

**Draft Minutes of the Ordinary Meeting of Slindon Parish Council
Held 'Remotely' via Zoom Software *
On Monday 8th June 2020 at 7.00 p.m.**

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

Draft Minutes of the Ordinary Meeting of Slindon Parish Council

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

In attendance: Sarah Linfield BSc (Hons), CiLCA (Parish Clerk/RFO)

No member of the public

1. PUBLIC QUESTION TIME – N/A.

2. APOLOGIES FOR ABSENCE (FROM PARISH COUNCILLORS) – N/A.

3. DECLARATION OF INTEREST – N/A.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD 9TH MARCH 2020

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

5. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2019.20

The Clerk/RFO walked the council through the AGAR and associated documents and it was **Resolved** to

- a. **Note the Annual Internal Audit Report** (all responses being positive)
- b. **Approve the Annual Governance Statement (Section 1)**, to be signed by Chairman and Clerk
- c. **Approve the Accounting Statements (Section 2)**, which had already been signed by the Responsible Financial Officer before presenting it to the council, to be signed by the Chairman. It also approved the explanation of significant year-on-year variances and high reserves.
- d. **Approve the Notice of Public Rights and Publication of Unaudited AGAR.**
- e. **Exempt the council from a limited assurance review** as it met the eligibility criteria Resolutions 5a –5e proposed by Councillor Wilkinson, seconded by Councillor Rees and by the unanimous agreement of all voting.

Required paperwork to be posted to the parish council website 11 June 2020 and Certificate of Exemption from a limited assurance sent to the external auditor.

6. ASSET REGISTER & RISK ASSESSMENT

It was

Resolved to

- a. Approve the Asset Register at 31.3.20 (including an explanation of the restated line 9 of the AGAR for 2018.19) to be posted to the parish council website.
- b. Note the Risk Assessment with Q 2 2020 recommendations together with those from the Year End Finance Review by Councillor Rees (Risk Assessment adopted in September 2019).

7. ANNUAL CONFIRMATION OF REGULAR PAYMENTS MADE FROM THE COUNCIL'S BANK ACCOUNT BY STANDING ORDER & DIRECT DEBIT

It was

Resolved to

Approve – to continue the council's existing regular payments (listed below) and also authorise Councillors Brimblecombe and Adamson to sign a new instruction to pay Arun District Council by Direct Debit for servicing the existing dog bin.

Standing Orders

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Clerk's salary (monthly), Hall Hire for Slindon Coronation Hall (monthly)

Direct Debits (under guarantee scheme)

ICO fee (annual), Southern Electric (quarterly), National Trust allotment rent (bi-annual)

Proposed by Councillor Adamson, seconded by Councillor Wilkinson and by the unanimous agreement of all voting.

8. FINANCE REPORTS (Annex A)

- a. **Reconciliations as at 31.3.20, 30.4.20. & 31.5.20** – noted, reconciliation at 31.3.20 already signed as part of annual governance checks, with those at 30.4.20 & 31.5.20 to be checked and signed outside the council meeting.
- b. **Payments & Receipts** – approved payments issued outside meeting due to COVID-19 lockdown restrictions and noted receipts - summary to be signed outside council meeting (pages 8 & 9).
- c. **Budget Monitors** – at year end 31.3.20 (page 10), 30.4.20 & 31.5.20 (pages 5 & 7 respectively).

9. PLANNING APPLICATIONS

It was

Resolved to

- a. Retrospectively approve the stance and narrative already agreed and submitted to the SDNP Planning portal outside a council meeting due to COVID-19 lockdown restrictions (**Annex B**).

- b. Object to the following planning application with comments detailed below.

The Old Pub Car Park School Hill Slindon Arundel West Sussex BN18 0RS

Planning Application for Two Semi-Detached 1.5 Storey 2 Bedroom Cottages, Open and Covered Car Parking and Cycle Stores, including Re-provided Car Parking and Cycle Stores for Lea Cottage and The Old Stable, Hard and Soft Landscaping and Boundary Treatments, and Other Works - SDNP/19/06071/FUL - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=dates&keyVal=Q2R461TUJRQ00>

"Whilst the council appreciates the effort of the applicants to reduce the height of the proposed building, nevertheless it is not convinced of the necessity for two more properties on what is, essentially, a car park in a Conservation Area. It is disappointed that the development does not reflect the demand for affordable housing as evidenced by the Housing Needs Survey by Action in Rural Sussex (2019). Also, it is concerned that the access route to the development is essentially a footpath with vehicular access and an increase in traffic could impact the families and children using the playground to the east of the proposed development".

