

ACTION AND PROJECT PROGRESS LIST

FULL 11Nov21 - Item 7

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
Full Council	365.1	09.11.17	War Memorial	Apply for listing	Clerk	asap		Memorial has now been renovated
Full Council	283.1	16.09.21	Consultation documents	Submit reponses on the following: 1) MSDC - The Future of the Clair Hall Site Consultation. 2) WSCC - Draft West Sussex Transport Plan 2022-2036 Consultation. 3) The Local Government Boundary Commission for England - Have your say on draft recommendations for MSDC	Clerk/Deputy Clerk & relevant committee chairman	asap		Completed
Full Council	289.1	16.09.21	Proposed Heritage Trail	Contact LPS and advise that: A) in principle, the LPC supports the idea of a Hurstpierpoint style Heritage Trail. B) LPC is willing to support the project but will not be the lead organiser.	Clerk	asap		Completed
Full Council	293.1	16.09.21	Staffing matters	It was agreed to: a) review the conditions of employment (job specification, salary, fixed term contract), and amend as appropriate. b) Advertise to fill the vacancy (incurring recruitment expenditure of up to £3,000). c) Review applications and call candidate(s) to interview. d) Interview candidate(s) and recommend to Council proposed appointment. e) Permission to review and sign a memorandum of understanding with MSDC. f) Approval to procure contractors to undertake any works that are required between now and the appointment of a replacement member of staff.	Clerk, committee chairman	asap		Advert has been placed for the role online and in the local newspaper

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Report:	Budget 2022/3
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Finance & General Purposes Committee

The F&GP committee considered its draft budget on 4th November. The following table show the draft budget recommended by the Committee:

F&GP						
Heading	Description	Budget	Current	Anticipated	Difference	2022/23
4000	Salary	72,670	34,209	66,176	-6,494	74,797
4010	Tax &NI	5,100	2,307	4,609	-491	5,200
4020	Pension	13,200	5,234	10,015	-3,185	11,553
4100	Staff Overtime	500	0	0	-500	500
4110	Staff Expenses	200	0	0	-200	200
4111	Payroll Administration	330	0	330	0	350
4120	Training	2,500	313	450	-2,050	2,000
4140	Audit Fees	1,500	-419	1,500	0	1,500
4160	Insurance	2,500	1,813	1,813	-687	2,500
4170	Postage & Stationery	700	51	500	-200	500
4175	Annual Membership/Subscriptions	2,800	1,959	2,750	-50	2,950
4180	Photocopying	2,300	968	2,000	-300	2,300
4190	Telephone & Broadband	2,000	1,034	1,900	-100	2,500
4200	IT & Website	4,000	798	3,300	-700	4,000
4210	Office Equipment	1,500	0	0	-1,500	1,000
4221	Lindfield Enterprise Park	700	0	630	-70	700
4230	Grants Paid	2,500	1,500	2,000	-500	2,500
4240	Room Hire	800	43	400	-400	850
4250	Cleaning/Catering	2,600	1,576	2,500	-100	2,700
4255	Admin Miscellaneous	200	0	0	-200	200
4260	Newsletter & Annual Report	2,200	765	2,000	-200	2,300
4265	F&GP Professional Fees	5,000	0	TBC	-5,000	5,000
4270	Chairs Allowances	500	75	100	-400	500
4271	Members Allowances	4,000	0	3,870	-130	4,000
4280	Councillors Expenses	200	0	50	-150	200
4290	Village Directory	3,000	0	0	-3,000	remove
4310	PWLB Repayment	23,300	23,267	23,267	-33	22,783
4320	Electric	2,000	513	1,500	-500	2,100
4330	Water	300	47	150	-150	300
4340	Security System	500	0	500	0	550
4350	Fire System	500	135	450	-50	550

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4360	Health & Safety	500	106	106	-394	200
4370	Publications	200	0	0	-200	200
4380	Data Protection	600	150	830	230	850
4393	Maintenance/Improvements CTH	2,500	469	469	-2,031	2,500
NEW	Waste collection					2,000
NEW	CTH - Insulation					8,000
NEW	CTH - Solar panels					10,000
NEW	Communications & Events					3,000
	Total	163,900	76,913	134,165		183,833
Earmarked Reserves						
	Toilets on the Common	84,170	0			
	Total	84,170	0			
General Reserve						
	General reserve	£ 50,000	£5,742		£75,000	

Members will note the following additions:

Waste collection - the Council will need to procure the collection of recycling and waste. This will support the Village Orderly role and the office. The quote is based on a twice-weekly rubbish collection and weekly recycling collection.

