



# 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 30<sup>th</sup> January 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  
24<sup>th</sup> January 2024

## 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 19<sup>th</sup> December 2024**  
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  
**DC/24/2002** Oak House 7 Mitchell Gardens Slinfold West Sussex Surgery to 2x Oak  
**DC/24/2004** The Business Park Maydwell Avenue Slinfold West Sussex Erection of a storage building (Use Classes B8) with associated parking and revised circulation arrangements  
**CA/25/0008** Slinfold Church of England School The Street Slinfold Horsham Fell 2x Lime (Works to Trees in a Conservation Area)  
**DC/24/1838** Collyers The Street Slinfold West Sussex: Variation of condition 3 of previously approved application reference DC/22/0902 (Demolition of existing garage and erection of a detached single storey annexe building with home office, dog wash area and log store) in relation to water neutrality mitigations.  
**DC/25/0048** Green Leaves Five Oaks Road Slinfold West Sussex: Replacement of conservatory roof with new roof and the addition of 3no. rooflights.
  - (b) To consider any planning applications received since the publication of the agenda.
  - (c) To receive an update from the Neighbourhood Plan Working Group.
  - (d) To discuss a draft Neighbourhood Plan Design Statement
8. **Finance & Administration**
  - (a) To review the schedule of payments since the last meeting (19<sup>th</sup> December 2024) and the December 2024 bank reconciliation.
  - (b) To review the variance report for budget vs actual expenditure.

- (c) To consider transferring funds between the Council's accounts
- (d) To discuss the Council's CIL reserves
- (e) To consider a grant request from 4Sight Vision
- (f) To receive an update on the Cosy Café
- (g) To discuss the Council's streetlight electricity contract

**9. Highways and Byways**

- (a) To receive an update on the footpath on AJW land and applying for a definitive map modification order.
- (b) To receive an update on village gates for the A29

**10. Grounds and Buildings Maintenance**

- (a) To discuss the maintenance of Slinfold Stores.
- (b) To receive an update on the Scout Hut.

**11. Recreation, Youth and Environment**

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

**12. Events**

- (a) To receive an update on Christmas events.
- (b) To discuss Village Day 2025

**13. Committees and those on Outside Bodies**

To receive any updates.

**14. Communications**

- (a) To discuss any articles for the parish magazine
- (b) To discuss the summer newsletter

**15. Items for the next agenda**

To discuss.

**16. Next meeting dates**

Council Meeting- 27<sup>th</sup> February 2025

**Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	31/12/2024		12,976.48
			<u>12,976.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12,976.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12,976.48
		<b>Balance per Cash Book is :-</b>	<b>12,976.48</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2024

## 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	3,312	2,000	(1,312)			165.6%	
1100 Grants Received	875	0	(875)			0.0%	
1120 Environment Cleansing	3,652	3,492	(160)			104.6%	1,826
1999 Miscellaneous Income	1,264	0	(1,264)			0.0%	
	<u>75,323</u>	<u>71,712</u>	<u>(3,611)</u>			<u>105.0%</u>	<u>1,826</u>
Income :- Receipts							
	<u>75,323</u>	<u>71,712</u>	<u>(3,611)</u>				
Net Receipts							
6001 less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>73,497</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	37,359	39,000	1,641		1,641	95.8%	
4025 EO Expenses	965	0	(965)		(965)	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%	
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	554	200	(354)		(354)	277.0%	
4140 Website and email	560	900	340		340	62.2%	
4150 Software	192	0	(192)		(192)	0.0%	
	<u>44,403</u>	<u>43,390</u>	<u>(1,013)</u>	<u>0</u>	<u>(1,013)</u>	<u>102.3%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(44,403)</u>	<u>(43,390)</u>	<u>1,013</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>			<u>0.0%</u>	<u>0</u>
Football Club :- Receipts							
4200 Repairs & Improvements	334	0	(334)		(334)	0.0%	
	<u>334</u>	<u>0</u>	<u>(334)</u>	<u>0</u>	<u>(334)</u>		<u>0</u>
Football Club :- Indirect Payments							
Net Receipts over Payments	<u>(334)</u>	<u>2,005</u>	<u>2,339</u>				

