

**DRAFT Minutes of the Meeting of Slindon Parish Council
Held at Coronation Hall, Reynolds Lane, Slindon
On Monday 13th January 2020 at 7.00 p.m.**

DRAFT Minutes of the Meeting of Slindon Parish Council

Present: Councillors Niki Adamson (Chairman), Barbara Brimblecombe, Jan Rees, Peter Fenton, Derek Thomas and Paul Wilkinson

In attendance: Sarah Linfield (Parish Clerk/RFO)
Katie Archer (National Trust, Lead Ranger, Slindon Estate)
Derek Whittington, Councillor (WSCC)
No members of the public

20/159 Public Question Time – N/A

20/160 Apologies for Absence (from parish councillors) – N/A

20/161 Declaration of Interest - Councillor Fenton declared a personal and pecuniary interest in respect of the Slindon Community Land Trust as Chairman of the Steering Committee

20/162 Minutes of the Parish Council meeting held 9th December 2019

The clerk advised that since the draft minutes were circulated there had been a minor change to the wording within minute 19/152 Staff Matter so as not to disclose confidential information

Resolved - that the minutes be approved as a true record of the decisions of the meeting and signed by the Chairman.

20/163 Chairman's Report

Councillor Adamson -

Road surfaces/condition – had received a number of complaints concerning the state of Top Road, Park Lane and Shellbridge Road. The clerk was asked to write to WSCC Highways to highlight this. Concerns were also raised in respect of Northwood Lane. The clerk reminded the council of the 'Love West Sussex' site for reporting such matters, providing photos and exact location and councillors were encouraged to use this.

Signage and Street Lighting – highlighted that the Park Lane sign had not been replaced yet and several of the streetlights (in Church Hill and Top Road) were not working. Katie Archer (NT) confirmed that matters were in hand to address both issues.

Speeding – did not feel that the cost of a variable speed sign at approximately £1000, in a joint venture with Eartham, could be justified and, having sought the view of the council, it was agreed that she would provide a definitive response to the Eartham parish.

A29 signage – welcomed the new yellow backed signage as part of the traffic calming measures.

Meetings – reminded members of the opportunity to join the South Downs National Park Planning meeting on January 16th (by webcast) discussing planning applications, including one from Amberley, and of the opportunity to attend the National Association of Local Council's (NALC) Spring Conference in London on the 17th March.

Slindon Sports Association – advised that Jazz Kimbell had resigned his position and that a meeting had been arranged for 23rd January to appoint his successor and other key officers.

MP for South Downs and Arundel – reminded everyone of the need to state full name and constituency address if contacting Andrew Griffith as the new MP.

Everymans Pit – advised that Mick Balch, MD of L&S Waste Management, had written to the clerk with a view to joining the council's February meeting to present plans to improve the site and the clerk was instructed to confirm this request.

Emergency Planning – reported that Walberton, Climping, Ford and Yapton had set up a collective to encourage and manage a team of volunteers to work with Emergency Services, if required, and suggested that this might be something Slindon could do in conjunction with Madehurst and Eartham. Councillor Rees reminded the council that she and the clerk had attended the 'Emergency Resilience' presentation at Felpham on the 29/10/19 which covered this, provided useful contacts and highlighted the possibility of a 'Winter Resilience' programme as discussed at the council's November meeting.

20/164 West Sussex County Council Matters

Councillor Whittington spoke regarding

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- the new yellow-backed signage on the A29 at Slindon and highlighted the obligation of homeowners to manage overhanging vegetation to stop it obscuring the vision of drivers turning right out of Reynolds Lane on to the main road.
- the A29 realignment scheme (from the existing A29 Fontwell Avenue, north of Eastergate to the existing A29 Lidsey Road, north of Shripney) for which the design contract has now been awarded with the first phase to run from A29 south of Eastergate Lane to a new junction with Barnham Road. The detailed design stage will involve exploratory engineering.
- Rights of Way applications, the level received and their prioritisation (i.e. not necessarily dealt with in order of receipt) and of the importance of maintaining access particularly for those on foot.

20/165 Arun District Council Matters

Apologies were received from Councillor Catterson with confirmation that there was nothing to report.

20/166 South Downs National Park Matters

Councillor Thurston, representing ADC on the South Downs National Park Authority (SDNPA) sent her apologies advising that she would not be attending future meetings unless she has a specific update although she is always happy to receive any enquiries or assist in respect of matters regarding The Park.

