

COCKING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

14 MAY 2018 AT 6.40PM

AT THE VILLAGE HALL, BELL LANE, COCKING

PRESENT: Cllrs Imlach (Chairman), Burgess, Craig, Marks and Miss Russell.

IN ATTENDANCE: G Burt, Clerk to the Council
4 Members of the public

The Clerk apologised for his late arrival.

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 the statutory 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 the non-statutory declaration of acceptance of office.

3. Apologies

None.

4. 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 Miss F Russell declared an interest as a member of the Village Hall Committee.

5. Questions from Visitors

Residents commented during Minutes 12a and b below.

6. WSCC Report

Cty Cllr D Bradford had tendered an apology.

7. CDC Report

District Cllr Mrs C Neville had tendered an apology.

8. Minutes

The minutes of the meeting of the 9 April 2018, previously circulated were agreed as a correct record and signed by the Chairman.

9. Matters Arising from the Minutes

12.f The Clerk advised that fortunately CDC would not charge for the cancelled new litter bin order.

10. To consider applications for Co-option.

A resident speaking from the public gallery advised that due to current commitments, she was happy to put her application for co-option on hold, in case someone else came forward, although she would

still be pleased to be considered later in the year. The Clerk advised that that vacancies within 6 months of next ordinary elections (May 2019) automatically remained unfilled.

11. Planning

RESOLVED no objection to applications received since the last meeting - Appendix A,

12. Highways

a. Traffic Calming

A resident asked if any progress had been made regarding replacing the missing *camera ahead* sign to the north of the village? Even without a camera, they considered they would be a big help. Cllr Imlach agreed to see if this was possible. Apparently the correx boards recently installed had had little effect. The Council could look another SID device but it was debatable whether an illuminated speed sign quite near an existing one would have much effect.

It was not clear if a previous application to modify the speed limit in Bell Lane was still *live*. Existing speed restriction signs were in need of replacing. Community Speedwatch had been suspended as three out of the eight people registered had left and those remaining saw no benefit from the exercise.

b. Bus Stop Relocation

Cty Cllr D Bradford had previously offered to take this matter up with the Area Highways Manager; the Clerk would ask if he had made any progress. In the meantime, it was agreed that this item be removed from future agendas until new information or proposals were forthcoming.

c. Footways and Footpaths

Cllr Imlach had asked WSCC to tidy the footway at the entrance to the village near Crypt Lane. He had removed old posters from The Croft noticeboard, cleared vegetation around and cleaned the 30mph sign on the south side of the village.

d. Cycleways

It was noted that the *Velo South* event in September did not affect the parish. It was reported that the Centurion Way extension would follow the old railway line, then up to the car park at the top of Cocking Hill. It then will cross the road and go up to the path leading down to the Post Office, which will be upgraded. It then will run along the footpath on the east side of the main road until it crosses the main road again and goes down Pitsham Lane to join up with Midhurst cyclepaths. Full details would come before the parish in due course.

e. Hedges

Conservation advice on best practice hedgerow management would go in the next newsletter.

f. Buses

WSCC was consulting on a new Bus Strategy. Whilst no changes were being made to the village's 60 Service, it was agreed we write to stress the importance of onward connections being user-friendly.

13. Parish Matters

a. Playground

New gate now in place.

b. Newsletter

September edition in hand.

c. Events

A grant application to CDC to help fund the Beacon in November was under consideration.

d. Village Hall

Thought needed to be given to future improvements that could be funded by rural grants, e.g. Calor Gas.

e. Neighbourhood Watch

Cllr Imlach would coordinate replacement signs.

f. Other

The need for those proposing a new seat near the History Column to consult local residents was stressed. A sapling nearby required removal.

14. Finance

- a. Payments from 10 April to 14 May 2018, totalling £1,883.31 as set out in Appendix **B**, were **RESOLVED** and any receipts noted.
- b. The detailed accounts to 31 March 2018 as set out in Appendix **C** were **RESOLVED**.
- c. A Bank Reconciliation to the 31 March 2018 was agreed, Appendix **D**. Cllr Craig initialled the corresponding entry on statement number 49.
- d. The 2017-18 Internal Audit Report had been received - Appendix **E**. Members were pleased to see that no matters of note had been raised.
- e. **RESOLVED** that Section 1 (Annual Governance Statement) of the 2017/18 Annual Return be approved - Appendix **F**.
- f. **RESOLVED** that Section 2 (Accounting Statements) of the 2017/18 Annual Return be approved - Appendix **G**.
- g. **RESOLVED** that an application for a grant from Arun & Chichester CAB be declined.
- h. **RESOLVED** that an application for a grant of £100 from Kent, Surrey, Sussex Air Ambulance be supported, in accordance with S137 of the Local Government Act 1972.

