

# LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **WEDNESDAY, 17 MAY 2023** at King Edward Hall, Lindfield.

The meeting commenced at 20:00

Parish Councillors:	Mrs. A. Beecroft	Mrs. A. Matthews	Mr. I. Wilson
	Mr. W. Blunden (Chair)	Mr. S. Nisbett	Mr. T. Webster
	Mrs. I. Burns	Mr. R. Pickett	Mr. C. Wood
	Mrs. L. Grace	Mrs. V. Upton (Vice-Chair) *	Mr. D. Woolley

(\*) Denotes absence

**In attendance:** Mr. A Funnell (Parish Clerk)

**Also Present:** 1 Member of the public  
Cllr Garry Wall (WSCC)

## 1. ELECTION OF CHAIRMAN

- 1.1 The Chairman called for nominations for the role.  
Cllr Blunden was **proposed** by Cllr Pickett and **seconded** by Cllr Matthews.  
Cllr Woolley was **proposed** by Cllr Nisbett and **seconded** by Cllr Grace.  
Both candidates were willing to stand.

A request was made for the candidates to each provide a brief statement to support their nomination and assist members in voting. Cllrs Blunden and Woolley both gave brief statements.

A vote was held. Cllr Blunden received 7 votes and Cllr Woolley received 4 votes. Cllr Blunden was therefore **ELECTED** as Chairman.

## 2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.

- 2.1 The Chairman read out and signed the declaration of office.

## 3. ELECTION OF VICE-CHAIRMAN

- 3.1 The Chairman called for nominations for the role.  
Cllr Upton was **proposed** by Cllr Pickett and **seconded** by Cllr Wilson.  
There were no other nominations and there Cllr Upton was **ELECTED** as Vice-Chairman

## 4. TO RECEIVE COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE

- 4.1 Members would sign the declarations of office at the end of the meeting.

## 5. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

- 5.1 Apologies were received from Cllr Upton. The reasons for absence were accepted.

## 6. DECLARATIONS OF INTERESTS

- 6.1 There were no declarations of interest.

## 7. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF COUNCIL HELD ON 9<sup>th</sup> MARCH 2023

- 7.1 The Chairman called for approval of the Minutes of the Council meeting held on 9<sup>th</sup> March 2023. It was **AGREED** that the minutes would be signed by the Chairman as being a true record of that meeting.

## 8. GENERAL POWER OF COMPETENCE - THE PARISH COUNCIL RESOLVES THAT, UNTIL THE NEXT RELEVANT ANNUAL MEETING OF THE COUNCIL, THAT HAVING MET THE CONDITIONS OF ELIGIBILITY AS DEFINED IN THE LOCALISM ACT 2011 AND SI 965 THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012, TO ADOPT THE GENERAL POWER OF COMPETENCE.

- 8.1 It was **AGREED** to pass the following resolution: Lindfield Parish Council resolves that, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence

**9. TO REVIEW AND CONFIRM THE DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES AND OFFICERS, TO APPOINT COMMITTEES AND REVIEW THEIR TERMS OF REFERENCE.**

9.1 It was **AGREED** to approve the delegation arrangements for committees, sub-committees and officers.

9.2 It was **AGREED** to approve the terms of reference for the committees

9.3 The Chairman proposed the following members for the committees:

Complaints	Blunden, Pickett, Upton, & Webster
Environment & Amenities	Blunden, Burns, Matthews, Nisbett, Pickett, Upton, Wilson, Wood, & Woolley
Finance & General Purposes	Beecroft, Blunden, Grace, Pickett, Upton, & Webster
Planning & Traffic	Beecroft, Blunden, Burns, Grace, Matthews, Nisbett, Upton, Webster, Wilson, Wood, & Woolley

Cllr Wood asked to be taken off the Planning & Traffic Committee as the timings of the meeting would clash with MSDC meeting times. Queries were raised on the appointment process, the Chairman provided comments.

