

ACTION AND PROJECT PROGRESS LIST

E.A - Item 6

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	NOTES
E&A	105.2	11-Apr-24	Climate Change	It was AGREED to authorise the expenditure of up to £250 (including use of the debit card) to purchase a swift nesting box.	Clerk	Box has been purchased and received. We have asked one of our contractors to install.
E&A	129	06-Jun-24	Wilderness Field	It was AGREED that the (silt pond) proposal should be researched further by the working group and that a report be made to a future committee meeting.	Clerk & WFWG	In progress

E&A Committee Budget – 30th September 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	3,521	4,900	1,379		1,379	71.9%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	4,710	18,000	13,290		13,290	26.2%	
4471 Maintenance/Gardening	350	2,000	1,650		1,650	17.5%	
4480 Christmas Festival Night & Com	50	1,500	1,450		1,450	3.3%	
4500 Digital Mapping	390	525	135		135	74.3%	
4510 Grass Cutting	0	2,200	2,200		2,200	0.0%	
4521 Wilderness Field S106	2,880	0	(2,880)		(2,880)	0.0%	2,880
4530 Village Orderly Equip/Expenses	0	1,000	1,000		1,000	0.0%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	12,258	14,000	1,742		1,742	87.6%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	256	1,500	1,244		1,244	17.1%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	27,415	64,425	37,010	0	37,010	42.6%	2,880
Net Expenditure	(27,415)	(64,425)	(37,010)				
6000 plus Transfer from EMR	2,880						
Movement to/(from) Gen Reserve	(24,535)						

120 Allotments							
1200 Allotment Income	1,197	1,243	46			96.3%	
Allotments :- Income	1,197	1,243	46			96.3%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Allotment Expense	557	2,500	1,943		1,943	22.3%	
Allotments :- Indirect Expenditure	557	2,500	1,943	0	1,943	22.3%	0
Net Income over Expenditure	640	(1,257)	(1,897)				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	12,845.58	2,880.20	9,965.38

E&A Expenditure from General Reserves

	<u>Actual Year to Date</u>	<u>Current Annual Bud</u>	<u>Variance Annual Total</u>
Plan 23-27	0	5,000.00	5,000.00

Committee Meeting:	Environment & Amenities
Item	8
Report of:	Parish Clerk
Date:	28 November 2024
Subject:	Budget 2025/26

Purpose of Report:

1. Members are asked to consider the 2025/26 budget for the E&A Committee.

Summary:

2. This paper provides a narrative for the E&A budget for 2025/26. Recommended budgets are broken down into Income and Expenditure sections and are based on past actuals and anticipated projects/works.

Recommendation(s)

Members are recommended to:

- A) Consider the committee budget.
- B) Agree to recommend the committee budget to F&GP (12th December 2024) & Full Council (23rd January 2025).

Background:

3. The Society for Local Council Clerks advises that:
The budget, approved annually, is the principal tool by which the council controls how its money is spent. It is also the council's primary planning tool, so that the budget setting process should be used to consider what the council is seeking to achieve, the major issues it faces and how it is going to address them.
4. The 2024/25 budget for the committee is £64,250. The Allotment budget is £2,500. In addition, there are two earmarked reserves. (£18,695.58 for the Wilderness Field and £5,000 for the Plan 23-27).
5. We are now in the process of obtaining information from our suppliers/contractors regarding potential price increases. Once this information is received it will be incorporated into the relevant budget headings.
6. The Committee budget is likely to require increasing due to the following factors:
 - a) Increase in cleaning charges for the Denmans Lane public toilets
 - b) Running and maintenance costs for proposed toilets on the Common. The annual requirement for running these facilities is estimated to be between £30-40k. Members will need to consider how much to include within the budget (this will need to be determined by the anticipated build date).
7. The Council has previously stated that the failing Lindfield Pond outer wooden posts and railings remain the responsibility of WSCC. No provision has been included in this draft budget for their replacement.

Income

8. The Committee has two minor income streams: allotment rental and stall pitches for Christmas Festival Night. Neither of these income streams covers the costs of the respective service/event.

