



# Slinfold Parish Council

PO Box 315, Billingshurst, West Sussex, RH14  
9XX Telephone 07894 858048 email: clerk@slinfold-  
pc.gov.uk

Dear Councillors

**You are duly summoned to a meeting of Slinfold Parish Council on Thursday 30<sup>th</sup> March 2023 at Slinfold Village Hall commencing at 7:30pm**

**Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.**

Mike Simpson

Clerk to the Council  
24<sup>th</sup> March 2023

## AGENDA

1. **Attendance and Apologies for Absence**  
To accept any apologies
2. **To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation**
3. **Approval of the Minutes of the Parish Council meeting held on 23<sup>rd</sup> February 2023**  
To review and approve
4. **Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**  
To note any comments
5. **County Councillor reports**  
To receive any reports
6. **District Councillor reports**  
To receive any reports
7. **Chair's announcements**  
To note any announcements
8. **Council action plan**  
To receive an update
9. **Slinfold Primary School**  
To receive an update
10. **Planning Applications**  
(a) To consider the following applications and planning report

DISC/23/0041	Crosby Farm Lyons Road Slinfold West Sussex RH13 ORX	Approval of details reserved by condition 17 to approve application DC/21/0498
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DC/23/0277	1 Rosemary Stane Street Slinfold West Sussex RH13 0RE	Application to confirm the continuous use of outbuilding as an independent dwelling (Use Class C3) for a period in excess of four years prior to the date of this application (Lawful Development Certificate - Existing).
DC/23/0444	Orange Telecommunications Mast WSS0077 Cooks Copse Nowhurst Lane Broadbridge Heath West Sussex	Proposed upgrade to the existing telecommunications equipment. Existing 3 no. antennas to be removed and replaced with proposed 3 no. antennas and existing 1 no. cabinet to refreshed internally. Proposed installation of 1 no Ericsson cabinet, 1 no. GPS node cable, 1 no. GPS module mounted to proposed antennas support pole, 3 no. EHAs mounted to antenna support pole and associated ancillary works.
S106/22/0015	Crosby Farm Lyons Road Slinfold West Sussex	Discharge of Schedule 5 of signed S106 obligation pursuant to planning approval DC/21/0498 - Travel Plan
DISC/23/0055	New Barn School Guildford Road Broadbridge Heath Horsham West Sussex RH12 3PQ	Approval of details reserved by condition 5 (Landscape and Ecological Management Plan) to approve application DC/21/2350 (New primary and secondary school buildings, landscaping, creation of new playing fields and additional car parking).

(b) To consider any other planning applications since the agenda was published

#### 11. Finances

- (a) To review the schedule of payments since 23<sup>rd</sup> February 2023
- (b) To consider adopting the draft risk assessment
- (c) To confirm the date of the internal audit

#### 12. Grounds and Buildings Maintenance

- (a) To receive an update on disabled access at Slinfold football club pavilion
- (b) To receive an update on Slinfold Stores
- (c) To receive an update on the Welwyn balancing pond
- (d) To receive an update on Hayes Lanes drains
- (e) To receive an update on the Scout hut
- (f) To receive an update on the parish tree survey
- (g) To discuss a lease for the Community Shed
- (h) To review the Council's grounds maintenance schedule

#### 13. Website and broadband

- (a) To receive an update on the Gigabit Broadband Scheme
- (b) To review the Council's current website and email hosting provider
- (c) To review the lease of the office printer

#### 14. Cosy Café

To receive an update

#### 15. Village Fete/King's Coronation

To receive an update

#### 16. Committees and those on Outside Bodies

To receive an update

#### 17. Items for the next agenda

To discuss

#### 18. Meeting Dates

- (a) To discuss a date for the Annual Parish Meeting
- (b) To discuss a date for the Annual Meeting of the Council
- (c) Next meeting: 27<sup>th</sup> April 2023

