

# Ashurst Parish Council

Clerk to the Council: Elizabeth Leggo

Tel: 07738664449 e-mail: [ashurstclerk@outlook.com](mailto:ashurstclerk@outlook.com)

22 Elder Close  
Portslade  
Brighton  
BN41 2ER

## MINUTES OF THE ANNUAL MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 3<sup>rd</sup> MAY 2018 AT 8.00PM

### Attendance

Chairman	Cllr Hammond
Ashurst Parish Council	Cllrs Fischel, Hedley, Jesse, Knight, Nicholson and Russell
Horsham District Council	Cllr Willett
Clerk	Elizabeth Leggo

#### 1. Election of Chairman.

The presiding Chairman, Cllr Hammond, asked for nominations for a Chairman for the forthcoming year.

Cllr Hammond was nominated by Cllr Nicholson seconded by Cllr Jesse and it was unanimously agreed, Cllr Hammond accepted the position and remained the Chair. It was noted that the Chairman automatically becomes Chairman of Ashurst Recreation Ground Committee in addition to the Council. Cllr Hammond signed the Declaration of Acceptance of Office for Chairman.

#### 2. Election of Vice Chairman.

Cllr Hedley was nominated by the Council, but as he was not present at the meeting it was AGREED to defer this item until the July meeting.

**To provide an opportunity for members of the public to ask questions or make statements at the Chairman's discretion.**

#### 3. Apologies for Absence.

Apologies were received and accepted from Cllr Lloyd.

#### 4. Declaration of Members Interest.

None for this meeting.

#### 5. Approve the Minutes of the Meeting of 8<sup>th</sup> March 2018

The minutes were circulated to all Cllrs and taken as read. It was **RESOLVED** that the minutes are a true record of the meetings and were signed by the Chairman.

#### 6. Outstanding Actions.

- Clerk still to purchase scanner and new mobile phone
- Can documents be stored in Village Hall? Cllr Jesse confirmed this is ok and a two drawer filing unit could fit under the stage.
- GDPR – purchase shredder

Actions: Clerk to purchase two drawer filing cabinet, scanner/printer, mobile phone and shredder.

## 7. Reports from District & County Councillors

Cllr Willett reported that HDC has a new Chairman. He updated on some planning issues in Steyning and noted that the bund at Soper's Farm had been inspected by planning officers. Finally, Cllr Willett referred the Council to the comprehensive HDC website for any further information.

## 8. Recreation Ground Matters.

The bank balance at HSBC as at 20<sup>th</sup> April 2018 was **£6,881.23**

<b>Incomes received 8<sup>th</sup> March – 3<sup>rd</sup> May 2018</b>		
Ashurst Parish Council	Grant	£1300
West Sussex County Council	Rent for school use of recreation ground (for 17/18)	£1135
<b>Expenditures authorized 8<sup>th</sup> March – 3<sup>rd</sup> May 2018</b>		
EDF	Electricity John Eaton Hut	£85.61
Aon	Insurance Cricket Pavilion	£28.00

**To approve Annual Accounts for 2017/18.** Income and expenditure for 2017/18 were approved and signed by the Chairman.

Councillors discussed the work following the Wicksteed playground inspection. The cracked swing identified by HDC was deemed to be safe and the Council agreed that all the actions from the Wicksteed Playground Inspection had been performed, with the exception of the hosing down of the moss.

The use of the recreation Ground was for the Annual Dog Show. With the exception of the Public Loan which is in any case the Council's responsibility, and one further loan which is due to be repaid over the next few years, the Village Hall's building costs have now been paid off. It was agreed, therefore, that in return for holding the Annual Dog Show, the Village Hall Trust should resume making its annual contribution to the Recreation Ground Trust towards the upkeep and maintenance of the Recreation Ground.

It was further agreed that this contribution would equate to the annual charge made to the Council for its use of the Village Hall for Council meetings held during the year.

The Council felt that it would simplify matters if these two charges were to be offset against each other, thus avoiding the need for the Village Hall Trust to invoice the Council and vice versa!

The leases for the sports clubs were also discussed and the Clerk was asked to rewrite these for approval at the next meeting, including wording around health and safety and alerting the Council should any problems arise.

