

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 16 JANUARY 2020** at the 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

Also present: 1 member of the public

In attendance: Mr. A. Funnell (Clerk)

103. APOLOGIES AND REASONS FOR ABSENCE.

103.1 Apologies were received from Cllr Hersey. The reason for absence was accepted.

104. DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEMS ON THE AGENDA.

104.1 Cllrs Blunden and Matthews declared personal interest in item 110.1 as they are both allotment holders

105. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

105.1 A member of the public commented on planning application DM/19/4231 Tremains Farm Treemans Road Horsted Keynes Haywards Heath West Sussex RH17 7EA, Construction of new cattle building, replacement feed clamps, new slurry lagoon, and replacement dirty water lagoon. (Addendum Planning Statement received 11.12.2019). Concerns were raised regarding the volume of vehicles that would be involved in the potential works. The member of the public was thanked by the Chairman for bringing this to Councils attentions. Members praised the consultee response submitted by the member of the public.

106. CHAIRMAN'S ANNOUNCEMENTS.

106.1 The Chairman made the following announcements:

- The change of Chairman and Vice Chairman at Lindfield Rural Parish Council. Cllr Dumbleton has stepped down as Chairman. Cllr Trevor Webster is now Chairman and Sol Mead Vice Chairman. Cllr Blunden thanked them all and looked forward to working together in the future for the benefit of the local community.
- Weather – members should look out for members of the public who may struggle in times of adverse weather for example flooding.

107. REPORT BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS

107.1 Apologies had been received from Cllr Jonathan Ash-Edwards.

West Sussex County Council - Andrew Lea updated members on the following:

- i) Budget Cycle – a great deal of focus on children services.
- ii) The previous Chief Executive has left. WSCC now share a Chief Executive with East Sussex County Council.
- iii) Woodland Mead – an update on the latest situation was provided regarding the need for an urgent rebuild.

Mid Sussex District Council – Cllr Anthea Lea updated members on the following:

- i) Resurfacing of the tennis courts car park – this has proved more complicated than originally envisaged. It is hoped the work will be completed by the end of April / start of May depending on contractor availability.
- ii) Mid Sussex Partnership – More Police Officers and PCSOs are being recruited. The current plans are that the police will seek to re-establish Police Officers and PCSOs that have direct links to specific areas.
- iii) Haywards Heath Sixth Form College - the re-opening is going to plan and there will be a further open day on the 11th February.

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Cllr Plass asked the District Councillors to assist in progressing the Parish Council's application for owners and managers consent from MSDC to build public toilets on Lindfield Common. Cllr Lea asked the Clerk to email them more details so that they could look into the matter.

Cllr Grace asked the District Councillors to advise whether the college would be a Sixth form of a Further Education College. There had been concerns that it may be re-established as a Further Education College. Cllr Lea and Cllr Wood believed the college would be a Sixth Form with vocation and academic courses

108. ACTION LIST

108.1 The action list was **NOTED**.

109. CONSULTATION DOCUMENTS

109.1 It was **NOTED** that no consultations had been received before the agenda was issued. Since then though a consultation had been received from West Sussex County Council regarding their Permit Scheme document and fee structure. The consultation would close on 21 February 2020.

Cllr Plass asked the Clerk to send him the consultation so that he could see if the council should respond and if it had the capacity to do so.

110. PLANNING AND TRAFFIC COMMITTEE

110.1 Report by Councillor Plass on matters considered at the meetings held on 19 November 2019, 17 December 2019, and 6 January 2020, (Previously circulated):

Since Full Council on 14 November 2019, the Committee has met three times and considered thirty-six applications; eleven were in respect of trees and two were seeking Lawful Development Certificates.

Applications of note considered at these meetings include:

DM/19/0260 - Tavistock & Summerhill School, Summerhill Lane, The Committee reiterated its concerns over the size and unsuitability of the proposed development, consisting primarily of three storey flats.

DM/19/4652 - The Toll House, 56 High Street – The Committee strongly objected to the proposal to change the use from retail to residential.

DM/19/4956 - Greenacres, Lewes Road, The Committee objected to the proposed changes to the roof line of this semi detached property which would create a visual imbalance. The extension impact on the neighbouring property and Lindfield Common was considered unsuitable.

The following MSDC decisions or issues were noted:

DM/19/2699 – Lindfield Place. The Committee objected to this application and MSDC refused the application for additional access from the High Street.

DM/19/4300 - Postmasters, 34 High Street, MSDC agreed to give retrospective permission to remove and replacing a picket fence. The Committee asked that the fence be painted white and MSDC have stated that this is a condition.