20/167 National Trust Matters

Katie Archer, Lead Ranger, provided an update on the work being undertaken

- Downes Barn – re-roofing has started.
- Ash felling – continues with the level required more extensive than originally foreseen.
- Hedge planting – activity is taking place during (February) Half Term and the event will be publicised via the Parish Magazine.
- National Trust Properties – work had started on 2 Church Hill, 48 Reynolds Lane will be repaired and refurbished, and Hill House is due to go ‘on the market’. Tenders will also shortly be invited for the work required to 11 Church Hill and Pumpkin Lodge. Councillor Thomas queried how this was possible given that the planning application for Pumpkin Lodge had been refused. Katie agreed to investigate and report back to the council.
- TV Filming/Video – had recently taken place with 2020 being the National Trust’s 125th Anniversary, although other news had taken priority over its planned broadcast. A ‘YouTube’ video narrated by Katie can, however, be viewed charting the history of Northwood - <https://www.youtube.com/watch?v=WMjh2JVt-yk>

20/168 A27 Bypass

No further updates available at the present time

20169 Highways Matters/Speeding/Traffic Calming

A29 signage – the new yellow backed signs have now been installed and data is being collected to assess their impact. The clerk will contact the Highways Manager to understand how the data will be monitored and the outcome shared.

20/170 Planning Matters

Planning Applications

SDNP/19/06068/NMA - Wood End Cottage London Road Slindon BN18 0NG - Non-material amendment to planning permission SDNP/19/03872/HOUS - Change of external wall finish from render to brickwork plinth and horizontal composite boarding (Cedral boarding in white)

Planning Updates

SDNP/19/05592/NMA - The Grange Church Hill Slindon BN18 0RD - Non-material amendment to SDNP/18/05001/HOUS - Landscaping proposals including variation of construction and operation of automatic gates set to become sliding function.

The clerk reported that both applications had been approved.

20/171 Clerk’s Report

Slindon Playground Equipment

- The clerk advised that the council’s grant application for a replacement goalpost on the Top Field, through a scheme run by the Football Foundation, had been unsuccessful as Slindon does not have an FA affiliated football team. It could, however, make a grant application through a charity foundation providing support throughout Hampshire, Dorset and Sussex. ADC had confirmed that

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it would be reasonable to install a child's goalpost manufactured by 'eibe' which meets EN safety standards for child's play equipment rather than a BS goalpost, specified in their playground inspection reports. The clerk shared the design of the goalpost which could be supplied and fitted at a cost of approximately £900 (+ VAT) through Foster Landscapes, and also raised the possibility of a similar item for the Recreation Ground in Slindon Common. The council made a unanimous decision not to replace the existing goalpost which Councillor Thomas has undertaken to remove over the next month.

- **Insurance**
War Memorial and sun dial valuations – the clerk had already circulated relevant information, highlighting the importance of the War Memorial as a listed building, each one being unique. The need to consider insurance for damage or destruction through vandalism, theft and arson, which can result in complex and expensive repairs, was considered and the council decided it would obtain a valuation for the War Memorial at a cost of £300 +VAT which would allow it to insure the structure. The council did not think it necessary to value and insure the sundial. It was **Resolved** - that the council accept the quote from Duncan Berry to arrange to value the War Memorial at a cost of £300+VAT, email dated 8/12/19.
- **Memorial Garden Gate** – the gate had been repaired and re-hung although an issue with opening it had now been reported to the clerk (13/1/20) which had been shared with the contractor. He felt that swelling, due to the recent damp weather, might be the reason and undertook to visit the site the following day to investigate the cause. The cost of the repair exceeded the original quote of £350 (approved by the council at its meeting 13/5/19, minute 19/19 (iii)) by £25 due to 'hinge straightening and paint'. It was **Resolved** – to approve the revised payment.
- **Recreation Ground** – see below 'Budget and Precept 2020/21 (minute 20/172)
- **Council Meeting Dates 2020** – shared with council, to be posted to its website and hall bookings made via L Collin – CLERK – to action.
- **The Pension Regulator** – the clerk reminded the council of its responsibilities regarding re-enrolment (deadline date 30 September 2020) and re-declaration of compliance and of its ongoing duty to monitor the age and amounts paid to staff to determine whether any needed to be put into the scheme. No employee currently qualifies for auto-enrolment but could ask to be enrolled, subject to meeting qualifying criteria.
Resolved – that the clerk complete the return online to confirm that there is no current requirement to put staff into a pension scheme.
- **Vacant member positions** – the clerk had received two expressions of interest, an application form had been provided to Councillor Fenton and another sent directly by email.
- **Risk Assessments** – the clerk had already circulated the general risk assessment and the separate one for the pond with recommendations for Q1 2020 for quarterly overview and sign off. As part of the budget discussions (see below) the council decided not to undertake an internal inspection of the Sports Pavilion, nor arrange a Fire Risk Assessment/Electrical Survey in Q1 2020. It was **Resolved** – to sign off the risk assessments, with the (revised) recommendations for Q1 2020.
- **SSALC Survey 2020** – councillors were given the opportunity to provide input into the survey with completion assigned to the Chairman and Clerk on behalf of the council. Action – Chairman/clerk (by 28/2/20)

Councillor Whittington left the meeting (8 p.m.)