## Payment schedule March 2023

Date	Payee	Details	Amount	VAT
09.03.23	Bel Signs	Post box sign (46287)	£5.00	
09.03.23	Nic Lewis	Coronation day	£132.79	
09.03.23	Nic Lewis	Coronation day	£135.58	
09.03.23	Jonathan Carter	Six Acres Tree (Blackthorn)	£675.00	
20.03.23	Horsham District Council	Bin collection	£16.60	
23.03.23	CAGNE	Membership fee	£4.00	
23.03.23	Slinfold Village Hall	Cosy café hall hire	£252.00	
23.03.23	Slinfold Village Hall	Youth club hall hire	£262.50	
23.03.23	Slinfold Village Hall	Council meetings	£72.25	
23.03.23	Jane Slipper	Cosy café	£128.12	
23.03.23	Adrian Roberts	Fruit trees six acres	£131.57	
24.03.23	NEST	Sbell pension	£72.83	
24.03.23	A Winyard	EICR slinfold stores	£153.60	£38.40
30.03.23	Mike Simpson	Salary March	£1,134.58	
30.03.23	Samantha Bell	Salary March	£776.87	
30.03.23	Mike Simpson	Pension March	£413.92	
30.03.23	Tim Harrison	Salary March	£185.30	
30.03.23	John Pilkington	Salary March	£189.74	
30.03.23	HMRC	PAYE 4th Quarter	£1,650.24	
30.03.23	Impact China	Coronation mugs	965.52	193.11
		<b>TOTAL</b>	<b>£7,358.01</b>	<b>£231.51</b>

Item	Note
11(b) Risk Assessment	Assessment is an overview of all the potential risks to the Council so please let me know if I have missed anything. This is required for insurance and audit purposes
11(c) Internal audit	Date has been set for Tuesday 9 <sup>th</sup> May at 2pm. This will happen remotely.
12 (a) Disabled access to football club	I am still trying to obtain quotes - I have been let down a few times on the day but I have got some more meetings planned.
12 (b) Slinfold stores	Again, still trying to get some quotes. I have one quote based on an EICR which was carried out a couple of weeks ago and shows what work needs to be done to the electrics. I have attached this and the EICR with the agenda. Service of defibrillator scheduled for 4 <sup>th</sup> April
12(d) Hayes Lane drainage	Quote obtained to clear the drains based on previous years. This includes 5 gullies. (quote attached)
12 (f) Parish tree survey	Survey has been booked in for 4 <sup>th</sup> April to survey all trees in the parish. Last one was carried out in 2018 which is too old for insurance purposes.
12 (g) Community shed lease	Although the shed is covered under the council's insurance, I do not think the shed has a lease. Will this be on the same basis as the football and tennis clubs?
12 (h) Grounds maintenance schedule	Grasstex has advised they are increasing the cost of services by 12% so it may be a good time to review the schedule. After initial feedback from Adrian, Grasstex would like to meet so I will arrange something after it has been discussed at Council.
13 (b) Council website and hosting	I have received the invoice for next year's website and email hosting. This is almost double what Bury pays and they receive support which Vision does not provide. It might be a good time to review this as well as a website redesign to a simple user interface like WordPress.
13(c) Office printer	The Council is still paying for the office printer and I wondered if it was worth it? I have not used it once and do not plan on doing so. If I need to print, I have one at home so the Council could contribute to ink and paper but it won't be much!
15 Kings coronation/village day	I have applied for the TRO but not sure I had all the information but thanks to Jane we managed to do it! Sam has secured the £200 grant from HDC for the event.
16. Meeting dates	The Annual Council meeting needs to be within 2 weeks of the election so the usual last Thursday in the month will not work. I suggest 18 <sup>th</sup> May. We also need to think about the annual parish meeting which could be in June.

