

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 25 SEPTEMBER 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 *	

(*) Denotes absence

In attendance: Mr. A. Funnell (Parish Clerk)
Cllr A-M Cooke (MSDC)

270. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE.

270.1 Apologies were received and accepted from Cllr Blunden and Matthews.

271. DECLARATIONS OF INTERESTS.

271.1 None received.

272. CASUAL VACANCY

272.1 Interviews had been conducted with the two candidates before the commencement of the meeting. Members agreed to co-opt Duncan Lowman onto the council. It was agreed that he would be appointed to the F&GP Committee as well as the PT&T Committee.

273. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF THE COUNCIL HELD ON 24 JULY 2025 & 7 AUGUST 2025.

273.1 The Chair called for approval of the Minutes of the Council meeting held on 22 May 2025 & 26 June 2025. It was agreed that the Chair would sign the minutes as being a true record of that meeting.

274. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

273.1 No members of the public were present.

275. CHAIR'S ANNOUNCEMENTS

274.1 The Chair had provided members with a written report that addressed the following points:

276. COUNTY & DISTRICT REPORTS

275.1 West Sussex County Council
Cllr Wall had sent his apologies for the meeting.

275.2 Mid Sussex District Council

Cllrs Cooke and Wood provided the following updates

- Planning Applications – A meeting had been held with a resident concerned about an application near their property.
- Lindfield Cricket Club – A meeting had been held with the club
- School crossing – A meeting had been held with the lollipop lady.
- VJ80 Event – Cllr Wood had attended the event.
- Village Parking Charges – Concessions had been achieved. A final consultation will be published in 2026.
- Air Quality – MSDC was currently running a consultation on this
- Lindfield Bowling Club – The club were aiming to carry out internal modifications so that its members could use it as a hub.

277. ITEMS FOR DECISION

276.1 Consultation Documents

a) Haywards Heath Town Council Community Governance Review (2025).
It was agreed that the council still supported its original submission on this issue.

b) New Street Trading Policy
It was agreed not to submit a response.

c) New Air Quality Strategy
It was agreed to delegate any response to the Clerk in conjunction with the Climate Change Working Group.

276.2 Financial Reports & Monitoring

LINDFIELD PARISH COUNCIL

- a) Members **noted** the Responsible Financial Officer's comments on the June & July 2025 figures.
- b) Members **noted** the June & July 2025 budget progress reports:

Committee / Activity / Reserve	Expenditure	Budget
F&GP	£ 57,239	£ 199,791
E&A	£ 9,345	£ 74,505
Allotments	£ 685	£ 3,000
PT&T	Nil	£ 400
General Reserve	£ 1,970	
Total	£ 69,240	£ 277,696

Income	£
Precept	£ 145,334
Interest	£ 918
Rental	£ 3,232
Allotment Rental	£ 1,243
Licence Fee	£ 152
Total	£ 150,879

- c) Members **noted** the General Reserve Expenditure for June & July 2025:

Account	Opening Balance	Net Transfers	Closing Balance
Toilets on the Common	£ 67,807.50	£ -	£ 67,807.50
Wilderness Field S106 Maintenance	£ 8,465.38	£ -	£ 8,465.38
Council Elections	£ 2,700.00	£ -150.00	£ 2,550.00
Plan 23-27	£ 5,000.00	£ -	£ 5,000.00
Planning Reserve	£ 4,000.00	£ -	£ 4,000.00
SID Replacement	£ 3,500.00	£ -	£ 3,500.00
F&GP Plan 23-27	£ 15,000.00	£ -	£ 15,000.00
Rolling Asset Management	£ 20,000.00	£ -	£ 20,000.00
	£126,472.88	£ -	£ 126,322.88

- d) Members **noted** the bank reconciliation statement and accompanying bank statements. It was **agreed** to sign the bank reconciliation statement for June & July 2025:

Description	£
Barclays Current Account	£ 16,659.49
Business Premium Account	£ 38,869.88
Nationwide Building Society	£ 84,960.70
Unity Trust Current Account	£ 17,109.88
Unity Trust Savings Account	£ 40,176.36
Hinckley&Rugby Building Soc.	£ 85,000.00
Lloyds Bank Charge Card	£ -3.00
Closing Balance	£ 282,773.31

- e) Members **noted** the list of receipts and payments for June, July & August 2025.