20/172 Budget and Precept Setting 2020/21

The clerk had already circulated a budget setting and precept report (see end) incorporating discussions held at the council's meeting on 9/12/19, subsequent input and comment provided to the clerk and specific recommendations based on research undertaken in the intervening period to manage and mitigate risk.

Sports Pavilion

The 2020/21 budget makes provision for a Fire Risk Assessment (FRA) and Electrical Survey to be undertaken at the Sports Pavilion. On the basis of the current change in officers on the Sports Association committee, the condition of the inside of the building observed (council meeting August 2019) and the lease expiring in February 2021 the clerk suggested (as part of the 'general risk assessment') that the FRA and electrical survey might take place well in advance of expiry of the lease, possibly in Q1 2020. Councillor Wilkinson pointed out that it was a 'full repairing and insuring' lease on commercial terms and the council decided not to take any further action at this point

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although Councillor Fenton felt it would be prudent to arrange a meeting when the new committee was appointed in January. The clerk was able to confirm the council does not have a representative on the Sports Committee and also advised that the invoice dated 23/9/19 for the rent (£5) had not been paid yet. The clerk advised that the pavilion building is insured by the council.

Recreation Ground

The clerk reported that a full tree survey had been completed in January 2018 (due again in January 2021) and some work undertaken at that time although there was no evidence of the interim/ annual reviews suggested in the report. The clerk pointed out that tree surgery could be complex and costly and, whilst there was some provision in the annual budgets, changes to the ear-marked reserves would allow provision for more extensive work should this be identified either via an annual assessment or the full quarterly review in 2021. It was

Resolved that the clerk contact the contractor who provided the 2018 survey report so the council could understand what an annual review would cover and the associated cost.

Top Field – the clerk enquired whether Councillor Thomas wished to continue the long-standing arrangement of cutting the grass, a service which the council agreed represented extremely good value for money. This will be dependent on the life of his existing mower as he does not plan to replace it. Given that cutting will not be necessary in the winter months a formal decision on appointing a contractor was deferred to a subsequent meeting.

Bins & Allotment Lease – Katie pointed out the location of various National Trust general waste and dog bins within the village. The council's lease agreement with the National Trust (for the allotments) renews March 2020 and Katie undertook to follow up the clerk's email to the National Trust as there had been no reply.

The meeting was briefly suspended during this session when Councillor Fenton, the clerk and Katie Archer left the meeting room.

It was

Resolved that Slindon Parish Council

1. Approves the finance of the overspend within the 2019/20 budget as at 31/12/19 in respect of essential and unexpected costs associated primarily with replacing and making safe playground equipment and repairs to the war memorial garden wall through the use of funds accumulated in recent years.
2. Approves the forecast total expenditure for 2020/21 of £23749
3. To finance the budget expenditure of £23749 through use of £5000 accumulated over previous years plus the VAT refund to be claimed for 2019/20, rental income and bank interest totalling £1738, requiring a precept of £17011 as a balancing requirement.
4. Allocates reserves as follows -
 - General Reserves £8500 (no set amount required, but equates to guideline of 50% of precept)
 - Ear-marked Reserves £26500 - Traffic Management Plan £6500, Neighbourhood Plan £8000 and Recreation and Top Field £12000 (site maintenance including Sports Pavilion and playground equipment)
5. Approves the precept calculation for a Band D taxpayer for 2020/21 at £59.27, an increase of 2.2% on 2019/20 based on the (reduced) tax base of 287 (compared with 289 in 2019/20).
6. **Set the precept for the financial year 2020/21 at £17011** (£59.27 x 287) to cover the cost of providing the level of services set out in the Clerk's report.

Katie Archer left the meeting (8.45 p.m.)