# SLINFOLD PARISH COUNCIL RISK ASSESSMENT 2023

## RISK ASSESSMENT REVIEWS

<b>Assessment date</b>	<b>Review date</b>	<b>Review date</b>	<b>Review date</b>	<b>Review date</b>	<b>Review date</b>
30/03/2023					
<b>SITE LOCATION</b>		<b>ASSESSMENT Author, name / position</b>		<b>Assessment Author signature</b>	
Clerk's Home		Mike Simpson, Clerk			

<b>OVERALL TASK RISK RATING</b>	<b>LINE MANAGER NAME</b>	<b>LINE MANAGER SIGNATURE</b>
	Adrian Roberts, Chair	

### RISK LEVEL GUIDE

		<b>Likelihood of occurrence</b>		
		<b>High</b>	<b>Medium</b>	<b>Low</b>
<b>Likely Severity</b>	<b>High</b>	H	H	M
	<b>Medium</b>	H	M	M
	<b>Low</b>	M	M	L

#### Severity

**High** - Very serious or worse

**Medium** - Serious

**Low** - Minor

#### Likelihood of occurrence

**High** - Very likely - it can be expected

**Medium** - Probable - it could happen

**Low** - Not likely - It would be unusual if it happened

**Activities with a high risk are not acceptable**

Subject	Risks Identified	Control Measures <i>What precautions are being /will be taken?</i>	Risk Level			Further action required <i>Identify by whom and when</i>
			Severity of risk	Likelihood of risk	Risk rating	Identify any additional actions required to make the risk acceptable
<b>Financial &amp; Management</b>		<b>Consider:</b> • legal requirements • good practice • Codes of Practice • generic RAs • own judgement				
Business Continuity	Loss of operating information held by the Clerk on the Parish Laptop.	The clerk backs up work on cloud and external hard drive The email account has appropriate security. The Council Website acts as a secondary back up area for standard documentation and finances.	High	Low	Medium	None required
Business Continuity	Loss or long-term incapacity of the Clerk.	The Clerk passes back up information to the Chair. The Clerk meets/speaks weekly to the Chair and so updating the Chair regularly on operations and projects. A locum Clerk would be recruited to cover long term absence of the Clerk.	Medium	Medium	Medium	None required.
Business Continuity	Full or majority resignation of the Council.	Maintain and adhere to Standing Orders Maintain and adhere to Members Codes of Conduct Clear and accurate minuting of Council meetings Clear communication between Council, outside bodies and Clerk Clear leadership and communication skills from Chair Clerk to develop relationships with HDC and local organisations in order to know who to approach	Low	Low	Low	None required
Financial Record Keeping	Mistakes in bank reconciliations Mistakes in data input of invoices and VAT figures Mistakes in receipts and payments	A payments schedule and bank accounts update is presented within every Council meeting. Payments are made within Council meetings and require two signatories with proof of invoice The Clerk reconciles the accounts on a monthly basis. Quarterly bank reconciliations/receipts and payments and period end checked by Chair and signed off Quarterly budget figures submitted to Council The Parish Council's accounts are audited by independent internal and external auditors	Medium	Medium	Medium	None required
Banking	Incorrect funds transferred from one account to another Fraudulent use of bank accounts Bank charges due to late funding transfers between accounts Bank charges for returned cheques	Funds are transferred by the Clerk online following agreement within a Council meeting. Payments are not sent until the Clerk has checked that the funds are in the correct account. The online banking system is password protected and used only by The Clerk and authorised signatories to transfer funds from one account to another. Two signatories are required for all payments. Bank statement reconciliation carried out by Chair at meetings	Medium	Low	Low	None required
Grants and Funding	Overspend on grants/funding received for parish projects. VAT exclusion from Grants/Funding causing cash flow problems for Council Not adhering to terms and conditions of any grants and funding received.	The Clerk retains information on all grants and funds received and advises Council in regular meetings of the terms and conditions that need to be met.	Medium	Low	Low	None required.