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2024

## 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	150	150	0			100.0%	
1205 Insurance Reclaimed	359	332	(27)			108.3%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
	<u>509</u>	<u>1,002</u>	<u>493</u>			<u>50.8%</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>(391)</u>	<u>1,002</u>	<u>1,393</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	5,030	0	(5,030)		(5,030)	0.0%	3,530
	<u>5,030</u>	<u>0</u>	<u>(5,030)</u>	<u>0</u>	<u>(5,030)</u>		<u>3,530</u>
Slinfold Stores :- Indirect Payments							
	<u>(4,280)</u>	<u>1,327</u>	<u>5,607</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	3,530						
	<u>(750)</u>						
Movement to/(from) Gen Reserve							
<u>300 Community Services</u>							
4310 Community Events	3,417	3,000	(417)		(417)	113.9%	
4320 Youth Services	4,956	7,500	2,544		2,544	66.1%	
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	3,000	1,500	(1,500)		(1,500)	200.0%	
4395 Cosy Café	2,260	1,500	(760)		(760)	150.7%	
	<u>16,540</u>	<u>17,600</u>	<u>1,060</u>	<u>0</u>	<u>1,060</u>	<u>94.0%</u>	<u>0</u>
Community Services :- Indirect Payments							
	<u>(16,540)</u>	<u>(17,600)</u>	<u>(1,060)</u>				
Net Payments							

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2024

## 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	486	0	(486)		(486)	0.0%	
4400 Bin collection	272	370	98		98	73.4%	
4405 Dog bins	860	1,150	290		290	74.8%	
4410 Grounds Maintenance	5,259	6,700	1,441		1,441	78.5%	
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	5,982	0	(5,982)		(5,982)	0.0%	5,982
4430 Playground Inspections	204	0	(204)		(204)	0.0%	
4435 Grounds Maintenance Cherrytree	3,509	0	(3,509)		(3,509)	0.0%	
Recreation :- Indirect Payments	<u>17,466</u>	<u>8,900</u>	<u>(8,566)</u>	<u>0</u>	<u>(8,566)</u>	<u>196.2%</u>	<u>5,982</u>
Net Payments	<u>(17,466)</u>	<u>(8,900)</u>	<u>8,566</u>				
6000 plus Transfer from EMR	5,982						
Movement to/(from) Gen Reserve	<u>(11,484)</u>						
<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	5,169	7,000	1,831		1,831	73.8%	
Highways & Byways :- Indirect Payments	<u>9,219</u>	<u>9,000</u>	<u>(219)</u>	<u>0</u>	<u>(219)</u>	<u>102.4%</u>	<u>4,050</u>
Net Payments	<u>(9,219)</u>	<u>(9,000)</u>	<u>219</u>				
6000 plus Transfer from EMR	4,050						
Movement to/(from) Gen Reserve	<u>(5,169)</u>						
<u>999 VAT Data</u>							
115 VAT on Receipts	11,762	0	(11,762)			0.0%	
VAT Data :- Receipts	<u>11,762</u>	<u>0</u>	<u>(11,762)</u>				<u>0</u>
515 VAT on Payments	5,684	0	(5,684)		(5,684)	0.0%	
VAT Data :- Indirect Payments	<u>5,684</u>	<u>0</u>	<u>(5,684)</u>	<u>0</u>	<u>(5,684)</u>		<u>0</u>
Net Receipts over Payments	<u>6,078</u>	<u>0</u>	<u>(6,078)</u>				
Grand Totals:- Receipts	88,436	76,156	(12,280)			116.1%	
Payments	99,576	78,890	(20,686)	0	(20,686)	126.2%	
Net Receipts over Payments	<u>(11,140)</u>	<u>(2,734)</u>	<u>8,406</u>				
plus Transfer from EMR	13,562						
less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>596</u>						

Time: 12:28

CO-OP

## List of Payments made between 21/12/2024 and 31/01/2025

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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>
30/01/2025	Carl Osborne	BACS	180.00		Invoice 421
30/01/2025	4 The Youth	BACS	2,093.00		1849 Jan25-Mar25
30/01/2025	Slinfold Village Hall	BACS	271.41		2048/2052/2059
30/01/2025	Slinfold Village Hall	BACS	190.00		1966/2035
30/01/2025	Adobe Systems Software Island	BACS	119.37		Half annual licence
31/01/2025	Samantha Bell	BACS	245.94		Salary January
31/01/2025	Tony Burroughs	BACS	239.20		Salary January
31/01/2025	John Pilkington	BACS	245.40		Salary January
31/01/2025	Mike Simpson	BACS	2,154.40		January
31/01/2025	LGPS	BACS	689.84		January

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Total Payments      6,428.56

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Six Acres	113,565.92	-6,082.00	107,483.92
321 EMR Environment Cleansing	6,672.12	-2,223.90	4,448.22
322 EMR Scout Hut	50,000.00	-10,000.00	40,000.00
370 EMR- Hayes Lane Drainage	20,000.00	-20,000.00	0.00
380 EMR - CIL	6,845.57	38,603.88	45,449.45
390 EMR Village Gates	15,000.00		15,000.00
	<u>212,083.61</u>	<u>297.98</u>	<u>212,381.59</u>