



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, West Sussex,
RH13 0SQ email: clerk@slinfold-pc.gov.uk

Minutes of the Slinfold Parish Council Meeting held on 28th March 2024

1. Attendance and Apologies for Absence

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

Apologies from: Councillors Casdagli, Pegg and Skeates which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk); County Councillor Christian Mitchell; District Councillors Kasia Greenwood and Tricia Youtan and three 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. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

Two members of the public spoke about restarting the Alf Shrubbs Memorial race which was a popular 5-mile race in Slinfold until 2015. Alf Shrubbs was born in Slinfold and was one of the most successful runners in British history but organising the race had been too much for one person to manage. However, there was now a committee in place to organise the event and they wished to get the Council's support as well as find fundraising support from volunteers. The plan was to start the race at 11am by the church and run up to Nowhurst Business Park, back to the cricket club and U turn back to Nowhurst. The proposed date was 15th September.

A representative from the Scouts updated the Council on plans for a new hut. Due to the cost and potential issues with planning permission, the Scouts were looking at how they could upgrade the existing hut instead of purchasing a new one, which would include works to the inside and outside.

4. Minutes from the previous meeting on 29th February 2024

Councillors **RESOLVED** to approve the minutes from the meeting on 29th February 2024 as a true and accurate record.

5. Chairman's Report

There was no report.

6. Councillor Reports

To receive reports from the District and County Councillors.

County Councillor Christian Mitchell and District Councillor Greenwood provided a written report (see appendices). Councillor Youtan said that the District Council was still working through the local plan.

7. Planning Applications

(a) To consider any planning applications

DC/24/0350: New Barn School Rapkyns Care Village Guildford Road Broadbridge Heath: Retention of 5 no. temporary pre-fabricated buildings for a further temporary period of 3 years. Relocation of 1 of the temporary buildings to better facilitate the construction of the permanent buildings

Councillors **RESOLVED** to have no objection to this application.

DC/24/0400: Holmans Yard Haven Road Five Oaks West Sussex: Erection of a commercial storage building (Class B8)

Councillors **RESOLVED** to have no objection to this application.

(b) To comment on any planning appeals

There were no appeals.

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

DC/24/0019 Rapkyns Old Stable Guildford Road Broadbridge Heath West Sussex Change of use and conversion of existing residential dwelling to provide 5 residential bedspaces for students with special educational needs and change of use and conversion of existing annexe and garages to provide an additional residential unit with 3 bedspaces.

Councillors **RESOLVED** to have no objection to this application.

DC/24/0443 Ranfold Grange Five Oaks Road Slinfold West Sussex Alterations to existing Conservatory. Conversion of existing attached garage into habitable living space, minor alterations to existing property. Erection of a detached outbuilding.

Councillors **RESOLVED** to have no objection to this application.

(d) To receive an update on any planning enforcement cases

There was no update.

8. Finance & Administration

(a) To review the schedule of payments and bank reconciliation for March 2024

Councillors **RESOLVED** to approve the schedule of payments for March and the bank reconciliation to 19th March 2024.

(b) To review the latest variance report

Councillors reviewed the report and **AGREED** to approve it.

(c) To receive an update on the Council's bank accounts

The Clerk advised that the Council had to minute the removal of signatories for an updated bank mandate to progress whereupon Councillors **RESOLVED** to remove Neil Beer, Nicola Lewis and Mary Burroughs as signatories and add Mike Simpson.

(d) To review the Council's reserves

The Clerk presented the latest position and advised that the Cambridge and Counties bond had now been transferred to the Council's COOP account which meant it was no longer an asset. Consequently, the Council's general reserves had increased to approximately £90,000. A discussion ensued and Councillors agreed that funding should be allocated for any Hayes Lane drainage work following the upcoming survey and **RESOLVED** to earmark £20,000 for this purpose.

