Blunden declared a personal interest in this item as a member of the MSDC Standards Committee which had drafted the revised Code of Conduct.

479. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

479.1 There were no questions or comments from members of the public present.

480. MINUTES AND CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 13 NOVEMBER 2014 AND THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 4 DECEMBER 2014

480.1 Minutes and Confidential Minutes of the Council meeting held on 13 November 2014. It was **NOTED** that there was an error in Minute 467.1 and it was **AGREED** that the third line of the third bullet point should be corrected to read: "The Clerk had replied that this was totally unsuitable...". The Chairman then called for approval of the Minutes and Confidential Minutes of the meeting of Lindfield Parish Council held on 13 November 2014. These were **AGREED** as amended and the Chairman **SIGNED** the corrected Minutes and the Confidential Minutes as being a true record of that meeting.

480.2 Minutes of the Extraordinary Meeting of the Council held on 4 December 2014. The Chairman called for approval of the Minutes of the Extraordinary Meeting of the Council held on 4 December 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

LINDFIELD PARISH COUNCIL

481. CHAIRMAN'S ANNOUNCEMENTS.

- 481.1 Christmas lights. The Chairman stated that there had been many warm comments during the Christmas period about the Christmas lights. Members **NOTED** with disappointment that the sparklights in the tree outside the Toll House had apparently been stolen from the tree. The Chairman commented that some effort must have been put into this as a ladder would have been needed and it would have taken some time to unwind the strings of lights.

482. NEIGHBOURHOOD POLICE PANEL REPORT.

- 482.1 PCSO Erica Baxter was unable to be present, but her written report had been circulated and was **NOTED**. This included a report on good progress on a series of break-ins in the South East, a warning about the danger caused by livestock gates being left open and a reminder that all community members of the area supported by PCSO Baxter could attend meetings of the Neighbourhood Panel. Councillor Allen reported that a Police Neighbourhood Panel meeting had taken place on 20 January with low attendance and there was nothing further to report on matters relating to Lindfield.

483. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

- 483.1 Councillor Snowling (MSDC) reported that the District Council would be meeting shortly to agree its response to the proposals for Gatwick Airport, which was likely to come out firmly against them. Councillor Hersey added that she had attended the Scrutiny meeting on 20 January at which a draft letter of objection from the Leader of the Council had been considered for recommendation to the Council. Reasons for objection included the cumulative effect on Mid Sussex of additional noise, air pollution, the need for more houses, schools and surgeries etc and the impact on the rural roads from increased traffic throughout the day because of shift patterns. MSDC would welcome comments from Parish Councils.

484. ACTION LIST.

- 484.1 Civic Service (Minute 469.1) it was **NOTED** that the meeting to discuss the Civic Service had not yet taken place but would be arranged in due course.

485. CONSULTATION DOCUMENTS.

- 485.1 Care, Support and You: public consultation on changes in adult social care (WSCC Adults' Services) - closing date 11 February. It was **AGREED** not to submit a Council response on this consultation.

486. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows:

- 486.1 West Sussex PFI Street Lighting Replacement Programme. The work on the upgrade was in progress and there had been several complaints regarding relocation of lights and other issues. Residents were being advised to take these complaints up direct with SSE Contracting using the contact details in their leaflet.

There had been representations from individual residents of Finches Gardens and the Freeholders Association objecting to the Parish Council's decision to change their lights to standard to enable the credit gained to be used to achieve consistency in the Conservation Area. They were very disappointed but most appeared to recognise that the Parish Council did not intend to reconsider the decision.

- 486.2 Paved area at the corner of the High Street and Lewes Road. The Clerk had sent the third reminder to WSCC as Balfour Beatty had not yet provided a quotation for the repaving. Members considered whether this should be deferred until after the Post Office move when the van would no longer be parking on the paved area. However it was felt that this should be progressed as it was unlikely that the work would be done before then. It was suggested that the Council should involve Councillor Field (WSCC) if a response was still not forthcoming.

- 486.3 Village Map: to consider quotation from Fitzpatrick Woolmer for installation of the map panels. **NOTED:** the order for completion of the panels had been confirmed. A quotation for £337 plus VAT had been obtained from

LINDFIELD PARISH COUNCIL

Fitzpatrick Woolmer for installation as this was not included in the contract. It was **AGREED** to accept the quotation in order to complete this project.

