

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 3 MARCH 2022** 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 Anthea Lea (left after the conclusion of item 334)
Mr. A. Funnell (Clerk)

329. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

329.1 Apologies were received from Cllrs Hersey, Plass, & Stevens. The reasons for absence were accepted.

330. DECLARATIONS OF INTERESTS

330.1 The following declarations of interest were recorded:

- Cllr Blunden declared a personal interest in item 325 i) as he is an allotment holder.
- Cllr Matthews declared a personal interest in item 325 i) as she is an allotment holder.

331. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF COUNCIL HELD ON 19 JANUARY 2022 (PREVIOUSLY CIRCULATED)

331.1 The Chairman called for approval of the Minutes of the Council meeting held on 19 January 2022. The Minutes were **AGREED** and the Chairman would sign the Minutes as being a true record of that meeting at a later date.

332. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

332.1 There were no members of the public present.

333. CHAIRMAN'S ANNOUNCEMENTS

333.1 The following announcements were made:

- Ukraine Humanitarian Disaster – The Chairman advised that the remaining balance of the Chairman Fund (£425) would be donated to the Disasters Emergency Committee's Ukraine Appeal. Members fully endorsed this action and their support for the people of Ukraine.
- Council & Police Surgery – The Chairman thanked Cllrs Grace, Upton, Wood and the Clerk who attended the session. It was disappointing that only two members of the public attended. It was suggested that we could see if our MP would be willing to attend a future session.
- Lindfield Pond – The Chairman expressed concern with the ongoing delays to the pond repair. It was frustrating that the Parish Council was having to advise residents that the works had been rescheduled several times. Shortly before this meeting, we have just learnt that the work has now been delayed until the 28 March.

334. REPORTS BY COUNTY / DISTRICT COUNCILLORS

334.1 West Sussex County Council

Cllr Garry Wall was not in attendance.

Cllr Anthea Lea advised that Cllrs Wall, Ash-Edwards and Andrew Lea had all sent their apologies for not being able to attend.

334.2 Mid Sussex District Council

Cllr Anthea Lea reported the following:

Lindfield Pond – Cllr Lea was sorry also to hear about the delayed pond repairs. At MSDC a meeting would be held next week to discuss the pond management plan and they would be continuing with the work that had been identified for this year.

Common Playground – Stencil marking works will be undertaken next week on the tarmac installed at the end of 2021. This will enhance the play provision. The playground will be closed for half a day whilst the work is undertaken.

Public Spaces Protection Order – There will be a consultation regarding applying for Public Space Protection Orders in up to 10 areas in Mid Sussex. Lindfield Common is included as one of the 10 areas. The areas had been identified in conjunction with Sussex Police. The orders were designed to address anti-social behaviour. Members asked various questions regarding the impact of such an order.

2022/23 Budget – MSDC approved its budget on 2 March 2022. This will result in an increase of £4.95 on a band D property for 2022/23. MSDC are the third lowest borough in West Sussex for council tax.

Energy payment – MSDC are administering the £150 payment to help households in council tax bands A-D. Those paying by direct debit will receive an automatic refund in April. If you do not pay by direct debit you will need to apply for the £150.

Clair Hall – The licence for the NHS to use the site has been extended to February 2024. The NHS will use the facility for vaccinations and other primary care catchup services.

District Plan Review – This is currently still on pause whilst clarification is sought from the central government concerning the forthcoming whitepaper.

Questions were asked from members regarding additional pressure on Mid Sussex to take additional houses. Cllr Lea hoped this would not be the case.

Affordable Housing – It is hoped that 250 affordable houses will be delivered in the district in 2022/23. Mid Sussex is also seeking more temporary accommodation in the district.

335. ACTIONS LIST

335.1 The action list was noted.

336. CONSULTATION DOCUMENTS - TO CONSIDER CURRENT CONSULTATIONS AND AGREE ON WHETHER TO RESPOND.

336.1 There were no consultations to consider.

337. PLANNING AND TRAFFIC COMMITTEE

i) Report by Cllr Plass on matters considered at the meetings held on: 1 February, & 22 February 2022.

As Cllr Plass was not in attendance the Clerk read out the following statement:

Since the last report to the Council on 19th of January, the Planning & Traffic Committee has held two committee meetings in February and considered 21 applications. MSDC response dates for six of these preceded the meeting dates and consequently, responses were provided under the Temporary Delegated Authority.

Four applications related to tree works and two were for Lawful Development Certificates, with the remainder being Householder Applications. Objections were again made in respect of DM/21/3292 at 3 The Glebe, where a rear boundary fence greater than 2m high was proposed, alongside replacement fencing to the highway boundary.