CTH – Insulation – improving the office insulation supports the council's climate change objectives and will help lower energy costs.

CTH – Solar panels – this figure is based on a quote (late 2019). Solar panels will support the council's climate change objectives and help mitigate electricity supply costs. In addition, excess electricity can generate additional income for the Council which will help offset the initial cost.

Community Engagement - it is proposed that this heading replace the Village Directory. The budget will support the communications working group and can be used for electronic and printed methods of communications. In addition, the budget can support events such as meet your councillors.

General Reserve – it is proposed that the general reserve be increased to £75,000. This is approximately 43.6% of the current precept. Councils are advised that the general reserve should be approximately six months' worth of income. This will allow capacity to fund additional items, such as a vehicle for the Village Orderly, should they become necessary.

Environment & Amenities Committee

The Committee Chairman and Clerk have met to consider the budget. The draft budget for the Committee will be considered on the 25th November. The Committee unapproved draft budget is as follows:

Code	Description	2021/22 Budget	Anticipated	2022/23 Proposed
4450	Street Lighting - Energy/maintenance costs	£4,900.00	£4,900.00	£4,900.00
4460	- Upgrading Street lights	£4,000.00	£1,982.00	£4,000.00
4465	Christmas Lights: High Street	£5,000.00	£6,120.00	£5,000.00

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4471	Maintenance / Gardening (including Spring Clean and Maintenance)	£2,000.00	£140.00	£2,000.00
4600	Allotments	£2,500.00	£781.00	£2,500.00
4480	Christmas Festival Night & Community Events	£2,000.00	£1,000.00	£2,000.00
4561	Denmans Lane Toilets - running costs (cleaning & utilities)	£15,000.00	£15,000.00	£15,000.00
4560	Denmans Lane Toilets - Repair & Manitenance	£5,000.00	£0	£5,000.00
4500	Digital mapping	£300.00	£225.00	£850.00
4510	Grass cutting (High Street)	£2,000.00	£1,900.00	£2,000.00
4530	Village Orderly Equipment	£1,000.00	£500.00	£1,000.00
4650	Climate change projects	£2,000.00	£800.00	£2,000.00
4800	Emergency equipment	£1,000.00	£0	£1,000.00
4750	Replacement street furniture	£1,000.00	£0	£1,000.00
4900	Village Archives	£200.00	£200.00	£200.00
4850	Community Assets	£1,000.00	£0	£1,000.00
4875	DELETE - Joint projects	£3,000.00	£0	
	NEW - Water refill station			£4,000.00
	NEW - Community Equipment			£1,500.00
	NEW - Platinum Jubilee			£1,000.00
	Total	£52,700	£33,548.00	£55,950.00
Earmarked Reserves				
329	Wilderness Field	£28,169.58	£3,660.00	£21,107.58
330	DELETE - Lindfield War Memorial	£4,000	£2,765.00	
		£32,169.58	£6,425.50	£21,107.58

Planning & Traffic

The Planning & Traffic Committee will be considering its draft budget on 9th November. An update on the figures proposed at the Committee meeting will be provide at Full Council.

Action Required

Members are asked to note the above figures. Final figures for each Committee will be presented to the F&GP budget meeting on the 9th December 2021.

Andrew Funnell
Lindfield Parish Council
Parish Clerk
5 November 2021



Promoting and encouraging the preservation and sympathetic development of the village

1 November 2021

We courteously request that details of the Society's proposed Heritage Trail, celebrating the Queen's Platinum Jubilee, be put on the agenda of the Parish Council's Full meeting on 11 November for consideration.

