

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 25 JANUARY 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
Mr. S. Henton
Mr. R. Pickett
Mr. R. Plass
Mr. C. Snowling
Mrs. V. Upton

Also present:

Councillor Andrew Lea (WSCC & MSDC)
1 Member of the public (who left during item 385)

In attendance

Mr. A. Funnell (Parish Clerk)

Absent:

Parish Councillors Mrs. M. Hersey, Mr. S. Hodgson, Mr. M. Damsell, Mrs J. Durrant, and Mrs. S Richmond

369. APOLOGIES AND REASONS FOR ABSENCE.

369.1 Apologies were received from Councillors Damsell, Durrant, Hersey, and Richmond the reasons were accepted.

370. DECLARATIONS OF INTEREST.

370.1 Councillor Blunden declared a personal interest in the following items; 378 as he is an allotment holder, and 382 & 383 as he has members of family who were killed in the First World War, and he is a member of the Lindfield Branch of the Royal British Legion..

Councillor Snowling declared a personal interest in items 382, and 383 as he is a committee member of the Lindfield Branch of the Royal British Legion.

Councillor Upton declared a personal interest in items 382, and 383 as she is a member of the Royal British Legion.

371. MINUTES OF THE MEETING OF COUNCIL HELD ON 9 NOVEMBER 2017

371.1 The Chairman called for approval of the Minutes of the meetings of Council held on 9 November 2017. These were **AGREED** and the Chairman **SIGNED** the Minutes as being true records of those meetings.

372. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

372.1 A member of the public commented on two items:

- i) Village Orderly – Comments were made regarding the level of remuneration other village orderlies received and the overall amount budgeted for the potential new member of staff.
- ii) Speed Indicator Devices - It was queried whether the village had a speeding problem and therefore whether purchasing two devices was necessary.

LINDFIELD PARISH COUNCIL

The Chairman **NOTED** the comments and advised Ardingly Parish Council operate two Speed Indicator Devices.

373. CHAIRMAN'S ANNOUNCEMENTS.

373.1 The Chairman reported that Lindfield's entry in Village of the Year would be broadcast by Channel 4, at 3pm on Friday 26 January. The Chairman stated that it was a huge credit to have been chosen to take part in the competition.

373.2 The Chairman **REPORTED** that the Traffic Study Consultation open day had been well attend and thanked all those involved. Some members of the public had commented that there had been too much information to consider.

374. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

374.1 Councillor Andrew Lea (WSCC & MSDC)

Mid Sussex District Council.

Two items were reported; 1) the District Plan will be subjected to another hearing at Clair Hall, and 2) the District Council had set a very clear and easy to understand budget for 2018/19.

West Sussex County Council

The main item at present for the County Council is the budget and how much council tax will rise and what it will be spent on. It was also reported that residents have expressed concerns relating to traffic congestion and taking children to school. One of the reasons children are not taken to school using sustainable transport is that the roads are quite dangerous. It was suggested that a panel of 6 members be formed to look at these issues and how to successfully apply for S106 funding for sustainable transport schemes in the area given that fund are available. The Parish Council was asked to put forward a member to join the committee.

The Chairman advised that he was sure a member would be found for the panel.

Councillor Picket and the Chairman commented on whether local schools would be included on the panel. Councillor Andrew Lea advised that the Parish Council representative could speak for their local schools.

Councillor Andrew Lea supported the purchase of Speed Indicator devices by the Council.

The Chairman raised concerns to Councillor Andrew Lea regarding the state of the potholes and temporary repairs at the bottom of Gravelye Lane. Councillor Lea advised he would be seeking to ensure that repairs are undertaken both quickly and to a sufficient standard.

374.2 Councillor Mrs Margaret Hersey (MSDC). Councillor Hersey was not present, in her absence the Clerk reported the following statement that she had prepared for the meeting:

Currently there are two main issues requiring Members and Officers attention and these are as follows:

1: MSDC Corporate Plan and Budget 2018-19

This document sets out the Council's priorities that reflect the current challenges and opportunities facing the Council for 2018-19. One of its main aims is the importance of the continued recognition of the Council's role in supporting economic growth in the District.

LINDFIELD PARISH COUNCIL

At Mid Sussex they have always taken a pragmatic and long term approach to the Council's finances. This approach has allowed us to maintain the quality and levels of service that the residents expect. Currently the Council is experiencing increasing demands with reducing income from Central Government, this is the grant. Now in the financial year 2018-19 this funding grant has diminished to zero, meaning this council is now a self-sufficient Council.

