



# Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)

**You are duly summoned to the meeting of Slinfold Parish Council on Thursday 29<sup>th</sup> June 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  
23<sup>rd</sup> June 2023

## **AGENDA**

- 1. Attendance and Apologies for Absence**  
To accept apologies for absence
- 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.**  
To receive any declarations of interests from Members in respect to items on the agenda.
- 3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**  
To note any comments.
- 4. Minutes from the previous meeting on 25<sup>th</sup> May 2023**  
To review and approve
- 5. Chairman's Report**
- 6. Councillor Reports**  
To receive reports from the District and County Councillors
- 7. Planning Applications**  
To consider the applications in the planning report (see appendices)
- 8. Finance & Administration**
  - (a) To review the schedule of payments and bank reconciliations since the 25<sup>th</sup> May 2023
  - (b) To review the latest variance report for budget vs actual expenditure
  - (c) To review the Council's reserves
  - (d) To review the rent charged for Slinfold stores
  - (e) To consider a grant application from Slinfold Primary School
  - (f) To consider advertising for Environment Officers
  - (g) To update the Council's mandate for Cambridge and Counties Bank
- 9. Policies**
  - (a) To review the Council's Standing Orders
  - (b) To review the Council's Financial Regulations
  - (c) To consider the Council's Financial Risk Assessment

**10. Grounds and Buildings Maintenance**

- (a) To receive an update on works to Slinfold football club
- (b) To receive an update on Slinfold Stores
- (c) To receive an update on the Six Acres balancing pond
- (d) To receive an update on the Scout hut
- (e) To receive an update on play equipment at the Six Acres playground
- (f) To receive an update on the parish tree survey

**11. Cosy Café**

To receive an update

**12. Parish Magazine**

To discuss any contributions for the parish magazine

**13. Committees and those on Outside Bodies**

To receive an update

**14. Items for the next agenda**

To discuss

**15. Next meeting date**

29<sup>th</sup> June 2023

## Planning applications

DC/23/0983	3 Yew Trees Stane Street Slinfold West Sussex RH13 0RE	Conversion and extension of roof above garage to form habitable space with dormer window to rear elevation and rooflights to front elevation. Erection of infill single-storey rear extension.
DC/23/1068	Slinfold Church Of England School The Street Slinfold West Sussex RH13 0RR	Surgery to 3x Yew (Works to Trees in a Conservation Area)
DC/23/0986	Five Oaks Road Slinfold West Sussex	Installation of 3x non-illuminated free standing billboard signs, and 3x graphic panels to be displayed on a replacement fence.
DISC/23/0099	The Cobblers Hayes Lane Slinfold West Sussex RH13 0SA	Approval of details reserved by condition 11 (Biodiversity Enhancement Strategy) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).
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).
DISC/23/0094	The Cobblers Hayes Lane Slinfold West Sussex RH13 0SA	Approval of details reserved by conditions 6 (foul and surface water) and 7 (surface water drainage statement) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).

DC/23/1112	Homelea Park Road Slinfold West Sussex RH13 0SD	Non Material Amendment to previously approved application DC/22/1067 (Removal of existing garage, erection of a single storey side extension and erection of a single storey front garage extension. Conversion of loft to form habitable living space, incorporating creation of a rear dormer, installation of rooflights and solar panels to roof. Fenestration and doors alterations, rendering to external walls and installation of new slate tiled roof.) Retain position of existing front door and hallway, install 3no long rooflights over hall in place of 3no separate rooflights. and reduced window to existing living space.
DC/23/1063	Millstones Stane Street Slinfold West Sussex RH13 0RE	Variation of Condition 1 of previously approved application DC/22/1043 (Demolition of existing dwelling and erection of a replacement two-storey detached dwelling) Relating to minor amendments that include fenestration alterations, extension of the roof over the balcony and conversion of the garage to a studio.
DC/23/1014	Unit 1, Fersam UK Ltd The Business Park Maydwell Avenue Slinfold Horsham West Sussex	Non Material Amendment to previously approved application DC/19/0533 (Erection of a two storey building for part office and part clean manufacturing use (B1/B2 use)) for a smaller scale build falling back from the original parameters.

