



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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

Minutes of the Slinfold Parish Council Meeting 30th November 2023

1. Attendance and Apologies for Absence

In attendance: Councillors Casdagli, Leyland, Pyle, Roberts (Chair), Sherwin-Smith, Slipper, Paula Smith, Nigel Smith and Walker.

Apologies: There were none.

Also in attendance: Mike Simpson (Clerk), District Councillors Greenwood and Youtan and seven members of the public.

2. To receive written applications for the office of Parish Councillor and to Co-opt any candidates to fill the existing vacancies

Councillors considered two applications for co-option from Justin Pegg and Ed Skeates. A discussion ensued whereupon the Council **RESOLVED** to co-opt Justin and Ed as members of Slinfold Parish Council. They both signed the declaration of acceptance of office and joined the Council as members for the rest of the meeting.

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

Councillor Slipper declared an interest in item 9(c) relating to a grant application from a resident. Councillor Paula Smith declared an interest in item 8(d) relating to the Cobblers and Councillor Ed Skeates declared an interest item 10(a) regarding a draft tree policy and a potential discussion about an individual case.

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 enquired about the status of the Gigabit Broadband vouchers since F&W Networks announced they were no longer able to proceed with the project. He believed that the vouchers should belong to the individuals who applied for them. Councillor Leyland responded saying they should have been cancelled. The resident also raised an issue about the Council's website and that his message did not get through to the Clerk. The Clerk responded saying he was aware of the issue and was in the process of fixing it.

5. Minutes from the previous meeting on 26th October 2023

The Chair informed Councillors there were no minutes to approve as the Deputy Clerk had not provided any before going on sick leave.

6. Chairman's Report

The Chair advised that the Finance Committee had agreed to increase the Clerk's hours from 20 to 25 as the Deputy Clerk was on sick leave and that future committee meeting dates needed to be confirmed.

7. Councillor Reports

County Councillor Christian Mitchell sent apologies but circulated a written report before the meeting (see appendices). District Councillor Kasia Greenwood said the District Council was looking for someone to be a contact point in Slinfold for advice regarding a new initiative called the Community Hub and that the Climate Change Community Fund would open again in 2024. The Chair suggested that the Clerk should be the first point of contact for the Community Hub. District Councillor Youtan advised that: she had received complaints about the state of Spring Lane and had been in contact with a compliance officer to resolve it and that work to the footpath was underway; conditions concerning hedges and trees at Crosby Farm had not been fulfilled which were being investigated and the new 20mph bollards on Lyons Road were being replaced with more reflective ones and they were looking at installing extra signage.

8. Planning Applications

(a) To consider any planning applications

Councillors considered the planning report (see appendices) and **RESOLVED** to approve it.

(b) To comment on any planning appeals

There were none.

(c) To consider any planning applications received since the publication of the agenda

There were none.

(d) To receive an update on The Cobblers

A new company had been instructed by Saxon Weald to continue with the development works.

9. Finance & Administration

(a) To review the schedule of payments and bank reconciliations since the 26th October 2023

Councillors **RESOLVED** to approve the schedule of payments since 26^h October 2023 and the bank reconciliation dated 23rd November 2023.

(b) To consider a draft budget for 2024-25

Councillors discussed the draft budget for 2024-25 and **RESOLVED** to approve it and freeze the precept for 2024-25 at £66,220. This equated to £67.28 per Band D property which was a decrease from 2023-24.

(c) To consider a grant request from a resident

Councillor Slipper left the room and the Council discussed a grant application from a resident who was requesting funding to travel to Kenya in 2024 to help a charity (Classrooms for Keyna) build classrooms. Each student had to raise £2,900 whereupon the Council **RESOLVED** to grant £500.

(d) To consider a grant request from 4Vision

Councillors **RESOLVED** to grant £110 to support two clients who would continue to provide care in the parish.

(e) To consider purchasing Rialtas financial software

Councillors **RESOLVED** to approve a quote of £825 for Rialtas software.

(f) To review committee membership

Councillors **AGREED** to the following committee membership:

Finance Committee: Councillors Leyland, Pyle, Roberts, Skeates, Slipper and Nigel Smith.

