

## LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of LINDFIELD PARISH COUNCIL held on **THURSDAY, 16 MAY 2019** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

**Present:**

Parish Councillors:	Mr. W. Blunden (Chairman)	Mrs. L. Grace	Mr. S. Henton
	Mrs. M. Hersey	Mr. R. Pickett	Mr. R. Plass
	Mr. J. Stevens	Mrs. V. Upton	Mr. I. Wilson

**Also present:** Two members of the public who left at 34.1

**In attendance:** Mr. A. Funnell (Clerk)  
Mrs. T. Ely (Responsible Financial Officer [RFO])

**1. ELECTION OF CHAIRMAN.**

1.1 In accordance with Standing Order 5 f, Councillor Blunden opened the meeting and presided for this item. Nominations for the office of Chairman of Council were called. Councillor Blunden was **PROPOSED** by Councillor Upton and **SECONDED** by Councillor Plass. There being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2019/20.

**2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**

2.1 Councillor Blunden read aloud his Declaration of Acceptance of Office as Chairman of Lindfield Parish Council and signed the Declaration in the presence of the Proper Officer who counter-signed the declaration. Councillor Blunden assumed his position as Chairman for the remainder of the meeting.

**3. ELECTION OF VICE CHAIRMAN.**

3.1 Councillor Stevens **PROPOSED** Councillor Upton for the office of Vice Chairman of Council, **SECONDED** by Councillor Plass. There being no other nominations, Councillor Valerie Upton was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the municipal year 2019/20.

**4. TO RECEIVE COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE (TO INCLUDE AN UNDERTAKING TO OBSERVE THE CODE OF CONDUCT ADOPTED BY THE COUNCIL – ATTACHED) OR, IF NOT THEN DELIVERED, TO RESOLVE FOR THIS TO BE DONE AT A LATER DATE.**

4.1 All councillors signed their declaration of office in the presence of the Proper Officer who counter-signed the declaration

**5. APOLOGIES AND REASONS FOR ABSENCE.**

5.1 There were no absences.

**6. DECLARATIONS OF INTEREST.**

6.1 Councillor Blunden declared a personal interest in item 30 as he has an allotment plot on the Denmans Lane site.

Councillor Pickett declared an interest in item 29.8 ii as he has a business relationship with the architects involved. He therefore would not participate in this item.

6.2 The Chairman reminded Members to check their register of interests and notify the Clerk of any changes.

**7. MINUTES OF THE COUNCIL MEETING HELD ON 14 MARCH 2019.**

7.1 The Chairman called for approval of the Minutes of the Council meeting held on 14 March 2019. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

**8. TO CONFIRM THAT ALL COUNCILLORS HAVE RECEIVED A REGISTER OF INTERESTS FORM (TO BE COMPLETED AND RETURNED TO THE CLERK WITHIN 28 DAYS OF COUNCILLORS BECOMING ELECTED).**

8.1 Members were all handed a copy of the form by the Clerk. The Chairman reminded councillors of the legal requirement to complete the form within the permitted time frame.

**9. ARRANGEMENTS FOR CO-OPTION TO FILL THREE VACANCIES FOLLOWING THE UNCONTESTED ELECTION.**

9.1 Members **AGREED** the arrangements for co-option.

**10. APPROVAL OF THE SCHEME OF DELEGATION, APPOINTMENT OF COMMITTEES AND APPROVAL OF THEIR TERMS OF REFERENCE.**

10.1 **RESOLVED** to **APPROVE** the Scheme of Delegation to Committees, Sub Committees and Officers with no amendments.

10.2 **RESOLVED** that there should continue to be four Committees: the Finance and General Purposes Committee, the Environment and Amenities Committee, the Planning and Traffic Committee and the Complaints Committee and that their terms of reference should be **CONFIRMED** as stated in the Scheme of Delegation.

**11. APPOINTMENT OF MEMBERS TO COMMITTEES**

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

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

**Environment and Amenities Committee**

Councillors Blunden, Henton, Pickett, Plass, Stevens, Upton, and Wilson

**Finance and General Purposes Committee**

Councillors Blunden, Grace, Henton, Hersey, Pickett, and Upton

**Planning and Traffic Committee**

Councillors Blunden, Grace, Hersey, Plass, Stevens, Upton, and Wilson

It was **AGREED** that the Complaints Committee would not be reformed due to the changes to the way that complaints would be reported and investigated.