**COOP**

<b>Bank balance 31st May 2023</b>	84,270.30	
<b>Add outstanding receipts</b>	0.00	
<b>Less outstanding payments</b>	-150.00	Sophie Hodgson
	84,120.30	

**Cashbook**

Opening balance April 2022	27,060.78
Receipts	71,358.74
Payments	-
	14,299.22
<b>Total</b>	<b>84,120.30</b>

**COOP**

<b>Bank balance 19th June 2023</b>	79,842.56
<b>Add outstanding receipts</b>	0.00
<b>Less outstanding payments</b>	0.00
	79,842.56

**Cashbook**

Opening balance April 2022	27,060.78
Receipts	72,108.74
Payments	-19,326.96
<b>Total</b>	<b>79,842.56</b>

Lloyds Deposit	73,567.53
Close Brothers	86,214.06
Nationwide	86,433.63
Barclays	101.81
Lloyds	137.35
Cambridge and Counties	85,765.04
<b>Total</b>	<b>£332,219.42</b>

<b>Total position</b>	<b>£412,061.98</b>
-----------------------	--------------------

## Payment Schedule May 26<sup>th</sup>-June 29<sup>th</sup>

Date	Payee	Details	Amount	VAT
26.05.23	Netwise	Hosting new site (2881)	£440.00	£88.00
26.05.23	Netwise	Website development (2903)	£699.00	£139.80
31.05.23	J Slipper	Coronation Day	£13.99	
31.05.23	Tim Harrison	Salary May	£185.30	
31.05.23	John Pilkington	Salary May	£189.74	
31.05.23	LGPS	M Simpson pension	£393.22	
31.05.23	Samantha Bell	Salary May	£701.48	
31.05.23	Mike Simpson	Salary May	£1,138.36	
31.05.23	Mike Simpson	Home office	£15.00	
		Annual Parish Meeting/Cosy		
31.05.23	Jane Slipper	Café	£46.02	
02.06.23	NEST	S Bell pension May	£72.83	
05.06.23	Nic Lewis	T-shirts-coronation	£12.99	
05.06.23	Vision ICT (16431)	Website hosting	£65.00	£13.00
		Slinfold Football		
05.06.23	Club	Maintenance Grant	£2,000.00	
05.06.23	Andy Winyard	Shop electrics	£2,252.00	£450.40
		Slinfold Concert		
05.06.23	Band	Coronation day	£50.00	
13.06.23	Netwise	Additional emails (2917)	£70.43	£14.09
19.06.23	HDC	Bin collection	£27.00	
23.06.23	NEST	S.Bell pension	£72.83	
23.06.23	Seal Calibration	Defibrillator service	£129.00	£25.80
29.06.23	Seal Calibration	Defibrillator case	£584.00	£116.80
		New design of the		
29.06.23	The Farm Studio	newsletter/logo	£750.00	
		Streetlight maintenance		
29.06.23	WSCC	2022/23	£947.73	£189.55
29.06.23	Tim Harrison	June salary	£53.85	
29.06.23	John Pilkington	June salary	£53.85	
29.06.23	Mike Simpson	June salary	£1,138.36	
29.06.23	Mike Simpson	Pension June	£393.22	
29.06.23	Samantha Bell	June salary	£701.48	
29.06.23	Mike Simpson	Home Office	£15.00	
		<b>TOTAL</b>	<b>£13,211.68</b>	<b>£1,037.44</b>