10. Date of Next Ordinary Meeting – Monday 13 July 2020 – all to note

The meeting ended at 7.46 p.m.

Signed as a true record of the meeting

Chairman

Date

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Annex A

Minute 8a - Finance Reports – reconciliation at 31.3.20 and 'receipts and payments' Year to 31.3.20

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Finance Report 31.3.20

Bank reconciliation		Financial Year Ending 31 March 2020							
Slindon Parish Council									
		£	£						£
Balances per bank statement at 31 March 2020				Cash Book at 31/3/20	BAL B/F 1/4/19			Cash Book at 31/3/20	40609.31
Community Acct Bal		14,628.42			ADD RECEIPTS				18716.35
Community Savings Acct Bal		26,175.29	40,803.71		LESS PAYMENTS				-18521.95
					BAL C/F 31/3/20				40803.71
Add: outstanding receipts		-		Balances at 31/3/20	REPRESENTED BY				
		-			Community Acct Bal				14628.42
		-			Community Instant Access Acct Bal				26175.29
Less: outstanding payments		-							40803.71
cheque no.		-			Slindon Parish Council				
		-			Summary of Receipts and Payments Account				
Net bank balances as at 31/3/20			40,803.71		1/4/19 to 31/3/20				
(per cashbook at 31 March 2020)				Receipts	CURRENT YR 2019/20				
					Precepts	16760			
Prepared by					Bank Interest	52.44			
Sarah Linfield Clerk/RFO					Grants	0			
Checked by					Donations	266.4			
Jan Rees (Councillor)					Rent re-imbursed (Allotm)	205			
Approved by				Total Receipts	VAT (PRIOR YR REFUND)	1432.51			
Niki Adamson (Chairman)									
				Payments	Insurance 2019/20	0			
					Audit fees	245			
					Annual fees, donations & Street lighting	395.06			
					Playing fields (grounds m	8089.13			
					Staff Costs: (i) Clerk's sal	5207.7			
					(ii) Clerk's exper	85.05			
					(iii) Clerk's allowance	94.46			
					Hire of premises for mee	210			
					Admin costs - Inc. petty c	216.49			
					New equipment	262.62			
					Election Costs	125			
					Allotment rent	100			
					Training courses	680			
					VAT (current year)	1784.6			
					Bank Charges / write off	0			
					Grants & donations	50			
					Miscellaneous -				
					Legal fees	256			
					Insurance valuation	300			
					Domain name renewal (e	72			
				Total Payments					18521.95
					* Total basic admin costs				

Minute 8a - Finance Reports – reconciliation at 30.4.20

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			Bal.@ 30.4.20
			CURRENT YEAR 2020.21 £
BALANCE BROUGHT FORWARD 1 APRIL 2020			£ 40,803.71
TOTAL RECEIPTS			£ 8,509.80
			£ 49,313.51
LESS TOTAL PAYMENTS			-£ 1,820.81
			£ 47,492.70
REPRESENTED BY:			
C/A BALANCE			£ 21,528.80
D/A BALANCE			£ 26,179.59
PLUS : CASH RECEIVED NOT YET BANKED			£ -
LESS: UNPRESENTED CHQS	100343		-£ 179.69
LESS: UNPRESENTED CHQS	100344		-£ 36.00
			£ 47,492.70

