



# Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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

You are duly summoned to the meeting of Slinfold Parish Council on Thursday 27<sup>th</sup> March 2025 at Slinfold Village Hall commencing at 7:30pm

Members of the public are welcome to attend 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  
21<sup>st</sup> March 2025

## AGENDA

1. **Attendance and Apologies for Absence**  
To accept apologies for absence.
2. **Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation**  
To receive any declarations of interests from Members in respect to items on the agenda.
3. **Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**  
To note any comments.
4. **Minutes from the previous meeting held on 27<sup>th</sup> February 2025**  
To review and approve.
5. **Chairman's Report**
6. **Councillor Reports**
  - (a) District Councillors
  - (b) County Councillors
7. **Planning Applications**
  - (a) To consider the following applications
    - WSCC/009/25** Slinfold CofE School, The Street, Slinfold, West Sussex RH13 0RR Demolition of existing modular classrooms and the erection of a single storey rear classroom extension and associated landscaping
    - DC/25/0196** (amendment) Meadowhurst Lyons Road Slinfold West Sussex Erection of a barn for the mixed use of stabling of private horses and the storage of hay / plant and machinery
    - DC/25/0079** Millstones Stane Street Slinfold West Sussex Change of use from agricultural to incidental residential curtilage and retention of patio (Retrospective).
    - DC/25/0286** Rapkyns Old Stable Guildford Road Broadbridge Heath West Sussex: 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.

**DC/25/0329** Violets Barn Guildford Road Slinfold West Sussex: Application to confirm the extension of land as residential garden in excess of 10 years (Lawful Development Certificate Existing)

**DC/25/0289** Broadview Guildford Road Broadbridge Heath West Sussex: Change of use of building to provide 6 bedspaces for students with special educational needs to include refurbishment and Internal alterations. (Full)

**DC/25/0290** Broadview Guildford Road Broadbridge Heath West Sussex: Change of use of building to provide 6 bedspaces for students with special educational needs to include refurbishment and Internal alterations. (Listed Building Consent)

**DC/25/0361** 19 Streetfield Road Slinfold West Sussex RH13 0SE: Surgery to 1x Oak

**DC/25/0392** Rivington Guildford Road Broadbridge Heath West Sussex Erection of a two storey side and rear extension

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

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

## **8. Finance & Administration**

(a) To review the schedule of payments since the last meeting (27<sup>th</sup> February 2025) and the February 2025 bank reconciliation.

(b) To review the variance report for budget vs actual expenditure.

(c) To discuss the Council's CIL reserves.

(d) To review the Council's risk assessment.

(e) To review the rent rate for the football club.

(f) To review the Council's Financial Regulations.

(g) To review the Council's Standing Orders.

(h) To review the Council's reserves

(i) To confirm the Council's internal audit for 2025

## **9. Highways and Byways**

(a) To receive an update on a draft definitive map modification order on land owned by AJW and Whitebreads Farm.

(b) To receive an update on village gates for the A29.

(c) To discuss maintenance of the Alfred Shrubbs signs.

## **10. Devolution**

To consider a response to the devolution consultation for West Sussex, East Sussex and Brighton.

## **11. Grounds and Buildings Maintenance**

(a) To discuss the maintenance of Slinfold Stores.

(b) To receive an update on the draft easement for access to the air conditioning units at Slinfold Stores.

## **12. Recreation, Youth and Environment**

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

(b) To discuss Cherrytree ditch maintenance and balancing pond.

## **13. Events**

To receive an update on Village Day 2025.

## **14. Committees and those on Outside Bodies**

To receive any updates.

## **15. Communications**

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

(b) To discuss the summer newsletter.

## **16. Items for the next agenda**

To discuss.