- f) To note and ratify the list of payments.

The list of payments drawn since the last Full Council meeting on 24 July 2025 has been tabled. Full Council was asked to note the payments, totalling £74,354.13, including £ 344.47 of VAT, and that there were payments of £ 563 under S137 of the Local Government Act 1972.

It was **resolved** to approve the list of payments totalling £74,354.13, including £ 344.47 of VAT. A copy of the list of payments would be signed by Cllr Webster.

It was **agreed** that the list of direct debit and debit card payments for June, July & August 2025 would be signed by Cllrs Beecroft and Webster.

276.3 Minutes of Committee Meetings

- a) Environment and Amenities (E&A).

It was **resolved** that the Minutes of the meetings dated 7th August 2025 of the E&A Committee be received, and their recommendations confirmed.

Cllr Nisbett reported that at the meeting dated 7th August, the committee had undertaken the following:

- Review and approval of the Wilderness Field risk assessment.
- Agreed that the council contact its existing tree inspection contractors to obtain costs for carrying out health and safety checks on our tree stock.
- Authorise an application to WSCC to carry out the grass verges trial

b) Finance and General Purposes (F&GP).

It was **resolved** that the Minutes of the meetings dated 3rd July 2025 of the F&GP Committee be received, and their recommendations confirmed.

Cllr Beecroft advised that at the meeting dated 4th September 2025, the committee had undertaken the following:

Grants – Three had been awarded:

- Lindfield Bonfire Society
- Lindfield History Project Group.
- Citizens Advice in West Sussex.

Toilets on the Common – Cllr Webster provided members with an update at the last working group meeting. A further meeting has been arranged for early October.

Cllr Beecroft also advised that we had received an unqualified Annual Governance and Accountability Return (AGAR) for 2024/25. All those involved in the preparation and submission of the AGAR were thanked.

c) Planning, Traffic and Transport (PT&T).

It was **resolved** that the Minutes of the meetings dated 22 July, 12 August & 2 September of the PT&T Committee be received, and their recommendations confirmed.

Cllr Upton reported that the committee had undertaken the following:

Since the last Full Council, PT&T has met three times and has submitted responses to 29 planning applications. Objections were submitted to the following applications:

DM25/2144 - The Holt, High Street - Lindfield Parish Council objected to this application, noting that this apparently healthy and impressive heritage native tree is clearly visible from the public domain and should be protected accordingly

DM25/2139 Esmeralda Cottage, West Common. Lindfield Parish Council objected to this application, considering that the proposed dormer is not sympathetic to the original form of this property. Further, it does not respect the street scene presented by the row of similar and unmodified neighbouring houses, within Lindfield's Area of Townscape Character, as detailed in the Lindfield and Lindfield Rural Neighbourhood Plan.

The following significant planning decisions or issues were reported at these meetings

DM/25/1560 – Co-op - MSDC have approved the Co-operative store's application for a digital display screen, to which LPC objected.

DM/25/1631 - 33 Dukes Road - MSDC have refused the application for a two-storey building, to which PTTC raised no objections.

Other matters

The Transport and Traffic Working Group 2025 – The TTWG has appointed Cllr Woolley as Project Manager and is utilising the JIRA Project Management tool to manage its activities towards meeting the WSCC application deadline.

SHLAT - Correspondence received from WSCC advising that there is insufficient funding available, either at WSCC or via Active Travel England, to support the proposal promoted by SHLAT.

276.4 Committee Recommendations & Referrals

a) Budget 2026/27.

It was agreed to:

- Endorse the guidelines set out within this report and
- Use these principles in preparing the 2026/27 Budget.

b) Bank Mandates & Arrangements.