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Slindon Parish Council					
Summary of Receipts and Payments Account					
1/4/20 to 31/3/21					
Year to 30.4.20		YTD Actuals	Annual Budget (Planned)	YTD Variance to Annual Budget	% YTD Actual v Annual Budget
		£			
Receipts					
	Precepts	£ 8,505.50	£ 17,011.00	£ 8,505.50	50.00%
	Bank Interest	£ 4.30	£ 38.00	£ 33.70	11.32%
	Grants	£ -	£ -	£ -	
	Donations	£ -	£ -	£ -	
	Rent re-imbursed (Allotments & Sports Assoc.)	£ -	£ 205.00	£ 205.00	0.00%
	VAT (PRIOR YR REFUND)	£ -	£ 1,500.00	£ 1,500.00	0.00%
				£ -	
Total Receipts		£ 8,509.80	£ 18,754.00	£ 10,244.20	45.38%
Payments					
	Admin costs	£ 74.99	£ 300.00	£ 225.01	25.00%
	Allotment rent - National Trust	£ -	£ 200.00	£ 200.00	0.00%
	Clerk's salary – gross	£ 650.00	£ 6,443.00	£ 5,793.00	10.09%
	Defibrillators - maintenance	£ -	£ 50.00	£ 50.00	0.00%
	Expenses - Clerk	£ -	£ 200.00	£ 200.00	0.00%
	Expenses - Councillors	£ -	£ 108.00	£ 108.00	0.00%
	GDPR Compliance	£ -	£ 500.00	£ 500.00	0.00%
	Grants for the community	£ -	£ 3,000.00	£ 3,000.00	0.00%
	Hall hire	£ 14.00	£ 250.00	£ 236.00	5.60%
	Insurance	£ 592.70	£ 575.00	-£ 17.70	103.08%
	Internal auditor	£ -	£ 300.00	£ 300.00	0.00%
	Legal fees	£ 150.00	£ 500.00	£ 350.00	30.00%
	New equipment	£ -	£ 100.00	£ 100.00	0.00%
	Notice boards	£ -	£ 400.00	£ 400.00	0.00%
	Playing field (Top)	£ -	£ 2,000.00	£ 2,000.00	0.00%
	Pond	£ -	£ 250.00	£ 250.00	0.00%
	Recreation ground - annual maintenance of fitness kit	£ -	£ -	£ -	
	Recreation Ground - Boundary fencing and hedges at the				
	Recreation Ground and ongoing grounds maintenance	£ -	£ 500.00	£ 500.00	0.00%
	Recreation Ground - Pavilion - general maintenance	£ -	£ 600.00	£ 600.00	0.00%
	Street lighting - annual maintenance fee	£ -	£ 175.00	£ 175.00	0.00%
	Street lighting - energy costs	£ 40.96	£ 250.00	£ 209.04	16.38%
	Subscriptions	£ 214.69	£ 481.69	£ 267.00	44.57%
	Training costs	£ 30.00	£ 750.00	£ 720.00	4.00%
	Tree surgery	£ -	£ 2,000.00	£ 2,000.00	0.00%
	VAT	£ 53.47		-£ 53.47	To be reclaimed in April 2020.21
	War Memorial	£ -	£ 360.00	£ 360.00	0.00%
	Waste Bins	£ -	£ 2,456.00	£ 2,456.00	0.00%
	Website - hosting domain renewal (biannual)	£ -		£ -	Bi-annual fee (paid in 2019.20)
	Website (new/maintenance)	£ -	£ 1,000.00	£ 1,000.00	0.00%
	Section 137 Payments	£ -	£ -	£ -	
				£ -	
Total Payments		£ 1,820.81	£ 23,748.69	£ 21,927.88	7.67%

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Minute 8a - Finance Reports – reconciliation at 30.5.20

			Bal.@ 31.5.20
			CURRENT YEAR
			2020.21 £
BALANCE BROUGHT FORWARD 1 APRIL 2020			£ 40,803.71
TOTAL RECEIPTS			£ 10,298.71
			£ 51,102.42
LESS TOTAL PAYMENTS			-£ 2,622.39
			£ 48,480.03
REPRESENTED BY:			
C/A BALANCE			£ 22,296.13
D/A BALANCE			£ 26,183.90
PLUS : CASH RECEIVED NOT YET BANKED			£ -
LESS: UNPRESENTED CHQS			
			£ 48,480.03