20/173 Finance Reports

Bank account reconciliation - the council received the statement of accounts, confirming that the bank balances had been reconciled with the known expenditure and income as at 31/12/19 - see below - and it was

Resolved - that the reconciliation be noted (YTD Income and Expenditure)

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BALANCE BROUGHT FORWARD 1 APRIL 2019		40609.31
TOTAL RECEIPTS		18740.41
		59349.72
LESS TOTAL PAYMENTS		-14035.34
		45314.38
REPRESENTED BY:		
C/A BALANCE		19252.54
D/A BALANCE		26162.24
PETTY CASH FLOAT		0.00
LESS: UNPRESENTED CHQS *	100315	-14.00
	100318	-86.40
		45314.38

Slindon Parish Council		
Summary of Receipts and Payments Account		
1/4/19 to 31/12/19		
CURRENT YR 2019/20		
Receipts		£
	Precepts	16760.00
	Bank Interest	39.39
	Grants (inc.LCTS &WMT& SPEC2000)	0.00
	Donations	266.40
	Rent re-imbursed (Allotments & Sports Assoc.)	200.00
	VAT (PRIOR YR REFUND)	1432.51
	SSE (error in payment collected)	42.11
Total Receipts		£18,740.41
Payments		
	Insurance 2019/20	0.00
	Audit fees	245.00
	Annual fees, donations & Subscriptions (1)	372.56
	Street lighting	348.44
	Playing fields (grounds maintenance & repairs, flags,war memorial, pond & commemorative gate)	6786.00
	Staff Costs: (i) Clerk's salary	£ 3,373.31
	(ii) Clerk's expenses	85.05
	(iii) Clerk's allowance	61.23
	Hire of premises for meetings	154.00

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	Admin costs - Inc. petty cash transactions*	214.97		
	New equipment	262.62		
	Election Costs	0.00		
	Allotment rent	100.00		
	Training courses	470.00		
	VAT (current year)	1439.76		
	Bank Charges / write offs	0.00		
	Grants & donations	50.00		
	Miscellaneous -			
	Legal fees re TPF Lease	0.00		
	Domain name renewal (every 2 yrs)*	72.40		
Total Payments		£14,035.34		
	* Total basic admin costs			

Payment Authorisation - Resolved - to authorise the following payments

Monthly Expenditure for approval at Meeting 13 January 2020								
Authorise issue of payments								
Community Account								
DATE OF CHEQUE/SO/DD	BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT
12/12/2019	Slindon Coronation Hall	SO		14.00		14.00	LGA 1972 s134	Hire Hall 11/11/19
12/12/2019	Sarah Linfield	SO		305.13		305.13	LGA 1972 s112	Clerk's monthly salary
13/01/2020	Slindon Coronation Hall	Cheque	100322	14.00		14.00	LGA 1972 s134	Hire Hall 21/10/19 (replacement chq for 100315, cancelled as payee did not state 'Slindon')
13/01/2020	M Hughes	Cheque	100323	375.00		375.00	Open Spaces Act 1906, ss.9-10	Gate repair for War Memorial Garden - £25 increase on quote approved (Minutes of Meeting dated 13/5/19 19/019 (iii))
13/01/2020	HMRC	Cheque	100324	76.20		76.20	LGA 1972 s111	Tax on Clerk's monthly salary - tax period 10
13/01/2020	Sarah Linfield	Cheque	100325	33.23		33.23	LGA 1972 s112	Home-working allowance
				817.56	0.00	817.56		
Monthly Income for information : Dec 19								
RECEIPTS								
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE		REASON				
Community Account	N/A							
Community Savings	See below							
31/12/2019	HSBC	CR	4.44	Gross Int to 30/12/19				

20/174 Training and Continuous Professional Development

Clerk's progress with CiLCA – the clerk has passed four of the five units, with the final unit awaiting assessment

Councillors Briefing & Awareness – places booked for Councillors Fenton, Rees and Wilkinson (Tuesday 25th February 2020, 18:00 to 21:00, Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS at a cost of £70 + VAT per delegate)

20/175 Slindon Community Land Trust (SLCT) Steering Committee

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The clerk read out an email received from Rebecca Ford, as secretary of the SCLT, which confirms that “no further action is possible until the Leasehold Reform Bill has been passed. This has an impact on the National Trust being able to grant a 99 year lease on the site”.

20/176 Date of Next Ordinary Meeting – Monday 10th February 2020 – all to note.

The meeting ended at 8.58 p.m.

N Adamson Chairman

Dated

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BUDGET AND PRECEPT SETTING 2020/2021 - Agenda Item 14 Meeting 13/1/20

- **Budget 2019/20** - to review the current spend at 31/12/19 and the projected full annual outturn
- **Budget 2020/21** - to finalise the 2020/21 budget requirement (as discussed 9/12/19)
- **Precept** - to set the precept requirement for submission to Arun District Council to meet deadline date, 7/2/20.
- **General and Ear-marked Reserves** – to review, consider and resolve to make any changes required to the current earmarked reserves.