**12. STANDING ORDERS AND FINANCIAL REGULATIONS.**

12.1 Standing Orders. It was **AGREED** to confirm the policy at present, but the proposed Policies Working Group would consider and report back to the F&GP Committee.

12.2 Financial Regulations. It was **AGREED** to confirm the policy at present, but the proposed Policies Working Group would consider and report back to the F&GP Committee.

**13. REPRESENTATIVES TO OUTSIDE BODIES.**

13.1 **RESOLVED:** that the following representatives be appointed to outside bodies:

Two representatives to West Sussex ALC Ltd - Councillors Blunden and Upton

Two representatives to the Mid Sussex Association of Local Councils - Councillors Blunden and Upton

One representative to the Mid-Sussex Older People's Council - Councillor Upton

Two representatives to the Lindfield Enterprise Park Shareholders group - the Clerk and the RFO. The Deputy Clerk would attending in the absence of the RFO

Gatwick Airport Town and Parish Liaison Group - Councillor Hersey.

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

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

14.1 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.

**15. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.**

15.1 It was **NOTED** that the current three-year agreement with Zurich expires in 2020.

**16. REVIEW OF THE COUNCIL'S AND/OR STAFF MEMBERSHIP OF OTHER BODIES AND SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY.**

16.1 **RESOLVED to CONFIRM** the annual subscriptions to the following organisations for 2019/20.

- West Sussex ALC Ltd (SALC) includes subscription to National Association of Local Councils. Annual Subscription - £2,101.39 (no VAT) (April 2019).

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- Local Council Review - quarterly periodical. Annual subscription (discounted rate for NALC subscribers) paid through SSALC - £17.00 (May 2019).
- The Historic Towns Forum (in partnership with the Association of Small Historic Towns and Villages [ASHTAV]). Annual membership - £25.00 (March 2019)
- Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00 (June 2019)
- Action in Rural Sussex (formerly Sussex Rural Community Council). Annual Membership - £50.00 (April 2019)
- Society of Local Council Clerks. (Clerk's membership) Annual membership - £220.00 (March 2019).
- The Open Spaces Society. Annual membership - £45.00 (September 2019)
- Council for the Protection of Rural England (CPRE). Annual membership - £36.00 (April 2019).
- West Sussex Archives Society. Annual membership - £35.00 (January 2019).
- British Toilets Association. Annual membership - £50 plus VAT (September 2019)
- Information Commissioner's Office Data Protection Registration – Annual Registration Fee £35 (Feb 2019)

### 17. LIST OF DIRECT DEBITS AND REGULAR CONTRACTS.

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

17.2 The list of contracts, agreements and regular payments paid by cheque was **CONFIRMED**.

### 18. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE.

18.1 It was **AGREED** to confirm the policy at present, but the proposed Policies Working Group would consider and report back to the F&GP committee.

### 19. PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTION ACT 1998.

19.1 It was **AGREED** to confirm the policies at present, but the proposed Policies Working Group would consider and report back to the F&GP committee.

### 20. POLICY FOR DEALING WITH THE PRESS/MEDIA.

20.1 It was **AGREED** to confirm the policy at present, but the proposed Policies Working Group would consider and report back to the F&GP committee.

### 21. ARRANGEMENTS FOR SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL FOR THE YEAR AHEAD.

21.1 **RESOLVED:** that there should be no change to the frequency or pattern of meetings and that the meeting dates for the 2020 calendar year should be arranged by the Clerk in consultation with the King Edward Hall Booking Secretary, for confirmation at a later meeting.

### 22. ARRANGEMENTS NECESSARY TO REVIEW THE PAY AND CONDITIONS OF SERVICE OF EXISTING MEMBERS OF STAFF.

22.1 **RESOLVED:** that this matter be delegated to the Finance and General Purposes Committee according to the Council's custom.

### 23. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

23.1 A member of the public made comments regarding the accuracy of data relating to traffic volume in Luxford Road.

The Chairman **NOTED** that comments and advised the Traffic Study is currently with West Sussex Country Council Highways for review. The positive contribution the council's speed indicator devices were making to the parish was also mentioned.

**24. CHAIRMAN'S ANNOUNCEMENTS**

24.1 The Chairman made the following announcements:

The two new councillors were welcomed and thanked for putting themselves forward for the role. The Chairman expressed his hope that they enjoyed their time on the council.

