

SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES

Meeting held on Thursday 26th February 2026 at 7.00pm – The Sports Pavilion, High Street, Handcross

Sally McLean – Parish Clerk clerk@slaugham-pc.gov.uk Website: <http://www.slaughampc.co.uk> Tel 01403 733881

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



Present: Cllrs Gary Marsh (chair), Lesley Read, Jane MacNaughton, Ken Boyle, James Keating, David Dunn, Julia Elliott
Others Present: 3 Members of the public

1. **Apologies for Absence:** To receive and accept apologies for absence. Cllr Eric Prescott
2. **Declaration of interest from members in respect of any items on the agenda:** To record any declarations of interest: None
3. **Approval of the Minutes of the Previous Meeting/s held on 29th January 2026** -To receive and accept the Minutes Proposed Cllr Dunn
 Second Cllr Read **APPROVED RESOLVED**
4. **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**
5. **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities
 - 5.1. **Mid Sussex District Council (MSDC):** Press Release/s updates *cc'd in advance*
 Cllr Marsh provided a brief update on the District Plan status and timetable. Members noted the MSDC press releases circulated in advance. No further comments were raised, and no actions were required.
 - 5.2. **West Sussex County Council County Local Committee (WSCC/CLC)** – Press Release/s updates *cc'd in advance* Members noted the MSDC press releases circulated in advance. No further comments were raised, and no actions were required. **County Councillor Bruce Forbes** confirmed that he will be standing down at the next election. Members recorded their thanks for his service and support to the parish and wished him well for the future.
6. **Committee Reports:** Council to consider the recommendations, receive and note committee and advisory group/updates: To approve meeting and or briefing notes received in advance of the meeting convened:
 - 6.1. **Finance & Policy Committee:**
 - 6.1.1. To review and adopt the Standing Orders (*attached*) Members reviewed the Standing Orders as circulated and **RESOLVED** to adopt them without amendment.
 - 6.1.2. To review and adopt the Model Financial Regulations (*attached*) Members reviewed the Model Financial Regulations as circulated and **RESOLVED** to adopt them without amendment.
 - 6.1.3. To review and adopt the Councillors Code of Conduct (*attached*) Members reviewed the Councillors' Code of Conduct as circulated and **RESOLVED** to adopt the Code
 - 6.1.4. Governance and Compliance – Members to consider and approve the appointment of ProcessMatters2 as the Council's Data Protection Officer (DPO) as recommended, and to adopt the associated terms of engagement (*previously distributed*) Members **RESOLVED** to approve the appointment and to adopt the terms of engagement
 - 6.2. **Recreation:** To update members on current activities and to approve meeting/note minutes from meeting held: 17th February 2026 (*attached*) Members received an update on current recreation activities. The minutes and notes of the Recreation Committee meeting held on 17th February 2026, as attached, were reviewed and **APPROVED**.
 - 6.3. **Neighbourhood Planning: Land at St Martin Close** - To update members on current activities to review and approve meeting/note minutes where required: Members received an update on current activities relating to the Land at St Martin Close a meeting to review the current status is scheduled for the 16th March 2026 at 6pm in the Pavilion
 - 6.4. **Planning Committee:** Members to consider updates: To approve meeting minutes of meeting/notes *cc'd in advance (attached)* The minutes and notes of the Planning Committee meeting/s held, were reviewed and **APPROVED**.
7. **Chairman's Report:** to receive verbal report for the Chair:
 - 7.1. To update members on the acquisition of Woodgate Pavilion, Pease Pottage from Thakeham Homes. Members received an update on the acquisition of the Woodgate Pavilion, Pease Pottage, from Thakeham Homes. The current position was noted, and members acknowledged the ongoing work required to progress the transfer.
8. **Clerks Report** – to receive information, verbal or written report from the Clerk papers *cc'd in advance*
 - 8.1. To update members on the recent application made to WSCC as Commons Registration Authority under Section 19 of the Commons Act 2006 to amend ownership land registrations for CL319/CL24 and VG68 parcels of land within Slaugham Parish, noted as part of a wider pattern of similar claims across towns and parishes. Members noted that there was no further update available at this time.
9. **Finance Matters Payments and receipts** The Committee is asked to RESOLVE to approve:
 - 9.1. Payments and receipts The Committee is asked to RESOLVE to approve: To approve Bank Reconciliation for January 2026 - Approval in line with scheme delegation (*Ref: Bank Payment in advance*)
 - 9.2. The Committee is asked to RESOLVE to approve the schedule of payments for February 2026 previously distributed.

