

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 16 JULY 2020** using Microsoft Teams.

The meeting commenced at 19:00.

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: No members of the public were present

In attendance: Mr. A. Funnell (Clerk)

157. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

157.1 Apologies had been received from Cllrs Pickett & Upton, the apologies were accepted.

158. DECLARATIONS OF INTEREST

158.1 Cllrs Blunden and Matthews declared personal interests in item 166 i) as they are both allotment holders

158.2 Cllr Hersey declared a personal interest in item 165 i) due to a family interest.

159. TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 11 JUNE 2020.

159.1 The Chairman called for approval of the Minutes of the Council meeting held on 11 June 2020. These were **AGREED** and the Chairman would sign the Minutes as being a true record of that meeting at a later date.

160. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

160.1 No members of the public were present.

161. CHAIRMAN'S ANNOUNCEMENTS.

161.1 The Chairman **NOTED** that volume of people using the Common and the concerns relating to rubbish.

162. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

162.1 Apologies had been received from Cllrs Anthea Lea, & Jonathan Ash-Edwards.

The following statement had been received from Cllrs Anthea Lea & Jonathan Ash-Edwards:

Covid-19 response - As the Government gradually lifts lockdown restrictions, the health emergency response to Covid-19 is now giving way to recovery and economic support work. The pandemic has had a profound effect on the Council's finances and we are currently forecasting a £2.9m budget deficit for the current financial year after financial support currently received from Government has been taken into account. Some further support from Government will be forthcoming but as yet no figures are known. A revised Budget & Corporate Plan for the second half of 2020/21 is being prepared. The pandemic has accelerated many long term trends in how residents access and use local services and we will need to respond accordingly.

Supporting the economic recovery must now be the top priority. Across Mid Sussex district, there are 23,000 residents who have either been furloughed or are receiving help through the self-employment income support scheme. Even applying the best case scenarios from economic forecasters demonstrates the scale of risk of unemployment locally. The Council has so far processed over £25m of grant support for local businesses to help businesses survive and protect jobs.

With Mims Davies MP, Andrew, Anthea & I visited High Street businesses earlier in the month to hear their views on the reopening of retail and understand their concerns.

Leisure centres and playgrounds - Playgrounds on the Common and in Hickmans Lane are being reopened this week within Government guidance. It will, unfortunately, be some time before leisure centres can reopen given the disruption the pandemic has caused to the Council's contract with Places Leisure which requires new financial arrangements to be negotiated before the centres open. This work is underway but given that social distancing will significantly reduce capacity in leisure centres we will need to carefully consider what level of taxpayer subsidy to the contractor is affordable. Many

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other Councils are in a similar position to Mid Sussex and the need for a financial support package for leisure centres has been raised with Government.

Former Tavistock & Summerhill School site - The planning application for this site will be reported to MSDC's Planning Committee on 23rd July. As ward councillors, we will be speaking on behalf of local residents at this meeting.

Fly tipping - There has been a notable increase in fly tipping in and around Lindfield in past weeks and MSDC is working with Sussex Police to address this. Where fly tipping is on publicly owned land, MSDC will clear it as quickly as possible and we will always seek to prosecute fly tippers where there is evidence."

163. ACTION LIST

163.1 The Action List was **NOTED**.

164. CONSULTATION DOCUMENTS

164.1 Code of conduct – It was **AGREED** that the council would not provide any comments on the consultation on the updated national model code of conduct.

165. PLANNING AND TRAFFIC COMMITTEE

- i) Report by Planning and Traffic Committee Chairman/Vice Chairman on matters considered at the meetings held on 2 June, 23 June, & 14 July.

Cllr Plass reported the following:

Since my last report to Full Council on 14th May, the Planning & Traffic Committee has met on three occasions using Microsoft Teams Meeting, with members of the public joining one of these meetings.

During this period, 18 applications have been considered of which; seven were in respect of trees and one was seeking a Lawful Development Certificate.

A public consultation by the Southern Housing Group in respect of Walstead Park, within Lindfield Rural Parish, resulted in a comprehensive response from LPC which was shared with the Rural Parish Council, seeking to tie in development proposals with infrastructure improvements. It is expected that this consultation will ultimately result in a 'reserved matters' application from the developer, as outline planning permission was obtained in 2018 following an appeal to the then Secretary of State. It is hoped that the Council will be able to liaise with LRPC and potentially other local councils in response to that application when it is received.

No material MSDC decisions or issues were noted, however; the proposed developers for Haywards Heath Golf Club withdrew their application on 18th May and it is a matter of conjecture as to whether a further application will be submitted.

The latest round of the Tavistock and Summerhill site proposals are due to be presented at MSDC's Planning Committee on 23rd July. The Planning Officer's recommendation is due to be published on 15th July. Councillors will recall that MSDC recently asked LPC for its thoughts on the potential £22k which might be generated as Local Community Infrastructure Funds, if this application is approved; to which the response given was electronic signs at village bus stops.

In addition to planning applications, the Lewes Road TRO and Traffic Study related issues are ongoing projects. Consultation quotes are being sought in respect of the former, following guidance from WSCC Highways. Investigation into S106 monies are ongoing and likely to impact on both projects.

