

**Draft Minutes subject to ratification**  
**COCKING PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL**

**HELD ON 12 MAY 2015 AT 6.30PM**

**AT THE VILLAGE HALL, BELL LANE, COCKING**

**PRESENT:** Cllrs Marks, Imlach and O'Neill.

**IN ATTENDANCE:** G Burt, Clerk to the Council

*The Chairman of the Council 2014-15, Cllr Marks, took the Chair*

**1. To elect the Chairman of the Council and to receive the Declaration of Office**

The Council RESOLVED that Cllr Imlach be elected Chairman of the Council for the ensuing municipal year. Cllr Imlach signed his declaration of acceptance of office.

*Cllr Imlach took the Chair.*

**2. To elect the Vice Chairman of the Council and to receive the Declaration of Office**

The Council RESOLVED that Cllr Marks be elected Vice Chairman of the Council for the ensuing municipal year. Cllr Marks signed his declaration of acceptance of office.

**3. To receive confirmation that all Councillors have signed their Declarations of Acceptance of Office.**

The Clerk confirmed that all Councillors present had signed their declarations before the meeting, and that Cllr Burgess would sign his subsequently – done.

**4. Co-options**

Those interested would be encouraged to attend the next meeting.

**5. Apologies**

An apology for absence was received from Cllr Burgess.

**6. Declarations of Interest**

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered. None were declared.

**7. Minutes**

The minutes of the meetings of the 7 April 2015, previously circulated were agreed as a correct record and signed by the Chairman.

**8. Matters Arising from the Minutes**

None

9. **WSCC & CDC Reports**

None

10. **Questions from Visitors**

None

11. **Planning Applications**

The following responses were RESOLVED

SDNP/15/01168/T EL	Telecommunications Mast Land South West of Cocking Chalk Pit Hillbarn Lane Cocking West Sussex	To install transmission dishes and equipment cabinets.	NO OBJECTION
SDNP/15/02069/ HOUS	Sleepers Well Lane Cocking West Sussex GU29 9QQ	Proposed new oak kit garage/hobby workshop.	NO OBJECTION

Members commented on the affect that the replacement of the telecommunications lattice tower with a much taller one, will have on connectivity in the area during the works. RESOLVED that a letter be sent to EE – Cllr O’Neill kindly agreed to draft.

12. **Finance**

- a. Payments from 8 April - 12 May 2015, as set out in Appendix A, were approved.
- b. A bank reconciliation, as at 14 April 2015, showing a Cashbook and Bank balance agreeing of £13,911.06, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement 13 and initialled the corresponding balance. Appendix B,
- c. The accounts to the 31<sup>st</sup> March 2015 were approved, Appendix C.
- d. The End of Year Bank Reconciliation was approved, Appendix D, showing a Cashbook and Bank balance agreeing of £14, 781.15 as at 31<sup>st</sup> March 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement 13 and initialled the corresponding balance.
- e. Sections 1&2 of the 2014-15 Annual Return were approved, Appendix E.
- f. The Council’s Asset Register was approved, Appendix F.
- g. The Council’s Annual Risk assessment was approved, Appendix H
- h. It was RESOLVED that all Councillors be bank signatories.
- i. The Council’s Standing Orders and Financial Regulations were confirmed. (It was apriority in the forthcoming year to adopt the national models.)

13. **Parish Matters**

**a. Playground**

The new equipment was completed. SSE were planning to do their voluntary work on site on 1<sup>st</sup> June. (It was hoped that they would jet-wash the bus shelter at the same time.)

**b. Allotments**

The water was now connected and operational.

**c. Newsletter**

Nothing to report.

**d. Village Hall**

Cllr Imlach had asked a professional to view the three quotes received to surface the drive. He had recommended the quote from E. P. Clark. RESOLVED that E.P. Clark be appointed. This would be funded by the NHB allocation, plus a contribution from the Village Hall Committee of £1,000.

A contractor had been sourced to repaint the exterior of the Hall. The Council would buy the paint directly so as to reclaim VAT.

**e. Events**

It was unlikely that the Firework event would take place if new organisers could not be found.

**f. Highways**

Cllr Burgess had reported via the Clerk on ongoing parking issues at The Croft, and overhanging vegetation, also in The Croft. Cllr Imlach to take forward.

**g. Footpaths**

Nothing new to report

**h. Bumblekyte**

Nothing new to report

**i. New Homes Bonus (NHB)**

Clerk to submit application for driveway project.

**j. S.I.D.**

This was on hold, pending recruitment of more volunteers.

**14. To confirm appointments to outside bodies**

Chichester District Association of Local Councils (CDALC) – Chair & Vice Chair.

West Sussex Association of Local Councils (WSALC) – Cllrs Marks and O'Neill

Village Hall Committee – Cllr Imlach.

North West Forum - Chair & Vice Chair.

North Chichester County Community Committee - Chair & Vice Chair.

Landfill/Gravel Liaison Group - Cllr Imlach.

