



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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

Minutes of the Slinfold Parish Council Meeting 25th September 2025

1. Attendance and Apologies for Absence

In attendance: Councillors Casdagli, Roberts (Chair) Sherwin-Smith, Skeates, Slipper, Smith (Paula) and Walker.

Apologies for absence: Councillors Pyle and Nigel Smith which Councillors **RESOLVED** to accept.

Also in attendance: Mike Simpson (Clerk), District Councillor Kasia Greenwood, County Councillor Christian Mitchell and four members of the public.

2. Councillor Vacancies

To receive written applications for the office of Parish Councillor and to Co-opt candidate to fill the existing vacancy.

Councillors considered an application from Julia Waples (see appendices). After discussion, it was **RESOLVED** to coopt Julia Waples as a member of Slinfold Parish Council.

3. Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

There were none.

4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

One member of the public asked if the Council was able to hold funds for another organisation as the future of the group was uncertain and they were currently being charged a monthly fee for their bank account. The Clerk advised that the Council could receive grants but was unsure if they could hold funds for another organisation (of which they were not trustee) for an indefinite amount of time without being used. He would investigate further and, if it was possible, add it to the agenda for the next meeting.

5. Minutes from the previous meeting on 31st July 2025

Councillors **RESOLVED** to approve the minutes as a true and accurate record.

6. Councillor Reports

To receive reports from the District and County Councillors.

District Councillor Kasia Greenwood circulated a written report (see appendices) and advised that the District Council had voted for two unitary authorities regarding Local Government Reorganisation. Crawley and Chichester had voted the same way but Brighton and Hove had not. HDC had initiated a judicial review against the Secretary of State's recent decision to grant outline planning permission for 800 homes at the Horsham Golf and Fitness site, Worthing Road. She advised that the Council originally refused the planning application on multiple grounds, including concerns over its unsustainable location and active travel options. Following a detailed legal review, and working in collaboration with Active Travel England, the Council was now contesting the decision on the basis that the government-appointed Planning Inspector made significant legal errors. In addition, HDC was about to start a process of reviewing and rewriting its Leisure Strategy and Built Facility Strategy. The overall aim was to provide a clear strategic direction that will guide the Council in transforming its existing leisure service into a dynamic, needs-led active wellbeing service. The approach from the outset

would be strong engagement with residents including an online survey for residents, partners and stakeholders.

County Councillor Christian Mitchell said WSCC had met on Tuesday and voted for one unitary authority regarding Local Government Reorganisation.

7. Chair's Announcements

There were none.

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.

Councillors **RESOLVED** to raise no objection.

DC/25/1415 Old House Farm The Street Slinfold West Sussex Fell 1x Ash (Works to Trees in a Conservation Area)

Councillors **RESOLVED** to raise no objection.

CA/25/0100 The Old Cart Shed The Street Slinfold West Sussex Fell 1x Willow (Works to Trees in a Conservation Area)

Councillors **RESOLVED** to raise no objection.

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)

Councillors **RESOLVED** to raise no objection.

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

Councillors **RESOLVED** to raise no objection.

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

Councillors **RESOLVED** to raise no objection.

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

There were none.

(c) To receive an update on any planning appeals.

The appeal against refusal to grant planning permission for application DC/24/0400 erection of a commercial storage building (Class B8) Holmans Yard, Haven Road, Five Oaks Billingshurst, West Sussex RH14 9BD had been dismissed. PINS REF APP/Z3825/W/25/3362215

(d) To receive any update from the Neighbourhood Plan Working Group on the Parish Management Statement.

The Management Statement had been published on the Council's website but was still awaiting a response from HDC.

9. Finances and Administration

(a) To review the schedule of payments and bank reconciliation since the 31st July 2025.

It was **RESOLVED** to approve the payment schedule and bank reconciliation (see appendices).

(b) To review the latest variance report.

Councillors noted that the £30,000 had been received for the Section 104 Agreement with Elivia South (formerly Elivia Homes) and **RESOLVED** to approve it.

(c) To discuss the Council's insurance premium for 2025-26.

Following the report on Slinfold Stores, which mentioned historic movement to one side of the shop, the insurance provider said it would exclude subsidence cover for 2025-26. After discussion, Councillors **RESOLVED** to make an insurance claim under the existing policy to cover the costs of the bowing/undulation to the shop. It was also **RESOLVED** to approve the premium for 2025-26.

(d) To receive an update on transferring the Scout Hut and land into the Council's name.

HDC had responded to the Council's expression of interest stating it was happy for the Council to make an application. It was agreed to discuss it in more detail at the next Finance and Establishment Committee.

(e) To consider adopting a Scheme of Delegation.

It was **RESOLVED** to adopt the scheme of delegation.

(f) To consider adopting a Risk Management Policy.

It was **RESOLVED** to adopt the policy.

(g) To consider adopting an Equal Opportunities Policy.

It was **RESOLVED** to adopt the policy.

(h) To consider adopting a Pre-Application Planning Discussion Policy.

It was **RESOLVED** to adopt the policy.

(i) To consider adopting a Health and Safety Policy.

It was **RESOLVED** to adopt the policy.

