



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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Minutes of the Slinfold Parish Council Meeting held on

25th July

2024

1. Attendance and Apologies for Absence

In attendance: Councillors Casdagli, Pyle, Skeates, Nigel Smith, Sherwin-Smith and Walker.

Apologies from: Councillors A Roberts, J Slipper, P Smith and Kasia Greenwood which Councillors **RESOLVED** to approve.

Also in attendance: Sam Bell (Deputy Clerk), District Councillor Tricia Youtan and four 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)

A member of public from the Community Shed has approached SPC to gain permission to erect a storage shed at the side of the existing Community Shed building. Plans had been sent over to Councillors. However, discussions were had with the adjoining neighbours to Cherry Tree with Community Shed and a few concerns were raised over the plans. It was evident the first plans drawn were not approved by the neighbours but after a site visit, another option was discussed and these second proposed plans have been sent round to all Councillors prior to the meeting. Another member of public who was part of the discussions with Community Shed were happy to support the second proposed plan to place the storage shed behind the existing building. It was also suggested to stop users walking at the side of the building was to extend the current hedge round.

4. Minutes from the previous meeting on 25th June 2024

Councillors **RESOLVED** to approve the minutes from the meeting on 25th June 2024 as a true and accurate record.

5. Chairman's Report

No report as Chairman was not present.

6. Councillor Reports

To receive reports from the District and County Councillors.

District Councillor Tricia Youtan gave an update in relation to the HDC Local Plan being completed and the Government accepting more sites for housing. The Gatwick decision has created 10,000 more jobs which will have an increase stress on the local infrastructure and quality of life. It is important to reenergise the Slinfold Local Neighbourhood Plan. It was noted Councillor E Skates had already had a first meeting with the planning team and hoped for more volunteers for future meetings. Councillor Youtan also advised of inviting the new

Leader of the Council Martin Boffey to the next meeting which all Councillors agreed. Deputy Clerk to action this.

District Councillor Kasia Greenwood sent a report in her absence and these included events happening around Horsham. Councillors agreed to add this to Slinfold Parish Facebook page. Deputy Clerk to action.

7. Planning Applications

(a) To consider the following applications

DC/24/0867 Slinfold Church of England School The Street Slinfold Horsham Fell x1 Ash. Surgery x1 Oak (works to trees in conservation area). Councillors **RESOLVED** to have no objection.

DC/24/0967 37 Six Acres Slinfold West Sussex RH13 0TH Removal of existing hedge and fence line at boundary and installation of replacement brick wall with composite panelling. Councillors **RESOLVED** to have no objection.

DC/24/0984 & DC/24/0985 Smithawe Farm Nowhurst Lane Broadbridge Heath West Sussex Erection of a two storey side and rear extension. Replacement flat roof to pitched roof. Replacement of windows and doors. (Householder Application). Councillors **RESOLVED** to have no objection.

DC/24/0796 The Old Dairy and The Granary Crosby Farm Lyons Road Slinfold Conversion of the existing office buildings (Use Class E) into two residential units (Use Class C3). Councillors **RESOLVED** to have no objection.

DC/24/1040 Rapkyns Old Stable Guildford Road Broadbridge Heath West Sussex "Change of use, conversion and internal alterations of an existing residential dwelling to provide 5No. residential bedspaces for students with special educational needs. Conversion, internal alterations and change of use of the existing annex and garages to provide an additional residential unit with 3No. bedspaces." Councillors **RESOLVED** to have no objection.

DC/24/1037 & DC/24/1038 (LBC) Broadview Guildford Road Broadbridge Heath West Sussex Refurbishment, internal alteration and change of use of the existing building to provide 6No. bedspaces for students with special educational needs. Councillors **RESOLVED** to have no objection.

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

There was none.

(c) To receive an update from the Neighbourhood Plan Working Group

There was none.

8. Finance & Administration

(a) **To review the schedule of payments for July 2024 and bank reconciliation for 16th July 2024**
Councillors reviewed the schedule of payments for July 2024 and bank reconciliation for July 2024 and **RESOLVED** to approve them.