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Slindon Parish Council					
Summary of Receipts and Payments Account					
1/4/20 to 31/3/21					
	Year to 31.5.20	YTD Actuals	Annual Budget (Planned)	YTD Spend v Annual Budget	% YTD Actual v Annual Budget
Receipts		£			
	Precepts	£ 8,505.50	£ 17,011.00	£ 8,505.50	50.00%
	Bank Interest	£ 8.61	£ 38.00	£ 29.39	22.66%
	Grants/Donations	£ -	£ -	£ -	
	Rent re-imbursed (Allotments & Sports Assoc.)	£ -	£ 205.00	£ 205.00	0.00%
	VAT (PRIOR YR REFUND)	£ 1,784.60	£ 1,500.00	-£ 284.60	118.97%
		£ -	£ -	£ -	
Total Receipts		£ 10,298.71	£ 18,754.00	£ 8,455.29	54.91%
				£ -	
				£ -	
Payments	Admin costs	£ 98.68	£ 300.00	£ 201.32	32.89%
	Allotment rent - National Trust	£ -	£ 200.00	£ 200.00	0.00%
	Clerk's salary – gross	£ 1,300.00	£ 6,443.00	£ 5,143.00	20.18%
	Defibrillators - maintenance	£ -	£ 50.00	£ 50.00	0.00%
	Expenses - Clerk	£ 31.77	£ 200.00	£ 168.23	15.89%
	Expenses - Councillors	£ -	£ 108.00	£ 108.00	0.00%
	GDPR Compliance	£ -	£ 500.00	£ 500.00	0.00%
	Grants for the community	£ -	£ 3,000.00	£ 3,000.00	0.00%
	Hall hire	£ 28.00	£ 250.00	£ 222.00	11.20%
	Insurance	£ 592.70	£ 575.00	-£ 17.70	103.08%
	Internal auditor	£ -	£ 300.00	£ 300.00	0.00%
	Legal fees	£ 150.00	£ 500.00	£ 350.00	30.00%
	New equipment	£ -	£ 100.00	£ 100.00	0.00%
	Notice boards	£ -	£ 400.00	£ 400.00	0.00%
	Playing field (Top)	£ -	£ 2,000.00	£ 2,000.00	0.00%
	Pond	£ -	£ 250.00	£ 250.00	0.00%
	Recreation ground - annual maintenance of fitness kit	£ -	£ -	£ -	
	Recreation Ground - Boundary fencing and hedges at the Recreation Ground and ongoing grounds maintenance	£ -	£ 500.00	£ 500.00	0.00%
	Recreation Ground - Pavilion - general maintenance	£ -	£ 600.00	£ 600.00	0.00%
	Street lighting - annual maintenance fee	£ 64.46	£ 175.00	£ 110.54	36.83%
	Street lighting - energy costs	£ 40.96	£ 250.00	£ 209.04	16.38%
	Subscriptions	£ 214.69	£ 481.69	£ 267.00	44.57%
	Training costs	£ 30.00	£ 750.00	£ 720.00	4.00%
	Tree surgery	£ -	£ 2,000.00	£ 2,000.00	0.00%
	VAT	£ 71.13		-£ 71.13	To be reclaimed in April 2020.21
	War Memorial	£ -	£ 360.00	£ 360.00	0.00%
	Waste Bins	£ -	£ 2,456.00	£ 2,456.00	0.00%
	Website - hosting domain renewal (biannual)	£ -		£ -	Bi-annual fee (paid in 2019.20)
	Website (new/maintenance)	£ -	£ 1,000.00	£ 1,000.00	0.00%
	Section 137 Payments	£ -	£ -	£ -	
		£ -	£ -	£ -	
Total Payments		£ 2,622.39	£ 23,748.69	£ 21,126.30	11.04%

