

LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on
Thursday 17 January in the King Edward Hall, Lindfield.

The meeting commenced at **20.00**

Present:

Parish Councillors: Mr W Blunden (Chairman)
Mrs V Upton (Vice Chairman)
Mr M Allen
Mr S Henton
Mr R Plass
Mr I Wilson

In attendance: Mr A Funnell (Parish Clerk)
3 members of the public

The Chairman opened the meeting, welcomed those present, and announced the emergency procedure for the King Edward Hall.

490. APOLOGIES

490.1 Apologies for absence were received from Councillors Durrant, Hersey, Pickett, Richmond and Snowling. The reasons were accepted.

491. DECLARATIONS OF INTEREST

491.1 There were no declarations of interest.

492. APPROVAL OF MINUTES

492.1 The Chairman called for approval of the Minutes of the Council meeting held on **22 November 2018**. It was **AGREED** to **APPROVE** the Minutes, and the Chairman **SIGNED** the Minutes as a true record of that meeting.

493. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

493.1 A member of the public gave an update on the petition calling for HGV restrictions between Gravelye Lane and the High Street. The individual advised that the petition would be submitted in February after an article had been placed in the February edition of Lindfield Life, which they hoped would encourage more people to sign. The individual suggested that comments on the online petition as to why people have signed made very informative reading. The approval of the 7.5tonne restriction in Queens Road, Haywards Heath was also noted and the potential impact that such a decision could have on the proposed Lindfield Traffic Restriction Order. The member of the public advised that the local WSCC Councillor Andrew Lea supported the proposed Lindfield TRO.

494. CHAIRMAN'S ANNOUNCEMENTS

494.1 The Chairman made the following announcements:

It was with regret that the Chairman advised that he had received Matt Damsell's resignation as a Parish Councillor due to other commitments.

The Chairman suggested that the Parish Council should offer its Silent Soldier to Lindfield Primary School so that it would be a reminder to pupils of the sacrifices made in the Great War. Members fully supported this suggestion.

495. REPORTS BY COUNTY / DISTRICT COUNCILLORS

495.1 The Chairman read out the following reports:-

Councillor Andrew Lea, WSCC / MSDC
not in attendance

Councillor Anthea Lea MSDC
not in attendance

LINDFIELD PARISH COUNCIL

Councillor Margaret Hersey, MSDC

The Clerk read out Councillor Hersey's report which had been received in advance of the meeting:

"First and foremost please accept my apologies as I have to attend a MSDC planning meeting with many controversial applications and some within the Lindfield.

During the Christmas period the committee work loads reflect the holiday period and therefore it's only the statutory planning committees that meet.

Whilst the main area of committee activity is reduced during the Christmas holiday period a great deal of work is taking place behind the scenes which are as follows.

1. MSDC Draft Corporate Plan and Budget 2019-20

All councillors received just before Christmas detailed draft service plans for each business unit/departments. This report was issued in advance of the plan being considered at the Scrutiny Committee for Leader, Resources and Economic Growth on Wednesday 16th January and will need to be approved at Full Council. The report proposals offer a balanced budget for 2019-20 that:

Provides investment to support the Council's growth programme.
Invests in community services and facilities and
Protects key frontline services.

2. Gatwick Airport Masterplan 2018

MSDC has responded to the consultation stating that it has a number of initial comments on the draft Masterplan, in all the response covers some 11 pages.

The Masterplan sets out the current passenger numbers and aircraft movements with growth proposals, however the document lacks detailed considerations of the affects of these on the environment and therefore it is difficult to identify the overall effects of merits. The main proposals is for the north emergency runway to be use as a full departing runway and the retention of the land identified for a third runway as identified in the airports recent unsuccessful bid for a full second runway when they lost out to Heathrow. The growth in passenger's number is predicted to increase from the current 45mpa to 80mpa.

3, the High Weald AONB Management Plan 2019-2024

The High Weald whilst not within the Parish of Lindfield but abuts it on its Northern boundary and its recreation benefits are enjoyed by our residents. MSDC as one of the partner authorities to the Joint Advisory Committee, MSDC now needs to adopt the updated Management Plan and to approve the Habitats Regulations Assessment which is supported.

A report will be considered by the Cabinet on 11th February 2019 and I will be supporting and seeking their approval of this document for the protection of a very important area of landscape which is on our doorstep.

The other areas within Lindfield to note is the works undertaken by MSDC with respect to the common. These works cover the footpaths, seating with further plans to complete the culvert.

With respect to local planning applications and decisions I am assuming the Chairman of the Planning Committee will be reporting on this issue."

