

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 16 MAY 2024** 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 Wood (MSDC)

108. TO ELECT A CHAIR

108.1 The Chair called for nominations. Cllr Upton **nominated** Cllr Blunden. Cllr Pickett **seconded** the nomination. Cllr Blunden confirmed he was willing to accept the nomination. It was **AGREED** to **ELECT** Cllr Blunden as Chair for 2024/25.

109. TO RECEIVE THE CHAIR’S DECLARATION OF ACCEPTANCE OF OFFICE.

109.1 The Chair read out and signed the declaration of office.

110. TO ELECT A VICE-CHAIR

110.1 The Chair called for nominations. Two nominations were received. Each candidate was seconded and the nominees both confirmed they were willing to stand. Members were asked to vote using a paper ballot. The Clerk checked the results and asked Cllr Wood to verify the results. The voting was as follows:

Nominee: Upton	Nominee: Woolley
Proposer: Blunden	Proposer: Burns
Secunder: Matthews	Secunder: Nisbett
Votes: 7	Votes: 4
Blunden, Grace, Matthews, Pickett, Upton, Webster & Wood	Burns, Nisbett, Wilson, & Woolley

Cllr Upton having received a majority share of the votes was **elected** Vice-Chair for 2024/25.

111. TO RECEIVE COUNCILLORS’ DECLARATIONS OF ACCEPTANCE OF OFFICE

111.1 Members would sign the declarations of office at the end of the meeting.

112. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE

112.1 Apologies for absence had been received from Cllr Beecroft. The reasons for absence were accepted.

113. DECLARATIONS OF INTERESTS

113.1 The following declarations of interest were received:

- i. Cllr Upton declared a personal interest in item 121.1 below as she is Chair of Mid Sussex Older People’s Council.

114. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING OF COUNCIL HELD ON 21 MARCH 2024

114.1 The Chair called for approval of the Minutes of the Council meeting held on 21 March 2024. It was **AGREED** that the minutes would be signed by the Chair as being a true record of that meeting.

115. 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.

115.1 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

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Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence

116. TO REVIEW AND CONFIRM THE DELEGATION ARRANGEMENTS TO COMMITTEES, AND OFFICERS, TO APPOINT COMMITTEES AND REVIEW THEIR TERMS OF REFERENCE.

116.1 It was **AGREED** to approve the Scheme of Delegation for Committee and Officers.

116.2 It was **AGREED** to appoint the following members to Committees:

Complaints:	Blunden, Pickett, Upton and Webster.
Environment & Amenities:	Blunden, Burns, Grace, Matthews, Nisbett, Pickett, Upton, Wilson, Wood & Woolley
Financial & General Purposes:	Beecroft, Blunden, Grace, Pickett, Upton & Webster.
Planning, Transport and Traffic:	Beecroft, Burns, Blunden, Matthews, Nisbett, Upton, Webster, Wilson & Woolley.

117. COUNCIL PROCEDURES

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

- Standing Orders and Financial Regulations.
- Code of Conduct for 2024/25.
- Council's Complaints Procedure.
- Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 (including publication scheme).
- IT Policies.
- Policy for dealing with the press/media.
- Council's and/or staff membership of other bodies and to consider the payment of any subscriptions falling to be paid annually.

118. COUNCIL ARRANGEMENTS

118.1 Insurance - It was **AGREED** that the council had insurance in place with Zurich for 2024/25.

118.2 Council meeting dates and times - 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.

118.3 Pay and Conditions of Service of Staff - It was **AGREED** that the Finance & General Purposes Committee would be delegated to review the pay and conditions of service for existing staff.

119. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

119.1 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.

120. REPRESENTATIVES TO OUTSIDE BODIES

120.1 It was **AGREED** to appoint the following representatives to outside bodies:

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

121. DIRECT DEBITS AND REGULAR CONTRACTS

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

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

122. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

122.1 There were no members of the public present.

123. CHAIR'S ANNOUNCEMENTS

123.1 The Chair reminded members that support was needed to run the council's stall on Village Day. A member suggested that a working group could consider what information to display at future events.

124. REPORTS BY COUNTY / DISTRICT COUNCILLORS

124.1 West Sussex County Council: Cllr Wall sent his apologies and the following report:

The strong relationship with all PC's across the Division continues to ensure we are able to work together to look at issues that affect our residents.

The County Council continues to experience challenges across all sectors. The Annual Budget is c£2Bn and financial pressures will feature heavily moving forward. With that knowledge the Council has already started its financial planning, in the short and medium term, in earnest. Those plans are well advanced and demonstrate that WSCC is as well placed as it can be to deliver the 300+ essential services that residents use every day of the week.

Childrens Services, Adult Social Care and School Maintenance are just three examples where costs are rising rapidly. It is therefore essential that the Council plans accordingly to protect those vital services.

The Council has recently appointed a new Chief Executive, Leigh Whitehouse (currently the Interim C/Exec at SCC), taking over from Becky Shaw, who has returned to a full time role at ESCC.

Sussex University Foundation Trust has also appointed a new Independent Chair, Jane Padmore who brings a wealth of experience to this critical role.

Looking more closely at local issues the main area of concern is surface damage to roads and pot holes in particular! The recent wet weather and, far in excess of the national average has meant that getting repair teams to deal with the sheer number of potholes has been challenging. County-wide the normal number of pot holes repaired would be c30,000, we are already up to 46,000 with more needed. With this knowledge it is essential that WSCC continue to invest and the extra £9m already identified will be topped up by further funding to expediate repairs asap.

This summer the Highways Teams will have access to 3, hopefully 4, Jet Patchers, modern machines that are able to deal with sections of the road that require more major intervention.