(e) To amend the Council's Standing Orders

Councillors **RESOLVED** to amend sections 18(a)v and 18c to state £30,000 instead of £25,000.

(f) To review the Council's grant policy

Councillors **AGREED** to defer this to the Finance and Establishment Committee for discussion.

(g) To consider any grant applications

There were none.

(h) To review the Council's risk assessment

Councillors reviewed the draft risk assessment and **RESOLVED** to approve it.

(i) To discuss future planning committee meetings

Councillors discussed future planning meetings following the resignation of the previous Chair and Councillor Paula Smith said she would be happy to Chair them going forward which Councillors **RESOLVED** to approve.

9. Grounds and Buildings Maintenance

(a) To receive an update on Slinfold Football Club

It was decided to defer this item until the Cherrytree Committee had convened.

(b) To receive an update on Slinfold Stores

Roof repairs had mostly been completed but further repointing was necessary for which £1,000 had been quoted. Councillors **RESOLVED** to approve the expenditure as part of the ongoing roof repair works.

(c) To receive an update on a new scout hut

Councillor Nigel Smith said the last conversation he had with the Scouts was about looking into an old COVID hut as a replacement. However, the situation had progressed since then and he was happy to stay involved and help where possible.

10. Events

(a) To receive an update on Village Day 2024

A lot of work had already been done and the road closure application had been submitted. Events included a bake-off competition; dog show; children's corner as well as lots of stalls including pizza and fish and chip vans. A history of Slinfold display would be hosted at the church and a volunteer was still required for the candy floss machine.

(b) To hear from members of the public regarding the 'Alf Shrubbs Memorial' race

Councillors agreed it sounded like a great event and would help where possible, especially with advertising.

(c) To discuss any Easter events

Various Easter events were up and running including a children's quiz.

11. Highways

(a) To receive an update on the 20mph buildouts

WSCC had responded to the Council about increasing visibility of the first buildout on Lyon's Road following two incidents. The suggestion was to install a yellow-backed bollard and paint the surrounding kerb as well as improve the lighting without increasing pollution. Councillors **RESOLVED** to request that yellow-backed bollards were placed on all buildouts as this would create lower levelled signs easier for the motorist to see. Councillors also discussed the location of the first buildout on Lyon's Road as it was causing issues for residents of The Limes House when large vehicles accessed the property and poor visibility when exiting their driveway. Therefore, Councillors **RESOLVED** to request that the buildout was moved east so it was in between The Limes House and Burnhall House. This would also remove the buildout from the dip and, with the benefit of a yellow bollard, would increase overall visibility of the buildout.

12. Recreation and Environment

(a) To consider taking on the freehold of some land at Slinfold Golf Course

This item was deferred until the next meeting as there was no further update.

(b) To discuss any grounds maintenance issues

There were none to discuss.

13. Communications

(a) To discuss any contributions for the parish magazine

The Deputy Clerk would circulate an email requesting contributions.

(b) To discuss any contributions to the summer newsletter

Articles for the newsletter were already being discussed via email.

14. Committees and those on Outside Bodies

To receive any updates

The Village Hall had recently had its Annual General Meeting.

15. Items for the next agenda

Neighbourhood Plan.

16. Annual Parish Meeting

To discuss a meeting date

It was **AGREED** that the meeting would be on 30th May 2024 following the Annual Council Meeting.

17. Next meeting date

25th April 2024.