Recreation and Environment: Councillors Casdagli, Leyland, Roberts, Sherwin-Smith, Slipper and Walker.

Highways and Byways: Casdagli, Leyland, Pyle, Roberts and Slipper.

Planning: Leyland, Sherwin-Smith, Nigel Smith and Paula Smith.

(g) To review the Council's bank accounts

A discussion took place about the Council's bank accounts as one of the bonds had matured and there were better interest rates available. Other savings accounts included 35- and 95-day notices. However, Councillors agreed that a better understanding of CIL funds was required and how much money needed to be instantly accessible whereupon it was **AGREED** to convene a Finance Committee meeting in January to discuss it further. Councillors **RESOLVED** to transfer £40,000 from a savings account to the COOP current account.

10. Policies

(a) To consider adopting a tree policy

Councillors **RESOLVED** to adopt the [draft tree policy](#).

(b) To consider adopting a co-option policy

This item was deferred to the next meeting.

(c) To note the winter maintenance plan for 2023-24

Councillors noted the [plan](#) and the Clerk explained it would be on the website for residents to use.

11. Grounds and Buildings Maintenance

(a) To receive an update on works to Slinfold Football Club

Councillors considered three quotes and **RESOLVED** to approve the quote from Southern Landscapes for £38,161.03

(b) To receive an update on Slinfold Stores

Councillor Casdagli said he had received three quotes for a new awning and recommended Deans for £3,500 which Councillors **RESOLVED** to approve. Councillors also **AGREED** to investigate costs for a shop survey.

(c) To receive an update on the Scout Hut

There was no update.

(d) To receive an update on a padel court at Slinfold Tennis Club

The tennis club was in the process of creating a proposal to present to the Council.

(e) To consider an agreement for the Community Shed

The Clerk presented two documents to act as an agreement for the Community Shed to occupy land at Cherrytree Farm. The Clerk recommended a licence but after discussion it was **AGREED** to use a Tenancy at Will.

(f) To discuss solar panels at the Cherrytree site

This item was deferred until the next meeting.

12. Events

To discuss any events for Christmas

Councillor Slipper advised that Christmas lights were being switched on tomorrow evening and forthcoming events included a market with Father Christmas, a Seniors' tea party on 13th December and a Christmas trail.

13. Highways

To receive any update on the 20mph scheme

Councillor Pyle had written to WSCC with feedback about the 20mph scheme, which included issues regarding poor visibility of bollards and signs, and was hoping to have a meeting with them soon.

14. Climate action

To consider adopting some initiatives to help tackle climate change

This item was deferred until the next meeting.

15. Parish Magazine

To discuss any contributions for the parish magazine

It was **AGREED** to send any articles to the Clerk.

16. Staff review

(a) To receive an update on staff working hours

The Chair advised that the Deputy Clerk was now on sick leave so the Clerk had increased his hours to 25. The Environment Officers hours were also discussed as there had been some confusion and it was **AGREED** that Tony Burroughs and John Pilkington would continue with 20 hours per month and Tim Harrison would work 5 hours per month.

(b) To review staff pay

Councillors discussed the Clerk's pay following completion of his first year and **RESOLVED** to place him on pay scale 40 (£25.19per hour).

17. Committees and those on Outside Bodies

The Village Hall Committee had a meeting recently and everything was going well.

18. Items for the next agenda

There were none.

