

Ashurst Parish Council

Clerk to the Council: Elizabeth Leggo

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MINUTES OF THE ANNUAL MEETING OF ASHURST PARISH COUNCIL, HELD AT ASHURST VILLAGE HALL ON THURSDAY 11th MAY 2017 AT 8.00PM

Attendance

Chairman	Cllr Hammond
Ashurst Parish Council	Cllrs Fischel, Hedley, Jesse, Knight, Nicholson and Russell
Horsham District Council	Cllrs Willett
West Sussex County Council	Cllr Barling
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 Russell, 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 Cllr Hammond, seconded by Cllr Russell and it was unanimously agreed, Cllr Hedley accepted the position and remained Vice Chairman. Cllr Hedley signed the Declaration of Acceptance of Office for Vice Chairman.

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

4. Apologies for Absence.

None for this meeting.

5. Declaration of Members Interest.

None for this meeting.

6. Approve the Minutes of the Meeting of 2nd March 2017 and extraordinary meeting of 20th April 2017.

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

7. Outstanding Actions.

- Swing prices quoted by Wicksteed were £213.53;
- Cllr Knight confirmed that planting had not started at Prior's Byne Solar Farm;
- Horsham Matters have confirmed that the other parishes have signed and returned the paperwork for the JPYC;
- WSCC have responded to the Clerk, stating that car park improvement is not a suitable way to spend Section 106 funds.

Actions

- Clerk to order replacement swings from Wicksteed
- Cllr Willett to follow up the lack of planting at Priors Byne Solar Farm
- Cllr Barling to challenge WSCC about how the Council could spend the Section 106 funds

8. To confirm the Appointment of Internal Auditor

Mulberry and Co were confirmed as the Internal Auditors for the Council.

9. Appointment of Representatives for HALC, SALC, Joint Parishes Youth Committee for Youth Provision and Neighbourhood Plan Steering Group.

The following appointments were made:

Horsham Association of Local Councils (HALC) and Sussex Association of Local Councils (SALC) (2 members)	Cllr Fischel and Cllr Knight
Joint Parishes Youth Management Committee (2 members)	Cllr Nicholson and Cllr Russell
Neighbourhood Plan Steering Group (2 members)	This item has been deferred to the next meeting, pending the outcome of further NP meetings. Cllrs Hammond and Fischel will remain on the Steering Group until the next meeting of Ashurst Parish Council, where this item will be reviewed.

10. To Review and Confirm the Parish Council Insurance

It was noted that the Council are in a three-year agreement with Aon, which expires on 1st June 2018. For this financial year, the cost of insurance is £334.49.

11. Recreation Ground Matters. To discuss any matters concerning the Recreation Ground

The bank balance at HSBC as at 20th April 2017 was £6172.66

Incomes received

Ashurst Parish Council	£1500	Grant
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Expenditures authorized

E Leggo	£64.23	Reimbursement for EDF bill
Horsham District Council	£94.84	Rates
EDF	£58.72	Electricity John Eaton Hut
HDC	£86.40	Playground inspections

To approve Annual Accounts for 2016/17. Income and expenditure for 2016/17 were approved and signed by the Chairman.

To review the rent for Ashurst Cricket Club.

It was RESOLVED to reduce the rent for Ashurst Cricket Club to £400 twice a year, from £650 twice a year. This was proposed by Cllr Nicholson and seconded by Cllr Jesse. It was AGREED that the rent would be reviewed in 12 months-time.

It was AGREED that Cllrs would meet at the recreation ground to assess the potholes and the carpark.

12. Planning Matters. To comment on planning applications received from Horsham District Council.
None for this meeting.

13. Late planning applications received after the agenda was posted.

DC/16/0772: Retention, repositioning and landscaping of earth bund around the farm perimeter with tree and flooding protection measures, plus retention and habitat enhancement of existing pond permitted under DC/06/2073 at Sopers Farm (Resubmitted application DC/13/0180). Sopers Farm Peppers Lane Ashurst Steyning West Sussex BN44 3AX.

The Clerk the following comments to Horsham District Council:

That Ashurst Parish Council support the application, provided that the applicant complies with the regulations and requirements. In addition, the Council asked that the applicant be asked to replant areas of land where trees have been killed by the existing bund.

Action:

Clerk to contact the Tree Warden for the Parish, to ask for a professional assessment and comments on the trees affected by the earth bund.

14. Planning Decisions from HDC To receive decisions on planning applications from HDC

Permitted: DC/17/0231: Holly Cottage, Church Lane, Ashurst, BN44 3AR. Three bay carport with home office/studio over.

Prior Approval Required and Permitted: DC/17/0142: Farm Office/Mess Room, Robertsfield Farm, The Village, Ashurst, BN44 3AS. Prior notification change of use from agricultural to dwelling house.

Application Withdrawn: DC/17/0261: Otters, Church Lane, Ashurst, BN44 3AR. Demolition of existing detached garage, proposed two storey side extension and internal alterations.

15. Financial Matters.

The bank balance at Lloyds TSB as at 21st March 2017 was **£6583.46**

Incomes received

HDC	£5,500	Half precept (not included in above figure)
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Expenditures authorized

Bramber PC	£3.16	SWAB NP shortfall
Kent, Surrey & Sussex Air Ambulance	£100	Grant
HALC	£5.00	Conference
E Leggo	£70.95	Website reimbursement
E Leggo	£19.90	Website reimbursement
E Leggo	£22.79	Ink
West Sussex ALC Ltd	£80.22	WSALC & NALC subs
Horsham Matters	£335.34	Youth provision
E Leggo	£56.17	Expenses (ink, mileage)
Aon	£334.49	Insurance annual
Horsham Matters	£31.48	Youth provision
HALC	£15.00	Subscription

16. Annual Governance Statement.

It was RESOLVED that the Annual Governance Statement for 2016/17 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.

