



# Slinfold Parish Council

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## Minutes of the Parish Council Meeting Thursday 28<sup>th</sup> April 2022 7:30pm – Village Hall (Parish Room)

### 090/22 Public Forum

There were no members of the public present members from public but the Scout Group attended the meeting to provide an update

### 091/22 Attendance and Apologies for Absence

Those present: Parish Councillors N Beer, (Chairman), C Casdagli, N Griffiths, E Grundy, C Leyland, A Roberts, J Slipper and P Smith. Also present the Clerk Mary Burroughs and District Councillors P Youtan and S Ritchie

Apologies Parish Councillors D Estyn-Jones, N Smith and H Sherwin-Smith

County Councillor Mitchell was not present but provided his report for the month by email; this was circulated to council members in advance of the meeting.

### 092/22 Declarations of Interest and Notification of Change to Members' Interests

Cllr. Roberts declared a personal interest in matters relating to Six Acres and Cllr. P Smith re planning matters relating to West Way. There were no other Declaration of Interest or changes to Members' Interests.

### 093/22 Approval of Minutes

It was **RESOLVED** proposed and seconded Cllrs. Leyland and Casdagli that the minutes of the Parish Council Meeting 31<sup>st</sup> March 2022 be accepted as a true record. All in favour.

### 094/22 Clerks Report on Matters Arising from previous council meetings

#### Parish Council Meeting – March 2022

065/22 Local Plans – all feedback as agreed sent to HDC

066/22 ii) points regarding Finance Meeting noted

066/22 iii) Conditions of the grant request for goal posts relayed to the Football Club, no response to date

067/22 Vehicle Charging Points – actions as agreed shared

#### Previous Council Meetings

041/22 – Taylor Wimpey presentation

- Visit to HDC outstanding – requested and chased no response to date
- Taylor Wimpey response sent see 065/22 iv)

## 042/22 – Community Shed at Cherry Tree

- Work has started on the base, the shed has arrived
- Neighbours invited to join the committee, they have replied but day time meetings may be an issue
- Work progressing on formation of committee and establishment of rules/terms of ref. First meetings
- 046/22 Slinfold Emergency Plan – Plan progressed after the Finance meeting, Cllr. Roberts to update
- 047/22 – Balancing Pond (Six Acres) – Negotiations with Vanderbilt continue
- 047/22 – Queens Green Canopy – KGV and a mulberry tree suggested. HDC has noted our request

## 095/22 Scout Hut update

Mr. Peter Busby updated members on the progress being made with regards to the Scout Hut. He: -

- shared the plans for the hut
- talked about the situation regarding the lease and a possible transfer of the freehold to the Parish Council
- advised that outline planning was consented in March
- advised that immediate costs were professional fees
- advised that there is a group of people working on the business plan and parents are working on fundraising

Slinfold Parish Council asked about the following: -

- Is there money available from the Scouting Association, advised not
- Parking provision will be a possible issue
- Have the Scouts looked at the Henfield Scouts fundraising website?
- How much funds are already locked in (approx. £12k)
- Could a coffee shop be introduced as a money maker?

**Cllr. N Smith volunteered to work with the Scouts to progress their plans and the Parish Council will check with HDC to establish if CIL monies can be used to help with professional fees.**

## 096/22 Reports from District and County Councillors

County Councillor Mitchell was not present at the meeting. His report to council had been distributed in advance. It was good to see Christian at the Annual Meeting of the Parish on the 22<sup>nd</sup> April and note his support for the traffic scheme in Slinfold.

District Councillor Youtan spoke on the following: -

- Lyons Farm appeal - there is still no news.
- Water neutrality continues to dominate work at HDC a solution is likely to be a long time coming

Cllr. Ritchie spoke on the following: -

- Water Neutrality – not happening anytime soon
- The Leader is organizing a Big Conversation event and he hopes that Parish Councillors will get involved. **Cllr. Grundy is attending and will report back**

## 097/22 Local Plans

- i. **The Planning Report** was presented to the Parish Council by **Cllr. Leyland**. The report previously circulated was reviewed, approved and the Parish Council ratified the decisions made by the Planning Committee as appropriate. Details follow:

Planning Reference	Address of application	Nature of application	Comment
DC/22/0774	Lower Lodge Cottage, The Haven	Creation of 2no dormer windows to the north elevation	No Objection
DC/22/0687	6 West Way	Erection of a part two-storey, part single storey rear extension	No Objection
DC/22/0045	Smithawe Farm, Nowhurst Lane	Replacement of modern machine-made hanging tiles with oak weather boarding to the 20th century extension at rear of the house on the north-east corner and from the adjoining face of the older rear north-west gabled section. (Listed Building Consent)	No Objection

The PC received a copy of the April 2022 planning report which highlighted all planning applications currently outstanding awaiting a decision as well as decisions made by HDC during the month.