This year's budget proposals proposed a 3.2 percent per annum and the budget will be subjected to scrutiny at a meeting on 30th January 2018.

There will be a press release issued shortly

2: The District Plan (DP)

A further DP hearing will be taking place on 5th February 2018 and will be looking at the Housing Development at Hassocks. This Hearing is scheduled to last only the afternoon of the 5th and then there will be a period of consultation. The Inspector will review all the submissions and hopefully submit his findings and confirm the "Plan is Sound" in March.

375. ACTION LIST.

375.1 The Action List was **NOTED**.

376. CONSULTATION DOCUMENTS.

376.1 Councillors considered the Proposed Modifications to the Joint West Sussex Mineral Local Plan. It was **AGREED** that no response would be submitted as the Council did not possess the expertise to provide an informed opinion on the proposals.

377. PLANNING AND TRAFFIC COMMITTEE.

In the absence of Councillor Hodgson, Councillor Snowling, as Vice Chairman reported on matters considered at the meetings held on 21 November 2017, 12 December 2017, and 9 January 2018.

377.1 The Committee Vice Chairman advised that there were no comments in respect to applications at the meetings held on 21 November, 12 December and 9 January. The Committee Vice Chairman **REPORTED** that at 9 January 2018 meeting Councillor Hodgson had announced his resignation as Chairman and a Committee member. The Council Chairman advised that Councillor Hodgson still remained a Councillor and would continue to be a member of the Environment and Amenities Committee. The Committee Vice Chairman stated that although he was sad to see Councillor Hodgson leave the Committee, it was pleasing to see that his professional career was developing.

377.2 Minutes of the meetings of the Planning and Traffic Committee held on 21 November, 12 December, and 9 January. It was **RESOLVED** that the Minutes of the meetings of the Planning and Traffic Committee held on 21 November, and 12 December be received and their recommendations confirmed. The minutes for the meeting dated 9 January were not yet available and would therefore be received at the next Full Council meeting.

377.3 Traffic Study. The Chairman advised that the Traffic Study consultation open day had been a success with approximately 400 members of the public attending. The office had received approximately 135 completed forms so far. It was hoped that the public feedback continued to the closing date of the consultation. It was **NOTED** that it was too early to speculate on any result. It was also suggested members of the Committee could assist in the collating of the received forms.

The Chairman thanked the Consultant, Councillors and Staff who had assisted on the day.

LINDFIELD PARISH COUNCIL

377.4 Speed Indicator Devices – The Chairman **REPORTED** that at the Traffic Study consultation open day it was apparent that many residents had concerns relating to the speed of traffic in the village. One potential way of monitoring this was the use of Speed Indicator Devices. The Chairman therefore supported the proposal to include Speed Indicator Devices in the budget for 2018/19. It was **NOTED** that Councillor Plass will present a paper to the Committee on the purchase and implementation of the devices.

378. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 30 November 2017:

378.1 Allotments

in December several broken and damaged fence posts had been repaired or replaced. The overall long term condition of the fencing remained a concern.

378.2 Christmas Lights

The festoon lights had now been taken down and placed into storage. It was understood that the current suppliers are going to provide an installation quote for this year. The Clerk had asked the installers to include connecting the spark lights on the tree outside the Stand Up Inn in their quote.

378.3 Wilderness Field: Update

The Wilderness Field Working group had met in mid-December to consider the latest position. In consultation with members of the Working Group the Clerk had written to MSDC with the following queries:

a) Do Mid Sussex District Council have any ongoing commitments to previous owners of the land or any other interested parties of which the District Council has not made the Parish Council aware? If so, would the Parish Council inherit these?

b) Are Mid Sussex District Council in a position to proceed with transfer of ownership in the near future? Are there any potential issues that the Parish Council needs to be aware of, such as the need for the District Council to obtain consent to the transfer?

c) Can you confirm the amount of money that would be transferred to the Parish Council on the transfer of ownership of the Field?

The Council had also requested the draft heads of agreement for the transfer from Mid Sussex District Council.

Additionally, it was **NOTED** that:

- Peter Thurman had submitted his tree inspection report, which had been circulated to the Working Group members.
- The Clerk had continued to contact local contractors for quotes to undertake the work identified in the ROSPA report.

378.4 Dropped Kerbs

The Chairman advised that the work on the 10 sites had now been completed. The Clerk had requested an invoice from WSCC for the Parish Council's share of the costs.

