

COCKING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

10 MAY 2016 AT 6.30PM

AT THE VILLAGE HALL, BELL LANE, COCKING

PRESENT: Cllrs Imlach (Chairman), Burgess, Craig, Keefe (from Minute 13d), Marks and O'Neill.

IN ATTENDANCE: G Burt, Clerk to the Council
1 member of the public

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.

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

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

3. Cooptions

The Chairman advised that that Miss Frances Russell, who was known to many of the Councillors, had expressed an interest in being coopted to the Council. RESOLVED that Miss Russell be coopted accordingly.

4. Apologies

None

5. 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.

Cllr Marks declared an interest as the tenant farmer upon which part of the proposed Drone Festival would be held, and also on any discussions relating to rural hedge-cutting.

Cllr Keefe declared an interest as a member of the Village Hall Committee.

6. Minutes

The minutes of the meeting of the 4 April 2016, previously circulated were agreed as a correct record and signed by the Chairman.

7. Matters Arising from the Minutes

None.

8. Electors' Meeting

The minutes of the meeting held on 25 April were noted. There were no matters arising that the Council was not already addressing.

9. Questions from Visitors

Mr Simon Marks updated Members on the difficulty he was experiencing in getting his landlord, *The Hyde Group* to take action about the damp problem within his property at The Croft. Despite contacting them many times, and many officers and contractors visiting, action had yet to

materialise. Other tenants in the road also had similar problems. Members explained that they also had similar problems with *The Hyde Group* in that words seemed to rarely materialise into action. Mr Marks was urged to contact the M.P.

10. CDC Report

None. Members commented upon the possible closure of the Cottage Hospital at Midhurst and changes at the Grange Leisure Centre.

11. WSCC Report

Cllr Brown had sent apologies. Cllr Imlach commented upon some matters that he intended to raise with WSCC.

12. Planning Applications

Comments on applications as set out in Appendix A (attached) were RESOLVED.

13. Parish Matters

a. Playground

A price was awaited on new seats for the swings; the annual ROSPA inspection was due in June. Cowdray had approved the siting of the commemorative tree.

b. Allotments

Cllr Marks confirmed that he would roll etc the former allotment site. Negotiations for the renewal of the site lease were ongoing; Members were keen to reword a break clause and the Clerk had asked the Solicitor to see if this point could be taken on board.

c. Newsletter

The latest edition had been published. Members discussed the possibility of a magazine with a wider circulation in the future, possibly along the lines of the *Valley Diary* to the south.

d. Events

Plans for the Firework event and the Queen's Birthday Tea were in hand. Members commented upon the forthcoming *Drone Festival*, which had raised some concern amongst villagers.

e. Village Hall

Cllr Craig reported that CDC had advised that Planning Permission was not required for the proposed extension to the Village Hall. The Clerk would be furnished with outline plans for the extension so that the Council, as leaseholder could seek formal approval from the freeholder.

f. Highways

The need for an additional speed gun was highlighted as it seemed some, very active communities, were using the shared device very often. The Chairman would ask WSCC to provide a highway grass-cutting schedule for the area.

g. Bumblekyte

The Chairman was making good on progressing the long-awaited bench as the Cowdray Estate had now given their consent; he was still trying to persuade WSCC to replace the railing. The Chairman would ask the Church to add grass-cutting around the War Memorial to the churchyard cutting regime.

h. Bus Shelters

The painting of the shelter opposite The Croft was planned.

i. SDW Facilities

Several long distance cycling and other events were in the pipeline. Members remained concerned that organisers failed to provide adequate toilet facilities at the car park off the main road at Cocking Hill and the Clerk was requested to write to the SDNPA on this and other related matters including signage.

j. Footpaths

Nothing new to report.

k. Cycleways

Nothing new to report.

l. Broadband

Nothing new to report.

m. Defibrillator / Village First Aid

The Clerk report that Safe-Savvy had quoted a price of £15 per head for a basic 3-hour First Aid Course. It was agreed that the next newsletter would invite expressions of interest to see if it was worth progressing. A fee could be charged to help cover costs.

n. Website

Cllr Keefe planned to start work on the new site and invited suggestions for content. He would do a mock-up and show members at a future meeting.

o. NHB Allocation 2016-17

Cocking had been allocated £2,100 for 2016-17. Members continued to discuss possible uses, including outdoor adult gym equipment.

p. The Croft

See 9 above.

q. Overgrown Hedges

A local resident had written expressing concern at the appearance of the village, compared to other villages nearby. In particular, she thought that the hedges along main roads required cutting. Cllr Marks reported that environmental management agreements in place between the Cowdray Estate and tenants varied between areas. The weather also determined when hedges could be cut. The Chairman would liaise with the Estate on this and other matters. The residents had also commented on the position and condition of the noticeboards near to the garage.

r. Village Shop

The Clerk was asked to contact the Post Office and seek a status report on the provision of Post Office facilities in Cocking.

