



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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

You are duly summoned to the Annual Meeting of Slinfold Parish Council on 25th September 2025 at Slinfold Village Hall commencing at 7:30pm

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
19th September 2025

AGENDA

- 1. Attendance and Apologies for Absence**
To accept apologies and reasons for absence.
- 2. Councillor Vacancies**
To receive written applications for the office of Parish Councillor and to Co-opt candidate to fill the existing vacancy.
- 3. 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.
- 4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
To note any comments.
- 5. Minutes from the previous meeting on 31st July 2025**
To review and approve.
- 6. Councillor Reports**
To receive reports from the District and County Councillors.
- 7. Chair's Announcements**
- 8. Planning Applications**
(a) To consider the following applications
DC/25/1033 Ranfold Barn Five Oaks Road Slinfold West Sussex Erection of a new stables block comprising of six stables, a hay barn, tack room, feed room and machinery store. Construction of a sand school.
DC/25/1415 Old House Farm The Street Slinfold West Sussex Fell 1x Ash (Works to Trees in a Conservation Area)
CA/25/0100 The Old Cart Shed The Street Slinfold West Sussex Fell 1x Willow (Works to Trees in a Conservation Area)

CA/25/0103 Windalls The Street Slinfold West Sussex Fell 1x Eucalyptus, 1x Pear, 3x Conifer Leylandii, 1x Fir, and Surgery to 1x Unknown Species, and 1x Crab Apple (Works to Trees in a Conservation Area)

DC/25/1420 Warwick Lodge Stane Street Slinfold West Sussex Demolition of existing extension. Erection of a new porch and single storey rear extension.

DC/25/1273 Kilsyth Park Street Lane Slinfold West Sussex Erection of two storey side extension and single storey rear extension

- (b) To consider any applications received since the publication of the agenda.
- (c) To receive an update on any planning appeals.
- (d) To receive any update from the Neighbourhood Plan Working Group on the Parish Management Statement.

9. Finances and Administration

- (a) To review the schedule of payments and bank reconciliation since the 31st July 2025.
- (b) To review the latest variance report.
- (c) To discuss the Council's insurance premium for 2025-26.
- (d) To receive an update on transferring the Scout Hut and land into the Council's name.
- (e) To consider adopting a Scheme of Delegation.
- (f) To consider adopting a Risk Management Policy.
- (g) To consider adopting an Equal Opportunities Policy.
- (h) To consider adopting a Pre-Application Planning Discussion Policy.
- (i) To consider adopting a Health and Safety Policy.

10. Highways and Byways

- (a) To discuss designated footpaths at Holmbush Manor Farm.
- (b) To consider signing a petition to install noise monitoring on the A24 from Mickleham through to Capel.
- (c) To consider starting a Community Speedwatch for the village.

11. Grounds and Buildings Maintenance

- (a) To receive an update on Slinfold Stores.
- (b) To approve a quote for cleaning the war memorial.

12. Recreation, Youth and Environment

- (a) To receive an update on plans for enhancing biodiversity in the parish.
- (b) To receive an update on ditch maintenance at Cherrytree.

13. Committees and those on Outside Bodies

- (a) To set dates for the next Committee Meetings.
- (b) To receive any updates.

14. Communications

- (a) To discuss any articles for the parish magazine.
- (b) To receive an update on the winter magazine.

15. Items for the next agenda

To discuss.

16. Next meeting dates

Council meeting: 30th October 2025.

List of Payments made between 01/08/2025 and 25/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/08/2025	Horsham District Council	DD	29.70		Bins
29/08/2025	Tony Burroughs	BACS	179.40		Salary August
29/08/2025	John Pilkington	BACS	248.80		Salary August
29/08/2025	Samantha Bell	BACS	281.10		Salary August
29/08/2025	LGPS	BACS	804.56		August
29/08/2025	Mike Simpson	BACS	2,259.85		August
29/08/2025	Carl Osborne	BACS	1,410.00		Grounds Inv 492
29/08/2025	Carl Osborne	BACS	-1,410.00		Invoice 492
29/08/2025	Carl Osborne	BACS	1,410.00		Invoice 492
17/09/2025	Horsham District Council	DD	29.70		Bins
25/09/2025	King Fisher Direct Ltd	BACS	725.22		3xbins
25/09/2025	4 The Youth	BACS	2,197.69		September-December25
25/09/2025	Slinfold Village Hall	BACS	676.75		2195/2173/2177/2181/2182/2188
25/09/2025	Carl Osborne	BACS	1,500.00		Cherrytree ditch (499)
25/09/2025	Clear Councils	BACS	2,297.77		Insurance premium 25-26
25/09/2025	King Fisher Direct Ltd	BACS	874.80		Shop bin
25/09/2025	SSE	BACS	65.37		Electricity August

Total Payments 13,580.71

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	28/08/2025		34,102.63
			<u>34,102.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			34,102.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			34,102.63
		Balance per Cash Book is :-	34,102.63
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 25/09/2025