- 486.4 Minutes of the meeting of the Environment and Amenities Committee held on 27 November 2014. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 27 November 2014 be received and their recommendations confirmed.

487. PLANNING AND TRAFFIC COMMITTEE.

- 487.1 Meetings of the Planning and Traffic Committee held on 25 November and 16 December 2014 and 5 January 2015. Councillor Gomme reported briefly on the responses agreed on the following applications, as recorded in the Minutes of the relevant meetings of the Planning and Traffic Committee

- 14/03955/FUL: Land R/O 67 Sunte Avenue (meeting held on 25.11.14). Although this was considered to be a sensitive site, the Committee had raised no objections.
- 14/04060/FUL: Old Fire Station, Lewes Road (meeting held on 16.12.14) –the Committee had been unable to support this application because of the proposed use of UPVC window frames. It was understood that this application had now been withdrawn

Councillor Gomme also reported on the following:

- 14/02800/FUL: 1 The Wilderness (meeting held on 16.12.14) – the application had been approved by MSDC's Planning Committee B on 2 December.
- Proposed waiting restriction on Backwoods Lane (Traffic Regulation Order) (meeting held on 16.12.14): the P&T Committee had agreed to support the proposal
- 14/04475/OUT: Land north of Birchen Lane (meeting held on 05.01.15): a large number of residents had attended and three members of the Action Group had spoken as well as the representative from the Lindfield Preservation Society. The Committee had supported most of the points raised by objectors and had responded to MSDC with strong objections.

- 487.2 Minutes of the meetings of the Planning and Traffic Committee held on 25 November and 16 December 2014 and 5 January 2015. **RESOLVED** that the Minutes of the meetings of the Planning and Traffic Committee held on 25 November and 16 December 2014 and 5 January 2015 be received and their recommendations confirmed.

487. Neighbourhood Plan. Councillor Gomme reported that the finalised Neighbourhood Plan had been formally submitted to MSDC on 12 December 2014, under Regulation 15 of the Neighbourhood Planning Regulations 2012. However for unavoidable reasons, the Neighbourhood Planning Officer had not received the documents until 5 January. He had since indicated that it would take some time to make the necessary checks prior to publication and that conducting a screening as being considered to confirm as to whether a Sustainability Appraisal was required. A Habitats screening was also being conducted. Councillor Gomme had asked to be kept informed of progress. An email had been received the previous day from Claire Tester advising that her team was fully occupied on the District Plan and she did not expect any additional Neighbourhood Plans, other than those already scheduled, to proceed to referendum before the General Election. Members shared the disappointment and frustration of the Steering Group.

488. FINANCE AND GENERAL PURPOSES COMMITTEE.

Councillor Henton reported as follows:

- 488.1 Proposed public toilets on the Common. The Working Group had met on 14 January and the notes of the meeting had been tabled. The revised plans had been considered, incorporating reconfiguration of the internal layout to prevent gathering inside. It had been agreed to ask Goulds to reduce the depth of the building slightly further. The members of the Working Group had then carried out a site visit to evaluate seventeen alternative sites on the Common against criteria. It had been agreed to ask MSDC for views on the site to the right of the Bowls Club car park as an alternative to the current proposed site to the left of that car park. Goulds had also been asked for a scale model to display at public exhibitions.

LINDFIELD PARISH COUNCIL

488.2 Directory Report: corrigendum. Further to Minute 439.1 of the Minutes of the Finance and General Purposes Committee meeting held on 08.01.15, a memo had been circulated with the Agenda explaining an error in the financial report received by F&GP on the Lindfield Parish Directory 2015. It was **NOTED** that the calculation for the contribution to be requested from Lindfield Rural Parish Council was based on old data and that the 2015 edition had in fact made a bigger loss than 2014. It was **AGREED** to confirm that an amended figure of £462.86 be requested as a contribution from Lindfield Rural Parish Council (18.7% of the total loss).