DM/18/5035 Tachbrook, Lewes Road – The Planning Inspectorate had dismissed the appeal in respect of demolition of a bungalow and construction of two new dwellings. The Committee had opposed this application.

Other items considered by the P&TC included:

Traffic study – The Traffic Study Working Group will meet soon to consider next steps, including Lewes Road Traffic Regulation Order and purchase of additional SIDs.

Construction Management Plans – The Council had sent a letter to local parish councils to see if they would support a unified approach to construction management plans that would include vehicles not going through Lindfield High Street. A mixed response had been received. It would therefore seem unlikely that a unified approach is realistic.

110.2 To receive the Minutes of the meetings of the Planning and Traffic Committee held on 19 November 2019, 17 December 2019, and 6 January 2020 and to confirm their recommendations. **RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee detailed be received and their recommendations confirmed.

110.3 Proposal for a permanent Traffic Regulation Order (TRO) under the provisions of the Road Traffic Regulation Act 1984 for a 7.5 tonne weight limit on the Lewes Road B 2111 between the High Street (B2028) and Gravelly Lane – To consider funding request

Members considered a request to provide funds towards the proposed TRO. £9,440 potentially may be available in s106 funding. The projected costs were stated to be £14,500. The council was asked to fund the shortfall. Concern was raised over whether the figures were definitive costs or were likely to change. Some members whilst supporting the TRO, did not want to commit the Council to fund a shortfall without knowing the exact end figure.

It was **AGREED** that subject to an applicant successfully obtaining s106 funds for the TRO, Lindfield Parish Council would be willing to contribute some funds towards any shortfall in costs. This would be subject to scrutiny by the Planning and Traffic Committee and/or Full Council who will approve the level of contribution once definitive project costs become available.

111. ENVIRONMENT AND AMENITIES COMMITTEE

111.1 Report by Councillor Blunden on matters considered at the meeting held on 28 November 2019.

Cllr Blunden **REPORTED** the following:

- i) Denmans Lane Allotments – Members have agreed that the plot rates for 2021/22 will be raised from £3.50 to £4.50.
- ii) Hickmans Lane Playground – LPC have transferred to MSDC the monies required to purchase the new item of play equipment.
- iii) Climate Change – the working group met on 3 January for its first meeting. Cllr Wood provided an update on the meeting. Cllr Wood advised that the group considered it's term of remit and that members would do research on various topics to see what other groups and local authorities are doing. Contact was being made with the local schools to see what is going on in the community. The group will meet next on 12 February and consider the research. The group would then look to be in a position in the new financial year to come up with projects that the Climate Change budget could be spent on.
- iv) Winter Management – the Winter Management Plan has been submitted to West Sussex County Council.
- v) Streetlight - Since the E&A meeting it has been noted that one of the Parish Council owned streetlights is missing its door cover. Unfortunately, the manufacturer of this part went bankrupt in the 1960s and no off the shelf spares are available. Our contractor has provided us with a quote to change the column. It was **AGREED** on health and safety grounds to change the lighting column as the existing unit could not be repaired.

111.2 To receive the minutes of the meeting held on 29 November 2019 (previously circulated) and to confirm their recommendations. **RESOLVED:** that the Minutes of the Meeting of the Environment and Amenities Committee detailed be received and their recommendations confirmed.

112. FINANCE AND GENERAL PURPOSES COMMITTEE

112.1 Report by Councillor Henton on matters considered at the meetings held on 7 November 2019, 12 December, and 9 January 2020 (Minutes to follow, if available): Cllr Henton **REPORTED** on matters considered at the meetings dated 7 November 2019, 12 December 2019 and 9 January 2020. This included:

- Barclays Bank – an internet transfer had now been made. A review of the financial regulations will take place to ensure they are suitable for the council's needs.
- Standing Orders – the working group has started the process of reviewing the standing orders
- Financial Services Compensation Scheme – The RFO has requested the council agree to transfer monies from Nationwide Building Society into Barclays Bank. Surplus monies in the Nationwide account would be placed into the Barclays account to ensure that it is kept at £85k. This would also help reduce the amount of funds in Nationwide that were over the £85k protected limit. It was **AGREED** that the Clerk and RFO, in conjunction with the Council Chairman and F&GP Chairman, should manage the transfer of funds to help ensure that maximum funds possible are covered by the Financial Services Compensation Scheme.
- Proposed Toilets on Lindfield Common – Additional expenditure has been approved on professional fees for the Commons Act application. The Council will continue to press MSDC for owners and managers consent.
- Review of the effectiveness of Internal Audit Control procedures and Internal Control System. The reviews need to be conducted before the year end. Cllr Plass confirmed that he was willing to undertake the reviews.

