

LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 10 MAY 2018** 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. R. Pickett
Mr. R. Plass
Mrs. S Richmond
Mr. C. Snowling

Also present: 1 member of the public (who left after item 430)

In attendance: Mr. A. Funnell (Clerk)
Mrs. T. Ely (Responsible Financial Officer [RFO])

Absent: Parish Councillors Mr. M. Damsell, Mrs. M. Hersey, Mr. S. Hodgson, & Mrs V Upton.

404. ELECTION OF CHAIRMAN.

404.1 In accordance with Standing Order 5 f, Councillor Blunden opened the meeting and presided for this item. Nominations for the office of Chairman of Council were called. Councillor Blunden was **PROPOSED** by Councillor Snowling and **SECONDED** by Councillor Plass. There being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2018/19

405. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.

405.1 Councillor Blunden read aloud his Declaration of Acceptance of Office as Chairman of Lindfield Parish Council and signed the Declaration in the presence of the Proper Officer who counter-signed the declaration. Councillor Blunden assumed his position as Chairman for the remainder of the meeting.

406. ELECTION OF VICE CHAIRMAN.

406.1 The Clerk advised that Councillor Upton had earlier in the day verbally confirmed she was willing to be nominated as Vice Chairman. Councillor Snowling **PROPOSED** Councillor Upton for the office of Vice Chairman of Council, **SECONDED** by Councillor Plass. There being no other nominations, Councillor Valerie Upton was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the municipal year 2018/19.

407. APOLOGIES AND REASONS FOR ABSENCE.

407.1 Apologies for absence were received from Councillors Damsell, Hersey and Upton and the reasons were accepted.

408. DECLARATIONS OF INTEREST.

408.1 There were no declarations of interest from Members in respect of any items on the agenda.

408.2 The Chairman reminded Members to check their register of interests and notify the Clerk of any changes.

409. MINUTES OF THE COUNCIL MEETING HELD ON 15 MARCH 2018.

409.1 The Chairman called for approval of the Minutes of the Council meeting held on 15 March 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

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410. APPROVAL OF THE SCHEME OF DELEGATION, APPOINTMENT OF COMMITTEES AND APPROVAL OF THEIR TERMS OF REFERENCE.

410.1 **RESOLVED** to **APPROVE** the Scheme of Delegation to Committees, Sub Committees and Officers with no amendments.

410.2 **RESOLVED** that there should continue to be four Committees: the Finance and General Purposes Committee, the Environment and Amenities Committee, the Planning and Traffic Committee and the Complaints Committee and that their terms of reference should be **CONFIRMED** as stated in the Scheme of Delegation.

411. APPOINTMENT OF MEMBERS TO COMMITTEES

411.1 It was **NOTED** that the Chairman and Vice Chairman of Council were, ex officio, voting members of every committee.

411.2 **RESOLVED:** to appoint Members to the Committees as follows:

Environment and Amenities Committee

Councillors Allen, Blunden, Durrant, Henton, Hersey, Hodgson, Pickett, Snowling and Upton

Finance and General Purposes Committee

Councillors Allen, Blunden, Damsell, Henton, Pickett, Plass, Richmond and Upton

Planning and Traffic Committee

Councillors Blunden, Damsell, Hersey, Richmond, Plass, Snowling and Upton

Complaints Committee

Councillors Allen, Blunden, Snowling and Upton

It was **AGREED** that the Complaints Committee should meet briefly to elect its chairman, prior to the next meeting of the Environment and Amenities Committee on 14 June.

412. STANDING ORDERS AND FINANCIAL REGULATIONS.

412.1 Standing Orders. It was **NOTED** that there had been no changes to the NALC Model Standing Orders and there were no circumstances requiring any amendments at this time.

RESOLVED to **CONFIRM** the Council's Standing Orders with no amendments.

412.2 Financial Regulations. It was **NOTED** that there had been no changes to the NALC Financial Regulations.

It was anticipated that a further review of the Financial Regulations would be needed if and when the Council agreed on full internet banking. It was also anticipated that once a successful application for a debit card had been completed then the Financial Regulations governing its use would need to be reviewed.