**15. Correspondence**

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix G.

It was agreed that the Clerk would contact John Cherry to thank him for representing the village on CDC.

## 16. Date of Next Meeting

Given that two Cllrs would be on holiday for the next meeting, it was agreed that this be rearranged – date tbc.

*The meeting closed at 7.40pm*

Chairman:

Date:

## APPENDIX A

FINANCIAL REPORT 12 MAY 2015				
<b>1. PAYMENTS: 8 APRIL - 12 MAY 2015</b>				
DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
12/05/2015	£204.70	547	G Burt	Clerk's Net salary for April
12/05/2015	£51.00	548	HMRC	Clerk's Tax - Apr
12/05/2015	£10.00	549	Chi Payroll Services	Payroll Admin - Apr
12/05/2015	£3,420.81	550	Wicksteed Playgrounds	Playground Imps - Part 1
12/05/2015	£108.00	551	Sussex Land Wks	Rec Fld Grass cutting -Mar x1
12/05/2015	£216.00	551	Sussex Land Wks	Rec Fld Grass cutting -Apr x2
12/05/2015	702.00	552	JPG Bdg & G'works	Water supply to allotments
12/05/2015	15.20	553	G Burt	Photocopying
12/05/2015	27.00	553	G Burt	Mileage
<b>TOTAL</b>	<b>£4,754.71</b>			

**BANK RECONCILIATION**  
**AS OF 14 APRIL 2015**  
**PRESENTED TO COUNCIL ON 12 MAY 2015**

**RECEIPTS & PAYMENTS**

Balance brought forward as at 10/03/2015		£14,781.15
Add Total Receipts		-
Less Total Payments		(870.09)
<b>TOTAL</b>		<b>£13,911.061.0</b> <b>6</b>



**TALLY**

<b>BANK</b>		
Lloyds Treasurers A/C		14,140.51
<b>Less unpresented cheques</b>		
	541	£10.00
	546	219.45
		-229.45
<b>TOTAL</b>		<b>£13,911.06</b>



<b>COCKING PARISH COUNCIL 2014-15</b>		
	<b>Budget</b>	<b>Actual</b>
Estd. Balances b/f at 1 April	3,346.58	3,346.58
<b>Receipts</b>		
Precept	12,309.71	12,309.71
Council Tax Reduction Grant	690.29	690.29
Bank interest refund		22.95
Grants received		10,210.00
VAT refund		
Other		25.00
<b>Total Receipts</b>	<b>16,346.58</b>	<b>26,604.53</b>
<b>Payments</b>		
<b>ADMINISTRATION</b>		
Gen Admin/office	400	246.55
Employment costs	2810	2,567.00
Clerks Expenses	360	186.30
Bank charges	100	49.27
PC Insurance	740	741.12
Meeting room hire & APM	200	152.00
Audit fees (inc 11-12)	420	300.00
Chairman's Allowance	0	11.66
Members Travel		
Training	300	
Advertising	200	289.80
New sletter	360	344.33
Elections		
<b>VILLAGE HALL</b>		
Insurance	870	900.98
Other	400	119.54
Rent/Rates	260	250.00
<b>SPORTS FIELD</b>		
Rent	140	125.00
Allotments	500	
Grass cutting	600	1,786.67
Other Grass Cutting verges	160	
<b>WAR MEMORIAL</b>		
Maintenance	500	
<b>OTHER</b>		
Fireworks	700	650.00
WWI Event	250	500.27
<b>SUBSCRIPTIONS</b>		
AIRS	50	50.00
SLCC	30	
SALC	120	109.88
<b>GRANTS</b>		
Churchyard	125	
RVT/MA Dhurst		
CAB		
<b>PLAY AREA</b>		
Maintenance	500	15.83
Other Grass Cutting playground	550	1,250.00
Inspections	70	61.50
Litter bin	70	
Bus Shelters/Noticeboards/bench	60	330.00
VAT		785.68
<b>Total payments</b>	<b>11,845.00</b>	<b>11,823.38</b>
Transfer to following year	<b>4,501.58</b>	<b>14,781.15</b>

**BANK RECONCILIATION AS OF 31 MARCH 2015****CASHBOOK**

Balance brought forward		<b>3,346.58</b>
Add Total Receipts		<b>23,257.95</b>
Less Total Payments		<b>-11,823.38</b>
<b>Balance Carried forward</b>		<b>14,781.15</b>

**BANK**

<b>Lloyds Treasurers Account</b>		<b>14,781.15</b>
<b>Less un-presented cheques</b>		<b>-</b>
<b>Plus un-cleared deposits</b>		<b>-</b>
<b>Balance Carried forward</b>		<b>14,781.15</b>