It was **AGREED** to confirm the committee membership as follows:

Complaints	Blunden, Pickett, Upton, & Webster
Environment & Amenities	Blunden, Burns, Matthews, Nisbett, Pickett, Upton, Wilson, Wood, & Woolley
Finance & General Purposes	Beecroft, Blunden, Grace, Pickett, Upton, & Webster
Planning & Traffic	Beecroft, Blunden, Burns, Grace, Matthews, Nisbett, Upton, Webster, Wilson, & Woolley

**10. TO CONFIRM COUNCIL PROCEDURES**

10.1 It was **AGREED** that the council had the following procedure/policies and to approve the payment of regular subscriptions:

- a) Standing Orders and Financial Regulations.
- b) Code of Conduct for 2023/24.
- c) Council's Complaints Procedure.
- d) Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 (including publication scheme).
- e) IT Policies.
- f) Policy for dealing with the press/media.
- g) Council's and/or staff membership of other bodies and to consider the payment of any subscriptions falling to be paid annually.

10.2 It was **AGREED** temporarily and in emergencies only to keep Stephen Henton as an authorised signatory until alternative arrangements were put in place.

10.3 It was **AGREED** that the F&GP Committee be instructed to review the procedures/policies over the next year to ensure they are suitable and make recommendations where required.

**11. TO CONFIRM ARRANGEMENTS FOR INSURANCE, MEETING DATES, & STAFFING**

11.1 It was **AGREED** that the council had insurance in place with Zurich for 2023/24.

11.2 It was **AGREED** that the Clerk, in conjunction with the King Edward Hall Booking Secretary, continues to be authorised to set and book meeting dates.

11.3 It was **AGREED** that the Finance & General Purposes Committee would be delegated to review the pay and conditions of service for existing staff.

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

12.1 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.

**13. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES AND TO AGREE ARRANGEMENTS FOR REPORTING BACK.**

13.1 It was **AGREED** that

<b>Group</b>	<b>Appointed</b>
<b><u>West Sussex ALC Ltd</u></b>	Grace & Nisbett
<b><u>Mid Sussex Association of Local Councils</u></b>	Grace & Nisbett
<b><u>Mid-Sussex Older People's Council</u></b>	Upton
<b><u>Lindfield Enterprise Park Shareholders Group</u></b>	Clerk, Deputy Clerk (RFO to deputise in the absence of the Clerk and or Deputy Parish Clerk)
<b><u>Gatwick Airport Town and Parish Liaison Group</u></b>	Wood

**14. TO NOTE AND CONFIRM THE LIST OF DIRECT DEBITS AND REGULAR CONTRACTS.**

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

14.2 The list of contracts, agreements and regular payments was **CONFIRMED**

**15. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

15.1 There were no questions.

**16. CHAIRMAN'S ANNOUNCEMENTS**

16.1 The following announcements were made:

- Village Day – Members are asked to let the office know if they can help run and staff the stall.
- Police & Community Engagement Surgery – It is proposed to hold a surgery. Members are asked if they can assist.

**17. REPORTS BY COUNTY / DISTRICT COUNCILLORS**

**17.1 West Sussex County Council**

Cllr Wall apologised for missing the Parish Meeting. Cllr Wall made the following comments:

- It was good to see a mixture of new and existing members on the Parish Council.
- Congratulations were offered to those who had recently been elected to the Parish Council and District Council as representatives for the village.
- He looked forward to working together with members of all political divisions to help the village.
- Cllr Wall explained his role on the Health and Adult Social Care Scrutiny Committee and explained the pressures and challenges that are on adult social care.
- He welcomed the opportunity to meet with local members to discuss issues.
- Black Hill TRO – The consultation has finished, there have been some objections to the proposals which will need to be considered. Potentially a single-timed yellow line could be an option. Any measures implemented will only be successful if they are backed up by enforcement. It will also require the school to continue to encourage parents not to park on the verges.
- An update on potholes and road repairs was provided.
- A question was asked relating to NHS surveys, Cllr Wall encouraged those contacted by the NHS boards to complete the surveys as the NHS is a data-led organisation.
- A question was asked relating to active travel as an alternative to car use, specifically regarding school drop-off and collections. Cllr Wall encouraged all parties to work together to look at options.
- Lewes Road TRO – there is political support for the proposal but some challenges with Highways.
- Cycle routes – there is support but the schemes are expensive.