Best Value Accountability	Overspend on services	<p>Three quotes for any work over £2,000; two quotes for any works costing between £1,000-£2,000(FR 11.1) Where the value of works is below £1,000 then the Clerk shall obtain one quote. The Clerk will confirm the order for the work in writing to the contractor so that it is clear what has been agreed. The Clerk will check that all invoices submitted agree with orders issued. No payment will be made to service providers by the Clerk until the work has been verified as complete and as ordered.</p>	Medium	Low	Low	None required.
Precept	<p>Adequacy of precept Requirements not submitted in time to Chichester District Council Precept not received by Council</p>	<p>The Clerk prepares a budget update report including the actual financial position and projected position to the financial year end and indicative figures and costings which have been obtained on services/works/projects for the following year. Planning for precept begins three meetings prior to submission to HDC. In December the Council uses the budget update report to map out the required monies for standing costs and projects for the following year. The agreed precept is proposed and seconded during the December meeting. The Clerk submits the precept amount to HDC by the end of January. The Clerk informs the Council when precept monies are received.</p>	High	Low	Medium	None Required.
Salaries & Associated Costs	<p>Salaries paid incorrectly Wrong hours paid Unpaid Tax and NI contributions Data protection and sensitive information not for public consideration Incorrect pension deductions</p>	<p>All salaries are paid net of Tax and NI through HRMC PAYE tool Pension administration and deductions undertaken every quarter The Clerks hours of work are detailed in his/her contract of employment. Any variation in salary/over time payment is arranged/agreed in a Council meeting. Within the Council Standing Orders is a provision for the Chair to request the public and press to leave a meeting due to the confidential nature of the business. Salaries are assessed and applied in line with NALC salary scales and reviewed annually in April.</p>	Medium	Low	Low	Annual appraisal for clerk to take place every year.
Employees	<p>Fraud by staff Actions undertaken by staff Injury or illness to staff Claims made against staff</p>	<p>Insurance includes Fidelity Guarantee cover of up to £150,000 indemnity. The Council ensures that all staff receive relevant training and reference books and access to advisory services. The Chair obtains employer references on previous employers of the Clerk/RFO. Annual appraisals to ascertain training needs take place for the Clerk. The Council has £10m Employers' Liability Insurance in case any employees become injured or sick. Council has £500,000 Officers Liability insurance</p>	High	Low	Low	

Councillor/Chair Allowances	Councillors overpaid	Supporting documentation is submitted by Councillors when claiming travel or subsistence expenses to the Clerk and this is approved in the payments section of Council meeting as noted on the payments schedule. The payment is made in the Council meeting and noted on the payments schedule.	Medium	Low	Low	None required.
Elections	Risk of an election cost in a contested election	When an election is due the Clerk will receive an estimate of the likely costs of a contested election from Horsham District Council and provision will be made for this when setting the precept for the year unless sufficient reserves are in place	Low	Low	Low	Estimate received at
Minutes/Agendas/Statutory Documents	Accuracy and legality of operations of Council	Agendas are prepared by the Clerk and sent to Council within statutory time frames. Council members have signed Electronic Agenda agreements for the use of emailing agendas. Agendas are displayed publicly and uploaded to Council website by the Clerk within the statutory time frames. Minutes are prepared, circulated and displayed and uploaded to the Council website by the Clerk within the statutory time frames. Minutes are approved and signed at the following Council meeting. The Clerk prepares statutory documents, and these are adopted within Council meetings. The Clerk consults with NALC regarding statutory documents to ensure compliance with legislation. The Clerk regularly attends training/seminars to keep up to date of legislative requirements. Business at Council meeting managed by Chair or Vice Chair in Chair's absence.	Low	Low	Low	
Members Interests	Conflict of interest with Parish Council Business.	Register of Members Interests Forms updated at least annually by Council (May ACM). Declaration of interests is an agenda item on all Council meetings to prompt members of their duty. Standing orders detail the correct procedure.	Medium	Low	Low	In place for new Members
Insurance	Adequacy of cover. Cost of cover. Compliance with insurance terms and conditions.	A review to be undertaken before the time of the policy renewal of all insurance arrangements in place. The Clerk to liaise with insurance provider and inform Council. The Clerk to obtain predicted insurance cover for following year ready for October meeting and precept planning.	High	Medium	Medium	
<b>Equipment &amp; Land Owned By The Parish Council</b>	<b>Risks Identified</b>	<b>Consider:</b> • legal requirements • good practice • Codes of Practice • generic RAs • own judgement	<b>Severity of risk</b>	<b>Likelihood of risk</b>	<b>Risk rating</b>	<b>Identify any additional actions required to make the risk acceptable</b>
Assets	Loss/damage/deterioration to parish assets	An annual review of the Parish Council assets is undertaken, and a register of assets is kept and updated annually.	High	Medium	Medium	Assets checked in autumn