Time: 10:07

CO-OP

List of Payments made between 19/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/03/2024	Horsham District Council	DD	27.00		Bins
19/03/2024	Proludic	OLT	4,442.98		KGV equipment
19/03/2024	SSE	OLT	351.92		Streetlights
28/03/2024	Samantha Bell	OLT	240.45		Salary March
28/03/2024	Tony Burroughs	OLT	299.00		Salary March
28/03/2024	Tim Harrison	OLT	37.50		March salary
28/03/2024	John Pilkington	OLT	239.20		Salary March
28/03/2024	Mike Simpson	OLT	1,861.51		Salary March
28/03/2024	LGPS	OLT	674.05		MS contribution March 24
28/03/2024	Mike Simpson	OLT	15.00		Home office
28/03/2024	NEST	DD	22.54		SBell March
28/03/2024	HMRC	OLT	3,294.80		PAYE 4th Quarter
28/03/2024	Surrey Hills Solicitors	OLT	1,440.00		S104 easement
28/03/2024	Hedges Direct	OLT	66.72		Cricket club trees
28/03/2024	SLC	OLT	1,080.00		Invoice 1030 footpath slabs
28/03/2024	Nicola Lewis	OLT	41.77		Easter events
28/03/2024	Slinfold Village Hall	OLT	28.00		1895 Hall hire
28/03/2024	Slinfold Village Hall	OLT	160.00		Cosy Cafe hall hire
28/03/2024	Nicola Lewis	OLT	6.48		Easter- cable ties
28/03/2024	Surrey Hills Solicitors	OLT	-1,440.00		Section 104 Easement
Total Payments			<u>12,888.92</u>		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	19/03/2024		11,209.31
			<u>11,209.31</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,209.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,209.31
		Balance per Cash Book is :-	11,209.31
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 28/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	66,220	66,220	0			100.0%	
1080 Bank Interest	2,810	0	(2,810)			0.0%	
1090 CIL Income	34,664	0	(34,664)			0.0%	34,664
1100 Grants Received	1,950	0	(1,950)			0.0%	
1120 Environment Cleansing	3,495	0	(3,495)			0.0%	
1999 Miscellaneous Income	175	0	(175)			0.0%	
	<u>109,314</u>	<u>66,220</u>	<u>(43,094)</u>			<u>165.1%</u>	<u>34,664</u>
Income :- Receipts							
	<u>109,314</u>	<u>66,220</u>	<u>(43,094)</u>				
Net Receipts							
6001 less Transfer to EMR	34,664						
Movement to/(from) Gen Reserve	<u>74,650</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	50,437	40,140	(10,297)		(10,297)	125.7%	
4060 Audit	585	650	65		65	90.0%	
4065 Miscellaneous Expenditure	175	0	(175)		(175)	0.0%	
4070 Legal & Consultancy	1,213	140	(1,073)		(1,073)	866.4%	
4080 Subscriptions	535	100	(435)		(435)	535.3%	
4090 Cllr Expenses	0	150	150		150	0.0%	
4091 Chair's Allowance	400	0	(400)		(400)	0.0%	
4100 Insurance	2,331	2,800	470		470	83.2%	
4110 Recruitment & Training	0	350	350		350	0.0%	
4120 Home Office	165	0	(165)		(165)	0.0%	
4130 Hall Hire	386	860	474		474	44.9%	
4135 FC Office Hire	600	0	(600)		(600)	0.0%	
4140 Website and email	1,298	430	(868)		(868)	301.9%	
4145 Printer hire	107	0	(107)		(107)	0.0%	
4150 Software	809	430	(379)		(379)	188.2%	
4160 Stationery/printing	334	430	96		96	77.8%	
	<u>59,376</u>	<u>46,480</u>	<u>(12,896)</u>	<u>0</u>	<u>(12,896)</u>	<u>127.7%</u>	<u>0</u>
Administration :- Indirect Payments							
Net Payments	<u>(59,376)</u>	<u>(46,480)</u>	<u>12,896</u>				
<u>250 Football Club</u>							
1200 Rental Income	150	525	375			28.6%	
1205 Insurance Reclaimed	901	0	(901)			0.0%	
	<u>1,051</u>	<u>525</u>	<u>(526)</u>			<u>200.1%</u>	<u>0</u>
Football Club :- Receipts							
4200 Repairs & Improvements	41,991	0	(41,991)		(41,991)	0.0%	41,991
	<u>41,991</u>	<u>0</u>	<u>(41,991)</u>	<u>0</u>	<u>(41,991)</u>		<u>41,991</u>
Football Club :- Indirect Payments							
Net Receipts over Payments	<u>(40,940)</u>	<u>525</u>	<u>41,465</u>				
6000 plus Transfer from EMR	41,991						
Movement to/(from) Gen Reserve	<u>1,051</u>						

