



Slinfold Parish Council

Slinfold Football Club, Hayes Lane, RH13 0SQ

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

You are duly summoned to the Meeting of Slinfold Parish Council on 18th December 2025 at Slinfold Village Hall commencing at 6:00pm

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
12th December 2025

AGENDA

1. **Attendance and Apologies for Absence**
To accept apologies and reasons for absence.
2. **Declarations of Interest, Notification of Changes to Members' Interests and to consider any dispensations**
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 27th November 2025**
To review and approve.
5. **Councillor Reports**
To receive reports from the District and County Councillors.
6. **Chair's Announcements**
7. **Planning Applications**
(a) To consider the following applications:
 - DC/25/1921** Rapkyns Old Stable Guildford Road Broadbridge Heath West Sussex Removal of Condition 4 of previously approved application DC/25/0286 (Change of use, conversion and internal alterations of an existing residential dwelling to provide 5 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 3 bedspaces) relating to Water Neutrality.
 - DC/25/1897** Chewton The Street Slinfold West Sussex Variation of Condition 1 of previously approved application
 - DC/23/1697** (Demolition of single storey rear extension and erection of a single and two storey rear extension (Householder)) Relating to changes to windows.
 - DC/25/1515** Violets Barn Guildford Road Slinfold West Sussex Use of paddock as residential garden (Retrospective).
 - DC/25/1939** The Business Park Maydwell Avenue Slinfold West Sussex Removal of Conditions 3, 4 and 5 of previously approved application DC/24/2004 (Erection of a storage building (Use Classes B8) with associated parking and revised circulation arrangements) relating to water neutrality.

DC/25/1871 Town House Farm Guildford Road Clemsfold West Sussex Remodelling and extension of existing open sided barn to form new garage.

DC/25/1920 Broadview Guildford Road Broadbridge Heath West Sussex Removal of Condition 3 and 4 of previously approved application DC/25/0289 (Change of use of building to provide 6 bedspaces for students with special educational needs to include refurbishment and Internal alterations. (Full)) Relating to rainwater harvesting and water neutrality.

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

8. Gatwick Second Runway

To receive an update on the public meeting

9. Finances and Administration

(a) To review the schedule of payments and bank reconciliation since 27th November 2025.

(b) To review the latest variance report.

(c) To consider the External Audit Report for 2024-25.

(d) To consider adopting an IT policy

10. Highways and Byways

(a) To receive an update on maintenance of Six Acres footpath

(b) To receive an update on the gate at Six Acres balancing pond

(c) To discuss clearing the gullies on Hayes Lane

(d) To discuss any other issues

11. Grounds and Buildings Maintenance

(a) To receive an update on Slinfold Stores.

(b) To receive an update on parking the Slinfold Community Bus at Cherrytree

(c) To receive an update on the barrier at Cherrytree

12. Recreation, Youth and Environment

(a) To discuss a grant for the youth club in Slinfold

(b) To receive an update on the tree survey

13. Committees and those on Outside Bodies

To receive any updates

14. Communications and events

(a) To discuss any articles for the parish magazine.

(b) To discuss Christmas events

15. Items for the next agenda

To discuss.

16. Next meeting dates

Council meeting: 29th January 2026.

**Bank Reconciliation Statement as at 28/11/2025
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	28/11/2025		57,088.01
			<u>57,088.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			57,088.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			57,088.01
		Balance per Cash Book is :-	57,088.01
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

View Mini Statement

Account: 0892996534736800

Balance Details

Available balance: **£ 57,100.51**Current balance: **£ 57,100.51**Overdraft limit: **£ 0.00**Remaining overdraft: **£ 0.00**Your balance as of: **12/12/2025**

Transactions list:

Transaction date	Bank reference	Customer reference	Type of payment	Credit amount (GBP)	Debit amount (GBP)	Balance (GBP)
09/12/2025	HorshamLottery	CLIENTS DEPOSIT	Faster Payment	£ 12.50		£ 57,100.51
28/11/2025	8700326971	SSE Energy Supply	Standing Order		£ -208.83	£ 57,088.01
28/11/2025	256398219	J Gumbrill	Standing Order		£ -720.00	£ 57,296.84
28/11/2025	Slinfold PC	PCC Slinfold	Standing Order		£ -2,100.00	£ 58,016.84
28/11/2025		Michael Simpson	Standing Order		£ -2,010.31	£ 60,116.84
28/11/2025	526	OSBORNE CD	Standing Order		£ -1,045.00	£ 62,127.15
28/11/2025	NS97 Slinfold PC	WSCC Pension Fund	Standing Order		£ -712.31	£ 63,172.15
28/11/2025	Slinfold PC	Mrs J Slipper	Standing Order		£ -366.84	£ 63,884.46
28/11/2025	2237&2226	Slinfold Village H	Standing Order		£ -355.00	£ 64,251.30
28/11/2025		Mrs S K Bell	Standing Order		£ -302.27	£ 64,606.30
28/11/2025	Slinfold PC	John Pilkington	Standing Order		£ -248.80	£ 64,908.57
28/11/2025		Tony Burroughs	Standing Order		£ -179.40	£ 65,157.37
26/11/2025	IT000007173845	NEST	Direct Debit		£ -29.88	£ 65,336.77
21/11/2025	Osprey	Peter Allen	Standing Order		£ -325.92	£ 65,366.65

20/11/2025	Newsletter	Mrs N Lewis	Standing Order	£ -192.19	£ 65,692.57
18/11/2025	010000100352000001	HORSHAM DISTRICT C	Direct Debit	£ -44.55	£ 65,884.76

Detailed Receipts & Payments by Budget Heading 18/12/2025

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>							
118 Horsham Lottery	98	0	(98)			0.0%	98
1010 Section 104	30,000	0	(30,000)			0.0%	
1076 Precept	75,317	75,317	0			100.0%	
1080 Bank Interest	124	8,180	8,056			1.5%	
1090 CIL Income	17,654	0	(17,654)			0.0%	17,654
1100 Grants Received	500	2,500	2,000			20.0%	500
1120 Environment Cleansing	3,795	3,700	(95)			102.6%	3,795
1999 Miscellaneous Income	1	0	(1)			0.0%	
	<u>127,488</u>	<u>89,697</u>	<u>(37,791)</u>			<u>142.1%</u>	<u>22,046</u>
Income :- Receipts							
	<u>127,488</u>	<u>89,697</u>	<u>(37,791)</u>				
Net Receipts							
6001 less Transfer to EMR	22,046						
Movement to/(from) Gen Reserve	<u>105,442</u>						
<u>200 Administration</u>							
1210 Grounds Maintenance Reclaim	(30)	0	30			0.0%	
Administration :- Receipts	<u>(30)</u>	<u>0</u>	<u>30</u>				<u>0</u>
4000 Clerk & Environment Officers	40,610	54,000	13,390		13,390	75.2%	
4025 EO Expenses	134	500	366		366	26.8%	
4055 Training	0	150	150		150	0.0%	
4060 Audit	193	650	458		458	29.6%	
4070 Legal & Consultancy	25	30	5		5	83.3%	
4075 Bank Fees	0	30	30		30	0.0%	
4080 Subscriptions	731	720	(11)		(11)	101.5%	
4085 ICO Fee	47	0	(47)		(47)	0.0%	
4091 Chair's Allowance	0	400	400		400	0.0%	
4100 Insurance	2,298	2,000	(298)		(298)	114.9%	
4110 Recruitment & Training	0	100	100		100	0.0%	
4120 Home Office	0	180	180		180	0.0%	
4130 Hall Hire	483	600	117		117	80.5%	
4135 FC Office Hire	0	300	300		300	0.0%	
4140 Website and email	574	570	(4)		(4)	100.6%	
4150 Software	203	350	147		147	58.0%	
4160 Stationery/printing	0	100	100		100	0.0%	
Administration :- Indirect Payments	<u>45,296</u>	<u>60,680</u>	<u>15,384</u>	<u>0</u>	<u>15,384</u>	<u>74.6%</u>	<u>0</u>
Net Receipts over Payments	<u>(45,326)</u>	<u>(60,680)</u>	<u>(15,354)</u>				

