

Members of LYNCHMERE PARISH COUNCIL- NOTICE IS GIVEN:

You are hereby summoned to attend The Meeting of Lynchmere Parish Council to be held on Wednesday, 7th October 2026, at 8 p.m. St Michael's Hall, Lynchmere Road, GU27 3QW for the purpose of transacting the following business:

Mrs Leina Mancuso~ Clerk to Lynchmere Parish Council Tel: 01428 621234 E.mail: clerk@lynchmere-pc.gov.uk Web: <https://www.lynchmere-pc.gov.uk/>

PUBLIC AND PRESS ARE WELCOME AND HAVE THE RIGHT TO ATTEND

The Council reserves the right to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 should confidential matters arise

AGENDA

- 1. Apologies:** To receive and accept apologies for absence
- 2. Public Participation:** (maximum 10 minutes or at the discretion of the Chair)
Members of the public to raise questions or make statements on issues within the Council's remit.
- 3. Code of Conduct:** to remind members of their duty to declare any disclosable pecuniary interests, other registerable, and non-registerable interests in items on the agenda. i) To receive any declarations. ii) To consider any requests for dispensation in any interests under S.33 of Localism Act 2011
- 4. Minutes of the previous meeting held on the 2nd September 2026:** To consider any amendments and to confirm the minutes of the previous Lynchmere Parish Council meeting as a true and accurate record.
- 5. District Councillor's Report (information only)**
- 6. Clerk's progress report:**
 - i) To receive and consider matters arising from the clerk's monthly report.
 - ii) To receive and consider the Governance Report, including any recommendations arising.
 - iii) To note the Clerk's action in consultation with the Chair, taken under delegated authority for matters relating to public safety, to instruct the removal of compromised trees following a broken stem at the boardwalk.
- 7. Planning:** i) To receive recommendations from Planning Committee and consider new planning applications (pg 2)
- 8. Finance:** Prepared by Mrs Kate Bain- Responsible Financial Officer
 - i. To approve payments and receipts for the period **26.08.26- 30.09.2026** (pg 2&3)
 - ii. To note bank reconciliation and cashbook balances (pg 4) and to note budget monitoring and expenditure to date (pg 3&4)
 - iii. **To approve a donation (£55) to the Royal British Legion** for the Remembrance wreath (s.137 LGA 1972).
- 9. External Audit Report 2025/26:** To consider external auditor recommendations and agree actions
- 10. Correspondence:** to consider responses to items received 25.06.2026- 26.08.2026 in the **FOR ACTION** column in the table below (pg 5) and to note or receive reports on all other correspondence received 26.08.2026-07.10.2026 (for information only)
- 11. Grounds:** i) Quotes for Camelsdale Rec track resurfacing
 - ii) To consider the report that Camelsdale Rec residents' access permission conditions have not been met.
 - iii) To consider and approve the proposed amendments to HTYFC licence agreement
 - iv) To receive other grounds updates and reports on Council properties (for information only)
- 12. To receive the Chairman's report**
- 13. Parish Matters or Items to be noted for Future Agendas.**
- 14. To resolve that, in view of the confidential nature of the business to be transacted, the press and public be excluded for this item pursuant to the Public Bodies (Admission to Meetings) Act 1960.**
 - i) Staffing Matter 1- Employment/ management arrangements
 - ii) Staffing Matter 2- Litter Picker appointments
 - iii) Staffing Matter 3-Job evaluation (Clerk)

Signed:

L Mancuso

L. Mancuso- Clerk

Date: 01.10.2026

7. Planning Applications: 26.08.2026-30.09.2026			
APP NO	PROPERTY	PROPOSAL	PROPOSED COMMENT
SDNP/26/03532	High Meadow , Danley Lane, Linchmere, West Sussex, GU27 3NF	Construction of an outbuilding (toilet/changing room) and the installation of an ASHP on a small concrete slab.	
LM/26/01969/FUL - Minor Dev - Dwellings	45 Marley Combe Road, Camelsdale, Linchmere, Haslemere, West Sussex, GU27 3SN	Demolition of existing detached bungalow and rear outbuilding, erection of a replacement detached dwellinghouse, including recladding of retained detached garage, widening of existing dropped kerb, creation of off-street parking spaces, and associated landscaping and boundary works	

8(i) Payments & Receipts 25.08.26-30.09.26					
	PAYEE(S)	DETAIL	NET	VAT	TOTAL
PAYMENTS	HMRC	Tax M04 & M05 26-27	On file		
	NEST	Pensions Aug 26	On file		
	STAFF	Salaries for Aug & Sep 26. Includes Backpay 01.04.26-30.09.26 in line with NJC 26-27 Pay scales	On file		
	ONSIM/DESKFONE	Sims Aug 26	10.00	2.00	12.00
	NATWEST	Charges 31.07.26	15.75	0	15.75
	BRITISH GAS	STMH LX 01.08.26-01.09.26	45.48	2.27	47.75
	VODAFONE	Hall broadband Jul 26	34.87	6.98	41.85
	VODAFONE	Hall broadband Aug 26	34.87	6.98	41.85
	VODAFONE	Hall broadband Sep 26	34.87	6.98	41.85
	LYNCHMERE PCC	Annual ground rent for STMH	50.00	0	50.00
	STMH HIRER	Deposit return (SMH224)	75.00	0	75.00
	STORAGE ON SITE	STMH container hire 10.09.26-07.10.26	62.00	12.00	72.00
	CORE SYNERGY	Email hosting Sep 26	37.50	7.50	45.00
	CORE SYNERGY	Website hosting Sep 26	20.00	4.00	24.00
	CORE SYNERGY	Website hosting Oct 26	20.00	4.00	24.00
	CORE SYNERGY	Email hosting Oct 26	37.50	7.50	45.00
	EDF	Initial payment for pavilion LX (05-31.08.26)	27.50	1.38	28.88
	VALLEY	Tree limb removal & boardwalk repairs	756.25	151.25	907.50
	VALLEY	Churchyard hedge cutting	735.00	147.00	882.00
	CASTLE	Allotment water 01.06.26-31.07.26	117.01	23.40	140.41
	CASTLE	Allotment water 01.08.26-31.08.26	19.52	3.90	23.42
	CASTLE	August Burial Ground water Aug 26	7.30	1.46	8.76
	CCP	Maintenance Aug 26	1583.75	316.75	1900.50
	CCP	Maintenance Sep 26	905.00	181.00	1086.00
	PWLB	1 st loan instalment 26-27	6612.38	0	6612.38
	PROTEC	Patrol Aug 26	140.00	28.00	168.00
	SOUTHEAST WATER	STMH water 26.03.26-27.08.26	107.86	0	107.86
	SLCC	Annual Clerks sub-26-27	200.00	0	200.00
	CDC	Burial ground bin 09.08.26-04.09.26-	41.80	0	41.80
	CDC	Cam Rec bins - 09.08.26-30.08.26	35.80	0	35.80
	CDC	STMH bin 09.08.26-03.09.26	40.10	0	40.10
	WALL N DOOR	STMH door repairs	620.00	144.00	744.00
	PROTEC	Patrol Aug 26	140.00	28.00	168.00
	PROTEC	Patrol Sep 26	70.00	14.00	84.00
	3MG	STMH Fire extinguisher servicing	158.00	31.60	189.60
	SSE	Final pavilion electricity bill	549.91	27.50	577.41
	CLEANING COMPANY	STMH cleaning Jul 26	102.00	0	102.00
	CLEANING COMPANY	STMH cleaning Aug 26	102.00	0	102.00
RECEIPTS	FROM	DETAIL	£		
	LLOYDS BANK	Interest Sep 26	4.57		
	CDC	2nd precept instalment 26-27	47,329.00		

		NB Noted on minutes of 02.09.26, now received & cleared into NATWEST current account.	
	LUFFS	Interment fee	1232.00
	GREENWOOD	Interment fee	2240.00
	STMH HIRERS	Hall hire fees	669.00

8.(ii) Bank statements as at 30.09.26 & bank reconciliation from 25.08.26-30.09.26

NATWEST CURRENT	 SLA LYNCHMERE PARISH Business Current £69,152.65																													
LLOYDS SAVINGS	Commercial Instant Access Account £11,113.97																													
BANK RECONCILIATION	<table><tr><th>Lynchmere Parish Council Bank Reconciliation: 30.09.26</th><th>£</th></tr><tr><td>NATWEST Current account: 30.09.26</td><td>69152.65</td></tr><tr><td>LLOYDS Savings Account: 30.09.26</td><td>11113.97</td></tr><tr><td>Bank Balances: 30.09.26</td><td>80266.62</td></tr><tr><td>Less unpresented payments:</td><td>0</td></tr><tr><td>Add unbanked receipts:</td><td>0</td></tr><tr><td>Cashbook balance: 30.09.26</td><td>80266.62</td></tr><tr><td colspan="2">The bank balances reconcile to the cashbook as follows:</td></tr><tr><td>EOY balance at 31.03.26</td><td>35079.93</td></tr><tr><td>Add receipts: 30.09.26</td><td>113223.72</td></tr><tr><td>Less payments: 30.09.26</td><td>68037.03</td></tr><tr><td>Balance as per bank statements: 30.09.26</td><td>80266.62</td></tr><tr><td>Cashbook balance: 30.09.26</td><td>80266.62</td></tr><tr><td>Difference:</td><td>0</td></tr></table>		Lynchmere Parish Council Bank Reconciliation: 30.09.26	£	NATWEST Current account: 30.09.26	69152.65	LLOYDS Savings Account: 30.09.26	11113.97	Bank Balances: 30.09.26	80266.62	Less unpresented payments:	0	Add unbanked receipts:	0	Cashbook balance: 30.09.26	80266.62	The bank balances reconcile to the cashbook as follows:		EOY balance at 31.03.26	35079.93	Add receipts: 30.09.26	113223.72	Less payments: 30.09.26	68037.03	Balance as per bank statements: 30.09.26	80266.62	Cashbook balance: 30.09.26	80266.62	Difference:	0
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8. (ii) Budget monitoring

Lynchmere Parish Council R & P as at 30.09.26	Budget 26-27	Actual @ 30.09.26	% Budget @ 30.09.26	NOTES
	32590	35080		
Income				
Precept	94658	94658	100	
Burial Ground income	8000	5906	74	
Allotment income	1400	930	66	
Other income	3000	3385	113	
Bank interest	30	29	97	
VAT		3571		
St Michael's Hall				
Reimbursement for Hall Manager salary	4000	1000	25	
Hire fees	8000	3745	47	
Receipts to date	119088	113224	95	
Total receipts incl. balance as at 31.03.26		148304		

Expenditure				
Grounds Committee	37800	21084	56	
Administration, stationery & Misc.	1500	594	40	
IT	1200	799	67	
Employee costs Incl Tax/Ni/Pension				
RFO	16500	8918	54	Incl.25-26 M12 tax & 26-27 tax to date
CLERK	21000	12542	60	plus HH £4k Incl.25-26 M12 tax & 26-27 tax to date
Facilities Manager	6240	572	9	
Payroll	90	200	222	Needs to be adjusted for 27-28
Insurance	2000	1976	99	
Streetlighting	4000	3531	88	
Training	500	38	8	
Audit	800	771	96	
Mobile telephones- Clerk	120	60	50	
Chairman's Expenses	200			
SUBS				
WSALC/NALC	890	896	101	
SLCC	200	200	100	
AIRS	0	155		HH paid 50%
CPRE	50		0	
OSS	50	45	90	
FIT	70		0	
ICCM	105	110	105	Needs to be adjusted for 27-28
NSALG	60		0	
CAGNE	12		0	
PARISH ONLINE		75		Needs to be added to budget for 27-28
Other items		-	-	
Election Costs	0			
Press adverts	100			
Parish Newsletter	100			
Defibrillators	350			
Tree Management				
Winter management	500			
St Michael's		-	-	
Development	0			
On going maintenance/ running costs	5563	3894	70	
PWLB loan repayments	14000	6612	47	
Expenditure-discretionary		-	-	
Grants				
S137	2500			
Other grants & S142	450			
Asset replacement				
Tot net YTD		63072	53	
VAT		4965		
Total YTD		<u>68037</u>	58	
Budget 2026-27	<u>116950</u>			
Reserves as at 30.09.26		-	-	
Election reserve	678			
Copse Road Reserve	0			
Camelsdale Reserve	0			
Pavilion use deposits	420			
Allotment deposits	1750			
Asset replacement	766			
General reserve	76653			
Total	80267			

10. Correspondence 25.06.2026- 26.08.2026		
From	Detail	FOR ACTION
Allotment Tenant	Rats/ request for update	To consider action
Allotment Tenant	Rats/ stolen crops- request for lock on gate	To consider action
WS Highways	Highways ranger responses	To consider action
HTYFC	Licence amendments	Under item 11. Iv)
Parishioner	Complaint about bins in Cam Rec	To consider action
Parishioner	Request for access over Cam Rec path	To approve
WS Highways	Member and Parish Briefing sessions 10 Dec 2026 -10am Riparian Responsibilities and Flood Risk 14 Jan 2027 10am-Road Safety 11 March 2027 10am- Speeding and Speed limits	Invite members to attend briefings and/ or respond to survey
From	Detail	For information only
Chichester DC	Response to queries over safe disposal of NOS canisters	To note
Parishioner	Complaint about person sleeping rough in Mill bus shelter	Response sent/ clerk to report
Parishioner	Request for update on CHS	Response sent/ clerk to report
WSCC	Winter Service Agreement to confirm ACS Contractors ,Buddington Farm,Hollist Lane Midhurst	Forwarded to chair/ To Note
Protec	September Report	To note