Detailed Receipts & Payments by Budget Heading 28/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>255 Tennis Club</u>							
1200 Rental Income	0	525	525			0.0%	
1205 Insurance Reclaimed	482	0	(482)			0.0%	
1210 Grounds Maintenance Reclaim	520	0	(520)			0.0%	
Tennis Club :- Receipts	<u>1,002</u>	<u>525</u>	<u>(477)</u>			<u>190.9%</u>	<u>0</u>
4200 Repairs & Improvements	900	0	(900)		(900)	0.0%	
Tennis Club :- Indirect Payments	<u>900</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>		<u>0</u>
Net Receipts over Payments	<u>102</u>	<u>525</u>	<u>423</u>				
<u>260 Community Shed</u>							
1200 Rental Income	0	525	525			0.0%	
Community Shed :- Receipts	<u>0</u>	<u>525</u>	<u>525</u>				<u>0</u>
Net Receipts	<u>0</u>	<u>525</u>	<u>525</u>				
<u>270 Slinfold Stores</u>							
1200 Rental Income	750	525	(225)			142.9%	
1205 Insurance Reclaimed	327	0	(327)			0.0%	
Slinfold Stores :- Receipts	<u>1,077</u>	<u>525</u>	<u>(552)</u>			<u>205.1%</u>	<u>0</u>
4200 Repairs & Improvements	6,137	0	(6,137)		(6,137)	0.0%	5,082
Slinfold Stores :- Indirect Payments	<u>6,137</u>	<u>0</u>	<u>(6,137)</u>	<u>0</u>	<u>(6,137)</u>		<u>5,082</u>
Net Receipts over Payments	<u>(5,060)</u>	<u>525</u>	<u>5,585</u>				
6000 plus Transfer from EMR	5,082						
Movement to/(from) Gen Reserve	<u>22</u>						
<u>300 Community Services</u>							
4310 Community Events	2,953	1,900	(1,053)		(1,053)	155.4%	
4320 Youth Services	3,119	6,480	3,361		3,361	48.1%	
4370 Newsletters/Promotions	3,745	2,600	(1,145)		(1,145)	144.0%	
4380 Community Improvement Projects	16,918	1,620	(15,298)		(15,298)	1044.3%	16,918
4390 Grants Made	2,666	1,500	(1,166)		(1,166)	177.8%	
4395 Cosy Café	2,454	0	(2,454)		(2,454)	0.0%	
4515 CAGNE Grant Gatwick	2,000	0	(2,000)		(2,000)	0.0%	
Community Services :- Indirect Payments	<u>33,854</u>	<u>14,100</u>	<u>(19,754)</u>	<u>0</u>	<u>(19,754)</u>	<u>240.1%</u>	<u>16,918</u>
Net Payments	<u>(33,854)</u>	<u>(14,100)</u>	<u>19,754</u>				
6000 plus Transfer from EMR	16,918						
Movement to/(from) Gen Reserve	<u>(16,936)</u>						