- ii) To receive the Minutes of the meetings of the Planning and Traffic Committee held on: 12 May, 2 June, 23 June, & 14 July, and to confirm their recommendations. **RESOLVED:** that the Minutes of the Meetings of the Planning & Traffic Committee held on 12 May, 2 June, & 23 June be received, and their recommendations confirmed. The minutes of the meeting dated 14 July were not yet available.

166. ENVIRONMENT AND AMENITIES COMMITTEE.

- i) Report by Councillor Blunden on matters considered at the meeting held on 11 June (Minutes previously circulated), to include any updates.

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Wilderness Field - MSDC has undertaken the tree work agreed with a resident pre-transfer of land to the parish council. The Clerk has asked the council's arboriculturist to undertake a tree survey. Bollards for the site will be installed on the field to prevent unauthorised vehicle intrusion.

Allotments – The Village Orderly has been treating the parish owned sheds with oil stain. New signs for the water tanks will be purchased.

Denmans Lane Public Toilets – These have been re-opened. A fault with the lock on the gent's toilets has been identified and our contractor has been asked to carry out the necessary repair.

Climate Change – Cllr Wood advised that a report on bird and bee boxes for the Wilderness Field was being comprised.

- ii) To receive the Minutes of the meeting of the Environment and Amenities Committee held on 11 June and to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 6 February be received and their recommendations confirmed.
- iii) Festive Lighting – to approve quote for the repair of festoon lighting. Members reviewed a quote to replace damaged festoon lighting. It was **AGREED** to accept the quote for the repair of the festoon lighting.

167. FINANCE AND GENERAL PURPOSES COMMITTEE

- i) Report by Cllr Henton on matters considered at the meetings held on 7 May & 11 July (Minutes to follow, if available). Cllr Henton **REPORTED** that the minutes were not yet available for the meeting dated 11 July 2020. The following update on the meeting held on 11 July was provided:

- Clock Tower House Lease The lease agreement with the council's tenant has now been signed.
- Grants Three grants were approved. There were for Lindfield Bonfire Society, 4Sight, & St Catherines Hospice
- IT Expenditure relating to the purchase of three desktop computers and a software licence was approved (£1650).

- ii) To receive the Minutes of the meetings of the Finance and General Purposes Committee held 7 May 2020 to confirm their recommendations. It was **RESOLVED** that the Minutes of the meeting of the Finance and General Purposes Committee held on 7 May 2020 be received and their recommendations confirmed.

- iii) Statements of Account / Budget Progress and Bank Reconciliation for the periods 1 April to 30 June: (if available) and the quarterly Receipts and Payments Summary (if available).

The figures for June were not yet available. The expenditure on 31 May 2020 was are follows:

Committee or reserve	Current expenditure/budget available (£)	
Finance & General Purposes	23,186	/ 161,500
Environment and Amenities	2,957	/ 50,200
Allotments	16	/ 2,500
Planning & Traffic	0	/ 4,500
Ear marked reserves	5	/ 116,335.18
General reserves	No expenditure	

- iv) Clock Tower House – to authorise payment of legal fees.
It was **AGREED** to approve the payment of two invoices for legal fees concerning the renewal of the clock tower house lease.
- v) List of cheques & debt card payments for approval.
The list of cheques drawn since the Council meeting held on 14 May 2020 meeting was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £845.00 and that the Petty Cash balance as at 16.07.20 was £167.98.

It was **RESOLVED** to approve the list of payments, totalling £26,229.81 with VAT of £1,289.36

168. REPORT OF THE INTERNAL AUDITOR.

168.1 The Internal Audit inspection had taken place, 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".

169. ANNUAL RETURN 2019/20 SECTION 1: TO APPROVE BY RESOLUTION THE ANNUAL GOVERNANCE STATEMENT 2019/20

169.1 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 168 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 meeting held on 5 March 2020, 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.

170. ANNUAL RETURN 2018/19 SECTION 2 (ACCOUNTING STATEMENTS).

170.1 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 £214,692.43 and payments of £224,597.69.
- The closing balance as at 31 March 2020 was £211,613.37, which included petty cash in hand of £167.98.

There were no queries from Members on the accounts.

It was **PROPOSED, SECONDED** and **RESOLVED** to **APPROVE** the Accounts for 2019/20 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.

171. EXERCISE OF ELECTORS' RIGHTS

171.1 It was **AGREED** to confirm to the External Auditors, Moore, that the Parish Council had adopted their suggested 30-working day period for the exercise of public rights should start on or before the first working day of September 2020.

172. INTERNAL AUDIT 2020/21: TO CONFIRM ARRANGEMENTS.

172.1 It was **AGREED** to retain the services of the existing internal audit for 2020/21.

173. MID SUSSEX APPLAUSE – TO NOTE COMMUNITY AWARDS SCHEME NOMINATIONS ARE NOW OPEN.

173.1 Members **NOTED** that the nominations were now open for the Mid Sussex Applause awards scheme.

174. MATTERS ARISING

174.1 There were no matters arising

The meeting finished at 19:34.