Allotment Income	2024	2025	Difference
plot rates (per rod)	£6	£7	+ £1
anticipated income	£1,243	£1,450	+ £
Christmas Festival Night	2024	2025	Difference
Stall rates charity/commercial	£15/30	£20/35	+ £5
Anticipated income	£800	£950	+ £150

Expenditure

9. To save funds we have not budgeted to install the festoon lights as part of the festive lighting display. Spark lights though have been included.

Table of expenditure

	Exp 23/24	Bud 24/25	Proposed 25/26	+/-
Street Lighting - Energy/Maintenance	5,267	4,900	5,200	+ 300
To support the day-to-day running of LPC's lighting stock				
Street Lighting – Purchase	0	3,000	3,000	0
Self-insurance for any streetlight replacements				
Christmas Lights	17,728	18,000	13,500	- 4,500
To support the provision of festive lighting.				
Maintenance Gardening	1,506	2,000	1,500	- 500
To support maintenance tasks				
Christmas Festival Night	1,141	1,500	1,500	0
To support the running of Christmas Festival Night				
Digital Mapping	390	525	525	0
Provision of digital mapping products				
Grass Cutting	2,026	2,200	2,400	+ 200
Additional cuts on the High Street by HHTC				
Wilderness Field	5,850	EMR	EMR	
To maintain the field				
Village Orderly Equipment & Expenses	508	1,000	1,000	0
To support the services undertaken by the Village Orderly				
Denmans Lane Toilets Repairs	90	5,000	5,000	0
To support any required repairs/replacements of the facilities				
Denmans Lane Toilets Utilities	12,911	14,000	20,230	+ 6,230
To support the daily running costs of the public toilets				
Toilets on Common Utilities	N/A	9,000	13,350	+4,350
To support the daily running costs of the public toilets				
NEW - Toilets on Common Repairs	N/A	N/A	3,500	+3,500
To support any required repairs/replacements of the facilities				
Climate Change Projects	485	1,500	1,500	0
To support the Climate Change Policy				
Replacement Street Furniture	199	1,000	1,000	0
To support any required repairs/replacements of Street furniture				
Emergency Equipment	0	300	300	0
To support the winter management plan				
Community Equipment	0	300	300	0
To support the purchase and maintenance of community equipment				
Village Archives	58	200	200	0

Lindfield Parish Council

To support the day-to-day running of the archive

Denmans Lane Allotments

2,708 2,500 3,000 + 500

To support the day-to-day running of the allotments

Earmarked Reserves

10.	Opening	Remaining
	24/25	25/26
Plan 23-27	£ 5,000	Retain £ 5,000
Wilderness Field (remaining s106 balance)	£ 12,845	£8,465

Summary

11.

	2023/24	2024/25	2025/26
Budget	£ 54,975.00	£ 64,425.00	£ 74,505.00
Allotments	£ 2,500.00	£ 2,500.00	£ 3,000.00
Earmarked Reserves	£ 18,695.58	£ 12,845.58	£ 13,465.00*
Total	£ 76,170.58	£ 89,770.58	£ 90,970.00

*these are existing reserves and so do not require any cash top up for 2025/26.

Financial Implications

12. The Council must ensure that it has enough funds to support its budget. The overall council funding position will be considered by F&GP and Full Council.

Policy Considerations

13. The budget setting process should be driven by the committees Plan 23-27 objectives.

Legal Implications

14. The Parish Council has a statutory duty to set a budget and resulting precept each year.

Lindfield Parish Council
Schedule of Fees 2024/25

Denmans Lane Allotments	1 April 2024	1 April 2025
Price per rod ⁽¹⁾	£ 6	£ 7
Deposit	£ 50	£ 50
Christmas Festival Night	1 April 2024	1 April 2025
Charity Stall Pitch	£ 15	£ 20 ⁽²⁾
Commercial Stall Pitch	£ 30	£ 35 ⁽³⁾

¹ Figures previously agreed at E&A and provided to tenants 12 months before the increase comes into effect.

² Proposed fee.

³ Proposed fee.

From: [REDACTED]
To: [Clerk](#)
Cc: [REDACTED]
Subject: Traditional fingerposts
Date: 22 November 2024 10:46:31
Attachments:

Dear Mr Funnell, Clerk, Lindfield Parish Council

I am writing to you about traditional fingerposts located in your civil parish.