Detailed Receipts & Payments by Budget Heading 28/03/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Recreation</u>							
4200 Repairs & Improvements	110	0	(110)		(110)	0.0%	
4400 Bin collection	364	1,640	1,276		1,276	22.2%	
4405 Dog bins	1,131	0	(1,131)		(1,131)	0.0%	
4410 Grounds Maintenance	5,705	2,890	(2,815)		(2,815)	197.4%	127
4420 King George V	4,663	830	(3,833)		(3,833)	561.8%	4,443
4425 Six Acres	38,883	0	(38,883)		(38,883)	0.0%	38,883
4430 Playground Inspections	803	0	(803)		(803)	0.0%	
Recreation :- Indirect Payments	<u>51,659</u>	<u>5,360</u>	<u>(46,299)</u>	<u>0</u>	<u>(46,299)</u>	<u>963.8%</u>	<u>43,452</u>
Net Payments	<u>(51,659)</u>	<u>(5,360)</u>	<u>46,299</u>				
6000 plus Transfer from EMR	43,452						
Movement to/(from) Gen Reserve	<u>(8,206)</u>						
<u>400 Highways & Byways</u>							
4200 Repairs & Improvements	615	0	(615)		(615)	0.0%	
4500 Hayes Lane Drainage	800	900	100		100	88.9%	
4510 Streetlights & Maintenance	5,603	4,970	(633)		(633)	112.7%	
Highways & Byways :- Indirect Payments	<u>7,018</u>	<u>5,870</u>	<u>(1,148)</u>	<u>0</u>	<u>(1,148)</u>	<u>119.6%</u>	<u>0</u>
Net Payments	<u>(7,018)</u>	<u>(5,870)</u>	<u>1,148</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	10,751	0	(10,751)			0.0%	
VAT Data :- Receipts	<u>10,751</u>	<u>0</u>	<u>(10,751)</u>				<u>0</u>
515 VAT on Payments	18,614	0	(18,614)		(18,614)	0.0%	
VAT Data :- Indirect Payments	<u>18,614</u>	<u>0</u>	<u>(18,614)</u>	<u>0</u>	<u>(18,614)</u>		<u>0</u>
Net Receipts over Payments	<u>(7,863)</u>	<u>0</u>	<u>7,863</u>				
Grand Totals:- Receipts	123,195	68,320	(54,875)			180.3%	
Payments	219,549	71,810	(147,739)	0	(147,739)	305.7%	
Net Receipts over Payments	<u>(96,354)</u>	<u>(3,490)</u>	<u>92,864</u>				
plus Transfer from EMR	107,443						
less Transfer to EMR	34,664						
Movement to/(from) Gen Reserve	<u>(23,575)</u>						

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Six Acres	134,869.00	-21,303.08	113,565.92
321 EMR Environment Cleansing	0.00	6,672.12	6,672.12
322 EMR Scout Hut	0.00	50,000.00	50,000.00
370 EMR- Hayes Lane Drainage	0.00	20,000.00	20,000.00
380 EMR - CIL	64,996.14	-58,150.57	6,845.57
	<u>199,865.14</u>	<u>-2,781.53</u>	<u>197,083.61</u>

Parish Council Report – February

Council sets balanced budget for financial year 2024 to 2025

At a meeting of full Council on 21 February 2024 Horsham District Council councillors agreed to set the Council's financial and capital budget for the coming financial year which starts in April 2024.

Despite the effects of high levels of inflation over the last two years, which have increased gross costs by some £3.5 million, the Council is still on course to deliver a balanced budget for the financial year 2024/25.

[Read More Online](#)

Volunteer Awards 2024: Open for Nominations!

Deadline: 15 April 2024.

As part of the 40th Anniversary of Volunteers' Week in 2024, we want to celebrate the amazing volunteers that work in and around Horsham District.

We know just how hard you have worked not only delivering your existing objectives, but also expanding your work and even setting up new community projects to support residents through the challenges of the last few years.

You have been championing the voluntary sector in Horsham District and are a fundamental part of what makes it such a fantastic place to live, work, and visit. And that's what we want to celebrate this year at Horsham District's Volunteer Awards.

Anyone can be nominated for one of the volunteer award categories if:

- They are a volunteer for a charity or community group in Horsham District.
- They have not already won that award (e.g., if they previously won the Long Service Award, they cannot be nominated for the Long Service Award again etc.).
- They are not nominating themselves!