488.3 Statements of Account/Budget Progress and Bank Reconciliation for the periods 01.11.14 to 30.11.14. The Financial Statements were **RECEIVED** and **NOTED**. To 30 November 2014:

- from the overall budget of £263,220, £92,642 had been spent (£170,577 underspent)
- from the F&GP budget of £123,020, £77,237 had been spent (£45,782 underspent)
- from the Administration budget of £108,520, £72,654 had been spent (£35,865 underspent)
- E&A had spent £15,386 from the budget total of £70,000 (£54,613 underspent)
- P&T had spent £18 from the budget total of £40,200, (£40,181 underspent)
- from the reserves of £309,152, £1,500 had been spent.

488.4 List of cheques for approval: cheques drawn since Council meeting of 13 November 2014. 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 £9,006.85 and that the Petty Cash balance at 22.01.14 was £114.70.

RESOLVED: to approve the list of cheques, numbers 105495 – 105529 inclusive totalling £28,135.81. The Chairman **SIGNED** the list of cheques, which is appended to the signed copy of these Minutes as Appendix A.

488.5 Minutes of the Finance and General Purposes Committee meetings held on 4 December 2014 and 8 January 2015. **RESOLVED:** that the Minutes of the meetings of the Finance and General Purposes Committee held on 4 December 2014 and 8 January 2015 be received and their recommendations confirmed with the exception of the Budget 2015/16 recommendations which were to be discussed under the next Agenda item.

489. BUDGET 2015/16

489.1 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 8 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 with the F&GP Agenda. 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.

489.2 Budget 2015/16. The Council considered the recommendations of the F&GP Committee resulting in a budget total of £203,620 (£59,600 less than 2014/15).

RESOLVED: that the budget for 2015/16 should be set at £203,620.00. Sheet 1 of the budget pack, showing the itemised budget as approved, is appended to these Minutes as Appendix B.

489.3 Precept 2015/16. It was recommended that the precept to be requested from MSDC to fund the budget should be £152,000.00 (as for 2014/15). The F&GP Committee had been confident that there were sufficient reserves to cover the difference, given that there were a number of projects that would not be fully spent.

RESOLVED: that the precept to be requested from MSDC for 2015/16 should be £152,000.00.

490. APPOINTMENT OF TRUSTEES TO JOSEPH COMBER'S CHARITY (COMBER'S TRUST)

490.1 Councillor Hersey declared a personal interest in this item as she was one of the nominees for appointment and remained present, but did not take part in the discussion or voting.

LINDFIELD PARISH COUNCIL

- 490.2 A letter had been received from the Chairman of Trustees confirming that the Charity Commission had agreed the transfer to the Parish Council of the power to appoint trustees of Comber's Trust. The letter also recommended three people for appointment:: Lester Corp and Margaret Hersey, who had been trustees before the new governing document came into effect, and Gerard Irwin who had been working with the charity for over a year as a volunteer. It was **NOTED** that the trustees appointed by the Parish Council did not have to be members of the Council.

(**PROPOSED** by Councillor Snowling and **SECONDED** by Councillor Upton):

In accordance with the provisions of the Joseph Comber Charity's Governing Document, as amended by the Charity Commission on 26 November 2014, naming the civil urban Parish Council of Lindfield as the appointing Council, it was **RESOLVED** to appoint the following persons as Representative Trustees of Joseph Comber's Charity (Comber's Trust), each for a term of four years, with effect from 1 February 2015:

Lester Corp, Margaret Hersey and Gerard Irwin.

491. **REPORT ON MEETING HELD ON 15 JANUARY 2015 WITH WSCC PRINCIPAL COMMUNITY OFFICER, HELEN CARD AND COUNTY COUNCILLOR CHRISTINE FIELD,**

- 491.1 The notes of the meeting were tabled. The Chairman reported that the main outcome had been that attempts would be made to achieve a more joined up approach to allocation of S 106 money, involving WSCC, MSDC and Parish Councils. Mrs Card would be arranging a joint meeting with Lindfield and Lindfield Rural Parish Councils in due course to discuss money from development in Gravelye Lane which would accrue to that parish although the impact of that development would have a greater effect on the urban Parish of Lindfield.

492. **CODE OF CONDUCT.**

- 492.1 Councillor Blunden declared a personal interest in this item as he was a member of the MSDC Standards Committee which had drafted the revised Code of Conduct.

- 492.2 A revised draft Code of Conduct had been received from the Monitoring Officer at MSDC with a recommendation that Parish Councils may wish to consider adopting it. It was **NOTED** that the tenor of the Code of Conduct remained unchanged; the revision had been drafted to bring the format into line with West Sussex County Council because the Standards Committee had concluded that it would be beneficial to elected Members and the public for all levels of local government in Mid Sussex to have a similar Members' Code of Conduct..