The Society will be working with Lindfield History Project Group, who will update their current walk along the High Street. This will become a fully illustrated guided walk which can be downloaded from the Society's website. This detailed document will then be edited to a shortened version for printing as a pamphlet, also downloadable. Hurstpierpoint Society has kindly encouraged us to follow the same layout and style as their recently published Heritage Trail pamphlet. A plaque illustrating the walk will be placed at the start of the Trail and will have a QR for scanning the walk onto mobile phones or devices, as we hope to attract all age groups.

The plaque will require planning permission and it is in this field of expertise that we request the Parish Council's advice and assistance. The ideal site for the start of the walk is next to the village pond. The plaque itself will be high quality Castcoat acid etched zinc, which will show an artistic impression of the trail, with a QR. The suggested size is W: 3'2" x D: 19". We believe this type of plaque would be the most aesthetically suitable to display in the Conservation Area.



Q. Would the Parish Council support this project in principle, particularly the site beside the pond?

Q. Would the Parish Council be prepared to assist with submitting the planning application, as their approval would give gravitas and impetus to the Heritage Trail?

The cost of the complete Jubilee project, including printing 1000 Pamphlets, is expected to be £4000. Would the Parish Council like to make a donation towards this.

Proposed sites for the plaque:

1. Facing the pond by the railings, leaving space to access the cupboard for the pond's electrics.
2. On the grass next to the hedge between two benches.



Refs: <https://hurstpierpointsociety.org.uk/hurstpierpoint-heritage-trail/>

www.photocast.co.uk

COMBER'S TRUST
(Registered Charity No.1055500)

3 November 2021.

Mr Andrew Funnell,
Parish Clerk,
The Lindfield Parish Council,
The Clock Tower House,
Lindfield Enterprise Park,
Lewes Road,
Lindfield,
West Sussex,
RH16 2LH.

BY EMAIL

Dear Mr Funnell,

Information page on Lindfield Parish Council's website

I am writing on behalf of the trustees of the Comber's Trust to ask the Parish Council if the Councillors would consider a proposal from us.

Background.

The Comber's Trust is, as you know, a parish parochial charity, operating today only within the area of the Lindfield civil parish. The Lindfield Parish Councillors have a statutory role to appoint the three 'appointed' trustees of The Comber's Trust to serve alongside the Vicar of Lindfield who is 'ex-officio' a trustee.

Since the Local Government Act 1894, The Comber's Trust, now a merger of four predecessor parochial charities, has therefore been overseen by the Lindfield civil parish Council, while remaining a separate legal entity.

The proposal

Our trustees recognise the case, in this day and age, for creating a website for the charity, if only a single page with the facility to receive donations. But our small size really makes it impractical. And not therefore a key tool in publicising our work and encouraging income. We do have an information leaflet in PDF format for those who ask for information. A supply of this leaflet is held in racks placed at four locations in the village, including at the offices of the Parish Council. And we have a 'contact us' email at comberstrust@gmail.com.

Our proposal is that there would be a Comber's Trust page on the Lindfield Parish Council website which provides basic information about the help we can

Comber's Trust is the working name of Joseph Comber, a charity registered in England and Wales, No 1055500. Its purpose is to help those in Lindfield who are in need, hardship or distress. It was founded in Lindfield in 1815.

provide. And details for how to contact us. Not a fully-fledged website, complete e.g. with the ability to receive donations.

Our research has located an example of what we have in mind, on the Mayfield and Five Ashes civil parish's website. A civil parish over in the north of East Sussex, east of Crowborough.

Here is the link to the Mayfield Parish Council's website.

[Mayfield and Five Ashes Community Website – Information and news for residents and visitors \(mayfieldfiveashes.org.uk\)](http://mayfieldfiveashes.org.uk)

In the 'Information' drop down on the Home page, you can choose 'The Mayfield Trust'.

Here is the link direct to that page for their parochial parish charity.

[The Mayfield Trust – Mayfield and Five Ashes Community Website \(mayfieldfiveashes.org.uk\)](http://mayfieldfiveashes.org.uk)

Their single page is 'minimalist' and to the point. So to consider The Comber's Trust having an equivalent page, perhaps in the 'About Lindfield' drop down section?

Given therefore the relationship in our country between civil parish councils and parish parochial charities, we ask that this proposal be looked on with favour.

Yours sincerely,

Lester Corp
Chairman of Trustees.

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