RESOLVED to **CONFIRM** the Council's Financial Regulations with no amendments.

413. REPRESENTATIVES TO OUTSIDE BODIES.

413.1 **RESOLVED:** that the following representatives be appointed to outside bodies:

Two representatives to West Sussex ALC Ltd - Councillors Blunden and Snowling

Two representatives to the Mid Sussex Association of Local Councils - Councillors Blunden and Snowling

One representative to the Mid-Sussex Older People's Council - Councillor Upton

Two representatives to the Lindfield Enterprise Park Shareholders group - the Clerk and the RFO

Gatwick Airport Town and Parish Liaison Group - Councillor Hersey.

It was **AGREED** that the representatives on outside bodies should report back to Council or a relevant Committee as and when appropriate.

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414. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

414.1 A summary of the updated asset register had been circulated and it was **NOTED** that the full register was available for members to inspect at the Parish Office.

415. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

415.1 It was **NOTED** that the current three year agreement with Zurich expires in 2020.

416. REVIEW OF THE COUNCIL'S AND/OR STAFF MEMBERSHIP OF OTHER BODIES AND SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY.

416.1 **RESOLVED to CONFIRM** the annual subscriptions to the following organisations for 2018/19.

West Sussex ALC Ltd (formerly SALC) (includes subscription to National Association of Local Councils).
Annual Subscription - £2,066.35 (no VAT) (April 2018).

Local Council Review (quarterly periodical, paid through SSALC at a discounted rate for NALC subscribers) Annual subscription - £17.00 (April 2018)

Historic Towns Forum (in partnership with the Association of Small Historic Towns and Villages [ASHTAV]). Annual membership - £25.00 (March 2018)

Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00 (June 2017)

Action in Rural Sussex. Annual membership - £50.00 (July 2017)

Society of Local Council Clerks. Annual Clerk's membership - £208.00 (March 2018)

The Open Spaces Society. Annual membership - £45.00 (September 2017)

Council for the Protection of Rural England (CPRE). Annual membership - £36.00 (June 2017)

West Sussex Archives Society. Annual membership - £25.00 (January 2018)

Local Council Advisory Service (LCAS). Annual subscription - £95.00 plus VAT (April 2018)

British Toilets Association. Annual membership - £50 plus VAT (September 2017)

Information Commissioner's Office. (Data Protection Registration) - Annual Registration Fee £35 (Feb 2018)

417. LIST OF DIRECT DEBITS AND REGULAR CONTRACTS.

417.1 The list of Direct Debits which included a number of variable payments was **NOTED** and **CONFIRMED**.

417.2 The list of contracts, agreements and regular payments paid by cheque was **CONFIRMED**.

418. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE.

418.1 **RESOLVED:** to **CONFIRM** the Council's Code of Practice and Procedure for the Handling of Complaints, with no amendments.

419. PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTION ACT 1998.

419.1 It was **AGREED** to defer this item to the next meeting.

420. POLICY FOR DEALING WITH THE PRESS/MEDIA.

420.1 **RESOLVED:** to **CONFIRM** the Council's policy with no amendments.

421. ARRANGEMENTS FOR SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL FOR THE YEAR AHEAD.

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421.1 **RESOLVED:** that there should be no change to the frequency or pattern of meetings and that the meeting dates for the 2019 calendar year should be arranged by the Clerk in consultation with the King Edward Hall Booking Secretary, for confirmation at a later meeting.

422. ARRANGEMENTS NECESSARY TO REVIEW THE PAY AND CONDITIONS OF SERVICE OF EXISTING MEMBERS OF STAFF.

422.1 **RESOLVED:** that this matter be delegated to the Finance and General Purposes Committee according to the Council's custom.

423. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

423.1 A member of the public made comments in regard to the proposed reinstatement of public toilets on Lindfield Common and the Council's budget setting process.

The Chairman **NOTED** the comments.