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.

Midhurst Area Cycling (MAC) – Cllr Imlach.

PathWatch - Cllrs Marks and Craig.

16. Correspondence

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

17. Any Other Matters for Information

None

18. Date of Next Meeting

Monday 4 June 2018 6.30pm

19. Exclusion of Press & Public

RESOLVED that due the nature of the business about to be transacted (staffing), the press and public be excluded and they be instructed to withdraw.

20. Pay Award

Members were advised of the nationally agreed 2% 2018-19 pay award, negotiated by NALC and SLCC. **RESOLVED** that the 2018-19 award (equating to a new hourly rate of £12.036, previously £11.78) be noted and implemented as appropriate.

The meeting closed at 7.53pm

Chairman:

Date:

APPENDIX A

Application No	Address	Details
SDNP/18/015 49/HOUS	South Downs Cottage A286 The Croft To Bex Lane	Removal of 2 no. dining room windows and replace with bi-fold doors to rear elevation.
SDNP/18/019 58/TCA	185 Church Path Church Lane Cocking Midhurst West Sussex GU29 OHL	Notification of intention to fell 1no. Walnut tree.

APPENDIX B

FINANCIAL REPORT 14 MAY 2018						
PAYMENTS: - 10 APRIL - 14 MAY 2018						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
14/05/2018	G Burt	760	Clerk's Net salary for Apr	£204.23		£204.23
14/05/2018	HMRC	761	Clerk's Tax - Aprt	£51.00		£51.00
14/05/2018	AiRS	762	Annual M'Ship	£50.00		£50.00
14/05/2018	WSALC Ltd	763	Annual Sub WSALC+NALC	£126.99		£126.99
14/05/2018	Woodcraft (UK) Lt	764	New planters (NHB-funded)	£1,243.20	£207.20	£1,036.00
14/05/2018	R S Hall & Co	765	Internal Audit 2017-18	£150.00	£25.00	£125.00
14/05/2018	D Imlach	766	Printing various	£34.24	£0.30	£33.94
14/05/2018	D Imlach	766	Electors' Mtg refreshments	£15.67		£15.67
14/05/2018	D Imlach	766	HV Vests	£7.98		£7.98
				£1,883.31	£232.50	£1,650.81
RECIEPTS: - 10 APRIL - 14 MAY 2018						
	PAYEE		DESCRIPTION	GROSS		
13/04/2018	CDC	BAC	Precept Part I	£6,500.00		

COCKING PARISH COUNCIL 2017-18		
	Budget	Final
Balances b/f at 1 April 2017	14,106.23	14,106.23
Receipts		
Precept	13,000.00	13,000.00
Council Tax Reduction Grant	0	0
Grants received		7,092.66
VAT refund	1,500.00	2,359.53
Other		
Total Receipts	28,606.23	36,558.42
Payments		
ADMINISTRATION		
Gen Admin/office	300.00	275.22
Website		209.19
Employment costs	3,700.00	3,054.31
Clerks Expenses	500.00	351.97
PC Insurance	1,080.00	1,118.02
Meeting room hire & APM	80.00	120.00
Audit fees	350.00	250.00
Chairman's Allowance	40.00	12.50
Members Travel		
Training	150.00	289.00
New sletter	400.00	373.22
VILLAGE HALL		
Insurance	200.00	199.93
Other	700.00	186.00
Ground Rent	287.32	287.32
Extension	-	7,750.00
Car Park imp. & new planters		1,350.00
SPORTS FIELD		
Ground Rent	172.33	200.00
Grass cutting	650.00	600.00
Other		275.00
WAR MEMORIAL		
Maintenance	50.00	
Hist Column	20.00	20.00
EVENTS		
Fireworks	650.00	650.00
Other / Cocking Week		
SUBSCRIPTIONS		
AIRS	50.00	50.00
SLCC	22.00	
SALC	125.00	125.24
GRANTS	400.00	250.00
PLAY AREA		
Maintenance	500.00	
Grass Cutting	1,100.00	1,100.00
Inspections	80.00	73.50
Litter bin emptying	80.00	66.56
HIGHWAYS		
Bus Shelters/Noticeboards/benches	300.00	303.25
Footpath maint.	200.00	30.00
Traffic Calming	500.00	
VAT	1,500.00	1,986.51
Total payments	14,186.65	21,556.74
Transfer to following year	14,419.58	15,001.68