Fill out the simple online form to tell us who you want to nominate and why.
All nominations for consideration should be received by 5pm on 15 April 2024.

[Nomination Form](#)

Horsham District Council marks its 50th anniversary

This year marks a major milestone for the Council, as it celebrates its 50th anniversary.

In honour of the golden year, a number of our planned events will have a golden 50th anniversary theme, with the focus on thanking individuals who have made a positive difference to Horsham District communities over the years.

Our Chairman will be hosting a special thank you tea party at Warnham Local Nature Reserve in June for **Community Heroes** who have been nominated by residents.



You can nominate your Community Hero to thank them for all the amazing things they do to make the Horsham District so special. They could be a friendly face at your local store, a postie who goes the extra mile, a neighbour who is there when you most need them, a carer who goes above and beyond, a super sports coach, a litter picker keeping your street tidy, a fantastic youth leader or a volunteer driver.

We are also calling on creative primary-aged children in the District to **design a thank you card** for our fantastic Community Heroes.

Horsham Museum & Art Gallery will be marking the anniversary on Friday 7 June with live music and a special exhibition and on the same evening, we are continuing our **Friday Lates** entertainment programme on the Carfax Bandstand with a 70s twist.

Throughout Sunday afternoons in June, **The Capitol** will be treating us to classic cinema with films from the 70s for only £3!

[Find Out More](#)

Horsham Museum Events

Easter Bank Holiday Activities

Join us across Easter Sunday and Easter holiday Monday as we welcome Peter Rabbit and Lily Bobtail at Horsham Museum. We will also have face painting and glitter tattoos and a cracking Easter Egg trail!

[Find out more](#)



2-5 & 9-12 April Easter Crafts



This Easter holidays we will be celebrating the season as we make Easter and spring-time inspired sun-catchers! Card making and FREE colouring will also be available.

[Book now](#)

Upcoming Dates:

Sussex Green Hub

Saturday 30 March, 10am-2.30pm

United Reformed Church, Springfield Road, **Horsham** RH12 1PT.

Look out for the [Horsham Cloth Nappy Library](#), [North Horsham Community Land Trust](#) and visit County's team of passionate recycling and waste volunteers and advisers. PLUS take part in an inaugural energy group meeting led by Sussex Green Living and enjoy live music from the Gin Jazz Trio!

Community Food Hub

Wednesday 27 March, 10am - 11am

Chanctonbury Leisure Centre, Spierbridge Road, **Storrington**, RH20 4PG

Report to Slinfold Parish Council

Cnty Cllr Christian Mitchell
Thursday, 28 March 2024, 7:30pm

Village traffic calming scheme on The Street

I have arranged a meeting with a resident with Highways in mid-April 2024 about obstructions being caused to driveway access that could be as a consequence of the traffic scheme.

A29, Traffic Regulation Order (TRO)

The Parish Council were advised on 5 March 2024 by Mr James Strachan, Assistant Highways Manager that WSCC Highways position is that the best option would be to apply for a Traffic Regulation Order (TRO) to reduce the existing speed limit to 50mph.

Before applying there should be the support of the wider community as this helps the County Council assess whether local people will object to the proposal when it comes to the legal stages. Objections can mean that proposals don't progress so those with initial support from the community stand the best chance of succeeding. It is suggested to include support from local County councillor and MP where possible.

Together with the TRO application, Mr Strachan also discussed with the Parish Council's Clerk on 5 March 2024 the potential for village gateways to be installed at the Slinfold Parish's boundaries. These would need to be licenced through the s.115 of Highways Act 1980, which is a notice being placed on site for 28 days then if no comments are made we can grant permission for these to be erected. Gateways are owned and maintained by the Parish Council.

Hayes Lane

Mr Liam Nally has been liaising with the Parish Council's Clerk earlier this month on this matter regarding the Parish Council's enquiry regarding the drainage issue coming from the ditch in Spring Lane which overflows into Tannery Close to raise a jetting job of the adjacent gully.