496. ACTION LIST

496.1 The Action List was **NOTED**.

497. CONSULTATION DOCUMENTS

49.1 There were no consultation documents.

LINDFIELD PARISH COUNCIL

498. PLANNING AND TRAFFIC COMMITTEE

498.1 **Report by Planning & Traffic Committee Vice Chairman on matters considered at the meetings held on 20 November, 18 December, and 9 January 2019.**

498.2 Councillor Plass advised that 31 planning applications had been considered during the three meetings of which the Council objected to 10. The following applications were noted:

20 November 2018

DM/18/2639 – Lantern Cottage, Spring Lane

Lindfield Parish Council had no objection to the application, provided that there would be no adverse impact on the Conservation Area, or its setting. It was also suggested that matching materials and finishes be used, to ensure that the proposed building would blend in with its surroundings.

Mid Sussex District Council refused permission for this application.

DM/18/4210, 4215, 4216 – The Barn, Hickmans Lane

Lindfield Parish Council was not able to support this application, because of concerns about the adverse effects of the proposal on this listed building, and on the setting of the Conservation Area. This application is still ongoing.

DM/18/4286 – 1 Orchard Close

Objections were raised regarding the height of the previous proposal and to the further development of the site. It was considered that the structure was overbearing, unneighbourly and out of character with the street scene. Mid Sussex District Council approved permission for this application.

18 December 2018

DM/18/3847 – 28 Noah's Ark Lane

Lindfield Parish Council objected to this application. It was felt that the proposed front extension reaching beyond the existing building would have an adverse impact on the street scene. Further objections were raised to the conversion of the standalone garage into living accommodation, effectively creating a separate dwelling and potentially setting an unwelcome precedent for the garages at the foot of neighbouring houses. Mid Sussex District Council approved permission for this application.

DM/18/4387 – Coach House, Black Hill

Whilst Lindfield Parish Council had no objection to the extension to the house it did object to the proposed garage being built well beyond existing building line, which would have a negative impact on the street scene. This application is still ongoing.

DM/18/3656 – 41 Hickmans Lane

Lindfield Parish Council strongly objected to this application in view of its bulk, building over development and design, particularly recognising the location in an Area of Townscape Character. It considers the proposed development to be overbearing, unneighbourly and detrimental to the existing street scene. Mid Sussex District Council refused permission for this application.

DM/18/4002 – 7 Hickmans Close

Lindfield Parish Council strongly objected to this application. Whilst it acknowledged the relatively small reduction in height of the proposed hipped roof link, it appeared to serve no purpose and was considered as unneighbourly. This application is still ongoing.

9 January 2019

DM/18/5035 – Tachbrook, Lewes Road

Lindfield Parish Council objected to this application which it felt was out of keeping with the entrance to the village and would result in the demolition of a bungalow in a row of similar properties, contrary to Policy DP 30 of the Mid Sussex District Plan. The proposal was considered detrimental to the street scene and the rear property overbearing for the site. Further concerns were raised regarding emergency access to the rear property. This application is still ongoing.

Taylor Wimpy, Graveye Lane development

LINDFIELD PARISH COUNCIL

Councillor Plass advised that he had this lunchtime attended a meeting with representatives of Taylor Wimpy, a Councillor from Lindfield Rural Parish Council and two officers from Mid Sussex District Council's planning department. The meeting had been constructive. It was reported that a banks man has been placed on the High Street to note any HGV that may be delivering to the site. In addition the site management team also suggested that they would correspond with other local building sites regarding HGVs using Lindfield High Street.

Speed Indicator Devices

Councillor Plass advised that the necessary consents have been obtained and that the devices will be deployed very shortly.

- 498.3 **To receive the Minutes of the Planning & Traffic Committee held on 20 November, 18 December, and 9 January 2019 to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee detailed be received and their recommendations confirmed.

499. ENVIRONMENT AND AMENITIES COMMITTEE

- 499.1 **Report by Environment & Amenities Committee Chairman on matters considered at the meeting held on 29 November.** Councillor Blunden updated Council on the following matters:-

- i) Streetlights
The Chairman gave an update on the LED upgrade.
- ii) Litterbins
Three new litter bins have been purchased to replace existing units which were damaged or in need of replacement.
- iii) Winter Management
Two new grit bins will be purchased to go on the Common once permission has been received from Mid Sussex District Council. The Chairman also appealed to all present if they know of anyone who would be willing to volunteer for snow clearing.