Detailed Receipts & Payments by Budget Heading 18/12/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Football Club</u>							
1200 Rental Income	150	150	0			100.0%	
1205 Insurance Reclaimed	404	330	(74)			122.5%	
1210 Grounds Maintenance Reclaim	0	650	650			0.0%	
Football Club :- Receipts	<u>554</u>	<u>1,130</u>	<u>576</u>			<u>49.0%</u>	<u>0</u>
4200 Repairs & Improvements	165	0	(165)		(165)	0.0%	
Football Club :- Indirect Payments	<u>165</u>	<u>0</u>	<u>(165)</u>	<u>0</u>	<u>(165)</u>		<u>0</u>
Net Receipts over Payments	<u>389</u>	<u>1,130</u>	<u>741</u>				
<u>255 Tennis Club</u>							
1200 Rental Income	150	150	0			100.0%	
1205 Insurance Reclaimed	354	359	5			98.5%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
Tennis Club :- Receipts	<u>504</u>	<u>1,029</u>	<u>525</u>			<u>49.0%</u>	<u>0</u>
Net Receipts	<u>504</u>	<u>1,029</u>	<u>525</u>				
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	92	92	0			99.8%	
Community Shed :- Receipts	<u>92</u>	<u>92</u>	<u>0</u>			<u>99.8%</u>	<u>0</u>
Net Receipts	<u>92</u>	<u>92</u>	<u>0</u>				
<u>270 Slinfold Stores</u>							
1200 Rental Income	500	1,000	500			50.0%	
1205 Insurance Reclaimed	0	354	354			0.0%	
Slinfold Stores :- Receipts	<u>500</u>	<u>1,354</u>	<u>854</u>			<u>36.9%</u>	<u>0</u>
4200 Repairs & Improvements	750	0	(750)		(750)	0.0%	750
Slinfold Stores :- Indirect Payments	<u>750</u>	<u>0</u>	<u>(750)</u>	<u>0</u>	<u>(750)</u>		<u>750</u>
Net Receipts over Payments	<u>(250)</u>	<u>1,354</u>	<u>1,604</u>				
6000 plus Transfer from EMR	<u>750</u>						
Movement to/(from) Gen Reserve	<u>500</u>						
<u>275 Cherrytree</u>							
4200 Repairs & Improvements	150	0	(150)		(150)	0.0%	
Cherrytree :- Indirect Payments	<u>150</u>	<u>0</u>	<u>(150)</u>	<u>0</u>	<u>(150)</u>		<u>0</u>
Net Payments	<u>(150)</u>	<u>0</u>	<u>150</u>				

Detailed Receipts & Payments by Budget Heading 18/12/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Community Services</u>							
4200 Repairs & Improvements	326	0	(326)		(326)	0.0%	
4310 Community Events	2,849	3,200	351		351	89.0%	510
4320 Youth Services	5,297	8,600	3,303		3,303	61.6%	
4370 Newsletters/Promotions	2,911	2,700	(211)		(211)	107.8%	
4390 Grants Made	2,100	2,500	400		400	84.0%	
4395 Cosy Café	2,288	2,500	213		213	91.5%	2,288
Community Services :- Indirect Payments	15,770	19,500	3,730	0	3,730	80.9%	2,798
Net Payments	(15,770)	(19,500)	(3,730)				
6000 plus Transfer from EMR	2,798						
Movement to/(from) Gen Reserve	(12,972)						
<u>350 Recreation</u>							
4200 Repairs & Improvements	1,337	0	(1,337)		(1,337)	0.0%	604
4400 Bin collection	435	722	287		287	60.3%	
4405 Dog bins	845	1,180	335		335	71.6%	
4412 Grounds Maintenance Extra Cuts	1,314	0	(1,314)		(1,314)	0.0%	
4420 King George V	1,605	1,570	(35)		(35)	102.2%	
4425 Six Acres	3,493	1,800	(1,693)		(1,693)	194.1%	3,343
4430 Playground Inspections	0	215	215		215	0.0%	
4435 Grounds Maintenance Cherrytree	5,520	4,472	(1,048)		(1,048)	123.4%	
Recreation :- Indirect Payments	14,550	9,959	(4,591)	0	(4,591)	146.1%	3,947
Net Payments	(14,550)	(9,959)	4,591				
6000 plus Transfer from EMR	3,947						
Movement to/(from) Gen Reserve	(10,602)						
<u>400 Highways & Byways</u>							
4510 Streetlights & Maintenance	1,474	3,163	1,689		1,689	46.6%	
Highways & Byways :- Indirect Payments	1,474	3,163	1,689	0	1,689	46.6%	0
Net Payments	(1,474)	(3,163)	(1,689)				
<u>999 VAT Data</u>							
115 VAT on Receipts	1,141	0	(1,141)			0.0%	
VAT Data :- Receipts	1,141	0	(1,141)				0
515 VAT on Payments	1,005	0	(1,005)		(1,005)	0.0%	
VAT Data :- Indirect Payments	1,005	0	(1,005)	0	(1,005)		0
Net Receipts over Payments	136	0	(136)				