Budget 2019/20 (Annex A)

To review the current spend at 31/12/19 and the projected full annual outturn (compared with projections), and agree/approve treatment of any overspend

Budget for 2020/21 (Annex B)

To consider a report and recommendation from its clerk and Responsible Financial Officer, Sarah Linfield, detailing the council's proposed expenditure for 2020/21, based on the level of services that the council wishes to provide as discussed at its meeting 9/12/19, and funding proposal. The projected total expenditure for 2020/21 is £23749 to be met from the precept (£17011), council reserves (£5000) and other income receipts (£1738).

The spreadsheet extract (Annex B) provides a line-by-line commentary of projected spend within each budget heading but additionally to highlight the following.

- Clerk's salary – to increase on completion of CiLCA and additional hours to meet governance requirements
- Community Grant – for the VE75 event, as a one-off to mark a special occasion.
- IT requirements – mandatory website changes and other improvements to make it more user-friendly, sharepoint access to council documents, provide councillors with designated work email addresses and maintain laptop security. The council must comply with GDPR and Accessibility Regulations which become mandatory in 2020.
- Sports Pavilion – £600 is an estimate of the cost of the Fire Risk Assessment (£390 quote held) and electrical report which will be required by 2021, the lease renews in February 2021.
- Training for councillors – adequate provision for all councillors
- Tree surgery – to include a 3 yearly survey, due January 2021 @ an estimated cost of £600, plus £1400 for remedial work which may prove a conservative estimate given that the (recommended) annual inspections do not appear to have taken place since the 2018 survey, nor all of the remedial work proposed at that time.
- 'Waste Bins' – refers to the 2 existing bins (1 general and 1 dog waste) and 3 new bins (1 general and 2 dog bins)

Funding the budget in 2020/21

A precept of £17011 would represent a 1.5% increase when compared with £16760 in 2019/20. See the precept calculation below for an average Band D taxpayer which is the accepted basis of comparison year on year.

It is proposed that the 2020/21 expenditure is funded by setting the precept at £17011 with the balance financed by taking £5000 from the council's reserves, with the residual from VAT refund, credit interest and collection of rent.

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Whilst it would not be prudent for a council to ordinarily fund a budget deficit from reserves, this is the recommendation for this year only based on the following.

The council needs to balance the cost of complying with relevant legislation, its health and safety responsibilities (particularly in respect of the Top Field and Recreation Ground) and delivering core services, with the impact on its taxpayers. The current level of reserves allows it to effectively subsidise the level of expenditure required in 2020/21 to maintain the precept at a similar level to previous years.

There are several areas of spending which will not be repeated in subsequent years and therefore use of reserves will not be a regular feature. One-off projected spends in 2020/21 include up to £3000 for VE75 event, costs of £988 for installing 3 new bins and £1500 required to meet GDPR and other relevant legislation.

The approach adopted here is consistent with the Government's expectation that "councils exercise even greater restraint in 2020/21", with the average Band D parish precepts increasing by 4.9% in 2018/19 and in 2019/20 (Letter from ADC 25/10/19 - Town /Parish Council Precepts – 2020/21).

Reserves – general and ear-marked

General reserves at 50% of precept, with no restrictions as to use, to reduce the impact of uneven cash flows, and allow services to be provided in event of unexpected events or emergencies

Ear-marked reserves set up from time to time to meet known or predicted liabilities.

RESERVES @ 1/4/2019				PROJECTED RESERVES @ 1/4/2020			
RESERVES:	Balance	Expenditure to date	Balance remaining	RESERVES:	Balance	Expenditure to date	Balance remaining
	£				£		
(1) TOTAL GENERAL RESERVES	£ 8,000		£ 8,000	(1) TOTAL GENERAL RESERVES	£ 8,500		£ 8,500
Earmarked Reserves:			£ -	Earmarked Reserves:			£ -
(i) Traffic Mgmt Plan - next phase	£ 13,000		£ 13,000	(i) Traffic Mgmt Plan - next phase	£ 6,500		£ 6,500
(ii) Neighbourhood Plan	£ 5,000		£ 5,000	(ii) Neighbourhood Plan	£ 8,000		£ 8,000
				(iii) Recreation Ground & Top Field - for site maintenance (trees, fences, hedges), refurbish Sports Pavilion and replacement programme for ageing	£ 12,000		£ 12,000
(2) TOTAL EARMARKED RESERVES	£ 18,000		£ 18,000	(2) TOTAL EARMARKED RESERVES	£ 26,500		£ 26,500
TOTAL RESERVES (1) + (2):	£ 26,000		£ 26,000	TOTAL RESERVES (1) + (2):	£ 35,000		£ 35,000