## **17. Next meeting dates**

Council Meeting- 24<sup>th</sup> April 2025

Time: 09:07

## CO-OP

## List of Payments made between 11/03/2025 and 31/03/2025

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/03/2025	Jonathan Carter	BACS	2,250.00		Cherrytree Ash
18/03/2025	Horsham District Council	DD	43.20		Bin collection cherrytree
18/03/2025	Horsham District Council	DD	36.96		Litter bins
18/03/2025	Horsham District Council	DD	-36.96		Bin bags
27/03/2025	Slinfold Village Hall	BACS	160.00		2081 Cosy Cafe
27/03/2025	Slinfold Village Hall	BACS	70.00		Invoice 2085 Meetings
27/03/2025	Slinfold Village Hall	BACS	105.00		Invoice 2093 Youth services
27/03/2025	King Fisher Direct Ltd	BACS	241.74		Litter bin Springwood
27/03/2025	Nicola Lewis	BACS	32.28		Easter trail
27/03/2025	Brian Gayle Surveyors	BACS	900.00		Slinfold stores survey 5422
31/03/2025	Samantha Bell	BACS	252.19		March 2025
31/03/2025	Tony Burroughs	BACS	239.20		March 2025
31/03/2025	John Pilkington	BACS	245.20		March 25
31/03/2025	Mike Simpson	BACS	2,154.40		March 25
31/03/2025	LGPS	BACS	689.84		March 25

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<b>Total Payments</b>	<u>7,383.05</u>
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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	19/03/2025		18,875.63
			<u>18,875.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,875.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,875.63
		Balance per Cash Book is :-	18,875.63
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

## Bank Reconciliation up to 19/03/2025 for Cashbook No 1 - CO-OP

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
21/02/2025	BACS	63.95		63.95		R <input type="checkbox"/>	Stowag
21/02/2025	BACS	214.16		214.16		R <input type="checkbox"/>	CHF Solutions Ltd
27/02/2025	BACS	300.00		300.00		R <input type="checkbox"/>	Slinfold Village Hall
27/02/2025	BACS	300.00		300.00		R <input type="checkbox"/>	Slinfold Football Club
27/02/2025	BACS	36.96		36.96		R <input type="checkbox"/>	Horsham District Council
28/02/2025	DD	23.52		23.52		R <input type="checkbox"/>	NEST
28/02/2025	BACS	245.74		245.74		R <input type="checkbox"/>	Samantha Bell
28/02/2025	BACS	239.20		239.20		R <input type="checkbox"/>	Tony Burroughs
28/02/2025	BACS	245.40		245.40		R <input type="checkbox"/>	John Pilkington
28/02/2025	BACS	2,154.20		2,154.20		R <input type="checkbox"/>	Mike Simpson
28/02/2025	BACS	689.84		689.84		R <input type="checkbox"/>	LGPS
28/02/2025	BACS	91.35		91.35		R <input type="checkbox"/>	Jane Slipper
28/02/2025	BACS	9.99		9.99		R <input type="checkbox"/>	Tony Burroughs
28/02/2025	BACS	450.00		450.00		R <input type="checkbox"/>	Carl Osborne
05/03/2025	TCGM24-25		333.00	333.00		R <input type="checkbox"/>	Receipt(s) Banked
07/03/2025	FCGM24-25		594.00	594.00		R <input type="checkbox"/>	Receipt(s) Banked
11/03/2025	BACS	2,250.00		2,250.00		R <input type="checkbox"/>	Jonathan Carter
11/03/2025	Lottery CC		10.00	10.00		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2025	DD	43.20		43.20		R <input type="checkbox"/>	Horsham District Council
18/03/2025	DD	36.96		36.96		R <input type="checkbox"/>	Horsham District Council
18/03/2025	DD	-36.96		-36.96		R <input type="checkbox"/>	Horsham District Council
19/03/2025	CCAJW		2,500.00	2,500.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>7,357.51</u>	<u>3,437.00</u>				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## Detailed Receipts &amp; Payments by Budget Heading 19/03/2025

