

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 16 SEPTEMBER 2021** at King Edward Hall, Lindfield.

The meeting commenced at 20:00

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: Cllr. G. Wall (WSCC) left the meeting at 8:24 pm
One member of the public
Mr. A. Funnell (Clerk)

276. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

276.1 Apologies were received from Cllrs Henton, Hersey, & Upton. The reasons for absence were accepted.

277. DECLARATIONS OF INTERESTS

277.1 The following declarations of interest were recorded:

Cllr Grace declared a personal interest in item 14 as she is a member of the Lindfield History Projects Group.

Cllr Blunden declared a personal interest in item 10 as he is an allotment holder.

Cllr Matthews declared a personal interest in item 10 as she is an allotment holder.

278. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF COUNCIL HELD ON 6 MAY 2021 (PREVIOUSLY CIRCULATED)

278.1 The Chairman called for approval of the Minutes of the Council meeting held on 6 May 2021. The Minutes were **AGREED** and the Chairman would sign the Minutes as being a true record of that meeting at a later date.

279. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

279.1 There were no questions.

280. CHAIRMAN'S ANNOUNCEMENTS

280.1 The following announcements were made:

All Saints Church – The Chairman reported that he had attended the licensing of Dr Steven Nichols. The Chairman advised he looked forward to working with him in the future.

Village Day 2021 – The Chairman thanked those who attended our stall. The Clerk would send a letter to the KEH Village Day organisers thanking them for organising such a successful event.

Budget 2021/22 – Members are asked to advise the Clerks if they have any proposal that they would like included in the 2022/23 budget papers.

DM/21/1968 – The Chairman reported that the application to demolish and build two detached dwellings had been withdrawn. The bungalow has now been sold and will remain as it is.

281. REPORTS BY COUNTY / DISTRICT COUNCILLORS

281.1 West Sussex County Council

Cllr Garry Wall introduced himself to members as our new West Sussex County Council member. Cllr Wall was keen to understand the ambitions of the Parish Council and where he could offer support. Before being a WSCC member Cllr Wall had been the leader of Mid Sussex District Council for 9 years. He has been appointed as Chair of Health and Adult Social Care. Local issues were noted including the proposed Lewes Road TRO. The local situation regarding traffic works was reported. It was noted that some of these were emergency works and not scheduled.

Cllr Wall advised that he would like to hold a meeting with Cllr Plass to understand local highways issues and priorities.

Cllr Wall advised the challenges facing the County Council and especially the social care sector. The shortage of staff in the health and social care sectors were noted.

Cllr Blunden expressed disappointment that the County Local Committees meetings had been stopped. He acknowledged that at times the meetings were not well attended but though it provided a useful opportunity to see the processes in action.

Cllr Grace queried access to GP care after having heard some concerns from a resident. Cllr Wall explained the pressures that GPs were under and the triage method of treating patients. This issue was not just unique to the local area.

281.2 Mid Sussex District Council

Cllrs Jonathan Ash-Edwards, Andrew Lea, & Anthea Lea had provided their apologies.

The following report had been received:

- MSDC have approved test and trace discretionary payments for residents who fall outside the government scheme. This support has been extended until the 30th September.
- MSDC currently awaits the inspectors report on the District Plan Review.
- The consultation with regard to future use of the Clair Hall site continues during September. Analysis and feedback sessions with interested groups will take place in October.
- The NHS has requested use of Clair Hall until the end of February 2022.
- The annual canvas for register of electors is underway.
- Gatwick has launched its public consultation on their second runway proposals, which would have implications for Mid Sussex.
- The interim recommendations of the Local Government Boundary Commission has been published.
- Full Council on the 29th September will be held in Hurstpeirpoint College because of Covid.

282. **ACTIONS LIST**

282.1 The action list was noted.

283. **CONSULTATION DOCUMENTS**

283.1 Members were made aware of three current consultations:

- i. Mid Sussex District Council - The Future of the Clair Hall Site Consultation
- ii. West Sussex County Council - Draft West Sussex Transport Plan 2022-2036 Consultation
- iii. The Local Government Boundary Commission for England - Have your say on draft recommendations for Mid Sussex District Council

It was **AGREED** that the Council should respond to the three consultations and that the Clerks would be delegated authority to do so in conjunction with the relevant committee chairman.