424. CHAIRMAN'S ANNOUNCEMENTS

424.1 The Chairman made two announcements:

- Civic Service 2018 - It was hoped that there would be a good turnout for this year's Civic Service. The event was to take place on Sunday at the Lindfield Primary Academy Sports Hall.
- Public Consultation on the reinstatement of toilets on Lindfield Common - The Chairman asked members to provide support for the stall at Village Day which would be displaying details of the proposals. It was hoped that a good level of public engagement would take place during the consultation.

425. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

425.1 West Sussex County Council
No statement had been received from the County Councillor

425.2 Mid Sussex District Council
*The Clerk read out the following statement provided by Councillor Hersey:
2017-18 has been another busy year for MSDC with the District Plan being very much the front runner. As most residents will know the Planning Inspector Mr Bore recommended to the SOS that our Plan was sound and it was formally approved by MSDC Full Council on the 28th March 2018. The Plan whilst a living/working document has been subjected to the 60 days challenge (Judicial Review) which ended on the 8th May 2018. If the plan had been challenged it would have remained in place until such times that any challenge was resolved by the courts. I can confirm that there were no such challenges and therefore the Plan is now confirmed as the Development Plan for Mid Sussex.*

As residents will have seen from the council tax notification MSDC has increased the tax by 3.9% to take account of the fact that we have not received any funding from central government for additional services/support we are required to provide to the community. I can confirm that our front line services have been maintained and in many areas enhanced.

On the Planning front I can confirm that since the SOS approved the latest Wates Outline Application for 200 plus homes the District Council has not received any notification when the Reserved Matters application will be submitted.

Unfortunately I was unable to have the Beech Hill application refused when it was re-considered by the District Planning Committee recently.

One of my main functions as Parish and District Councillor is to keep the Parish Council updated and informed on issues that affect residents of Lindfield

426. ACTION LIST.

426.1 The Action List was **NOTED**.

427. CONSULTATION DOCUMENTS.

427.1 The Chairman **REPORTED** that that the Council has submitted comments on the National Planning Policy Framework draft. Concern has been raised regarding the potential implications on councils having to update their Neighbourhood Plans every two years.

428. FINANCE AND GENERAL PURPOSES COMMITTEE.

428.1 Councillor Henton reported on matters considered at the meetings held on 1 March and 3 May 2018. It was **NOTED** that the Minutes of the last meeting were not yet available.

428.2 Pension Discretions Policy
Councillor Henton **REPORTED** that the Pensions Discretions Policy had been reviewed and submitted to West Sussex County Council.

428.3 Investment of Funds
Councillor Henton **REPORTED** that there had been no further progress with the investment of funds.

428.4 Report of the Internal Auditor.

The Internal Audit inspection had taken place on 25 April, following which the Internal Auditor completed the Internal Audit section of the Annual Return and submitted his written report the same day. No matters had been reported "by exception" but one item was listed and this was **NOTED**:

Risk Register - this should be reviewed and updated annually. The Exercise was last completed around February 2017 and the current Review will be finalised shortly.

428.5 Annual Return and Year End Accounts 2017/18. It was **NOTED** that a draft copy of the Annual Return and Year End Accounts for the year ending 31 March 2018 had been considered at the meeting of the Finance and General Purposes Committee held on 3 May and the Committee had agreed to recommend the draft to Full Council for approval.

428.6 Annual Return 2017/18 Section 1: Annual Governance Statement. It was **NOTED** that Members were required to acknowledge their responsibility for ensuring that there was in place a sound system of internal control, including the preparation of the accounting statements.

The Council having given due consideration to reports of the Internal Auditor (Minute 428.4 above) and the Review of the Effectiveness of the System of Internal Audit and Internal Control, the report of which had been considered at the Council meeting held on 15 March 2018, the Chairman took Members through each of the statements listed in Section 1 (Annual Governance Statement). Members considered their responses and confirmed the statements to the best of their knowledge and belief.

It was **AGREED** to enter YES to each of Statements 1 - 8 and N/A to Statement 9 (which related to trust funds).

