

# LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 9 MARCH 2023** at King Edward Hall, Lindfield.

The meeting commenced at 20:00

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

(\*) Denotes absence

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

**Also Present:** Cllr G Wall, WSCC Lindfield & High Weald (left after item 443)  
Cllr Anthea Lea, MSDC Lindfield Ward (left after item 443)  
Cllr J Ash-Edwards, Leader, MSDC and Lindfield Ward member

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

438.1 Apologies were received from Cllrs Hersey and Stevens. The reasons for absence were accepted.

## **439. DECLARATIONS OF INTERESTS**

439.1 There were no declarations of interest.

## **440. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF COUNCIL HELD ON 12<sup>th</sup> JANUARY 2023**

440.1 The Chairman called for approval of the Minutes of the Council meeting held on 12<sup>th</sup> January 2023. It was **AGREED** that the minutes would be signed by the Chairman 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 following announcements were made:

- Chris Hersey – The sad passing of Chris Hersey was noted. Although Chris had not been a Lindfield Parish Councillor he had attended meetings in the past and had provided members with advice especially relating to planning. Our thoughts remain with Cllr Margaret Hersey at this difficult time.
- Retiring Members – The Chairman paid tribute to the service of members over the last four years. Cllrs Henton and Plass, who are standing down in May, were thanked especially for their efforts as committee chairs. They have both been key members of the council and will be greatly missed.
- Spring Clean – Members were reminded to let the office know if they can help on the 15<sup>th</sup> of April 2023.
- Lindfield Pond – The Chairman noted the installation of the new duck house.

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

### **443.1 West Sussex County Council**

Cllr Wall echoed the Chairman's comments on the passing of Chris Hersey. Cllr Wall was sad to hear that the current Chairman of P&TC would not be standing again at the May 2023 elections.

Cllr Wall provided updates on the following:

- WSCC budget 2023/24 – There will be a 4.99% increase including 2% for social care. There will be no cuts in services.
- Highway matters - Currently 3,500 pothole repairs are being carried out each month. Since January 2023 this has increased to 7,000. A one-off extra £4.5 million fund for emergency road repairs will be included in the budget. Cllr Wall noted the pond pathway repairs still needed addressing.
- Reporting problems – Love West Sussex has been phased out. WSCC website reporting forms were now being used.
- Wilderness TRO – The application had been approved. It was felt that the safety reasons justified the work.

- Backwoods Close TRO – This application would not be progressed further at present.
- Blackhill TRO – The consultation will launch on 16 March 2023.
- Lewes Road TRO – Local members supported the proposal. Cllr Wall would contact the Deputy Parish Clerk on his return.
- Scaynes Hill to Lindfield Cycle Route – Cllr Wall noted the challenges around delivering a potential cycle route.

#### 443.2 Mid Sussex District Council

Cllr Andrew Lea was not present.

Cllr Anthea Lea provided the following report:

- MSDC budget 2023/24 – There will be a 2.75% increase for 2023/24. This will mean an increase of £4.95 on a band D property. This would help fund several projects:
  - Expanding the kerbside garden waste collection service.
  - An outdoor sports centre in the west of Burgess Hill
  - Parks and play areas.
  - More temporary housing.
- Food Waste Trial – A survey to gain feedback is currently being undertaken.
- Lindfield Pond – The destocking work has taken place. Approximately 360lb of fish, including goldfish, were removed to a fishery on the Knepp Castle estate.
- Hickmans Lane Pavilion – Work is progressing around the work tender.

Following a member question Cllr Ash-Edwards provided an update on Clair Hall. A report by the appointed consultants gave two options. These are substantial remodelling of the existing building or a new build. The two options are being bought forward. Work is ongoing to identify a cultural anchor tenant to lead on what will be inside the building and an investment partner to help with building design and how to make it work financially across mixed-use. Open days have taken place with cultural partners with a very positive level of interest. The groups attending were used to running mixed-use venues. A report will be produced recommending which of the options is most viable to take forward based on the market testing. The goal remains the same to have a modern fit-for-purpose community entertainment venue onsite.

#### 444. ACTIONS LIST

444.1 No issues outstanding.

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

445.1 There were no consultations.

#### 446. PLANNING AND TRAFFIC COMMITTEE (P&TC)

446.1 Report by Cllr Plass on matters considered at the meetings held on: 31<sup>st</sup> January, and 21<sup>st</sup> February 2023. Since the January Full Council meeting P&TC has met twice. In the absence of the Committee Chair & Vice-Chair Cllr Stevens chaired the last meeting. At these meetings, 26 applications were considered:

- 5 relating to trees
- 1 outline application
- 1 variation of condition
- 13 household applications
- 3 lawful building consents
- 3 lawful development consents

One application was referred to the next P&TC as further plans had been submitted and had not been scrutinised. The only application that the council objected to was 12 Denmans Close for a single-storey garden room side extension. The council had previously objected to a very similar proposal in 2021. As in 2021 members felt the application was overbearing and overdevelopment.