14. Finance

a. Payments between 5 April & 10 May 2016, as set out in Appendix B, were approved and any receipts noted.

b. The accounts to the 31st March 2016 were approved, Appendix C.

c. A bank reconciliation, as set out in Appendix D, showing a Cashbook and Bank balance agreeing of £5,773.11 as at 31 March 2016, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 25 and initialled the corresponding balance.

d. RESOLVED that Section 1 (Annual Governance Statement) of the 2015/16 Annual Return be approved. Appendix E

e. RESOLVED that Section 2 (Accounting Statements) of the 2015/16 Annual Return be approved. Appendix F

15. 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 – Cllrs Imlach and Craig

North West Forum - Chair & Vice Chair.

North Chichester County Community Committee - Chair & Vice Chair.

Landfill/Gravel Liaison Group - Cllr Imlach.

16. Correspondence

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix G. It was agreed that the next Agenda would include the WSCC HWRC Consultation.

17. Any Other Matters for Information

None.

18. Date of Next Meeting

Monday 6 June 2016 6.30pm

The meeting closed at 8.23pm

Chairman:

Date:

APPENDIX A

COMMENTS ON PLANNING APPLICATIONS

SDNP/16/01304/TCA	2 High House A286 Mill Lane to The Croft Cocking Midhurst West Sussex GU29 0HG	Notification of intention to reduce height by 3m and widths by 1.5m (to alleviate fire damage and encourage re-growth) on 1 no. Yew tree.	NO OBJECTION
SDNP/16/01597/TCA	185 Church Path Church Lane Cocking Midhurst West Sussex GU29 0HL	Notification of intention to reduce height by approx. 2m and reduce widths by 5m on 1no. Cherry tree (1) and 1 no. Walnut tree (2). Reduce in length by 2m and trim sides by 1-2m on 3 no. Conifer trees (3).	NO OBJECTION

FINANCIAL REPORT 10 MAY 2016						
1. RECIEPTS: 5 APRIL - 10 MAY 2016						
05/04/2016	HMRC	BAC	VAT Refund	£3,248.75		
15/04/2016	CDC	BAC	Precept Part I	£6,500.00		
15/04/2016	CDC	BAC	Council Tax Grant Part 1	£230.17		
				£9,978.92		
2. PAYMENTS: 5 APRIL - 10 MAY 2016						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
10/05/2016	G Burt	622	Clerk's Net salary for Apr	£194.48		£194.48
10/05/2016	HMRC	623	Clerk's Tax - Apr	£48.40		£48.40
10/05/2016	Chi Payroll Services	624	Payroll Admin - Apr	£10.00		£10.00
10/05/2016	KerryType Ltd	625	Newsletter Printing	£167.70		£167.70
10/05/2016	Came & Co	626	Insurance	£1,071.63		£1,071.63
10/05/2016	D Imlach	627	Refreshments for Electors' Mtg	£75.58		£75.58
10/05/2016	G Burt	628	Photocopying	£16.40	£2.73	£13.67
10/05/2016	G Burt	628	Postage	£3.73		£3.73
10/05/2016	G Burt	628	SLCC M'Ship %	£21.95		£21.95
10/05/2016	G Burt	628	Mileage	£94.50		£94.50
10/05/2016	G Burt	628	Travel to Clerk's Conf.	£11.35		£11.35
				£1,715.72	£2.73	£1,712.99

