

SLAUGHAM PARISH COUNCIL

Parish Council Meeting MINUTES

Meeting to held on Wednesday 29th July 2026 at 6.00pm – 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 Eric Prescott, Lesley Read, James Keating, David Dunn, Gary Marsh, Ken Boyle, Andrew Barker

1. **Apologies for Absence:** To receive and accept apologies for absence. Cllr Jane MacNaughton
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 - To receive and approve the Minutes of the meetings held on 25th June 2026 (Full Council).** 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 present
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 Prescott advised that the Mid Sussex District Plan Examination noted gave a brief apprise in relation to the Planning Inspector had issued a series of Main Modifications following the February–March hearing sessions. These modifications were published for consultation from 27th July to 7th September, with accompanying documents including the Schedule of Main Modifications, Sustainability Appraisal, Habitats Regulations Assessment, Community Involvement Plan, and Equalities Impact Assessment. The Council also confirmed that additional evidence documents covering economic growth, major development assessment, infrastructure delivery, viability, transport modelling, site selection conclusions, and housing land supply had been added to the Examination Library. Members noted the ongoing consultation period and that all representations submitted by the deadline would be forwarded to the Inspector for consideration.
 - 5.2. **West Sussex County Council County Local Committee (WSCC/CLC)** – Press Release/s updates *cc'd in advance*
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 Governance & Estates Committee:** To update members on current activities and to approve meeting/note minutes from meeting held: 13th July 2026 *cc'd in advance*.
 - 6.1.1. Members noted that the Committee approved the minutes of the previous meeting and reviewed financial monitoring for Months 1–3, including the reserves position and associated financial reports. The Committee considered confidential staffing matters under Section 100A(4) of the Local Government Act 1972 and agreed actions arising from the Clerk's salary review.
 - 6.1.2. The Committee also reviewed current S106 contributions and agreed to convene a separate meeting to assess projects and allocate funds. Updates were provided on the Fees and Charges Review for 2026/27 (ongoing) and the Trading Agreement (completed). The Committee approved payments and receipts as presented and considered quotations for new signage at MacNaughton Hall and boardroom furniture, resolving to proceed with both. No urgent items were raised, and the date of the next meeting will be confirmed
 - 6.1.3. Members are asked to consider and note any comments from the Annual Return External Auditors Report and to note the Conclusion of Audit *cc'd in advance* **APPROVED** Proposed Cllr Dunn Second Cllr Prescott **RESOLVED**
 - 6.2. **Recreation:** To update members on current activities and to approve meeting/note minutes from meeting held:
 - 6.3. **Neighbourhood Planning: Land at St Martin Close** - To update members on current activities to review and approve meeting/note minutes where required:
 - 6.3.1. Members to receive an update from the district plan village surgeries. Council received an update on the recently completed Village Surgeries, which focused exclusively on matters relating to the District Plan. Members noted that the sessions were constructive and provided residents with an opportunity to seek clarification on the examination process, evidence base, and expected timelines. A number of concerns were raised by attendees, particularly regarding the potential impact of proposed allocations and the transparency of the ongoing examination stages. Feedback gathered will be collated and used to inform the Council's continuing engagement with the District Council and the examination process.
 - 6.4. **Planning Committee:** Members to consider updates: To approve meeting minutes of meeting/notes (*attached*). NOTED
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 – Cllr Prescott advised that work was underway in relation to the disabled facilities and the review of public building requirements as part of the ongoing transfer process. Members noted the update.
8. **Clerks Report** – to receive information, verbal or written report from the Clerk papers *cc'd in advance*
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 May & June 2026 - Approval in line with scheme delegation (*Ref: Bank Payment in advance*) **APPROVED** Proposed Cllr Prescott Second Cllr Dunn **RESOLVED**

Date: 28/07/2026

Time: 13:05

Slougham Parish Council

Bank Reconciliation Statement as at 28/05/2026

for Cashbook 1 - Current Bank A/c

Page 1

User: SM

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Treasurers Business Account	01/05/2026	100	1,001.00
Instant Access Account	28/05/2026	130	186,714.20
			167,715.20
Unrepresented Payments (Minus)		Amount	
		0.00	
			0.00
			167,715.20
Unrepresented Receipts (Plus)			
		0.00	
			0.00
			167,715.20
		Balance per Cash Book is :-	167,715.20
		Difference is :-	0.00

Clerk & RFO:

Name: _____ Signed: _____ Date: _____

Councillor:

Name: _____ Signed: _____ Date: _____

- 9.2. The Committee is asked to RESOLVE to approve the schedule of payments for June & July 2026 previously distributed. APPROVED
Proposed Cllr Prescott Second Cllr Dunn RESOLVED

Date: 28/07/2026 Time: 19:47	Staugham Parish Council Cashbook 1 Current Bank A/c Payments made between 01/06/2026 and 25/06/2026	Page 1 User: SM							
Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2026	Bellon Use	ED	265.79			4102	401	265.79	Mail Hall Use
08/06/2026	Adrian Product	CD	19.97		3.33	4122	101	16.64	£ Support Admin
19/06/2026	Lloyds Bank	S/D DRD	8.50			4110	101	8.50	Bank Charges
23/06/2026	Lakes Garden Services	BACS	169.00			4406	401	170.00	1000g Trees
									Plasma Potage
						4415	401	40.00	Staugham
									Phagocytosis
24/06/2026	STP Energy Supply	ED	338.04			4467	400	101	373.37 Energy Street L Lights
Total Payments:			767.29	0.00	16.03			724.29	

