

## LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 6 MAY 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

**Also present:** No members of the public were present

**In attendance:** Mr. A. Funnell (Clerk)

### 249. ELECTION OF CHAIRMAN.

249.1 In accordance with Standing Order 5f, Cllr Blunden opened the meeting and presided for this item. Nominations for the office of Chairman of Council were called. Cllr Blunden was **PROPOSED** by Cllr Stevens and **SECONDED** by Cllr Upton. There being no further nominations, Cllr William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2021/22.

### 250. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE, OR IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED.

250.1 Cllr Blunden read aloud his Declaration of Acceptance of Office as Chairman of Lindfield Parish Council. It was **NOTED** that the declaration would be signed at a later date in the presence of the Proper Officer who counter-signed the declaration. Cllr Blunden assumed his position as Chairman for the remainder of the meeting.

### 251. ELECTION OF VICE-CHAIRMAN.

251.1 Cllr Leach **PROPOSED** Cllr Upton for the office of Vice-Chairman of Council, **SECONDED** by Cllr Henton. There being no other nominations, Cllr Valerie Upton was duly **ELECTED** as Vice-Chairman of Lindfield Parish Council for the Council year 2021/22.

### 252. TO ELECT A CHAIRMAN AND VICE-CHAIR FOR EACH COMMITTEE

#### 252.1 Environment & Amenities Committee

- i) Cllr Pickett **PROPOSED** Cllr Blunden for the office of Chairman of the Environment & Amenities Committee, **SECONDED** by Cllr Plass. There being no other nominations, Cllr William Blunden was duly **ELECTED** as Chairman of the Environment & Amenities Committee year 2021/22.
- ii) Cllr Blunden **PROPOSED** Cllr Pickett for the office of Vice-Chairman of the Environment & Amenities Committee, **SECONDED** by Cllr Henton. There being no other nominations, Cllr Roger Pickett was duly **ELECTED** as Vice-Chairman of the Environment & Amenities Committee year 2021/22.

#### 252.2 Planning & Traffic Committee

- i) Cllr Blunden **PROPOSED** Cllr Plass for the office of Chairman of the Planning & Traffic Committee, **SECONDED** by Cllr Stevens. There being no other nominations, Cllr Ron Plass was duly **ELECTED** as Chairman of the Planning & Traffic Committee for the year 2021/22.
- ii) Cllr Plass **PROPOSED** Cllr Hersey for the office of Vice-Chairman of the Planning & Traffic Committee, **SECONDED** by Cllr Upton. There being no other nominations, Cllr Margaret Hersey was duly **ELECTED** as Vice-Chairman of the Planning & Traffic Committee for the year 2021/22.

#### 252.3 Finance & General Purposes Committee

- i) Cllr Blunden **PROPOSED** Cllr Henton for the office of Chairman of the Finance & General Purposes Committee, **SECONDED** by Cllr Upton. There being no other nominations, Cllr Stephen Henton was duly **ELECTED** as Chairman of the Finance & General Purposes Committee for the year 2021/22.
- ii) Cllr Henton **PROPOSED** Cllr Pickett for the office of Vice-Chairman of the Finance & General Purposes Committee, **SECONDED** by Cllr Stevens. There being no other nominations, Cllr Roger Pickett was duly **ELECTED** as Vice-Chairman of the Finance & General Purposes Committee for the year 2021/22.

### 253. RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

253.1 No apologies had been received.

**254. DECLARATIONS OF INTEREST**

254.1 There were no declarations of interest.

**255. TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MARCH 2021.**

255.1 The Chairman called for approval of the Minutes of the Council meeting held on 11 March 2021. These were **AGREED** and the Chairman would sign the Minutes as being a true record of that meeting at a later date.

**256. GENERAL POWER OF COMPETENCE - THE PARISH COUNCIL RESOLVES THAT, UNTIL THE NEXT RELEVANT ANNUAL MEETING OF THE COUNCIL, THAT HAVING MET THE CONDITIONS OF ELIGIBILITY AS DEFINED IN THE LOCALISM ACT 2011 AND SI 965 THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE)(PRESCRIBED CONDITIONS) ORDER 2012, TO ADOPT THE GENERAL POWER OF COMPETENCE.**

256.1 It was **AGREED** to pass the following resolution: Lindfield Parish Council resolves that, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**257. TO REVIEW AND CONFIRM THE DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES AND OFFICERS, TO APPOINT COMMITTEES AND REVIEW THEIR TERMS OF REFERENCE.**

257.1 **RESOLVED** to **APPROVE** the Scheme of Delegation to Committees, the Temporary Scheme of Delegation Covid-19, Sub Committees and Officers with no amendments.

