

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 12 JULY 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. R. Pickett
Mrs. S Richmond
Mr. C. Snowling

Also present: no members of the public were present

In attendance: Mr. A. Funnell (Clerk)

Absent: Parish Councillors Mr. M. Damsell, Mrs. J. Durrant, Mr S. Henton, Mrs. M. Hersey, Mr R. Plass & Mrs V Upton.

438. APOLOGIES AND REASONS FOR ABSENCE.

438.1 Apologies for absence were received from Councillors Damsell, Durrant, Henton, Hersey, Plass, and Upton and the reasons were accepted.

439. DECLARATIONS OF INTEREST.

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

440. MINUTES OF THE COUNCIL MEETING HELD ON 10 MAY 2018.

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

441. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

441.1 There were no members of the public present.

442. CHAIRMAN'S ANNOUNCEMENTS

442.1 The Chairman made one announcement:
Lindfield Village Day – The day had been a great success and the Common had been clear of any trace of rubbish the following day. The Chairman thanked the organisers of the event.

443. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

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

Members **AGREED** that the Clerk would write to the County Councillor requesting a written report if they were not able to attend future meetings.

443.2 Mid Sussex District Council

The Clerk read out a statement received from Councillor Margaret Hersey:

First and foremost please accept my apologies as I have to attend a meeting which has been rescheduled from Wednesday to Thursday evening.

During the last Month a number of areas of work have taken place and I list below those which I consider important.

One of the main areas of work has been the determination of all planning applications in line with the New District Plan Polices and the fact we now have a 5-year housing land supply. All planning officer reports have been restructured in line with requirements and polices within the plan.

LINDFIELD PARISH COUNCIL

Originating from the Housing and Planning Bill 2015-2016 we now have a new type of planning application which is "Permission in Principle" which has been created to address concerns that applicants need to invest in finer details of a scheme without sufficient certainty that a site is suitable in principle with a scope limited to Location, Land Use and Amount of development. The PiP is for minor residential development up to 9 units and one important thing is that NO conditions are applied at this stage.

Once approval has been given under PiP the applicant has to submit an application for "Technical Details Consent" and once approved has the effect of granting planning permission with conditions. Both the above new type application have a range of regulations which are a variation of stand application.

On Wednesday the 4th July the Scrutiny Committee for Community, Housing and Planning consider the revised draft Development Infrastructure and Contributions, Affordable Housing and Viability SPDs (Supplementary Planning Documents) following consultation and after much scrutiny recommended to Council that the three SPDs are adopted.

The Development Infrastructure and Contributions SPD sets out the overall framework for the management of planning obligations.

The Affordable Housing SPD provides detailed information on the requirement for on-site and off-site affordable housing provision.

The Development Viability SPD provides information on the viability assessment process.

Finally, many may be aware of the concerns circulating regarding the Haywards Heath Golf course and the approach of Fairfax to talk with the two local Parish Councils. For the record, Fairfax submitted a planning application for an Environmental Impact Assessment Scoping Report which was issued in April. All details are on MSDC Planning Web site.

444. ACTION LIST.

444.1 The Action List was **NOTED**.

445. CONSULTATION DOCUMENTS.

445.1 WSCC's Strategic Transport Invest Programme (STIP)

Members considered a report by the Deputy Parish Clerk where it was **NOTED** that the item had been referred to Full Council from the P&TC meeting 26th June. None of the sites mentioned in the programme were located within the Parish boundary. The P&TC recommended that no response be provided. Councillor Snowling advised that he had checked the report for the proposed sites and did not feel that a response was required.

Members **AGREED** that no response would be provided.

445.2 Change to Hackney Carriage and Private Hire Licensing Convictions Policy.

Members reviewed a report relating to the abovementioned public consultation.

Members **AGREED** that no response would be provided.

446. PLANNING AND TRAFFIC COMMITTEE.

446.1 Report by Planning and Traffic Committee Chairman/Vice Chairman on matters considered at the meetings held on 15 May, 5 June (Minutes previously circulated), and 26 June 2018 (to follow if available).

Councillor Snowling had not been able to attend the meeting of the 26 June but **NOTED** that issues discussed were to be considered as separate items on the agenda. Councillor Snowling also mention three other items:

- Haywards Heath Golf Course

The Council has been approached to attend a meeting with Fairfax regarding Haywards Heath Golf Course. Members were asked to consider whether the Council should attend. It was **AGREED** that members of the Council would attend.

- Former Tavistock and Summerhill School site

Councillor Snowling also **NOTED** that no decision had yet been reached in relation to the former Tavistock and Summerhill site. The Parish Council will continue to maintain a watching brief.