COCKING PARISH COUNCIL 2015-16			
	Original Budget	Revised Budget	Actual
Estd. Balances b/f at 1 April	14,781.15	14,781.15	14,781.15
Receipts			
Precept	13,000.00	13,000.00	13,000.00
Council Tax Reduction Grant	548.59	548.59	548.59
Bank interest refund			
Grants received		3,314.00	3,314.00
VAT refund		1,596.37	1,596.37
Other	100		
Total Receipts	28,429.74	33,240.11	33,240.11
Payments			
ADMINISTRATION			
Gen Admin/office	300	300	225.90
Employment costs	2810	3,100.00	2,924.40
Clerks Expenses	360	450	392.78
Bank charges			
PC Insurance	741	1,027.11	1,027.11
Meeting room hire & APM	200	110	110.00
Audit fees (inc 11-12)	300	250	250.00
Chairman's Allowance	40	40	5.00
Members Travel			
Training	150	180	201.25
Advertising			
New sletter	400	455	454.45
Elections	700	149.80	149.80
VILLAGE HALL			
Insurance	901	185.5	185.50
Other	1900	1,200.00	1,195.98
Ground Rent	250	263.6	263.60
SPORTS FIELD			
Ground Rent	25	125	125.00
Driveway Resurfacing		3,340.00	3,340.00
Allotments	50	585	585.00
Grass cutting	1200	1,190.83	1,190.83
Other Grass Cutting verges	160		
WAR MEMORIAL			
Maintenance	50	50	
Hist Column		40.00	40.00
EVENTS			
Fireworks	650		
WWI Event			
SUBSCRIPTIONS			
AIRS	50	50	50.00
SLCC	30	23.08	23.08
SALC	110	107.84	107.84
GRANTS			
Churchyard	125		
RVT/MADhurst			
CAB			
PLAY AREA			
Maintenance	150	150	
Grass Cutting	1100	1,000.00	1,000.00
Inspections	70	263	263.00
Litter bin	70	64.48	64.48
Refurb		10,000.00	10,000.00
Bus Shelters/Noticeboards/benches	300	700	
Footpath maint.			
VAT		3,000.00	3,292.00
Total payments	13,192.00	28,400.24	27,467.00
Transfer to following year	15,237.74	4,839.87	5,773.11

BANK RECONCILIATION				
AS AT 31 MARCH 2016				
PRESENTED TO COUNCIL ON 10 MAY 2016				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£14,781.15		
Add Total Receipts		18,458.96		
Less Total Payments		(27,467.00)		
TOTAL		£5,773.11	◀	TALLY
BANK				
Lloyds Treasurers A/C (31/03/2016)		5,773.11		
Less unpresented cheques				
TOTAL		£5,773.11	◀	

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

COCKING PARISH COUNCIL

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 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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 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 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 this smaller authority.
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 this smaller authority 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. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

Gregory R Burt

dated

DD/MM/YY

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

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

COCKING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	3,347	14,781	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. (+) Precept or Rates and Levies	12,310	13,000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,948	5,459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,567	2,924	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 smaller authority's borrowings (if any).
6. (-) All other payments	9,256	24,543	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	14,781	5,773	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	14,781	5,773	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	272,542	272,542	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	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.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Gregory Burt

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

NOTABLE CORRESPONDENCE TO 9 MAY 2016			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
04/04/2016	CDC	Community Forum meeting - Police Issues - 5th April 2016	
04/04/2016	SSALC	Meeting with the Sussex Chief Constable	
04/04/2016	WSCC	Operation Watershed - Active Communities Fund 2016	
04/04/2016	SSALC	SSALC Upcoming Training Events	
08/04/2016	SDNPA	Agenda and Papers for 14 April Planning Committee Meeting	
08/04/2016	CDALC	CDALC MEETING 11 APRIL 2016 7PM SINGLETON VILLAGE HALL	Chairman
08/04/2016	SDNPA	South Downs National Park Authority Workshops - May 2016	
08/04/2016	CDC	Chichester District Council - Consultation on revised draft licensing policies	Chairman
08/04/2016	SSALC	PCC Hustings Events - April 2016	
13/04/2016	CDC	All Parishes Meeting 19 May 2016	
13/04/2016	Clerk	Drone Event - Info from Cowdray following query from resident	
13/04/2016	WSCC	Stagecoach Bus Service Changes, May 2016	
15/04/2016	CDC	More flexible parking payment methods to be introduced across Chichester District	
15/04/2016	WSCC	Draft West Sussex Joint Minerals Local Plan Consultation	
20/04/2016	SSALC	Police Update Roadshows - your invitation - REMINDER	
25/04/2016	G Buchanan	Hedge/Streetcare issues. E-mail from resident	
03/05/2016	S Sharpe	Saving Our Law Courts	
03/05/2016	CDALC	Chichester District Association of Local Councils	
09/05/2016	SSALC	SSALC May Newsletter	
09/05/2016	WSCC	PROW parish letter 2015	
09/05/2016	WSCC	Consultation on proposed changes to West Sussex Household Waste Recycling Sites (HWRSSs)	
09/05/2016	SDNPA	Agenda and Papers for 12 May Planning Committee Meeting	
09/05/2016	CDC	All Parishes Meeting 19 May 2016	