

# SLAUGHAM PARISH COUNCIL



## Parish Council Annual Meeting MINUTES

The Council Members are summoned to a Meeting to be held on Thursday 23<sup>rd</sup> May 2024 at 7.30pm – 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, Jane MacNaughton, Gary Marsh, Lesley Read, Bob St George, Phil Morris

**Others Present:** 2 members of public

**1 To elect the Chairman of the Parish Council and receive declarations of office:**

Cllr Elliott presided for this item. Nominations for the office of Chairman of the Council were called. Cllr Prescott proposed and Cllr Marsh seconded that Cllr Julia Elliott be nominated as Chairman. There being no further nominations, Cllr Elliott was elected as Chairman to the Parish Council for the Council year 2024-25.

**2 To elect the Vice Chairman of the Parish Council and receive declarations of office:**

Nominations for the office of Vice Chairman were called. Cllr Read proposed and Cllr Bob St George seconded that Cllr Prescott be nominated as Vice Chairman. There were no further nominations and Cllr Prescott was duly elected as Vice Chairman to the Parish Council for the Council year 2024-25.

**3 To report any changes to Councillor Register of Interests:** Councillors advised there were no changes to their register of interests.

**4 Apologies for absence and declaration of interest from members in respect of any items on the agenda.** Cllr's Adrienne Melville, David Dunn, County Councillor Bruce Forbes

**5 Approval of the Minutes of the Previous Meeting.** Parish Council Meeting 25<sup>th</sup> April 2024 previously distributed. Proposed Cllr Prescott, Second Jane MacNaughton

**6 Co-Option** – Where there are not validly nominated candidates at the ordinary elections of a parish council those candidates who are validly nominated are elected. This occurs as a result of insufficient nominations for the seats available at the time of election. In these circumstances a person can be co-opted to fill a vacancy/vacancies at the discretion of the local authority (Parish Council). The nomination qualifications required of an applicant for either an ordinary or casual vacancy are the same in accordance with S79 of the Local Government Act 1972.

**Mr James Keating – Slaugham & Warninglid**

he Councillors welcomed James to the meeting, having reviewed his application without any additional questions. Councillor Gary Marsh proposed that Mr. James Keating be co-opted to the Parish Council, and this was seconded by Councillor Eric Prescott. The proposal to co-opt Mr. James Keating as a member of the Parish Council was put to a vote and unanimously resolved.

Mr James Keating was duly co-opted as a member of Slaugham Parish Council

**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.

Item reference 11.3 – St Martins Close. Cllr Prescott advised that the Council's advisors are in contact with the developers and are awaiting an update. This matter is being expedited in conjunction with the owners of the west site due to the time that has elapsed.

**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 is 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, 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, Gary Marsh and Julia Elliott.
- 9.3 **Finance** – deals with finance matters, proposals for budgets, projects, financial policy matters etc:  
**Current Members:** Cllrs Gary Marsh (chair) David Dunn, Bob St George, Jane MacNaughton, Julia Elliott, and Eric Prescott.
- 9.4 **Recreation** – deals with all matters concerning the Recreation grounds, Playgrounds and Allotments:  
**Current Members:** Cllr's Lesley Read (Chair), Julia Elliott, Jane MacNaughton, Phil Morris and co-opted members Ken Boyle, Lorette Holborn.
- 9.5 **Communications** – Cllrs Philip Morris (Chair), Julia Elliott, Bob St George, Adrienne Melville, Jane MacNaughton, David Dunn.
- 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: **Cllr Carole Steggles**
  - Children and Youth Matters: **Cllr Phil Morris**
  - Footpaths: **Cllr Lesley Read**
  - Highways to Inc Bus Services: **Cllr Carole Steggles**
  - Charities/Funding: **The Clerk, to inc the chair of each committee**
  - Community Centres: **Recreation Committee**
  - Allotments: **Cllr Lesley Read**
  - Trees: Appointed Tree Surgeon – **Cllr Adrienne Melville**
  - Emergency Resilience Planning: **Cllr James Keating**
  - Crime Prevention: **Cllr Gary Marsh**

