

# SLAUGHAM PARISH COUNCIL



## Parish Council Annual Meeting MINUTES

Thursday 15th May at 7.00pm – Sports Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council Email [clerk@slaughampc.co.uk](mailto:clerk@slaughampc.co.uk) Website: <http://www.slaughampc.co.uk>

Press and Public are welcome to attend - Public attendance at Parish Council meetings - The Parish Council is an open and transparent local authority and encourages public attendance at meetings.

The current Chairman of Council will be Chairman of the Meeting until the conclusion of Item 1. If there is no current Chair, then the Clerk will take the meeting until Item 1

**Present:** Cllrs Julia Elliott, Eric Prescott, David Dunn, Lesley Read, Jane MacNaughton

**Others present:** Two members of public

- 1 **To elect the Chairman of the Parish Council and receive declarations of office:** Cllr Julia Elliott, **Proposed by:** Cllr Dunn **Seconded by:** Cllr MacNaughton **Vote:** Unanimous. Declaration of Office received.
- 2 **To elect the Vice Chairman of the Parish Council and receive declarations of office:** Cllr Eric Prescott **Proposed by:** Cllr Read **Seconded by:** Cllr MacNaughton **Vote:** Unanimous. Declaration of Office received.
- 3 **To report any changes to Councillor Register of Interests:** None
- 4 **Apologies for absence** Cllr's James Keating, Debbie Beckinsale, Gary Marsh, Bob St George  
**Declaration of interest from members in respect of any items on the agenda.** None
- 5 **Approval of the Minutes of the Previous Meeting.** Parish Council Meeting 3<sup>rd</sup> April 2025 previously distributed.
- 7 **Adjournment for questions from the public:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda. None
- 8 **To appoint Standing Committees for the Year 2024/25** The Council is asked to confirm the membership of the standing Committees.
- 9 **Appointment of representatives to Committees for 2024/25** The Council is asked to confirm the appointment of its representatives on other organisations, the current list of members below are based on 2023/24 the minutes for this meeting will resolve those allocated for 2024/25
  - 9.1 **Planning** – considers planning applications deals with Street Lighting, Highways (incorporating traffic calming, pedestrian safety, traffic management and highway lighting) and Emergency Planning:  
**Current Members:** Cllrs Eric Prescott (Chair), Bob St George, Lesley Read, James Keating, Jane MacNaughton and co-opted Member Ken Boyle
  - 9.2 **Neighbourhood Planning Committee** - To develop a Neighbourhood Plan, for a sustainable and vibrant thriving rural community, driven by the needs and aspirations of the people in Slaugham Parish  
**Current Members:** Cllrs Eric Prescott (Chair), Bob St George, David Dunn, Lesley Read, Jane MacNaughton, Debbie Beckinsale, Gary Marsh and Julia Elliott.
  - 9.3 **Finance & Policy** – deals with finance matters, proposals for budgets, projects, communications financial policy matters etc:  
**Current/New Members:** Cllrs Gary Marsh (Chair), David Dunn, Bob St George, Jane MacNaughton, Jane MacNaughton Julia Elliott, Debbie Beckinsale and Eric Prescott
  - 9.4 **Recreation/New members** – deals with all matters concerning the Recreation grounds, Playgrounds and Allotments:  
**Current Members:** Cllr's Lesley Read (Chair), Julia Elliott, Jane MacNaughton, James Keating and co-opted members Ken Boyle, Lorette Holborn.
  - 9.6 **Appointment of representatives to other organisations for 2024/25:** The Council is asked to confirm the appointment of its representatives on other organisations. Members each take a subject as their special interest and report to Council, currently we have the following:
    - Disabled, Care in the Community: VACANT
    - Children and Youth Matters: VACANT
    - Footpaths: **Cllr Lesley Read**
    - Highways to Inc Bus Services: **Planning**
    - Charities /Funding: **Finance & Policy Committee**
    - Community Centres: **Recreation Committee**

- Allotments: **Cllr Lesley Read**
- Trees: Recreation Committee - **Appointed Tree Warden**
- Emergency Resilience Planning: **Cllr Debbie Beckinsale**
- Crime Prevention: **Cllr Debbie Beckinsale**

**9.7 Parish Council Representatives with Outside Bodies** Council representatives on outside bodies will receive notice of meetings by email and may take forward any relevant comments from the Parish to those meetings and report back to Council.