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

COCKING PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance				
	31 March 2014 £	31 March 2015 £					
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.				
1 Balances brought forward	87	3,347	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2 (+) Annual precept	12,154	12,310	Total amount of precept received or receivable in the year. Excludes any grants received.				
3 (+) Total other receipts	2,138	10,948	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.				
4 (-) Staff costs	2,678	2,567	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).				
6 (-) All other payments	8,354	9,256	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7 (=) Balances carried forward	3,347	14,781	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8 Total cash and short term investments	3,327	14,781	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>				
9 Total fixed assets plus other long term investments and assets	272,180	272,542	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March				
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11 Disclosure note Trust funds (including charitable)	<table border="1"> <tr> <td>yes</td> <td>no</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		yes	no		✓	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
yes	no						
	✓						

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Gregory Burt

Date 12/05/2015

I confirm that these accounting statements were approved by the council on this date:

12/05/2015

and recorded as minute reference:

TBC

Signed by Chair of the meeting approving these accounting statements.

Date 12/05/2015



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

COCKING PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

TBC  
dated 12/05/2015

Signed by:

Chair

dated 12/05/2015

Signed by:

Clerk

Gregory Burt  
dated 12/05/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

ASSET REGISTER UPDATED 12 MAY 2015					
Ref No	Description	Location	Date Acquired	Cost*	
<b>Office Equipment</b>					
1	Dell Lap Top	Clerk's Home	2010	436.00	
2	Cannon Printer	Clerk's Home	2011	85.00	
<b>Street Furniture</b>					
3	2 Notice Boards	Playground & The Croft	2003/05	1,399.13	
4	1 Notice board	Post Office	1995	200.00	
5	Bus Shelter	Opp The Croft	1996	3,079.10	
6	Bus Shelter	Adj playground	2009	4,715.00	
7	2 Concrete seats	Adj playground	2005	300.00	
8	2 picnic benches	Rec Field	2008	300.00	
9	Wooden Seat	A286 adj Heyshott Turning	1997	200.00	
<b>Play Equipment</b>					
10	Play equipment		1984	17,759.16	
11	Gates & Fencing around Play Area		1998	3,947.45	
12	Litter Bin			120.00	
<b>Memorials</b>					
13	Cocking History Column	r/o A286	2005	10,000.00	
14	War Memorial	o/s Church	1914	1.00	
<b>Other</b>					
15	Village Hall		2010	209,000.00	
16	Village Hall contents		2010	21,000.00	
			<b>TOTAL</b>	<b>272,541.84</b>	
				272,116.40	Last years total
<b>Changes since previous year</b>				<b>425.44</b>	<b>CHANGE</b>
	Removal of Petrol sit-on mower - wor		-400.00		
	Removal of gang mower - worn out		-773.00		
	Removal of 6 laptops - given to comm		2,400.00		
	Correction of prior year error re filing		50.00		
	Addition of War Memorial		1.00		
	Addition of gates & fencing at playgro		3,947.45		
			<b>425.45</b>		
*Original or estimated					

<b>NOTABLE CORRESPONDENCE SUMMARY SINCE 5 APRIL 2015</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
08/04/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 15 April 2015	Copied to all Cllrs
08/04/2015	SDNPA	SDNPA Weekly Lists Wk15	Copied to all Cllrs
13/04/2015	SDNPA	Revised Scheme of Delegation	Copied to all Cllrs
13/04/2015	SSALC	Meeting with the Sussex Chief Constable	Copied to all Cllrs
15/04/2015	CDC	North West Community Forum - our next meeting	Copied to all Cllrs
15/04/2015	CDC	Statement of Persons Nominated	Copied to all Cllrs
18/04/2015	SSALC	NALC's direction of travel	Copied to all Cllrs
18/04/2015	CDC	Media Release: Residents across Chichester District will be able to boost recycling rates thanks to new technology	Copied to all Cllrs
23/04/2015	SDNPA	March Highlights	Copied to all Cllrs
23/04/2015	WSCC	WSCC Surface Water Management Plans and Newsletter April 2015	Copied to all Cllrs
03/05/2015	CDC	Media release: residents reminded to make their vote count	Copied to all Cllrs
03/05/2015	SSALC	SSALC May Newsletter	Copied to all Cllrs
03/05/2015	Business	West Sussex Parish Councils Wheelie Bin Stickers	Copied to all Cllrs
03/05/2015	CDC	Air Quality Action Plan - draft for Consultation	Copied to all Cllrs
03/05/2015	WSCC	Temporary Traffic Regulation - Hoyle Lane, Heyshott - 11th May 2015	Copied to all Cllrs
03/05/2015	SSALC	Three Counties Training - New Councillor Events 2015	Copied to all Cllrs
07/05/2015	CDC	Revised protocols between CDC and Parish Councils for the Management of Unauthorised Encampments 1/5/15	Copied to all Cllrs
07/05/2015	WSCC	West Sussex County Council News Release - West Sussex residents prove recycling matters to them	Copied to all Cllrs
07/05/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 14 May 2015	Copied to all Cllrs
07/05/2015	SDNPA	SDNPA Weekly Lists Wk19	Copied to all Cllrs