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	63	0	(63)			0.0%	63
1010 Section 104	30,000	0	(30,000)			0.0%	
1076 Precept	37,659	75,317	37,659			50.0%	
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	1,897	3,700	1,803			51.3%	1,897
	<u>87,896</u>	<u>89,697</u>	<u>1,801</u>			<u>98.0%</u>	<u>20,114</u>
Income :- Receipts							
	<u>87,896</u>	<u>89,697</u>	<u>1,801</u>				
Net Receipts							
6001 less Transfer to EMR	20,114						
Movement to/(from) Gen Reserve	<u>67,783</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	23,277	54,000	30,723		30,723	43.1%	
4025 EO Expenses	47	500	453		453	9.4%	
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%	
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	402	600	198		198	67.0%	
4135 FC Office Hire	0	300	300		300	0.0%	
4140 Website and email	560	570	10		10	98.2%	
4150 Software	203	350	147		147	58.0%	
4160 Stationery/printing	0	100	100		100	0.0%	
	<u>27,735</u>	<u>60,680</u>	<u>32,945</u>	<u>0</u>	<u>32,945</u>	<u>45.7%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(27,735)</u>	<u>(60,680)</u>	<u>(32,945)</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	330	330			0.0%	
1210 Grounds Maintenance Reclaim	0	650	650			0.0%	
	<u>0</u>	<u>1,130</u>	<u>1,130</u>			<u>0.0%</u>	<u>0</u>
Football Club :- Receipts							

Detailed Receipts & Payments by Budget Heading 25/09/2025

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	165	0	(165)		(165)	0.0%	
Football Club :- Indirect Payments	165	0	(165)	0	(165)		0
Net Receipts over Payments	(165)	1,130	1,295				
<u>255 Tennis Club</u>							
1200 Rental Income	0	150	150			0.0%	
1205 Insurance Reclaimed	0	359	359			0.0%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
Tennis Club :- Receipts	0	1,029	1,029				0
Net Receipts	0	1,029	1,029				
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	0	92	92			0.0%	
Community Shed :- Receipts	0	92	92				0
Net Receipts	0	92	92				
<u>270 Slinfold Stores</u>							
1200 Rental Income	250	1,000	750			25.0%	
1205 Insurance Reclaimed	0	354	354			0.0%	
Slinfold Stores :- Receipts	250	1,354	1,104			18.5%	0
4200 Repairs & Improvements	750	0	(750)		(750)	0.0%	750
Slinfold Stores :- Indirect Payments	750	0	(750)	0	(750)		750
Net Receipts over Payments	(500)	1,354	1,854				
6000 plus Transfer from EMR	750						
Movement to/(from) Gen Reserve	250						
<u>300 Community Services</u>							
4310 Community Events	2,523	3,200	677		677	78.8%	510
4320 Youth Services	4,862	8,600	3,738		3,738	56.5%	
4370 Newsletters/Promotions	1,478	2,700	1,222		1,222	54.7%	
4390 Grants Made	0	1,000	1,000		1,000	0.0%	
4395 Cosy Café	1,363	2,500	1,137		1,137	54.5%	1,363
Community Services :- Indirect Payments	10,225	18,000	7,775	0	7,775	56.8%	1,874
Net Payments	(10,225)	(18,000)	(7,775)				
6000 plus Transfer from EMR	1,874						
Movement to/(from) Gen Reserve	(8,352)						

Detailed Receipts & Payments by Budget Heading 25/09/2025

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	1,466	0	(1,466)		(1,466)	0.0%	1,333
4400 Bin collection	361	385	24		24	93.8%	
4405 Dog bins	507	1,180	673		673	43.0%	
4410 Grounds Maintenance	0	1,172	1,172		1,172	0.0%	
4412 Grounds Maintenance Extra Cuts	725	0	(725)		(725)	0.0%	
4420 King George V	1,145	470	(675)		(675)	243.6%	
4425 Six Acres	2,258	1,800	(458)		(458)	125.4%	2,258
4430 Playground Inspections	0	215	215		215	0.0%	
4435 Grounds Maintenance Cherrytree	3,700	2,300	(1,400)		(1,400)	160.9%	
Recreation :- Indirect Payments	<u>10,161</u>	<u>7,522</u>	<u>(2,639)</u>	<u>0</u>	<u>(2,639)</u>	<u>135.1%</u>	<u>3,591</u>
Net Payments	<u>(10,161)</u>	<u>(7,522)</u>	<u>2,639</u>				
6000 plus Transfer from EMR	3,591						
Movement to/(from) Gen Reserve	<u>(6,570)</u>						
<u>400 Highways & Byways</u>							
4510 Streetlights & Maintenance	1,276	7,100	5,824		5,824	18.0%	
Highways & Byways :- Indirect Payments	<u>1,276</u>	<u>7,100</u>	<u>5,824</u>	<u>0</u>	<u>5,824</u>	<u>18.0%</u>	<u>0</u>
Net Payments	<u>(1,276)</u>	<u>(7,100)</u>	<u>(5,824)</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	318	0	(318)			0.0%	
VAT Data :- Receipts	<u>318</u>	<u>0</u>	<u>(318)</u>				<u>0</u>
515 VAT on Payments	970	0	(970)		(970)	0.0%	
VAT Data :- Indirect Payments	<u>970</u>	<u>0</u>	<u>(970)</u>	<u>0</u>	<u>(970)</u>		<u>0</u>
Net Receipts over Payments	<u>(652)</u>	<u>0</u>	<u>652</u>				
Grand Totals:- Receipts	88,464	93,302	4,838			94.8%	
Payments	51,282	93,302	42,020	0	42,020	55.0%	
Net Receipts over Payments	<u>37,182</u>	<u>0</u>	<u>(37,182)</u>				
plus Transfer from EMR	6,215						
less Transfer to EMR	20,114						
Movement to/(from) Gen Reserve	<u>23,284</u>						

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Six Acres	106,802.16	1,257.08	108,059.24
321 EMR Environment Cleansing	4,448.22	563.97	5,012.19
322 EMR Scout Hut	40,000.00		40,000.00
324 EMR-Cosy Cafe	2,524.00	-1,300.54	1,223.46
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>22,413.71</u>	<u>220,437.54</u>