Cost Centre	Budget	Actual	Variance	Transfer from Reserves
<b>1.00 Running the Council</b>				
Audit	650.00	198.00	30.46%	
Legal/Consultancy less recoveries	140.00	0.00	0.00%	
Subscriptions	100.00	0.00	0.00%	
Clerk and Environment Officers	40,140.00	7,775.45	19.37%	
Cllr Expenses	150.00	0.00	0.00%	
Insurance	2,800.00	0.00	0.00%	
Recruitment and Training	350.00	0.00	0.00%	
Administration	860.00	0.00	0.00%	
Home Office	0.00	30.00		
Hall Hire	860.00	41.00	4.77%	
Office & IT	430.00	1,613.74	375.29%	
<b>Total - Running the Council</b>	<b>46,480.00</b>	<b>9,658.19</b>	<b>20.78%</b>	
<b>2.00 Community Services</b>				
KGV Inspections and Maintenance	830.00	0.00	0.00%	
Community Events	1,900.00	1,928.35	101.49%	
Youth Services	6,480.00	271.50	4.19%	
Streetlights and Maintenance	4,970.00	3,573.34	71.90%	
General Services e.g. Drainage	900.00	1,114.80	123.87%	700.8 Hayes Lane Drainage/ Defib service/Defib case
Bins/Litter Equip	1,640.00	367.24	22.39%	
Grass/Hedge Cutting/Maintenance	2,890.00	0.00	0.00%	
Newsletters/Promotions	2,600.00	1,046.35	40.24%	
Community Improvement Projects	1,620.00	689.81	42.58%	
S106 Contributions/Donations	1,500.00	445.65	29.71%	4,702.40 CIL Maintenance Grant Football club and slinfold electrics
<b>Total - Community Services</b>	<b>25,330.00</b>	<b>9,437.04</b>	<b>37.26%</b>	
<b>Total Expenditure</b>	<b>71,810.00</b>	<b>19,095.23</b>	<b>26.59%</b>	<b>5403.2</b>
<b>3.00 Income</b>				
Precept	66,220.00	33,110.00	50.00%	
Rent and Interest	2,100.00	0.00	0.00%	
Other	0.00	750.00		
Shed subs				
Misc				
CIL	0.00	34664.16		
HDC Grants (Cleansing& Coronation)	0.00	1,947.46		
Cherrytree Insurance and maintenance	0.00	595.39		
VAT Reclaim	0.00	1,041.73		
<b>Total - Income</b>	<b>68,320.00</b>	<b>72,108.74</b>	<b>105.55%</b>	
Receipts/Expenditure	-3,490.00	53,013.51		

# SLINFOLD PARISH COUNCIL

## Application for Grant for Voluntary Organisations

**Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.**

1.	Name of Organisation	Slinfold CE Primary and Pre School
2.	Name, Address and Status of Contact	Iain Campbell Headteacher Slinfold CE Primary and Pre-school The Street Slinfold RH13 0RR
3.	Telephone Number of Contact	01403 790253
4.	Is the Organisation a Registered Charity?	No
5.	Amount of grant requested	£8,918
5.	For what purpose or project is the grant requested?	The grant will help install a security fence around the school site that adheres to recommendation made by the Parish Council and the Conservation office within Horsham District Council. Most importantly, it will provide essential site security for both children absconding and others gaining access to the school site. Please see below for further information.
6.	What will be the total cost of the above project?	£62,065
7.	If the total cost of the project is more than the grant, how will the residue be financed?	£53,147 will be reimbursed by West Sussex County Council on completion of the works.
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	No
9.	Who will benefit from the project?	130 pupils aged 4 to 11 will benefit along with 50 pupils within the pre-school. 31 members of staff will benefit from the project. In addition to this, the community of Slinfold will benefit from having a school that is safe and secure and meets the requirements of Keeping Children Safe in Education 2022 (statutory guidance). Without such safety measures, the school (under leadership and management) would be classified as inadequate, the lowest grading. This would be a result of the school being aware of safety issues and yet have not having put suitable measures in place to protect the welfare

		of pupils and staff. A school rated good or outstanding, in future inspections, would be a corner stone that the community can be proud of. The school grounds are also used for the Women's Institute and Table Tennis club which serves the local community, there safety is also a key consideration.
10.	Approximately how many of those who will benefit are parishioners?	From the immediate school community – 100 to 130.