446.2 To receive the Minutes of the meetings of the Planning and Traffic Committee held on 23 April, 15 May, 5 June 2018 and 26 June (if available) to confirm their recommendations. **RESOLVED:** that the Minutes of the meetings of the Planning and Traffic Committee held on 23 April, 15 May, 5 June and 26 June be received and their recommendations confirmed.

446.3 Update on Traffic Study

Councillor Snowling advised that the Council's Traffic Consultant had produced summary comments which would be circulated to the Council's Working Group shortly to consider next steps.

Councillor Blunden also **NOTED** that the Deputy Clerk had received an update regarding the movement of lorries in Lindfield High Street. The Chairmen **NOTED** that various villages in the county have issues with lorries, these included Storrington and Midhurst. Councillor Snowling queried whether the lorries were using guards to stop the spread of debris.

446.4 Speed Indicator Devices

Members considered a report that had been written by Councillor Plass about the proposed purchase of two speed indicator devices. This matter had been referred to Full Council from the P&TC meeting of 26 June.

It was **AGREED** to proceed with Committees recommendation and purchase two speed indicator devices.

446.5 Cycle Discussions

A report was provided to members regarding a cycle discussion meeting organised by Councillor Andrew Lea. Members considered the report. It was **AGREED** that before another meeting of the group, members would like to meet Councillor Andrew Lea to discuss the proposals and the traffic study at the same time.

447. **FINANCE AND GENERAL PURPOSES COMMITTEE.**

In the absence of the Committee Chairman, and Vice Chairman, Councillor Blunden reported on matters relating to the Finance and General Purposes Committee.

447.1 Report by Councillor Henton on matters considered at the meetings held on 3 May 2018 (Minutes previously circulated), and 5 July 2018 (Minutes to follow, if available)

In the absence of the Committee Chairman, and Vice Chairman, Councillor Blunden reported on matters considered at the meetings held on 3 May and 5 July 2018. It was **NOTED** that the Minutes of the last meeting were not yet available.

i) *Barclays Bank – Debit Card*

The committee have agreed the procedures by which the Clerk can use the recently received debit card. Members **AGREED** with the Committees recommendations.

ii) *Barclays Bank – Investment of Funds*

It was **REPORTED** that Councillor Henton and the RFO had recently been to HSBC in Crawley to discuss an application for a new account. Based on the discussions it would be very difficult to proceed with this application. Bank transfers from the account would have cost £36 and that all members would be required to initially go to an HSBC branch to have their ID validated. Given this and the difficulties of obtaining another account the Committee agreed that this should not be pursued any further. Members suggested that additional funds be moved from Barclays bank into the Nationwide account. Members **AGREED** with the Committee's suggestion.

447.2 To Consider a recommendation of the F&GP Committee on the review of unspent balances and reserves.

Councillor Blunden reported that this review was an annual task to re-allocate surplus funds to the reserves. The recommendation from the F&GP Committee meeting of 5 July, were **NOTED** and it was **RESOLVED** to **APPROVE** the allocation of the sum of £82,401.42 to the reserves as follows:

Committee	Reserve	£	Comment
F&GP	Capital Project: Repairs and remedial work to Clock Tower House	2,236.67	Retain balance
	CTH Sinking Fund	5,000.00	Retain 5,000.00
E&A	Street Map of Lindfield	4,000.00	Retain 4,000.00

LINDFIELD PARISH COUNCIL

	Emergency Equipment (to include purchase of salt bins)	1,250.00	Retain 1,250.00
	Denmans Lane toilets - maintenance sinking fund	2,000.00	Unspent balance to be retained 1,723.75
	Repair/maintenance of community assets - sinking fund	4,000.00	Retain 4,000.00
	Maintenance of King Edward Hall clock	2,000.00	Increase to 3,000
	Replacment of litter bins	4,000.00	Retain 4,000.00
	Upgrade of Hickmans Lane Playground	20,000.00	Retain 20,000.00
	Christmas lights for Village Pond	4,000.00	Retain 4,000.00
	New Reserve: Street Lights: LED Upgrade		4,384.86
	New Reserve: Village Archives		200.00
	New Reserve: Joint Project with MSDC/WSCC Post & Rail Fencing Pond and Common - Maintenance		5,373.00
P&T	New Reserve: Speed Indicator Devices		6,000.00
	Total		65,186.28
	Available		82,401.42
	Surplus (to General Reserve)		17,233.14

447.3 Appointment of Internal Auditor for 2018/19 : to consider the recommendation of the F&GP Committee
The Committee had recommended that the internal auditor not be changed. It was **NOTED** that his hourly fees had slightly increased. It was **AGREED** to approve the Committees recommendation to retain the internal auditor for the financial year 2018/19.