Other matters considered at the meetings:

National Policy Planning Framework consultation - Under the Delegated Authority, it was agreed that the Council would add its name to the WSALC consultation response.

EV Charging Points - WSCC has confirmed that in the light of comments received the Appledore Gardens scheme will not proceed.

Backwoods Close TRO - Following approval under the delegated authority, the following response has been provided to WSCC: "Lindfield Parish Council has considered all available aspects surrounding this proposal and now considers that the addition of double yellow lines would be inappropriate. Separately, a TRO in respect of parking on Black Hill is being considered and following the conclusion of that process, it may be appropriate to review the situation in relation to Backwoods Close in the future."

The Wilderness TRO – WSCC have approved the scheme (subject to member call-in).

Black Hill TRO – it is understood that WSCC will be undertaking a formal consultation on a proposal for double yellow lines on both sides of Black Hill from the mini roundabout to the traffic lights at Hickmans Lane.

Lewes Road TRO – following a useful meeting with HHTC, it is anticipated that subject to conversations with County Councillors either a new TRO application will be submitted or the previous one submitted by a village resident will be updated.

Cycleways Update - SHLAT have requested both LPC's and LRPC's support to seek allocation of future S106 monies towards the schemes outlined. At present, there are three schemes mentioned, with costs spanning £0.5-1m. None of the schemes provides a route through to Lindfield as all appear to end at Walstead, leaving cyclists to make their own route thereafter. Members noted this development and considered that once a specific scheme/proposal is proposed, an assessment would need to be made of its likely deliverability and cost, against the background of priorities for both LPC and WSCC Highways. Given the proposed scheme's location, Lindfield Rural Parish Council's views would also need to be understood.

446.2 To receive the Minutes of the meetings of the P&T Committee held on 31<sup>st</sup> January, and 21<sup>st</sup> February 2023, and to confirm their recommendations. **RESOLVED:** that the Minutes of the meetings of the Planning & Traffic Committee held on 31<sup>st</sup> January, and 21<sup>st</sup> February 2023 be received, and their recommendations confirmed.

#### **447. ENVIRONMENT AND AMENITIES COMMITTEE.**

447.1 Report by Cllr Blunden on matters considered at the meeting held on 9<sup>th</sup> February 2023, to include any updates.

Operation Watershed - Members considered a request from residents to assist with an Operation Watershed application in Denmans Lane. The application seeks to address flooding in Denmans Lane and Compton Road. It was agreed that the Council would contact the Operation Watershed office at WSCC to seek an initial 'surface' review by their drainage surveyor. The results of this survey would then be considered at a future Committee meeting.

Allotments - The unauthorised work that took place on allotment trees has been acknowledged by our contractor. They will not be charging us for this error.

Denmans Lane Toilets - A quote has been received and accepted for a new radar key lock on the disabled toilet. The previous lock had been vandalised. In addition, new gel air fresheners have been installed in the toilets. These are more environmentally friendly. Unfortunately, the canisters from the previous air fresheners were being removed. Permission to remove the lime tree next to the Denmans Lane toilet was received from Mid Sussex District Council. The tree has now been removed.

Streetlighting - A lighting column in Francis Road has been authorised for repair after, we assume a vehicle drove into it. The column was leaning and now needs to be corrected.

Coronation of King Charles III - It was agreed that the council will apply to install bunting on the High Street trees during the coronation period.

Lindfield Pond - Mid Sussex District Council have undertaken the removal of fish from the pond.

Lindfield Village Day 2023 - It was agreed that the Council will attend Village Day. We have also provided £275 towards the cost of the event medical cover.

Lindfield Common Defibrillator - We understand the Cricket Club has obtained permission to install a defibrillator on the outside of the pavilion. The council will be contributing £408 toward the installation.

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Street furniture renovation and repairs - Members agreed that a local blacksmith is instructed to renovate our bench by the pond, repair a bin standing, and a bent bus flag post.

447.2 To receive the Minutes of the meeting of the E&A Committee held on 9<sup>th</sup> February 2023 and to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the Environment Committee held on 9<sup>th</sup> February 2023 be received, and their recommendations confirmed.

447.3 Climate Change – Cllr Wood updated members on the following:

- Greener Lindfield
- Council website
- Proposed next meeting

### 448. FINANCE AND GENERAL PURPOSES COMMITTEE.

448.1 Report by Cllr Henton on matters considered at the meeting held on 2<sup>nd</sup> March 2023, to include any updates. The various items below would cover the discussions held at the meeting.

