



# Slinfold Parish Council

PO Box 315, Billingshurst, West Sussex, RH14  
9XX Telephone 07894 858048 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 27<sup>th</sup> October 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.**

**Mike Simpson (Acting clerk to the Council)**

**21<sup>st</sup> October 2022**

## **AGENDA**

### **1. 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*

### **2. Receive apologies and note the reasons for absence**

### **3. 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*

### **4. Minutes – to approve as correct the minutes of the meeting of the:**

- i) Parish Council on September 29<sup>th</sup> 2022

### **5. Clerk's Report**

### **6. Reports from the District Councillor(s) and County Councillor**

- i) Receive reports
- ii) Questions to Councillors

### **7. 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	Address of application	Nature of application
DC/22/1777	Slinfold Church of England School The Street Slinfold Horsham	Fell 1x Cherry, 2x Ash, and Surgery to 1x Scots Pine, and 2x Oak (Works to Trees in a Conservation Area)
DC/22/1841	Whitebreads Farm Stane Street Slinfold West Sussex	Extension to hardstanding and change of use of land for storage of scaffolding (retrospective)
DISC/22/0295	The Cobblers Hayes Lane Slinfold West Sussex	Approval of details reserved by conditions 5 (Construction Management Plan), 8 (contamination) and 12 (Biodiversity Enhancement Strategy) to approved application DC/20/2578 (demolition of existing and construction of 12No. flats with associated car park and landscaping (full) and replacement scout hut (outline)

- ii) Consider any other applications received since the publication of the agenda.
- iii) Review and approve the Planning Report

**8. Finance and Establishment**

- i) Monthly Payments – approve the accounts/subscriptions for October 2022.
  - Approval of the supporting documentation for the payments
  - Agree the on-line authoriser for the BACS payments
  - Authorisation of payments by full Council and Finance Chairman
- ii) Update on recruitment of new Clerk / Assistant Clerk
- iii) To consider a key person claim on the Council's insurance
- iv) To confirm the notice of conclusion of audit 2021-22

**9. WSCC proposed Traffic Order and Calming Measures for Slinfold**

- (i) To decide if the Council supports the proposals
- (ii) To decide if the Council will adopt the proposed lighting
- (iii) To consider any advice the Council has about the proposed buildouts west of the school

**10. Announcements and Documents for Circulation**

- i) To receive important announcements from the Chairman
- ii) To receive important announcements from the Clerk

**11. Receive updates from Committees and those on Outside Bodies**

**12. Items for the next agenda**

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

Thursday	24 <sup>th</sup> Nov 22	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	22 <sup>nd</sup> Dec 22	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	26 <sup>th</sup> Jan 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	23 <sup>rd</sup> Feb 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	30 <sup>th</sup> Mar 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	27 <sup>th</sup> Apr 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	25 <sup>th</sup> May 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	29 <sup>th</sup> June 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	27 <sup>th</sup> Jul 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	28 <sup>th</sup> Sep 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	26 <sup>th</sup> Oct 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	30 <sup>th</sup> Nov 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH
Thursday	21 <sup>st</sup> or 28th Dec 23 (provisional)	PARISH COUNCIL	7:30PM	Parish Room, SVH

## Schedule of payments October 2022

Description	Ref	Cheque BACS	Ref No	Payee	Particulars	£gross	VAT
Audit	56	BACS	313680	Moore	External audit fee 2022	£480.00	£80.00
Locum	57	BACS	20012	Mulberry & Co	Locum fees & expenses Sept 2022	£753.72	£125.62
Grant	58	BACS	SHE13	RBL Poppy Appeal	Wreath	£30.00	£0.00
EO	59	BACS		T Harrison	EO expenses top-up	£210.26	£0.00
Grant	60	BACS		Emily Higgs	Jamboree grant	£500.00	£0.00
IT	61	BACS	57172	SOS Systems	Print costs	£44.92	
Salaries	62	BACS		T Harrison	EO salary September	£185.30	
Salaries	63	BACS		J Pilkington	EO salary September	£189.74	
Streetlights	64	BACS	2731710016	SSE	Lighting September	£440.97	£20.97
IT	65	BACS	MI/0559955	CF Corporate	Printer rental	£81.04	£13.51
Trees	66	BACS	INV-0309	South East Tree Services	Fallen tree on footpath	£400.00	£80.00
Maintenance	67	BACS	INV-0608	Grasstex	Grass & hedges 3Q22	£1,100.40	£183.40
Xmas Trail	68	BACS		Nic Lewis	Christmas trail items	£38.85	£0.00
Xmas Trail	69	BACS		Nic Lewis	Christmas trail items	£9.44	£0.00
Xmas Trail	70	BACS		Nic Lewis	Santa suit	£49.99	£0.00
	71	BACS		Nic Lewis	Bulbs and seeds	£26.99	£0.00
IT	72	BACS		Neil Beer	Microsoft 365 subscription	£79.99	£13.33
PAYE	73	BACS		HMRC	EO PAYE (September)	£185.00	
Salaries	74	BACS		T Harrison	EO Salary October	£185.30	
Salaries	75	BACS		J Pilkington	EO Salary October	£189.74	
					<b>TOTALS</b>	<b>£5,181.65</b>	<b>£516.83</b>

**SLINFOLD PARISH COUNCIL**  
**NOTICE OF CONCLUSION OF ANNUAL AUDIT**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**  
**Accounts and Audit Regulations 2015**

1. The audit of accounts for SLINFOLD PARISH COUNCIL for the year ended 31 March 2022 has been completed and the accounts have been published.

2. The Annual Return is available for inspection by any local government elector in the area of SLINFOLD PARISH COUNCIL on application to

(a) MIKE SIMPSON, SLINFOLD PARISH CLERK

(b) SLINFOLD FOOTBALL CLUB PAVILION (by appointment)

(c) To arrange an appointment

Email [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk) or call 07894858048

3. Copies will be provided to any person on payment of £1 for each copy of the Annual Return

Announcement made by: MIKE SIMPSON, SLINFOLD PARISH CLERK

Date of Announcement: 19<sup>th</sup> October 2022

### Section 3 - External Auditor Report and Certificate 2021/22

In respect of

Slinfold Parish Council

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

#### 2 External auditor report 2021/22

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The inspection period for the exercise of electors' rights does not include the first ten working days of July as specified in the Accounts and Audit Regulations, Part 15 (1). Please note we would anticipate this being taken into consideration when completing the Governance Statement on your 2022/23 Return.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

#### 3 External auditor certificate 2021/22

We ~~certify~~ ~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

26/09/2022