

LINDFIELD PARISH COUNCIL

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 24 JULY 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 Garry Wall (West Sussex County Council)
Cllr Anne-Marie Cooke (Mid Sussex District Council)
Two members of the public

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

252.1 Apologies were received and accepted from Cllrs Blunden, Matthews, Nisbett, & Wood.

252.2 Cllr Woolley provided his retrospective apologies for missing the last Full Council meeting.

253. DECLARATIONS OF INTERESTS.

253.1 Cllr Grace declared an interest in item 257.4 a) as her husband is one of the volunteer archivists.

254. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF THE COUNCIL HELD ON 22-MAY-25, & 26-JUN-25.

254.1 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.

255. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

255.1 A member of the public spoke about their frustrations and disappointment that a 20mph speed limit application would not be made by 31 July 2025.

The Chair thanked the member of the public for their comments and advised that further details on the council's position would be set out under a later agenda item.

256. CHAIR'S ANNOUNCEMENTS

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

- Resident Engagement
- Co-option
- Agenda format

257. COUNTY & DISTRICT REPORTS

257.1 West Sussex District Council

Cllr Wall provided updates on WSCC matters, including:

- Recent and planned roadworks and mitigating the impact that these were having on the local bus services
- Local Government Reorganisation.
- Mayoral elections will take place in May 2026.
- Difficulties in future funding for Adult Social Care and Education.

Members reported to Cllr Wall that the Council needs to see some response from WSCC regarding the posts and railings. The Council had written to WSCC in December 2024 and had not so far received any reply.

Cllr Wall was asked to confirm whether or not WSCC was actively looking at amending the process by which 20mph applications were assessed. He confirmed that at present, this was not being considered.

257.2 Mid Sussex District Council

Cllr Cooke provided updates on MSDC matters, including:

- Clair Hall.
- Local Government Reorganisation.

258. ITEMS FOR DECISION

258.1 Consultation Documents

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a) Haywards Heath Town Council Community Governance Review (2025).

Members had varying opinions on whether or not to support the transfer of Haywards Heath North East ward from Haywards Heath Town Council to Lindfield Parish Council.

Members **agreed** that this item would be further considered at the next meeting (7 August 2025).

b) Shaping West Sussex.

The Clerk and Cllr Wall provided members with details on the survey.

Members **agreed** that this item would be further considered at the next meeting (7 August 2025) to allow more time to consider the response.

258.2 Financial Reports & Monitoring

a) Members **noted** the Responsible Financial Officer's comments on the May 2025 figures.

b) Members **noted** the May 2025 budget progress reports:

Committee / Activity / Reserve	Expenditure	Budget
F&GP	£ 25,641	£ 199,791
E&A	£ 5,563	£ 74,505
Allotments	£ 485	£ 3,000
PT&T	Nil	£ 400
General Reserve	£	
Total	£ 148,074	£ 305,668

Income	£
Precept	£ 145,334
Interest	£ 248
Rental	£ 1,616
Allotment Rental	£ 876
Total	£ 148,074

c) Members **noted** the General & Earmarked Reserve Expenditure for May 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	£ -	£ 2,700.00
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	£ -	£ 126,472.88

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

Description	£
Barclays Current Account	£ 14,950.12
Business Premium Account	£ 38,715.97
Nationwide Building Society	£ 84,721.34
Unity Trust Current Account	£ 19,767.60
Unity Trust Savings Account	£ 76,209.96
Hinckley&Rugby Building Soc.	£ 85,000.00
Closing Balance	£ 319,364.99

e) Members **noted** the list of receipts and payments for May 2025.

f) To note and ratify the list of payments.

The list of payments drawn since the last Full Council meeting on 13 March 2025 has been tabled. Full Council was asked to note the payments, totalling £ 292,410.08, including £ 2,250.49 of VAT and that there were payments of £ 500.00 under S137 of the Local Government Act 1972.

It was **resolved** to approve the list of payments totalling £292,410.08, including £2,250.49 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 March to June 2025 would be signed by Cllrs Beecroft and Webster.

258.3 Minutes of Committee Meetings

a) Environment and Amenities (E&A).

It was **resolved** that the Minutes of the meetings dated 10-Apr-25 & 12-Jun-25 of the E&A Committee be received, and their recommendations confirmed.

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

It was **resolved** that the Minutes of the meetings dated 6-Mar-25 & 29-May-25 of the F&GP Committee be received, and their recommendations confirmed.

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

It was **resolved** that the Minutes of the meetings dated 18-Mar-25, 8-Apr-25, 29-Apr-25, 20-May-25, 10-Jun-25 & 1-Jul-25 of the PT&T Committee be received, and their recommendations confirmed.

258.4 Committee Recommendations & Referrals

a) Village Archive Management Policy.

It was **agreed** that the Village Archive Management Policy be adopted with the following changes:

- Paragraph 7.3 would be amended so that the return date would be agreed upon before the item is loaned out.
- The issue around artefacts would be referred back to the Village Archives Working Group for further consideration.

b) Internal Communications.

Full Council **agreed** to ratify the F&GP recommendation that email would remain Lindfield Parish Council's primary tool of internal communications.

It was **agreed** that any alternative trials are to be agreed upon by the relevant committee(s) and that these must include a clearly defined scope, including safeguards. The launching and management of any agreed trials will be undertaken by Council Officers.

c) Transport and Traffic Working Group 2025.