- 499.2 **To receive the Minutes of the Environment & Amenities Committee held on 29 November to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Environment & Amenities Committee detailed be received and their recommendations confirmed.

500. FINANCE AND GENERAL PURPOSES COMMITTEE

- 500.1 **Report by Finance and General Purposes Committee Chairman on matters considered at the meetings held on 13 December 2018, and 10 January 2019.**

Councillor Henton asked Councillor Plass to provide an update on the proposed toilets on Lindfield Common. Councillor Plass advised that the application had been submitted to MSDC and that the stated decision date for the application was 5th March 2019.

Councillor Henton then updated the Council on the following matters:

- 500.2 **To receive the Minutes of the Finance and General Purposes Committee held on 8 November, and 13 December and to confirm their recommendations. RESOLVED:** that the Minutes of the Meetings of the Finance and General Purposes Committee detailed be received and their recommendations confirmed.

- 500.3 **Monthly Budget Progress to 30 November 2018 and Bank Reconciliation to 30 November 2018** Committee expenditure was as follows:-

- F&GP - £98,907.80 has been spent from the budget of £159,230.00, of which £88,392.47 has been spent from the Administration budget of £142,780.00
- E&A - £23,598.18 has been spent from the budget of £46,600
- P&T £5,818.75 has been spent from the budget of £10,500
- From the reserves £14,844.62 has been spent

LINDFIELD PARISH COUNCIL

In total, £150,905.47 has been spend from the annual budget of £216,330

Councillor Henton **REPORTED** to members that (in accordance with Financial Regulation 4.8) that two budget headings had been overspend by more than 15%:

Budget Heading A(20) Administration Budget: Security System Payments 2018 to 2019					
Date	Payee	Total Payment (incl VAT)	VAT to Reclaim	Net Payment	Purpose of Expenditure
15.05.18	Holt Security Systems	521.40	86.90	434.50	Annual Service of Intruder Alarm & Supply/Fit of new heavy duty battery
15.10.18	Holt Security Systems	40.80	6.80	34.00	CTH: Supply & Fit of 1 Security Tag
		Total Net Expenditure to November 2018		£468.50	Agreed Budget Spend £400.00

Budget Heading A(27) Administration Budget: IT & Web Site Maintenance Payments 2018 to 2019					
Date	Payee	Total Payment (incl VAT)	VAT to Reclaim	Net Payment	Purpose of Expenditure
06.04.18	Vision ICT Ltd	570.00	95.00	475.00	Initial Invoice for Upgrade of Parish Office Website
30.04.18	Matmos Computer Systems	969.58	161.60	807.98	Invoice No 81609 Purchase & set-up of Wall Mounted LED TV & HP ProDesk Wireless Slim Desktop + Keyboard
30.04.18	Matmos Computer Systems	847.17	141.20	705.97	Invoice No 81625 Purchase of HP ProBook Quad Core AMD & X-DLP Projector-XGA 2.5kg
15.05.18	Matmos Computer Systems	41.99	7.00	34.99	Purchase of Large Hard Shell Projector Case to Suit Optoma Laptop
28.11.18	Vision ICT Ltd	570.00	95.00	475.00	Final invoice for Website Upgrade
		Total Net Expenditure to November 2018		£2,498.94	Agreed Budget Spend £2,000.00

Members **NOTED** the report and **AGREED** no further action was necessary.

Councillor Henton signed the bank reconciliation as at 30th November 2018.

500.4 **List of Cheques and debit card payments to 17.01.19 for Approval** – Council was asked to approve the list of cheques numbers 106284 – 106326 totalling £39,997.93 including VAT of £3,944.28. Payments under S137 of the Local Government Act 1972 totalled £0.00 and the petty cash balance was £189.87.

501. TO CONSIDER PROPOSED TRO ON THE LEWES ROAD BETWEEN GRAVELYE LANE AND LINDFIELD HIGH STREET

501.1 The Chairman asked members to consider the recommendation from the Planning and Traffic Committee that the Council should write a letter in support of the proposed TRO between Gravelye Lane and Lindfield High Street.

Members **AGREED** that the Clerk would write to West Sussex County Council Highways in support of the proposed TRO.

502. BUDGET 2019/20: (BUDGET PAPERS AS PRESENTED TO F&GP ON 10 JANUARY 2019 PREVIOUSLY CIRCULATED.) TO CONSIDER FOR APPROVAL THE

LINDFIELD PARISH COUNCIL

RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE IN RESPECT OF:

Budget 2019/20.