Maintenance	Risk/damage/injury to third parties	<p>Playground equipment is checked monthly by for safety and damage. Any problems are reported to the Clerk and added as an agenda item at the next meeting.</p> <p>Annual report received by independent Playground Safety Inspector is received and actioned accordingly. As recommended by insurers. All public amenity land is inspected regularly.</p> <p>All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.</p> <p>All contractors for grounds maintenance must provide Public Liability Insurance cover of £10m. The Clerk to check insurance is in place correctly.</p> <p>The Parish Council have insurance which includes the following: £10m Employers Liability' £10m Public Liability, £5m Hirers Liability and £660,975 in buildings insurance.</p> <p>A detailed tree survey will be commissioned every three years to ensure trees in the public areas are safe.</p>	High	Medium	Medium	
Notice Boards	Risk of injury	The Parish Council noticeboards are inspected regularly by the EOs and any repair/maintenance requirements brought to the attention of the Parish Council.	Medium	Medium	Medium	
Meeting Locations	Adequacy Health & Safety	<p>The Parish Council meetings are held at Slinfold Village Hall and committee meetings at Slinfold Football Club.</p> <p>Both venues are considered adequate for the Clerk, Parish Council and members of the public who attend from comfort and health and safety aspects.</p> <p>There is enough parking available at the location for the meetings.</p>	Medium	Low	Low	None required.
Council Records (paper)	Loss through: Fire Theft Damage	<p>The Parish Council Minutes and Accounts are stored at the football club.</p> <p>Insurance cover is in place</p>	Medium	Low	Low	None required
Council Records (electronic)	Loss through: Fire Theft Corruption of Computer	<p>The Parish Council's electronic records are stored on the Council's laptop computer used by the Clerk.</p> <p>The clerk's emails are cloud-based and backed up on server</p> <p>Backups are taken of the council records and stored at the Chair's house.</p> <p>The Parish Council website also stores backup copies of standard documents.</p> <p>Insurance cover is in place</p>	High	Low	Low	
<b>Activities Organised By The Parish Council</b>	<b>Risks Identified</b>	<b>Consider:</b> • legal requirements • good practice • Codes of Practice • generic RAs • own judgement	<b>Severity of risk</b>	<b>Likelihood of risk</b>	<b>Risk rating</b>	<b>Identify any additional actions required to make the risk acceptable</b>
Village Day	Health & Safety of volunteers	<p>West Sussex County Council provide TRO to close The Street from vehicle use.</p> <p>First aid trained volunteer on site who can also use defibrillator.</p> <p>Risk assessment in place before event</p> <p>Public liability of £10m in place</p> <p>Volunteers covered under the council's insurance</p>	Medium	Low	Low	Risk assessment

