

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on Thursday **25 AUGUST 2011** at the King Edward Hall, Lindfield.

Present: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. M. Amor (from 8.00 p.m.)
Mrs. J. Chatfield
Mr. L. Corp
Mr. S. Henton
Mr. R. Plass
Mr. C. Snowling

Also present: 2 members of the public

In attendance: Mrs. C. Irwin

The Chairman opened the meeting at 7.30 p.m. and welcomed those present.

50. TO ACCEPT APOLOGIES FOR ABSENCE.

50.1 Apologies were received from Councillors Gomme, Hersey, Hodgson and Upton and the reasons were accepted.

51. DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA

51.1 There were no such declarations.

52. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

52.1 Mr. N. Kerslake commented on the following:

- Report on Parish Office Accommodation [item 12 (iv)] - the need for justification for renting additional space, to ensure value for money and to consider scanning documents and depositing records in the County Archive.
- Gravel drive to the allotments [Council meeting 23 June 2011] – legal advice should be sought to determine the minimum legal obligations regarding maintenance of the drive
- Litter bins [item 10 (i)] – challenged the rationale behind the recommendation to remove four litter bins
- Policy for public access to supporting documents for meetings [item 12 (ii)] - questioned why the public would not be permitted to see documents to be discussed in public meetings.

52.2 Mr. D. Macmillan commented on the following:

- Litter bins [item 10 (i)] – all bins should be refurbished and restored to some location in Lindfield; disappointment that there was no timetable for the bus stop poles and attached bins.
- Outstanding matters – referred to the modern replacement street light outside Selbys; damaged Pond railings; painting of the two Hickmans Lane barriers
- Trees (High Street and Compton Road) – asked whether the Council would be instigating a policy of annual pollarding.

53. MINUTES OF THE COUNCIL MEETING HELD ON 23 JUNE 2011.

53.1 The Chairman called for approval of the Minutes of the Council meeting held on 23 June 2011. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

54. CHAIRMAN'S ANNOUNCEMENTS.

54.1 Agenda. The Chairman stated that item 15 on the Agenda should read: "To receive and to confirm the recommendations of the Confidential Minutes of the Finance and General Purposes Committee meeting held on 21 July 2011" – it was for F&GP agree these Minutes for signature by the Chairman of that Committee.

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55. REPORT ON POLICE PRIORITIES.

- 55.1 The Chairman reported that PC Bennett had hoped to attend this meeting, but had indicated that officers' community involvement had been restricted. Councillor Allen stated that a meeting of the Police Neighbourhood Panel was being held this evening and he would forward the Minutes to the Clerk when he received them.

56. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

- 56.1 Councillor Field, WSCC. Councillor Field had sent her apologies and had nothing to report other than to draw attention to the next meeting of the Central Mid Sussex County Local Committee on 8 September at Ansty. (The agenda had not yet been published).
- 56.2 Councillor Snowling, MSDC. Reported that the draft Mid Sussex District Plan had been formulated and would be considered at the Better Environment Advisory Group on 7 September and presented, subject to comments, to the MSDC Full Council on 19 October, following which there would begin a formal consultation and there would be every opportunity for Parish Councils to comment.

57. ACTION LIST.

- 57.1 Core Strategy – Minute 379.1. **NOTED** that this item should be taken forward with a new heading as the Core Strategy was being replaced by the Mid Sussex Local Plan. The Chairman of Lindfield Rural Parish Council had indicated that he would be contacting the Clerk with a view to arranging a meeting of the two Councils in the near future to include discussion about a Neighbourhood Plan which some councils were already working on to be prepared when the Localism Bill had been passed.

58. CONSULTATION DOCUMENTS.

- 58.1 Responses had been submitted on the following consultations:

- Statement of Community Involvement Review (MSDC)
- Review of street trading in Mid Sussex (MSDC)

Of the following outstanding consultation documents, the first three were with the Consultation Panel and the fourth was to be considered as an agenda item at the next meeting of the Planning and Traffic Committee on 6 September.