448.2 To receive the Minutes of the meeting of the F&GP held on 5<sup>th</sup> January 2023 & to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the F&GP Committee held on 5<sup>th</sup> January 2023 be received, and their recommendations confirmed.

448.3 Budget Progress including General Reserves expenditure to 31<sup>st</sup> January 2023. Budget expenditure progress to 31<sup>st</sup> January 2023:

Committee / Activity / Reserve	Expenditure	Budget
F&GP	£ 119,184	£ 164,633
E&A	£ 43,291	£ 55,900
Allotments	£ 2,647	£ 2,500
P&T	£ 7,774	£ 5,000
General Reserve	£ 1,520	n/a
<b>Total</b>	<b>£ 133,530</b>	-

Income to 31<sup>st</sup> January 2023:

Description	£
Precept	£ 189k
Interest	£ 454
Rental	£ 8,080
Service Charge	£ 755
Licence Fees	£ 116
Christmas Festival Night	£ 520
Allotments	£ 880
<b>Total</b>	<b>£ 199,805</b>

448.4 Bank reconciliation (cash and investments) to 31 January 2023.

Bank Reconciliation at 31 <sup>st</sup> January 2023	£
Barclays current account	£14,750.85
Barclays premium account	£151,893.50
Nationwide building society	£93,000.03
Petty Cash	£ 158.78
Unpresented payments	£ 0.00
Receipts not on bank statements	£ 45.86
<b>Closing balance</b>	<b>£ 259,803.02</b>

448.5 Summary of receipts and payments to 31 January 2023.

The list of receipts and payments were noted.

448.6 To note the list of payments to 9<sup>th</sup> March 2023.

The list of payments drawn since the Council meeting held on 12<sup>th</sup> January 2023 was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £Nil and that the Petty Cash balance as of 9 March 2023 was £151.80.

It was **RESOLVED** to approve the list of payments totalling £24,228.62 with VAT of £1,078.94.

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

448.7 Toilets on the Common – Update. Due to a power failure, the MSDC Planning Committee meeting had been cancelled. It was hoped that a meeting could be rearranged very soon.

Members considered a report requesting approval for the next steps. It was **AGREED** that:

- a) A quote be obtained from our architects for reviewing the build costs.
- b) The Clerk, be delegated authority to agree on the quote in conjunction with the Chairman.
- b) Draft an application for funding towards the project (s106 contributions).
- c) Request a lease from MSDC.
- d) Prepare a report for the Annual Meeting of Council that will review the proposed costs, s106 application, and MSDC lease.

448.8 NatWest Bank Account – Members were asked to consider a report on obtaining a new bank account with Natwest Bank. This would give greater protection to Council funds under the Financial Savings Compensation Scheme. It was **AGREED** to the following recommendations:

- a) Authorised Signatories: Chairman of Council, Chairman of F&GP, Vice Chair of F&GP and RFO (acting as scheme administrator and the main point of contact on behalf of LPC with NatWest).
- b) Key individuals to be noted with NatWest Bank: Clerk and Vice Chair of Council.
- c) a. Signatories: Two, reflecting the Barclays Bank online banking authorisation arrangement ie RFO and one member.  
b. Limits: We could consider £25,000 as an additional security measure.
- d) An initial deposit of £1,000 is transferred from Barclays Bank to set up the account. Additional transfer of funds is to be considered once the precept payment has been received. Transfer of £8,000 from the Nationwide Building Society to NatWest Bank as soon as the account has been opened.
- e) A chequebook and paying-in book will not be requested.
- f) The RFO will liaise with members regarding the information required as appropriate.

448.9 West Sussex Pension Fund – Members noted the position. It was **AGREED** to seek further information regarding the insurance policy and authorise the Clerk, in conjunction with the Chairman and Chairman of F&GP to agree on a quote. Members **AGREED** that the council would sign the Letter of Variation.

448.10 Annual Review of the Effectiveness of the Internal Audit & Control Systems 2022-23 – Members **NOTED** the Annual Review of the Effectiveness of the Internal Audit & Control Systems 2022-23. Cllr Pickett was thanked by members for undertaking the review.

#### **449. LOCAL ELECTIONS 4<sup>TH</sup> MAY 2023**

449.1 Members **NOTED** procedures for the elections. Candidates alone were responsible for arranging a booking with Mid Sussex Electoral Services to submit their nomination papers.

449.2 Members **AGREED** that if there were any vacancies after the closing of nominations then the Clerk commences the co-option policy procedures. Expenditure of £200 would be permitted to promote the casual vacancies.

#### **450. RISK MANAGEMENT**

450.1 Members considered the report and **AGREED** that:

- a) 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).
- b) Confirm its agreement to existing risk management procedures.

**451. MATTERS 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.**

451.1 There were no matters arising.

The meeting finished at: 20:54