**WSALC - Sussex Association of Local Councils** Protect and promote the interests, rights, functions and privileges of member councils. Assist Councils in the performance of their duties and to promote and develop the social, cultural and recreational life of towns, parishes and villages. Promote widespread and well-informed interest in Local Government. **The Clerk, Cllr Prescott**  
**Mid Sussex Association of Local Councils (MSALC)** - The MSALC is a group forum for all Local Authorities in Mid Sussex to enable the pooling of ideas, discussing items of mutual interest and where necessary, making representations to District and County Authorities). **Cllr Eric Prescott, Julia Elliott**

**Action in Rural Sussex (AIRS)** Provides help and advice to Local Authorities and Residents Associations on Local Action Plans, Village Appraisals and surveys. It highlights problems specific to rural areas and will try to create a climate in which rural businesses and communities can prosper). **Cllr Bob St George**

**Council for the Protection of Rural England** – Protects and concerns itself with inappropriate, or any, development of sensitive areas of the rural countryside. Campaigns inside and outside Parliament in the cause of Rural Conservation. Local Branches seek to influence planning and development control policies of public authorities and private developers. **The Clerk**

**10. Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities:

**10.1. Mid Sussex District Council (MSDC):** Press Release/s *cc'd in advance*

Cllr Prescott reported there was no news on the draft Mid Sussex District Plan progress. The draft Horsham District Plan had been rejected by their Planning Inspector on 22 April due to issues around consultation and the perceived lack of effort made to help meet Crawley's un-met need.

The Annual meeting of the Council was held on the 14<sup>th</sup> May

**MSDC are offering grants for local groups to commemorate the 80<sup>th</sup> Anniversary of VE Day.**

**10.2. West Sussex County Council County Local Committee (WSCC)** – Press Release/s updates *cc'd in advance*

**11. Committee Reports:** to receive and approve committee and advisory group reports/updates

The Committee Chairmen will provide an update, Council to consider the RECOMMENDATIONS:

**11.1. Finance & Policy Committee:** To update members on current activities: RECOMMENDATION: Council approve the minutes of the 7<sup>th</sup> May 2025 **APPROVED RESOLVED**

**11.2. Members are asked to review and ratify the recommendation/s made at Committee:**

**11.2.1.** To review and adopt 2024/25 Finances to 31<sup>st</sup> March 2025 (*previously issued*) **APPROVED RESOLVED**

**11.2.2.** To review and note the Internal Auditors Report: RECOMMENDATION The Council approve the Internal Auditors Report 2024/25: **Proposed Cllr Julia Elliott, Second Cllr Eric Prescott APPROVED RESOLVED**

**11.2.3. Annual Governance Accountability Return (AGAR) 2024/25:** The Council to consider and agree that the Annual Governance and Accountability Return for the year ending 31 March 2025 accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015. **APPROVED RESOLVED**

**11.2.4. To ratify and approve Section 1: The Annual Governance Statement 2024/25** RECOMMENDATION: The Council approve the adoption of Section 1: Annual Governance Statement 2024/25. **Proposed Cllr David Dunn, Second Cllr Jane MacNaughton APPROVED RESOLVED**

**11.2.5. To ratify and approve Section 2: The Accounting Statement 2024/25** RECOMMENDATION: The Council approve the adoption of Section 2: The Annual Governance Statement 2024/25 **Proposed Cllr David Dunn, Second Cllr Eric Prescott APPROVED RESOLVED**

**11.2.6. To agree the period of the public's right of inspection** (the Regulations require the period to include 30 working days and the first ten working days of July) RECOMMENDATION: The Committee recommends the period of public inspection of the accounts. **Proposed Cllr Eric Prescott, Second Cllr Jane MacNaughton**

**11.2.7. Members are to agree the Annual Governance Accountability Return (AGAR) 2024/25 proceed to external Audit** – RECOMMENDATION: The Council approve the AGAR for external audit **APPROVED RESOLVED**

**11.3. Recreation:** To update members on current activities: To approve meeting/note minutes

Cllr Read – Invited allotment holders to a meeting. The purpose of the meeting was to explore ways of encouraging greater care, and shared responsibility among plot holders, including the suggestion to form an Allotment Association.

While attendees agreed that maintaining the site to a good standard is important, the majority felt that a formal association is not currently necessary and did not wish to pursue its formation at this time. That said, the meeting was constructive and positive.

Plot holders acknowledged the importance of playing their part in maintaining the overall site and supporting a respectful, well-kept environment for all. There was a shared understanding that everyone has a role in keeping the allotments a thriving and welcoming space. The discussion served as a helpful reminder of our collective responsibility, and it's encouraging to see a renewed sense of commitment from those present. The next committee is to be agreed, and the Clerk will coordinate this.

11.4. **Neighbourhood Planning:** To update members on current activities: To approve meeting/note minutes:

The Clerk to contact Dowsett Mayhew for an update on a meeting to discuss Councils next steps

11.5. **Planning Committee:** Members to consider updates and to approve meeting/notes minutes

12. **Chairman's Report:** to receive verbal updates

13. **Clerks Report –** To receive verbal updates

14. **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve:

14.1. Payments and receipts The Committee is asked to RESOLVE to approve: To approve Bank Reconciliation for April 2025 -

Approval in line with scheme delegation (*Ref: Bank Payment April 2025 in advance*) Proposed Cllr MacNaughton Second Cllr Read APPROVED RESOLVED