Chairman of West Sussex County Council Council

At the Annual Meeting of Council held on 225 March 2024 Cnty Cllr Peter Montyn was elected Chairman of WSCC County Council for the Civil Year 2024/25 taking over from Cnty Cllr Pete Bradbury.

WSCC Highways

The very wet weather has played particular strain on services since this winter. WSCC Highways have experienced unprecedented levels of rain and named storm events over this autumn/winter. To put this in context, over the past five months (October 2023 to February 2024) Highways have had more rain than would normally have in a year. February 2024 saw the highest level of rain since records began and in the first week of this month (i.e. March 2024) have already experienced a month's worth of rain.

Unfortunately, with these conditions' potholes can form as water seeps under the road surface and saturates the substrate, leading to a hydraulic effect as vehicles pass over. This is

particularly the case where there are 'evolved roads' which don't have formal construction layers or where there is existing damage to road surfaces.

It is therefore unsurprising that we are now seeing a large number of issues on the network, and Highways are experiencing very high numbers of customer reports. The Highway Teams are dealing with double the amount of enquires they would normally see e.g. 2,500 per week over the past two weeks.

Contractor's gangs are working twilight shifts and Saturdays to manage the increased number of safety jobs. Highways have also increased the number of gangs and will continue to add to this resource but sourcing additional gangs at this time is very difficult and is a national issue.

In terms of drainage, in WSCC Highways normal cleansing programme they have cleansed 90,000 gullies this year. In addition, Highways have four gully suckers operating across the network carrying reactive work to alleviate flooding issues. They have tackled over 600 jobs on our highest priority sites.

Ofsted and the Care Quality Commission SEND (Special Education Needs and Disabilities) inspection of West Sussex Local Area Partnership

The report (released on 29 February 2024) gives West Sussex Local Area Partnership the middle rating for delivery, planning and commissioning of services.

Business of the County Council

Full Council last met at the Annual Meeting of Council on Friday, 22 March 2024:

<https://westsussex.moderngov.co.uk/ieListDocuments.aspx?CIId=136&MIId=3645&Ver=4>

The next meeting of full Council is Friday, 7 June 2024 at 10:30am:

<https://westsussex.moderngov.co.uk/ieListDocuments.aspx?CIId=136&MIId=3646&Ver=4>

ENDS

SLINFOLD PARISH COUNCIL RISK ASSESSMENT 2024

RISK ASSESSMENT REVIEWS

Assessment date	Review date	Review date	Review date	Review date	Review date
28/03/2024					
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 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 £4,000; two quotes for any works costing between £1,000-£4,000(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 starts at finance committee with recommendation to Council prior to submission to HDC. In November, 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 contributions paid every month 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 at the November finance meeting</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. £100,000 Personal accident Council has £500,000 Officials Indemnity The clerk works from home and has the necessary equipment. Key person cover in place for clerk Environment Officers provided with suitable clothing and equipment</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	
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	
Data Protection/website	Compliance with Data Protection Act 2018 and accessibility guidelines	GDPR policy in place and on website. ICO fee paid by direct debit every year. Website WCAG compliant	Medium	Medium	Medium	
Equipment/Buildings & 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