(b) **To review the variance report for budget vs actual expenditure**
Councillors reviewed and noted the report.

(c) **To receive an update on the Section 104 monies from Elivia Homes**

It was noted in the Clerk's notes by Councillors that the Clerk had wrote to EH raising concern over the fact they were looking at a S102 agreement instead of S104 and the implications for the licence agreement. But EH has assured that Southern Water are happy to proceed with the draft S104 which is currently with NHBC awaiting signature. Once this has been done, the £30,000 will be released.

(d) To consider a grant application from Air Ambulance Charity Kent Sussex and Surrey (KSS)

Councillor N Smith asked if could provide the schedule of previous grants/criteria. Councillors **RESOLVED** to approve this.

9. Gatwick FASI-S To receive an update

Councillors took note of the Clerk's notes explaining he had sent the letter to Gatwick agreed from the last meeting and an email to Rusper and Warnham Councils. Both Parishes have acknowledged and would like to meet with SPC. Councillors agreed there was not enough Councillors present to decide who to elect to lead on this communication. To be discussed at the next meeting when more Councillors would be present.

10. Grounds and Buildings Maintenance

(a) To receive an update on Slinfold Stores

No further updates. It was brought up that the Clerk was going to look through the paperwork regarding the A/C unit.

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

Councillor Casdagli obtained four quotes and he is now waiting for dates to discuss this further with Councillors and the Tennis Club members. The paddle court will also be accessible to all members of the public and not just restricted to the tennis club members.

(c) To receive an update on works to the disabled toilet at the Football Club

Clerk has arranged for the lighting to be done both internal and external. The last main issue is the position of the toilet – this was moved when the original works had taken place but this still cannot be accessed by large wheelchair users so needs to be rectified but the initial contractor says he cannot get anyone to look at the outstanding works. Clerk to chase this.

(d) To consider a request from the Community Shed for external storage

This was discussed in the public session. Councillor N Smith advised there was to be no extension to be had on the original plan and whether this would be setting a prejudice for future projects. Councillors agreed this would just be for storage and would tidy up both ends of the area as there is currently no room to store all their equipment and ongoing projects. Community Shed would need to look at costings themselves. All Councillors **RESOLVED** to the new proposed plans.

(e) To discuss the repair of the finger post sign on the junction of The Street and Hayes Lane

SPC asked Community Shed if they could repair the fingerpost road sign on The Street/Hayes Lane junction as WSCC no longer maintain these which means this falls to Parish Councils. Community Shed advised of quotes and it was agreed by Councillors for the higher end use of materials which Community Shed would come back to SPC with. It was also agreed by Councillors for the whole post to be repaired.

(f) To receive an update on the maintenance of Six Acres and Cherrytree balancing ponds

This is ongoing. There is a lot of work to be done at Six Acres which requires clearance to gauge how deep the pond is. Clerk is chasing up quotes so work can begin soon.

(g) To receive any update on the scout hut

No update as no response from Scouts on the proposed cladding.

11. Highways and Byways

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

Councillor Pyle had received a reply from the contractor who originally did the work. He is ready to proceed with the repairs but is struggling to find a team to finish the works. They are hoping to get a date for when the works will take place.

(b) To receive an update on the A29 TRO consultation

The application has been submitted.

(c) To receive an update on the footpath on AJW land and applying for a definitive map modification order

The Clerk has chased this but has received no response as to whether AJW support the application.

12. Recreation, Youth and Environment

(a) To receive an update on the freehold of some land at Slinfold Golf Course

Clerk is waiting to hear about the additional cost to change the insurance wording in the lease. Clerk made contact with the Council's broker to enquire about an indemnity policy for contamination but the premium was

£10,000. The solicitors fee to advise on contamination was £350 and is now trying to arrange a time with the golf club to meet and 5th August was suggested. Only one Councillor could attend this so more future dates were suggested.

(b)To receive an update on repairs to the fence at KGV

This has been repaired.

13. Committees and those on Outside Bodies

There were no updates.