378.5 Bench on the Common

LINDFIELD PARISH COUNCIL

The Chairman **REPORTED** that the Parish Council had been asked for their opinion on a proposed memorial bench to be installed on the Common. The memorial bench had been suggested by family members of a deceased Lindfield resident. The Council believed that the original designs and location were not in keeping with the existing. Subsequently a revised design and location had been received and judged by members to be acceptable. It is understood that Mid Sussex District Council, in conjunction with the family have now installed the memorial bench. The family had been reminded by the Parish Council that they are responsible for the bench's upkeep and all necessary insurance cover.

- 378.6 Minutes of the meeting of the Environment and Amenities Committee held on 30 November 2017. It was **RESOLVED** that the Minutes of the meeting of the Environment and Amenities Committee held on 30 November 2017 be received and their recommendations confirmed.

379. FINANCE AND GENERAL PURPOSES COMMITTEE.

Councillor Henton reported on matters considered at the meeting of the Finance and General Purposes Committee held on 2 November 2017, 11 January 2018 and 18 January 2018, of which the Minutes were not yet available for the January meetings.

- 379.1 To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 02 November 2017, 11 and 18 January 2018, and to confirm their recommendations.

The Minutes of the meeting of the 2nd November were received and their recommendations confirmed. Minutes for the meetings 11 and 18 January were not available, these would be received at the next Full Council meeting.

- 379.2 Investment of funds. It was **NOTED** that the Responsible Financial Officer's main concern at present has been the budget, investment of funds would be considered at a future meeting.

- 379.3 Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.11.17 – 30.11.17 and 01.12.17 - 31.12.17.

The reports to 31 December 2017 were considered and **NOTED**:

- From the total in-year budget of £197,080, the sum of £110,887.14 had been spent,
- From the F&GP budget of £139,130, the sum of £84,821.00 had been spent,
- The Administration Budget breakdown showed that, from the total of £123,130, the sum of £74,936.08 had been spent,
- From the E&A budget of £47,750, the sum of £22,324.56 had been spent,
- From the P&T budget of £10,200, the sum of £3,741.58 had been spent,
- From the reserves £3,463.30 had been spent.

- 379.4 List of cheques for approval. The list of cheques drawn since the meeting of Council held on 09.11.17 was tabled. **NOTED**: that there had been £2,559.93 expenditure under the powers granted by Section 137 of the Local Government Act 1972 and that the Petty Cash balance as at 25.01.18 was £146.38.

- 379.5 It was **RESOLVED**: to approve the list of cheques, numbers 106043 – 106094 inclusive, totalling £32,512.35 including VAT of £2,559.93. The list of cheques, duly signed by the Chairman, is attached to the signed copy of these Minutes as Appendix A.

380 GENERAL DATA PROTECTION REGULATIONS - TO AUTHORISE PROFESSIONAL ASSISTANCE IN PREPARING FOR THE NEW LEGISLATION.

- 380.1 Councillors were asked to provide permission for the Clerk to engage the professional services of a data protection expert to provide the following:

LINDFIELD PARISH COUNCIL

- Initial help with audit of IT and internal procedures
- Writing policies and procedural notes
- Performing the role of the Council's Data Protection Officer

It was **AGREED** that the Clerk could procure external professional support to help with Data Protection. It was **NOTED** that the Clerk will discuss Staff and Councillor training with the expert

381 TO REVIEW SICKNESS AND ABSENCE POLICY.

381.1 Councillors reviewed the Sickness and Absence Policy that had been considered by the Finance and General Purpose Committee on 11 January 2018. The Chairman advised that in line with staff contracts the amount of days holiday that could be carried over from one year to the next had been changed to 5 days. It was **AGREED** to implement the Sickness and Absence Policy

382 ROYAL BRITISH LEGION - TO CONSIDER A REQUEST TO SPONSOR A SILENT SOLDIER.

382.1 The Chairman advised that the Council had received a request from the Royal British Legion's West Sussex Community Fundraiser to purchase a silent soldier. The Royal British Legion is encouraging Councils, Charities, Churches and businesses to display the soldiers in order to mark 100 years since the end of the First World War. The Clerk advised that if the Council were to sponsor a soldier then the metal cut out would become the property of the Council and could be used in following years.

The Chairman suggested that the Council could purchase one of the soldiers, and place it on the circular island on the pond. Councillor Snowling supported this suggestion. Councillor Plass queried which fund would be used to pay for the soldier, he also suggested whether it could be located at one of the bus stops.

It was **AGREED** to sponsor a Silent Soldier. It was **AGREED** that the Clerk in consultation with the Chairman and Vice Chairman of the Finance and General Purpose Committee would decide where the expenditure would be allocated.