Detailed Receipts & Payments by Budget Heading 18/12/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	130,249	93,302	(36,947)			139.6%	
Payments	79,161	93,302	14,141	0	14,141	84.8%	
Net Receipts over Payments	<u>51,088</u>	<u>0</u>	<u>(51,088)</u>				
plus Transfer from EMR	7,495						
less Transfer to EMR	22,046						
Movement to/(from) Gen Reserve	<u>36,537</u>						

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Six Acres	106,802.16	172.08	106,974.24
321 EMR Environment Cleansing	4,448.22	3,190.29	7,638.51
322 EMR Scout Hut	40,000.00		40,000.00
324 EMR-Cosy Cafe	2,524.00	-2,190.00	334.00
325 EMR Neighbourhood Plan	0.00	5,000.00	5,000.00
380 EMR - CIL	44,249.45	16,903.68	61,153.13
395 EMR Village DAY	0.00	-10.48	-10.48
	<u>198,023.83</u>	<u>23,065.57</u>	<u>221,089.40</u>

List of Payments made between 28/11/2025 and 18/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/11/2025	Samantha Bell	BACS	302.27		Salary
28/11/2025	Tony Burroughs	BACS	179.40		Salary
28/11/2025	John Pilkington	BACS	248.80		November Salary
28/11/2025	Mike Simpson	BACS	2,010.31		Salary November
28/11/2025	LGPS	BACS	712.31		November
12/12/2025	Tony Burroughs	BACS	39.15		Expenses
18/12/2025	Slinfold Village Hall	BACS	394.00		2245/2250/2257
18/12/2025	The Farm Studio	BACS	750.00		20080 Newsletter Winter 2025
18/12/2025	Treetop Design	BACS	368.00		33567 Newsletter print
18/12/2025	Treetop Design	BACS	76.80		Gatwick letter 33608
18/12/2025	Oakland Security	BACS	180.00		CT barrier callout 10496
18/12/2025	Mandy Higgs	BACS	58.75		Newsletter stamps/env
18/12/2025	Tony Burroughs	BACS	179.40		Salary December
18/12/2025	John Pilkington	BACS	248.80		Salary December
18/12/2025	Mike Simpson	BACS	2,010.31		Salary December
18/12/2025	LGPS	BACS	712.31		December

Total Payments 8,470.61



Our ref: 979/1923095

10 December 2025

Slinfold Parish Council
Cherrytree Farm
Hayes Lane
Slinfold
West Sussex
RH13 0SQ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Clerk

Letter of Clarification to be read in conjunction with the External Auditor's Report on the Annual Governance and Accountability Return for the Year Ended 31 March 2025

Following the issuing of our External Auditor Report and Certificate (Section 3) of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, you have provided information in relation to the matters reported by us, which shows our report contained inaccurate information.

Moore are not able to re-open a review once it has been certified, nor can we revise the report once it has been issued. We therefore provide the following clarifications which should be published with the External Auditor Report and Certificate 2024/25:

In respect of the final sentence in the following statement within 'Other matters':

"Incomplete information was provided with the initial supporting data submitted for review with regards to the level of reserves held by the council, which was later provided on request. The parish council should in future ensure that reserves levels are considered thoroughly and explanations provided with the AGAR when submitted to the external auditor."

We acknowledge that the Council regularly reviews its reserves, and our comment has been intended to encourage the continuation of this practice.

Yours sincerely

Moore Smaller Authorities Team