**258. APPOINTMENT OF MEMBERS TO COMMITTEES**

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

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

Environment and Amenities Committee: Cllrs Blunden, Henton, Matthews, Pickett, Plass, Stevens, Upton, Wilson, & Wood

Finance and General Purposes Committee: Cllrs Blunden, Grace, Henton, Hersey, Leach, Pickett, & Upton

Planning and Traffic Committee: Cllrs Blunden, Grace, Hersey, Leach, Matthews, Plass, Stevens, Upton, Wilson, & Wood

**259. TO REVIEW AND CONFIRM POLICIES AND PROCEDURES**

i) Standing Orders and Financial Regulations.

Standing Orders. It was **AGREED** to confirm the policy at present.

Financial Regulations. It was **AGREED** to confirm the policy at present.

ii) Code of Conduct for 2021/22. It was **AGREED** to confirm the Code of Conduct for 2021/22. The Chairman reminded members to ensure that their declaration of interests are up to date.

iii) Council's Complaints Procedure. It was **AGREED** to confirm the policy at present.

iv) Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998

It was **AGREED** to confirm the policy at present, but the Policies Working Group would continue with its review of the document and report back to the F&GP Committee.

iv) Policy for dealing with the press/media. It was **AGREED** to confirm the policy.

v) Council's and/or staff membership of other bodies and to consider the payment of any subscriptions falling to be paid annually.

**RESOLVED** to **CONFIRM** the annual subscriptions to the following organisations for 2020/21.

- West Sussex ALC Ltd includes a subscription to the National Association of Local Councils. Annual Subscription - £1,882.51 (no VAT).
- Local Council Review - quarterly periodical. Annual subscription (discounted rate for NALC subscribers) £17.00.
- The Historic Towns Forum (in partnership with the Association of Small Historic Towns and Villages [ASHTAV]). Annual membership - £25.00. The Finance and General Purposes Committee would review whether to continue with the subscription once the current membership expires.
- Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00.

- Action in Rural Sussex (formerly Sussex Rural Community Council). Annual Membership – Free.
- Society of Local Council Clerks. (Clerk's membership) Annual membership - £262.00.
- The Open Spaces Society. Annual membership - £45.00.
- Campaign for the Protection of Rural England (CPRE). Annual membership - £36.00.
- British Toilets Association. Annual membership - £50 plus VAT.
- Information Commissioner's Office Data Protection Registration – Annual Registration Fee £35.
- Local Councils Update – Annual subscription £100
- Survey Monkey – Annual subscription £372.

**260. TO REVIEW AND CONFIRM ARRANGEMENTS**

- i) Insurance cover in respect of all insured risks. It was **NOTED** that the Council had a three-year agreement with Zurich that had commenced in May 2020.
- ii) Setting the dates, times and place of ordinary meetings of the Council for the year ahead - **RESOLVED** that, in normal circumstances, there should be no change to the frequency or pattern of meetings and that the meeting dates for the 2021/22 calendar year should be arranged by the Clerk in consultation with the King Edward Hall Booking Secretary, for confirmation at a later meeting. Due to the current Covid-19 situation, meetings would be using Microsoft Teams and meeting start times had moved to 7 pm. Once physical meetings were able to safely recommence the start time would revert to 8 pm.
- iii) Reviewing the pay and conditions of service of existing members of staff. - **RESOLVED**: that this matter be delegated to the Finance and General Purposes Committee according to the Council's custom.

**261. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

- 261.1 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.

**262. REPRESENTATIVES TO OUTSIDE BODIES**

- 262.1 **RESOLVED**: that the following representatives be appointed to outside bodies:  
Two representatives to West Sussex ALC Ltd - Cllrs Blunden and Upton  
Two representatives to the Mid Sussex Association of Local Councils - Cllrs Blunden and Upton  
One representative to the Mid-Sussex Older People's Council - Cllr Upton  
Two representatives to the Lindfield Enterprise Park Shareholders group - the Clerk and the RFO. The Deputy Clerk would attend in the absence of the RFO  
Gatwick Airport Town and Parish Liaison Group - Cllr Hersey.