17. Accounting Statements

It was RESOLVED that the Accounting Statement for 2016/17 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.

18. To review Standing Orders and Financial Regulations

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

19. Update on Youth Provision.

The contract, Terms of Reference and Partnership Agreement between parishes were agreed by Cllrs and signed by the Chairman.

20. Neighbourhood Plan

Cllrs Fischel and Hammond informed the Council that there have been no updates since the last Parish Council meeting.

21. Training

SSALC training.

Cllrs were made aware of the training available from SSALC and will contact the Clerk to book.

CiLCA.

It was RESOLVED that the Council would make a financial contribution of £250 to help fund the Clerk's Certificate in Local Council Administration training. The Clerk was asked to present a reducing schedule of repayments should she leave her position with the Council within two years of commencing the course (start date is 22/5/17).

22. Grants

St James' Church in Ashurst needs repairs to the roof. A sum of £80,000 is required, of which £50,000 has been raised from grants and private donations. The Council agreed on the importance of the Church to the community. It was RESOLVED that the Council would make a grant towards the repairs to St James' Church roof of £1,000.

23. To discuss and agree upon a logo for Ashurst Parish Council.

This item has been deferred to the next meeting. In the meantime, Cllr Fischel will speak to interested members of the community and cllrs will consider the logo.

24. Correspondence. To discuss correspondence received and appropriate response.

- UK Parliament Week
- Parish online
- Compass Bus Timetable
- Glasdon Local Councils
- St Barnabas House: Night to Remember Midnight Walk
- SSALC Training Programme 2017
- Letter from Kent, Surrey and Sussex Air Ambulance, thanking the Council for their recent donation of £100

25. Reports from Outside Bodies.

Cllr Knight reported on the recent conference of the Horsham Association of Local Councils. He updated the Council on the health and wellbeing initiative in the County, raising the profile of where town and parish councils can better support their communities in these areas. Cllr Knight showed the Council a map of the area, showing that the area surrounding Ashurst is that with the highest predicted levels of social isolation. The Council felt that they would like to do more to help, so the Clerk was asked to add an item to the agenda of the next meeting.

Action:
Clerk to invite the manager of Age UK for the Horsham District to attend a future meeting of the Parish Council, to help identify areas that the Council could help.

26. Reports from District and County Councillors.

Cllr Willett reported on car parking in the Horsham District and informed that car parks seem less full and that retailers have reported a reduction in takings. However, Horsham District Council are pleased with the uptake of parking passes.

Cllr Willett reported that he had pushed for the release of Section 106 funds to WSCC and for town and parish councils to be made aware of available funds.

Cllr Willett also reported that Cllr Barling had been re-elected as the County Councillor for the Bramber Castle Electoral Division.

Cllr Hammond led the Parish Council in congratulating Cllr Barling on his re-election to WSCC.

Cllr Barling reported that of the 70 county councillors, 28 are new members who are currently being inducted. At present, there is nothing to report, but the first meeting of WSCC will be on 16th May, so there will be more to report at the next meeting.

27. Information Items.

The meeting dates of the Council for the next year were agreed, and are attached in appendix 2.

28. Date of the next Meeting

Thursday 13th 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"> • Prepared receipts and payments accounts in accordance with regulations; • Used excel; • Internal audit verification.
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"> • All cheques signed by the clerk and two councillors; • Quarterly financial summaries are published on the Council's website.
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"> • The Council review and adopt the NALC Financial Regulations at every annual council meeting in May; • Internal audit verification.
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"> • The annual return for 2015/16 is displayed on the Parish Council website, with details of how electors can arrange to view the original copy • The annual return for 2016/17 will be uploaded once approved by the Council • A notice of public rights to view the annual accounting records during a designated 30-day period, is displayed on the website and noticeboard.
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"> • An internal audit is carried out annually.
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"> • Excel is used for accounting purposes; • All cheques signed by the clerk and two councillors; • Quarterly financial summaries are published on the Council's website.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<ul style="list-style-type: none"> • Internal audit for 2016/17 raised the matter of undated agendas. This has been rectified. • 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.
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"> • Not applicable for this financial year
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"> • Prepared receipts and payments accounts in accordance with regulations • Used excel

Elizabeth Leggo
Clerk and RFO
May 2017

Meeting Dates for Ashurst Parish Council: 2017/18

DATE	MEETING
20TH APRIL 2017	<i>Annual Parish Meeting</i>
11TH MAY 2017	Annual Meeting of the Parish Council
13TH JULY 2017	Parish Council Meeting
7TH SEPTEMBER 2017	Parish Council Meeting
2ND NOVEMBER 2017	Parish Council Meeting
11TH JANUARY 2018	Parish Council Meeting
8TH MARCH 2018	Parish Council Meeting
APRIL 2018 (DATE TBC)	<i>Annual Parish Meeting</i>
3RD MAY 2018	Parish Council Meeting

Meetings are usually held at 8pm at Ashurst Village Hall unless otherwise stated.

Agendas will be published on the website and displayed on the parish notice board in advance of each meeting.

Updated 11th May 2017