Date: 28/07/2026 Time: 19:47	Staugham Parish Council Cashbook 1 Current Bank A/c	Page 1 User: SM							
Payments made between 01/06/2026 and 25/06/2026									
Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/07/2026	Land registry	BACS	49.00			4610	101	49.00	Direct Plan
									Postage
03/07/2026	West Devon County Council	BACS	5,734.26			4100	101	5,704.26	Start Seasonal Way
03/07/2026	Compas Garden Services Tree S	BACS	594.00		99.00	4422	101	495.00	Cost Cutting
									Chopax Field
03/07/2026	Parish Office	BACS	56.59			4145	101	45.00	Use of Village Office
									23/9 May Income
06/07/2026	Adrian Product	DD	19.97	3.33		4122	101	16.64	£ Support Admin
07/07/2026	Compas Garden Services Tree S	BACS	1,675.00		348.00	4414	101	1,327.00	1000g Trees
									Plasma Potage
07/07/2026	Lakes Garden Services	BACS	220.00			4414	401	60.00	May Hall
								40.00	Other Park
						4615	401	40.00	Staugham
									Playground M
07/07/2026	LPM Services	BACS	460.00		4406	401		50.00	PP Village Green
						4414	401	240.00	Leguminosa Testing
									Mail Hall Use
07/07/2026	Elia Gearing Services Ltd	BACS	239.20		4618	401		220.00	Leguminosa Testing
									Mail Hall Use
07/07/2026	Elia Gearing Services Ltd	BACS	239.20		39.87	4414	401	99.88	Start Clean Hk
								99.87	Start Clean Hk
16/07/2026	Three modes PPCO	BACS	45.02		7.50	4145	101	37.52	May WPI
16/07/2026	RBS Software Solutions	BACS	1,764.00		174.00	4410	101	920.00	RBS Software
									Guidance
16/07/2026	Staugham Banks Ltd & Posters	BACS	1,674.00		280.00	4414	401	1,394.00	Guidance & Posters
16/07/2026	Staugham Banks Ltd	BACS	600.00		4408	401		600.00	Cost Cutting
									Chopax Field
16/07/2026	Haydn Banks	DD	8.50		4115	101		8.50	Bank Fee
21/07/2026	SSE Energy Supply	DD	285.34		47.56	5000	101	237.78	Low Voltage Lighs
									Chopax Field
24/07/2026	Society of Lincs Council Clerk	CD	379.00		4127	101		373.00	Membership Fees
									Chopax Field
29/07/2026	Village Office & Co	BACS	1,037.82		172.92	4135	101	864.90	Leguminosa Testing
									Gearing Equip
29/07/2026	Mulberry & Co	BACS	144.00		240.00	4126	101	120.00	Postage Training
29/07/2026	Mulberry & Co	BACS	262.00		49.75	4140	101	212.25	Ashts in Fee
29/07/2026	Haydn Banks	BACS	419.00		69.87	4132	101	349.13	May Fee
29/07/2026	Potter Landscapes Ltd	BACS	299.22		37.84	4601	101	94.00	Inspection
									Playground Hk
						4615	401	93.88	Inspection
									Playground Hk
Subtotal Current Payments			15,450.13	0.00	1,259.14			14,200.99	

Date: 29/07/2026 Time: 15:23		Staugham Parish Council Cashbook 1 Current Bank A/c				Page 2 User: SM			
Payments made between 01/07/2026 and 29/07/2026									
Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
29/07/2026	Foster Landscapes Ltd	BACS	796.00		131.00	4416	401	665.00	Swamp Staugham PO
29/07/2026	Nelson IT Solutions	BACS	85.20		14.20	4124	101	71.00	IT Support
29/07/2026	Lakes Garden Services	BACS	120.00		4406	401		100.00	Village Green Plasma Potage
29/07/2026	Parish Office	BACS	347.94		4415	401		302.94	Travel Staugham P&S
29/07/2026	JM Print Services	BACS	197.14		32.86	4123	101	164.28	Print Services
29/07/2026	Nelson IT Solutions	BACS	607.20		101.20	4124	101	506.00	Microsoft 365
29/07/2026	Dusky House Trust HK Hardware	BACS	12.49		2.08	4138	101	10.41	Various
29/07/2026	Direct Technical Services	BACS	342.34		87.84	4861	801	254.50	Street Light Maint 24
29/07/2026	Nelson IT Solutions	BACS	1,289.80		214.80	4138	101	1,075.00	2 Cit Laptops
29/07/2026	West Sussex County Council	BACS	5,704.75		4100	101		5,704.75	Street Lamps June 2026
29/07/2026	Complete Garden Service Tree S	BACS	616.00		103.00	4411	401	513.00	Fence Removal Handsome P&S
29/07/2026	Papstone Ltd	BACS	1,708.51		284.78	4414	401	1,423.73	Mail Hall Boardroom Furniture
29/07/2026	Moore External Auditor	BACS	504.00		84.00	4110	101	420.00	Moore External Auditor AGAR
Total Payments:			27,782.40	0.00	2,284.07			25,498.33	

10. Correspondence/Information Items/Publications/Consultations: (Correspondence cc'd in advance to members)
11. Highways/Footpaths: to review highways projects/consultation items: Members are asked to consider the following:
12. Police / NHW Report / Resilience Group Reports
12.1. Crime Reports cc'd members – Updates issued to members in advance
13. Members are asked to RESOLVE that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Matters: Staff Committee Minutes (13th July 2026) (attached): To consider the minutes of the Staff Committee meeting and agree the recommendations as appropriate. APPROVED Proposed Cllr Prescott Second Cllr Marsh RESOLVED

Confidential Matters: Staff Committee Minutes (13th July 2026)

RESOLVED: That, in view of the confidential nature of the following item, the press and public be excluded under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the matter relating to a named employee's terms of employment (Local Government Act 1972, Schedule 12A, Paragraph 1).

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

15. Date of next meeting/s – 24th September 2026

Signed: _____ Date: _____