### **Actions:**

- Cllr Russell to hose down the moss at the Recreation Ground;
- Cllr Russell to fix the gate to the Recreation Ground;
- Cllrs Russell and Hammond to check the glass at the Cricket Pavilion to see if it is safety glass, and to arrange a quote for replacement if it is not;
- Clerk to rewrite the leases for the sports clubs and school;
- Clerk to speak to Steyning PC about how they have dealt with legionella risk;
- Cllr Jesse to look at the Recreation Ground to see if he is able to roll and harrow the grass;
- Cllr Jesse would check with the Village Hall Committee that it was in agreement, from an accounting point of view, with an offsetting of these two charges in this way.

## 9. Planning Matters.

No planning applications were received for consideration at this meeting.

## 10. Planning Decisions from HDC

None for this meeting.

## 11. Financial Matters

Mulberry and Co were confirmed as the Internal Auditors for the Council and Moore Stephens as the External Auditor.

It was **RESOLVED** that the Council did not wish to have a Limited Assurance Review of the 2017/18 accounts.

The Clerk asked four companies for quotes for insurance for the Parish Council. Only two quotes were received back, despite chasing this.

Norris and Fisher quoted £538.70 per annum based on a three-year agreement. This was the best value quote and it was **RESOLVED** to use Norris and Fisher for the Council's insurance from 1<sup>st</sup> June 2018.

The bank balance at Lloyds TSB as at 11<sup>th</sup> April 2018 was **£6547.79**

<b>Incomes received 8<sup>th</sup> March – 3<sup>rd</sup> May 2018</b>		
Horsham District Council	Half Precept	£5,550 (not included in above balance)
<b>Expenditures authorized 8<sup>th</sup> March – 3<sup>rd</sup> May 2018</b>		
Ashurst Public Recreation Ground Trust	Grant	£1,300
E Leggo	Reimbursement for Windows Pro	£48.00
E Leggo	Reimbursement Yola privacy	£7.95
E Leggo	Reimbursement Yola domain	£11.45
E Leggo	Reimbursement Windows pro	£113.76
HALC	Subscription	£15.00
WSALC	WSALC & NALC subscription	£84.91
E Leggo	Reimbursement for Yola hosting	£84.95
Age UK Horsham District	Grant	£50
E Leggo	Expenses	£15.20

## 12. Grants

The Council reviewed an application from the Community Minibus Association asking for a grant towards running costs. It was **RESOLVED** to make a grant of £50 to the Association.

## 13. Appointment of Two Representatives for HALC & Voting Representatives for WSALC

It was **AGREED** that Cllrs Fischel and Knight remain as the representatives for the Horsham Association of Local Councils and as voting representatives for the West Sussex Association of Local Councils.

## 14. Annual Governance Statement.

It was **RESOLVED** that the Annual Governance Statement for 2017/18 is a correct record of a sound system of internal control and accounting. The Annual Governance Statement was approved and signed by the Chairman and Clerk/RFO. See appendix 1 for the review of effectiveness of Internal Control for Ashurst Parish Council.

## 15. Accounting Statements

It was **RESOLVED** that the Accounting Statement for 2017/18 is a true record of the council's income and expenditure. The Accounting Statement was Agreed and signed by the Chairman and the Clerk/RFO.

## 16. To review Standing Orders and Financial Regulations

The documents were circulated to all Cllrs and taken as read. It was proposed by Cllr Hammond and seconded by Cllr Jesse that all documents be Adopted. This was **RESOLVED** by the Council.

## 17. To decide how to proceed following a presentation from the Rural Housing Trust at the Annual Parish Meeting

The Council discussed the recent presentation from the RHT and there were some concerns around unanswered questions, including:

1. *What would the rent be on the properties?*
2. *What would the market value be?*
3. *Would the RHT proceed with just four houses?*
4. *What size would the houses be?*
5. *Is the RHT confident on the road access as this was raised as a real issue by the community?*
6. *How can the RHT guarantee the continuity of the homes being affordable?*

It was **AGREED** that the Council was unable to reach a decision until these answers had been provided.

Cllr Willett suggested that Horsham District Council be consulted on their position regarding affordable homes in the District.