Three responses from MSDC were highlighted at P&TC:-

- DM/21/4029 - 12 Denmans Close: MSDC refused the application for a single-storey garden room side extension, to which LPC had objected.
- DM/21/4276 - 46 Hickmans Lane: MSDC refused the application considering the proposal to be dominant, not well integrated nor subservient to the original dwelling and likely to cause harm to the amenities of the neighbouring property. LPC had not objected.
- APP/D3830/D/21/3282010 - Appledore Cottage, Lewes Road (previously DM/21/0161) – The Planning Inspector allowed the appeal for a new driveway and external alterations, previously refused by MSDC. LPC had raised no objections to the proposal.

Other Issues:

Lindfield Pond Wall partial collapse. WSCC's plans to start work in early February have been delayed by the contractor's work overrunning elsewhere, with a start date of 28th March now advised. Separately, MSDC has drawn up a management scheme for the pond and feedback has been provided.

Developers' Presentations to LPC – P&TC unanimously agreed to meet with developers as appropriate, following confirmation from MSDC that predetermination is not an issue for Parish Councils, in line with the paper outlining the future approach.

The Wilderness – Parking & Speeding Issues – P&TC agreed that a meeting should be set up to meet with residents and consider appropriate actions.

Lewes Road TRO – work to address WSCC's initial observations is ongoing, and a separate paper is being presented to Council in support of this.

Scaynes Hill – Lindfield Active Travel (SHLAT) – Cllr Grace continues to attend meetings and report to P&TC. The organisation is proposing a constitution as a 'not for profit body' and a formal invitation regarding LPC's future involvement is awaited.

Black Hill Parking there continue to be significant concerns over school pick up and drop off parking and damage to the verges at this location. P&TC has agreed to seek engagement with the relevant stakeholders to consider possible ways forward.

Finally, Cllr Garry Wall, WSCC Lindfield & High Weald, stayed after P&TC's last meeting to discuss current issues across Lindfield including pond repairs, the proposed TRO, residents parking concerns, potholes and recent graffiti.

- ii) To receive the Minutes of the meetings of the P&T Committee held on 1 February, & 22 February 2022, and to confirm their recommendations. **RESOLVED:** that the Minutes of the meetings of the Planning & Traffic Committee held on 30 November 2021 and delegated decision taken thereafter be received, and their recommendations confirmed.
- iii) Proposed Lindfield 7.5 Tonne Weight Restriction - To consider quotation for professional fees.
It was **AGREED** to approve the additional fees.
- iv) To ratify the Meetings with Developers policy (as recommended by P&T at the meeting dated 22 February).
It was **AGREED** to ratify the Meeting with Developers policy.

338. ENVIRONMENT AND AMENITIES COMMITTEE.

- i) Report by Cllr Blunden on matters considered at the meeting held on 3 February 2022, to include any updates.
The committee agreed to the following:
 - To update the terms and conditions of allotments.
 - To increase plot rental prices in 2023/24 to £5.50 per rod.
 - To ask all new allotment holders for a deposit of £50 for their allotment.
 - To update our existing tree policy.
 - The council's response to the MSDC pond management plan.
- ii) To receive the Minutes of the meeting of the E&A Committee held on 3 February 2022 and to confirm their recommendations.
The minutes of the meeting were not yet available.
- iii) Climate Change – Update from Cllr Wood.
Cllr Wood advised that:
 - The last meeting of the Working Group had taken place on 15 February. Two visitors had attended that meeting, Richard Harding (Lindfield Horticultural Society) and Nicky Holbrook from Fairer World Lindfield. They had attended to discuss the Garden Champion idea. Cllr Wood requested permission from Council to engage with these groups to pursue this idea. Members **AGREED** with this request.
 - The national No Mow May initiative was discussed.
 - The local network of councils will be meeting soon.
 - The Tear Fund charity had noted our environmental work in an article and podcast.
 - The Volatile Organic Compounds monitor has now been received.
 - A representative from Lindfield Repair Café would be attending the next Working Group meeting.
- iv) Queens Platinum Jubilee – Update.

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Cllr Blunden advised that the council had taken delivery of bunting. The bunting will be put up along the High Street (subject to WSCC approval). Members received a report about limited tree planting on the Wilderness Field for the Jubilee. The report clearly stated that tree planting should only take place if it is beneficial for the ecosystem.

It was **AGREED** to delegate to the Clerk, in conjunction with the Wilderness Field Working Group, the authority to plant a small number of trees for the Queen's Platinum Jubilee (subject to independent advice that the trees would be beneficial to the ecology and not cause any harm). The trees will be planted on behalf of the village to celebrate the Queen's Platinum Jubilee. This does not alter the council's existing decision that third-party tree planting requests will be declined.

v) Tree works/inspections following recent storms (quotes pending).

