

# LINDFIELD PARISH COUNCIL

## DRAFT SUBJECT TO THE APPROVAL OF FULL COUNCIL ON 14TH MAY 2026

Minutes of the **MEETING** of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 14 MARCH 2026**, at King Edward Hall, Lindfield.

The meeting commenced at 19:45

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)

### **309. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE.**

309.1 Apologies were received and accepted from Cllr Matthews.

### **310. DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST**

310.1 Cllr Beecroft declared an interest in item 306.3 as she is a director of Friends of Lindfield Playgrounds. Cllr Beecroft did not take part in this item.

### **311. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF THE COUNCIL HELD ON 22 JANUARY 2026.**

311.1 The Chair called for approval of the Minutes of the Council meeting held on 22 January 2026. It was agreed that the Chair would sign the minutes as being a true record of that meeting.

### **312. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

312.1 There were no questions.

### **313. CHAIR'S ANNOUNCEMENTS**

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

### **314. COUNTY & DISTRICT REPORTS**

#### **314.1 West Sussex District Council**

Cllr Wall reported the following:

- Funding for Local Government Reform: £12-15 million yearly for Sussex projects; strategic spending overseen until 2028.
- Local Government Reform Uncertainty: Conflicting options may impact 50,000 employees; clarity expected after elections on May 7.
- Budget Highlights: No service cuts, 4.99% council tax increase; strategies for social care and special needs approved before April.
- Road Maintenance Success: £50 million government funding plus £7.5 million extra; total of £152 million over five years.
- Pond Posts Installation Ready with contractor agreements in place and a start date expected within a week, aiming for work to begin before the end of April. Strimmer guards are requested around posts for added protection. Road closures needed for work are complicated by other utility and emergency repairs, requiring coordination
- Chaloner Road Parking Problem is under active review with follow-up meetings planned. Possible solutions include formalising parking with hard standing and managing through Traffic Regulation Orders or community highway schemes
- Tree Pollarding Safety Work is ongoing with 12 remaining trees needing attention, requiring road licenses to undertake traffic management.
- Dukes Road Repairs face challenges due to a sunken Victorian sewer requiring costly intervention. Interim repairs and traffic calming via parking management are being considered while the full solution awaits funding and planning.

#### **314.2 Mid Sussex District Council**

Cllr Cooke had sent her apologies. Cllr Wood reported the following:

- Attended Eastern Road Nature Reserve tree planting event with Cllr Cooke.
- Lindfield Cricket Club – Cllr Wood read out an email sent to Lindfield Cricket Club from MSDC advising that their application would not be taken any further at this stage, as they had not sought Planning Inspectorate permission.
- Litter bins on the Common – Cllr Wood had reported concerns over overflowing litter bins.

### **315. CONSULTATION DOCUMENTS**

315.1 There were no consultations.

### **316. COMMITTEES – MINUTES & RECOMMENDATIONS**

**LINDFIELD PARISH COUNCIL**

316.1 Environment and Amenities (E&A).

It was **resolved** that the Minutes of the E&A Committee meeting dated 5<sup>th</sup> February 2026 be received, and that their recommendations be confirmed.

Cllr Blunden reported that the Committee last met on the 5<sup>th</sup> February 2026. At that meeting, the following was considered:

- Events planned for 2026.
- Denmans Lane Allotments – It was agreed that plot rates in 2027/28 would be increased to £9. The council will also be implementing a hosepipe ban on the allotments.
- Inspection of tree stock – Since the meeting, the council has accepted a quote to undertake the inspections.
- It was agreed to approve the risk assessment for the Denmans Lane Allotments.

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

It was **resolved** that the Minutes of the meetings dated 27<sup>th</sup> January, 17<sup>th</sup> February & 10<sup>th</sup> March 2026 of the PT&T Committee be received, and their recommendations confirmed.

Cllr Webster **reported** that since the last Full Council meeting, the committee has met on three occasions: 27<sup>th</sup> January with 4 applications, 17<sup>th</sup> February with 8 applications and 10<sup>th</sup> March with 16 applications.