The working relationship with David Parsons and the PTC continues to ensure that we are alive to current issues and working in unison to deliver answers, not always easy but some progress has been made in difficult areas. One area that was successful was the addition of yellow lines on Black Hill to assist in traffic management at peak hours. This involved working with the Academy and the local community to bring this to conclusion. That strong working relationship will continue.

On Climate Change issues the Council continues to deliver towards its net zero targets. Our Solar farms contribute some 12m KWH to the Grid. Our recycling continues to perform well and Food Waste collection will drive rates upwards. WCC has also been successful in bringing forward Hydrogen Buses, up to 43 new buses secured with Government Support. We continue to roll out E/V charging across the County, all adding to our progressive "green"agenda.

124.2 Mid Sussex District Council: Cllr Cooke sent her apologies. Cllr Wood updated members on several matters:

- The Annual Meeting of MSDC had taken place the day before. Members were appointed to their existing Committees.
- A meeting with the Friends of Eastern Road Nature Reserve had taken place. The Clerk and both MSDC members had attended. The meeting discussed drainage/silt issues. A proposal will come to the Parish Council regarding how work on the Wilderness Field could improve this issue.
- Meetings have taken place with residents regarding playground and social housing issues.

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

125.1 There were no consultation documents.

126. PLANNING, TRANSPORT & TRAFFIC COMMITTEE (PT&T)

126.1 To receive the Minutes of the meetings of the Planning and Traffic Committee held on 2 April, 23 April & 14 May 2024, and to confirm their recommendations. and to confirm their recommendations. It was **RESOLVED** that the Minutes of these meetings of the PT&T Committee be received, and their recommendations confirmed.

127. FINANCE AND GENERAL PURPOSES COMMITTEE.

127.1 To receive the Minutes of the meeting of the F&GP held on 7-Mar-24 & 2-May-24 and to confirm their recommendations (if available). The minutes of the meeting dated 2 May were not yet available. Members were asked to receive the minutes of the meeting dated 7 March and to confirm their recommendations.

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It was **RESOLVED**: that the Minutes of 7 March 2024 meeting of the F&GP Committee be received, and their recommendations confirmed.

127.2 Budget Progress including General Reserves expenditure to 31-Mar-24.

Committee / Activity / Reserve	Expenditure	Budget
F&GP	£ 171,698	£175,849
E&A	£ 47,756	£ 54,975
Allotments	£ 2,787	£ 2,500
PT&T	£ 0	£ 8,000
General Reserve	£ 3,522	£ 0
Total	£ 225,763	£ 241,324

Earmarked Reserve	Expenditure	Budget
Toilets on the Common	£ 5,518.33	£ 84,170.00
Wilderness Field S106 Maintenance	£ 5,850.00	£ 18,696.58
Council Elections	£ 6,276.09	£ 5,400.00
Traffic Improvement/Planning Support	£ 0	£ 4,500.00
Total	£ 17,644.42	£ 112,766.5
Accrued Expenditure 2022/23 Budget (Paid in Aug 2023)		
EMR - Traffic Study Improvements	£4,044.26	

127.3 Income to 31 March 2024:

Description	£
Precept	£ 216,000
Interest	£ 3,663
Rental	£ 9,696
Service Charge	£ 795
Licence Fees	£ 141
Christmas Festival Night	£ 785
Allotments	£ 1,135
Total	£ 232,216

127.4 Bank reconciliation (cash and investments) to 31-Mar-24 – To sign statement.

Bank Reconciliation at 31 March 2024	£
Barclays current account	£ 15,000.00
Barclays premium account	£ 61,537.86
Nationwide building society	£ 45,000.00
Unity Trust current account	£ 464.20
Unity Trust savings account	£ 58,199.56
Petty Cash	£ 149.37
Unpresented payments	£ NIL
Receipts not on bank statements	£ 144.36
Closing balance	£ 180,495.35

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

127.5 Summary of Receipts and Payments to 29th February 2024

The Summary of Income & Expenditure will follow when the year-end closedown of accounts has been completed.

127.7 To note the list of payments to the 16-May-24 and authorise payments.

The list of payments drawn since the last Full Council meeting on 21 March 2024 has been tabled. Full Council was asked to note the payments, totalling £36,445.32, including £1,959.67 of VAT and that there were no payments under S137 of the Local Government Act 1972. The Petty Cash balance at the meeting date stands at £127.62.

It was **RESOLVED** to approve the list of payments totalling £36,445.32, including £1,959.67 of VAT. A copy of the list of payments would be signed by Cllr Blunden.

Members were asked to authorise the transfer of funds from Barclay's Business Premium account back to Nationwide Building Society of up to £40,000. The original transfer was undertaken for cash flow

reasons. Having received the first precept payment we are now able to return the fund to an interest-bearing account.

It was **AGREED** to authorise the internal transfer of up to £40,000 from the Barclay's Business Premium account to the Nationwide Building Society account.

128. ENVIRONMENT AND AMENITIES COMMITTEE.

128.1 The minutes of the meeting dated 11 April 2024 were not yet available.

129. ARRANGEMENTS FOR THE ANNUAL REPORT 2023/24

129.1 It was **AGREED** to instruct the Clerk to write the Annual Report 2023/24.

130. MATTERS ARISING AFTER THE PREPARATION OF THIS AGENDA, which the Chair agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only.

130.1 No matters raised.

The meeting finished at: 20:35.

The next meeting of the Council is 18 July 2024.

DISCLAIMER

The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until they are confirmed as a correct record at the subsequent meeting.