The council are awaiting quotes from contractors for damage suffered to trees during the recent storms. The damaged trees do not present an immediate risk.

vi) Allotment tenancy agreements.

Following a request for clarification by an allotment holder, members considered whether walk-in polytunnels were allowed on the allotments.

It was **AGREED** that no walk-in polytunnels will be permitted going forward.

339. FINANCE AND GENERAL PURPOSES COMMITTEE.

i) Budget Progress including General Reserves expenditure to 31 January 2022.

The budget progress at 31 January is as follows:

F&GP	£101,335	from the budget of	£163,900
E&A	£29,238	from the budget of	£49,400
Allotments	£1,577	from the budget of	£2,500
P&T	£3,375	from the budget of	£10,500
	£7,007	has been spent from the general reserve.	

ii) Bank reconciliation (cash and investments) to 31 January 2022.

The Bank Reconciliation at 31 January 2022 is as follows:

Barclays current account	£15,000.00
Barclays premium account	£122,424.74
Nationwide building society	£93,000.03
Petty Cash	£114.26.
Unpresented payments	£35.58
Receipts not on bank statements	£3.95
Closing balance	£230,507.40

iii) Summary of receipts and payments to 31 January 2022.

The next Quarterly Receipts and Payments Summary (1 January - 31 March 2022) will be published after 31 March 2022.

iv) To note the list of payments to the 24th February 2022.

The list of payments drawn since the Council meeting held on 19 January 2022 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 of 19.01.22 was £114.26.

It was **RESOLVED** to approve the list of payments totalling £32,549.53 with VAT of £3,285.84.

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

v) Toilets on the Common – Update.

Members had received a report showing the status of the applications to build toilets on Lindfield Common. The report identifies that the current planning application will need to be resubmitted.

It was **AGREED** to resubmit the application.

340. LINDFIELD WARD & PARISH BOUNDARIES

- i) To note The Local Government Boundary Commission for England (LGBCE) New electoral arrangements for Mid Sussex District Council Final Recommendations February 2022.
Members **NOTED** The Local Government Boundary Commission for England (LGBCE) New electoral arrangements for Mid Sussex District Council Final Recommendations February 2022.
- ii) To note the proposed Community Governance Review.
Members considered the report regarding the potential Community Governance Review.

Members **NOTED** that MSDC deferred consideration of the draft terms of reference and guidance for the Community Governance Reviews at Burgess Hill, Haywards Heath and East Grinstead to the 23 March 2022 meeting of the Scrutiny Committee for Community, Customer Services and Service Delivery to give all affected Town and Parish Councils time to consider these draft terms of reference in the light of the final report of the Boundary Commission for electoral arrangements for Mid Sussex District Council published on 1st February 2022 to take effect from the May 2023 local elections.

It was **AGREED** to delegate to the Clerk, in conjunction with the Committee Chairs, authority to submit responses on behalf of the Council to the proposed Community Governance Review public consultations should MSDC proceed with the reviews.

341. FESTIVE LIGHTING.

- 341.1 The Council hereby **AGREES** in respect to the provision of festive lighting, item 13 of this agenda, to suspend Financial Regulations requiring that three quotes be obtained. The council is satisfied that the risks arising are acceptable in the circumstances. The risk will be recorded in the minutes. The financial regulations will resume in full with the commencement of item 14 on this agenda.
- 341.2 Having agreed to suspend Financial Regulations relating to obtaining three quotes members then considered the quotation from the councils existing festive lighting supplier.
- 342.2 It was **AGREED** to accept:
 - a) The 2022/23 festoon lighting installation quotation.
 - b) The three-year lease agreement for spark lights.

342. LOCAL GOVERNMENT ASSOCIATION CODE OF CONDUCT – TO CONSIDER IMPLEMENTING A REVISED CODE OF CONDUCT.

- 342.1 It was **AGREED** to adopt and implement the Local Government Association Code of Conduct as appended to the report.

343. 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.

- 343.1 There were no matters arising.

344. EXCLUSION OF THE PUBLIC [AND PRESS]:

- 344.1 It was **RESOLVED** in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2) and the Parish Council's Standing Order 3(d) that in view of the confidential nature of the business about to be transacted it was desirable in the public interest that the public [and press] be excluded.

345. STAFF MATTERS – TO CONSIDER THE REPORT AND AGREE TO REPORT RECOMMENDATIONS.

- 345.1 It was **AGREED** to adopt the recommendations of the report.

The meeting finished at 20:59