# Estimate

## ADDRESS

Slinfold Parish Council  
Cherry tree farm  
Hayes Lane  
Slinfold  
RH13 0SQ

ESTIMATE NO.	DATE
1474	15/03/2023

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	<b>CODE1-2 REMEDIAL</b>	item 1 code 2 meter not fitted correctly	20.0% S	1	0.00	0.00
	<b>CODE1-2 REMEDIAL</b>	contact energy supplier item 1 and 29 code 2 supply and fit earth clamp to water bonding	20.0% S	1	22.00	22.00
	<b>CODE1-2 REMEDIAL</b>	item 3 code 3 reinstate correct ip	20.0% S	1	30.00	30.00
	<b>CODE1-2 REMEDIAL</b>	item 4-12, 15 and 19-21 codes 1-3 Supply and fit 18th edition ccu with surge protection and individual rcbos	20.0% S	1	720.00	720.00
	<b>CODE1-2 REMEDIAL</b>	item 13 code 2 refix/ repair trunking various points	20.0% S	1	160.00	160.00
	<b>CODE1-2 REMEDIAL</b>	item 14 code 2 Reconnect earth	20.0% S	1	20.00	20.00
	<b>CODE1-2 REMEDIAL</b>	item 16 code 2 repair/ replace cable	20.0% S	1	60.00	60.00
	<b>CODE1-2 REMEDIAL</b>	item 17 code 2 investigate/ repair earthing	20.0% S	1	75.00	75.00
	<b>Electrical remedial works</b>	item 18 code 3 Remove racking from cables	20.0% S	1	0.00	0.00
	<b>CODE1-2 REMEDIAL</b>	BY OTHERS the racking should not be stored across cables item 22 code 2 repair/ refix socket	20.0% S	1	20.00	20.00

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	CODE1-2 REMEDIAL	item 23and 24 code 2 enclose connections	20.0% S	3	20.00	60.00
	CODE1-2 REMEDIAL	item 25 code 2 supply and fit aico smoke detectors	20.0% S	3	50.00	150.00
	CODE1-2 REMEDIAL	item 25 and 28 code 2 and 3 supply and fit replacement 3w emergency lights with self test	20.0% S	4	50.00	200.00
	CODE1-2 REMEDIAL	item 25 code 2 replace faulty sockets	20.0% S	2	20.00	40.00
	Electrical remedial works	item 26 code 3 move sockets to accessible positions	20.0% S	7	45.00	315.00
	Electrical remedial works	item 30 code 3 replace pull cord	20.0% S	1	25.00	25.00
	CODE1-2 REMEDIAL	item 31 code 2 replace socket pattress	20.0% S	2	30.00	60.00
	CODE1-2 REMEDIAL	item 32 code 2 refix sockets	20.0% S	4	20.00	80.00
	CODE1-2 REMEDIAL	item 33 code 2 wire supply and fit emergency lighting	20.0% S	2	80.00	160.00
	CODE1-2 REMEDIAL	item 34 code 2 secure cable	20.0% S	1	25.00	25.00
	CODE1-2 REMEDIAL	item 34 code 2 replace pattress	20.0% S	1	30.00	30.00

SUBTOTAL 2,252.00  
 VAT TOTAL 450.40  
**TOTAL £2,702.40**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	450.40	2,252.00

Accepted By

Accepted Date

# TAX INVOICE

Slinfold Parish Council  
Attention: Mary Burroughs  
Mrs Mary Burroughs  
Slinfold Parish Council  
P.O. Box 315  
Billingshurst  
Sussex  
RH14 9XX

**Invoice Date**  
01 Mar 2023

**Account Number**  
165

**Invoice Number**  
16217

**VAT Number**  
GB785375777

Vision ICT Ltd  
2 Arkles Lane  
Liverpool  
L4 2SP

Description	Quantity	Unit Price	VAT	Amount GBP
103, Website hosting and support for May 2023 to April 2024	1.00	230.00	20%	230.00
201, Email Hosted	14.00	18.00	20%	252.00
304, Data Backup for May 2023 to April 2024	1.00	60.00	20%	60.00
			Subtotal	542.00
			Total VAT 20%	108.40
			Invoice Total	650.40
			Amount Paid	0.00
			<b>Amount Due</b>	<b>650.40</b>

## Due Date: 31 Mar 2023

Please pay by BACS into the following account: Account name: Vision ICT Ltd  
Sort code: 56-00-49  
Account number: 43539769

Please include the invoice number as the reference.

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## PAYMENT ADVICE

To: Vision ICT Ltd  
2 Arkles Lane  
Liverpool  
L4 2SP

**Customer** Slinfold Parish Council

**Invoice Number** 16217

**Amount Due** 650.40

**Due Date** 31 Mar 2023

**Amount Enclosed** \_\_\_\_\_

Enter the amount you are paying above