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

**263. TO NOTE AND CONFIRM THE LIST OF DIRECT DEBITS AND REGULAR CONTRACTS.**

- 263.1 The list of Direct Debits which included several variable payments was **NOTED** and **CONFIRMED**.

- 263.2 The list of contracts, agreements and regular payments was **CONFIRMED**.

**264. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

- 264.1 No members of the public were present.

**265. ACTION LIST**

- 265.1 The Action List was **NOTED**.

**266. CONSULTATION DOCUMENTS**

- 266.1 No consultation had been received before the agenda had been issued.

**267. FINANCE AND GENERAL PURPOSES COMMITTEE**

- i) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 4 March 2021 (previously circulated) and 7 May 2021 (if available) and to confirm their recommendations. **RESOLVED**: that the Minutes of the Meeting of the Finance and General Purposes Committee held on 4 March be received and their recommendations confirmed.

- ii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.03.21 – 31.03.21 and 01.04.21 – 31.04.21 (to follow, if available) Cllr Henton **REPORTED** the following expenditure as at 31 March 2021:
- Finance and General Purposes Committee: £ 146,281 had been spent from the budget of £161,500.
  - Environment and Amenities Committee: £ 38,462 from the budget of £50,200.
  - Allotments: £ 1,642 from the budget of £2,500.
  - Planning & Traffic Committee: £ 1,600 from the budget of £4,500.
  - General Reserves: £ 7,069 had been spent.
  - Designated Reserves: £ 3,402 had been spent.

In total £195,054 had been spent from the overall budget of £218,700. Cllr Henton would sign the bank reconciliation for the month ending 30 April 2021 at a later date.

- iii) List of cheques for approval (to follow).  
The list of cheques drawn since the Council meeting held on 11 March 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 £0 and that the Petty Cash balance as at 06.05.21 was £160.30.

It was **RESOLVED** to approve the list payments, totalling £25,662.23 with VAT of £1,313.95.

## 268. ENVIRONMENT AND AMENITIES COMMITTEE

- i) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 8 April 2021 and to confirm their recommendations. Cllr Blunden advised the minutes of the meeting had not yet been circulated.

## 269. PLANNING AND TRAFFIC COMMITTEE

- ii) To receive the Minutes of the meeting of the Planning and Traffic Committee held on 9 March, 30 March, and 20 April 2021, and to confirm their recommendations. **RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee held on 9 March, 30 March, and 20 April be received and their recommendations confirmed.

## 270. REPORT OF THE INTERNAL AUDITOR.

- 270.1 The Internal Audit inspection had taken place, 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".

## 271. ANNUAL RETURN 2020/21 SECTION 1: TO APPROVE BY RESOLUTION THE ANNUAL GOVERNANCE STATEMENT 2020/21

- 271.1 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 270 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 meeting held on 11 March 2021, 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.

## 272. ANNUAL RETURN 2020/21 SECTION 2 (ACCOUNTING STATEMENTS).

- 272.1 Members had received, in advance of this meeting, a copy of Section 2 and the supporting documentation.
- 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 Income and Expenditure.
  - The Income and Expenditure recorded receipts of £193,900 and payments of £195,054.
  - The closing bank – Cash & Investment Reconciliation as at 31 March 2021 was £209,342.68 represented by the following:

Barclays Current Account	£14,558.68
Barclays Premium Account	£101,623.85

## LINDFIELD PARISH COUNCIL

Nationwide Building Society	£93,000.03
Petty Cash	£160.30
Closing Balance	£209,342.68

There were no queries from Members on the accounts.

It was **PROPOSED**, **SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2020/21 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, and Responsible Financial Officer.

### **273. EXERCISE OF ELECTORS' RIGHTS**

- 273.1 It was **AGREED** to confirm to the External Auditors, Moore, that the Parish Council had adopted their suggested 30-working day period for the exercise of public rights should start on or before the first of July 2021.

### **274. ANNUAL REPORT - TO CONFIRM THAT THIS WILL BE DELEGATED TO THE CLERK, IN CONJUNCTION WITH THE COUNCIL & COMMITTEE CHAIRS.**

- 274.1 Members **AGREED** to delegate arrangements for the annual report to the Clerk, in conjunction with the Committee Chairman.

### **275. MATTERS ARISING**

- 275.1 Local authority remote meetings: call for evidence - The Clerk advised that comments would be sent to members for consideration.

The meeting finished at 7:36 pm