It was **PROPOSED, SECONDED** and **RESOLVED:** to **APPROVE** Section 1 of the Annual Return (Annual Governance Statement), duly completed, and that it should be **SIGNED** by the Chairman and Clerk of the Council.

428.7 Annual Return 2017/18 Section 2 (Accounting Statements). Members had received, in advance of this meeting, a copy of Section 2 and the supporting documentation.

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- Section 2 of the Annual Return, the Supporting Notes and Balance Sheet had been completed and signed by the Responsible Financial Officer before presenting the documents to the Council, as required.
- The Accounts were presented as Receipts and Payments rather than Income and Expenditure.
- The Receipts and Payments Account recorded receipts of £190,025.18 and payments of £176,619.39.
- The closing balance as at 31 March 2018 was £253,193.42, which included petty cash in hand of £233.54.

There were no queries from Members on the Accounts.

It was **PROPOSED, SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2017/18 and that Section 2 of the Annual Return, together with the Supporting Notes for the Statement of Accounts and the Balance Sheet, should be **SIGNED** by the Chairman of Council.

428.8 Exercise of Electors' Rights: dates for the public inspection period. It was **AGREED** to confirm to the External Auditors, Moore Stephens, that the Parish Council had adopted their suggested dates of Monday 4 June to Friday 13 July 2017 inclusive as the public inspection period.

428.9 General Data Protection Regulation

Councillors were provided with a report by the Clerk outlining the necessary IT changes. A quote for the work had been obtained. As recommended by the F&GP Committee, it was **AGREED** to proceed with the quote for the required IT changes, and to allow the Clerk in conjunction with the Chairman and Vice Chairman, to implement the policies that would take account of the IT changes.

428.10 Proposed public toilets on the Common.

Councillors considered a fee schedule that has been provided by the architects. As recommended by the F&GP Committee the fee schedule was **AGREED**.

428.11 Minutes of the meeting of the Finance and General Purposes Committee held on 1 March 2018. Councillor Henton had reported to Full Council on 15 March on matters discussed at this meeting but the Minutes had not been available. It was **RESOLVED** that the Minutes of the meeting of the Finance and General Purposes Committee held on 1 March 2018 be received and their recommendations confirmed.

428.12 Statements of Account / Budget Progress, Bank Reconciliation and quarterly Receipts and Payments Summary for the periods 01.02.18 – 28.02.18 and 01.03.18 – 31.03.18. It was **NOTED** that the April reports were not yet available. The financial reports to 31 March 2018 were considered and **NOTED**:

- From the total in-year budget of £197,080, the sum of £152,965.25 had been spent
- From the F&GP budget of £139,130, £112,380.60 had been spent
- From the Administration budget breakdown, £99,751.24 had been spent from the total of £123.130
- From the E&A budget of £47,750, £35,676.04 had been spent
- From the P&T Traffic Study budget of £10,200, £4908.63 had been spent. Nothing had been spent from the Miscellaneous Fund of £200.
- Nothing had been spent from the General Reserve.
- £14,634.29 had been spent from Designated Reserves.

The total spent in the year was £167,599.56

428.13 List of cheques for approval. The list of cheques drawn since the Council meeting held on 15 March 2018 meeting was tabled. **NOTED**: that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £500 and that the Petty Cash balance as at 10.05.18 was £175.36.

It was **RESOLVED** to approve the list of cheques, numbers 106123 – 106166 inclusive, totalling £26,001.79.

429. ENVIRONMENT AND AMENITIES COMMITTEE.

429.1 Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 5 April, for which the Minutes had been circulated.

- i) Land Between Allotments and "Coppers" - Request to carry out work on trees.

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Work has been approved on three trees boarding Coppers. With the exception of the soil treatment the work has been carried out. The wood chippings generated by the work have been used on the footpath next to the trees.