Of the 28 applications:

- 14 were Household Applications.
- 3 were Listed Building Consents.
- 11 were Tree Surgery.

The response of ‘No objection or no comment’ was submitted in all cases.

At the time of writing this report, the PTTC on the 10<sup>th</sup> of March has not yet taken place, and no applications are considered contentious.

In addition to reviewing planning applications, the committee has received reports from the 20-mph working group.

The committee discussed whether to submit a response to the National Planning Policy Framework (NPPF) Consultation. The committee felt that responding to such a complex document would require advice from a planning expert, which would not be a good use of public funds. The committee therefore agreed to make no response.

316.3 Finance and General Purposes (F&GP).

It was **resolved** that the Minutes of the meetings of the F&GP Committee dated 8<sup>th</sup> January 2026 be received, and that their recommendations be confirmed. The minutes of the meeting dated 5<sup>th</sup> March 2026 were not yet available.

Cllr Beecroft **reported** that the Committee last met on 5<sup>th</sup> March 2026. At that meeting, we considered the following:

- Community Awards scheme. The Lindfield Parish Council Community Awards would recognise, celebrate and congratulate the unsung heroes of the village who work tirelessly to make a difference to our local community. These may be individual residents or businesses that have made a significant contribution to our local community, either through a specific action or event or as a cumulative effect over a longer period. I am pleased to say we have already received some nominations. Nominations close on the 1st May and the winner will be announced at our Village Roadshow/Parish meeting on the 20<sup>th</sup> May.
- Risk Assessments. We also agreed to ratify the risk assessment for our stall on Lindfield Village Day and the 20 mph consultation.

**317. FINANCIAL REPORTING & MONITORING**

a) Members **noted** the Responsible Financial Officer’s comments on the November 2025 to January 2026 figures.

b) Members **noted** the November 2025 to January 2026 budget progress reports. The January 2026 reports were as follows:

<b>Committee / Activity / Reserve</b>	<b>Expenditure</b>	<b>Budget</b>
F&GP	£ 128,181	£ 199,791
E&A	£ 28,774	£ 74,505
Allotments	£ 1,233	£ 3,000
PT&T	£ 172	£ 400
General Reserve	£ 2,165	
<b>Total</b>	<b>£ 160,526</b>	<b>£ 277,696</b>

<b>Income</b>	<b>£</b>
Precept	£ 290,668
Interest	£ 2,522

## LINDFIELD PARISH COUNCIL

Grants Received	£ 357
Rental	£ 6,464
Service Charge	£ 344
Licence Fee	£ 152
Christmas Festival Night	£ 1,430
Allotment Rental	£ 1,260
<b>Total</b>	<b>£ 303,197</b>

c) Members **noted** the General Reserve Expenditure for January 2026:

<b>Account</b>	<b>Opening Balance</b>	<b>Net Transfers</b>	<b>Closing Balance</b>
Toilets on the Common	£ 67,807.50	£ -	£ 67,807.50
Wilderness Field S106 Maintenance	£ 8,465.38	£ 800.00	£ 7,807.38
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	£8,722.48	£ 6,277.52
Rolling Asset Management	£ 20,000.00	£ -	£ 20,000.00
	<b>£126,472.88</b>	<b>£ 9,672.48</b>	<b>£ 116,800.40</b>

d) Members **noted** the bank reconciliation statement and accompanying bank statements. It was **agreed** to sign the bank reconciliation statement for January 2026:

<b>Description</b>	<b>£</b>
Barclays Current Account	£ 17,084.33
Business Premium Account	£ 14,603.70
Nationwide Building Society	£ 85,620.99
Unity Trust Current Account	£ 15,322.85
Unity Trust Savings Account	£ 85,031.96
Hinckley&Rugby Building Soc.	£ 85,811.21
Lloyds Bank Charge Card	£ -337.71
<b>Closing Balance</b>	<b>£ 303,136.70</b>

e) Members **noted** the list of receipts and payments for January 2026.

f) To note and ratify the list of payments.

