

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 13 JULY 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)
Cllr Garry Wall (WSCC)
Cllr Anne-Marie Cooke (MSDC)

Also Present:

33. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

33.1 Apologies were received from Cllr Grace & Matthews. The reasons for absence were accepted.

34. DECLARATIONS OF INTERESTS

34.1 The following declarations of interest were received:

- i. Cllr Blunden declared a personal interest in item 10 as an Allotment Holder & member of the King Edward Hall Committee.
- ii. Cllr Pickett declared a personal interest in item 10 as a member of the King Edward Hall Committee.
- iii. Cllr Webster declared a personal interest in item 10 as an Allotment Holder.

35. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

35.1 There were no members of the public present.

36. CHAIRMAN'S ANNOUNCEMENTS

36.1 There were no announcements.

37. TO REPORTS BY COUNTY / DISTRICT COUNCILLORS

37.1 West Sussex County Council

Cllr Wall reported the following:

- The new fire station and training centre has opened in Horsham. It is a state-of-the-art facility and can provide training to firefighters across the country.
- The Draft Sussex Integrated Care Strategy Shared Delivery Plan has just been published.
- Funding for school holiday events has been agreed. This funding will be passed on to other authorities including Mid Sussex District Council.
- Money is being put into new facilities at the Court Meadow site.
- A meeting was held with our new Highways Manager. This involved Lindfield Parish Council and several other local authorities. This meeting covered most of the local issues involving Highways.
- WSCC are looking to improve the strategy for improving roads.
- A County Council meeting will take place on Monday. This includes considering proposed government changes to community infrastructure levies. It is being proposed by the government that County Councils would no longer be statutory consultees to CIL agreements.

Cllr Wall answered member's questions relating to CIL and whether County Local Committees would be reintroduced. Questions relating to the Black Hill TRO were also raised.

37.2 Mid Sussex District Council

Cllrs Cooke & Wood reported the following:

- The condition of Lindfield Bowls Club pitch.
- Changes to the collection of rubbish from the public litter bins on Lindfield Common.
- They had met with the heads of the local schools and a nursery school.
- MSDC had granted funds to Lindfield Cricket Club to install a rainwater harvesting system. This will be used to water the pitch.

38. ACTION LIST

38.1 The action list was **NOTED**.

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

39.1 There were no active consultations to respond to.

40. PLANNING AND TRAFFIC COMMITTEE (P&TC)

40.1 Report by Cllr Upton on matters considered at the meetings held on 23-May-23, 6-Jun-23, & 27-Jun-23. Cllr Upton reported the following:

- P&TC has considered 21 planning applications at its last three meetings, with no objections submitted to MSDC.
- Cllr Garry Wall (WSCC, Lindfield & High Weald) has supported the applications for TROs (double yellow lines) in both Black Hill and Backwoods Close; WSCC's decision is awaited.
- P&TC have set up working groups to address; the Lewes Road TRO, kerbside EV charging points, and to support Cllrs Nisbett and Grace attending the meetings of Scaynes Hill to Lindfield Active Travel Group.
- MSDC has received notice of an appeal to the Planning Inspectorate following the refusal by MSDC of the proposed detached 4-bedroom dwelling at Lantern Cottage, Spring Lane (AP/23/0034).
- P&TC approved updated Terms of Reference, renaming Planning and Traffic Committee (P&TC) as Planning, Traffic & Transport Committee (PT&TC) to reflect the importance of wider means of transport in a more sustainable future, as well as updating various elements to reflect current practice.
- The Real Time Passenger Information device (electronic bus sign) was overdue, and the supplier is being chased to deliver this. Update – installed on Monday 02-Jul-23.

40.2 To receive the Minutes of the meetings of the P&T held on 23-May-23, 6-Jun-23, & 27-Jun-23 & to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the P&T Committee held on 23-May-23, 6-Jun-23, and 27-Jun-23 be received, and their recommendations confirmed.

40.3 To confirm updated terms of reference for the Committee. It was **AGREED** to ratify the amended terms of reference as recommended by the Committee.

41. ENVIRONMENT AND AMENITIES COMMITTEE.

41.1 Report by Cllr Blunden on matters considered at the meeting held on 08-Jun-23, to include any updates. Cllr Blunden reported the following:

Denmans Lane allotments – The committee considered and agreed on the following:

- To instruct the Working Group to review and implement documents for waiting list eligibility and inspections.
- To instruct the Working Group to consider a query relating to the provision of allotments.
- To note the correspondence from a nearby property owner regarding moving their fence.
- To note the comments from a tree surgeon regarding the condition of several ash trees. At our next meeting, we will be considering quotes to undertake an inspection of our tree stock (both allotments and Wilderness Field).

Wilderness Field – Since the last meeting, the half-grass cut has been undertaken.

