



# 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 31<sup>st</sup> October 2024 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  
25<sup>th</sup> October 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 26<sup>th</sup> September 2024**  
To review and approve.
5. **Chairman's Report**
6. **Councillor Reports**
  - (a) District Councillors
  - (b) County Councillors
7. **Gatwick FASI-S**  
To receive an update
8. **Planning Applications**
  - (a) To consider the following applications  
**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.  
**DC/24/1441** Rookery Wood, The Coach House Five Oaks Road Slinfold West Sussex Erection of a double garage with office space above.
  - (b) To consider any planning applications received since the publication of the agenda.
  - (c) To receive an update from the Neighbourhood Plan Working Group.

**9. Finance & Administration**

- (a) To review the schedule of payments since the last meeting (September 26th) and the October 24th 2024 bank reconciliation.
- (b) To review the variance report for budget vs actual expenditure.
- (c) To discuss the deputy clerk's working hours
- (d) To discuss a draft budget for 2025-26

**10. Grounds and Buildings Maintenance**

- (a) To discuss a draft easement for the air conditioning units and Slinfold Stores.
- (b) To receive an update on works to the disabled toilet at the Football Club.
- (c) To receive an update on the maintenance of Six Acres and Cherrytree balancing ponds.
- (d) To receive any update on the scout hut.
- (e) To discuss storage of Council assets.

**11. Highways and Byways**

- (a) To receive an update on the 20mph buildouts.
- (b) To receive an update on the A29 TRO.
- (c) To receive an update on the footpath on AJW land and applying for a definitive map modification order.
- (d) To discuss a resident request for bus shelters on Lyons Road (opposite the cricket club) and The Street (Red Lyon side)

**12. 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.

**13. Events**

- (a) To receive an update on Christmas events.
- (b) To receive an update on Remembrance Sunday

**14. Climate Action**

To nominate a Councillor to join the Horsham District Council Climate Action Group

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

To receive any updates.

**16. Slinfold Parish Magazine and Newsletter**

To discuss any articles for the next edition and receive an update for the winter newsletter

**17. Items for the next agenda**

To discuss.

**18. Next meeting dates**

Finance and Establishment Committee- 11<sup>th</sup> November 2024  
Council Meeting- 28<sup>th</sup> November 2024

**Bank Reconciliation Statement as at 24/10/2024  
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	22/10/2024		44,634.28
			<u>44,634.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			44,634.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			44,634.28
		<b>Balance per Cash Book is :-</b>	<b>44,634.28</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 24/10/2024

## 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	1,281	2,000	719			64.1%	
1100 Grants Received	875	0	(875)			0.0%	
1120 Environment Cleansing	3,652	3,492	(160)			104.6%	1,826
1999 Miscellaneous Income	1,052	0	(1,052)			0.0%	
	<u>73,081</u>	<u>71,712</u>	<u>(1,369)</u>			<u>101.9%</u>	<u>1,826</u>
Income :- Receipts							
	<u>73,081</u>	<u>71,712</u>	<u>(1,369)</u>				
Net Receipts							
6001 less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	<u>71,255</u>						
<u>200 Administration</u>							
4000 Clerk & Environment Officers	30,133	39,000	8,867		8,867	77.3%	
4025 EO Expenses	365	0	(365)		(365)	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	689	689	0		0	99.9%	
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	475	200	(275)		(275)	237.5%	
4140 Website and email	560	900	340		340	62.2%	
4150 Software	192	0	(192)		(192)	0.0%	
	<u>36,062</u>	<u>43,390</u>	<u>7,328</u>	<u>0</u>	<u>7,328</u>	<u>83.1%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(36,062)</u>	<u>(43,390)</u>	<u>(7,328)</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	218	0	(218)		(218)	0.0%	
	<u>218</u>	<u>0</u>	<u>(218)</u>	<u>0</u>	<u>(218)</u>		<u>0</u>
Football Club :- Indirect Payments							
Net Receipts over Payments	<u>(218)</u>	<u>2,005</u>	<u>2,223</u>				