- Consultation on Polling Stations (MSDC) – deadline: 19 September
- Potential Merger between East Sussex Fire Authority and West Sussex Fire and Rescue Service (WSCC) – deadline: 6 October.
- Village and Town Greens (DEFRA via the Council for the Protection of Rural England – deadline: 17 October
- Draft National Planning Framework (Communities and Local Government) – deadline: 17 October.

59. ENVIRONMENT AND AMENITIES COMMITTEE

- 59.1 Minutes of the meeting of the Environment and Amenities Committee held on 4 August 2011. Councillor Blunden reported that the only matters from that meeting that had been referred to Full Council for confirmation were the recommendations for refurbishment or replacement of litter bins.

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- 59.2 Litter bins: to consider the recommendations of the Environment and Amenities Committee for refurbishment of wrought iron litter bins and replacement of wooden litter bins.

Round wrought iron bins

A list of recommendations, taken from the Minutes of the meeting of the E&A Committee on 4 August, had been attached to the Agenda for this Council meeting along with a spreadsheet drawn up by Councillor Gomme, setting out for consideration a programme for refurbishment of the wrought iron bins in batches.

The Chairman outlined the proposed schedule for refurbishment of the wrought iron bins by the Lindfield Blacksmith, whereby six bins would be taken away in the first phase for shot blast treatment and powder coating and the two outside Barnlands and Watsons Brasserie would be reinstated. The other four would not be put back in their original locations but would be used to replace four of the five bins to be refurbished in the second batch. This process would be repeated for the third batch and this method would reduce the number of coned off stanchions and missing bins during each phase of the work. Consideration would have to be given to the use of the four bins left over at the end of the programme: whether to install them in new locations immediately or store them as reserves in case of damage or to be installed if the need for a bin elsewhere was identified in the future.

With the addition of a final bullet point to cover the use of the remaining four bins at the end of the programme, the recommendations of the E&A Committee were unanimously **AGREED**. It was **RESOLVED**:

- To accept the estimate from the Lindfield Blacksmith dated 3 May 2011 (£300 per bin including inner liners) for the refurbishment of the round wrought iron litter bins and fitting of new lids
- To specify that lids must have a suitable childproof catch which would not impede SERCO operatives
- To have outer liners replaced, as needed, with bottomless sheath type liners
- To replace inner liners where needed
- That the refurbishment should be in batches of six (1st batch) and five (2nd and 3rd batches)
- That the order for the second batch would be conditional on satisfactory and timely delivery of first batch.
- That four bins, considered to be unnecessary, should be removed and refurbished with the first batch and then used to replace four in the second batch when they were removed for renovating and this method would be repeated for the final batch.
- That the work should be carried out in batches according to the schedule prepared by Councillor Gomme.
- That the Parish Council should arrange for periodic cleaning of the bins and liners on the basis of monitoring the elapsed time before the newly refurbished bins required cleaning, in order to establish the frequency of cleaning.
- That the four bins remaining at the end should be refurbished and stored as reserves in case of damage or future need to install a bin in another location.

Wooden slatted bins

The Environment and Amenities Committee had recommended that the Parish Council should begin replacing the wooden slatted bins with the black Knight QR from Iles Waste Systems, starting with the one by the bus shelter near The Witch in Sunte Avenue as there had been complaints that the contents of this bin were frequently scattered by wildlife.. The Chairman read out for the information of Members, the relevant extracts from the Village Design statement in which the reference to wrought iron framed litter bins was given as an example of appropriate design, not as a requirement. The Village Design Statement also stated that "litter bins, tree guards and cycle stands should present a simple combination of durable materials that are easy to maintain and in keeping with the character of the village". The Knight QR had been used to replace two wooden slatted bins in Hickmans Lane and although there had been an objection to the use of this bin at the corner of Compton Road, which was just inside the Conservation Area, it was noted that there had also been a number of favourable comments.

It was unanimously **RESOLVED** to begin replacing wooden slatted bins with the black Knight QR from Iles Waste Systems and that the replacement for the wooden bin by the bus shelter near the Witch in Sunte Avenue should be ordered without delay.