The balances of the bank statements received 31/12/19 are as follows although there is additional expenditure due over the next 3 months of up to £5500

£19252.54 Community Account

£26162.24 Community Savings

£45414.78

2019/20

Opening cash book balance 1/4/19

(actual)

Precept 2019/20

Other income

Total

Less Expenditure

Closing balance 31/3/20

Projected

40609

16760

1942

59311

-18832

40479

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Precept Calculation (Annex C)

PRECEPT CALCULATION	2020/21
	£
Precept	17011.00
i.e. amount of precept divided by the tax base (Band D)	59.27
Tax base confirmed by ADC	287
Increase per tax base (%)	2.20
Increase per tax base (£)	1.28

Recommendations –

That the council approves

1. Finance of any overspend within the 2019/20 budget through the use of funds accumulated in recent years in respect of essential and unexpected costs associated primarily with replacing and making safe playground equipment and repairs to the war memorial garden wall.
2. The forecast total expenditure for 2020/21 of £23749
3. Financing the budget expenditure of £23749 through use of £5000 accumulated over previous years plus the VAT refund to be claimed for 2019/20, rental income and bank interest totalling £1738, requiring a precept of £17011 as a balancing requirement.
4. Re-allocation of reserves as follows -
General Reserves £8500
Ear-marked Reserves £26500 - Traffic Management Plan £6500, Neighbourhood Plan £8000 and Recreation and Top Field £12000 (site maintenance including Sports Pavilion and playground equipment)
5. The precept calculation for a Band D taxpayer for 2020/21 will be £59.27, an increase of 2.2% on 2019/20 based on the (reduced) tax base of 287 (compared with 289 in 2019/20).
6. The precept for the financial year 2020/21 will be £17011 (£59.27 x 287) to cover the cost of providing the level of services set out in this report.

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Annex A

RECEIPTS	2019/20			
	Budget	9 months to 31/12/19	Predicted (out-turn for full year)	
Description				
Precept	16760.00	16760.00	16760.00	
Bank Interest	38.00	39.39	38.00	
VAT reclaimed for 2017/18				
VAT reclaimed for 2018/19	1432.51	1432.51	1432.51	
VAT to be reclaimed for 2019/20				
Rent (Allotments and Sport Association)	205.00	200.00	205.00	£5 overdue from Sports Association
Donations		266.40	266.40	Wall repair - 50% funded by PCC
Insurance claim				
Other		42.11		SSE Refund error on switching to fixed tariff
Total Income	18435.51	18740.41	18701.91	
PAYMENTS				
2019/20				
Description	Budget	9 months to 31/12/19	Predicted (out-turn for full year)	
Admin costs	300.00	214.97	300.00	
Allotment rent - National Trust	200.00	100.00	200.00	£100 due March 2020
Clerk "overtime" - gross	0.00	0.00	0.00	
Clerk's salary – gross	4735.00	3434.54	4637.00	4 months still to pay for Dec 19 -Mar 2020
Defibrillators - maintenance	525.00	0.00	100.00	Electrodes and battery supply to purchased
Electoral expenses	500.00	0.00	125.00	Payment due to be claimed before 31/3/20
Expenses - Clerk	100.00	85.05	100.00	
Expenses - Councillors	0.00	0.00	0.00	
GDPR Compliance	0.00		0.00	
Grants for the community	1500.00	50.00	1500.00	Awaiting grant application £50 Remembrance Day wreath - donation to Royal British Legion under s137 Council has decided that grit bins are not required
Gritting	0.00	0.00	0.00	
Hall hire	300.00	154.00	250.00	Payments due for Dec 19 -Mar 20 plus heating costs over winter
Insurance	550.00		550.00	Annual premium due Mar 20
Internal auditor	300.00	245.00	245.00	
Legal fees	0.00	0.00	0.00	Nat Trust Allotment lease due Mar20 - email sent, awaiting reply
Mower replaced (insurance claim)	0.00	0.00	0.00	
New equipment	0.00	262.62	243.00	
Notice boards	0.00	0.00	0.00	
Playing fields (Top and Recreation)	2500.00	4204.00	3459.00	Cost over-runds due to replacement play equipment Hedge being planted to form natural barrier with road - contractor has been instructed to go ahead
Pond	100.00		210.00	
Recreation ground - annual maintenance of fitness kit	525.00	0.00	0.00	Part of the ADC playground inspection
Recreation Ground - Boundary fencing and hedges at the Recreation Ground and ongoing grounds maintenance	1400.00		1400.00	Recommendation - to obtain annual tree survey
Recreation Ground - Pavilion - general maintenance	0.00	0.00	0.00	Provision to be made as part of 20/21 budget and allocation within ear-marked reserves
Street lighting - annual maintenance fee	175.00	126.16	151.40	
Street lighting - energy costs	250.00	222.28	250.00	See line 12 - SSE refund of £42.11
Subscriptions - ADALC (Arun District Association Local Councils)	350.00	0.00		No provision in original budget but no charge to be made for 2019/20
Subscriptions - Action in Rural Sussex		50.00		
Subscriptions - ICO fee		35.00		
Subscriptions - SLCC Membership		114.00		No provision in original budget
Subscriptions - NALC/SSALC		173.56		
Subscription - LCR	0.00	0.00	0.00	
Training costs	500.00	470.00	470.00	
Tree surgery	1000.00		1000.00	See line 38 - tree survey to be obtained Jan 20
War Memorial	100.00	2582.00	2582.00	Repairs to War Memorial wall
Waste Bins	750.00		600.00	Due to be claimed by ADC by March 2020
Website - (bi-annual) domain renewal	100.00	72.40	87.00	
Website (new/maintenance)	0.00	0.00	0.00	
Total expenditure	16760.00	12595.58	18831.96	
VAT element		1439.76		
		14035.34		
			Projected	
Opening balance (actual)			40609	
Precept			16760	
Other income			1942	
Total			59311	
Expenditure			-18831	
Closing balance			40479	