284. **PLANNING AND TRAFFIC COMMITTEE**

i) Report by Cllr Plass on delegated decisions taken after 6 May 2021

Since my last report to Council on 11th March, the Planning & Traffic Committee has held two committee meetings and since then has operated under the Temporary Delegated Authority to the Clerk agreed 6 May 2021.

89 planning applications have been considered in the period to 3rd September of which; 22 were in respect of trees and six sought Lawful Development Certificates. Objections were made in five cases. Two were subsequently withdrawn by the applicants, two were permitted by MSDC and one is currently being considered by MSDC.

In case of need, these five cases were:-

- DM/21/1113 The Palms, Lewes Road where retrospective permission was sought for a replacement fence in places over 2m in height. MSDC gave permission on 21/6/21.
- DM/21/0485 Milton House, Black Hill Proposed two-storey replacement rear extension. Amended plans received 13.05.2021 (including revised location plan) showing alterations to design, scale and form of extension. LPC, neighbours and LPS objected to this application. MSDC gave permission on 19/7/21

- DM/21/1968 18 Denmans Lane seeking Demolition of an existing bungalow and the erection of 2 No. detached dwellings with car parking. LPC and many residents objected to this application. It was withdrawn by the applicant on 2/8/21.
- DM/21/1809 5 Backwoods Lane which proposed a 2.5m high fence 30m long on Backwoods Lane and 12m long on Backwoods Close to replace hedge. This was withdrawn by the applicant on 24/8/21.
- DM/21/2386 27 West Common which proposed construction of new oak framed garage with a home office. Following the precedent of a similar application at 43 West Common in 2018, LPC objected to the construction in front of the established building line in an Area of Townscape Character. MSDC is currently considering this application.

Other Issues

Humphrey's Bakery – despite objections from residents, LPC, and LPS, MSDC permitted a slightly amended development of the bakehouse on 16/7/21

Lewes Road TRO – the consultation has been completed, with 504 responses and 95% in favour of the scheme. In conjunction with the Project Centre, the consultation findings are being reviewed before considering the next steps.

Scaynes Hill Sustainability Group – this group has been set up to promote sustainable transport (walking and cycling) between Scaynes Hill and Lindfield, in line with the adopted Lindfield & Lindfield Rural Neighbourhood Plan. Cllr Grace has kindly attended their first few meetings in a listening capacity and future involvement will be discussed at P&TC on Tuesday 5th October.

- ii) To receive the Minutes of the delegated meetings of the Planning and Traffic Committee reported on 11 May, 1 June, 22 June, 13 July, 3 August, 24 August 2021, and to confirm their recommendations.

RESOLVED: that the Minutes of the delegated meetings of the Planning & Traffic Committee held on 11 May, 1 June, 22 June, 13 July, 3 August, and 24 August be received, and their recommendations confirmed.

285. ENVIRONMENT AND AMENITIES COMMITTEE.

- i) Report by Cllr Blunden on matters occurring since the last meeting of Environment and Amenities (8 April 2021)
Cllr Blunden **REPORTED** the following:

- Lindfield War Memorial – The renovations are now scheduled to take place at the end of October.
- Allotments – A limb fell off a tree last week we believe in the thunderstorm. We believe the tree will require work to make it safe. The Clerk is obtaining quotes
- Wilderness Field – The grass cut is due to take place this week.
- Festive Lighting – Unfortunately we are still waiting to hear whether WSCC will approve funds to be used on pollarding the trees that the lights will be fitted in. The application for tree work was approved by MSDC in mid-July.
- Streetlights – Unfortunately a delivery driver has broken the housing on one of the heritage lighting columns. Parts for the column are no longer available as the manufacturer when out of business in the late 1960s. This means that the entire column will need to be replaced. In addition to making the column safe SSE attended and we will be billed for work. We will be attempting to claim all costs from the courier firm.