King Edward Hall Clock – The committee agreed to instruct a specialist company to come and undertake a full inspection of the clock.

Lindfield in Bloom – Cllr Wilson has agreed to be the Council's liaison with the group.

41.2 To receive the Minutes of the meeting of the E&A held on 08-Jun-23, & to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the E&A Committee held on 08-Jun-23 be received, and their recommendations confirmed.

41.3 Climate Change – Update from Cllr Wood.

Cllr Wood advised that the Working Group had met on 5 July 2023. Cllrs Wood & Grace provided new members with the group's background and what it had achieved. All members were then asked for their suggestions and thoughts for future ideas.

42. FINANCE AND GENERAL PURPOSES COMMITTEE.

42.1 Report by Cllr Pickett on matters considered at the meeting held on 6-Jul-23, to include any updates.
Cllr Pickett reported that most of the issues covered at the meeting were covered by later agenda points. There are though some points to mention:

- The Annual Return 2022/23 has been submitted.
- The committee agreed that the clerk will create a survey for members on internal communication
- It was agreed to replace several pieces of fire safety equipment in the parish office that had reached the end of their service life.

42.2 To receive the Minutes of the meeting of the F&GP held on 30-May-23, & to confirm their recommendations. **RESOLVED:** that the Minutes of the meeting of the F&GP Committee held on 30-May-23 be received, and their recommendations confirmed. The minutes of the meeting dated 6-Jul-23 were not yet available.

42.3 Budget Progress including General Reserves expenditure to 30-Jun-23. Budget expenditure progress to 31-May-23:

Committee / Activity / Reserve	Expenditure	Budget
F&GP	£ 24,604	£ 175,849
E&A	£ 5,819	£ 54,975
Allotments	£ 347	£ 2,500
P&T	£ (4,044)	£ 8,000
General Reserve	£ 0.00	n/a
Total	£ 26,726	-

Income to 31-May-23:

Description	£
Precept	£ 108,000
Interest	£ 212
Rental	£ 1,616
Service Charge	£ 0
Licence Fees	£ 0
Christmas Festival Night	£ 0
Allotments	£ 899
Total	£ 110,727

42.4 Bank reconciliation (cash and investments) to 30-Jun-23 – To sign the statement.

Bank Reconciliation at 31-May-23	£
Barclays current account	£14,506.83
Barclays premium account	£151,665.54
Nationwide building society	£ 93,000.03
Petty Cash	£ 130.55
Unpresented payments	£ 0.00
Receipts not on bank statements	£ 114.54
Closing balance	£ 259,417.49

It was **AGREED** to sign the bank reconciliation statement.

42.5 Summary of receipts and payments to 30-Jun-23

The list of receipts and payments were noted.

42.6 To note the list of payments to the 13-Jul-23 and authorise payments.

The list of payments drawn since the Council meeting held on 17-May-23 was tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 was £408 and that the Petty Cash balance as of 13-Jul-23 was £117.55.

It was **RESOLVED** to approve the list of payments totalling £26,070.90 with VAT of £1,365.03. A copy of the list of payments was signed by Cllr Blunden.

42.7 Toilets on the Common – To approve submitting a fund application.

Cllr Woolley queried the level of proposed expenditure and whether the project should continue.

Several members stated that the project was for the benefit of the local community. The chair asked members to raise their hands if they were in support of continuing the project. The majority of members were in favour.

It was **AGREED** by a majority that the Parish Council:

- (A) Applies to Mid Sussex District Council for grant funding
- (B) Delegate authority to the Clerk, in conjunction with the Toilets on the Common Working Group, to manage and complete the application.

42.8 Bank Mandate – To ratify Cllr Beecroft as an authorised signatory

It was **AGREED** to:

- (A) Ratify Cllr Beecroft is added as an authorised signatory to the Council's accounts with Barclays Bank and Nationwide Building Society
- (B) Remove former Cllr Henton as an authorised signatory from our accounts.

42.9 Review of bank arrangements – To review & consider additional savings product.

It was **AGREED** that:

- (A) Agree that the Parish Council applies for the Unity Trust Instant Access Business Savings Account.
- (B) Agree that the existing authorised signatories and banking mandate arrangements will apply to the new account.
- (C) Delegate Authority to the Responsible Financial Officer, in conjunction with the Chair and Vice-Chair of F&GP, to manage and complete the application.

43. 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. There were no matters arising.

44. 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).

- 44.1 It was proposed by Cllr Wood and seconded by Cllr Upton to exclude the press and the public. It was **AGREED** to exclude the press and public.

The public part of the meeting finished at 21:02

45. CLOCK TOWER HOUSE LEASE

- 45.1 It was **AGREED** to instruct the Council's solicitor to offer the five-year lease renewal to the tenant.

The meeting finished at: 21:04