19. Next meeting date

21st December 2023

Planning applications 30th November 2023

Planning Reference	Location	Description	Comments
DC/23/1935	Northanger Park Road Slinfold West Sussex RH13 0SD	Conversion of loft into habitable space with the installation of 13No. rooflights to existing roof and 2No. windows to existing gable ends. Replacement of 1No. existing ground floor window to door on rear elevation.	No Objection
DC/23/1944	Oakleigh Five Oaks Road Slinfold West Sussex RH13 0RL	Demolition of existing lean-to kitchen, detached stores, garage, and annexe buildings. Erection of a two-storey side and rear extension. Conversion of detached stables to form gym, carport, and storage, and erection of a detached annexe, ancillary to the main living accommodation.	No Objection
DISC/23/0223	Milestones Stane Street Slinfold Horsham West Sussex RH13 0RE	Approval of details reserved by condition 4 and 5 - DC/23/1063	No Objection
DC/23/2108	Whitebreads Farm Stane Street Slinfold West Sussex RH13 0RE	Change of use of Unit 1 from Use Class E (formerly Class B1) to caravan and motorhome showroom and office (Use Class Sui Generis); Change of use of Unit 2 from Use Class B8 to caravan and motorhome repairs (Use Class B2); and use of adjacent hardstanding for the display and storage of caravans and motorhomes and erection of fencing to enclose the site (Part Retrospective)	No Objection
DC/23/2073	Land South of Clemsfold Farm Guildford Road Clemsfold Horsham West Sussex RH12 3PW	Overhead Lines, to install a new pole mounted electricity transformer onto the existing high voltage pole.	No Objection
DC/23/2140	Windalls The Street Slinfold West Sussex RH13 0RP	Fell 1x Yew (Works to Trees in a Conservation Area)	No Objection

Date	Payee	Details	Amount	VAT
31.10.23	Mike Simpson	Home Office	£15.00	
31.10.23	Tim Harrison	Salary October	£37.50	
31.10.23	John Pilkington	Salary October	£60.00	
31.10.23	LGPS	Pension October	£393.22	
31.10.23	Tony Burroughs	Salary September & October	£598.00	
31.10.23	Sam Bell	Salary October	£701.48	
31.10.23	Mike Simpson	Salary October	£1,138.36	
01.11.23	HDC	Bin	£15.40	
02.11.23	NEST	Pension October	£72.83	
03.11.23	ICO	Data Protection Fee	£35.00	
09.11.23	CF Corporate	Printer lease	£67.53	£13.51
09.11.23	SOS Systems	Printer hire	£8.10	£1.62
09.11.23	HMRC	PAYE	£1,393.84	
09.11.23	Proludic	Six Acres Playground Equipment	£17,706.26	£3,541.25
09.11.23	Proludic	Six Acres Resurfacing	£17,448.18	£3,489.64
16.11.23	HDC	Bins	£27.00	
22.11.23	Inca Creative	Winter newsletter printing (13391)	£825.00	
22.11.23	The Farm Studio	Winter newsletter design (20045)	£750.00	
22.11.23	Nic Lewis	Stamps and envelopes newsletter	£198.45	
22.11.23	Jane Slipper	Cosy Café food	£22.94	
22.11.23	Jane Slipper	Xmas tree	£150.00	
22.11.23	Jane Slipper	Six Acres Plants	£476.28	
22.11.23	Mike Simpson	50% Adobe Software	£119.37	
22.11.23	SOS Systems	Printer purchase (501048)	£250.00	£50.00
30.11.23	Grasstex	Grounds maintenance (1586)	£2,459.00	£491.80
30.11.23	Tim Harrison	Salary November	£37.50	
30.11.23	John Pilkington	Salary November	£60.00	
30.11.23	Tony Burroughs	Salary November	£299.00	
30.11.23	Mike Simpson	Home office	£15.00	
30.11.23	LGPS	Pension November	£892.89	
30.11.23	Mike Simpson	Salary November	£2,424.90	
30.11.23	Sam Bell	Salary November	£1,466.22	
30.11.23	NEST	Pension November	£46.20	
30.11.23	Amelia Savage	Newsletter delivery	£100.00	
		Total	£50,310.45	£7,587.82

Bank Reconciliation 23rd November 2023

Bank balance 23rd November 2023	20,777.83
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Add outstanding receipts	0.00
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Less outstanding payments	0.00
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	20,777.83
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Cashbook