The list of payments drawn since the last Full Council meeting on 22 January 2026 had been tabled. Full Council was asked to note the payments totalling £104,765.18, including £1,604.30 of VAT, and to note that there were payments of £500 under S137 of the Local Government Act 1972.

It was **resolved** to approve the list of payments totalling £104,765.18, including £ 1,604.30 of VAT. Cllr Webster would sign a copy of the payment list.

It was **agreed** that the list of direct debit and debit card payments for December 2025 to February 2026 would be signed by Cllrs Beecroft and Webster.

### 318. DECISION REPORTS

#### 318.1 Risk Management.

Members considered the report and **agreed** that:

- a) The Council confirms that it has a suite of Risk Assessments in respect of all of its activities in accordance with its Financial Regulations(s17).
- b) Confirm its agreement to existing risk management procedures.

#### 318.2 Asset Management.

Members had been asked to consider whether to replace or move the Welkin bus shelter. West Sussex County Council Highways had advised that they would relocate the existing bus stop. The bus shelter, though, was the property of the Parish Council. The existing shelter was not in good condition due to age and past graffiti. Arguments were made for and against replacing the existing shelter.

It was **agreed**:

- a) To purchase a new bus shelter.

# LINDFIELD PARISH COUNCIL

- b) To authorise the Clerks in Conjunction with the Council & E&A Chair and Vice Chair to make the purchase and necessary arrangements.
- c) To authorise expenditure of up to £15,000 from the rolling asset management earmarked reserve.

## 305.3 Policy Documents.

It was **agreed** to accept the following documents recommended by F&GP:

- a) Financial Regulations (updated document).
- b) Document Retention (replacement document).

## 305.4 Governance.

It was **agreed** to accept the following:

- a) Annual Review of the Effectiveness of the Overall Internal Audit 2025-2026.
- b) Annual Review of the Effectiveness of the Internal Control System 2025-2026.

Cllr Grace was thanked for undertaking the reviews.

## 305.5 Communications & Engagement Strategy

It was **agreed** to accept the F&GP recommendation to implement the Communication & Engagement Strategy document.

## 305.6 Committee Preferences.

It was **agreed** to **note** the preferences as a precursor to discussions at the Annual Meeting in May.

## 305.7 Banking Arrangements

It was **agreed** to accept the F&GP recommendation to:

- a) Withdraw and cancel the use of the Barclays Bank Debit Card, held in the name of the Clerk.
- b) Transfer the balance of funds held in the Barclays Bank Business Current account to the Unity Trust Bank Current account to assist with everyday banking arrangements (this will help to cover the cost of the PWLB direct debit payment of £10,726.00, which is due to be paid by DDM in April 2026).
- c) Close the Barclays Bank Business Current account.
- d) Continue operating the Business Premium Savings account.

## 319. **PLAN 23-27**

319.1 Members were asked to provide any updates.

## 320. **ITEMS FOR NOTING/INFORMATION**

### 320.1 Work Schedule

Members **noted** the latest work schedule.

### 320.2 Working Group – Reports & Updates

Wilderness Field Working Group -The group had met, and a further meeting was scheduled for 7th April. The meeting had covered various matters, including the management plan.

Climate Change Working Group - The group had met recently. Greener Lindfield had attended the Lindfield Repair Café and would attend the Lindfield Horticultural Society Spring Show at the end of March.

Transport Working Group – Members of the working group held a consultation stand on the High Street in late February.

### 320.3 Attendance & Training Updates

Cllr Grace advised that she had attended an Eco Forum meeting at Wakehurst Seed Bank.

### 320.4 Officer Updates

The Clerk updated members on an HR matter.

## 321. **MATTERS ARISING**

320.1 There were no matters arising.

The meeting finished at 21:05

The next meeting of the Council is on 14 May 2026

Approved.....Chair

Date .....

## DISCLAIMER

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