**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**

**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). **The Clerk & a member of Council TBA**

**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**

**Campaign 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. **Cllr Adrienne Melville**

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 Gary Marsh – The Handcross Waymaker has been installed, and the official opening will be sometime in June. It is the intention of the District Council to install a waymaker in each village. There are currently 8 waymarkers sited at the start and finish points of the walks. These were designed and carved by local West Sussex [artist Janine Creaye](#). The waymarkers are all unique and individually designed to reflect local history and themes. More information can be found <https://abouttheplace.midsussex.gov.uk/>

The members at Council will go into a purdah

10.2. **West Sussex County Council County Local Committee (WSCC)** – Press Release/s updates *cc'd in advance*: None Present

**11. Committee Reports:** to receive and note committee and advisory group updates

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

- 11.1. **Finance & Policy Committee:** To update members on current activities: To approve meeting minutes 9<sup>th</sup> May 2024 **APPROVED RESOLVED**
- 11.1.1. To review and adopt 2023/24 Finances to 31<sup>st</sup> March 2024 (*previously issued*) Proposed Cllr Gary Marsh and seconded Cllr Bob St George **APPROVED RESOLVED**
- 11.1.2. To review and re-adopt Standing Orders and Finance Regulations (*minor modification attached*)
- 11.1.3. To approve the continuation of the following arrangements:
- 11.1.3.1. Scheme of Delegation staff and committees in line with legislation (*attached*). Proposed Cllr Gary Marsh and seconded Cllr Bob St George **APPROVED RESOLVED**
- 11.1.4. To review and confirm arrangements for the following:
- 11.1.4.1. Inventory of Land and Assets (*attached*). Cllr Gary Marsh and seconded Cllr Bob St George **APPROVED RESOLVED**
- 11.1.4.2. Insurance arrangements (*attached*). Cllr Eric Prescott and seconded Cllr Jane MacNaughton **APPROVED RESOLVED**
- 11.2. **Recreation:** To update members on current activities: To approve meeting/note minutes  
Cllr Read provided a brief apprise of the upcoming changes recommended for the allotments –
- Three month probation for new leases.
  - Price increases to be applied for next year.
  - Persistent offenders are to be contacted with a notice to re-enter the site and reclaim.
  - The Committee are working on a clearance for both sites
- 11.3. **Neighbourhood Planning:** To update members on current activities: To approve meeting/note minutes  
Land at St Martin Close - The Neighbourhood Plan indicates that the site is suitable for development between 2017 – 2022 – To update members on progress: see item 7
- 11.4. **Planning Committee:** Members to consider updates and to approve meeting/notes minutes: Noted
- 11.5. **Communications** - Members to consider updates and to approve meeting/notes minutes: Working group meeting planned for the 30<sup>th</sup> May 2024.

**12. Chairman's Report:** to receive verbal updates: None

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

**NALC UPDATES:**

**Published the updated edition of the Good Councillors guide.** This is an essential tool for all parish and town councillors, whether new, aspiring, or existing local (parish and town) council members. The guide is designed to provide practical insights into the workings of local democracy and how councillors can effectively contribute to it. It serves as a stepping stone to becoming a good councillor. The guide is divided into ten comprehensive sections, each covering a crucial aspect of a councillor's role. It is a must-read for new councillors, ensuring they understand their responsibilities, limitations, and the reasons behind them.

**It a prompt that Local councillors are not 'volunteers' in the common use of the word. Firstly, local councils are not part of the voluntary, community and faith sector (VCFS). Local councils are the first tier of government, closest to the community. Once the Declaration of Acceptance of Office form is signed (and this must take place for someone to become a councillor), that person takes up the position as a holder of public office in a local authority, albeit unpaid, with all the responsibility that comes with it.**

The guide is free to members. There is a suite of other good councillor guides on community business, cyber security, employment, finance and transparency, neighbourhood planning and transport planning,

**Standards of behaviour debated in Parliament**

Promoting civility and respect in local councils and lobbying to strengthen the standards regime are among the priorities set out in the [open letter by NALC's chair, Cllr Keith Stevens](#). *Government measures to tackle the bullying of local government officials. This short debate seeks to explore the Government's plans properly to provide for enforcement of the codes of conduct applicable to parish and town councillors, given the amount of bullying and intimidation experienced by local council clerks.*