Former Councillors were all thanked for the positive contribution they have made. The Chairman asked that his thanks be recorded. It was **NOTED** that Mike Allen and Chris Snowling had been council members for many years.

**25. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.**

25.1 West Sussex County Council

Councillor Andrew Lea's apologies were **NOTED**. Councillor Lea had advised he was extremely worried regarding the latest OFSTED report into Children's Services.

25.2 Mid Sussex District Council

Councillor Andrew Lea's apologies were **NOTED**. Councillor Lea advised that once the new council was formed, he would be able to provide a report.

Councillor Jonathan Ash-Edwards' apologies were **NOTED**.

No report or apologies had been received from Councillor Anthea Lea.

**26. ACTION LIST.**

26.1 The Action List was **NOTED**.

**27. CONSULTATION DOCUMENTS.**

27.1 There were no consultation documents for review.

**28. PLANNING AND TRAFFIC COMMITTEE.**

28.1 Councillor Plass reported on matters considered at the meeting held on 26 March and 23 April:

"Since my last report to Full Council, the Planning & Traffic Committee has only met once (another meeting was cancelled in the light of difficulties with MSDC's Planning Portal) and considered 11 applications of which 2 were in respect of trees and 1 was for a Lawful Development Certificate.

At the 23 April 2019 meeting, the following developments were noted:

DM/18/3830 – 2 Meadow Drive. LPC had no objections to this application which was Refused by MSDC in November 2018. Following Appeal, Planning Permission was granted 12 April 2019.

DM/18/2639 – Lantern Cottage, Spring Lane. In November 2018 LPC raised no objection to this application. MSDC refused the application in December 2018, citing Conservation Area concerns alongside it being in Countryside outside any defined built up area, with the size and scale of proposal not in-keeping. An Appeal was made to the Secretary of State on 11th April 2019.

In addition to planning applications, the following issues are ongoing:

Traffic study - WSCC are in the process of drawing together their response to the Council's Traffic Study and these will then be discussed with the Traffic Study Working Group and next steps considered accordingly. This will also give an indication of the likely ability to access S106 monies. Separately the Parish Clerk has met with MSDC for an overview on S106 monies held.

Lewes Road TRO – a meeting was held between representatives for the Council, WSCC Highways, LPS, together with Mr Turner and Cllr Andrew Lea on Friday 10th May. This was not conclusive and the applicant is considering next steps.

SIDs - the two mobile SIDs continue to be deployed across the pre-agreed locations within the parish. The data sets are published on the Council's website and shared with WSCC Highways. In most locations most of the traffic (~90%) is travelling at less than 35 mph although there are some notable outliers in terms of top speeds. Once the full set of sites has been surveyed the data will be reviewed and used to inform potential activities alongside the Traffic Study as appropriate.

Meeting with Blackthorns Community Association – In conjunction with Cllr Plass, the Deputy Clerk is reviewing options recognising the initial lack of enthusiasm from stakeholders.

Construction Management Plans – Following Council's agreement that the Deputy Parish Clerk will write to the relevant authorities, the precise wording and approach is being refined with a view to maximising cooperation and reducing the likelihood of a formal written request falling at the first hurdle.

Neighbourhood Plan – pending a response from LRPC, it is not currently intended to accelerate the review of the NP in the light of potential HHGC development.”

28.2 Minutes of the meeting of the Planning and Traffic Committee held on 26 March and 23 April 2019. **RESOLVED:** that the Minutes of the meeting of the Planning and Traffic Committee held on 26 March and 23 April be received and their recommendations confirmed.

**29. FINANCE AND GENERAL PURPOSES COMMITTEE.**

29.1a Councillor Henton reported on matters considered at the meetings held on 7 March.

29.1b Minutes of the meeting of the Finance and General Purposes Committee held on 7 March 2019. Councillor Henton had reported to Full Council on 15 March on matters discussed at this meeting but the Minutes had not been available. It was **RESOLVED** that the Minutes of the meeting of the Finance and General Purposes Committee held on 7 March 2019 be received and their recommendations confirmed.

29.2 Report of the Internal Auditor.

The Internal Audit inspection had taken place on 1 May, 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” but one item was listed and this was **NOTED:**

29.3 Annual Return 2018/19 Section 1: Annual Governance Statement. 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 29.2 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 Council meeting held on 14 March 2018, 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.