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Monthly * Expenditure for approval at Meeting 08/06/20 (* March & April 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)	REASON/COMMENT	AUTHORISED (MINUTE)
12/03/2020	Slindon Coronation Hall	SO		£ 14.00		£ 14.00	LGA 1972 s134	Hire Hall Feb20	Recurring payment
12/03/2020	Sarah Linfield	SO		£ 305.13		£ 305.13	LGA 1972 s112	Clerk's monthly salary (part - rest by cheque)	Recurring payment
19/03/2020	Surrey Hills Solicitors	Cheque	100339	£ 256.00	50.00	306.00	Small Holding and Allotments Act 1908, ss.23, 25	National Trust Allotment Lease	20/207 re National Trust Allotment lease renewal 2020
08/04/2020	Came and Co Insurance	Cheque	100340	£ 592.70		£ 592.70	LGA 1972 s 111	Annual insurance	20/207 re Insurance
08/04/2020	HMRC	Cheque	100341	£ 130.00		£ 130.00	LGA 1972 s 111	Tax on clerk's salary - period 1	Recurring payment
15/04/2020	J Harris	Cheque	100342	£ 74.99	15.00	£ 89.99	LGA 1972 s 111	McAfee (paid for by previous clerk under recurring CC, now	Recurring payment
15/04/2020	NALC/WSALC Ltd	Cheque	100343	£ 179.69		£ 179.69	LGA1972 s143	Subscriptions	Authorised in budget
23/04/2020	SLCC Enterprises Ltd	Cheque	100344	£ 30.00	6.00	£ 36.00	LGA 1972 s 112	Clerk's training course (Operation London)	20/211 re The Clerk
23/04/2020	Surrey Hills Solicitors	Cheque	100345	£ 150.00	30.00	£ 180.00	Small Holding and Allotments Act 1908, ss.23, 25	National Trust Allotment Lease	20/207 re National Trust Allotment lease renewal 2020
09/04/2020	ICO	DD		£ 35.00		£ 35.00	LGA 1972 s 111	Information Commissioners Office - fee (mandatory)	Recurring payment -annual (reduction by £5 where paid by DD)
09/04/2020	Southern Electric	DD		£ 40.96	2.47	£ 43.43	Parish Councils Act 1957, s.3; Highways Act 1980, s.301	Account for Q4 2019 20	Recurring payment
14/04/2020	Slindon Coronation Hall	SO		£ 14.00		£ 14.00	LGA 1972 s134	Hall Hire for March 2020	Recurring payment
14/04/2020	Sarah Linfield	SO		£ 520.00		£ 520.00	LGA 1972 s112	Clerk's salary - period 1	Revised standing order instruction per confidential minute
				2342.47	103.47	2445.94			
Monthly Income for information : March and April 20									
RECEIPTS									
DATE/ACCOUNT TYPE	PAYER	TRANSACTION TYPE		REASON					
Community Account									
06/04/2020	Arun DC	CR	8505.50	50% of 2020.21 Precept					
Community Savings									
31/03/2020	HSBC	CR	4.45	Gross Int to 30 March 2020					
30/04/2020	HSBC	CR	4.3	Gross Int to 29 April 2020					

8b

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Monthly * Expenditure for approval at Meeting 08/06/20 (* May 2020)								
BENEFICIARY/PAYEE	TRANSACTION TYPE	Cheque number	NET AMOUNT	VAT	GROSS AMOUNT	STATUTE (UNDER WHICH PAYMENT MADE)	REASON/COMMENT	AUTHORISED (MINUTE)
Slindon Coronation Hall	SO		£ 14.00		£ 14.00	LGA 1972 s134	April meeting	Recurring payment - did not use facility due to covid-19
Sarah Linfield	SO		£ 520.00		£ 520.00	LGA 1972 s112	Clerk's monthly salary - period 2	Recurring payment
HMRC	Cheque	100346	£ 130.00		£ 130.00	LGA 1972 s 111	Tax on clerk's salary - period 2	Regular payment
Streetlights	Cheque	100347	£ 64.46	12.89	£ 77.35	Parish Councils Act 1957, s3:Highways Act 1980, s.301	Payment 1 of 2 Streetlighting	Maintenance Contract
Sarah Linfield	Cheque	100348	£ 31.77		£ 31.77	LGA 1972 s 111	Homeworking Allowance 1/1/20 - 31/3/20	Contact of Employment
			£ 7.43	1.49	£ 8.92	LGA 1972 s 111	Paper	Admin - general use
			£ 7.48	1.52	£ 9.00	LGA 1972 s 111	File dividers x 4	Admin expenses - for audit
			£ 4.39	0.88	£ 5.27	LGA 1972 s 111	Files x 1 for internal audit papers	Admin expenses - for audit
			£ 4.39	0.88	£ 5.27	LGA 1972 s 111	Files x 1 for internal audit papers	Admin expenses - for audit
			783.92	17.66	801.58			
Monthly Income for information : May 20								
PAYER	TRANSACTION TYPE		REASON					
HMRC	CR	1784.60	VAT reclaimed 2019.20					
HSBC	CR	4.31	Gross Int to 30 May 2020					