447.4 To receive the Minutes of the meetings of the Finance and General Purposes Committee held on 3 May 2018, and 5 July 2018 to confirm their recommendations.
Councillor Henton had reported to Full Council on 10 May on matters discussed at the meeting 3 May 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 3 May 2018 be received and their recommendations confirmed. The Minutes of the meeting dated 5 July would be received at the next Full Council.

447.5 Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.04.18 to 30.04.18 and 01.05.18 – 31.05.18 (previously circulated) and 01.06.18 – 30.06.18 (if available) and the quarterly Receipts and Payments Summary (if available).
It was **NOTED** that the June reports were not yet available. The financial reports to 31 May 2018 were considered and **NOTED**:

- From the total in-year budget of £216,330, the sum of £41,223.90 had been spent.
- From the F&GP budget of £159,230, £30,096.05 had been spent.
- From the Administration budget breakdown, £142,780 had been spent from the total of £28,326.72.
- From the E&A budget of £46,600, £9,127.85 had been spent.
- From the P&T Traffic Study budget of £10,500 nothing had been spent.
- £875 had been spent from the General Reserve.
- £4276.00 had been spent from Designated Reserves.

The total spent in the year was £45,499.90

447.6 List of cheques for approval. The list of cheques drawn since the Council meeting held on 10 May 2018 was tabled. **NOTED**: that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £900 and that the Petty Cash balance as at 12.07.18 was £242.71.

It was **RESOLVED** to approve the list of cheques, numbers 106167 – 106206 inclusive, totalling £35,403.42.

447.7 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**.

447.8 Village orderly

LINDFIELD PARISH COUNCIL

Members considered a report relating to the potential employment of a Village Orderly. The Chairman suggested that the Parish Council proceed to advertise the position. Members **AGREED** to place advertisements for the employment of a Village Orderly

448. ENVIRONMENT AND AMENITIES COMMITTEE.

448.1 Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 14 June, for which the Minutes had been circulated.

- Lindfield High Street Crocuses
The Committee agreed a quote to plant new multi variety crocuses in the High Street verges. The successful contractor had been notified.
- Denmans Lane Toilets
The Committee had agreed to the refurbishment of the service area.
- Spring Clean
The Committee agreed to the event taking place in 2019. The date of 27th April 2019 had been agreed.
- Remembrance Beacon
Councillor Blunden advised that the Committee had agreed to apply to MSDC for a grant towards a Remembrance Beacon. This had been requested by Mid Sussex Red. Mid Sussex Red intended organising an event for the centenary of the end of World War 1. It was agreed that Parish Council would only be a participant at the event. It was intended that Lindfield Bonfire Society would operate the gas beacon. Since then however Lindfield Bonfire Society had advised that they cannot operate a gas beacon under their insurance policy. Mid Sussex Red have requested that we do not apply for the grant at present. Mid Sussex Red are still enquiring with other parties as to what can be organised for the event. The deadline for the grant application is Monday.

Councillor Blunden suggested that we should still try and pursue this matter further. Councillor Richmond queried with Councillor Blunden whether the proposal would involve officer and member support on the day. Councillor Blunden stated it would not but that he hoped members would attend. It was **AGREED** that this matter be pursued.

448.2 Minutes of the meeting of the Environment and Amenities Committee held on 14 June 2018. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 14 June be received and their recommendations confirmed.

449. TO CONSIDER A REQUEST BY COUNCILLOR HERSEY TO SUPPORT PLANTING TWO OAK TREES ON THE COMMON

449.1 The Chairman advised that a request from Councillor Hersey had been received to support the planting of two oak trees on Lindfield Common to celebrate the recent appointment of the Duke and Duchess of Sussex. Members considered the request. It was observed that no trees had been planted for the Duke and Duchess of Cambridge. It was also considered whether there was space on the Common to plant another two oaks Members thanked Councillor Hersey for her proposal but **AGREED** that the Parish Council would not support the idea.

450. CASUAL VACANCY – UPDATE

450.1 The Chairman **REPORTED** that Simon Hodgson had resigned. Members noted his contribution to the Parish Council. It was **NOTED** that the Clerk had contacted Mid Sussex District Council regarding the vacancy. Advertisements for the vacancy had been placed on the Parish Council's public noticeboard and website. The deadline for electors to call for an election was close of business Wednesday 25th July.

451. ANY OTHER BUSINESS.

451.1 No other items of business were raised.

The Public part of the meeting concluded at 20:50.

452. 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

LINDFIELD PARISH COUNCIL

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).

453. CLOCK TOWER HOUSE - LEASE

453.1 The present situation was **NOTED**.

454. VILLAGE ORDERLY

454.1 Nothing further needed to be discussed under this heading.

The meeting concluded at 20:53