10. Highways and Byways

(a) To discuss designated footpaths at Holmbush Manor Farm.

Further to the last meeting, the Clerk had asked the resident who had approached the Council about the designation of footpaths at Holmbush Manor Farm whether she would be willing to complete the application to which she said yes. The Clerk had also spoken to the landowner who was against any further designated footpaths on his land due to vandalism, negative impact on privacy and security of his property and making the field unusable for farming. He added that the last time it was considered by the Council, it was refused on the grounds that Holmbush Manor Farm already had two designated paths. The Clerk advised that the Council should formulate a policy on such requests which outlined why an application would be supported. Councillors **RESOLVED** that they would, in general, not support DMMO applications unless a resident wished them to at which point they will decide. In the case of footpaths at Holmbush Manor Farm (see appendices-orange pathways) it **RESOLVED** to support the resident and pass over, subject to the necessary consent, the witness statements it collated previously when looking at this issue.

(b) To consider signing a petition to install noise monitoring on the A24 from Mickleham through to Capel.

Councillors agreed the area was too far from Slinfold and decided not to sign.

(c) To consider starting a Community Speedwatch for the village.

Enough volunteers had come forward to start a Community Speedwatch. The account for Slinfold was still active so Councillors agreed it was now up to the group to progress things from now.

11. Grounds and Buildings Maintenance

(a) To receive an update on Slinfold Stores.

This item had already been discussed.

(b) To approve a quote for cleaning the war memorial.

Councillors considered three quotes for cleaning the war memorial and **RESOLVED** to approve J Gumbrill's for £720 as it was a local company and Councillors were familiar with their work.

12. Recreation, Youth and Environment

(a) To receive an update on plans for enhancing biodiversity in the parish.

Further to the last meeting where it was agreed to progress with the plans for enriching biodiversity at Cherrytree, the Cherrytree Committee (not a Council a committee) had proposed a nature trail for the village which would include 12 posts and plaques and requested funding from the Council. As the Council was going to apply for a grant from Nature Recovery Grant it was **RESOLVED** to include these items as well.

(b) To receive an update on ditch maintenance at Cherrytree.

The ditch at Cherrytree had been dredged.

13. Committees and those on Outside Bodies

(a) To set dates for the next Committee Meetings.

It was **RESOLVED** to set 20th October as the date for the next Finance and Establishment Committee meeting. Highway and Byways and Recreation Youth and Environment would be arranged outside the meeting.

(b) To receive any updates.

Parish Cottages would be applying again for planning permission for two one-bedroom properties near 5 Greenfield Road. The new vicar had started and was staying in the vicarage.

14. Communications

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

The deputy clerk would email for ideas.

(b) To receive an update on the winter magazine.

Some content had been received but there were still outstanding submissions.

15. Items for the next agenda

Christmas events, Cosy Café, Biodiversity, Footpaths.

16. Next meeting dates

Council meeting: 30th October 2025.

APPENDIX A



Application for Co-option


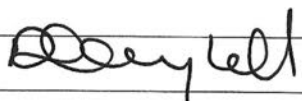
Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full name & Title	Mrs Julia Waples
Home Address	[REDACTED]
Home Telephone	
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]
Which Ward are you Applying For?	Slinfold

<p>About You Please provide the council with some background information about yourself.</p> <p>I have lived with my husband in Slinfold for 20 years. We have two grown up children and two grandchildren.</p> <p>I am a serving Magistrate with 20 years' experience and worked as an Exams Officer at Collyers for 16 years, before resigning in 2016.</p> <p>I was an active member of the Speedwatch team with Chris Leyland and have mentioned to Mike Simpson that I am happy to help again.</p> <p>We fell in love with the village when we came to view the house in 2005 and have never looked back. We may not initially have paid an active part in village life as our children did not go to the village school as they were already too old, but my husband and I have quietly supported various charitable initiatives in the village through the John Laing Charitable Trust.</p>
<p>Reasons for Applying</p> <p>I enjoyed working on the Slinfold Neighbourhood Plan and would like to be more involved in the Village.</p>

Signature	
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Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

	Proposer	Seconder
Name	Matt Tiffany	Duncan Campbell
Address	Langley Lyons Road Slinfold RH13 0QS	Field House Lyons Road Slinfold RH13 0QS
Signature		

Please return your completed application to the Clerk to the council. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Slinfold Parish Council.

Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.

APPENDIX B

Co-option Eligibility Form

In order to be eligible for co-option as a Slinfold Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been within the parish; or
- d) I have during the whole twelve months resided in the parish or within 3 miles of it

1. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....Julia Waples.....hereby confirm that I am eligible for the vacancy of Slinfold Parish Councillor, and the information given on this form is true and accurate record.

Signature.....*Julia Waples*.....

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	31/08/2025		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							
Net Payments	<u>(27,735)</u>	<u>(60,680)</u>	<u>(32,945)</u>				
<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>

Time: 12:07

CO-OP

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
25/09/2025	Carl Osborne	BACS	350.00		Cherrytree pond fence (501)
25/09/2025	Carl Osborne	BACS	1,100.00		Invoice 503
Total Payments			<u>15,030.71</u>		