29.4 Annual Return 2018/19 Section 2 (Accounting Statements). 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 Receipts and Payments rather than Income and Expenditure.
- The Receipts and Payments Account recorded receipts of £184,048.77 and payments of £215,723.56.
- The closing balance as at 31 March 2019 was £221,518.63, which included petty cash in hand of £158.70.

There were no queries from Members on the Accounts.

It was **PROPOSED, SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2018/19 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.

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- 29.5 Exercise of Electors' Rights: dates for the public inspection period. It was **AGREED** to confirm to the External Auditors, Moore Stephens, that the Parish Council had adopted their suggested dates of Monday 3 June to Friday 12 July 2019 inclusive as the public inspection period.
- 29.6 Statements of Account / Budget Progress, Bank Reconciliation and quarterly Receipts and Payments Summary for the periods 01.02.19 – 28.02.19 and 01.03.19 – 31.03.19. It was **NOTED** that the April reports were not yet available. The financial reports to 31 March 2019 were considered and **NOTED**:
- At the end of the year £173,698.84 had been spent from the total in-year budget of £216,330.00
- F&GP - £134,361.10 has been spent from the budget of £159,230 of which £122,389.10 has been spent from the Administration budget of £142,780
  - E&A - £33,433.86 has been spent from the budget of £46,600
  - P&T - £5,903.88 has been spent from the budget of £10,500.00.
  - £17,337.24 has been spent from the Designated Reserves of £143,338.28
  - £9,675.76 has been spent from the General Reserve.
- 29.7 List of cheques for approval. The list of cheques drawn since the Council meeting held on 14 March 2019 meeting was tabled. **NOTED**: that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £250 and that the Petty Cash balance as at 16.05.19 was £152.75.
- It was **RESOLVED** to approve the list of cheques and debit card payments, numbers 106355 – 106386 inclusive, totalling £40,825.66.
- 29.8 Toilets on the Common
- i) Councillor Plass provided an update on the proposed toilets:
    - The planning application was approved on the 29<sup>th</sup> March 2019.
    - An application to Planning Inspectorate would be made for permission to build on Common land.
    - An application has been made to MSDC for permission to carry out works on land which they own and manage.
  - ii) To consider the latest professional fee schedule  
Members agreed to the fee schedule parts 1 & 2.
- 30. ENVIRONMENT AND AMENITIES COMMITTEE.**
- 30.1 Councillor Blunden reported as follows, further to the meeting of the Environment and Amenities Committee held on 5 April, for which the Minutes had been circulated.
- Councillor Blunden **REPORTED** that the following had been agreed:
- Purchase of a leaf blower
  - To have a digital map of the allotment plots created
  - An inspection of the council's trees on the Denmans Lane allotments
  - To replace an old streetlight on the side of the URC church
  - To instruct a solicitor to assist with the transfer of the Wilderness Field.
- Councillor Blunden **REPORTED** that a letter had been received from Lindfield Arts Festival, after the agenda of the last meeting was issued, regarding holding a lantern parade at this year's Christmas Festival Night. This item will be considered at the next meeting on the 13 June 2019.
- 30.2 Minutes of the meeting of the Environment and Amenities Committee held on 4 April 2019. **RESOLVED**: that the Minutes of the meeting of the Environment and Amenities Committee held on 4 April be received and their recommendations confirmed.
- 31. RISK MANAGEMENT**
- 431.1 Members **NOTED** the report.
- 32. ANNUAL REPORT.**
- 32.1 It was **REPORTED** that a draft would be circulated shortly. The Annual Report would appear in the July edition of Lindfield Life

**33. COMMUNITY SERVICE AWARDS (MSDC): TO CONSIDER NOMINATIONS FOR 2019.**

33.1 Members **AGREED** that the decision would be delegated to the Environment and Amenities Committee.

**34. ANY OTHER BUSINESS.**

34.1 No other items of business were raised.

The Public part of the meeting concluded at 8:55 p.m.

**435. 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).**

**36. CLOCK TOWER HOUSE - LEASE**

36.1 The present situation was **NOTED**.

**37. STAFFING MATTERS:**

- i) Local Government Pension Scheme  
Members **NOTED** the 2019/20 contributions.
  
- ii) Staff remuneration  
Members **AGREED** to the contractual obligation.

The meeting concluded at 9.00 p.m.