Councillor Henton highlighted the main figures from the spreadsheets, which had been circulated. The budget proposals, resulting in a budget total of £238,000 had been thoroughly considered by the F&GP Committee and the recommendations were put to the Council.

Having estimated the funds in hand at 31.03.19 plus the anticipated income for the 2019/20 financial year, it had been calculated that to fully fund the budget and reserves would require a figure of £167,344.71. It was therefore recommended to round the precept request down by the amount of £11,343.71 to £156,000. This reduction was agreed as the Council had always budgeted conservatively and that it was felt that some of the proposed projects may not fully come to fruition during the next financial year.

It had been calculated that by keeping the same precept as last year it would result in an annual saving of £0.28 to Band D Council Tax.

It was **PROPOSED** by Councillor Plass, **SECONDED** by Councillor Upton and unanimously **RESOLVED**:

- i. to approve the Council's budget of £238,000 for 2019/20. Sheet 1 of the budget pack, showing the itemised budget, as approved, is appended to these Minutes as Appendix B.
- ii. that the precept to be requested from MSDC for 2019/20 should be £156,000

503. MATTERS ARISING AFTER THE PREPARATION OF THE AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY

- 501.1 The Chairman **NOTED** that the Annual Effectiveness of the Internal Audit 2018/19 would need to be undertaken shortly. Councillor Plass advised that he was willing to conduct the review.

504. 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).

- 504.1 Councillor Plass moved for such a resolution to consider the following matters:

The public part of the Meeting concluded at 20:35

505. CLOCK TOWER HOUSE LEASE.

- 505.1 Council was updated on progress and **NOTED** the current position.

