

Findon Parish Council

Minutes of the Parish Council Meeting held Monday 18 March 2024 at 7.30pm in Nepcote Hall

Present: Cllrs Martin (Chairman), Smith, Gilbert, Wilson, Kenna, Hellett, and Whitby.

In Attendance: Clerk Miss F MacLeod, and West Sussex County Council (WSSC) Cllr Urquhart.

Item No		<u>Action By</u>
24.21	To receive and note apologies for absence	
	Apologies were received and noted from Cllrs Robinson and Peskett.	
24.22	Chairman's announcements	
	None.	
24.23	Declarations of Interest on items on the Agenda	
	Cllrs Martin and Wilson declared a pecuniary interest in Agenda item 24.35 b) as they had submitted an expenses claim. Cllrs Martin and Wilson would leave the meeting for this item and take no part in any discussion.	
24.24	To sign as a correct record the minutes of the meeting held on 22/01/2024	
	It was proposed and seconded that the minutes dated 22 January 2024 be approved and signed by the Chairman.	
24.25	Update on implementation of actions not covered elsewhere on the Agenda	
	The report was noted.	
24.26	To receive a report from WSSC	
	WSSC Cllr Urquhart reported that a new reservoir would be constructed near Havant; rubbish on the A27 roadside was the responsibility of the Highways Agency and would need road closure to collect it; there was a hierarchy of response for pothole repairs. Cllrs Smith and Wilson to pass details/photos of severe potholes for Cllr Urquhart.	SS/JW
24.27	Public Question Time (PQT)	
	None.	
24.28	Defibrillators for the village	
	Lead Cllr Smith reported that two of the new defibrillators would be installed at the Black Horse pub and at Findon Village Stores, the latter would replace the aging current defibrillator. The suggested location at the top of Nepcote had no electricity supply, so a battery run defibrillator would be assessed. The proposed 50/50 split of the costs at The Nightingales had been refused by Arun District Council (ADC). FPC might consider approaching The Old Fire Station as an alternative location.	
24.29	Sheep Fair updated constitution	
	Cllr Wilson would raise the updated Sheep Fair Constitution for signature at a future Sheep Fair meeting.	JW
24.30	SDNPA Community Infrastructure Levy (CIL) Neighbourhood Portion and 'Call for Projects'	
	No Expressions of Interest forms had been received from FPC re potential Calls for Projects.	

Signed:

Dated:

24.31	Garage rental and storage agreement between Findon Parish Council and Cissbury Estate	
	<p>Cllr Martin referred to the Clerk's report (as previously circulated) with the Agreement for the lifetime of the current greens mower. The current arrangement had worked well. The Clerk advised that a contribution of £300.00 towards the recent mower service had been received from Cissbury Estate. A C Gardens (Sussex) Ltd advised that the mower would need replacing in 2025.</p> <p>Resolved: that Findon Parish Council and Cissbury Estate approves/signs the updated Agreement for the lifetime of the current mower.</p>	
24.32	Clerk Report	
	<p>The Clerk referred to the report (as previously circulated). FPC would support any event run at The Village Hall/SJTB Church held to commemorate the 80th anniversary of the D-Day landings on 6 June 2024.</p> <p>Resolved: that Findon Parish Council:</p> <ol style="list-style-type: none"> 1. Agrees to the Annual Fun Run on 14 April 2024 at Nepcote Green, subject to sight of the Public Liability Insurance certificate; 2. Agrees to the Annual Summer Revels on 8 June 2024 at Pond Green, subject to review of all event documentation when available; and 3. Contacts Findon Village Hall/SJTB Church regarding any 6 June 2024 commemoration events. 	FM
24.33	Reports from FPC Committees for noting/ratifying	
	a) Planning	
	No update.	
	b) Finance & Governance	
	No update.	
24.34	Reports from Working Groups and Outside Bodies for noting/ratifying	
	<ol style="list-style-type: none"> a) Open Spaces Working Group/Wild Flower Working Group Lead Cllr Whitby referred to the report for the Open Spaces Volunteers Working Group (as previously circulated) which was well received, and jobs would now be prioritised a week in advance. It was clarified that the resident on Stable Lane did not have a site available for waste disposal. Cllr Wilson would purchase a new First Aid box. In the future, all Open Spaces Working Groups could be amalgamated into a single Risk Assessment by Cllr Whitby. b) Trees Working Group Lead Cllr Wilson reported that although there had been no recent meetings with the Volunteers, he had meetings with the Findon Tree Warden. A further 120 saplings were available, and volunteers were available for planting and future watering. c) Allotment Gardens Lead Cllr Wilson introduced the report (as previously circulated). The Clerk would draw attention to the sub-letting clause in the Tenancy Agreement when sending out the Allotment Garden rentals in April 2024. Cllr Wilson mentioned that fir tree segments appeared to have been thrown onto the Allotments close to the iron fence maintained by ADC. Discussion took place on the increase in annual rentals. 	JW

