

## LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 22 MAY 2025**, at King Edward Hall, Lindfield.

The meeting commenced at 20:00

Parish Councillors:	Mrs. A. Beecroft	Mrs. A. Matthews*	Mr. T. Webster
	Mr. W. Blunden	Mr. S. Nisbett*	Mr. C. Wood
	Mrs. I. Burns	Mrs. V. Upton*	Mr. D. Woolley
	Mrs. L. Grace	Mr. I. Wilson	Vacancy

(\*) Denotes absence

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

### **220. TO ELECT A CHAIR.**

220.1 The existing Chair (Cllr Blunden) called for nominations. Cllr Webster was **proposed** and **seconded**. Cllr Webster was willing to stand. A vote was held and it was **agreed** to elect Cllr Webster as Chair for 2025/26

220.2 Cllr Webster thanked members and paid tribute to Cllr Blunden for his many years of service as Chair.

### **221. CHAIR'S DECLARATION OF OFFICE.**

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

### **222. TO ELECT A VICE CHAIR.**

222.1 The Chair called for nominations for the role. Cllr Beecroft was **proposed** and **seconded**. A vote was held and it was **agreed** to elect Cllr Beecroft as Chair for 2025/26.

### **223. MEMBERS' DECLARATIONS OF INTERESTS.**

223.1 This item was not required.

### **224. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.**

223.1 Apologies were received from Cllrs Matthews, Nisbett and Upton. The reasons for absence were accepted.

### **225. DECLARATIONS OF INTERESTS.**

224.1 There were no declarations.

### **226. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF THE COUNCIL HELD ON 13 MARCH 2025.**

225.1 The Chair called for approval of the Minutes of the Council meeting held on 13 March 2025. It was **agreed** that the Chair would sign the minutes as being a true record of that meeting.

### **227. 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.**

226.1 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.

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

228.1 It was agreed to approve the Scheme of Delegation for Committee and Officers.

116.2 It was agreed to appoint the following members to the Committees:

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

### **229. TO CONFIRM THE COUNCIL POLICY AND PROCEDURES (INCLUDING FINANCIAL REGULATIONS AND STANDING ORDER**

229.1 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 2025/26.

- 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.

It was **agreed** that the clerk would update the Standing Orders and Financial Regulations to reflect the latest templates, which incorporated changes in legislation.

**230. TO CONFIRM ARRANGEMENTS FOR INSURANCE, MEETINGS AND EMPLOYMENT OF STAFF.**

- 230.1 Insurance - It was **agreed** that the council had insurance in place with Zurich for 2025/26.
- 230.2 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.
- 230.3 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.

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

- 231.1 A summary of the updated asset register had been circulated. It was **noted** that the full register was available for members to inspect at the Parish Office. A query relating to the asset value of land was clarified.

**232. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES AND TO AGREE ON ARRANGEMENTS FOR REPORTING BACK TO THE COUNCIL.**

- 232.1 It was **agreed** to appoint the following representatives to outside bodies:
- |   |  |
|---|--|
| West Sussex ALC Ltd                           | Burns & Grace  |
| Mid Sussex Association of Local Councils      | Burns & Grace  |
| Mid-Sussex Older People's Council             | Upton  |
| Lindfield Enterprise Park Shareholders Group  | Clerk, Deputy Clerk (RFO to deputise in the absence of the Clerk and or Deputy Parish Clerk) |
| Gatwick Airport Town and Parish Liaison Group | Wood   |

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

- 233.1 Members **reviewed** and **agreed** to the list of direct debits and regular payments. It was **agreed** to approve a new direct debit for Kipper Creative in respect of council materials published in Lindfield Life magazine.

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

- 234.1 There were no members of the public present.

**235. CHAIR'S ANNOUNCEMENTS.**

- 235.1 The Chair reported/noted the following:  
Lindfield Village Day – The Chair asked members to help run the Council's stall.  
Eastern Road 30<sup>th</sup> Anniversary Event – The Chair thanked members who helped on the council's stall. The event was highly successful and a credit to the organisers.  
Roger Pickett – The Chair thanked Roger Pickett for his many years of service on the council.

**236. CONSULTATION DOCUMENTS**

- 236.1 It was **agreed** that the Clerk would submit a consultation response to the Local Government Association - Local government and legal responsibilities to act on climate change. This would be undertaken with input from the Climate Change Working Group.

**237. EVENTS**

- 237.1 Members **agreed** that the council would hold an event to mark 80 years since the end of the Second World War. It was **agreed** that the council would apply to MSDC for a grant fund. The council **agreed** it would also obtain permission to install bunting on part of the High Street.

**238. ANNUAL REPORT 2024/25**

- 238.1 It was **agreed** that the Clerk, in conjunction with the Chair and Vice Chair, would produce the Annual Report 2024/25 for publication in Lindfield Life.

**239. COMBERS TRUST**

## LINDFIELD PARISH COUNCIL

239.1 Members agreed to appoint Sue Blunden as A Representative Trustee for a term of four years.

### **240. MATTERS ARISING**

240.1 There were no matters arising.

The meeting finished at 21:03.

The next meeting of the Council is on 24 July 2025

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.