The Meeting concluded at 20:40

LINDFIELD PARISH COUNCIL

BUDGET 2019/2020 - Post F&GP Committee Meeting 13 December 2018

		Per Budget	Spend to	Anticipated	Variance	BUDGET		
		2018/19	31.10.18	spend to 31.03.19	Budget/Estimated Spend 2018/19	2019/2020	S.137	Comments
FINANCE AND GENERAL PURPOSES COMMITTEE (SHEETS 2 & 3)								
A	Administration	142,780.00	79,873.89	126,640.87	16,139.13	140,500.00		(See spreadsheet 3 for detailed explanation)
B	Chairman's Fund	500.00	100.00	500.00	-	1,000.00		Increase to reflect inflation & extension of goodwill
C	Grants/Donations	2,350.00	2,000.00	2,250.00	100.00	2,800.00	2,800.00	Increase to reflect level of demand
D	Annual Memberships/subscriptions	2,600.00	2,299.33	2,544.33	55.67	2,600.00		Within budget
E	Village Directory	6,500.00	-	5,971.60	528.40	6,500.00		Allowing for estimated printing costs £5931.60, postage expenses £40 in 2019/20
F	Newsletter/Annual Report	2,000.00	900.00	2,004.00	- 4.00	2,500.00		Increase to reflect addition of advertising budget
G	Members' Allowances	2,500.00	-	1,390.00	1,110.00	2,500.00		Retain to allow for new members re forthcoming Council Election May 2019
	Total - F&GP:	159,230.00	85,173.22	141,300.80	17,929.20	158,400.00	2,800.00	
ENVIRONMENT AND AMENITIES COMMITTEE (SHEET 4)								
(See spreadsheet 4 for detailed explanation)								
1a	Street Lighting - Energy/maintenance costs	4,350.00	2,237.82	4,350.00	-	4,900.00		
1b	- Upgrading Street lights	3,000.00	-	1,465.14	1,534.86	4,000.00		
1c	- Christmas Lights	8,500.00	3,840.00	8,500.00	-	To be replaced:		
1c	NEW - Christmas Lights: High Street	-	-	-	-	5,000.00		
1d	NEW - Christmas Lights: Pond	-	-	-	-	4,000.00		
2	Maintenance / Gardening (including Spring Clean and Maintenance)	4,000.00	2,029.67	4,000.00	-	5,000.00		
3	Allotments	2,500.00	1,551.97	2,500.00	-	6,000.00		
4	Christmas Festival Night	1,000.00	95.00	1,000.00	-	1,000.00		
5	Mobile Civic Amenity Freighter	2,000.00	-	2,000.00	-	2,100.00		
6a	AMENDED Denmans Lane Toilets - running costs (cleaning & utilities)	13,000.00	8,525.26	13,000.00	-	13,000.00		
6b	NEW Denmans Lane Toilets - Repair & Manitenance	-	-	-	-	1,000.00		
7	Digital mapping	250.00	225.00	225.00	25.00	400.00		
8	Grass cutting (High Street)	2,000.00	-	2,000.00	-	2,000.00		
9	Wilderness Field (fees & expenses)	5,000.00	-	5,000.00	-	5,000.00		
10	Reprint of the Lindfield Leaflet	1,000.00	-	1,028.75	- 28.75	Completed		
tbc	NEW - Village Orderly Equipment	-	-	-	-	2,000.00		
tbc	NEW - Lindfield War Memorial Renovations	-	-	-	-	4,000.00		
tbc	NEW Upgrade of Hickmans Lane Playground	-	-	-	-	20,000.00		
	Sub total - E&A:	46,600.00	18,504.72	45,068.89	1,531.11	79,400.00	-	
	Total - E&A:	46,600.00	18,504.72	45,068.89	1,531.11	79,400.00	-	
PLANNING AND TRAFFIC COMMITTEE (SHEET 5)								
(i)	Miscellaneous	200.00	-	-	200.00	200.00		
(ii)	Traffic Study	4,300.00	1,368.75	1,368.75	2,931.25	Completed		
(iii)	Speed Indicator Devices	6,000.00	3,850.00	3,850.00	2,150.00	Completed		
	Sub Total - P&T:	10,500.00	5,218.75	5,218.75	5,281.25	200.00		
	NEW FOR 2019/20209							
	None							
	Total P&T	10,500.00	5,218.75	5,218.75	5,281.25	200.00		
	BUDGET TOTAL	216,330.00	108,896.69	191,588.44	24,741.56	238,000.00	2,800.00	
RESERVES								
	GENERAL RESERVE	73,233.14	1,864.00	2,264.00	70,969.14	50,000.00		Anticipated spend to allow for purchase of gas for Beacon & paramedic for Beacon Event
	Sub Total - General Reserve:	73,233.14			70,969.14	50,000.00		
	DESIGNATED RESERVES							
F&GP	Capital Reserve including Toilets on the Common	84,170.00	-	-	84,170.00	84,170.00		On going project
	Capital Project: Repairs and remedial work to Clock Tower House	2,236.67	2,236.67	2,236.67	-	-		Fully Spent
	CTH Sinking Fund	5,000.00	4,204.33	4,008.50	991.50	Withdraw		To be withdrawn
	NEW Maintenance of Clock Tower House Building	-	-	-	-	5,000.00		To replace Designated Reserve Heading CTH Sinking Fund; Ongoing repair/maintenance of building
E&A	Street Map of Lindfield	4,000.00	-	-	4,000.00	4,000.00		(See spreadsheet 4 for detailed explanation of E&A Designated Reserves)
	Emergency Equipment (to include purchase of salt bins)	1,250.00	-	-	1,250.00	1,200.00		
	Denmans Lane toilets - Maintenance sinking fund	1,723.75	382.50	1,723.75	-	Fully Spent		
	Repair/Maintenance of Community Assets Sinking Fund	4,000.00	-	-	4,000.00	4,000.00		
	Maintenance of King Edward Hall Clock	3,000.00	2,854.00	2,854.00	146.00	Completed		
	Replacement of Litter Bins	4,000.00	-	-	4,000.00	4,000.00		
	Upgrade of Hickmans Lane Playground	20,000.00	-	-	20,000.00	Change		To be replaced as a new E&A budget heading Upgrade of Hickmans Lane Playground
	Christmas Lights including Pond Lights	4,000.00	-	-	4,000.00	Change		To be replaced as a new E&A budget heading Christmas Lights: Pond
	Street Lights: LED Upgrade	4,384.86	-	4,384.86	-	Completed		
	Village Archives	200.00	-	-	200.00	200.00		
	Joint Project with MSDC/WSCC Maintenance of Post & Rail Fencing: Pond and Common	5,373.00	-	-	5,373.00	5,000.00		
	NEW Upgrade of Street Lights	-	-	-	-	1,534.86		To cover fees and expenses during transfer negotiations and maintenance thereafter if transfer proceeds.
P&T	No Reserve	-	-	-	-	-		
	Sub Total - Designated Reserves excluding Capital Reserve	59,168.28	9,677.50	15,207.78	43,960.50	24,934.86	-	
	Sub Total - Designated Reserves	143,338.28	9,677.50	15,207.78	128,130.50	109,104.86	-	
	TOTAL: GENERAL AND DESIGNATED RESERVES	216,571.42	11,541.50	17,471.78	199,099.64	159,104.86	-	
	TOTAL S 137					2,800.00		2019/20 S137 allowance is £8.12 per elector. Value will be approx £38,448.20