#### Other Planning Matters

- ii. Other applications received since the publication of the agenda – None
- iii. **The Planning Report** it was **RESOLVED** to approve - proposed and seconded Cllr. Leyland and Roberts; all in favour.
- iv. **The Cobblers** – Details of the construction plan, safety, hoardings, dust, wheel washing etc. need to be established. **The Clerk will obtain information from HDC.**

#### 098/22 Finance and Establishment

- i) **Monthly Payments** – it was **RESOLVED** to approve payments totalling £21,639.59 (as circulated and reviewed by the members' present, proposed and seconded Cllr. Roberts and Casdagli (all in favour) for **April 2022**. Councillors reviewed and approved the payments as listed below. Cllr. Beer will release the online payments as approved. Details of salaries are available upon request.

Payee	Particulars	£
Hortons	Balance of payment for Community Shed	£14,680.74
ADK Professional Builders	Fourth interim paid in April upon completion	£1,874.16
Mrs M Burroughs	Apr-22	
Mrs M Burroughs	Home phone, Broadband, Travel etc	£297.00
Mr J Pilkington	Apr-22	
Mr T Harrison	Apr-22	
WSCC Pension	Apr-22	£381.60
Southern Electric	01/03/2022 DO NOT PAY	£0.00
Slinfold Village Hall	YC £120 (1494), PC 21.25 (1488)	£141.25
Wilbar Associates	Repair to gatepost	£1,015.58
Mrs N Lewis	Easter Trail	£9.97
Horsham District Council	Cherry Tree Bin	£24.15

SOS Systems	Print costs	£20.38
Mrs M Burroughs	Food and Refreshments Annual Parish (remainder to be used Jubilee day)	£273.42
Mrs M Burroughs	Jubilee Day	£1,303.01
John Witherden	Jubilee Day	£35.88
	<b>TOTALS</b>	<b>£21,639.59</b>

## ii) Year End Finance to 31<sup>st</sup> March 2021

It was **RESOLVED** proposed and seconded Cllr Leyland and N Smith (all in favour) to approve the following: -

1. The effectiveness of Internal Control i.e. the Annual Government Statement Section 1 of the Annual Return;
2. Section 2 Accounting Statements for 2021/22 – details at Appendix A which include closing bank balances
3. Subject to a satisfactory internal audit approve that the accounts may be signed off by Cllr. Beer to include Sections 1 and 2 above and
  - i) Reserves which were reviewed and updated at the last Finance Meeting
  - ii) Risk Assessments which are currently work in progress awaiting updates from the clubs and shop
  - iii) Updated Fixed Asset Register to reflect items to be added or deleted for this year.

**Reference Finance Meeting 29<sup>th</sup> March 2022** – the draft minutes have been circulated to full council, the key points to note are as follows: -

- The internal audit will take place on 5<sup>th</sup> May 2022
- There will be a change of auditor this year as requested
- The appointment letter has been noted and the work to be conducted agreed
- The effectiveness of Internal Control/Statement of Assurances will be separately documented in the Finance Minutes and at the full council meeting. The ‘statement’ needs to be agreed before council reviews and agrees the annual accounts.

The following key documents were discussed and it is recommended by the Finance Committee to the full council that the documents below as well as the committees’ budgets are still relevant and do not at this time require change. The recommendation from the Finance Committee was approved.