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SLINDON PARISH COUNCIL Budget Monitoring Document 2019/2020 (N.B. to be presented at next council meeting) Actual Receipts and Payments for the 12 months to 31/3/20					
Receipts	Full Year Budget (1/4/19 - 31/3/20)	Actual (to 31/3/20)	% YTD Actual v Annual Budget	Known variance (+/- over/ underspend)	Notes
Precept	16,760.00	£ 16,760.00	100%		Precept payable in 2 instalments - 1st received 12/4/19 2nd 13/9/19
Bank Interest		£ 52.44			
Rent (Allotment and Sports Association)		£ 205.00			
Donations		£ 266.40			Church funded 50% of the additional repairs to wall in July 19
Grant					
Other					N.B. Previous ref to credit re SSE error on budget planner removed - overcharged when switching to fixed tariff, but should have been recorded as a refund against payment, cash book entry reduced by this amount
VAT reclaimed for 2018/19		£ 1,432.51			
Total Income	16760.00	£ 18,716.35		1956.35	
Payments	Budget (1/4/19 - 31/3/20)	Actual (to 31/3/20)	% YTD Actual v Annual Budget	Known variance (+/- over/ underspend)	Notes
					Budget actuals presented as NET where able to reclaim the VAT
Insurance	550.00	£ -	0%	550.00	Cheque issued in April 2020
Audit fees	300.00	£ 245.00	82%	55.00	
Annual fees, donations & Subscriptions (Inc. Parish Magazine)	350.00	£ 395.06	106%	-45.06	ICO fee £35, Action in Rural Sussex £50, SALC £173.56, SLCC Membership and joining fee £114
Street lighting - annual maintenance fee	175.00	£ 348.84	82%	76.16	
Street lighting - energy costs	250.00				Switched to fixed tariff 12mths from 1/8/19
Top Playing Field: Equipment & grounds maintenance (repairs & replacement)	2,500.00	£ 4,204.00	168%	-1704.00	Bill paid in July is £4108.80 (£3424 + VAT 684.80), £245 emergency swing seat replacement, £500 grass cutting, £35 self closing lock for playground gate)
Recreation Ground - Annual maintenance of fitness kit	525.00	£ 333.96	64%	191.04	
Recreation Ground - Boundary fencing and hedges at the Recreation Ground and ongoing grounds maintenance	1,400.00	£ -	0%	1400.00	Agreed work due March deferred due to covid-19
Recreation Ground - Pavilion - general maintenance	0.00	£ -	0%	0.00	
Recreation Grounds - Waste Bins	750.00	£ 290.00	0%	460.00	
Tree maintenance - Medium term work undergoing review by contractor and on going annual inspection fee	1,000.00	£ 129.17	13%	870.83	Tree survey undertaken built remedial work due March deferred due to covid-19
Clerk's Salary and allowances	4735.00	£ 5,302.16	112%	-567.16	Includes Home-working allowance at £94.46
Clerk's expenses (mileage)	100.00	£ 85.05	85%	14.95	
Hall hire for meetings	300.00	£ 210.00	70%	90.00	18/3/19, Extraordinary Meetings x 2 5/6/19 & 28/10/19. N.B. Heating costs not paid for winter, although paid for March meeting by standing order which did not take place.
Petty cash/admin transactions	300.00	£ 158.40	53%	141.60	Ink cartridge, printing, file dividers (N.B petty cash now disbanded)
Office Equipment	0.00	£ 262.62		-262.62	Replacement of filing cabinet that was broken and new hanging folders for drawers, McAfee anti virus protection
Defibrillator (s) - maintenance for two installations	525.00	£ 58.09	11%	466.91	Signage from JDAC grant
Election Costs (for MAY19)	500.00	£ 125.00	25%	375.00	Uncontested election
Allotment rent	200.00	£ 100.00	50%	100.00	Balance £100 not yet claimed - due to covid-19 or renewal of lease?
Training courses	500.00	£ 680.00	136%	-180.00	GILCA training for new clerk, Councillors GDPR Event 13/8/19 & Councillors Briefing x3 Feb 20
Grants & donations	1,500.00	£ 50.00	3%	1450.00	Grant awarded but not taken up due to Covid-19 pandemic
Miscellaneous -				0.00	
Legal fees re Recreation Ground Lease: - Review 3 years next due 2021	0.00	£ -		0.00	
Legal fees re Allotments - Renewals March 2020	0.00	£ 256.00		-256.00	
Website setup/ Domain name renewal (bi-annual)	100.00	£ 72.00	72%	28.00	
Pond	100.00	£ 175.00	175%	-75.00	Hedge planted by pond
War Memorial Garden- maintenance	100.00	£ 3,257.00	3275%	-3157.00	Repairs to War Memorial wall £1963, sun dial repair £175, additional repairs to wall £444, Valuation of War Memorial for insurance purposes £300, repair to gate £375
Net underspend				22.65	
Exclusive of VAT	16,760.00	£ 16,737.35	100%	22.65	
VAT to be reclaimed in April 2020		£ 1,784.60			
Total Expenditure		£ 18,521.95			