Opening balance April 2022	27,060.78
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Receipts	109,985.72
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Payments	-116,268.67
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Total	20,777.83
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Cost Centre	Budget	Actual 6 months	ariance 6 month	Forecast to March 2024	Expenditure from Reserw	Budget 24-25	Notes
Running the Council							
Audit	650.00	198.00	30.46%	702.00	650		
Legal/Consultancy less recoveries	140.00	0.00	0.00%	0.00	0		
Subscriptions	100.00	500.27	500.27%	500.27	688.63		
Clerk and Environment Officers	40,140.00	17,085.15	42.56%	35,770.00	39,000		
CLF Expenses	150.00	0.00	0.00%	0.00	0		
Insurance	2,800.00	1,691.29	60.40%	1,691.29	1,691.29		Insurance may go up depending on reinstatement survey
Recruitment and Training	350.00	0.00	0.00%	0.00	200		
Administration	860.00	0.00	0.00%	0.00	0		
Home Office	0.00	60.00		60.00	60		
Hall Hire	860.00	89.00	10.35%	190.00	200		
Office & IT	430.00	1,645.37	382.64%	1,645.37	900		Based on website and email hosting, Adobe licence and financial software
Community shed subscriptions	0.00	175.00		175.00	0		
Total - Running the Council	#####	21,444.08	46.14%	40,733.93	43389.92		
Community Services							
KGV Inspections and Maintenance	830.00	213.60	25.73%	500	350.00		500 1000 from Reserves for new equipment
Community Events	1,900.00	1,998.35	105.18%	1,998.35	3000		Village day and Xmas
Youth Services	6,480.00	1,026.16	15.84%	4180	7500		£1,000 to include hall hire
Streetslights and Maintenance	4,970.00	3,573.34	71.90%	7000	7000		
General Services e.g. Drainage	900.00	2,226.40	247.38%	226.4	2000		960 for Hayes Lane Drainage 1226.40 on defibrillator at Slinfold stores
Bins/Litter Equip	1,640.00	750.08	45.74%	1,619.68	1700		1153.36 Dog bins 324 litter bins P/A £132 litter picking equipment
Grass/Hedge Cutting/Maintenance	2,890.00	3,274.94	113.32%	6674	2500.00		6700 Mainly grounds maintenance schedule. £2,500 from reserves from Six acres
Newsletters/Promotions	2,600.00	1,871.35	71.98%	3300	2600		Price of printing was £825. I have found quote for half of this
Community Improvement Projects	1,620.00	1,420.57	87.69%	2840	1500		Cosy Café. No funding available from HDC.
Grants	1,500.00	34.85	2.32%	200	20995.40		1500
Total - Community Services	#####	16,389.64	64.70%	28538.43	23845.40	34000	
Total Expenditure	#####	37,833.72	52.69%	69,272.36	77389.92		
Income							
Precept	66,220.00	66,220.00	100.00%	66220	66220		
Rent and Interest	2,100.00	500.00	23.81%	6000	3000		
Other	0.00	750.00			0		
Shed subs		175.00		175	0		
Misc							
Section 104				30000			
CIL	0.00	34664.16		34664.16	0		
Coronation Grant	0.00	750.00		750			
Environment Cleansing		2,944.92		2944.92	3,492.00		
Cherrytree Insurance	0.00	595.39		993.6	2,000.00		
Cherrytree Maintenance				1519.2	1,520.00		
VAT Reclaim	0.00	1,041.73		1695.21	1,700.00		
Total - Income	#####	107,641.20	157.55%	144962.09	77932		
Movement to reserves							
		37609.08		67609.08			
		70,032.12		77353.01			
Net Income/Expenditure		32,198.40		8,080.65	542.08		

Report from County Councillor, Christian Mitchell

New fire station and training centre officially opened

Platinum House, West Sussex Fire & Rescue Service's brand new Training Centre and Fire Station for Horsham, was officially opened on Tuesday, 28 November 2023 by His Majesty's Lord Lieutenant of West Sussex, Lady Emma Barnard.

The multi-million-pound site commissioned by West Sussex County Council, is the first of its type in the county. Named Platinum House in honour of Her Late Majesty Queen Elizabeth II, it replaces the previous fire station in Hurst Road, which was built in 1968.

