



# Slinfold Parish Council

Email: [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)

[www.slinfold-pc.gov.uk](http://www.slinfold-pc.gov.uk)

## Minutes of the Annual Parish Council Meeting

Thursday 30<sup>th</sup> June 2022

7:30pm Village Hall (Parish Room)

Includes Annual Meeting {normally held in May} and ordinary {June} meeting.

### Present

Councillors Neil Beer (Chairman), David Estyn-Jones, Chris Leyland, Adrian Roberts, Hilary Sherwin-Smith, Nigel Smith and Paula Smith.

### In attendance

G Burt, Meeting Clerk

### 106/22 Election of Chairman

On the proposal of Cllr Adrian Roberts seconded by Cllr Nigel Smith **RESOLVED** that Cllr Neil Beer be elected Chairman of the Council for the forthcoming year. Cllr Neil Beer then signed the Statutory Declaration of Acceptance of Office.

### 107/22 Election of Vice Chairman

On the proposal of Cllr Neil Beer seconded by Cllr Chris Leyland **RESOLVED** that Cllr Adrian Roberts be elected Vice Chairman of the Council for the forthcoming year. Cllr Roberts then signed the Statutory Declaration of Acceptance of Office.

### 108/22 Memorial for Mary Burroughs

This was the first meeting of the Council since the passing of Mary Burroughs, the Clerk of many years. Members commented upon her dedication and love for the village, in which she grew up. Her death had shocked the village. She was involved in so many things that she would be greatly missed, and a discussion followed on providing a lasting memorial. A tree and bench were suggested, along with a plaque in the Village Hall. Also, a trophy for the Annual Dog Show in which she was involved, although Cllrs commented that this might not continue forever. A suggestion of an annual award for service to the Slinfold community was well received. Villagers could be invited to make suggestions. It was agreed that Cllr Hilary Sherwin-Smith would look into the various options and report to the Recreation & Environment Committee accordingly.

### 109/22 Public Forum

There were no members of the public present.

### 110/22 Apologies for Absence

Apologies for absence were received from Cllrs Jane Slipper, Neil Griffiths and Chris Casdagli due to prior engagements and from District Cllr Tricia Youtan. **RESOLVED** that the apologies and reasons given be accepted.

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.

### 111/22 Declarations of Interest and Notification of Change to Members' Interests

None.

### **112/22 Approval of Minutes**

On the proposal of Cllr Chris Leyland seconded by Cllr Adrian Roberts **RESOLVED** that minutes of the meeting held on 28<sup>th</sup> April 2022 be approved as a correct record and signed by the Chairman accordingly.

### **113/22 Clerk's Report on Matters Arising from previous council meetings**

#### **Parish Council Meeting – April 2022**

095/22 Scout hut, use of CIL monies - Confirmed by HDC that CIL monies can be used.

097/22 iv) Information from HDC on details of Cobblers construction plans – this will be part of the Construction Management Plan. Does not appear to have been submitted yet.

100/22 Bridge the Downs Link campaign – Photo and details received and distributed to Councillors on 16th May. At April meeting Council did not support the spend on the bridge, rather than a crossing.

#### **Previous Council Meetings**

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

041/22 – Taylor Wimpey presentation – visit to HDC outstanding – requested and chased no response to date

### **114/22 Appointments to Committees, Representatives on Outside Bodies and Working Groups.**

**RESOLVED** that appointments to Committees, Representatives on Outside Bodies and Working Groups be as tabled, with the following additions:

Planning Committee	-	Cllr Nigel Smith
Highways and Byways Committee	-	Cllr Neil Griffiths
Gatwick Noise/Airport	-	Cllr Neil Griffiths

With reference to the Neighbourhood Plan, Cllr Paula Smith spoke of the need to 'beef up' and refresh the Plan, as it had been suggested by some that planning documents adopted subsequently may mean some parts of the Plan were no longer relevant. The Meeting Clerk would share information from a webinar he had attended earlier that week, on reviewing Neighbourhood Plans. Subject to review of this information, it was agreed that Cllr Paula Smith would prepare a letter to be signed the Chairman, to Barbara Childs, Director of Place at HDC seeking advice on reviewing the Plan, so it remained relevant.

### **115/22 Reports from District and County Councillors**

County Councillor Mitchell was not present at the meeting. His report to council had been distributed in advance.

### **116/22 Review and Adoption of Council Documents**

On the proposal of Cllr Neil Smith seconded by Cllr Adrian Roberts **RESOLVED** that the following be readopted. The late Clerk had reviewed these.

- i. Standing Orders – no change see, minute ref 056/22
- ii. Financial Regulations – no change, see minute ref 056/22
- iii. Code of Conduct – no change.
- iv. Complaints Procedure – no change.

Councillors confirmed the use of .gov email addresses for summons to meetings and transactions relating to council business.

It was agreed that terms of Reference for Committees and Working Groups will be reviewed by respective Chairs.

