



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: clerk@slinfold-pc.gov.uk

Minutes from the Slinfold Parish Council Meeting 30th March 2023

1. Attendance and Apologies for Absence

To accept any apologies

In attendance: Councillors Casdagli, Pyle, Roberts (Chair), Sherwin-Smith, Slipper Smith N and Smith P, Walker.

Apologies: Councillor Leyland which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk) and 5 members of the public.

2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation

There were none.

3. Approval of the Minutes of the Parish Council meeting held on 23rd February 2023

Councillors **RESOLVED** to approve the minutes of the meeting held on 23rd February 2023 as a true and accurate record.

4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

One member of the public who was responsible for editing the parish newsletter attended to discuss the content of the forthcoming issue with Councillors.

5. County Councillor reports

There were none.

6. District Councillor reports

There were none.

7. Chair's announcements

The Chair passed on a comment from Councillor Leyland suggesting the Council support Gatwick FASI-S. However, the documentation was not clear but the issue still needed to be addressed now. The Chair advised that nomination packs needed to be delivered to Horsham District Council by 4th April and that the Annual Council Meeting would be on 25th May. He added that the Parish Magazine should be discussed at the next meeting as the Council needed to think about future contributions.

8. Council action plan

There was no update.

9. Slinfold Primary School

To receive an update

The headteacher from Slinfold Primary School addressed the Council and explained that the school's financial position had become desperate due to the repair works to the Bell Tower (£11,000) and recladding of the playground (£6,500). The school also had above average intake of children with SEN as well as children with education, health and care plans. He also explained that the school was in the process of installing a fence around its perimeter, for which it had received a grant of £52,000 from WSCC, as they had issues with site security. He understood that there would be concerns about the appearance of the metal fence, especially along The Street, but hoped a lot of it would be covered by hedges and shrubs and added the school would hold discussions with the community before going ahead. Councillors considered the plans and asked whether the fence would be behind the oak trees on The Street to which the answer was yes and he established that

the fence would be approximately 2 metres high. The headteacher reiterated that any designs would be subject to consultation. The Chair said that he sympathised with the school's situation and suggested the Council support them with the erection of the fence and attend any public events if required to which Councillors **AGREED**.

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 No objection |
| DC/23/0277 | 1 Rosemary Stane Street Slinfold West Sussex RH13 ORE | 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). No objection |
| 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. No objection |
| 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 No objection |
| 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). No objection |
| | Clemsfold | No objection |
| | Taylors | No objection |

Councillors **RESOLVED** to approve the planning report.

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

Councillors noted the Lyons Road Appeal for 45 houses was going to a hearing.

11. Finances

(a) To review the schedule of payments since 23rd February 2023

Councillors **RESOLVED** to approve the payment schedule since the last meeting on 23rd February 2023.

(b) To consider adopting the draft risk assessment

Councillors **RESOLVED** to adopt the draft risk assessment.

(c) To confirm the date of the internal audit

Councillors noted the date for internal audit: 9th May 2023.

12. Grounds and Buildings Maintenance

(a) To receive an update on disabled access at Slinfold football club pavilion

The Clerk advised that he was still in the process of obtaining further quotes as the specification had changed to include additional works, mainly to include a new patio. He had arranged to meet a few contractors but had been let down but hoped to present some new quotes at the next meeting.

(b) To receive an update on Slinfold Stores

The Clerk advised that an EICR had been completed for the shop and a subsequent quote for the works had been obtained but he was still trying to find further quotes. Councillors discussed additional works to the shop, such as a new extractor fan, but agreed the electrics were the priority. The Clerk also advised that a maintenance check for the defibrillator at the shop had been booked in and they would advise on whether a new case was necessary.

(c) To receive an update on the Welwyn balancing pond

Councillor Nigel Smith advised that he was still waiting for a report from the Council's engineer on what work needed to be done to the pond to make it adoptable.

(d) To receive an update on Hayes Lanes drains

The Clerk advised that a quote had been obtained for clearing the drains and gullies but would look for another one.

(e) To receive an update on the Scout hut

Councillor Nigel Smith advised there was no further update but was in the process of contacting the Scouts to discuss the architect plans and funding for a new hut in more detail.

