

COCKING PARISH COUNCIL
MINUTES OF MEETING
4 OCTOBER 2021, 6.30PM

PRESENT: Cllrs Miss F Russell (Chair), Andrew Cornwell (from Minute 6), D Imlach and Mrs J Jackson.

IN ATTENDANCE: G Burt, Clerk to the Council
Dis Cllr G McAra (Until Minute 4)
1 Member of the Public

1. Apologies

Cllr Mrs J Elliott-Renney, R Marks and D Summerfield had tendered their apologies - prior engagements. The apologies and reasons given were approved.

2. 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.

3. Questions from Visitors

Cat Beaumont had made contact with the Sussex Safer Roads Partnership about re-launching the Community Speedwatch Group, and would provide some wording to go on the Council's Facebook page etc.

4. To receive reports from County & District Cllrs.

Cty Cllr Tom Richardson tendered his apologies but sent a report

Dis Cllr Gordon Gordon McAara who had sent a written report in advance, discussed HGV driver shortage impact upon CDC and the future of Pendean Quarry.

5. To consider any applications for cooption. (The Council still has one vacancy.)

Andrew Cornwell had applied to be considered for cooption to the Council. His application had been circulated. Having answered questions, on the proposal of Cllr Miss Russell, seconded by Cllr Mrs Jackson **RESOLVED** that Andrew Cornwell be coopted to the Council accordingly. He then signed the Statutory Declaration of Office and joined other Councillors at the table.

6. Minutes

The minutes of the meeting of the 6 September 2021, previously circulated were agreed as a correct record and signed by the Chairman.

7. Matters Arising from the Minutes

It was suggested that Greening initiatives could form part of a vision or strategy for the Council in the future.

8. Planning

There were no applications to consider.

9. Highways Updates

- a. Footpaths & Footways – Cllr Imlach planned to mark with chalk the true width of the Cocking>Heyshott footway alongside the A286.
- b. Cycleways – It was reported that the route of the Centurion Way through the parish was still being discussed by the SDNPA. Members not only wanted the safest route, but that which also brought most users into the village to spend in local businesses. Ongoing.
- c. WSCC were formerly consulting on the plan to reduce the speed limit in Bell Lane to 30mph from junction with A286 to just beyond the railway bridge.
- d. Winter maint. - Cllr Imlach would make arrangements for a new hippo bag of rock salt to be delivered to Richard Marks who kindly stored it.

10. Updates on Parish Matters

- a. Playground – The new picnic bench had been ordered.
- b. Village Hall – Cllr Imlach would arrange for the post and rail fence fronting Bell Lane to be repaired.
- c. Broadband – Nothing new to report – no longer needed as standing agenda item.
- d. Defibrillator – it was suggested that the Pub and shop have the cabinet code, just in case someone needs access who doesn't have a mobile phone.
- e. Newsletter – The first edition of the new *Cocking Column* newsheet had been produced by a third party. It was agreed that the Council would be willing to contribute £15 per month towards this. A question remained about who *owned* the list of e-newsletter recipients for the purpose of GDPR.
- f. Christmas Tree – the Events Forum had asked if the Council would prove a Christmas Tree by the playground. It was agreed that the Council would be happy to provide this, to a maximum cost of £200 to cover the lights as the tree itself was being donated. Volunteers would organise this on behalf of and under the auspices of the Council.
- g. Other - seat in Crypt Lane was reported to be in need of repair.

11. Finance

- a. Payments since last meeting were **RESOLVED** and any receipts NOTED – Appendix **A**.
- b. Bank Reconciliation to 14 September 2021 was **RESOLVED** – Appendix **B** and the corresponding bank statement was subsequently initialled by Cllr Miss F Russell.
- c. The External Audit Report for 2020-21 had been received – Appendix **C**. Members were pleased that as usual no material matters of concern had been raised.
- d. The Clerk reminded Members that budget-setting for 2022-23 was on the horizon once again, so please bring ideas etc. to the Nov and Dec meetings.

12. To consider ideas to celebrate the Platinum Jubilee of HM The Queen in 2022.

It was agreed to find out what the Village Hall Committee and Events Forum might be planning. They would be advised that if some funding was required then the Council would need to know by the end of December at the latest.

13. Any Other Matters for Information

None

14. Date of Next Meeting

Monday 1 November 2021 6.30pm

The meeting closed at 7.34pm

Chairman:

Date:

APPENDIX A

INCOME & EXPENDITURE SINCE LAST MEETING TO 04 OCTOBER 2021						
EXPENDITURE						
DATE	PAYEE	CHEQUE NO	DESCRIPTION	GROSS	VAT	NET
03/10/2021	Andrew James	932	Recreation Field Grass cutting - August	£205.75		£205.75
27/11/2020	Moore	933	External Audit 2020-21	£240.00	£40.00	£200.00
03/10/2021	G Burt	934	Clerk salary - August	£219.95		£219.95
03/10/2021	HMRC	935	Clerk Tax - August	£55.00		£55.00
				£720.70	£40.00	£680.70

APPENDIX B

BANK RECONCILIATION				
AS @ 14 SEPTEMBER 2021				
CASHBOOK				
Balance brought forward as at 01/04/2021		£8,961.58		
Add Total Receipts		8,384.00		
Less Total Payments		(5,136.60)		
TOTAL		£12,208.98	◀	
BANK				
Lloyds Treasurers A/C (14/09/2021)		12,620.48		
Less unrepresented cheques				
927	£411.50	-411.50		
Plus unrepresented deposits		0		
TOTAL		12,208.98	◀	

TALLY

Section 3 - External Auditor Report and Certificate 2020/21

In respect of **Cocking Parish Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Section 14(1) of the Audit and Accounts Regulations 2015 provides that the period of public rights should be a 'single period of 30 working days'. This year the Council provided a period of 43 working days for the review of their records. Whilst we do not consider providing a longer period than stated to be more than a trivial breach of the regulations, we would suggest that in future the dates are calculated to provide 30 days.

3 External auditor certificate 2020/21

We certify/ ~~do not certify~~² that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

²We do not certify completion because:

External Auditor Name



External Auditor Signature

Moore

Date

18/09/2021