Date	Page No	Reference	£ Total Asset	£ Credits	£ VAT	£ Debits	£ Amount	Transaction Details
2025/02/01	None	IC	79.00			12.10	47.90	19.00 None
2025/02/01	British Gas	008	50.29		4002	4002	50.29	None
2025/02/01	Asda Petrol	008	19.97		3.39	4132	16.58	Asda Petrol
2025/02/01	Virgin Bank	008	8.20		4132	4132	8.20	Virgin Bank
2025/02/01	Phone2Market	BACS	10.00		4137	4137	10.00	Phone2Market
2025/02/01	EE Energy Super	008	262.23		55.87	4500	206.36	EE Energy Super
2025/02/01	Virgin Office 10 Ltd	BACS	208.84		45.31	4102	163.53	Virgin Office 10 Ltd
2025/02/01	Swire Insurance Co	BACS	1,000.00		171.10	4414	828.90	Swire Insurance Co
2025/02/01	Netcom IT Solutions	BACS	688.80		114.77	4124	574.03	Netcom IT Solutions
2025/02/01	191 Computers Ltd	BACS	4,000.00		675.50	4150	3,324.50	191 Computers Ltd
2025/02/01	Surety Hills Solicitors LLP	BACS	1,533.00		255.50	4146	1,277.50	Surety Hills Solicitors LLP
2025/02/01	Elia Cleaving Services Ltd	BACS	105.20		17.53	4416	87.67	Elia Cleaving Services Ltd
2025/02/01	Mulberry & Co	BACS	320.00		48.75	4110	271.25	Mulberry & Co
2025/02/01	Parish Office	BACS	306.80		4146	4146	306.80	Parish Office
2025/02/01	Swire Data	BACS	23.00		4417	4417	23.00	Swire Data
2025/02/01	Thames Valley PLC	BACS	10.00		6.15	4144	3.85	Thames Valley PLC
Total Payments			9,524.62	0.00	1,404.44	6,120.18		

Bank Statement Account Name (s)	Statement Date	Page No	Balance
Treasurers Business Account	30/01/2026	68	1,001.00
Instant Access Account	29/01/2026	126	107,847.19
Unrepresented Payments (Mines)			Amount
1605102005 DD	Virgin Bank		8.90
Unrepresented Receipts (Plan)			Amount
0605102005 Interest		60.00	60.00
Balance per Cash Book is :-			109,006.78
Difference is :-			0.00

9.3. **Grant Request** - Section 137 Grant Request £407.00 -Community Poppy-Making Activity

The Council considered a request for financial support towards a community poppy-making activity linked to local Remembrance events. Members noted that the activity is non-profit, open to parish residents, and contributes to community participation, education, and the parish's Remembrance commemorations, with some involvement from a neighbouring village but with the primary benefit to Slaugham Parish. The request was reviewed alongside the PCC's most recent accounts, which show sufficient unrestricted funds to support the project directly. In line with the Council's grant-giving principles, which prioritise groups with limited financial capacity, members concluded that the request should be met from the PCC's own resources.

The Council therefore **RESOLVED not to award the grant**, while noting its appreciation of the project and wishing the organisers every success as it progresses.

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

10.1. To update members on the local elections Noted

10.2. To update members of the government's consultation on local government reorganisation (LGR) in West Sussex.

Further details on the reorganisation process and timelines can be found in the Ministry of Housing, Communities and Local Government summary here: <https://www.gov.uk/government/publications/local-government-reorganisation-letter-to-areas-invited-to-submitted-final-proposals/summary-of-the-local-government-reorganisation-process> and on our hub at www.shapingwestsussex.org. You can find more details about the government defined criteria which proposals are being assessed against here:

<https://www.gov.uk/government/publications/local-government-reorganisation-invitation-to-local-authorities-in-two-tier-areas/letter-east-sussex-and-brighton> Noted

11. **Highways/Footpaths:** to review highways projects/consultation items: Members are asked to consider the following:

11.1. **To note PROW/24/02 – Public Rights of Way Routine Maintenance & Inspection Cycle**

West Sussex County Council has confirmed that the local Access Ranger, **Adam Tucknott**, will be undertaking **Public Rights of Way inspections next month** within the parish. The inspection will record and log issues relating to vegetation, signage, stiles, bridges, and other PROW furniture. Routine maintenance for which WSCC is responsible will then be prioritised for delivery by their contractor.

Member/Clerk Action: If the Parish Council has any queries or matters to raise ahead of the inspection, these should be directed to the contact provided by the end of February. Noted

12. **Police / NHW Report / Resilience Group Reports**

12.1. Crime Reports cc'd members – Updates issued to members in advance. Noted

13. **Any other matters that the Chairman wishes to raise for future discussion:**

14. **Date of next meeting/s –**

Signed: _____ Date: _____