

## LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 11 MARCH 2021** using Microsoft Teams.

The meeting commenced at 19:00.

Parish Councillors:	Mr. W. Blunden (Chair)	Mrs. M. Hersey	Mr. R. Plass
	Mrs. V. Upton (Vice-Chair)	Mr. M. Leach	Mr. J. Stevens
	Mrs. L. Grace	Mr. A. Matthews *	Mr. I. Wilson
	Mr. S. Henton	Mr. R. Pickett	Mr. C. Wood

(\*) Denotes absence

**In attendance:** Mr. A. Funnell (Clerk)  
Cllr. A. Lea (left after item 239)

### **234. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE**

234.1 Apologies were received from Cllr Matthews.

### **235. DECLARATIONS OF INTERES**

235.1 There were no declarations of interest.

### **236. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF COUNCIL HELD ON 14 JANUARY, & 4 FEBRUARY 2021 (PREVIOUSLY CIRCULATED)**

236.1 The Chairman called for approval of the Minutes of the Council meeting held on 14 January, & 4 February 2021. The Minutes were **AGREED** and the Chairman would sign the Minutes as being a true record of that meeting at a later date.

### **237. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

237.1 No members of the public were present.

### **238. CHAIRMAN'S ANNOUNCEMENTS**

238.1 The following announcements were made:

West Sussex Association of Local Councils – The Chairman provided an update on the WSALC & MSALC AGMs. WSALC will no longer seek to obtain services from Hampshire Association of Local Councils. WSALC will still leave SSALC. SSALC will cease to exist after 31 March 2021. It is proposed, subject to ratification, that Trevor Leggo will work two days per week for WSALC with training being provided by Mark Mulburry & Co.

GDPR Training – The Chairman advised that Cllr Grace had attended training recently and will give members an update at the end of the meeting.

### **239. REPORTS BY COUNTY / DISTRICT COUNCILLORS**

239.1 West Sussex County Council

Cllr Andrew Lea provided reported the following:

The main issue at present is the budget. I am broadly in favour with the proposals but I do not agree with the captilising of some salaries (selling propery to pay salaries). Comments were made regarding the value for money checks undertaken by the Audit Committee. Performance and Finance Committee was looking at the Broadbridge Heath investment. At the forthcoming council meeting, the items of note include minerals and planning. The County Council is the planning authority regarding minerals. Therefore issues relating to fracking are within WSCC policy. A motion on pension investments is being raised. This proposes that WSCC divest itself from fossil fuels investments. Unitary Council status will also noted and whether there are too many layers in local government.

239.2 Mid Sussex District Council

Apologies had been received from Cllrs Anthea Lea & Edwards.

The following report had been received:

#### Litter issues

*Cllr Anthea Lea continues to support the Parish to ensure any issues with litter around the village and common as we come out of lockdown and more High Street premises are open can be tackled. Organised group litter picks cannot take place at the current time under Covid restrictions so this will need to prioritise awareness campaigns.*

*Planning application for bakehouse in the High Street*

*We have called in this planning application to the MSDC Planning Committee for decision. There is no date for a committee meeting at the moment. Some amendments are being made by the applicant to the application.*

*Budget & Corporate Plan*

*MSDC's budget was agreed last week, with a 2.9% increase in the MSDC share of Council Tax. Although we have achieved a balanced budget for the coming year, the Council's finances are not yet on a sustainable path as a result of the pandemic. This is a priority for the coming year once we better understand how much of a 'bounce back' in revenue and a falling of service pressures there is as Covid restrictions ease. Key priorities for the year include further roll out of gigabit speed full fibre, a waste service redesign to incorporate food waste collections and a new Sustainable Economy Strategy to ensure Mid Sussex can have a green recovery.*

*Site Allocations Development Plan Document*

*A Planning Inspector has been appointed to conduct the public examination and he has started work considering the submissions. We expect the public hearings to be held in late Spring.*

*Business recovery grants*

*The Chancellor has announced recovery grants to help support shops and hospitality businesses to reopen safely and get back to normal trading. The detailed guidance is still awaited from the Government but once received we will be working to ensure that all of the eligible businesses in Lindfield receive this funding to help them recover and reopen.*

Members asked Cllr Andrew Lea queries relating to the MSDC withdrawal of the Communal Freighter service and whether the garden waste service could be introduced.