## 117/22 Local Plans

- v. On the proposal of Cllr Chris Leyland seconded by Cllr Paula Smith **RESOLVED** the comments of the Planning Committee on the following planning applications:

Planning Reference	Address of application	Nature of application	Comment
DISC/22/0126	Crosby Farm	Approval of details reserved by conditions 12 (Biodiversity Enhancement Layout) and 13 (architectural details) on application DC/21/0498 (Full application for 24 dwellings, demolition of existing and erection of replacement cricket pavilion with associated storage and car park)	No Objection
DISC/22/0121	Bridge House Environmental Centre	Approval of details reserved by condition 10 on application DC/18/0621.	No Objection
DC/22/0902	Collyers, The Street	Demolition of existing garage and erection of a detached single storey annexe building with home office, dog wash area and log store.	No Objection
DC/22/0887	Bridge Farm, Stane St	Erection of an office and storage building for a landscape contractor's business (relocation and alteration of buildings approved under DC/17/0273 and DC/19/2249).	No Objection
DC/22/0942	Slinfold Stud	Construction of new equestrian facilities comprising a stable building, outdoor riding arena, horse walker and car parking area. Use of existing agricultural barn for related equine purposes	No Objection
DC/22/0944	Warrenside Farm Elmhurst Lane Slinfold	Erection of a single storey garden room side extension	No Objection
DC/22/0627	Holmbush Manor Farm Hayes Lane Slinfold	Demolition of existing buildings/structures and erection of two single storey dwellings	<b>Objection:</b> out of keeping with its surroundings; bedroom do not have windows; location is not sustainable; not on an agreed development plan; water neutrality details do not stack-up as the site has been unused for many years; no indication how the surrounding area will be made safe.
DC/22/1067	Holmlea, Park Road	Removal of existing garage, erection of a single storey side extension and front garage extension. Conversion of loft to incorporating creation of a rear dormer, installation of rooflights and solar panels to roof.	No Objection

- vi. Other applications received since the publication of the agenda – DC/22/1112 Lower Lodge Cottage, Erection of a two-storey side extension and infill of existing covered porch, to include the conversion of an existing garage into a study with a link to the main house and erection of a three-bay detached oak carport/ garage (amendment to DC/21/2655 to revise roof form and fenestration of detached garage). It was agreed that the response to this application would be decided by email.

- vii. Cllr Chris Leyland would be trialling a new spreadsheet for collating individual Cllr responses to applications.
- viii. It was reported that the Appeal by the owner of Holmbush Manor Farm, had been upheld. The judge/inspector considered that there was a reasonable excuse for not making the structure safe. The Parish Council Chairman would invite relevant District Council officers to come to the July parish council meeting to explain what will be done next to improve the situation.

### **118/22 Traffic Management**

- i. Speed Indicator Devices (SIDS) – this was continuing to be looked at.
- ii. Inclusion of Lyons Road in traffic management scheme – in 2021 the council agreed to delay implementation of Lyons Road pinch points in order to accelerate delivery of the rest of the scheme. WSCC now appear to be requiring the Lyons Road pinch points to be submitted as a separate scheme, which is most likely to be refused. It was **RESOLVED** that the council will write to WSCC and the County Cllr Christian Mitchell to set out objections to this. Cllr Chris Leyland to draft letter; Chairman to sign.

### **119/22 Finance and Establishment**

- i. On the proposal of Cllr Neil Beer seconded by Cllr Nigel Smith **RESOLVED** monthly payments for May 2022 as set out in Appendix A.
- ii. On the proposal of Cllr Neil Beer seconded by Cllr Adrian Roberts **RESOLVED** monthly payments for June 2022 as set out in Appendix B, except the first line/entry.

The following were **RESOLVED**:

- iii. A grant to Slinfold Community Shed Committee for £1,700 toward kitting-out of the shed in accordance with S137 of the Local Government Act 1972, from the CIL fund.
- iv. A contract with SSE for presently unmetered streetlights and that Cllr Neil Beer and Cllr Chris Leyland sign the contract accordingly.
- v. To appoint a Locum Clerk - as outlined by the Chairman (Going rate = £40.00 per hour / 20 hrs / month - until end Sept. approx.) and delegate to the Chairman and the Chair of the Finance & Establishment Committee the negotiation and appointment accordingly.
- vi. To delegate to the Chairman and Vice Chairman the recruitment of a new Clerk and possibly Assistant Clerk. It was suggested that 30 hrs per week were required, and this could be one person, or split with an Assistant. Cllr Hilary Sherwin-Smith would seek a quote for the new Clerk to use the Parish Room, several hours per week, to meet residents etc.

Bank signatories due to be removed from bank accounts would be removed when new ones were ready to be added.

Cllr Nigel Smith would look into using Office 365 Sharepoint, where documents could be hosted in the cloud and accessed and edited by all users.