1. **Terms of Reference for the Finance Committee**
2. **Standing Orders and Financial Regulations for the Parish Council**
3. **Budgets for the Committees and Emergency Policy/Budget**

**It is recommended by the Finance Committee to the full Parish Council that the documents noted above, and the other committees’ budgets are still relevant and do not at this time require change. Agreed and approved by full council**

- iii) **Grant Request for small goal posts at Cherry Tree** – The Football Club has put in a grant request for goal posts on the land that they lease from the Parish Council ‘i.e. the training ground’. A request has been made on behalf of young people in the village who would like to play have a kick about on the training area with some proper goal posts. Previously temporary goal posts have been put up by the Football Club, but they can no longer be used. The total cost is £721.80 for two goal posts, and this includes materials to fit the posts. Volunteers (local dads) will carry out the work so there is no labour cost.

The Parish Council carefully considered the request and concluded that they would meet the cost of the goal posts but as the posts are to be sited on land leased to the Football Club (FC) that they will purchase the posts so that they can be used by children in the parish but thereafter as the posts are on leased land, the FC must be responsible for the future maintenance of the goal posts as well as ensuring that proper insurance is in place. **RESOLVED - Proposed Cllr. D Estyn-Jones, Seconded Cllr E Grundy, all in favour.**

### **099/22 Jubilee Day Plans**

Cllr. Slipper provided an update on the plans for the jubilee celebrations on 5<sup>th</sup> June.

### **100/22 - A Bridge or a Pelican Crossing (Downs Link) across the A281 Junction at Rudgwick**

**The Bridge The Downs Link Campaign** has been communicating with the parish council to seek support for a bridge over the A281 following a fatality of a cyclist crossing the road. WSCC has identified a bridge as possibly the best option but at a £2 million cost. Re the business case however, WSCC are leaning towards a Pegasus Crossing at around £700,000.

Slinfold Parish Council members felt that improvements are required but were very much split on whether to support a bridge at such a cost or a crossing and asked for more information to make an informed decision. Whilst not an A road, the Downs Link crosses Hayes Lane so much needed funds could be used to support the parish element of the link too as well as other road improvements. A £1.3 million is a big differential in spend and further details are required. **The Clerk will obtain further information and report back for the time being the council cannot support the spend on the bridge**

### **101/22 – Announcements Chair and Clerk**

The Chair and the Clerk advised that the Clerk was struggling to keep up with the level of work involved with the day to day work load of council business as well as the many projects on the go or that may be coming her way in future. The Clerk so admires the enthusiasm of the current group of Councillors but feels that additional resource is required if we are required as a council. **It was agreed that the Clerk should receive the extra support required. Cllr. Casdagli volunteered to work with the Clerk to look at options.**

### **102/22 Updates from Outside Bodies**

Broadband – Openreach – no further action anticipated

Broadband – F& W scheme accepted vouchers approved need to have 150 + to sign up

### **103/22 Articles for the next magazine**

- Jubilee Day

### **104/22 Articles for the agenda - None**

### **105/22 Date of Next Meetings**

Thursday	26-May-22	ANNUAL COUNCIL MEETING	7.30pm	Parish Room, SVH
Thursday	30-Jun-22	PARISH COUNCIL	7:30pm	Parish Room, SVH

**Meeting closed 9:40pm**

**Appendix A – 31 March 2022 Year End Accounts to include closing bank balances**

SLINFOLD PARISH COUNCIL - Detailed Accounts - Receipts & Payments to Year End 31 March 2022				
Annual Return Section 2 Box	Opening Balances 1/4/2021	£	£	Detail / Notes
	COOP CURRENT	24,771.24		Bank balance less unrepresented
	NAT WEST BONUS SAVER +NAT WEST CURRENT	93.78		
	CLOSE BROS	86,609.94		
	VILLAGE HALL	0.01		
	BARCLAYS	101.58		
	LLOYDS	137.35		
	LLOYDS (DEPOSIT)	72,788.69		
	NATIONWIDE	87,309.51		
	C&C	85,000.00		
1			356,812.10	Agrees to Closing balance for last year
	<b>INCOME:</b>			
2	Precept	59,781.00	59,781.00	Precept
	<b>Other:</b>			
	EC Grant 2021/22	3,081.68		Grant from HDC
	Insurance	1,250.35		From Clubs and Shop
	Rent from Clubs and Shop and Grass Cutting contributions	2,328.00		Rent £1300 Grass £1,028
	Interest on all Accounts	1,766.90		Close Bros, Lloyds , CC Bank