383 LINDFIELD BRANCH OF THE ROYAL BRITISH LEGION - TO NOTE RECENT CORRESPONDENCE AND REQUEST.

383.1 The Chairman advised that the Council had been contacted by the new Chair of the Lindfield branch of the Royal British Legion in regard to preparations for this year's commemoration. The Clerk had responded regarding her comments in relation to Public Liability insurance. The advice the Council had received from the Royal British Legion's Head of Risk and Insurance had been passed on to the Chair of the Lindfield Branch. The branch had asked for a Councillor to attend a meeting between themselves and Sussex Police.

It was **NOTED** that Councillor Plass advised that he was willing to attend, but not sure how the council could help. He stated that we cannot take responsibility for the event as we would not be overseeing it. It was **NOTED** that the council did not have the resources to run the event.

Councillor Snowling did not take any part in this item.

384 BUDGET 2018/19

Budget 2018/19. The Chairman advised that revised paperwork had been issued for the meeting in order to address some errors noted since the budget was considered by the Finance & General Purpose Committee. The paperwork considered comprised spreadsheets and a detailed policy paper giving explanations under each budget heading. The amended budget proposals, resulting in a budget total of £216,330 had been thoroughly considered by the F&GP Committee and the recommendations were put to the Council.

LINDFIELD PARISH COUNCIL

Having estimated the funds in hand at 31.03.18 plus the anticipated income for the 2018/19 financial year, it had been calculated that to fully fund the budget and reserves would require a figure of £156,467.85. It was therefore recommended to round the precept request down by the amount of £467.85 to £156,000.

It had been calculated that the £6,000 reduction from last year's precept request would result in an annual saving of £2.12 to Band D Council Tax.

It was **PROPOSED** by Councillor Plass, **SECONDED** by Councillor Upton and unanimously **RESOLVED**:

- i. to approve the Council's budget of £216,330 for 2018/19. Sheet 1 of the budget pack, showing the itemised budget, as approved, is appended to these Minutes as Appendix B.
- ii. that the precept to be requested from MSDC for 2018/19 should be £156,000

385. ANY OTHER BUSINESS.

385.1 No other business was **REPORTED**

The public part of the meeting ended at 8.51 p.m.

386. EXCLUSION OF THE PUBLIC [AND PRESS].

386.1 It was **RESOLVED**, in accordance with Standing Order No. 3(d) and 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).

387. CLOCK TOWER HOUSE - LEASE

387.1 The current situation was **NOTED**.

The meeting concluded at 9.00 p.m.

LINDFIELD PARISH COUNCIL

Proposed BUDGET 2018/2019 as at 31 December 2017 - Full Council Meeting 25 January 2018