14. Items for the next agenda

EO equipment and storage for this possible use of the green football container, village shop awning to look at the manufacture's instructions.

15. Next meeting date 26th September 2024

**Bank Reconciliation Statement as at 16/07/2024
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	16/07/2024		27,734.08
			<u>27,734.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,734.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,734.08
		Balance per Cash Book is :-	27,734.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 31/07/2024

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	33,110	66,220	33,110			50.0%	
1080 Bank Interest	1,255	2,000	745			62.8%	
1100 Grants Received	875	0	(875)			0.0%	
1120 Environment Cleansing	1,826	3,492	1,666			52.3%	1,826
1999 Miscellaneous Income	540	0	(540)			0.0%	
	<u>37,606</u>	<u>71,712</u>	<u>34,106</u>			52.4%	<u>1,826</u>
Income :- Receipts							
	<u>37,606</u>	<u>71,712</u>	<u>34,106</u>				
Net Receipts							
6001 less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>35,780</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	16,606	39,000	22,394		22,394	42.6%	
4055 Training	56	0	(56)		(56)	0.0%	
4060 Audit	179	650	471		471	27.5%	
4080 Subscriptions	0	689	689		689	0.0%	
4100 Insurance	0	1,691	1,691		1,691	0.0%	
4110 Recruitment & Training	0	200	200		200	0.0%	
4120 Home Office	45	60	15		15	75.0%	
4130 Hall Hire	188	200	12		12	94.0%	
4140 Website and email	560	900	340		340	62.2%	
4150 Software	192	0	(192)		(192)	0.0%	
	<u>17,826</u>	<u>43,390</u>	<u>25,564</u>	<u>0</u>	<u>25,564</u>	41.1%	<u>0</u>
Administration :- Indirect Payments							
	<u>(17,826)</u>	<u>(43,390)</u>	<u>(25,564)</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	0	1,000	1,000			0.0%	
1205 Insurance Reclaimed	0	305	305			0.0%	
1210 Grounds Maintenance Reclaim	0	700	700			0.0%	
	<u>0</u>	<u>2,005</u>	<u>2,005</u>			0.0%	<u>0</u>
Football Club :- Receipts							
	<u>0</u>	<u>2,005</u>	<u>2,005</u>				
Net Receipts							
<u>255 Tennis Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	332	332			0.0%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
	<u>0</u>	<u>1,002</u>	<u>1,002</u>			0.0%	<u>0</u>
Tennis Club :- Receipts							

Detailed Receipts & Payments by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Repairs & Improvements	900	0	(900)		(900)	0.0%	
Tennis Club :- Indirect Payments	900	0	(900)	0	(900)		0
Net Receipts over Payments	(900)	1,002	1,902				
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	0	110	110			0.0%	
Community Shed :- Receipts	0	110	110				0
Net Receipts	0	110	110				
<u>270 Slinfold Stores</u>							
1200 Rental Income	250	1,000	750			25.0%	
1205 Insurance Reclaimed	0	327	327			0.0%	
Slinfold Stores :- Receipts	250	1,327	1,077			18.8%	0
4200 Repairs & Improvements	5,030	0	(5,030)		(5,030)	0.0%	3,530
Slinfold Stores :- Indirect Payments	5,030	0	(5,030)	0	(5,030)		3,530
Net Receipts over Payments	(4,780)	1,327	6,107				
6000 plus Transfer from EMR	3,530						
Movement to/(from) Gen Reserve	(1,250)						
<u>300 Community Services</u>							
4310 Community Events	2,607	3,000	393		393	86.9%	
4320 Youth Services	2,443	7,500	5,057		5,057	32.6%	
4370 Newsletters/Promotions	1,385	2,600	1,215		1,215	53.3%	
4380 Community Improvement Projects	0	1,500	1,500		1,500	0.0%	
4390 Grants Made	500	1,500	1,000		1,000	33.3%	
4395 Cosy Café	1,119	1,500	381		381	74.6%	
Community Services :- Indirect Payments	8,053	17,600	9,547	0	9,547	45.8%	0
Net Payments	(8,053)	(17,600)	(9,547)				
<u>350 Recreation</u>							
4400 Bin collection	113	370	257		257	30.6%	
4405 Dog bins	573	1,150	577		577	49.9%	
4410 Grounds Maintenance	3,411	6,700	3,289		3,289	50.9%	
4415 Equipment	0	180	180		180	0.0%	
4420 King George V	512	500	(12)		(12)	102.5%	