### Actions:

- Clerk to contact RHT regarding the questions above;
- Chairman to contact the other member of the community who is interested in putting land forward for affordable homes;
- Cllr Fischel to speak to HDC about affordable homes.

## 18. To receive an update on Section 106 funds and decide upon next steps

An email from Chris Stark was shared with the Council and it was **AGREED** to invite Chris to a future meeting to discuss how to proceed with traffic calming measures, such as a flashing speed sign, on the B2315.

**Action:** Clerk to invite Chris Stark to either the July or September meeting.

## 19. General Data Protection Regulations

The Council received an update from the Chairman and Clerk following a recent training event. The Council noted the Impact Assessment and it was **RESOLVED** to adopt the General Privacy Policy and Staff/Councillor Privacy Policy.

**Action:** Clerk to upload the Privacy Policies to the website

**20. To receive an update from Horsham Association of Local Councils.**

Cllr Fischel updated the Council. At the Annual Meeting of HALC, Cllr Val Court was re-elected as Chairman, whilst Cllr Terry Oliver was re-elected as Vice-Chairman.

An informative presentation had been given by Velo South, the organisers of a 100-mile cycle race in West Sussex on Sunday 23<sup>rd</sup> September. It was noted that the route takes in Spithandle Lane and the B2315 in Ashurst, so the roads would be closed for several hours. Householders affected will be written to by Velo South in due course.

**21. Logo**

The Council felt that the recent quote for copywrite for the use of an image related to Ashurst was too expensive. It was agreed that Cllr Fischel would speak to the copywrite holder again.

**Action:** Cllr Fischel to speak to the copywrite holder to confirm costs.

**22. Correspondence.**

None for this meeting.

**23. Reports from Outside Bodies.**

Cllr Jesse informed the Council that the Village Hall has its AGM on Thursday 17<sup>th</sup> May.

**24. Information Items.**

None for this meeting.

**25. Date of the next Meeting**

**Thursday 5<sup>th</sup> July at 8pm at Ashurst Village Hall.**

**The Chairman closed the meeting at 9.30pm.**

Signed ..... Chairman Dated .....

## Review of effectiveness of Internal Control for Ashurst Parish Council

Annual governance statement criteria	Evidence of internal control
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<ul style="list-style-type: none"> <li>• Prepared receipts and payments accounts in accordance with regulations;</li> <li>• Used excel;</li> <li>• Internal audit verification.</li> </ul>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<ul style="list-style-type: none"> <li>• All cheques signed by the clerk and two councillors;</li> <li>• Quarterly financial summaries are published on the Council's website.</li> </ul>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<ul style="list-style-type: none"> <li>• The Council review and adopt the NALC Financial Regulations at every annual council meeting in May;</li> <li>• Internal audit verification.</li> </ul>
4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations.	<ul style="list-style-type: none"> <li>• The annual return for 2017/18 is displayed on the Parish Council website, with details of how electors can arrange to view the original copy</li> <li>• The annual return for 2017/18 will be uploaded once approved by the Council</li> <li>• A notice of public rights to view the annual accounting records during a designated 30-day period, is displayed on the website and noticeboard.</li> </ul>
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover when required.	<ul style="list-style-type: none"> <li>• An internal audit is carried out annually.</li> </ul>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<ul style="list-style-type: none"> <li>• Excel is used for accounting purposes;</li> <li>• All cheques signed by the clerk and two councillors;</li> <li>• Quarterly financial summaries are published on the Council's website.</li> </ul>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<ul style="list-style-type: none"> <li>• Internal audit for 2016/17 raised the matter of undated agendas. This has been rectified.</li> <li>• Internal audit for 2016/17 raised the matter that apologies are received in the minutes, but their acceptance is not noted. This has been rectified.</li> </ul>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the smaller authority, and where appropriate have included them in the accounting statements.	<ul style="list-style-type: none"> <li>• Not applicable for this financial year</li> </ul>
9. Trust funds including charitable. In our capacity as sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<p><i>For Ashurst Public Recreation Ground:</i></p> <ul style="list-style-type: none"> <li>• Prepared receipts and payments accounts in accordance with regulations</li> <li>• Used excel</li> </ul>

Elizabeth Leggo  
Clerk and RFO  
May 2018