## 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	184	0	(184)			0.0%	10
1076 Precept	66,220	66,220	0			100.0%	
1080 Bank Interest	3,312	2,000	(1,312)			165.6%	
1100 Grants Received	3,375	0	(3,375)			0.0%	2,500
1120 Environment Cleansing	3,652	3,492	(160)			104.6%	1,826
1999 Miscellaneous Income	1,264	0	(1,264)			0.0%	
	<u>78,007</u>	<u>71,712</u>	<u>(6,295)</u>			<u>108.8%</u>	<u>4,336</u>
Income :- Receipts							
	<u>78,007</u>	<u>71,712</u>	<u>(6,295)</u>				
Net Receipts							
6001 less Transfer to EMR	4,336						
	<u>73,671</u>						
Movement to/(from) Gen Reserve							
<u>200 Administration</u>							
4000 Clerk & Environment Officers	50,875	39,000	(11,875)		(11,875)	130.4%	
4025 EO Expenses	1,006	0	(1,006)		(1,006)	0.0%	
4055 Training	56	0	(56)		(56)	0.0%	
4060 Audit	809	650	(159)		(159)	124.4%	
4065 Miscellaneous Expenditure	457	0	(457)		(457)	0.0%	
4070 Legal & Consultancy	28	0	(28)		(28)	0.0%	
4080 Subscriptions	724	689	(35)		(35)	105.0%	
4091 Chair's Allowance	400	0	(400)		(400)	0.0%	
4100 Insurance	2,252	1,691	(561)		(561)	133.2%	
4110 Recruitment & Training	0	200	200		200	0.0%	
4120 Home Office	75	60	(15)		(15)	125.0%	
4130 Hall Hire	798	200	(598)		(598)	399.0%	
4135 FC Office Hire	300	0	(300)		(300)	0.0%	
4140 Website and email	560	900	340		340	62.2%	
4150 Software	291	0	(291)		(291)	0.0%	
	<u>58,631</u>	<u>43,390</u>	<u>(15,241)</u>	<u>0</u>	<u>(15,241)</u>	<u>135.1%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(58,631)</u>	<u>(43,390)</u>	<u>15,241</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	150	1,000	850			15.0%	
1205 Insurance Reclaimed	330	305	(25)			108.3%	
1210 Grounds Maintenance Reclaim	594	700	106			84.9%	
	<u>1,074</u>	<u>2,005</u>	<u>931</u>			<u>53.6%</u>	<u>0</u>
Football Club :- Receipts							
4200 Repairs & Improvements	984	0	(984)		(984)	0.0%	
	<u>984</u>	<u>0</u>	<u>(984)</u>	<u>0</u>	<u>(984)</u>		<u>0</u>
Football Club :- Indirect Payments							
	<u>90</u>	<u>2,005</u>	<u>1,915</u>				
Net Receipts over Payments							