Overall picture

I am a member of the public who, over recent months, has enjoyed conducting a comprehensive review of all traditional fingerposts located in West Sussex. This has involved photographing and logging the condition of some 450 signs in total

West Sussex (together with East Sussex) has more traditional fingerposts than any other county I know. In parishes in Mid Sussex, the very attractive ESCC design of white wooden post and arms with black lettering predominates, reflecting the legacy of their being part of East Sussex prior to 1974. In parishes further west in the county is found instead the WSCC design of black and white post with finial and wooden arms, in my view the finest aesthetically in the whole of England and the UK. As such, the fingerposts are a tremendous asset to the county, which we can all be proud of and should cherish and strive hard to preserve. The motivation for my review derives from that sentiment and my love of the signs, and also a wish to honour the memory of my beloved mum, who lived in the county all her life, passed away in 2021, and also loved them.

Responsibility for maintaining the fingerposts used to rest with WSCC. However, I understand this duty now lies with individual parish councils. While the reason for this change was, I believe, financial, in some ways it has been beneficial because the number of signs in each civil parish is relatively small, making this task less daunting.

I am delighted to report that I have found the fingerposts overall to be in better condition now than they have been for many years, with high quality restoration work having been carried out recently in many parishes across the county, both within and outside the South Downs National Park. Please find attached to this email a pdf document which provides 25 examples of restored signs located in 25 different parishes, illustrating what can and has been achieved.

Lindfield parish

I have completed my review of the fingerposts located in Lindfield parish, and please

find attached to this email a second pdf document which records my findings. For each sign, this provides its exact location, including its grid reference (in degrees to 3dp) and "what3words" location, a recent photograph taken by myself together with its date, comments on its present condition and details of any remedial work required.

In summary, there are 2 fingerposts in your parish. Happily, they have been restored and are in quite good condition. However, one sign (LD1) has paint which is flaking on its post and arms and is in need of minor repainting. The other sign (LD2), of traditional WSCC cast iron design and used just for local navigation within the village, would also benefit from having its post repainted, as it is starting to rust in places.

I would be very grateful if you would please share these findings with the parish council; consider carefully and hopefully take forward any remedial work described as soon as possible; and continue to monitor the condition of the signs and care for them in the years to come. In so doing, your parish can keep its end up and make its valuable contribution to the health of the fingerposts overall. I would also be very interested if you could tell me (if you know) something of the story of how the fingerpost of traditional WSCC cast iron design (LD2) found in the village came to Lindfield, which is very unusual - but delightful - for a parish which was formerly part of East Sussex. It must have arrived after 1974 for that reason.

Restoration

With regard to contactors able to undertake restoration, you will likely know of some already given the good work that has been done in the parish. If not, however, nearby parishes in which high quality restoration work has also been carried out include Balcombe and Horsted Keynes among others, so if you were to make contact with them, I'm sure they would likely be happy to recommend some to you. One contractor - with which I have no connection - I have noticed on the internet and would just mention is Ralph Restorations. Their website shows a number of high quality restorations which they have undertaken for several parish councils in the county. There are likely to be other similar contactors as well.

Staying in touch

Please let me know if I can help in any capacity, or if you require any further information about the signs. I would also be very grateful if you could let me know as and when any remedial work is carried out, so that I can revisit the relevant signs in due course.

Also please let me know if I have missed any signs in your parish.

Many thanks and best regards

[REDACTED]

[REDACTED]

[REDACTED]

District in West Sussex	Responsible parish council	Reference no. (reflects order visited)	Reference no. within civil parish	Location	Map	Grid reference	what3words address	Photo	Date taken	Comments on present condition	Remedial work required	Photo of former sign	Date taken
Mid Sussex	Lindfield	401	LN1	Sunte Avenue	13	0.094W51.013N	tasks thank blatantly		16/11/2024	Paint flaking on post and arms.	Repaint.		
Mid Sussex	Lindfield	402	LN2	High Street	13	0.081W51.012N	dissolve timeless reprints		16/11/2024				