**17.2 Mid Sussex District Council**

Cllr Wood advised that the first MSDC meeting was due to take place on the 24<sup>th</sup> May.

**18. CONSULTATION DOCUMENTS - TO CONSIDER CURRENT CONSULTATIONS AND AGREE ON WHETHER TO RESPOND.**

18.1 There were no consultations.

**19. PLANNING AND TRAFFIC COMMITTEE (P&TC).**

19.1 To receive the Minutes of the meetings of the P&T Committee held on 14<sup>th</sup> March, 4<sup>th</sup> April, & 25<sup>th</sup> April 2023, and to confirm their recommendations. **RESOLVED:** that the Minutes of the meetings of the Planning & Traffic Committee held on 14<sup>th</sup> March, 4<sup>th</sup> April, and 25<sup>th</sup> April 2023 be received, and their recommendations confirmed.

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### 20. FINANCE AND GENERAL PURPOSES COMMITTEE.

20.1 To receive the Minutes of the meeting of the F&GP held on 2<sup>nd</sup> March 2023 & to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the F&GP Committee held on 2<sup>nd</sup> March 2023 be received, and their recommendations confirmed.

20.2 Budget Progress including General Reserves expenditure to 31<sup>st</sup> March 2023. Budget expenditure progress to 31<sup>st</sup> March 2023 (Note all of the following figures are before year-end adjustments):

Committee / Activity / Reserve	Expenditure	Budget
F&GP	£ 140,413.13	£ 164,633
E&A	£ 46,495	£ 55,900
Allotments	£ 2,839	£ 2,500
P&T	£ 9,427	£ 5,000
General Reserve	£ 1,520	n/a
<b>Total</b>	<b>£ 200,694.13</b>	-

Income to 31<sup>st</sup> March 2023:

Description	£
Precept	£ 189k
Interest	£ 786
Rental	£ 9,696
Service Charge	£ 755
Licence Fees	£ 116
Christmas Festival Night	£ 520
Allotments	£ 880
<b>Total</b>	<b>£ 200,873</b>

20.3 Bank reconciliation (cash and investments) to 31 January 2023.

Bank Reconciliation at 31 <sup>st</sup> March 2023	£
Barclays current account	£15,098.73
Barclays premium account	£88,926.74
Nationwide building society	£93,000.03
Petty Cash	£ 151.80
Unpresented payments	£ 0.00
Receipts not on bank statements	£ 98.73
<b>Closing balance</b>	<b>£ 197,177.30</b>

20.4 Summary of receipts and payments to 31 March 2023.

The list of receipts and payments were noted.

20.5 To note the list of payments to 17<sup>th</sup> May 2023.

The list of payments drawn since the Council meeting held on 9<sup>th</sup> March 2023 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 of 17<sup>th</sup> March 2023 was £151.80.

It was **RESOLVED** to approve the list of payments totalling £24,228.62 with VAT of £1,078.94.

A copy of the list of payments was signed by Cllr Blunden.

### 21. ENVIRONMENT AND AMENITIES COMMITTEE.

21.1 To receive the Minutes of the meeting of the E&A Committee held on 6<sup>th</sup> April 2023 and to confirm their recommendations. The minutes of the meeting had not yet been circulated.

### 22. TO APPROVE ARRANGEMENTS FOR THE ANNUAL REPORT 2022/23 FOR PUBLICATION IN LINDFIELD LIFE MAGAZINE

22.1 It was **AGREED** to instruct the Clerk to produce the Annual Report 2022/23.

- 23. MATTERS ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY.**
- 23.1 It was suggested by Cllr Grace, and supported by Cllr Wood, that the council should look at the process for inducting new members and how appointments to committees are made. This would be included on a future F&GP agenda.

The meeting finished at: 20:54