## Detailed Receipts &amp; Payments by Budget Heading 19/03/2025

## 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	150	150	0			100.0%	
1205 Insurance Reclaimed	359	332	(27)			108.3%	
1210 Grounds Maintenance Reclaim	333	520	187			64.0%	
	<u>842</u>	<u>1,002</u>	<u>160</u>			<u>84.1%</u>	<u>0</u>
Tennis Club :- Receipts							
4200 Repairs & Improvements	900	0	(900)		(900)	0.0%	
	<u>900</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>		<u>0</u>
Tennis Club :- Indirect Payments							
	<u>(58)</u>	<u>1,002</u>	<u>1,060</u>				
Net Receipts over Payments							
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	92	110	18			83.3%	
	<u>92</u>	<u>110</u>	<u>18</u>			<u>83.3%</u>	<u>0</u>
Community Shed :- Receipts							
	<u>92</u>	<u>110</u>	<u>18</u>				
Net Receipts							
<u>270 Slinfold Stores</u>							
1200 Rental Income	750	1,000	250			75.0%	
1205 Insurance Reclaimed	0	327	327			0.0%	
	<u>750</u>	<u>1,327</u>	<u>577</u>			<u>56.5%</u>	<u>0</u>
Slinfold Stores :- Receipts							
4200 Repairs & Improvements	6,230	0	(6,230)		(6,230)	0.0%	4,730
	<u>6,230</u>	<u>0</u>	<u>(6,230)</u>	<u>0</u>	<u>(6,230)</u>		<u>4,730</u>
Slinfold Stores :- Indirect Payments							
	<u>(5,480)</u>	<u>1,327</u>	<u>6,807</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	4,730						
	<u>(750)</u>						
Movement to/(from) Gen Reserve							
<u>300 Community Services</u>							
4200 Repairs & Improvements	24	0	(24)		(24)	0.0%	
4310 Community Events	3,494	3,000	(494)		(494)	116.5%	
4320 Youth Services	7,469	7,500	31		31	99.6%	
4370 Newsletters/Promotions	2,907	2,600	(307)		(307)	111.8%	
4380 Community Improvement Projects	0	1,500	1,500		1,500	0.0%	
4390 Grants Made	3,195	1,500	(1,695)		(1,695)	213.0%	
4395 Cosy Café	2,832	1,500	(1,332)		(1,332)	188.8%	160
	<u>19,921</u>	<u>17,600</u>	<u>(2,321)</u>	<u>0</u>	<u>(2,321)</u>	<u>113.2%</u>	<u>160</u>
Community Services :- Indirect Payments							
	<u>(19,921)</u>	<u>(17,600)</u>	<u>2,321</u>				
Net Payments							
6000 plus Transfer from EMR	160						
	<u>(19,761)</u>						
Movement to/(from) Gen Reserve							

## Detailed Receipts &amp; Payments by Budget Heading 19/03/2025

## 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	486	0	(486)		(486)	0.0%	
4400 Bin collection	510	370	(140)		(140)	137.8%	
4405 Dog bins	1,024	1,150	126		126	89.0%	
4410 Grounds Maintenance	6,335	6,700	365		365	94.6%	
4412 Grounds Maintenance Extra Cuts	160	0	(160)		(160)	0.0%	
4415 Equipment	0	180	180		180	0.0%	
4420 King George V	734	500	(234)		(234)	146.8%	
4425 Six Acres	6,764	0	(6,764)		(6,764)	0.0%	6,764
4430 Playground Inspections	204	0	(204)		(204)	0.0%	
4435 Grounds Maintenance Cherrytree	5,839	0	(5,839)		(5,839)	0.0%	
Recreation :- Indirect Payments	22,056	8,900	(13,156)	0	(13,156)	247.8%	6,764
Net Payments	(22,056)	(8,900)	13,156				
6000 plus Transfer from EMR	6,764						
Movement to/(from) Gen Reserve	(15,292)						
<u>400 Highways &amp; 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	5,543	7,000	1,457		1,457	79.2%	
Highways & Byways :- Indirect Payments	9,593	9,000	(593)	0	(593)	106.6%	4,050
Net Payments	(9,593)	(9,000)	593				
6000 plus Transfer from EMR	4,050						
Movement to/(from) Gen Reserve	(5,543)						
<u>999 VAT Data</u>							
115 VAT on Receipts	14,097	0	(14,097)			0.0%	
VAT Data :- Receipts	14,097	0	(14,097)				0
515 VAT on Payments	5,946	0	(5,946)		(5,946)	0.0%	
VAT Data :- Indirect Payments	5,946	0	(5,946)	0	(5,946)		0
Net Receipts over Payments	8,151	0	(8,151)				
Grand Totals:- Receipts	94,862	76,156	(18,706)			124.6%	
Payments	124,260	78,890	(45,370)	0	(45,370)	157.5%	
Net Receipts over Payments	(29,398)	(2,734)	26,664				
plus Transfer from EMR	15,704						
less Transfer to EMR	4,336						
Movement to/(from) Gen Reserve	(18,030)						