The minutes for the meeting dated 9 January 2020 were not yet available.

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112.2 To receive the Minutes of the meetings of the Finance and General Purposes Committee held 7 November 2019, 12 December 2019 and 9 January 2020 (if available) to confirm their recommendations. **RESOLVED:** that the Minutes of the Meetings of the Finance and General Purposes Committee dated 7 November 2019 and 12 December 2019 be received and their recommendations confirmed. The minutes for the meeting dated 9 January 2020 were not yet available.

112.3 Statements of Account / Budget Progress and Bank Reconciliation for the periods: 1-31 August, 1-30 September, & 1-31 October and the quarterly Receipts and Payments Summary (up until 31 October). Cllr Henton signed the bank reconciliation for the month ending September 2019.

Cllr Henton **REPORTED** the following expenditure as at 31 December 2019:

- Finance and General Purposes Committee: £117,689.41 had been spent from the budget of £158,400.
- Administration Budget: £104,765.10 had been spent from the budget of £140,500.
- Environment and Amenities Committee: £47,608.86 from the budget of £79,400.
- Planning & Traffic Committee: no expenditure.
- General Reserves: £4,377.00 had been spent from the General Reserve of £50,000.
- Designated Reserves: £3,976.43 had been spent from the budget of £159,104.86.

In total £165,298.27 had been spent from the overall budget of £238,000. Cllr Henton signed the bank reconciliation for the month ending 31 December 2019.

112.4 List of cheques & debit card payments for approval. The list of cheques drawn since the Council meeting held on 14 November 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 nil and that the Petty Cash balance as at 16.01.20 was £204.48.

It was **RESOLVED** to approve the list of cheques and debit card payments, numbers 106493 – 106524 inclusive, totalling £46,314.58 with VAT of £2,087.35.

113. BUDGET 2020/21

113.1 The Chairman highlighted the main figures from the spreadsheets, which had been circulated. The budget proposals, resulting in a budget total of £218,700 had been thoroughly considered by the F&GP Committee and the recommendations were put to the Council.

Having estimated the funds in hand at 31.03.20 plus the anticipated income for the 2020/21 financial year, it had been calculated that to fully fund the budget and reserves would require a figure of £173,577.06 It was therefore recommended to round the precept request down to £172,000. It had been calculated that the increase in precept would result in an annual Council Tax increase of £5.74 to a Band D property. It was **PROPOSED** by Councillor Plass, **SECONDED** by Councillor Upton and unanimously **RESOLVED:**

- i. to approve the Council's budget of £218,700 for 2020/21 (appended to these Minutes as Appendix B).
- ii. that the precept to be requested from MSDC for 2020/21 should be £172,000

114. WILDERNESS FIELD – TO CONSIDER A REPORT ON THE PROPOSED TRANSFER AND FUTURE MANAGEMENT OF WILDERNESS FIELD.

114.1 Members considered a report relating to the proposed transfer of legal ownership of the Wilderness Field from MSDC to the Parish Council. Members considered the benefits of owning the site were of great benefit to the village. Protecting the site as an open space would help the local environment and help the council with its climate change objectives. It was **AGREED** that the two members should sign the document on behalf of the council. Subject to MSDC countersigning the agreement the Parish Council would be the legal owners of the site.

115. TO CONFIRM ARRANGEMENTS AND PROPOSED DATES FOR 2021 COUNCIL AND COMMITTEE MEETINGS

115.1 Members had received a copy of the proposed dates of meeting for 2021. A discussion on whether to move meetings to start at 7:30pm was considered. It was felt that the later start time of 8pm was more suitable for current and potential members of the council. It was **AGREED** to continue with current arrangements, frequency and start times for meetings. Members also **AGREED** to the proposed 2021 dates for meetings that were circulated.

116. MATTERS ARISING

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- 116.1 The Chairman advised members that a letter had been received from WSSC advising that the mobile library service had been removed. WSSC had asked the Parish Council whether they would be able to assist in recruiting volunteers to deliver books to those in the local area who had limited mobility.
- 117. EXCLUSION OF THE PUBLIC [AND PRESS]: TO CONSIDER WHETHER A RESOLUTION SHOULD BE MOVED UNDER STANDING ORDER NO. 3(D) 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.**
- 117.1 Cllr Blunden proposed a resolution for exclusion of the public [and press], this was seconded by Cllr Plass. It was **AGREED** under Standing Order no. 3(d) 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.
- 118. CLOCK TOWER HOUSE MATTERS ARISING**
- 118.1 Members **NOTED** the update.

The meeting concluded at 21:00