## Detailed Receipts &amp; Payments by Budget Heading 24/10/2024

## 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	0	150	150			0.0%	
1205 Insurance Reclaimed	0	332	332			0.0%	
1210 Grounds Maintenance Reclaim	0	520	520			0.0%	
Tennis Club :- Receipts	<u>0</u>	<u>1,002</u>	<u>1,002</u>				<u>0</u>
4200 Repairs & Improvements	900	0	(900)		(900)	0.0%	
Tennis Club :- Indirect Payments	<u>900</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>		<u>0</u>
Net Receipts over Payments	<u>(900)</u>	<u>1,002</u>	<u>1,902</u>				
<u>260 Community Shed</u>							
1205 Insurance Reclaimed	0	110	110			0.0%	
Community Shed :- Receipts	<u>0</u>	<u>110</u>	<u>110</u>				<u>0</u>
Net Receipts	<u>0</u>	<u>110</u>	<u>110</u>				
<u>270 Slinfold Stores</u>							
1200 Rental Income	500	1,000	500			50.0%	
1205 Insurance Reclaimed	0	327	327			0.0%	
Slinfold Stores :- Receipts	<u>500</u>	<u>1,327</u>	<u>827</u>			<u>37.7%</u>	<u>0</u>
4200 Repairs & Improvements	5,030	0	(5,030)		(5,030)	0.0%	3,530
Slinfold Stores :- Indirect Payments	<u>5,030</u>	<u>0</u>	<u>(5,030)</u>	<u>0</u>	<u>(5,030)</u>		<u>3,530</u>
Net Receipts over Payments	<u>(4,530)</u>	<u>1,327</u>	<u>5,857</u>				
6000 plus Transfer from EMR	3,530						
Movement to/(from) Gen Reserve	<u>(1,000)</u>						
<u>300 Community Services</u>							
4310 Community Events	2,862	3,000	138		138	95.4%	
4320 Youth Services	4,631	7,500	2,869		2,869	61.7%	
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	1,799	1,500	(299)		(299)	120.0%	
Community Services :- Indirect Payments	<u>11,177</u>	<u>17,600</u>	<u>6,423</u>	<u>0</u>	<u>6,423</u>	<u>63.5%</u>	<u>0</u>
Net Payments	<u>(11,177)</u>	<u>(17,600)</u>	<u>(6,423)</u>				

## Detailed Receipts &amp; Payments by Budget Heading 24/10/2024

## 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>							
4400 Bin collection	214	370	156		156	57.9%	
4405 Dog bins	860	1,150	290		290	74.8%	
4410 Grounds Maintenance	5,259	6,700	1,441		1,441	78.5%	
4415 Equipment	0	180	180		180	0.0%	
4420 King George V	697	500	(197)		(197)	139.4%	
4425 Six Acres	799	0	(799)		(799)	0.0%	799
4430 Playground Inspections	204	0	(204)		(204)	0.0%	
4435 Grounds Maintenance (Other)	1,120	0	(1,120)		(1,120)	0.0%	
Recreation :- Indirect Payments	9,153	8,900	(253)	0	(253)	102.8%	799
Net Payments	(9,153)	(8,900)	253				
6000 plus Transfer from EMR	799						
Movement to/(from) Gen Reserve	(8,354)						
<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	4,071	7,000	2,929		2,929	58.2%	
Highways & Byways :- Indirect Payments	8,121	9,000	879	0	879	90.2%	4,050
Net Payments	(8,121)	(9,000)	(879)				
6000 plus Transfer from EMR	4,050						
Movement to/(from) Gen Reserve	(4,071)						
<u>999 VAT Data</u>							
115 VAT on Receipts	11,762	0	(11,762)			0.0%	
VAT Data :- Receipts	11,762	0	(11,762)				0
515 VAT on Payments	3,917	0	(3,917)		(3,917)	0.0%	
VAT Data :- Indirect Payments	3,917	0	(3,917)	0	(3,917)		0
Net Receipts over Payments	7,845	0	(7,845)				
Grand Totals:- Receipts	85,343	76,156	(9,187)			112.1%	
Payments	74,578	78,890	4,312	0	4,312	94.5%	
Net Receipts over Payments	10,765	(2,734)	(13,499)				
plus Transfer from EMR	8,379						
less Transfer to EMR	1,826						
Movement to/(from) Gen Reserve	17,318						

Time: 12:13

CO-OP

## List of Payments made between 27/09/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2024	Mike Simpson	BACS	15.00		Home office
30/09/2024	Samantha Bell	BACS	237.45		Salary September
30/09/2024	Tony Burroughs	BACS	239.20		Salary September
30/09/2024	John Pilkington	BACS	245.40		Salary September
30/09/2024	LGPS	BACS	674.04		September
30/09/2024	Mike Simpson	BACS	2,111.72		Salary
01/10/2024	Horsham District Council	BACS	286.65		Dog bins
03/10/2024	NEST	DD	22.54		S Bell September
16/10/2024	Horsham District Council	DD	28.80		Bins
22/10/2024	Slinfold Village Hall	BACS	49.00		Invoice 1962 Meeting
22/10/2024	SSE	BACS	396.10		Streetlights
31/10/2024	Grasstex	BACS	1,016.40	2449	Grasstex
31/10/2024	Slinfold Village Hall	BACS	140.00		Cosy Cafe 1998
31/10/2024	Slinfold Village Hall	BACS	98.00		2002 Meetinh hire September
31/10/2024	Slinfold Village Hall	BACS	105.00		Youth group Sep 2010
31/10/2024	Grasstex	BACS	2,382.00		2450 Grounds Maintenance
31/10/2024	Samantha Bell	BACS	296.22		Salary October
31/10/2024	Tony Burroughs	BACS	239.20		Salary October
31/10/2024	John Pilkington	BACS	245.40		Salary October
31/10/2024	Mike Simpson	BACS	2,414.84		Salary October
31/10/2024	LGPS	BACS	786.18		MS October
Total Payments			12,029.14		