Buildings	Damage/theft	The tennis and football clubs and community shed carry out their own risk assessments and send them to the council. Football pavilion and tennis pavilions covered under council's buildings insurance. The tennis club is required to ensure that the tennis courts are kept in good condition which are insured under the Council's policy. The Football Club is required to keep the football pitches in good condition, there is a grass cutting contract with Grasstex. Coded barrier is in place to allow access to members and PC only Slinfold stores- there is a tenant in place and maintenance is covered by the lease. Building is insured under Council's policy. Copy of risk assessment required				
Land and playgrounds	Risk/damage/injury to third parties	Playground equipment is checked weekly by EOs for safety and damage. Any problems are reported to the Clerk and added as an agenda item at the next meeting. Annual report received by independent Playground Safety Inspector is received and actioned accordingly. All public amenity land is inspected regularly. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All contractors for grounds maintenance must provide Public Liability Insurance cover of £10m. The Clerk to check insurance is in place correctly. The Parish Council has insurance which includes the following: £10m Employers Liability' £10m Public Liability and £793,182 in buildings insurance. A detailed tree survey will be commissioned every three years to ensure trees in the public areas are safe. Last one in 2023	High	Medium	Medium	
Notice Boards	Risk of injury/damage	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	
Streetlights	Damage	The Parish Council has a maintenance agreement with WSCC to maintain the footway lighting. Faults are reported as required to e-Solve.	Low	Low	Low	
Benches	Risk of injury/damage/theft	Bench in the Street Bench at end of West Way - The bench has been securely bolted to the ground to prevent it being moved and causing an obstruction. Bench in Lyons Road opposite the Cricket Field - The bench has been securely bolted to the ground to prevent it being moved and causing an obstruction. Queens 90 th Birthday Benches (Park Street, Six Acres, Lowfield Road and Cherry Tree). Six Acres Benches x 2 fixed to prevent theft 2019 - New benches fixed Downs Link and Lowfield Green Checked by EOs	Low	Low	Low	
Post and Fences	Injury/damage	The Street - The Post and Rail Fence under insurance policy. Repairs are carried out by WSCC.	Low	Low	Low	

Bus Shelter	Injury/damage	The bus shelter has had lighting installed, which reduces vandalism. The roof was replaced in 2016. The shelter is in good condition. Checked by the EOs	Medium	Low	Low	
War Memorial	Injury/damage	War memorial and silent soldier insured. Maintained by the British Legion	Low	Low	Low	
Defibrillator	Damage	New case has been purchased which has a code instead of key to reduce threat of theft. Recently serviced with new battery and pads	Low	Low	Low	
Grit bins	Damage	Clerk and EOs carry out salt audit each year. Additional bin in Rowhook opposite chequers	Low	Low	Low	
Dog/litter bins	Damage	Checked by EOs	Low	Low	Low	
Meeting Locations	Adequacy Health & Safety	The Parish Council meetings are held at Slinfold Village Hall and committee meetings at Slinfold Football Club. Both venues are considered adequate for the Clerk, Parish Council and members of the public who attend from comfort and health and safety aspects. There is enough parking available at the location for the meetings.	Medium	Low	Low	None required.
Council Records (paper)	Loss through: Fire Theft Damage	The Parish Council Minutes and Accounts are stored at the football club. Insurance cover is in place	Medium	Low	Low	None required
Council Records (electronic)	Loss through: Fire Theft Corruption of Computer	The Parish Council's electronic records are stored on the Council's laptop computer used by the Clerk. The clerk's emails are cloud-based and backed up on server Backups are taken of the council records and stored at the Chair's house. The Parish Council website also stores backup copies of standard documents. Insurance cover is in place	High	Low	Low	
Activities and services organised 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
Village Day	Health & Safety of volunteers/ risk to public	HDC close The Street from vehicle use. First aid trained volunteer on site who can also use defibrillator. Risk assessment in place before event Public liability of £10m in place Volunteers covered under the council's Employer Liability insurance	Medium	Low	Low	Risk assessment
Christmas and Easter events	Health and safety of volunteers/risk to public	Public liability of £10m Risk assessments in place	Low	Low	Low	Risk assessment

Youth services	Health and safety of volunteers and children	Equipment and service managed by 4 the youth. Agreement signed in April 2023. 4 the youth shall indemnify and keep indemnified the Slinfold Parish Council from and against all loss damage or liability (whether criminal or civil) suffered and legal fees and costs resulting from a breach of agreement	Medium	Low	Low	
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