NALC have been working closely with colleagues at the Society of Local Council Clerks on this important issue, in particular through the [Civility and Respect Project](#). And over the last year NALC has secured and contributed to several debates in Parliament on standards to raise awareness, the latest of these was a [House of Commons adjournment debate](#) on 9 May where the local government minister, Simon Hoare MP, confirmed what he had previously indicated to Keith in their discussions, that "there are some standards lacunae and a clear and growingly compelling case for having a look at this issue again" and he would be happy to continue conversations with NALC and others. It's good the minister has listened to Keith's plea to look again at the government's position, and this will provide an opportunity for us to continue to press our call for implementation of the Committee on Standards in Public Life's recommendations including the restoration of sanctions.

**NALC have published the latest edition of the model financial regulations (attached) To be reviewed by the Finance & Policy Committee ahead of the June meeting.**

[NALC publishes updated Model Financial Regulations for local councils - News](#)

- 14. Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve: Bank Reconciliation for month April 2024 Approval in line with scheme delegation (Ref: Bank Payment Analysis May 2024 attached) **RECOMMENDATION:** The Committee approves the schedule of payments for (part) – Proposed Cllr MacNaughton Second Cllr Prescott

Slaugham Parish Council										Slaugham Parish Council			
Cashbook 1					Bank Reconciliation Statement as at 30/04/2024					for Cashbook 1 - Current Bank A/c			
Current Bank A/c													
Payments made between 26/04/2024 and 22/05/2024													
<b>Nominal Ledger Analysis</b>										<b>Bank Statement Account Name (s)</b>			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	Statement Date	Page No	Balances	
26/04/2024	SSE Energy Supply	DDR	452.72		21.56	4500	501	431.16	Street Lighting Energy UMS	30/04/2024	105	1,000.00	
03/05/2024	British Gas	DDR	380.60			4502	401	380.60	Gas Mac Hall	30/04/2024	75	134,096.47	
07/05/2024	Adobe Product	DDR	19.97		3.33	4122	101	16.64	Adobe Support				
21/05/2024	Seaforth Hall	BACS	500.00			4417	101	500.00	Grant Projector S137			135,096.47	
21/05/2024	Lukes Garden Service	BACS	240.00			4415	401	40.00	Staugham Playground				
						4414	401	60.00	Mac Hall			0.00	
						4406	401	140.00	Pease Pottage Village Green			135,096.47	
22/05/2024	Netcom IT Solutions	BACS	85.20		14.20	4124	101	71.00	IT Support				
22/05/2024	Parish Office	BACS	203.78			4140	101	138.78	Travel				
						4145	101	45.00	Use of Home				
						4138	101	20.00	Tel/Broadband/Mobil				
22/05/2024	Sterling Industrial Doors	BACS	1,020.00		170.00	4414	401	850.00	Maintenance Shutters Mac Hall				
<b>Total Payments:</b>			<b>2,902.27</b>	<b>0.00</b>	<b>209.09</b>			<b>2,693.18</b>					
										<b>Unrepresented Payments (Minus)</b>			
										<b>Amount</b>			
										<b>0.00</b>			
										<b>Unrepresented Receipts (Plus)</b>			
										<b>Amount</b>			
										<b>0.00</b>			
										<b>Balance per Cash Book is :-</b>			
										<b>135,096.47</b>			
										<b>Difference is :-</b>			
										<b>0.00</b>			
<b>Clerk &amp; RFO:</b>													
Name .....										Signed .....		Date .....	
Councillor:										Signed .....		Date .....	
Name .....										Signed .....		Date .....	

- 15. Correspondence/Information Items/Publications/Consultations:** (Correspondence cc'd in advance to members)

- 16. Highways/Footpaths:** to review highways projects/items

Cllr Keating will discuss the proposed offer of a temporary kerb with the village. The Parish Council is concerned about leaving the damaged area in its current condition.

Cllr Prescott will contact the Council's tree surgeon regarding the trees Coos Lane near Furnace Pond.

The Council to consider looking at traffic calming management contractors to look after the SID's on behalf of the Parish - Cllr Marsh to look at solar SID's.

- 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 – 27<sup>th</sup> June 2024**

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