RESOLVED: that Lindfield Parish Council should adopt the revised Code of Conduct as drafted.

493. **PARISH MEETING (15 APRIL 2015).**

- 493.1 Members considered the format of the Parish Meeting. It was pointed out that the Parish Meeting was a forum for residents to put their views forward and propose resolutions. Provided that this opportunity was widely publicised, it was felt that there was no need to arrange for presentations from outside speakers to attract a larger attendance.

494. **ANY OTHER BUSINESS.**

- 494.1 No other items of business were raised.

The public part of the meeting ended at 8.16 p.m.

495. **EXCLUSION OF THE PUBLIC [AND PRESS]**

- 495.1 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 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.

LINDFIELD PARISH COUNCIL

496. STAFFING MATTERS.

496.1 Members noted an update on the recruitment of a new RFO / Assistant Clerk

It was **AGREED** to authorise the Clerk in consultation with the members of the interview panel, and with the advice of SSALC, to determine the details.

The meeting concluded at 8.20 p.m.

LINDFIELD PARISH COUNCIL

FULL COUNCIL MINUTES 22.01.15 APPENDIX B

SHEET 1

LINDFIELD PARISH COUNCIL							
BUDGET 2015/2016 - FIRST DRAFT							
	Per Budget 2014/15	Spend to 30.11.14.	Anticipated spend to 31.03.15.	Variance	BUDGET 2015/2016	S.137	Comments
Finance and General Purposes Committee (Sheets 2 and 3)							
A	Administration	108,520.00	72,654.98	108,520.00	-	112,520.00	Increased by £4,000
B	Chairman's Fund	500.00	193.06	500.00	-	500.00	
C	Grants/Donations	1,500.00	1,000.00	1,500.00	-	2,000.00	2,000.00 Increased by £500
D	Annual Memberships/subscriptions	2,500.00	2,089.68	2,500.00	-	2,500.00	
E	Village Directory	5,500.00	-	4,950.00	550.00	6,000.00	6,000.00 Increased by £500
F	Newsletter/Annual Report	2,000.00	1,300.00	2,000.00	-	2,000.00	
G	Members' Allowances	2,500.00	-	300.00	2,200.00	2,500.00	
	Sub Total:	123,020.00	77,237.72	120,270.00	2,750.00	128,020.00	
Capital Projects							
H	Repairs and remedial work to Clock Tower House	10,000.00	-	-	10,000.00	-	Balance to Designated Reserve and no further amount to be budgeted for 2015/6
I	Capital Project: Toilets on Common	20,000.00	-	-	20,000.00	-	Balance to Designated Reserve and no further amount to be budgeted for 2015/6
	Sub total:	30,000.00	-	-	30,000.00	-	
NEW FOR 2015/2016							
None							
Environment and Amenities Committee (Sheet 4)							
1	Street Lighting - Energy/maintenance costs	3,500.00	2,475.42	3,500.00	-	3,750.00	Increased by £250 Increased to £25,000 to pay for upgrade of Brookway lights
	- Upgrading Street lights	6,000.00	-	6,000.00	-	25,000.00	
	- Christmas Lights	3,000.00	33.32	3,000.00	-	4,000.00	4,000.00 Increased by £1000
2	Maintenance / gardening	5,000.00	627.47	5,000.00	-	5,750.00	Increased by £750
3	Allotments	2,000.00	626.14	2,000.00	-	2,000.00	
4	Gardening	600.00	470.80	470.80	129.20	-	heading to be merged with Maintenance
5	Christmas Festival Night	1,000.00	438.20	650.00	350.00	1,000.00	
6	Village Archives	300.00	10.00	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	9,089.81	11,000.00	1,000.00	12,000.00	
9	Street map of Lindfield	5,000.00	-	4,000.00	1,000.00	-	Balance to Designated Reserve and heading to be removed
10	Replacement of litter bins	2,000.00	154.50	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	Balance to new designated reserve transfer balance to Designated Reserve for upgrade of Hickmans Lane Playground and remove Tree Pollarding heading