14.2. The Committee is asked to RESOLVE to approve the schedule of payments for April/May (part) previously distributed.

Proposed Cllr Prescott Second Cllr Dunn APPROVED RESOLVED

Date: 14/05/2025		Slaugham Parish Council				Page 1			
Time: 18:26		Cashbook 1				User: SM			
		Current Bank A/c							
		Payments made between 01/04/2025 and 30/04/2025							
						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/04/2025	British Gas	DDR	486.13			4502	401	486.13	Mac Hall Gas
07/04/2025	Adobe Product	DDR	19.97		3.33	4122	101	16.64	Adobe IT Support
14/04/2025	Complete Garden Service Tree S	BACS	13,052.00		2,172.00	4202	201	5,865.00	Allotment Clearance
						4622	101	4,995.00	Allotment/Knapes Clearance
						322		-4,995.00	Allotment/Knapes Clearance
						6000	101	4,995.00	Allotment/Knapes Clearance
15/04/2025	Adobe Product	DDR	9.98		1.96	4122	101	8.02	IT Adobe Support
22/04/2025	Boyd's Bank	DDR	8.50			4115	101	8.50	Bank Fees
24/04/2025	Mid Sussex District Council	BACS	5,489.00			4505	401	5,489.00	Business Rates Mac Hall
24/04/2025	Mid Sussex District Council	BACS	2,070.85			4506	401	2,070.85	Business Rates Pavilion
25/04/2025	West Sussex County Council	BACS	5,446.43			4100	101	5,446.43	Staff Salaries
25/04/2025	West Sussex County Council	BACS	172.15		28.69	4101	101	143.46	Admin Fees
25/04/2025	SSE Energy Supply	DDR	452.72		21.56	4500	501	431.16	UMS Energy Street Light Fees
30/04/2025	Complete Garden Service Tree S	BACS	4,140.00		660.00	4315	301	3,450.00	Fell Chiswick Ash Tree Common
30/04/2025	Mid Sussex District Council	BACS	397.26			4412	401	397.26	Lease Rent Mac Hall
30/04/2025	Parish Office	BACS	230.92			4140	101	165.92	Travel
						4145	101	45.00	Use of Home
						4138	101	20.00	Tel/Broadband
30/04/2025	Foster Landscapes Ltd	BACS	225.22		37.54	4415	401	93.84	Playground Inspections Slaugh
						4401	401	93.84	Playground Inspections HX
30/04/2025	West Sussex Local Council	BACS	1,490.40			4127	101	1,490.40	WSSALC/NALC Subscription
30/04/2025	Foster Landscapes Ltd	BACS	225.22		37.54	4415	401	93.84	Inspection PG April
						4401	401	93.84	Inspection PG April
30/04/2025	RBS Software Solutions	BACS	596.40		99.40	4124	101	203.00	Allotment
						4124	101	294.00	Alpha Finance
30/04/2025	Netcom IT Solutions	BACS	170.40		28.40	4124	101	142.00	Netcom IT Solutions
30/04/2025	Luhaw Garden Services	BACS	365.00			4415	401	40.00	Slaugh Playground
						4406	401	170.00	PP Village Green
						4414	401	110.00	Mac Hall
						4418	401	45.00	Pavilion
30/04/2025	Ellis Cleaning Services Ltd	BACS	100.80		16.80	4418	401	42.00	Sanitary Services Halls HX
						4414	401	42.00	Sanitary Services Halls PP
Subtotal Carried Forward:			35,129.37	0.00	3,136.92			31,992.46	

Date: 14/05/2025		Slaugham Parish Council				Page 2			
Time: 18:26		Cashbook 1				User: SM			
		Current Bank A/c							
		Payments made between 01/04/2025 and 30/04/2025							
		Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
30/04/2025	British Gas	BACS	438.00		73.00	4510	501	365.00	Three Mobile PPCC
30/04/2025	Three Mobile PPCC	DDR	10.79		1.80	4414	401	8.99	WiFi Mac Hall
Total Payments:			35,578.16	0.00	3,211.72			32,366.44	

Date: 29/04/2025		Slaugham Parish Council		Page 1	
Time: 18:08		Bank Reconciliation Statement as at 31/03/2025 for Cashbook 1 - Current Bank A/c		User: SM	
Bank Statement Account Name (s)	Statement Date	Page No	Balances		
Treasurers	31/03/2025	86	1,001.00		
Business Investment	31/03/2025	116	80,082.44		
			81,083.44		
Unpresented Payments (Minus)		Amount			
		0.00			
			0.00		
			81,083.44		
Unpresented Receipts (Plus)					
		0.00			
			0.00		
			81,083.44		
Balance per Cash Book is :-			81,083.44		
Difference is :-			0.00		

Clerk & RFO:

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

Councillor:

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

15. **Correspondence/Information Items/Publications/Consultations:** (*Correspondence cc'd in advance to members*)
16. **Highways/Footpaths:** to review highways projects/items
17. **Police / NHW Report / Resilience Group Reports**  
17.1. Crime Reports cc'd members – Updates issued to members in advance
18. **Any other matters that the Chairman wishes to raise for future discussion:** None

**Date of next meeting/s –**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_