



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

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

Minutes of the Meeting of Slinfold Parish Council 29th June 2023

1. Attendance and Apologies for Absence

In attendance: Councillors Casdagli, Pyle, Smith Nigel (Vice Chair), Smith Paula, Sherwin-Smith and Walker.

Apologies: Councillors Leyland, Roberts and Slipper.

Also in attendance: Mike Simpson (Clerk) and two members of the public.

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

There were none.

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

A member of the public was concerned about the pedestrians crossing Hayes Lane to access the Downs Link as motorists drive so fast and asked if a sign could be erected to slow them down. Councillor Nigel Smith responded stating the 20mph zone would be introduced soon but would contact WSCC about a sign. The resident added that the bus shelter required fixing as it was leaking. Another member of the public spoke about the issues she was having with a planning application and the amount of time Horsham District Council was taking to determine it. She advised that three different officers had been assigned to the case and it was negatively impacting her and her family. The Council said it would try and help but advised the best person to contact would be her District Councillor.

4. Minutes from the previous meeting on 25th May 2023

To review and approve

Councillors **RESOLVED** to approve the minutes from the meeting on 25th May 2023 as a true and accurate record.

5. Chairman's Report

There was no report.

6. Councillor Reports

To receive reports from the District and County Councillors

Councillors noted the two written reports sent by Councillors Youtan and Mitchell.

7. Planning Applications

To consider the applications in the planning report (see appendices)

Councillors considered the report and **RESOLVED** to approve it.

8. Finance & Administration

(a) To review the schedule of payments and bank reconciliations since the 25th May 2023

Councillors **RESOLVED** to approve the payment schedule and bank reconciliations for May and June 2023.

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

Councillors reviewed the variance report and **RESOLVED** to approve it.

(c) To review the Council's reserves

Further to the internal audit report, the Clerk explained the Council's general reserves were too high whereupon Councillors **RESOLVED** to earmark £50,000 for the scout hut development.

(d) To review the rent charged for Slinfold stores

Councillors **RESOLVED** to keep the rent for the shop at £1,000 per annum.

(e) To consider a grant application from Slinfold Primary School

Councillors **AGREED** to defer any decision on the application until they had spoken to the school about the planning application to cut down trees.

(f) To consider advertising for Environment Officers

Councillors **RESOLVED** to advertise for two Environment Officers for 20 hours per month at £15 per hour. A discussion ensued about the rate of pay for the current officers whereupon it was **RESOLVED** to backdate their pay to £15 per hour to April 2023.

(g) To update the Council's mandate for Cambridge and Counties Bank

The Clerk explained that Councillor Leyland was the only current signatory on the account who was an existing councillor whereupon Councillors **RESOLVED** to add the Clerk, Mike Simpson, and Councillor Sherwin-Smith as signatories to the account.

9. Policies

(a) To review the Council's Standing Orders

The Council **RESOLVED** to approve the Standing Orders without any amendments.

(b) To review the Council's Financial Regulations

The Council **RESOLVED** to approve the Financial Regulations with the following amendments:

Remove clause 2.2:

'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.'

Insert arboriculturists into 11a(ii).

(c) To consider the Council's Financial Risk Assessment

Councillors **RESOLVED** to approve the Financial Risk Assessment for 2023-24.

10. Grounds and Buildings Maintenance

(a) To receive an update on works to Slinfold football club

The Clerk advised that he had not heard from Liam since the Council decided to approve his quote so it was **AGREED** that the Council would continue obtaining other quotes.

(b) To receive an update on Slinfold Stores

The Clerk advised that the extractor fan would be fitted very soon.

(c) To receive an update on the Six Acres balancing pond

Councillor Nigel Smith advised that the solicitor was still waiting for Southern Water to sign the Section 104 agreement to adopt the pipes under the kickabout area and he would focus on obtaining the £30,000 from the agreement and then go back to the balancing pond.

(d) To receive an update on the Scout hut

Councillor Nigel Smith said there had been no progress. He had spoken to the scouts about acquiring an old covid portacabin and asked the scout leader to obtain a price and present it to the Council, but he had not heard anything.

(e) To receive an update on play equipment at the Six Acres playground

Councillors considered the proposed design and **RESOLVED** to approve it. They **RESOLVED** to pay £15,000 for the new surface out of the Six Acres reserve with the remaining £20,000 from CIL.

(f) To receive an update on the parish tree survey

The Clerk reported that some of the trees deemed high risk in the tree survey were not on Parish Council land and belonged to Gaskyns. There were also concerns about the categorisation so he was in the process of getting a second opinion and, once this had been achieved, he would write to Gaskyns advising them of their responsibility. Councillors **RESOLVED** to try and place a TPO on the ash trees located on Gaskyns land due to their historical significance.

11. Cosy Café

Councillor Sherwin-Smith advised 54 people attended the latest session and said that help might be required in future sessions.

12. Parish Magazine

Items to include: Committee membership, Six Acres playground, WSSC pothole link, Swan Walk health and wellbeing centre, council meetings, Cosy Café and traffic calming construction dates.

13. Committees and those on Outside Bodies

To receive an update

Parish Cottages was struggling with the planning officer and were going to appeal.

14. Items for the next agenda

There were none.