**240. ACTIONS LIST**

240.1 The action list was noted.

**241. CONSULTATION DOCUMENTS**

241.1 There were no consultation documents.

**242. PLANNING AND TRAFFIC COMMITTEE**

- i) Report by Planning and Traffic Committee Chairman/Vice Chairman on matters considered at the meetings held on 26 January, 16 February, and 9 March 2021

Since my last report to Full Council on 14th January, the Planning & Traffic Committee has met on three occasions using Microsoft Teams.

Thirty-four planning applications have been considered of which; nine were in respect of trees and one sought Lawful Development Certificates. The following applications are highlighted:-

- DM/20/4090 & 4626 The Holt, 78 High Street – notwithstanding LPC strong objections MSDC approved the extension works
- DM/20/4729 & 4732 Boarsland, 72 High Street – LPC made no objections but MSDC refused the application, citing concerns over the extension on parts of the listed building
- DM/21/0041 Humphrey's Bakery – objections were made to this application (twice) reflecting concerns over the loss of storage and impact on the shopfront unit if the bakehouse was converted to residential use and highlighting concerns over the nature of the conversion proposed. No decision has been made by MSDC yet.
- DM/21/045 Milton House, Black Hill – P&TC objected strongly to this large extension and its impact on neighbours.

AP/20/028 relating to Tremains Farm that the Planning Inspector dismissed the applicants appeal to MSDC refusal of planning permission for new buildings and lagoons.

Tavistock & Summerhill School – the applicants have appealed to the Planning Inspector following MSDC's refusal of permission and P&TC agreed to reiterate some of LPC's rationale to the Planning Inspector.

Lewes Road TRO – a separate paper has been submitted to Council and, subject to agreement, it is planned to proceed as previously outline, with the live consultation during May 2021.

## LINDFIELD PARISH COUNCIL

MSDC Planning Policy Update – Call for sites P&TC agreed that LPC had no sites to offer and that the Call for Sites should be publicised on LPC's website

- ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on: 26 January, 16 February, and 9 March 2021, and to confirm their recommendations. The minutes of the meeting dated 9 March were not yet available. **RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee held on 26 January, and 16 March 2021 be received, and their recommendations confirmed.

### 243. ENVIRONMENT AND AMENITIES COMMITTEE.

- i) Report by Councillor Blunden on matters considered at the meeting held on 4 February 2021 (Minutes previously circulated), to include any updates.

Denmans Lane Allotments – Since the meeting, the Village Orderly has undertaken remedial work on the footpath between Pondcroft Road and Denmans Lane. Five fruit trees were also planted on the site in February. The new tenancy agreements will be issued at the start of April. There are more than 35 people on the waiting list.

Her majesty the Queen's Platinum Jubilee – Members in principle were supportive of the correspondence from Lindfield Preservation Society suggesting a heritage trail walk to mark the occasion

Lindfield War Memorial – The committee has agreed on a quote for the refurbishment work.

Grass Verges – Members considered two separate requests regarding damage to grass verges in the village. It was agreed that the council will investigate moving one of its existing bollards to try and help alleviate the situation. Members declined a request to pay for work on two WSCC verges in Newton Road.

- ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 4 February 2021 and to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 4 February 2021 be received and their recommendations confirmed.
- iii) Climate Change: To consider report on proposed Lindfield Climate Change Award.  
Cllr Wood & Grace explained to members the purpose and objectives of the Climate Change Award scheme. Members were supportive of the scheme however there was debate over the proposed award sticker.

It was agreed that:

- a) The Clerk, in conjunction with the Climate Change Working Group set up and implement a Climate Change award scheme.
- b) Expenditure of up to £250 from the Climate Change budget be approved for the scheme (including use of the debit card).
- c) An alternative design for the award sticker be explored and presented to the next Environment and Amenities Committee.