13	Tree Pollarding	2,500.00	-	-	2,500.00	-	
14	Grass cutting (High Street)	2,600.00	-	2,000.00	600.00	2,600.00	
15	Emergency Equipment	750.00	185.93	790.00	-	750.00	
16	Joint Project with WSCC: Dropped kerbs	3,000.00	-	-	3,000.00	7,000.00	Increased by £4000 and retain balance as Designated Reserve to complete the project
17	Reprint of Lindfield Leaflet	1,500.00	1,075.00	1,075.00	425.00	-	Project completed - remove
18	Replace York paving by Post Office	10,000.00	-	10,000.00	-	-	Review balance at year end
19	Joint Project with MSDC: Upgrading Hickmans Lane Playing Fields	5,000.00	-	-	5,000.00	5,000.00	transfer balance to Designated Reserve
	Sub total:	70,000.00	15,386.59	53,985.80	10,589.20	75,400.00	75,400.00
NEW FOR 2015 - 2016							
None							
Planning and Traffic Committee (Sheet 5)							
(i)	Miscellaneous	200.00	-	-	200.00	200.00	
(ii)	Professional Fees/Neighbourhood Plan	20,000.00	18.60	500.00	19,500.00	-	Transfer balance to Designated Reserve
(iii)	Traffic Study	20,000.00	-	-	20,000.00	-	Transfer to new Designated Reserve
	Sub total:	40,200.00	18.60	500.00	39,700.00	200.00	200.00
NEW FOR 2015 - 2016							
None							
BUDGET TOTAL							12,000.00
Outstanding Projects							
None							
To be reviewed at year end							
NEW FOR 2015/2016							
None							
Reserves							
General Reserve							
	Unallocated funds - estimate only	50,000.00	500.00	500.00	49,500.00	50,000.00	
	50,000.00	500.00	500.00	49,500.00	50,000.00		
Designated Reserves - If funds available							
	Capital Reserve	84,170.00	-	-	84,170.00	84,170.00	
	Capital Project: Repairs and remedial work to Clock Tower House	12,909.00	-	-	12,909.00	22,909.00	Add unspent balance
	Capital Project: Toilets on Common	49,000.00	-	-	49,000.00	69,000.00	Add unspent balance
	Sinking Fund - Denmans Lane	4,600.00	1,000.00	1,000.00	3,600.00	-	Grant to All Saints Bells Project
	Election	3,121.00	-	-	3,121.00	3,121.00	
	Grants/Donations	400.00	-	400.00	-	-	
	Street Lighting	13,404.88	-	10,569.00	2,835.88	2,835.88	
	Street Map of Lindfield	8,816.25	-	-	8,816.25	9,816.25	Add unspent balance
	Posts around Open Spaces	7,000.00	-	-	7,000.00	7,000.00	
	Emergency Equipment	486.65	-	-	486.65	486.65	
	Joint Project with WSCC: Dropped kerbs	2,500.00	-	-	2,500.00	5,500.00	Add £3,000
	Joint Project with MSDC: Replacement of floating islands on Pond	1,000.00	-	-	1,000.00	1,000.00	
	Denmans Lane toilets - maintenance sinking fund	5,000.00	-	-	5,000.00	5,000.00	
	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	437.93	-	-	437.93	437.03	
	Replacement of litter bins	2,916.50	-	-	2,916.50	2,916.50	
	Tree Pollarding	5,000.00	-	-	5,000.00	-	To be renamed: Upgrade of Hickmans Lane Playground - (see below). Add unspent balance from headings 13 and 19 (£7,500)
	Professional fees/Neighbourhood Plan	34,490.06	-	-	34,490.06	53,990.06	Add circa £19,000
NEW FOR 2015/16							
None							
	Joint Project with MSDC/WSCC - Post and Rail Fencing - Pond and Common	-	-	-	-	2,000.00	
	Traffic Study	-	-	-	-	20,000.00	
	Upgrade of Hickmans Lane Playground	-	-	-	-	12,500.00	Balances from 13 and 19 plus the reserve for Tree Pollarding - £5,000
	259,152.27	1,000.00	11,969.00	247,183.27	326,581.77		
Total: Outstanding Projects and Designated Reserves							376,581.77
	Allocated Funds as at 30.11.14	307,652.27					
	Unallocated Funds as at 30.11.14.	14,412.99					
	322,065.26						