BANK RECONCILIATION				
AS AT 31 MARCH 2018				
PRESENTED TO COUNCIL ON 14 MAY 2018				
RECEIPTS & PAYMENTS				
Balance brought forward as at 01/04/2017		£14,106.23		
Add Total Receipts		22,452.19		
Less Total Payments		(21,556.74)		
TOTAL		£15,001.68	◀	TALLY
BANK				
Lloyds Treasurers A/C (31/03/2018)		15,001.68		
Less unpresented cheques		£0.00		
Plus uncleared deposits		£0.00		
TOTAL		15,001.68	◀	

COCKING PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2018

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2017/2018 has recently been completed. The audit included all financial transactions for the period 1 April 2017 to 31 March 2018 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the receipts and payments account for the year; review of spreadsheets; review of bank statements; review of supplier invoices and claims for reimbursement; review of receipts; review of agendas and minutes of meetings; review of budgets; review of fixed asset register and insurance policy; review of payroll records; confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council; and confirmation that the Council's standing orders and financial regulations are kept up to date.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order.
- 3) Risk assessments, standing orders and financial regulations were reviewed and updated
- 4) The accounting and other records were well maintained, accurate and correctly cross-referenced
- 5) The website was reviewed for compliance with the Transparency Code
- 6) The fixed asset register included additions for a bench at Bumblekyte, a litter bin and 3 planters, but I could not see these in the cash book, and there were also no invoices to back up the expenditure
- 7) Fixed assets insured amount to £258,600.64, the value of fixed assets per the asset register are £292,374.71 – the Council should ensure that the assets are correctly covered for insurance purposes

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with. Although errors were noted, they did not have any significant financial impact on the figures reported on the annual return.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)
5 May 2018

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

COCKING PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		Yes' means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
			✓

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
14 e.
dated 14/05/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

SIGNATURE REQUIRED

Gregory Bush

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUT www.cocking.org ADDRESS

COCKING PARISH COUNCIL
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	5,773	14,106	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. 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	13,000	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	7,549	9,452.19	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	2,957	3,054.31	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 authority's borrowings (if any).
6. (-) All other payments	9259	18,502.43	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	14,106	15,001.68	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	14,106	15,001.68	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	281,843	292,374.71	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this 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 11/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2018

and recorded as minute reference:

MINUTE REFERENCE
14F.

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]
SIGNATURE REQUIRED

APPENDIX H

NOTABLE CORRESPONDENCE TO 11 MAY 2018			
Date	From	Subject	Action: Copied to all Cllrs unless otherwise stated
19/04/2018	WSCC	North Chichester County Local Committee - 6 March 2018 - minutes	
19/04/2018	SSALC	Have your say on plan for West Sussex Fire & Rescue Service	
19/04/2018	T Morris	A Life & Death Consultation - Your Help Needed	
19/04/2018	Velo South	Velo South Event Information	
19/04/2018	SDNPA	Date for next Sussex Pathwatch Meeting	
22/04/2018	CPRE	URGENT action required in relation to changes to the National Planning Policy Framework (from The Campaign to Protect Rural England Sussex Branch - CPRE Sussex)	
26/04/2018	CDC	Chichester In Partnership E bulletin - April 2018	
26/04/2018	SSALC	National Rural Crime Survey 2018	
01/05/2018	WSCC	County News: Chichester district April 2018	
08/05/2018	SDNPA	SDNPA Planning Committee Agenda 10 May	
08/05/2018	SDNPA	Improving the South Downs Way, telling the story of the Heritage Coast and National Park gateways	
08/05/2018	CDC	New payment machines installed in rural car parks	
08/05/2018	SDNPA	Parish Workshops - Autumn 2018	
08/05/2018	Velo South	Vélo South - Sunday 23rd September 2018	
11/05/2018	CDC	All Parishes Meeting 30 April 2018 - slides	
11/05/2018	CDC	Save the date for these events / Chichester In Partnership	