### **120/22 Internal Auditor's Report and Year-End Returns for 2021-22**

- i. The 2021-22 Internal Audit Report had been received. Councillors were pleased to see that once again no matters had been raised.
- ii. On the proposal of Cllr Neil Beer seconded by Cllr Adrian Roberts **RESOLVED** that Section 1 (Annual Governance Statement) of the 2021/22 Annual Return be approved - Appendix C.
- iii. On the proposal of Cllr Neil Beer seconded by Cllr Nigel Smith **RESOLVED** that Section 2 (Accounting Statements) of the 2021/22 Annual Return be approved - Appendix D.
- iv. On the proposal of Cllr Neil Beer seconded by Cllr Adrian Roberts **RESOLVED** the Notice of Exercise of Electors Rights be published accordingly.

### **121/22 – Announcements and Documents for Circulation**

The Chairman reported that the late Clerk had mail sent to her home via a PO Box forwarding facility. **RESOLVED** that alternative arrangements be made, possibly to an external letterbox at Cherry Tree Farm.

**122/22 Updates from Committees and Outside Bodies**

- i. Jubilee Day Committee – it was reported that some £600 had been raised from an excellent event.
- ii. Gatwick Airport – nothing to report.
- iii. Broadband – The scheme by F&W does not appear to have been advertised much.

**123/22 Articles for the Slinfold Magazine**

Thanks were recorded to Nic Lewis who had, at very short notice, coordinated production of the summer edition of PC News.

**124/22 Articles for the next agenda**

None

**125/22 Date of Next Meetings**

Thursday	28 Jul 2022	PARISH COUNCIL	7.30pm	Parish Room, SVH
Thursday	25 Aug 2022	PARISH COUNCIL (Provisional)	7:30pm	Parish Room, SVH
Thursday	29 Sept 2022	PARISH COUNCIL	7:30pm	Parish Room, SVH

**Meeting closed 9:13pm**





## Appendix B – Monthly Payments for June 2022

Monthly Payments

Description	Ref	Cheque BACS	Ref No	Payee	Particulars	£gross	VAT
Jubilee	1	BACS		Revived Inns Ltd	Contribution to toilet hire Reed Lyon	£480.00	£96.00
Jubilee	2	BACS		BECC Signs	Banners	£36.00	£6.00
Jubilee	3	BACS		Slinfold Concert Band	Band hire	£100.00	£0.00
Jubilee	4	BACS		Second Hand News	Function Band	£200.00	£0.00
IT	5	BACS		Parish Online	subscription 9/5/22 to 9/5/23	£60.00	£10.00
Bins	6	BACS		Horsham District Council	refuse collection May 22	£16.60	£0.00
Bins	7	BACS		Horsham District Council	Dog & litter bins 3 months to 1/10/22	£261.82	£20.67
Streelights	8	BACS		WSSC	streelight maintenance 2021-22	£1,002.96	£167.16
Audit	9	BACS		Mulberry & Co	Audit fee 2021-22	£144.00	£24.00
Jubilee	10	BACS		Slinfold WI	Jubilee cream teas	£60.00	£0.00
Jubilee	11	BACS		Carl Osborne Ground Maintenance	Grass cutting dog arena	£100.00	£0.00
Streelights	12	BACS		SSE	Streelights May 2022	£290.03	£13.81
Jubilee	13	BACS		Jane Slipper	Jubilee items	£265.90	£0.00
Jubilee	14	BACS		Chris Leyland	Singer & sound system hire	£160.00	£0.00
IT	15	BACS		CF Corporate	Printer/copier rental	£81.04	£13.51
Salaries	16	BACS		Mr T Harrison	Jun-22	£185.10	£0.00
Salaries	17	BACS		Mr J Pilkington	Jun-22	£189.54	£0.00
					<b>TOTALS</b>	<b>£3,632.99</b>	<b>£351.15</b>
PC Signatory	AR				<u>I have checked the supporting payment documentation</u>		
PC Signatory	CL				<u>I have checked the supporting payment documentation</u>		
SIGNED (FINANCE/CHAIRMAN)	NB				<u>I agree that the Parish Council should authorise the above cheque and BACS payments</u>		
AUTHORISED ON LINE BY	NB				<u>I have checked that the on-line payments agree to the payment list and that agreed as above by the full Parish Council</u>		

# Appendix C – Annual Governance Statement 2021/22

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

**Slinfold Parish Council**  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of elections' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) That funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman	SIGNATURE REQUIRED
Clerk	SIGNATURE REQUIRED

<http://www.slinfold-pc.gov.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Appendix D – Accounting Statements 2021/22

### Section 2 – Accounting Statements 2021/22 for

#### Slinfold Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	266,684	271,812	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	59,935	59,781	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	107,598	98,564	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	30,586	30,477	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	131,819	114,641	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	271,812	285,039	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	271,812	285,039	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	825,605	886,351	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure notes re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED