



AGENDA FOR A MEETING OF THE PARISH COUNCIL

Parish council members are summoned to a meeting

to be held on Wednesday, 26th March, 2025 commencing at 18.00 hrs in Stedham Memorial Hall

Members of the public are encouraged to attend but are asked to pre-notify the clerk that they wish to come

NB: Meeting papers will be available on our website "What's on" page at least 3 days ahead of the meeting

Neil Ryder, clerk 20th March 2025

1. Apologies for absence

2. **Disclosure of Interests:** To receive any disclosure by members of personal interests in matters on the agenda.

3. Public questions

The next ten minutes are available for the public to comment on / ask about relevant matters on the agenda.

4. Reports from district and county councillors

5. Minutes from the council meeting held on 22nd January

Reference	Who	Action	By when
20240925-7e & f	MM	Discuss with team 1: popular paths, new conservation areas, identifying landowners	ASAP
20250122-6a / 11b	NR/DF/DD	Discuss installation of grit bins and place order; review emergency resources	See item 13
20250122-6b	NR	Apply for charity bank account and transfer funds as per minute	Done – see item 9
20250122-7	NR	Publish vacancy notice and inform CDC	Done – see item 7
20250122-9b	NR	Apply for Op Watershed funding	See item 11
20250122-9c	NR	Proceed with charity set-up steps	See item 9
20250122-10b	NR/DF/DD/SS	Invite horse owners to meeting re bonfire	Done – see item 12

Matters arising from minutes not already on agenda and approval of minutes

6. Devolution and local government reorganisation plans

- WSSCC and government consultations** – PC response or only individual?
- Implications for small parish councils – should we discuss with neighbouring PCs?
- Resignation of Kate O’Kelly as our WSSCC councillor

7. PC membership / responsibilities

- Nominations received?
- Co-opt new members?
- Allocate responsibilities
- Clerk role / workload

8. Finance see meeting papers

- Current position – budget update, bank statements; new bank account
- Discuss purchase of grit bins from CIL funds and funding of new community association (items 13 & 11)
- VE80 grant from CDC and purchase of “Tommy” remembrance soldier outlines
- Revised budget for 2025 – 26

9. Community association charity set-up

- Update on progress
- Dispute with church Joint Council over Trotton fete and duck race

Priority action team updates

10. Action team 1: Local environment [MM]

- Action plan update
- Litter pick plans?
- Suggestion of new conservation areas: Chithurst bridge / church / manor / farm and Terwick Mill area

11. Action team 2: Community facilities / infrastructure [NR]

- Team meeting postponed to 7th April
- WSSCC willing to consider Op Watershed grant for drain between Rother and Rectory Lanes (stage 1 of revised walkway project) but referred to contractor for advice

12. Action team 3: Community events & activities [AS / SS]

- Meeting held with local horse owners re fireworks – update from DD
- Fete plans [if not fully discussed under item 9]
- Parish AGM plans (2nd May)
- First Friday plans
- Other dates / proposals for next year

13. **Action team 4: Community support** [DF]
 - a. Action plan update
 - b. Grit bins – discuss site locations / preparation and timing of purchase
14. **Action team 5: Housing and planning** [NR]
 - a. Update re START / Aylings site
 - b. Planning applications: (see meeting papers):
 - SDNP/24/04914/LDP (rooflights and shed at Nursery Cottages, Chithurst Lane) approved
 - SDNP/25/00046/LIS (conversion of barn at Chithurst Farm) approved
15. **Action team 6: sustainability & biodiversity** [KM / VC]
 - a. Himalayan Balsam work party
 - b. Action plan update
16. **Information for councillors that are considered urgent or to be included on future agenda.**
17. **Date of next meeting:** 28th May 2025 (regular PC meeting)



Item	2023-24 actual	2024-25 budget	2024-25 to date	2024-25 planned	2024-25 expected	% variance re budget
Brought forward	£9,144.80	£16,145.24	£16,145.24		£16,145.24	
Precept	£4,000.00	£4,000.00	£4,000.00	£0.00	£4,000.00	0.0%
Interest income	£108.03	£110.17	£91.11	£20.00	£111.11	0.9%
VAT reclaim	£6,891.75	-£5,961.30	£269.71	£0.00	£269.71	-104.5%
Funding	£761.56	£0.00	£0.00	£0.00	£0.00	0.0%
CIL income	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Other income	£97.62	£0.00	£0.00	£0.00	£0.00	0.0%
Sub-total: income	£11,858.96	-£1,851.13	£4,360.82	£20.00	£4,380.82	-336.7%
Wages	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Training / professional bodies	-£38.55	-£100.00	£0.00	£0.00	£0.00	-100.0%
Travel	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%
Interest / finance costs	£0.00	£0.00	-£8.32	£0.00	-£8.32	100.0%
Insurance	-£428.00	£0.00	£0.00	£0.00	£0.00	0.0%
CIL spending	£0.00	-£3,944.78	£0.00	-£1,709.34	-£1,709.34	-56.7%
Legal and auditing	-£252.00	£0.00	£0.00	£0.00	£0.00	0.0%
Dues and subscriptions	-£575.00	-£221.00	-£196.00	-£25.00	-£221.00	0.0%
Office supplies & postage	-£593.75	-£360.00	-£496.87	£0.00	-£496.87	38.0%
Online services	-£883.39	-£760.00	-£733.00	£0.00	-£733.00	-3.6%
Repairs & maintenance	-£49.10	-£250.00	£0.00	£0.00	£0.00	-100.0%
Churchyard maintenance	-£965.00	-£1,170.00	-£585.00	-£585.00	-£1,170.00	0.0%
Donations / community fund	-£1,073.73	-£2,460.40	-£420.00	-£2,000.00	-£2,420.00	-1.6%
Other / contingency	£0.00	-£250.00	£0.00	£0.00	£0.00	-100.0%
Sub-total: expenditure	-£4,858.52	-£9,516.18	-£2,439.19	-£4,319.34	-£6,758.53	-29.0%
Net surplus / deficit for year	£7,000.44	-£11,367.31	£1,921.63	-£4,299.34	-£2,377.71	-79.1%
CARRIED FORWARD	£16,145.24	£4,777.93	£18,066.87		£13,767.53	188.1%
						(less than 2x precept)

Latest bank balances - total:	£16,145.24
Current a/c:	£7,997.16
Reserve a/c:	£8,148.08

Bank balance should agree with "Carried forward" for "to date" column

If amount carried forward exceeds 2x precept, auditors require reasons
However, this would not include unspent CIL money (£2,235.44) or retained Op Watershed money (£6,231). Excluding these, the Carried forward total would be £5,301.09 - well under the 2 x precept (£8,000)



Transaction breakdown: 2024-25 to date - by category

		Opening balance / brought forward:	Current	Reserve	Total
			£7,997.16	£8,148.08	£16,145.24
Date (cleared)	Item				Gross
Income					
19-Apr-24	Precept	Precept - first 50%			£2,000.00
13-Sep-24		Precept - second 50%			£2,000.00
30-Apr-24	Interest income	Interest from reserve account			£10.68
31-May-24		Interest from reserve account			£10.05
28-Jun-24		Interest from reserve account			£9.09
31-Jul-24		Interest from reserve account			£10.72
30-Aug-24		Interest from reserve account			£9.76
30-Sep-24		Interest from reserve account			£10.10
31-Oct-24		Interest from reserve account			£9.77
29-Nov-24		Interest from reserve account			£8.82
31-Dec-24		Interest from reserve account			£9.74
31-Dec-24		Credit interest			£0.34
31-Jan-25		Interest from reserve account (after transfer to Unity Trust)			£2.04
23-Apr-24	VAT reclaim	VAT calculated from 2023-24			£269.71
				Total Income	£4,360.82
Expenditure					
31-Jan-25	Interest / finance costs	Service charge			-£2.32
28-Feb-25		Service charge			-£6.00
09-May-24	Dues and subscriptions	Annual data protection fee			-£35.00
10-Jun-24		Annual digital mapping sub			-£36.00
25-Jul-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
05-Dec-24		PC meetings @ Borden village hall			-£25.00
07-May-24	Office supplies & postage	Print annual report to residents: 200 x A3 double-sided on 160 gsm paper folded to 4 x A4			-£167.00
18-Jul-24		Set of HP 953XL print cartridges			-£169.99
09-Dec-24		Envelopes & print cartridges			-£159.88
08-Nov-24	Online services	Annual website hosting			-£300.00
06-Dec-24		Annual domain fee - trotton.community (1 yr)			-£56.66
24-Jan-25		MS 365 - annual subscriptions estimate			-£376.34
19-Nov-24	Churchyard maintenance	Lawn mowing both churchyards Apr - Sep 2024 - 4.5 days @ £130			-£585.00
21-Oct-24	Donations / community fund	Donation			-£350.00
24-Feb-25		Contribution towards ERA purchase to Fluidion (measure E. Coli levels in the river)			-£70.00
19-Jun-24	Other / contingency	Portable WCs for fete - deposit			-£150.00
16-Aug-24		Portable WCs for fete - final payment			-£150.00
09-Sep-24		Fete expenses - see claim form (repayable from fete proceeds)			-£314.09
30-Sep-24		Repayment from fete takings (via NR bank ac) for fete loos and other expenses			£614.09
				Total Expenditure	-£2,439.19
Surplus / deficit for year:					£1,921.63
Closing balance / carried forward:					£18,066.87
Closing bank balances:		Current	£4,547.38	Reserve	£13,519.49
				Total	£18,066.87

Transfers to be made to TASC by 31st March if approved:
 - From CIL fund for grit bins (to be paid for later in year): £1,709.34
 - Unspent lawn-mowing charges (to be paid in April): £585.00
 - Unspent amenity fund money: £2,000.00
TOTAL: £4,294.34



Transaction breakdown: 2024-25 - by date

		Opening balance / brought forward:	Current	Reserve	Total
			£7,997.16	£8,148.08	£16,145.24
Date (cleared)	Item				Gross
19-Apr-24	Precept	Precept - first 50%			£2,000.00
23-Apr-24	VAT reclaim	VAT calculated from 2023-24			£269.71
30-Apr-24	Interest income	Interest from reserve account			£10.68
07-May-24	Office supplies & postage	Print annual report to residents: 200 x A3 double-sided on 160 gsm paper folded to 4 x A4			-£167.00
09-May-24	Dues and subscriptions	Annual data protection fee			-£35.00
31-May-24	Interest income	Interest from reserve account			£10.05
10-Jun-24	Dues and subscriptions	Annual digital mapping sub			-£36.00
19-Jun-24	Other / contingency	Portable WCs for fete - deposit			-£150.00
28-Jun-24	Interest income	Interest from reserve account			£9.09
18-Jul-24	Office supplies & postage	Set of HP 953XL print cartridges			-£169.99
25-Jul-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
31-Jul-24	Interest income	Interest from reserve account			£10.72
16-Aug-24	Other / contingency	Portable WCs for fete - final payment			-£150.00
30-Aug-24	Interest income	Interest from reserve account			£9.76
09-Sep-24	Other / contingency	Fete expenses - see claim form (repayable from fete proceeds)			-£314.09
13-Sep-24	Precept	Precept - second 50%			£2,000.00
30-Sep-24	Interest income	Interest from reserve account			£10.10
30-Sep-24	Other / contingency	Repayment from fete takings (via NR bank ac) for fete loos and other expenses			£614.09
21-Oct-24	Donations / community fund	Donation			-£350.00
31-Oct-24	Interest income	Interest from reserve account			£9.77
08-Nov-24	Online services	Annual website hosting			-£300.00
19-Nov-24	Churchyard maintenance	Lawn mowing both churchyards Apr - Sep 2024 - 4.5 days @ £130			-£585.00
29-Nov-24	Interest income	Interest from reserve account			£8.82
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
05-Dec-24	Dues and subscriptions	PC meetings @ Borden village hall			-£25.00
06-Dec-24	Online services	Annual domain fee - trotton.community (1 yr)			-£56.66
09-Dec-24	Office supplies & postage	Envelopes & print cartridges			-£159.88
31-Dec-24	Interest income	Interest from reserve account			£9.74
31-Dec-24	Interest income	Credit interest			£0.34
24-Jan-25	Online services	MS 365 - annual subscriptions estimate			-£376.34
31-Jan-25	Interest income	Interest from reserve account (after transfer to Unity Trust)			£2.04
31-Jan-25	Interest / finance costs	Service charge			-£2.32
24-Feb-25	Donations / community fund	Contribution towards ERA purchase to Fluidion (measure E. Coli levels in the river)			-£70.00
28-Feb-25	Interest / finance costs	Service charge			-£6.00
Surplus / deficit for year to date:					£1,921.63
Closing balance / carried forward:					£18,066.87
Closing bank balances:		Current	£4,547.38	Reserve	£13,519.49
					£18,066.87

Transfers to be made to TASC by 31st March if approved:
 - From CIL fund for grit bins (to be paid for later in year): £1,709.34
 - Unspent lawn-mowing charges (to be paid in April): £585.00
 - Unspent amenity fund money: £2,000.00
TOTAL: £4,294.34



NatWest

Account type: **Business Current**

Account number: **55855520**

Sort code: **601422**

Account name: **TPC current**

Transactions

Your transactions

Date: **19 Mar 2025**

Showing: **01 Apr 2024 to 18 Mar 2025, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
17 Jan 2025	DPC	TPC UNITY RES , TPC NATWEST CURR , VIA MOBILE - PYMT , FP 17/01/25 10 , 48123412892947000N		£3,236.81	£0.00
17 Jan 2025	DPC	TPC UNITY RES , TPC NATWEST CURR , VIA MOBILE - PYMT , FP 17/01/25 10 , 12123211084384000N		£5,282.34	£3,236.81
17 Jan 2025	DPC	From A/C 55855539 , TWC PC reserve , Via Mobile Xfer	£3,236.81		£8,519.15
31 Dec 2024	DPC	TPC Unity curr , TPC NatWest Curr , VIA MOBILE - PYMT , FP 31/12/24 10 , 48125301601666000N		£5,000.00	£5,282.34
31 Dec 2024	DPC	TPC Unity res , TPC NatWest Curr , VIA MOBILE - PYMT , FP 31/12/24 10 , 17125720249030000N		£5,000.00	£10,282.34
31 Dec 2024	DPC	From A/C 55855539 , TWC PC reserve , Via Mobile Xfer , Unity setup	£5,000.00		£15,282.34
09 Dec 2024	DPC	A NEIL RYDER , TROTTON PC , VIA MOBILE - PYMT , FP 08/12/24 10 , 28110912025969000N		£159.88	£10,282.34
06 Dec 2024	DPC	SAFENAMES , AC57872 INV 429614, VIA MOBILE - PYMT , FP 06/12/24 10 , 05113444342542000N		£56.66	£10,442.22
05 Dec 2024	DPC	BORDEN VILLAGE HAL, TROTTON PC , VIA MOBILE - PYMT , FP 05/12/24 10 , 27114448801034000N		£100.00	£10,498.88
19 Nov 2024	DPC	M HOLLINGSHEAD , TROTTON PC , VIA MOBILE - PYMT , FP 19/11/24 10 , 17145012691916000N		£585.00	£10,598.88
08 Nov 2024	DPC	cuttlefish website, TRO001 , VIA MOBILE - PYMT , FP 08/11/24 10 , 21141358813371000N		£300.00	£11,183.88
21 Oct 2024	DPC	MY BUS , TROTTON&CHITHURST , VIA MOBILE - PYMT		£350.00	£11,483.88
30 Sep 2024	BAC	RYDER ALASTAIR , FETE EXPENSES , FP 28/09/24 1203 , FP24272013245926	£614.09		£11,833.88
13 Sep 2024	BAC	CDC PAYMENTS , N00094	£2,000.00		£11,219.79
09 Sep 2024	DPC	A NEIL RYDER , TROTTON PC , VIA MOBILE - PYMT , FP 08/09/24 10 , 17163648939282000N		£314.09	£9,219.79



NatWest

Date	Type	Description	Paid in	Paid out	Balance
16 Aug 2024	DPC	LOOS FOR DOS LTD , 29050 , VIA MOBILE - PYMT , FP 15/08/24 10 , 10183951448074000N		£150.00	£9,533.88
25 Jul 2024	DPC	Borden Village Hal, Trotton PC , VIA MOBILE - PYMT , FP 25/07/24 10 , 07140047177088000N		£25.00	£9,683.88
18 Jul 2024	DPC	A NEIL RYDER , TROTTON PC , VIA MOBILE - PYMT , FP 18/07/24 10 , 32124658880260000N		£169.99	£9,708.88
19 Jun 2024	DPC	Loos For Dos LTD , 28341 , VIA MOBILE - LVP , FP 19/06/24 10 , 20104824538331000N		£150.00	£9,878.87
10 Jun 2024	DPC	PARISH ONLINE MAPS, 45UD058-0008 ,VIA MOBILE - LVP , FP 10/06/24 10 , 59141259965200000N		£36.00	£10,028.87
09 May 2024	D/D	ICO , ZA353546		£35.00	£10,064.87
07 May 2024	DPC	KERRYTYPE , 46320 , VIA MOBILE - LVP , FP 05/05/24 10 , 14123627822634000N		£167.00	£10,099.87
23 Apr 2024	BAC	HMRC VTR , XRV126000104986	£269.71		£10,266.87
19 Apr 2024	BAC	CDC PAYMENTS , N00094	£2,000.00		£9,997.16
01 Apr 2024		BROUGHT FORWARD			£7,997.16

© National Westminster Bank plc, downloaded from the NatWest online transactions service on 19 March 2025. Search 'transactions' on natwest.com for more information.

National Westminster Bank plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.



NatWest

Account type: **Business Reserve Account**

Account number: **55855539**

Sort code: **601422**

Account name: **TWC PC reserve**

Transactions

Your transactions

Date: **19 Mar 2025**

Showing: **01 Apr 2024 to 18 Mar 2025, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
31 Jan 2025	INT	31JAN GRS 55855539	£2.04		£2.04
17 Jan 2025	DPC	To A/C 55855520 , TPC current , Via Mobile Xfer		£3,236.81	£0.00
31 Dec 2024	DPC	To A/C 55855520 , TPC current , Via Mobile Xfer , Unity setup		£5,000.00	£3,236.81
31 Dec 2024	INT	31DEC GRS 55855539	£9.74		£8,236.81
29 Nov 2024	INT	29NOV GRS 55855539	£8.82		£8,227.07
31 Oct 2024	INT	31OCT GRS 55855539	£9.77		£8,218.25
30 Sep 2024	INT	30SEP GRS 55855539	£10.10		£8,208.48
30 Aug 2024	INT	30AUG GRS 55855539	£9.76		£8,198.38
31 Jul 2024	INT	31JUL GRS 55855539	£10.72		£8,188.62
28 Jun 2024	INT	28JUN GRS 55855539	£9.09		£8,177.90
31 May 2024	INT	31MAY GRS 55855539	£10.05		£8,168.81
30 Apr 2024	INT	30APR GRS 55855539	£10.68		£8,158.76
01 Apr 2024		BROUGHT FORWARD			£8,148.08

© National Westminster Bank plc, downloaded from the NatWest online transactions service on 19 March 2025. Search 'transactions' on natwest.com for more information.

National Westminster Bank plc, registered in England and Wales No. 929027. Registered office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Trotton With Chithurst Parish Council

Current T1

60-83-01 • 20521792

Balance	Available
£ 4,547.38	£ 4,547.38

Balances are correct as of 17:11 on 19 Mar 2025.

↓ Date	Description	Paid in	Paid out	Balance
19/03/25	SLA TROTTON PARISH • TPC NATWEST CURR	2.04		4,547.38
28/02/25	Service Charge		-6.00	4,545.34
24/02/25	B/P to: ERA - Eco Rother A • TROTTON PC		-70.00	4,551.34
31/01/25	Service Charge		-2.32	4,621.34
24/01/25	B/P to: Bytes / Microsoft • TRO003		-376.34	4,623.66
31/12/24	SLA TROTTON PARISH • TPC NatWest Curr	5,000.00		5,000.00



Trotton With Chithurst Parish Council

Instant Access

60-83-01 • 20521815

Balance

£ **13,519.49**

Available

£ **13,519.49**

Balances are correct as of 17:14 on 19 Mar 2025.

↓ Date	Description	Paid in	Paid out	Balance
17/01/25	SLA TROTTON PARISH • TPC NATWEST CURR	3,236.81		13,519.49
17/01/25	SLA TROTTON PARISH • TPC NATWEST CURR	5,282.34		10,282.68
31/12/24	Credit Interest	0.34		5,000.34
31/12/24	SLA TROTTON PARISH • TPC NatWest Curr	5,000.00		5,000.00