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Bus stop poles / half round wrought iron bins

RESOLVED: that the wrought iron bus stop poles and integral half round litter bins would be considered for refurbishment after the work on the round bins had been completed.

- 59.3 Minutes of the meeting of the Environment and Amenities Committee held on 4 August 2011. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 4 August 2011 be received and their recommendations, as amended and agreed at Minute 59.1, be confirmed.

Councillor Amor joined the meeting during the following item at 8.00 p.m.

60. PLANNING AND TRAFFIC COMMITTEE.

- 60.1 Minutes of the meetings of the Planning and Traffic Committee held on 14 June, 5 July, 26 July and 16 August 2011. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 14 June, 5 July, 26 July and 16 August 2011 be received and their recommendations confirmed.

- 60.2 Cllr. Snowling expressed his gratitude to Councillor Gomme, who, as Vice Chairman of the Committee, had taken the chair in Councillor Snowling's absence at the last meeting and had agreed to attend the next meeting of the MSDC Central Area Planning Committee, at which the planning application submitted by the Cricket Club would be under consideration. The outcome of that meeting would be reported to the next meeting of the Planning and Traffic Committee.

61. FINANCE AND GENERAL PURPOSES COMMITTEE.

- 61.1 Meeting of the Finance and General Purposes Committee held on 21 July 2011. Councillor Henton reported as follows:
- 61.2 Process for the review of the Council's Standing Orders. Following the F&GP meeting on 21 July, the Clerk had set out the proposed process in a letter to SALC which Mr. Leggo had confirmed to be a sound procedure.

However, Councillor Henton stated that he had given further thought to the statement he had made at that meeting regarding the non-application of Standing Order 41b to a complete revision of Standing Orders. He felt that although this standing order could be open to interpretation this Standing Order should apply and the procedure that he would outline would take this into account. It was noted that Standing Orders were silent in respect of a complete revision.

It was therefore **AGREED** that the process as set out in the Clerk's letter to Mr. Leggo should be followed but with the final bullet point amended, as indicated below:

- *"a group to comprise Councillors Blunden, Henton and Snowling together with the Clerk will examine the new NALC Model against our existing Standing Orders and produce a draft, annotated to explain reasons for not following the NALC Model (where we have the discretion) and reasons why any of our existing ones are not being carried forward.*
- *This draft will then go round to all Councillors for feedback and subsequent alteration*
- *The (further revised) annotated draft will be copied to all Councillors and presented to a meeting of the Finance and General Purposes Committee for discussion, final amendment and agreement to recommend adoption of a final draft by the Full Council*
- *A clean draft will then be presented to Full Council for adoption at the next ordinary meeting with a covering paper setting out any changes made by the F&GP Committee to the previously circulated draft."*
- *A clean draft will then be presented to Full Council for adoption at the next ordinary meeting with a covering paper setting out any changes made by the F&GP Committee to the previously circulated draft and under an appropriate resolution. This resolution having been proposed and seconded will stand adjourned without discussion to the next ordinary meeting of the Council."*

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61.3 To consider a policy for public access to agenda supporting documents prior to meetings. Councillor Henton announced that a training day was coming up in October which covered matters relevant to this item and it was therefore **AGREED** to defer discussion on such a policy.

61.4 To consider recommendation of the Finance and General Purposes Committee on the appointment of an Internal Auditor. Councillor Henton reported that according to recommended best practice the F&GP Committee had looked at quotations from four Internal Auditors and the recommendation was to appoint Peter Frost who lived locally and served as Internal Auditor to approximately forty other Town and Parish Councils in Surrey and Sussex.

RESOLVED: to confirm the recommendation of the F&GP Committee to appoint Peter Frost as Internal Auditor for the coming audit period. It was also **AGREED** that a suitable letter of appreciation should be sent to Mr. and Mrs. Pritchitt who had served the Council well for several years.