	<p>Resolved: that Findon Parish Council increases the annual plot rental amount from £30.00 to £40.00 for a full plot and from £15.00 to £20.00 for a half plot.</p> <p>d) Village Hall Trust. Lead Cllr Hellett reported that there had been a major flood in the Chanctonbury Hall which could be expensive to repair. Formal sign off of the work to Nephote Hall was awaited so that the final retention amount could be released. There were contingency funds available which, subject to Public Works Loan borrowing criteria and feasibility, be used for any car park alterations at the Village Hall, or be repaid. This could be considered at a future FPC meeting.</p> <p>e) Community Resilience Plan (CRP). Lead Cllr Smith reported that he had met with Dee Thornton, produced a rough working draft of the Plan, and they would meet again after Easter.</p> <p>f) Parking/Village Signage Working Group Cllr Robinson was no longer able to lead this group due to current work commitments, and additional councillors were needed to look at the long-standing parking issues with a fresh set of eyes. Cllr Gilbert offered to assist in the meantime in addition to Cllr Kenna. Background documentation would be available from Cllr Robinson.</p> <p>g) Nephote Green Pond Restoration Lead Cllr Gilbert reported that an excellent job had been done by Pete the Pond etc on the pond restoration with the work substantially completed by 18 March 2024. Appropriate planting was underway and a run-off filter was nearing completion. The fencing had been held up due to adverse weather conditions. The pond was filling up and could be six feet deep in the middle. Appropriate signage and possibly a life buoy would be needed for the pond. Pete the Pond was meeting students and teachers from SJTB School at the pond on 19 March 2024. There was potential to have a seat on the plateau by the roadside, which Cllr Gilbert would progress. Sian Keating and the Findon Tree Warden would be asked for advice on additional flower and indigenous tree planting. There will a 'official' pond opening in due course. Resolved: that the Clerk orders appropriate danger signage and researches life-buoy providers.</p> <p>h) Assets of Community Value (ACV) Cllr Hellett would research the current criteria for ACV due process and report back to a future meeting. It was noted that Findon Village Hall was now a charity.</p> <p>i) Wattle House Feasibility Study Working Group (Terms of Reference) Cllrs Gilbert and Peskett would meet on 19 March 2024 to discuss Feasibility Study scope and options (Terms of Reference). Cllrs Martin and Smith joined the Working Group.</p> <p>j) Findon Village Pre-School Portacabin Working Group No update.</p>	<p>FM</p>
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	<p>k) Provision of additional litter and dog bins Reference was made to previous investigations being put on hold due to lack of FPC resources. Cllrs Wilson and Whitby offered to restart the Working Group and the Clerk would provide background information. Resolved: that the Litter and Dog Bins Working Group consists of Cllrs Wilson and Whitby.</p>	
24.35	Finance	
	<p>a) Receipts and bank reconciliation The bank reconciliations for January and February 2024 (as previously circulated) was noted and approved. Cllrs Martin and Wilson left the meeting at 8.58pm and took no part in the following item.</p> <p>b) Payments. The payments of £4540.29 made in March 2024 to date (as previously circulated) were noted and approved. Cllrs Martin and Wilson rejoined the meeting at 8.59pm.</p> <p>c) Appointment of Internal Auditor The Clerk referred to the report (as previously circulated). Resolved: that Findon Parish Council appoints Smithe & Co for internal audit services for an initial period of one year i.e. to March 2025.</p> <p>d) Timetable for the Annual Governance and Accountability Return (AGAR) 2024/25 Timetable not yet received from the external auditors.</p>	
24.36	Items to be referred to next Agenda not already included in the minutes	
	<p>Findon Village Hall car park. The meeting closed at 9.03pm – date of next meeting 13 May 2024.</p>	