

# LINDFIELD PARISH COUNCIL

## DRAFT SUBJECT TO THE APPROVAL OF FULL COUNCIL ON 18<sup>TH</sup> JUNE 2026

Minutes of the **ANNUAL MEETING** of LINDFIELD PARISH COUNCIL held on **THURSDAY, 14 MAY 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)

### **322. ELECTION OF CHAIR**

322.1 The existing Chair (Cllr Webster) 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 2026/27.

### **323. DECLARATION OF ACCEPTANCE OF OFFICE**

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

### **324. ELECTION OF A VICE-CHAIR**

324.1 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 2026/27.

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

325.1 Apologies were received and accepted from Cllr Matthews.

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

326.1 There were no declarations.

### **327. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS OF THE COUNCIL HELD ON 12 MARCH 2026.**

327.1 The Chair called for approval of the Minutes of the Council meeting held on 12 March 2026. It was agreed that the Chair would sign the minutes as being a true record of that meeting with a minor amendment.

### **328. 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.**

328.1 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.

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

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

329.2 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, Lowman, Upton & Webster.
Planning, Transport & Traffic:	Beecroft, Burns, Lowman, Matthews, Nisbett, Upton, Webster & Woolley

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

330.1 Insurance - It was **agreed** that the council had insurance in place with Zurich for 2026/27.

330.2 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.

330.3 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.

**331. TO CONFIRM THE COUNCIL POLICY AND PROCEDURES (INCLUDING FINANCIAL REGULATIONS AND STANDING ORDERS)**

331.1 It was agreed that the council had the following procedure/policies and to approve the payment of regular subscriptions:

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

332.1 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.

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

333.1 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)
Greener Lindfield	Grace & Woolley

**334. DIRECT DEBITS AND REGULAR CONTRACTS**

334.1 Members **reviewed** and **agreed** to the list of direct debits and regular payments.

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

335.1 There were no questions.

**336. CHAIR'S ANNOUNCEMENTS**

336.1 The Chair made the following comments:

- a) Parish Meeting – The Parish Meeting/Village Roadshow takes place next Wednesday.
- b) Village Day – Members were reminded to advise whether they could assist on our stall.
- c) 20 mph consultation – The results have been shared with the working group. 75.56% of respondents would support the proposal that the speed limit in Lindfield parish should be 20mph.
- d) Shaping West Sussex - Earlier this week the government published a further consultation on the creation of proposed unitary authorities for Sussex. The Devolution Working Group will be considering this matter and this will be presented to F&GP (28 May 2026).
- e) West Sussex County Council Elections – Cllr Wood was congratulated on his election to WSCC. Members recorded their thanks to Garry Wall for his service as our WSCC member from May 2021 to May 2026.

**337. 2025-26 YEAR-END ADJUSTMENTS**

337.1 It was **agreed** to **note** the detailed income & expenditure by budget heading 31/03/2026 - explanation of over/under expenditure against budget heading

337.2 It was **agreed** to **note** the summary of planned earmarked reserves expenditure for 2026-2027.

**338. PLAN 23-27**

338.1 Members were advised that to help shape the proposed Plan 27-31, and in support of Plan 23-27, it is proposed that the council launch a resident/stakeholder survey. The survey would be launched at our stand on Lindfield Village Day. The survey will be conducted electronically with paper copies available. The survey will ask respondents to provide feedback on:

- Current Parish Council Services
- Village Life
- Future Priorities

338.1 It was **agreed** to:

- a) Confirm that the council produces and launches a residents and stakeholders survey.
- b) Delegate this task to the Plan 23-27 and Communications & Community Engagement working groups.

**339. ANNUAL REPORT 2025-26**

339.1 It was **agreed** that the Clerk, in conjunction with the Chair and Vice Chair, would produce the Annual Report 2025/26 for publication in Lindfield Life.

**340. INTERNAL TRANSFERS**

340.1 Members were advised that it would be necessary for funds to be moved from the Unity Trust Current Account to other accounts to ensure that funds were protected under the Financial Services Compensation Scheme.

340.2 It was **agreed** to **approve** the following internal transfers:

**LINDFIELD PARISH COUNCIL**

- a) up to £104,250 from the Unity Trust Current Account to Unity Trust Savings Account.
- b) up to £28,000 from the Unity Trust Current Account to Hinkley & Rugby Building Society Savings Account.
- c) Up to 20,250 from the Unity Trust Current Account to Nationwide Building Society Savings Account Issue 9

**341. MATTERS ARISING**

341.1 There were no matters arising.

The meeting finished at : 20:28

The next meeting of the Council is on 18 June 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.