**DRAFT Minutes of the Meeting of Slindon Parish Council
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Annex B

RECEIPTS	2018/19	2019/20	2019/20	2019/20	2020/21	
Description	Actual	Budget	Predicted (out-turn for full year)	VARIANCE 19/20 (projected to budget)	Planned	
Precept	16167.00	16760.00	16760.00	0.00	17011.00	
Bank Interest	37.93	38.00	38.00	0.00	38.00	
VAT reclaimed for 2017/18	1594.63					
VAT reclaimed for 2018/19		1432.51	1432.51	0.00		
VAT to be reclaimed for 2019/20					1500.00	
Rent (Allotments and Sport Association)	205.00	205.00	205.00	0.00	205.00	
Donations	342.50		266.40			
Insurance claim	1649.00					
Total Income	19996.06	18435.51	18701.91	0.00	18754.00	
PAYMENTS	2018/19	2019/20	2019/20	2019/20	2020/21	
Description	Actual	Budget	Predicted (out-turn for full year)	VARIANCE 19/20 (projected to budget)	Planned	Commentary for 2020/21, covering rationale for planned expenditure 20/21
Admin costs	334.53	300.00	300.00	0.00	300.00	Covers ink cartridges, stationery, printing, stamps/postage
Allotment rent - National Trust	200.00	200.00	200.00	0.00	200.00	Lease reviews March 2020 (rent paid is reimbursed/offset by allotment holders)
Clerk "overtime" - gross	0.00	0.00	0.00	0.00	0.00	N/A based on revised number of hours from 8 to 10/week
Clerk's salary – gross	4437.63	4735.00	4637.00	98.00	6443.00	Based on revised rate of pay for CILCA qualified clerk by 1/4/20 (4 of 5 units passed at 8/1/20 and remaining unit submitted for assessment 15/11/19) working 10 hours/week.
Defibrillators - maintenance	0.00	525.00	100.00	425.00	50.00	Pads and batteries
Electoral expenses	0.00	500.00	125.00	375.00	0.00	Uncontested in previous years (6 of 9 member positions filled, next election in 2023) no provision required in 20/21.
Expenses - Clerk	43.20	100.00	100.00	0.00	200.00	Mileage to 3 extraordinary/additional meetings/ 2 training events Home working allowance - pro-rated with Clapham Parish Council (7 hours/week) based on hours work (10 hours/week) at 10/17 of £216 p.a. = £127.05
Expenses - Councillors	0.00	0.00	0.00	0.00	108.00	Mileage to training events, including shared travel where practical
GDPR Compliance	0.00	0.00	0.00	0.00	500.00	Councillors to have pc email addresses and sharepoint, plus DPO to support compliance
Grants for the community	675.00	1500.00	1500.00	0.00	3000.00	VE75 Event May 2020
Gritting	0.00	0.00	0.00	0.00	0.00	Council's view that no grit bins required based on support from local land-owners
Hall hire	204.00	300.00	250.00	50.00	250.00	11 meetings plus 2 extraordinary meetings @ £14 = £182 plus heating costs 1/10/19 - 31/3/20 at £2/hour
Insurance	1045.11	550.00	550.00	0.00	575.00	Based on quoted premium at renewal including new play equipment installed in June 2019
Internal auditor	240.00	300.00	245.00	55.00	300.00	Change of internal auditor for 2019/20 financial year
Legal fees	0.00	0.00	0.00	0.00	500.00	National Trust (landlord) allotment lease renews Mar 2020
Mower replaced (insurance claim)	1649.00	0.00	0.00	0.00	0.00	Slindon Sports Association (lessee) renews Feb 2021
New equipment	723.93	0.00	243.00	-243.00	100.00	N/A