It was agreed to:

- Approve the bank mandates.
- Retain our existing Barclays Bank accounts but seeks to increase the number of signatories to three per transaction to ensure adequate oversight.
- That the third signatory member be confirmed at the November F&GP/Full Council meetings.

c) Procurement.

Electric Van - It was **agreed** to ratify the recommendation from F&GP:

- i) That Lindfield Parish Council wish to continue using an electric vehicle for operational reasons.
- ii) To delegate authority to the Clerk, in conjunction with the Chair of Council and Committee Chair, authority to either renew the existing hire lease agreement or to procure a new contract. A decision would be made following a review of quotations when received. This item of expenditure would be met from the current Vehicle budget (nominal code 4385).

Solar Panels - It was **agreed** to ratify the recommendation from F&GP that:

The council accept a quote from PDP Electrical to provide solar panels on the Clock Tower House building. Expenditure of up to £10,000 was approved, which included a contingency for any additional electrical work needed for the installation. The expenditure would be met from the F&GP Plan 23-27 earmarked reserve.

276.5 Councillor Reports

Meeting Start times – Cllr Webster had proposed that meeting times be brought forward. A vote was held, and it was agreed that meeting times be changed to 7:45 p.m. The Clerk was instructed to implement the changes. As meeting times for the remainder of 2025 had been published, the change would commence in 2026.

278. **PLAN 23-27**

- 278.1 The Chair provided members with the latest updates. Six items had changed to green status. It was **agreed** to note the report. The role of working groups in delivering aims and objectives was discussed, and a report on working groups would be presented at the next Full Council meeting. A query was received about real time access to the monitoring document. This would be considered by the Clerk and Chair.

279. **LPC REPORTS**

279.1 Working Groups

Cllr Woolley provided members with an update on the work of the 20 mph working group:

- The group had met three times.
- Roles and responsibilities had been assigned.
- Tasks and progress were being recorded using a project management tool.

279.2 Councillor Updates

a) Attendances:

- Cllr Grace had attended the Lindfield Life 200th edition event on behalf of the council.
- Cllr Beecroft had attended the online WSALC Chairs Forum.

b) Training

- Cllr Webster would be attending a Finance training course.
- Cllr Grace had attended a course on dealing with difficult people.

279.3 Clerks Updates

The Clerk reported the following:

BT Phone Kiosk - BT has confirmed that, following the consultation to remove the phone equipment from the kiosk on the High Street, the box can now be adopted. The council will be applying to adopt it.

Festive Lights - The Council's moderation panel selected Blachere for our 2025-2027 festive lighting display. The winning tender was within our anticipated budget.

Autumn Clean - The event will take place on Saturday, 11th October 2025. We will require members' support with the event. Please let us know if you can help.

WSALC AGM - The West Sussex Association of Local Councils' AGM is due to take place on the 6th November.

S.106 Funding - Lindfield Primary Academy has been awarded up to £1m for improvements.

LPC Grants - Lindfield History Project Group's William Allen & 200 years of Lindfield school event took place over the weekend. The Council had supported the event by awarding a grant. The event was very successful. Various groups in the village, including the school, came together to organise an informative community event.

VJ80 Event - I would like to thank all the volunteers, including our own Parish Archivists, who helped make the event a success. The event was well attended. I have submitted our grant remittance claim to MSDC alongside an event report. We have been advised that our claim has been accepted, and we will receive funds shortly.

LINDFIELD PARISH COUNCIL

Denmans Lane Public Toilets - Unfortunately, our public toilets were subject to graffiti last week. I would like to thank our cleaners and Andrei for removing it promptly.

280. ITEMS FOR NOTING/INFORMATION

- 280.1 Action List & Work Schedule
The work schedule was **noted**.

281. MATTERS ARISING

- 280.1 There were no matters arising.

282. CONFIDENTIAL MATTERS

- 281.1 It was **proposed** by Cllr Beecroft and **seconded** by Cllr Upton to exclude the press and the public. It was **agreed** to exclude the press and public.

283. STAFF MATTERS

- 283.1 It was **agreed** to approve the report recommendations.

The meeting finished at 21:18

The next meeting of the Council is on 13 November 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.