**Draft Minutes of the Ordinary Meeting of Slindon Parish Council
Held 'Remotely' via Zoom Software *
On Monday 8th June 2020 at 7.00 p.m.**

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

Annex B - Minute 9a

SDNP Planning Applications (Stance and comments - retrospective approval as council unable to meet due to COVID-19 lock down restrictions)

Validated in March 2020

1. The Hermitage Church Hill Slindon BN18 0RB

Roof alterations, conversion of Garden Store to Garden Room and alterations
SDNP/20/00164/HOUS - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=Q43QE5TUK9D00&activeTab=summary>
SDNP/20/00165/LIS - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=Q43QEATUK9E00&activeTab=summary>

Stance - neutral

Consultee & General Comments

The council has raised no objection to this application which was added to the planning portal after it last met on Monday 9th March 2020. The decision will be retrospectively confirmed when it is next able to meet

2. 14 Church Hill Slindon Arundel West Sussex BN18 0RB

Repair and refurbishment of cottage
SDNP/20/01125/LIS - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=makeComment&keyVal=Q6ZJVXTULRN00>

Stance - neutral

Consultee & General Comments

The council has raised no objection to this application which was added to the planning portal after it last met on Monday 9th March 2020. The decision will be retrospectively confirmed when it is next able to meet.

Validated in April 2020

1. Old Farm Camp and Touring Site Shellbridge Road Slindon West Sussex

Extend administration and amenity building to form manager's dwelling
SDNP/20/01529/FUL - <https://planningpublicaccess.southdowns.gov.uk/online-applications/monthlyListResults.do?action=firstPage>

Stance - neutral

Consultee & General Comments

The parish council understands that the SDNP authority is required to notify those with an interest in 'neighbouring land' of a planning application where 'neighbouring land' is defined as an area or plot of land which, or part of which, is conterminous with or within 20m of the boundary of the land for which the development is proposed. It is concerned that under the current lockdown measures both those who meet this criteria and other interested parties continue to have the same opportunity to assess and comment on applications. Where a notice has been placed on site it may not easily be seen under the current circumstances. The council has raised no objection to this application which was added to the planning portal after it last met on Monday 9th March 2020. The decision will be retrospectively confirmed when it is next able to meet.

Validated in May 2020

1. The Coppice Sunnybox Lane Slindon BN18 0LX

Proposed rear extension.
SDNP/20/01400/HOUS - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=Q84509TUMA700&activeTab=summary>

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*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

Stance - neutral

Consultee & General Comments

No objection raised.

Policy SD31: Extensions to existing dwellings, and provision of annexes and outbuildings. The council does not object on this occasion (although the increase in floor space is materially in excess of 30%) as the planning application is being submitted on the basis of 'exceptional circumstances'. However, this is subject to the provision of 'robust evidence' to the SDNPA to support the purpose of the application. The council is concerned to ensure full compliance with SD31 so that any approval by the SDNPA does not create a precedent for future applications.

The parish council understands that the SDNP authority is required to notify those with an interest in 'neighbouring land' of a planning application where 'neighbouring land' is defined as an area or plot of land which, or part of which, is contiguous with or within 20m of the boundary of the land for which the development is proposed.

It is concerned that under the current lockdown measures both those who meet this criteria and other interested parties continue to have the same opportunity to assess and comment on applications. Where a notice has been placed on site it may not easily be seen under the current circumstances.

2. 2 Church Hill Slindon BN18 0RB

Repair and refurbishment of cottage inc. replacement of roof finish, chimney stack and rainwater goods.
SDNP/20/01862/HOUS - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=QA7MTITUFGO00&activeTab=summary>
SDNP/20/01863/LIS - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=QA7MTZTUFGP00&activeTab=summary>

Stance - neutral

Consultee & General Comments

This decision was agreed outside a meeting due to lockdown restrictions but will be retrospectively approved when the council next meets - either in a virtual or face to face meeting.

3. 18 Meadsway Slindon Arundel West Sussex BN18 0QU

Reapplication to remove Eucalyptus tree (1) due to honey fungus at base
SDNP/20/01892/TCA - <https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?keyVal=QA9LW5TU0P000&activeTab=summary>No Objection.

The council would welcome the planting of a suitable native sapling to replace the tree that must be removed through honey fungus.

This decision was agreed outside a meeting due to lockdown restrictions but will be retrospectively approved when the council next meets – either in a virtual or face to face meeting.