286. FINANCE AND GENERAL PURPOSES COMMITTEE.

- i) Statements of Account / Budget Progress and Bank Reconciliation for the periods up to 31 August 2021 (previously circulated each month by RFO)

The expenditure on 31 August 2021 was **NOTED** as follows:

Committee or reserve	Current expenditure/budget available (£)
Finance & General Purposes	48,415 / 163,900
Environment and Amenities	9,559 / 49,400

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Allotments	442 / 2,500
Planning & Traffic	125 / 10,000
Earmarked reserves	Nil

The Bank Reconciliation on 31 August 2021 was **NOTED** as follows:

Barclays current account	£14,888.65
Barclays premium account	£116,336.62
Nationwide building society	£93,000.03
Petty Cash	£142.89
Un-presented payments	£36.81
Receipts not on bank statements	£3.95

Closing balance £224,365.33

A copy of the Bank Reconciliation was signed by Cllr Pickett.

- ii) Quarterly Receipts and Payments Summary (1 April - 30 June 2021) (circulated 12 July by RFO).
Members **NOTED** the Quarterly Receipts and Payments summary for the period 1 April – 30 June 2021.

- iii) To note the list of payments.
The list of payments drawn since the Council meeting held on 6 May 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 £500 and that the Petty Cash balance as at 16.09.21 was £139.29.
It was **RESOLVED** to approve the list of payments totalling £50,329.30 with VAT of £3,001.59.

A copy of the list of payments was signed by Cllr Blunden.

- iv) Quarterly Internal Control Checks – Update.
Cllr Pickett reported that with the phased re-opening of Clock Tower House Cllr Henton will shortly recommence the Quarterly Internal Control Checks.

287. TO NOTE THE LIST OF DELEGATED DECISIONS

287.1 Members **NOTED** the list of delegated decisions.

288. CHRISTMAS FESTIVAL NIGHT 2021

288.1 Members reviewed the report regarding the proposed 2021 event. Three options were presented:

- Not to go ahead with the event on the grounds of public health.
- Run the event without Father Christmas in attendance.
- Run the event and find another venue for Father Christmas.

It was **AGREED** to run the event without Father Christmas in attendance.

Members then considered whether to raise the costs of stall prices to £10 for charities and £20 for commercials. It was **AGREED** by a majority to increase to £10 for charities and £20 for commercials. Cllr Grace asked that her dissenting vote be recorded.

289. PROPOSED HERITAGE TRAIL

289.1 Members consider the report. It was noted that a scheme similar to that in operation in Hurstpierpoint was now being proposed. The following points were also noted:

- The proposal would be a permanent way of marking Queen Elizabeth II Platinum Jubilee and complementary to the Silver Jubilee mosaic by the pond.
- The Jubilee takes place in June 2022 and so it is quite likely that full completion of the project, if it proves feasible, would be after that date.
- The original proposal from Lindfield Preservation Society was for a 'joint effort' subsequent correspondence has shown this is now viewed as "small steering group would be headed up by Lindfield Parish Council". Effectively this is likely to be a working group.
- Resource constraints and defining the division of work.
- Comments from a member of the Lindfield History Projects Group.

- Costs for the proposal had not been defined.

Members were asked to consider whether in principle they supported the idea of the revised Heritage Trail.

It was **AGREED** that:

- a. in principle, the Council supports the idea of a Hurstpierpoint style Heritage Trail.
- b. the Council is willing to support the project but will not be the lead organiser.

290. RISK MANAGEMENT

290.1 It was **AGREED** to ratify the risk assessments for re-opening of Clock Tower House & resuming physical meetings.

291. 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.

291.1 There were no matters reported.

292. 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).

292.1 Cllr Plass moved for such a resolution to consider the following matters:

The public part of the meeting finished at 21.05

293. STAFF MATTERS

293.1 It was **NOTED** that John Cunningham had handed in his notice but would stay on as a bank staff member. A replacement Village Orderly would therefore need to be recruited.

It was **AGREED** to delegate to the Clerk, in conjunction with the three committee chairman, authority to:

- a) review the conditions of employment (job specification, salary, fixed term contract), and amend as appropriate.
- b) Advertise to fill the vacancy (incurring recruitment expenditure of up to £3,000).
- c) Review applications and call candidate(s) to interview.
- d) Interview candidate(s) and recommend to Council proposed appointment.
- d) Permission to review and sign a memorandum of understanding with Mid Sussex District Council.
- e) Approval to procure contractors to undertake any works that are required between now and the appointment of a replacement member of staff.

The meeting finished at 21.12