Please use a separate sheet of paper to submit any other information which you feel will support this application and return to the Clerk at [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)

**Signed**...Iain Campbell

.Date 13<sup>th</sup> June 2023

**Further supporting information:**

Incidents relating to site security:

Since July 2022 we have had multiple incidents in regards to school security. This includes:

- 1 pupil leaving the school site by climbing the 5 bar gate
- 1 pupil attempting to leave the school site at least 7 times from multiple exit points including the carpark fence, 5 bar gate, fence along the field.
- 1 pupil absconding classroom on a daily basis attempting to leave site via the 5 bar gate and the school field fence.
- 1 pupil absconding class on a daily basis
- 1 pupil absconding class and climbing the rear fence twice
- 2 parents accessing the school site via the 5 bar gate not in line with visiting protocol
- 1 external contractor jumping the 5 bar gate to access the school site contrary to the safety arrangements with the company

School demographics:

The school currently has 25.7% of the school population on the SEND register, this is almost double the national average. The school currently has 5.5% soon to be 9.4% of the school population with education health and care plans, this is double the national average.

The school has consulted with the immediate neighbours and the following changes have been made. The proposed fencing around the nature area (back of the school) has been removed from the plans. All other neighbours that the school managed to speak to understood the need to implement such changes in the face of a changing picture in education.

The school has adapted its plans following suggestions from the Parish Council (PC) at the end of March. The original proposal was shared with the PC who provided essential feedback and views on the school's proposal. The school has listened to the feedback and have following adaptations have been agreed with the contractors:

Height – 2 metres to 1.8 metres

Colour – Black to dark Green

Style – Mesh fence on the front elevation changed to bow top fence.

With the additional changes in the material and presentation of the fence there will be a substantial difference of £8,918 which we are seeking in this grant.

The school has been provided with two options, they include: Mesh fence (like the current school main gate) or Bow top fence (a softer up and over style fence)

The school has shared the following plans with the conservation office and they are in agreement, like with the Parish Council in March, for a mesh fence around the rear of the school in dark green. Along the front elevation the proposal is for a 1.8m high bow top fence in dark green.

Additionally, the school will undertake a planting regime along the field section. The fence proposed will be set back from the existing fence, behind the oak trees. Along the space in front of the new fence, the school aims to plant further bushes and shrubs in order to soften its appearance and encourage further wildlife to the area.



# Slinfold Parish Council

PO Box 315, Billingshurst, West Sussex RH14 9XX  
 Tel: 01403 785864 (Mobile 07733-359479)  
 Email: clerk@slinfold-pc.gov.uk

## Reporting to the Clerk

Regularly keep the centre and all entrances to the village clean and tidy to include litter picking and sweeping of pavements and verges (side streets on a rota)

Weekly inspection and testing of equipment in play areas, taking remedial action where necessary and reporting faults

Reporting footpath and highway issues (e.g. potholes, overgrown hedges) to the Clerk or appropriate authority

Carry out maintenance as required but may include tasks such as general repair to play equipment, lawn-mowing, painting and hedge-cutting

Drain, leaf and snow clearing as required

### PERSON SPECIFICATION

ENVIRONMENT OFFICER		
Attributes:	Essential	Desirable
<b>1. Educational qualifications:</b> <ul style="list-style-type: none"> <li>Satisfactory level of general education to include Maths and English</li> </ul>		√
<b>2. Skills, knowledge and general requirements:</b> <ul style="list-style-type: none"> <li>Given the nature of the job, a <b>very good level of fitness</b> is required. The candidate must also be prepared to work in all weathers;</li> <li>Able to work on <b>own initiative</b>, carry out procedural guidelines and instructions;</li> <li>Able to produce hand-written reports for the Clerk and <b>access to broadband and mobile phone/tablet</b> with the ability to use to communicate with Clerk and authorities;</li> <li>Pleasant and professional manner;</li> <li>Be able to drive and hold a current UK driving license with no more than 6 penalty points;</li> <li>Ability to store and transport general maintenance equipment (e.g. lawn mower, leaf blower, hedge-trimmer garden and DIY tools). Equipment will be provided;</li> <li>Must adhere to Health &amp; Safety Requirements of the role.</li> </ul>	√  √  √  √  √  √	√
<b>3. Previous experience:</b> <ul style="list-style-type: none"> <li>Good team worker</li> <li>Good communicator</li> <li>Good Handyman/General Maintenance skills</li> </ul>	√ √ √	