15. Next meeting date

27th July 2023

COOP

Bank balance 31st May 2023	84,270.30	
Add outstanding receipts	0.00	
Less outstanding payments	-150.00	Sophie Hodgson
	84,120.30	

Cashbook

Opening balance April 2022	27,060.78
Receipts	71,358.74
Payments	-
Total	84,120.30

COOP

Bank balance 19th June 2023	79,842.56
Add outstanding receipts	0.00
Less outstanding payments	0.00
	79,842.56

Cashbook

Opening balance April 2022	27,060.78
Receipts	72,108.74
Payments	-19,326.96
Total	79,842.56

Lloyds Deposit	73,567.53
Close Brothers	86,214.06
Nationwide	86,433.63
Barclays	101.81
Lloyds	137.35
Cambridge and Counties	85,765.04
Total	£332,219.42

Total position £412,061.98

Payment Schedule May 26th-June 29th

Date	Payee	Details	Amount	VAT
26.05.23	Netwise	Hosting new site (2881)	£440.00	£88.00
26.05.23	Netwise	Website development (2903)	£699.00	£139.80
31.05.23	J Slipper	Coronation Day	£13.99	
31.05.23	Tim Harrison	Salary May	£185.30	
31.05.23	John Pilkington	Salary May	£189.74	
31.05.23	LGPS	M Simpson pension	£393.22	
31.05.23	Samantha Bell	Salary May	£701.48	

31.05.23	Mike Simpson	Salary May	£1,138.36	
31.05.23	Mike Simpson	Home office	£15.00	
31.05.23	Jane Slipper	Annual Parish Meeting/Cosy Café	£46.02	
02.06.23	NEST	S Bell pension May	£72.83	
05.06.23	Nic Lewis	T-shirts-coronation	£12.99	
05.06.23	Vision ICT (16431) Slinfold Football Club	Website hosting	£65.00	£13.00
05.06.23	Andy Winyard	Maintenance Grant	£2,000.00	
05.06.23	Slinfold Concert Band	Shop electrics	£2,252.00	£450.40
05.06.23	Netwise	Coronation day	£50.00	
13.06.23	HDC	Additional emails (2917)	£70.43	£14.09
19.06.23	NEST	Bin collection	£27.00	
23.06.23	Seal Calibration	S.Bell pension	£72.83	
23.06.23	Seal Calibration	Defibrillator service	£129.00	£25.80
29.06.23	Seal Calibration	Defibrillator case	£584.00	£116.80
29.06.23	The Farm Studio	New design of the newsletter/logo	£750.00	
29.06.23	WSCC	Streetlight maintenance 2022/23	£947.73	£189.55
29.06.23	Tim Harrison	June salary	£53.85	
29.06.23	John Pilkington	June salary	£53.85	
29.06.23	Mike Simpson	June salary	£1,138.36	
29.06.23	Mike Simpson	Pension June	£393.22	
29.06.23	Samantha Bell	June salary	£701.48	
29.06.23	Mike Simpson	Home Office	£15.00	
TOTAL			£13,211.68	£1,037.44

DC/23/0983	3 Yew Trees Stane Street Slinfold West Sussex RH13 0RE	Conversion and extension of roof above garage to form habitable space with dormer window to rear elevation and rooflights to front elevation. Erection of infill single-storey rear extension.	No objection
DC/23/0986	Five Oaks Road Slinfold West Sussex	Installation of 3x non-illuminated free standing billboard signs, and 3x graphic panels to be displayed on a replacement fence.	No objection
DISC/23/0099	The Cobblers Hayes Lane Slinfold West Sussex RH13 0SA	Approval of details reserved by condition 11 (Biodiversity Enhancement Strategy) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).	No objection
DISC/23/0055	New Barn School Guildford Road Broadbridge Heath Horsham West Sussex RH12 3PQ	Approval of details reserved by condition 5 (Landscape and Ecological Management Plan) to approve application DC/21/2350 (New primary and secondary school buildings, landscaping, creation of new playing fields and additional car parking).	No objection
DISC/23/0094	The Cobblers Hayes Lane Slinfold West Sussex RH13 0SA	Approval of details reserved by conditions 6 (foul and surface water) and 7 (surface water drainage statement) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).	No objection
DC/23/1112	Homelea Park Road Slinfold West Sussex RH13 0SD	Non Material Amendment to previously approved application DC/22/1067 (Removal of existing garage, erection of a single storey side extension and erection of a single storey front garage extension. Conversion of loft to form habitable living space, incorporating creation of a rear dormer, installation of rooflights and solar panels to roof. Fenestration and	No objection

		doors alterations, rendering to external walls and installation of new slate tiled roof.) Retain position of existing front door and hallway, install 3no long rooflights over hall in place of 3no separate rooflights. and reduced window to existing living space.	
DC/23/1063	Millstones Stane Street Slinfold West Sussex RH13 0RE	Variation of Condition 1 of previously approved application DC/22/1043 (Demolition of existing dwelling and erection of a replacement two-storey detached dwelling) Relating to minor amendments that include fenestration alterations, extension of the roof over the balcony and conversion of the garage to a studio.	No objection
DC/23/1014	Unit 1, Fersam UK Ltd The Business Park Maydwell Avenue Slinfold Horsham West Sussex	Non Material Amendment to previously approved application DC/19/0533 (Erection of a two storey building for part office and part clean manufacturing use (B1/B2 use)) for a smaller scale build falling back from the original parameters.	No objection
DC/23/1068	Slinfold Church Of England School The Street Slinfold West Sussex RH13 0RR	Surgery to 3x Yew (Works to Trees in a Conservation Area)	<p>OBJECT</p> <ul style="list-style-type: none"> •The trees on the plan are only randomly sketched-in, not properly mapped. <p>The description of the work is vague suggesting that the trees will be 'cut back to a few metres in height' which presumably means cutting back the wood to above the proposed fence? In several instances this would mean major works to these semi-mature trees which overhang the boundary and if heavily lopped we worry about their ability to bounce back. The proposed method of work needs to be more specific in order to be evaluated and in</p>

			<p>order for that to happen the line of the fence should be included in the submission.</p> <p>Furthermore, although not part of this Application, there would appear to be many more trees along the boundary which would be affected by the installation of this fence – why were they not included? Again, without a plan of the fence it is impossible to know.</p>
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