Business of the County Council

Full Council last met on Monday, 13 October 2023:

<https://westsussex.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=3348&Ver=4>

The next full Council is on Friday, 15 December 2023 at 10:30am:

<https://westsussex.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=3524&Ver=4>

SLINFOLD PARISH COUNCIL


Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

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	4Sight Vision Support
2.	Name, Address and Status of Contact	██████████ ██████████ ██████████
3.	Telephone Number of Contact	██████████
4.	Is the Organisation a Registered Charity?	Yes
5.	Amount of grant requested	£110 to fund the support of 2 clients for a year.
5.	For what purpose or project is the grant requested?	We are seeking funding so that we can continue supporting people in your Parish who are blind or sight impaired. Our team provides individual, specialist support, offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with accessible technology, to help with applying for benefits and concessions. It is our vision that every person in West Sussex is aware of, can access and benefit from our services, enabling them to experience a life without limits. Please see attached letter for more details about the services that we provide.
6.	What will be the total cost of the above project?	£165 to fund the support of the 3 clients living in your Parish of Slinfold (£55 per person).
7.	If the total cost of the project is more than the grant, how will the residue be financed?	We have an active fundraising team that organises community events throughout the year, such as sponsored wellbeing walks, store collections and raffles. We also receive individual donations and income from recycling and Christmas card sales.
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Our fundraising team applies to Parish and Town Councils across the County, asking for funding to support their residents. However, we have not received any other grants for our clients living in your specific geographical area.

9.	Who will benefit from the project?	We support anyone in West Sussex who is blind or sight impaired and needs our help, as well as their family and carers. We don't charge our clients a subscription or for our services, as we don't want there to be a financial barrier to anyone receiving the support that they need.
10.	Approximately how many of those who will benefit are parishioners?	There are currently 3 clients living in your Parish of Slinfold who will benefit directly from any funding that we receive. With your help we can be there for anyone in your Parish of Slinfold who is blind or sight impaired and needs our support, enabling them to maintain their independence, feel less isolated and remain active members of the community.

Please use a separate sheet of paper to submit any other information which you feel will support this application and return to the Clerk, PO Box 315, Billingshurst, West Sussex, RH14 9XX

Signed..........Date.....24/11/2023.....

[REDACTED]

19th November 2023

Slinfold Parish Council

Cherry Tree

clerk@slinfold-pc.gov.uk

To whom it may concern,

My name is [REDACTED]. In the summer of 2024 I am going to Kenya with the Classrooms for Kenya Charity which is run every year by the Weald School.

For the past thirteen years Classrooms for Kenya have been travelling to rural Kenya to build permanent, safe classrooms for Kenyan children and so far have built just under one hundred double classrooms. This year they are hoping to reach the one hundred mark by building two double classrooms, each costing £13000, for the vulnerable and underprivileged children within rural Kenya. However they cannot do this without student support.

To allow for this opportunity to go ahead each student needs to raise £2900 for building materials, travel costs, insurance, visas, vaccines and accommodation. [REDACTED]

[REDACTED] this is a cause you may consider donating to and I would be very grateful for the funding.

Sincerely,

Amelia Savage

Southern Landscapes and Construction

SLINFOLD FOOTBALL CLUB		
1.0	General preliminaries: mobilisation of plant; supervision; scaffolding / staging; health, safety and welfare requirements; disposal of waste; coordinating other trades	1,080.00
2.0	Break out existing slabbed paving; dispose off site	1,609.08
3.0	Break out ramp; dispose off site	792.00
4.0	Cut out brickwork cavity wall to form new door opening; provide temporary supports; insert lintel; quoin up jambs; make good plaster to reveals	2,328.00
5.0	Supply and fix external door and frame; upvc 900 x 2100	708.00
6.0	Excavate and level area in front of building for new patio; dispose of arisings	2,376.00
7.0	Excavate for retaining wall; dispose of arisings	587.95
8.0	Concrete foundation to retaining wall	828.00
9.0	Retaining wall 450 (average) high x 215 wide comprising block rear skin, brick face with brick on edge coping	1,368.00
10.0	Excavate for new path around rear of building; supply and lay hardcore sub base and concrete topping with brushed finish including timber formwork to edge	5,538.60
11.0	Construct ramp to main entrance; extend south east to meet with footpath	2,419.20
12.0	Form ramp to front entrance of cabin	198.00
13.0	Construct new path to provide access from car park	760.20
14.0	Extra; forming steps to path at retaining wall change of level	360.00
15.0	Construct paved area to front of building from new ramp up to new retaining wall	17,208.00
Total cost excluding VAT		38,161.03
NOTES		
No allowance for building control submission or fees		
No allowance for design drawings		
Alterarions to WC		