Detailed Receipts & Payments by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Playground Inspections	204	0	(204)		(204)	0.0%	
Recreation :- Indirect Payments	4,813	8,900	4,087	0	4,087	54.1%	0
Net Payments	<u>(4,813)</u>	<u>(8,900)</u>	<u>(4,087)</u>				
<u>400 Highways & Byways</u>							
4200 Repairs & Improvements	0	2,000	2,000		2,000	0.0%	
4500 Hayes Lane Drainage	4,050	0	(4,050)		(4,050)	0.0%	4,050
4510 Streetlights & Maintenance	2,599	7,000	4,401		4,401	37.1%	
Highways & Byways :- Indirect Payments	6,649	9,000	2,351	0	2,351	73.9%	4,050
Net Payments	<u>(6,649)</u>	<u>(9,000)</u>	<u>(2,351)</u>				
6000 plus Transfer from EMR	4,050						
Movement to/(from) Gen Reserve	<u>(2,599)</u>						
<u>999 VAT Data</u>							
115 VAT on Receipts	10,674	0	(10,674)			0.0%	
VAT Data :- Receipts	10,674	0	(10,674)				0
515 VAT on Payments	3,068	0	(3,068)		(3,068)	0.0%	
VAT Data :- Indirect Payments	3,068	0	(3,068)	0	(3,068)		0
Net Receipts over Payments	<u>7,606</u>	<u>0</u>	<u>(7,606)</u>				
Grand Totals:- Receipts	48,530	76,156	27,626			63.7%	
Payments	46,339	78,890	32,551	0	32,551	58.7%	
Net Receipts over Payments	<u>2,191</u>	<u>(2,734)</u>	<u>(4,925)</u>				
plus Transfer from EMR	7,580						
less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>7,945</u>						

Time: 09:51

CO-OP

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Horsham District Council	DD	286.65		Dog bins
01/07/2024	Complete Weed Control Ltd	BACS	120.00		Hemlock removal
09/07/2024	Samantha Bell	BACS	54.99		Village Day
09/07/2024	QM Studios	BACS	80.00		Village Day
09/07/2024	Jane Slipper	BACS	91.39		Cosy Cafe June
09/07/2024	Catridge Save Ltd	BACS	157.27		Ink Cartridges Village Day
09/07/2024	Carl Osborne	BACS	180.00		Village Day grass cut
09/07/2024	HMRC	BACS	2,484.79		PAYE 1st Quarter
09/07/2024	SSE	BACS	16.07		Streetlights
16/07/2024	Horsham District Council	DD	28.80		Bin collection
25/07/2024	Grasstex	BACS	1,603.20		Invoice 2231
25/07/2024	Grasstex	BACS	1,647.60		Invoice 1957
25/07/2024	SM Fencing	BACS	614.70		KGV Fence repair
25/07/2024	Tony Burroughs	BACS	56.00		First Aid Course
25/07/2024	Slinfold Village Hall	BACS	140.00		Youth hall hire (1966)
25/07/2024	Samantha Bell	BACS	237.65		Salary July
25/07/2024	Tony Burroughs	BACS	239.20		Salary July
25/07/2024	Mike Simpson	BACS	2,111.72		Salary July
25/07/2024	John Pilkington	BACS	245.20		Salary July
25/07/2024	NEST	DD	22.54		S Bell pension
25/07/2024	LGPS	BACS	674.04		M Simpson July
25/07/2024	Nisbets	BACS	151.05		Village Day
25/07/2024	Grasstex	BACS	648.00		FC Herbicide 2249
25/07/2024	Slinfold Village Hall	BACS	315.00		1956 Cafe hire and VD
Total Payments			12,205.86		