(f) To receive an update on the parish tree survey

The Clerk advised a parish tree survey had been booked in for 4th April.

(g) To discuss a lease for the Community Shed

Councillors **AGREED** a lease was unnecessary.

(h) To review the Council's grounds maintenance schedule

The Chair informed Councillors a schedule was created a few years ago and put out to tender which Grasstex won. However, Grasstex had recently increased their prices by 12% and believed the current schedule was not detailed enough. Therefore, he suggested the schedule should be reviewed and that he would meet Grasstex to discuss it in more detail.

13. Website and broadband

(a) To receive an update on the Gigabit Broadband Scheme

Councillors discussed a request from F&W Networks to form a joint branding tag, Slinfold Fibre Broadband Scheme, on which the Council would have its logo to try and increase the number of registrations to start building a fibre network. Councillors **AGREED** that they were not happy with the joint branding idea but would continue to support the scheme.

(b) To review the Council's current website and email hosting provider

The Clerk explained the current hosting fees for the website email were high compared to other options and suggested it might be a good idea to look at other options as well re-design the website which Councillors **AGREED** to approve.

(c) To review the lease of the office printer

Councillors **AGREED** to cancel the office printer as it was no longer being used.

14. Cosy Café

To receive an update

Councillor Slipper said that the café had been a great success and residents would like to see it continue so recommended another going for month which Councillors **AGREED** to approve.

15. Village Fete/King's Coronation

To receive an update

Councillor Slipper advised there would be many events taking place and the poster was ready to advertise. Councillor Pyle said that the police would not provide a traffic car but had contacted the PCSO to see if they could bring a van. The clerk advised the request for a TRO had been submitted.

16. Committees and those on Outside Bodies

To receive an update

The village hall had received a donation of £5,000 for an extension.

17. Items for the next agenda

To discuss

Cherrytree Farm, KGV playground, items for magazine, Hayes Lane drains, Slinfold store

18. Meeting Dates

(a) To discuss a date for the Annual Parish Meeting

Councillors agreed to discuss this in more detail after the meeting to get a better understanding of availability.

(b) To discuss a date for the Annual Meeting of the Council

It was **AGREED** to set the date for the Annual Meeting of the Council as 25th May 2023.

(c) Next meeting: 27th April 2023.

The Chair closed the meeting at 21:50.

Payment Schedule 30th 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 |
| | | TOTAL | £7,358.01 | £231.51 |

SLINFOLD PARISH COUNCIL RISK ASSESSMENT 2023

RISK ASSESSMENT REVIEWS

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

| | | |
|---------------------------------|--------------------------|-------------------------------|
| OVERALL TASK RISK RATING | LINE MANAGER NAME | LINE MANAGER SIGNATURE |
| | Adrian Roberts, Chair | |

RISK LEVEL GUIDE

| | | | | |
|------------------------|---------------|---------------------------------|---------------|------------|
| | | Likelihood of occurrence | | |
| | | High | Medium | Low |
| Likely Severity | High | H | H | M |
| | Medium | H | M | M |
| | Low | 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 |
| Financial & Management | | Consider: • 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 | Adequacy of precept Requirements not submitted in time to Chichester District Council Precept not received by Council | <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 | Salaries paid incorrectly Wrong hours paid Unpaid Tax and NI contributions Data protection and sensitive information not for public consideration Incorrect pension deductions | <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 | Fraud by staff Actions undertaken by staff Injury or illness to staff Claims made against staff | <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 | |
| Equipment & Land Owned By The Parish Council | Risks Identified | Consider: • legal requirements • good practice • Codes of Practice • generic RAs • own judgement | Severity of risk | Likelihood of risk | Risk rating | Identify any additional actions required to make the risk acceptable |
| 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 | |
| Activities Organised By The Parish Council | Risks Identified | <p>Consider:</p> <p>• legal requirements • good practice • Codes of Practice • generic RAs • own judgement</p> | Severity of risk | Likelihood of risk | Risk rating | Identify any additional actions required to make the risk acceptable |
| 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 |