61.5 Parish Office accommodation. A paper written by Councillor Henton which had been attached to the Agenda was received. Councillor Henton explained that his paper was put forward as a proposal to tackle the issues regarding accommodation in a more formal way, by setting up a small working group comprising the Chairman of Council and the Chairman and Vice Chairman of the F&GP Committee, in consultation with the Clerk, calling on other Councillors to assist as and when required. The Working Group would make regular reports to F&GP.

Councillor Amor expressed his concerns that consideration of this paper may affect the proposal at Agenda item 13 which he had put forward by a formal notice of motion. His proposal concerned the cost of storing Council documents whereas in his view Councillor Henton's paper mainly addressed accommodation. The Chairman stated that Councillor Henton's paper would be considered first, under the F&GP report, and Councillor Amor would be entitled to propose his motion later when it came up on the agenda. This order of items on the agenda followed Standing Orders.

Councillor Amor objected to the nominations for the Working Group as stated in the paper because they would seem to exclude other Members who had an interest in this matter. He therefore requested an amendment, to include him as a nominated member of the Working Group. This was **AGREED**.

It was accepted that the indicative timetable was only a proposal but it was suggested that the Working Group should attempt to compress it.

AGREED: to set up a Working Group reporting to the Finance and General Purposes Committee to comprise Councillors Blunden, Henton, Corp and Amor in consultation with the Clerk, to address the questions of more suitable accommodation for the Parish Office and the storage of village archives and Parish records.

61.6 Statements of account/budget progress and bank reconciliation for the periods 01.06.11 to 30.06.11 and 01.07.11 to 31.07.11. **RESOLVED:** to approve the Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.06.11 to 30.06.11 and 01.07.11 to 01.07.11. **NOTED** that from a total budget of £225,000.00, the sum of £31,661.35 had been spent as at 31 July 2011.

61.7 List of cheques for approval: cheques drawn since the Council meeting of 23 June 2011. 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 had totalled £307.84.

RESOLVED: to approve the list of cheques, numbered 104751 – 104773 inclusive, totalling £17,619.66. **NOTED:** that the Petty Cash balance as at 25 August 2011 was £81.13. The Chairman of Council **SIGNED** the list of cheques which is attached to the signed copy of these Minutes as Appendix A.

61.8 Public Minutes of the meeting of the Finance and General Purposes Committee held on 21 July 2011. **RESOLVED:** that the Minutes of the meeting of the Finance and General Purposes Committee held on 21 July 2011 be received and that their recommendations, as amended and agreed at this Council meeting, be confirmed.

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62. TO RECEIVE RESOLUTION TO BE MOVED ON NOTICE BY COUNCILLOR AMOR, PURSUANT TO STANDING ORDER NO. 12:

STORAGE COST AT LEWES ROAD

- 62.1 Councillor Amor **MOVED** the following resolution:
“Actions must be taken quickly to significantly reduce the cost of storing Council documents and equipment”.

The Chairman invited Members to second the resolution. There was no Secunder and the motion was not discussed.

63. **ANY OTHER BUSINESS, ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY.**

- 63.1 No other items of business were raised.

64. **FURTHER PERIOD OF 15 MINUTES FOR QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC.**

- 64.1 Mr. N. Kerslake commented on the following:
- Process, analysis of need and justification for additional accommodation
 - Extension of existing Parish office as a possible solution
 - Conversion of records to digital format
 - Depositing archives with the County Records Office
 - The Parish Council's practice of not responding to questions and comments during the public participation periods.

The public part of the meeting ended at 8.27 p.m.

65. **EXCLUSION OF THE PUBLIC AND PRESS**

- 65.1 As the following items concerned Staffing and other matters for which there was a need for confidentiality, it was **MOVED, SECONDED, and RESOLVED** in accordance with Standing Order 35(a) that “that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

66. **CONFIDENTIAL MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 21 JULY 2011.**

- 66.1 Staffing and procedural matters. A staffing matter was noted and an administrative procedure was confirmed.

- 66.2 Parish Office. A matter relating to the Parish Office was noted.

- 66.3 Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 21 July 2011. **RESOLVED:** that the Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 21 July 2011 be received and that their recommendations, be confirmed.

The meeting ended at 8.40 p.m.