



Parish Council Annual Meeting MINUTES

Thursday 28th May at 6.30pm – Sports Pavilion, High Street, Handcross

Sally Mclean - Clerk to the Council Email clerk@slaugham-pc.gov.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.

authority and

Present: Cllrs Julia Elliott, Eric Prescott, Gary Marsh, Lesley Read, David Dunn, Jane MacNaughton, Ken Boyle,

Others Present: 1 member of public

The outgoing Chair of Council will be Chair 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

- 1 **Election of Chair:** To elect the Chairman of the Parish Council for the ensuing year and receive declarations of office as Chair of the Council: **Cllr Eric Prescott Proposed Cllr Julia Elliott, Cllr Lesley Read**
- 2 **Election of Election of Vice Chair:** To elect the Vice Chairman of the Council for the ensuing year and receive declarations of office as Vice-Chairman of the Council. Cllr Gary Marsh Proposed Cllr Boyle, Cllr Dunn
- 3 **Declarations of interest:** To receive and record any declarations of interest in respect of items on the agenda. None
- 4 **Apologies for absence:** To receive and accept apologies for absence. Cllr James Keating
- 5 **Approval of the Minutes of the Previous Meeting.** Parish Council Meeting **30th April 2026** previously distributed. Proposed Cllr Prescott, Second Cllr MacNaughton
- 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 2025/26** The Council is asked to confirm the membership of the standing Committees.
- 9 **Appointment of representatives to Committees:** To confirm the appointment of the Council's representatives to outside organisations for the municipal year 2025/26. Members are asked to review the current list of appointments, consider any changes required, and resolve to appoint or re-appoint representatives as appropriate.
 - 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), Lesley Read, James Keating, Jane MacNaughton, 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), James Keating, David Dunn, Lesley Read, Jane MacNaughton, Gary Marsh Ken Boyle and Julia Elliott.
 - 9.3 **Finance, Governance & Estates Committee** – deals with finance matters, proposals for budgets, projects, communications financial policy matters etc:
Current Members: Cllrs Gary Marsh (Chair), David Dunn, Jane MacNaughton, James Keating and Eric Prescott
 - 9.4 **Recreation** – deals with all matters concerning the Recreation grounds, Playgrounds and Allotments:
Current Members: Cllr's Lesley Read, Julia Elliott, Jane MacNaughton, Ken Boyle (Chair), Gary Marsh.
 - 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:
 - o Disabled, Care in the Community: VACANT
 - o Children and Youth Matters: Recreation Committee
 - o Footpaths: Cllr Lesley Read
 - o Highways to Inc Bus Services: Planning Committee
 - o Charities /Funding: Finance & Policy Committee
 - o Community Centres: Recreation Committee
 - o Allotments: Cllr Lesley Read
 - o Trees: Recreation Committee - Appointed Tree Warden

- Emergency Resilience Planning: Gary Marsh
- Crime Prevention: Gary Marsh

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,**

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). **Recreation Committee**

Council for the Protection of Rural England – (CPRE) 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. **Planning Committee**

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*

District Plan Update -MSDC has confirmed that the Inspector has agreed the methodology for selecting additional sites and that the Council has now published its list of 35 additional sites for further testing, including Sites 603, 1188, 818 and 181 within Slaugham Parish.

A two-week fact-check exercise with site promoters was underway, after which MSDC confirmed that **in-combination testing** would commence. At this stage, MSDC had not published a timetable for the completion of that testing or for the subsequent consultation on Main Modifications. The Council had stated only that in-combination testing was expected to be completed “during the summer” and that any proposed modifications, including additional site allocations, would be subject to a six-week public consultation later in the year. No further dates had been issued by MSDC as at 28 May, and the Council was awaiting confirmation from the Inspector on the next steps in the examination process.

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

11.1. **Finance, Governance & Estates Committee:** To update members on current activities:

11.2. **To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2026:** To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2026 ensuring it accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 as follows:

11.3. **Members are asked to review and ratify the recommendation/s set out below :**

11.3.1. Members are asked to review and adopt **2025/26** Finances to 31st March 2026 (*attached*) Proposed Cllr Marsh Second Cllr MacNaughton **APPROVED RESOLVED**

11.3.2. To review and note the Internal Auditors Report: **RECOMMENDATION** The Council approve the Internal Auditors Report **2025/26:** (*attached*) The Internal Auditor reported that the Council’s governance and financial controls are robust and compliant, with all control objectives met. A small number of advisory recommendations were made, including updating the Website Accessibility Statement and continuing to build general reserves, both of which are in progress. Proposed Cllr Marsh Second Cllr Dunn **APPROVED RESOLVED**

11.3.3. **Annual Governance Accountability Return (AGAR) 2025/26:** The Council to consider and agree that the Annual Governance and Accountability Return for the year ending 31 March 2026. (*attached*) Cllr Marsh Second Cllr Dunn **APPROVED RESOLVED**