### 244. FINANCE AND GENERAL PURPOSES COMMITTEE.

- i) Report by Councillor Henton on matters considered at the meetings held on 4 March 2021, to include:  
Bank Arrangements – Cllr Grace had now been confirmed as an authorised signatory.  
St Peters & St James Hospice – The Committee had agreed on a grant of £250 towards the Clinical Nurse Specialist (Community Nurses) service.
- ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 7 January, & 4 March 2021 (if available) to confirm their recommendations. The minutes of 4 March were not yet available. It was **RESOLVED** that the Minutes of the meetings of the Finance and General Purposes Committee held on 7 January 2021 be received and their recommendations confirmed.
- iii) Statements of Account / Budget Progress and Bank Reconciliation for the periods:1-31 January, 1-28 February 2021 (if available) and the quarterly Receipts and Payments Summary (if available).

The expenditure at 31 January 2021 was are follows:

Committee or reserve	Current expenditure/budget available (£)
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## LINDFIELD PARISH COUNCIL

Finance & General Purposes	114,700 / 161,500
Environment and Amenities	35,348 / 50,200
Allotments	1,152 / 2,500
Planning & Traffic	1,600 / 4,500
Ear marked reserves	3,402 / 116,335.18

iv) List of cheques & debit card payments for approval.

The list of cheques drawn since the Council meeting held on 14 January 2021 meeting was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £250 and that the Petty Cash balance as at 11.03.21 was £160.30.

It was **RESOLVED** to approve the list of payments totalling £23,313,54 with VAT of £365.38.

v) Annual Review of the Effectiveness of the Internal Control System and Internal Audit 2020/21 – to note report from Cllr Pickett. Members **NOTED** the report by Cllr Pickett. Cllr Pickett was thanked by members for undertaking the review.

### 245. KEEP LINDFIELD TIDY – TO CONSIDER REPORT

245.1 Member noted the report on the campaign to help keep Lindfield tidy. The report recommended that detailed the need for additional expenditure and the current limitations on organising litter picking events. It was **AGREED:**

- a) To authorise the expenditure of up to i) £250 to promote the scheme, and ii) £150 for additional audio recording equipment.
- b) That the informal group (Cllr Blunden, Grace, Wilsons, & Woods) consider organising a litter picker event once Covid restrictions allow.

### 246. PARISH DIRECTORY AND YEARBOOK 2022 – TO CONSIDER REPORT.

246.1 Members reviewed the report on the Parish Directory Yearbook 2022. A decision on the future of the product had been referred to Full Council from the Finance & General Purposes Committee (4<sup>th</sup> March). The report detailed the level of product uptake and the discussion around the product future that had taken place at the Finance & General Purposes Committee. Members considered three options:

- 1) Continue with the product in its current format for 2022 (subject to quote acceptance).
- 2) Stop the product.
- 3) Pursue an alternative product.

It was **AGREED** that to pursue an alternative product. The product would be a directory of local information that would be included in an existing product circulated to all households in the village.

### 247. RISK MANAGEMENT – TO CONSIDER THE ANNUAL REPORT FROM THE DEPUTY PARISH CLERK

247.1 Members considered the risk management report from the Deputy Parish Clerk. The report recommendations were considered. It was **AGREED** that:

1. The Council confirms that it has a suite of Risk Assessments in respect of all of its activities in accordance with its Financial Regulations(s17).
2. An update of progress on the annual review of each of these Risk Assessments policies be reported quarterly (or nearest meeting thereto) to F&GP.
3. A policy be drafted to provide guidelines as to the appropriate approach to Risk Management Policy Statements and the underlying risk assessment required.
4. The sign-off arrangements for the Risk Assessments must be carried out by the relevant Committee.

### 248. 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.

248.1 The Chairman report that adjustments to the dates of the meeting may need to take place due to the legislation covering virtual meetings expiring on 7 May 2021. The Clerk would keep members advised on developments.

248.2 Cllr Pickett note the issues regarding crocus bulbs and leaves on Blackhill and Hickmans Lane.

248.3 Cllr Grace provided members with a brief overview of the GDPR training session she had attended.

The meeting finished at 19:55.

