



Slinfold Parish Council

PO Box 315, Billingshurst, West Sussex, RH14 9XX
email: clerk@slinfold-pc.gov.uk

To all Councillors

You are hereby respectfully summoned to the Council Meeting, including the Annual Council Meeting, in the Parish Room at the Village Hall on **Thursday 30th June 2022 at 7.30pm** for the transaction of the business on the agenda below. The public and press will be invited to attend and will be welcome to speak during the public session.

Neil Beer (Chairman of the Council)

21st June 2022

AGENDA

1. Election of Chairman and Vice Chairman

- i) To elect a Chairman
- ii) To elect a Vice Chairman
- iii) Chairman and Vice Chairman to sign his/her Acceptance of Office and return to the Clerk

2. Memorial for Mary Burroughs

- i) Decide the form of memorial appropriate

3. Public Forum

- ❖ *This forum will last for a period of up to 15 minutes during which time members of the public may put questions to the council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 2 minutes.*

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the public and press will be required to leave the meeting during consideration of any confidential items on the agenda

4. Receive apologies and note the reasons for absence

5. Declaration of Interests and notification of change to members' interests

- ❖ *To receive any disclosure by Members of Interests in matters on the agenda, the nature of the interest and whether the Member regards the interest as pecuniary, prejudicial or personal under the terms of the Revised Code of Conduct*

6. Minutes – to approve as correct the minutes of the meeting of the:

- i) Parish Council on 28th April 2022

7. Clerks Report on matters from item 6 as circulated

8. Agree/Approve

- i) Committees and appointment of Members to Committees
- ii) Review of and Representatives on Outside Bodies
- iii) Working Groups and appointment to the same

9. Reports from the District Councillor(s) and County Councillor

- i) Receive reports
- ii) Questions to Councillors

10. Council Documents - Review and Adoption of:

- i) Standing Orders – confirm no change see minute ref 056/22
- ii) Financial Regulations – confirm no change see minute ref 056/22
- iii) Code of Conduct – recommend as is
- iv) Complaints Procedure – recommend as is
- v) Use of .gov email addresses for summons to meetings and transactions relating to council business. Confirm and agree the use of the .gov. for parish council-related business
- vi) Terms of Reference for Committees and Working Groups – recommend review by appointed Chairs

11. Local Plans – agree and approve matters relating to the following:

- i) Consider and approve/ratify the recommendations made by the Planning Committee on the following applications:

Reference	Date advised/validated by HDC	Address of application	Nature of application
DISC/22/0126	20/5/22	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)
DISC/22/0121	16/5/22	Bridge House Environmental Centre	Approval of details reserved by condition 10 on application DC/18/0621.
DC/22/0902	25/5/22	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.
DC/22/0887	25/5/22	Bridge Farm, Stane St	Erection of an office and storage building for a landscape contractors business (relocation and alteration of buildings approved under DC/17/0273 and DC/19/2249).
DC/22/0942	8/6/22	Slinfold Stud	Construction of new equestrian facilities comprising of a stable building, outdoor riding arena, horse walker and car parking area. Use of existing agricultural barn for related equine purposes
DC/22/0944	13/6/22	Warrenside Farm Elmhurst Lane Slinfold	Erection of a single storey garden room side extension
DC/22/0627	26/5/22	Holmbush Manor Farm Hayes Lane Slinfold	Demolition of existing buildings/structures and erection of 2no single storey dwellings

- ii) Consider any other applications received since the publication of the agenda.
- iii) Review and approve the Planning Report.
- iv) Update from Teams meeting with HDC on the Neighbourhood Plan
- v) Holmbush update.

12. Traffic Management

- i) Decide whether to proceed with purchase and installation of Speed Indicator Device(s)
- ii) Agree response to WSCC Highways about inclusion of Lyons Road in traffic management scheme

13. Finance and Establishment

- i) Monthly Payments – confirm the payments made for **May 2022**.
- ii) Monthly Payments – approve the accounts/subscriptions for **June 2022**.
 - ❖ Approval of the supporting documentation for the payments.
 - ❖ Authorisation of payments by full Council and Finance Chairman.
 - ❖ Agree the on-line authoriser for the BACS payments.
- iii) Consider the grant application from the Slinfold Community Shed Committee for £3,000 toward kitting-out of the shed
- iv) SSE contract for presently unmetered streetlights – approve signing and delegate to Chairman and/or Chair of the Planning Committee
- v) Locum Clerk – approve recruitment of a locum clerk and delegate to the Chairman and the Chair of the Finance & Establishment Committee authority to appoint
- vi) Recruitment of new Clerk / Assistant Clerk – agree principles for the recruitment

14. Auditor's report and year-end returns for 2021/22

- i) Receive the Internal Auditor's report for 2021/22
- ii) Review and agree the Annual Governance Statement
- iii) Review and approve the Annual Governance and Accountability Return for 2021/22 and authorise the Clerk and Chairman to sign the forms as appropriate
- iv) Review and approve the period of Elector's Rights

15. Announcements and Documents for Circulation

- i) To receive important announcements from the Chairman:
 - a. Change in Parish Council postal address
- ii) To receive important announcements from the Clerk:

16. Receive updates from Committees and those on Outside Bodies

- i) Jubilee Day Committee
- ii) Gatwick Airport
- iii) Broadband

17. Articles for the Slinfold Magazine

18. Items for the next agenda

19. Date of next meeting(s) – to be agreed, recommendations are:

Thursday	28-Jul-22	PARISH COUNCIL	7:30pm	Parish Room, SVH
Thursday	29-Sept-22	PARISH COUNCIL	7:30pm	Parish Room, SVH