11.3.4. **To ratify and adopt Section 1: The Annual Governance Statement 2025/26 RECOMMENDATION:** The Council approve the adoption of Section 1: Annual Governance Statement **2025/26.** (*attached*) Cllr Prescott Second Cllr MacNaughton **APPROVED RESOLVED**

11.3.5. **To ratify and adopt Section 2: The Accounting Statement 2025/26 RECOMMENDATION:** The Council approve the adoption of Section 2: The Annual Governance Statement **2025/26(attached)** Cllr Prescott Second Cllr Dunn **APPROVED RESOLVED**

11.3.6. **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. (*attached*) Cllr Prescott Second Cllr MacNaughton **APPROVED RESOLVED**

11.3.7. **Members are asked to agree that the Annual Governance and Accountability Return (AGAR) for 2025/26 be submitted to the External Auditor. RECOMMENDATION:** That the Council approves the AGAR for 2025/26 and authorises its submission for external audit. Cllr Prescott Second Cllr MacNaughton **APPROVED RESOLVED**

- 11.4. **Recreation:** To update members on current activities: To approve meeting/note minutes: The Clerk to coordinate a meeting to discuss current projects.
- 11.5. **Neighbourhood Planning:** To update members on current activities: To approve meeting/note minutes Members received an update on current activities surrounding the progress of the east and west site at St Martins Close. Members noted the Extraordinary Meeting convened on 26th May to raise awareness of the District Plan updates and to gather initial feedback from residents on the sites identified for further testing. The Clerk will be sharing draft minutes of that meeting ahead of the next convenient meeting.
- 11.6. **Planning Committee:** Members to consider updates and to approve meeting/notes minutes: Noted

12. **Chairman's Report:** to receive verbal updates: Nothing to report see 11.5

13. **Clerks Report –** To receive verbal updates: Nothing to report

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 March 2026 - Approval in line with scheme delegation (*Ref: Bank Payment in advance*) Cllr Prescott Second Cllr MacNaughton **APPROVED RESOLVED**
- 14.2. The Committee is asked to RESOLVE to approve the schedule of payments for May 2026 previously distributed. llr Marsh Second Cllr Dunn **APPROVED RESOLVED**

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Treasurers Business Account	30/04/2026	99	1,001.00
Instant Access Account	30/04/2026	129	71,490.43
			72,491.43
Unpresented Payments (Minus)			Amount
30/04/2026 BACS Mid Sussex District Council		1,460.16	1,460.16
			71,031.27
Unpresented Receipts (Plus)			
30/04/2026 Precept		105,000.00	105,000.00
			176,031.27
			Balance per Cash Book is :- 176,031.27
			Difference is :- 0.00

Clerk & RFO:
Name _____ Signed _____ Date _____
Councillor:
Name _____ Signed _____ Date _____

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Alc	Centre	£ Amount	Transaction Details
05/05/2026	Adobe Product	DDR	19.97		3.33	4122	101	16.64	Adobe
05/05/2026	British Gas	DDR	163.17		4502	401	163.17	Mac Hall Gas	
14/05/2026	Staring Industrial Doors	BACS	-95.20	-14.20	4414	401	-71.00	Returned re incorrect payee	
19/05/2026	Lloyds Banks	STD ORD	6.50		4115	101	8.50	Bank Fees	
28/05/2026	West Sussex County Council	BACS	5,704.75		4100	101	5,704.75	Staff Salaries April 2026	
28/05/2026	Parish Office	BACS	417.43		4140	101	47.76	Travel Backdate April 2026	
					4140	101	324.67	Travel May 2026	
					4115	101	45.00	Use of Home	
28/05/2026	Foster Landscapes Ltd	BACS	225.22	37.54	4415	401	93.84	Playground Inspection Sla	
					4401	401	93.84	Playground Inspections	
28/05/2026	Netcom IT Solutions	BACS	85.20	14.20	4124	101	71.00	Support IT	
28/05/2026	Netcom IT Solutions	BACS	85.20	14.20	4124	101	71.00	IT Support	
28/05/2026	GC Fire & Security Ltd	BACS	96.00	16.00	4414	401	60.00	Mac Hall Alarm	
28/05/2026	Ellis Cleaning Services Ltd	BACS	119.60	19.93	4414	401	49.83	Sanitary halls	
					4415	401	49.84	Sanitary halls	
28/05/2026	Direct Technical Services	BACS	450.00	75.00	4510	501	375.00	Pig 20 Resipose Street Lantern	
28/05/2026	Three Mobile PPCC	BACS	40.02	6.67	4130	101	33.35	Halls Broadband (WPI)	
28/05/2026	Foster Landscapes Ltd	BACS	675.66	112.51	4415	401	281.52	Playground Insp Sla x.3	
					4401	401	281.53	Playground Insp HX x.2	
28/05/2026	SSE Energy Supply	DDR	387.15	61.19	4500	501	305.96	Street Light Energy	
Total Payments:			8,372.67	0.00	346.47		6,026.20		

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:**

Date of next meeting/s –

Signed: _____ Date: _____