		Per Budget 2017/18	Spend to 31.12.17.	Anticipated spend to 31.03.18.	Variance	BUDGET 2018/2019	S.137
FINANCE AND GENERAL PURPOSES COMMITTEE (SHEETS 2 & 3)							
A	Administration	123,130.00	74,936.08	103,141.62	20,188.38	142,780.00	1,000.00
B	Chairman's Fund	500.00	450.97	500.00	-	500.00	-
C	Grants/Donations	2,000.00	1,150.00	2,000.00	-	2,350.00	2,350.00
D	Annual Memberships/subscriptions	2,500.00	2,043.95	2,500.00	-	2,600.00	-
E	Village Directory	6,500.00	5,240.00	5,240.00	1,260.00	6,500.00	6,500.00
F	Newsletter/Annual Report	2,000.00	1,000.00	2,000.00	-	2,000.00	-
G	Members' Allowances	2,500.00	-	2,500.00	-	2,500.00	-
	Total - F&GP:	139,130.00	84,821.00	117,881.62	21,448.38	159,230.00	9,850.00
ENVIRONMENT AND AMENITIES COMMITTEE (SHEET 4)							
1a	Street Lighting - Energy/maintenance costs	4,300.00	2,324.18	4,300.00	-	4,350.00	
1b	- Upgrading Street lights	3,000.00	-	-	3,000.00	3,000.00	
1c	- Christmas Lights	8,500.00	3,179.98	8,500.00	-	8,500.00	
2	Maintenance / gardening (including Spring Clean and maintenance work carried out by Haywards Heath Town Council)	4,000.00	3,134.13	4,000.00	-	4,000.00	
3	Allotments	2,000.00	1,271.31	2,000.00	-	2,500.00	
4	Christmas Festival Night	1,000.00	821.95	800.00	200.00	1,000.00	
5	Village Archives	200.00	-	-	200.00	-	
6	Mobile Civic Amenity Freighter	2,000.00	-	1,900.00	100.00	2,000.00	
7	Denmans Lane toilets - running costs	13,000.00	9,793.79	13,000.00	-	13,000.00	
8	Digital mapping	250.00	225.00	250.00	-	250.00	
9	Joint Project with MSDC/WSCC - Post and rail fencing - Pond and Common	5,000.00	1,124.22	1,124.22	3,875.78	-	
10	Grass cutting (High Street)	2,000.00	-	1,600.00	400.00	2,000.00	
11	Wilderness Field	1,000.00	450.00	500.00	500.00	5,000.00	
12	Common Footpath - contribution: joint project with MSDC/WSCC	1,000.00	-	-	1,000.00	-	
12	Reprint of the Lindfield Leaflet	500.00	-	-	500.00	1,000.00	
	Sub total - E&A:	47,750.00	22,324.56	37,974.22	9,775.78	46,600.00	-
NEW FOR 2017/2018							
None							
	Total - E&A:	47,750.00	22,324.56	37,974.22	9,775.78	46,600.00	-
PLANNING AND TRAFFIC COMMITTEE (SHEET 5)							
(i)	Miscellaneous	200.00	-	200.00	-	200.00	
(ii)	Traffic Study	10,000.00	3,741.58	5,759.38	4,240.62	4,300.00	
	Sub Total - P&T:	10,200.00	3,741.58	5,959.38	4,240.62	4,500.00	
NEW FOR 2018/2019							
(iii)	Speed Indicator Devices	-	-	-	-	6,000.00	
	Total P&T	10,200.00	3,741.58	5,959.38	4,240.62	10,500.00	
	BUDGET TOTAL	197,080.00	110,887.14	161,815.22	35,464.78	216,330.00	9,850.00
RESERVES							
	GENERAL RESERVE	53,452.21	-	-	53,452.21	50,000.00	
	Sub Total - General Reserve:	53,452.21	-	-	53,452.21	50,000.00	
DESIGNATED RESERVES							
F&GP	Capital Reserve including Toilets on the Common	84,170.00	-	-	84,170.00	84,170.00	
	Capital Project: Repairs and remedial work to Clock Tower House	2,236.67	-	-	2,236.67	2,236.67	
	CTH Sinking Fund	5,000.00	684.05	1,081.15	3,918.85	5,000.00	
E&A	Street Map of Lindfield	4,000.00	-	-	4,000.00	4,000.00	
	Posts around Open Spaces	4,000.00	2,503.00	2,503.00	1,497.00	-	
	Emergency Equipment	1,250.00	-	-	1,250.00	1,250.00	
	Joint Project with WSCC: Dropped kerbs	12,500.00	-	12,500.00	-	-	
	Denmans Lane toilets - maintenance sinking fund	2,000.00	276.25	-	2,000.00	1,723.75	
	Repair/maintenance of community assets - sinking fund	4,000.00	-	-	4,000.00	4,000.00	
	Maintenance of King Edward Hall clock	2,000.00	-	-	2,000.00	3,000.00	
	Replacement of litter bins	4,000.00	-	-	4,000.00	4,000.00	
	Upgrade of Hickmans Lane Playground	20,000.00	-	-	20,000.00	20,000.00	
	Christmas lights for Village Pond	4,000.00	-	-	4,000.00	4,000.00	
P&T	Professional fees/Neighbourhood Plan	14,507.12	-	2,000.00	12,507.12	-	
	Traffic Study	20,000.00	-	20,493.00	- 493.00	-	
NEW RESERVE FOR 2018/19							
E&A	Village Archives					200.00	
E&A	Joint Project with MSDC/WSCC - Post and Rail Fencing - Pond and Common - maintenance					5,373.00	5,373.00
	Sub Total - Designated Reserves excluding Capital Reserve	99,493.79	3,463.30	38,577.15	60,916.64	54,783.42	5,373.00
	Sub Total - Designated Reserves	183,663.79	3,463.30	38,577.15	145,086.64	138,953.42	5,373.00
	TOTAL: GENERAL AND DESIGNATED RESERVES	237,116.00	3,463.30	38,577.15	198,538.85	188,953.42	5,373.00
	TOTAL S 137						15,223.00
	Allocated Funds as at 31.12.17 as per cash book	227,834.33					
	Unallocated Funds as at 31.12.17 as per cash book	75,133.89					
		302,968.22					