The members of the working group **reported** that the Council was very disappointed to announce that it would not prove possible to apply to West Sussex County Council for a 20mph speed limit by its 31st July 2025 deadline. This decision was reluctantly taken in the light of changing advice from WSCC. Following the latest advice received, the required level of consultation could not be completed within the available time. Serious consideration was given to submitting a partial or limited scope application, but there was a risk that doing so might then preclude a subsequent fuller proposal. The Council had concluded that it was best to apply for the most appropriate scheme with the required level of consultation, rather than rush into a substandard proposal simply to meet WSCC's 31st July 2025 deadline.

258.5 Risk Management

There were no risk assessments for review.

259. **PLAN 23-27**

259.1 The Chair talked members through the Plan 23-27 report. It was **agreed**:

- To note the content of this report.
- That an updated monitoring report is included as a standard item in all future Full Council agendas.
- That all committees be asked to include this as a standing item at all their meetings, resulting in them checking and updating their sections and submitting any amendments to the Parish Clerk.

260. **LPC REPORTS**

260.1 Environment & Amenities

At the meeting on 12 June:

- Cllr Blunden elected Chair for 2025/26.
- Cllr Nisbett elected Vice Chair for 2025/26.
- Working Groups Appointed
- £400 approved for a hot bin composter.
- Climate Change Working Group met on 10 June; discussed grass verge trial and Eastern Road Nature Reserve event.
- Electric Contracts: Clerk delegated to manage quotes due to price volatility.
- Allotments: Concerns raised; Working Group to review management and suggest improvements.
- Wilderness Field: Fence damage to be repaired.
- Festive Lighting: Tender published.

- Denmans Lane flooring replacement approved.
- Risk assessments for Public Toilets and Street Furniture approved.

260.2 Finance & General Purposes

At the meeting on 29 May:

- Chair expressed thanks to Roger Pickett for his service.
- Working Groups Appointed.
- £500 awarded to Friends of Lindfield Playgrounds for start-up and promotional costs.
- New Unity Trust charge card received.
- Direct Debit approved for Kipper Creative Ltd.
- Cllr Pickett to be removed from bank mandates.
- Rotary Club Membership: Approved (£100/year)
- Breakthrough Communications Hive Platform: Approved.
- Email to remain primary tool; trials of alternatives must be scoped and officer-led.
- Toilets on the Common: Working group to review current position.
- Solar Panels: No objections from Enterprise Park.
- IT Support Contract: New quotes to be obtained; delegated authority to approve.
- Website Update: Quotations to be sought; delegated authority to proceed.
- Internal control checks and annual audit reviews noted—no issues reported.
- Accounts closedown completed; internal audit scheduled.
- AGAR 2024/25 in progress; additional info requested due to exceeding £200k threshold.
- Precept Transfers: £84,000 to Hinckley & Rugby BS, £39,200 to Unity Trust savings.
- Training attendance noted.
- Staffing matters discussed; report to be submitted to Full Council on 24 July 2025.

The minutes of the meeting dated 3 July have not yet been completed.

260.3 Planning, Traffic & Transport

Since the last report to Full Council, PTTC has met on three occasions (10th June, 1st and 22nd July) and considered 27 planning applications.

Objections were raised in respect of two planning applications:-

1. DM/24/1536 Carriers Cottage, Lewes Road, as the committee was concerned as to the size and impact on visibility of the proposed extension on the historic rear elevation of the property.
2. AA/25/1560 – Co-op 35-37 High Street, as the committee was concerned that the proposed advertising screen would be inappropriate within the Conservation Area and a potential distraction to drivers exiting the Lewes Road.

The following matters were also considered by PTTC:

- Working Groups
 - i. A new group, Transport and Traffic Working Group 2025, was formed, replacing previous working groups. This group has been considering 20mph speed limits in the village. Recognising the level of support exhibited by the change.org petition organised by Fairer World Lindfield, alongside responses to a subsequent canvassing of local organisations and businesses, the group is working towards a formal application for such a scheme.
- DP 39 - Sustainable Design & Construction:
 - i. Following MSDC's disappointing response that its policy was not generally enforceable, PTTC decided nevertheless that they should continue to make comments in respect of planning applications where sustainable elements could potentially be incorporated or improved.

260.4 Councillor Updates

The Chair attended an afternoon reception organised by the Bishop of Chichester for Civic representatives, the Military, the NHS and the Emergency Services.

Cllr Wood attended the Sussex Young Musician 2025 awards held at All Saints Church. The event was a great success.

260.5 Clerks Updates

The Clerk reported the following:

- *Festive Lighting* - We have received submissions that the moderation panel will now review.
- *Photocopier* - Quotes have been received and shared with the F&GP Chair & Vice Chair.
- *VE & VJ 80 Event* - The council has successfully applied to MSDC for a grant fund towards the event. Our archivists have been working hard to produce displays for the event. We have obtained permission from MSDC to install bunting around the inner pond post and railings.
- *Solar Panels* - Quotes for solar panels on the Clock Tower House have started to be received. This will be considered by F&GP and then Full Council.

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- *Grit bin audit* - The Village Orderly has undertaken the audit. The Clerk will be updating the WSCC portal appropriately.
- *Denmans Lane Toilets* - Unfortunately, the toilets were subjected to graffiti. We have attempted to remove this, but some has been scratched in. The Village Orderly and Clerk will together attempt to sand this out.

261. ITEMS FOR NOTING/INFORMATION

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

262. MATTERS ARISING

- 262.1 There were no matters arising.

263. CONFIDENTIAL MATTERS

- 263.1 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.

264. STAFF MATTERS

- 264.1 It was **agreed** to make the recommended alterations to the RFO's contractual hours.

The meeting finished at 21:42.

The next meeting of the Council is on 7 August 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.