- ii) Lindfield High Street - to consider planting additional crocuses in the High Street.
It was agreed at the committee meeting that additional crocuses should be planted on the High Street. The Clerk has been obtaining quotes and the necessary agreement from WSCC is in progress. It was noted that WSCC had stated in the agreement that only purple crocuses were to be planted.
- iii) Salt Bins
Councillor Blunden reported that an audit of the bins will be needed to be carried out. Since the meeting West Sussex County Council have asked the Council to complete the survey much earlier than in previous years. The deadline is 8th June. Councillor Blunden asked members to assist in the audit.
- iv) Christmas Lights
Councillor Blunden reported that at the meeting that that the Christmas lights would be tested to ensure that they were working as they had been removed and reinstalled during the pollarding of the lime trees. Unfortunately it has been discovered that 13 of the trees have faulty lights and a further seven trees require new catenary wire loops. The cost for this work is £3,209.50. The contractors, due to scheduling, have asked that we let them know by the 31st May if we wish to proceed with the work.

Councillor Plass observed the price of the quote. Councillor Durrant inquired as to whether alternative quotes could be obtained. Councillor Blunden advised the Council are under contract with the supplier which would make it very challenging to have an alternative company to provide the service. Members **AGREED** that there was little option but to proceed with the work.

429. Minutes of the meeting of the Environment and Amenities Committee held on 5 April 2018. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 5 April be received and their recommendations confirmed.

430. PLANNING AND TRAFFIC COMMITTEE.

- 430.1 Councillor Snowling reported on matters considered at the meeting held on 4 April, having no comments in respect of the meeting held on 13 March and 25 April 2018. The Minutes of the meeting held on 23 April were not yet available.

Councillor Snowling reported that at the three meetings there had been a good mix of applications. This included large applications like the former Tavistock and Summerhill School site, through to individual properties. It was noted that residents of the Tavistock and Summerhill area were pleasantly surprised by the Parish Council response to the application. In addition to planning applications Councillor Snowling reported that the Committee agreed at the last meeting to publish the data of the Traffic Study public consultation. Work continues on the Traffic Study. This will involve the Planning and Traffic Committee reporting to Full Council.

- 430.2 Minutes of the meeting of the Planning and Traffic Committee held on 13 March, 4 April & 23 April 2018. **RESOLVED:** that the Minutes of the meeting of the Planning and Traffic Committee held on 13 March and 4 April be received and their recommendations confirmed. The Minutes of for the meeting dated 23 April were not yet available and therefore would be received at the next Full Council meeting.

431. PARISH MEETING HELD ON 19 APRIL 2018.

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431.1 It was **NOTED** that Minutes were not yet available; however there were no resolutions for the Council to consider. The Minutes would be presented to a future Council meeting when completed.

432. ANNUAL REPORT.

432.1 It was **REPORTED** that a draft would be circulated shortly. The Annual Report would appear in the July edition of Lindfield Life

433. NOMINATIONS FOR MSDC COMMUNITY SERVICE AWARDS 2018.

433.1 The Chairman reported that the Parish Office has received an email regarding nominations for the MDSC Community Service Awards. It was **NOTED** that the Parish Council can only nominate one individual. Members considered whom they wished to nominate. After careful consideration Members voted on and a decision was reached.

434. ANY OTHER BUSINESS.

434.1 No other items of business were raised.

The Public part of the meeting concluded at 9.04 p.m.

435. EXCLUSION OF THE PUBLIC [AND PRESS]: TO CONSIDER WHETHER A RESOLUTION SHOULD BE MOVED UNDER STANDING ORDER NO. 3(D)AND IN ACCORDANCE WITH THE PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960 SECTION 1(2), TO EXCLUDE THE PUBLIC AND PRESS FROM THE FOLLOWING PART OF THE MEETING, BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED OR FOR OTHER SPECIAL REASONS (STAFFING MATTERS).

436. CLOCK TOWER HOUSE - LEASE

436.1 The present situation was **NOTED**.

437. VILLAGE ORDERLY

437.1 It was **AGREED** that the working group would meet to consider various issues relating to the potential employment of a Village Orderly.

The meeting concluded at 9.14 pm