Notice boards	0.00	0.00	0.00	0.00	400.00	Included replacement filing cabinet for clerk To ensure RoSPA compliant
Playing fields (Top and Recreation)		2500.00	3459.00	-959.00	2000.00	Given the age of equipment, some dates back to 2000, provision required for routine maintenance and also grass cutting at £500
Pond		100.00	210.00	-110.00	250.00	
Recreation ground - annual maintenance of fitness kit		5800.64	525.00	0.00	525.00	0.00
Recreation Ground - Boundary fencing and hedges at the Recreation Ground and ongoing grounds maintenance			1400.00	1400.00	0.00	500.00
Recreation Ground - Pavilion - general maintenance			0.00	0.00	0.00	600.00
Street lighting - annual maintenance fee		175.00	151.40	23.60	175.00	Fire risk assessment and electrical surveys required by 2021
Street lighting - energy costs	307.22	250.00	250.00	0.00	250.00	
Subscriptions - ADALC (Arun District Association Local Councils)					15.00	
Subscriptions - Action in Rural Sussex					50.00	
Subscriptions - ICO fee					35.00	
Subscriptions - SLCC Membership					70.00	50:50 split with Clapham Parish Council
Subscriptions - NALC/SSALC	278.52	350.00	372.56	-22.56	179.69	Advised by SSALC 11/11/19
Subscription - LCR	0.00	0.00	0.00	0.00	132.00	
Training costs	0.00	500.00	470.00	30.00	750.00	based on 2 full day training events for clerk @ £240 and 6 half day training events for councillors @ £510
Tree surgery	0.00	1000.00	1000.00	0.00	2000.00	2020/21 - Tree survey required in 2021 (last one in 2018 @ £550) plus provision made for tree work
War Memorial	0.00	100.00	2582.00	-2482.00	360.00	Valuation required for insurance purposes
Waste Bins	Within total for lines 34-38	750.00	600.00	150.00	2456.00	Current = 2 bins (1 dog, 1 general) annual servicing cost = £589 Additional = 3 bins (2 dog, 1 general) one-off purchase and fitting £988 plus annual servicing charge £879 = £1867
Website - (bi-annual) domain renewal	0.00	100.00	87.00	13.00	0.00	Bi-annual fee, next due 2022
Website (new/maintenance)	0.00	0.00	0.00	0.00	1000.00	To upgrade/provide new site/ensure 2018 accessibility requirements met (mandatory) & maintain laptop compliance/care package.
Total expenditure	15938.78	16760.00	18831.96	-2071.96	23748.69	
VAT element	1432.51					
	17371.29					
	Actual		Projected		Budget 20/21	
Opening balance (actual)	37985		40609		40479	
Precept	16167		16760		17011	
Other income	3829		1942		1743	VAT refund for 2019/20, credit balance interest,rent
Total	57981		59311		59233	
Expenditure	-17372		-18832		-23749	
Closing balance	40609		40479		35484	Use of reserves of £5000 to fund projected expenditure 2020/21

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Annex C



Maltravers Road
Littlehampton
West Sussex BN17 5LF

Slindon Parish Council



Dear Town/Parish Clerk,

Town/Parish Tax Bases – 2020/21

Further to my letter of 25 October 2019, please find below the tax base for 2020/21 for your Town/Parish (the 2019/20 tax base is also shown for comparison purposes).

<i>Town/Parish</i>	<i>Tax Base</i>	<i>Band D</i>	<i>Tax Base</i>
	<i>2020/21</i>	<i>2019/20</i>	<i>2019/20</i>
Slindon	287.00	57.99	289.00