	VAT	8,443.49		Receipts to date
	CIL	46,235.87		CIL receipts for the year from new developments - Ring-fenced for Community Projects
	Legal fees from Vanderbilt	£300.00		Offset against spend
	Operation Watershed Grant	£32,157.72		Work to be completed in May 2022, transfer to reserve
	Donation Community Project	3,000.00		For community Shed
3	<b>Total other receipts</b>		<b>98,564.01</b>	
	<b><u>EXPENDITURE</u></b>			
4	<b>Staff Costs</b>	£30,476.58	<b>30,476.58</b>	Total Staff Costs (Clerk and EO's) plus any adjustment for training etc.
5	Loan		-	
6	<b>Other:</b>			
<b>FROM PRECEPT</b>	Audit	£520.00		Internal and External
	Legal/Consultancy	£125.00		Welwyn fees, see income
	Subscriptions	£199.92		Various
	Cllr Expenses	£802.33		Expenses/Chairmans
	Insurance	£2,590.03		For PC, VS and Clubs
	Recruitment and Training	£0.00		No spend
	Administration	£3,006.68		Includes, telephone, broadband, mobile data, travel. Website and IT, Printer, Postage, Stationery and Office costs
	Hall Hire	£197.50		Village Hall not used so much this year
	Office/IT	£158.99		IT equipment
	KGV Inspections and Maintenance	£1,086.50		Upkeep of green spaces
	Community Events	£1,791.39		Small projects
	Youth Services	£4,613.70		4 the Youth
	Streetlights and Maintenance	£1,705.69		Maintenance and Lighting

	General Services e.g. Drainage	£750.00		Annual Drain work
	Bins/Litter Equip	£1,168.70		Bins, Dog Bins and Refuse Bin
	Grass/Hedge Cutting/Maintenance	£2,413.95		Mostly Grasstex and Top up of maintenance fund
	Newsletters/Promotions	£2,324.44		Newsletter to 950 households x 2
	Community Improvement Projects	£4,090.50		Includes village map boards, website, defib, minibus
	S106 Contributions/Donations	£1,430.00		PCC and others
<b>FROM RESERVES</b>	Contingency	-		
	Six Acres	£2,965.60		Annual spend from reserves
	Cherry Tree	£1,725.00		Spend from £5k fund from A2D
	Play Equipment	£7,368.00		Works at KGV
	Drainage works	-		
	Legal/Consultancy fees	-		
	Maintenance of Parish Assets	£844.16		Replacement PC
	Election Costs	-		
	Community Projects to include Village Shop, Village Hall, Cherry Tree, Street Scene, Youth and Older Persons, Traffic Calming etc.	-		
	Youth Services	£0.00		
	Recruitment and Training	-		
	Tree Work	£2,400.00		WSCC Plant a Tree Scheme
	CIL monies	£55,004.33		
	VAT	£15,358.60		VAT on payments for year
<b>6</b>	<b>TOTAL OTHER</b>		<b>114,641.01</b>	Total payments from precept and reserves
<b>7</b>	<b>(1+2+3) - (4+5+6)</b>		<b>370,039.52</b>	
<b>8</b>	<b>Total Cash and short term investments</b>		<b>370,039.52</b>	
	<b>Closing Balances for the year to 31st March 2022</b>			
	COOP CURRENT	37,086.36		Current account balance
	NAT WEST BONUS SAVER +NAT WEST CURRENT	0.00		Account closed this year



	CLOSE BROS	87,223.20		95 day
	VILLAGE HALL	0.00		Account closed this year
	BARCLAYS	101.58		
	LLOYDS	137.35		
	LLOYDS (DEPOSIT)	72,811.11		Easy access
	NATIONWIDE	87,679.92		95 day
	C & C	85,000.00		Fixed
			<b>370,039.52</b>	
	<b>Check total</b>			
	<b>Receipts</b>		158,345.01	Agrees to receipts list and bank
	<b>Payments</b>		145,117.59	Agrees to payments list and bank
	<b><u>Receipts over Payments</u></b>		<b>13,227.42</b>	
	<b>Opening balance</b>		356,812.10	
	<b>Closing balance</b>		370,039.52	
	<b><u>Movement</u></b>		-	
			<b>13,227.42</b>	