

**COCKING PARISH COUNCIL**  
**MINUTES OF MEETING**  
**5 SEPTEMBER 2022, 6.30PM**

**PRESENT:** Cllrs Miss F Russell (Chairman), A Cornwell, Mrs J Elliott-Renney, D Imlach, Mrs J Jackson and R Marks.

**IN ATTENDANCE:** G Burt, Clerk to the Council  
9 Members of the Public

**1. Apologies**

Cllr D Summerfield. had tendered an apology - prior engagement. The apology and reason given was 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**

Danny Davis said that Cllrs Miss Russell, Imlach and Marks had been minuted as being at a meeting in 2013, when the area off Cherry Close was being discussed as a potential amenity space as part of the development of social housing, and therefore knew of its intended purpose. He suggested that if the Cllrs had recalled this earlier, then a lot of unnecessary work and worry etc could have been avoided.

The Chairman replied that she at the time was only a member of the public. Cllr Marks added that their concern at the time had been ref. an intended footpath to the Recreation Field. The three Cllrs plus the Clerk reiterated that the Parish Council would not be party to, and therefore have limited knowledge of what was in any Section 106 agreement.

The Clerk added that the Council had to be notified about planning applications and had no more right than residents to make comment, and suggested that residents ought to complain to Hyde-Martlet, their landlord, for failing to consult their own tenants.

The Chairman advised residents seeking support for the retention of the area in question should write to the Clerk so it could be considered at a future meeting, and if possible, we would invite Hyde-Martlet along.

A resident suggested that it was difficult for visitors to appreciate the detailing at the top of the History Column. The possibility of close ups being shown on a website and in the Village Hall could be looked at.

A resident asked if additional dog waste bins could be considered. It was pointed out that the Council had previously declined requests as it would set a precedent, and dog waste in any case could be put in existing general litter bins. The Clerk would add it to the next agenda and seek up to date costs.

A resident asked that a fingerpost pointing to the church be replaced.

#### **4. To receive reports from County & District Cllrs.**

Dis Cllr Gordon Gordon Macara, in tending his apologies, had sent a written report in advance, copied to all Cllrs.

#### **5. Minutes**

The minutes of the meetings of 4 July and 10 August 2022, previously circulated were agreed as a correct record and signed by the Chairman.

#### **6. Matters Arising from the Minutes**

None.

#### **7. Planning**

Comments on planning applications were **RESOLVED** as follows:

<b>Ref. No</b>	<b>Address</b>	<b>Details</b>	<b>Comment</b>
SDNP/22/03941/HOUS	St Catherine's Barn A286 The Croft To Bex Lane Cocking Causeway Cocking GU29 0HD	Replace storage container with an outbuilding for ancillary storage use.	NO OBJECTION

#### **8. To ratify appointment of contractor to extend Village Hall Car Park.**

The Council, working with the Village Hall Committee, had taken the opportunity over the summer to extend the hall car park. Several quotes had been sought, but only one received. **RESOLVED** that the quote from JPG Building & Groundworks Ltd of £5,835 be accepted accordingly, a contribution being received from the hall itself.

#### **9. Highways Updates**

- a. Footpaths & Footways – Footpaths from Church Lane to Bumblekyte and the History Column to Bell Lane had been strimmed by our contractor. Cllr Imlach had sent pictures of the ever-narrowing footway alongside the A286 north to WSCC and SDNPA
- b. Cycleways – Cllr Imlach reported that he was discussing funding streams with SDNLA ref. FP from Cocking Hill down into the village.
- c. Traffic Calming – The Clerk reported that a quote had been received from Mortlock to supply a SID and spare battery for £2,853. He was now awaiting a quote from Balfour Beatty to supply a pole and install two lockable sockets onto which the pole-mounted camera would be installed.

#### **10. Updates on Parish Matters**

- a. Playground – Cllr D Imlach was seeking 3 quotes to replace part of the fencing. The contractor had cut back growth to the rear of the site.
- b. Village Hall – Cllr D Imlach reported on ongoing discussions about replacing a rear fire door. The Clerk was waiting to hear back from BT ref. Broadband.
- c. *Greening Cocking* – Terena Plowright gave an update to members - Appendix A.

- d. Cllr Cornwell had been chased by WSCC about whether we needed the Crypt Lane grit bin refilled – Cllr Imlach to advise accordingly.
- e. One of the sagging benches fronting the playground had now been repaired thanks to James Shaw and English Woodlands.

#### **11. Finance**

- a. Payments since last meeting were **RESOLVED** and any receipts NOTED – Appendix **B**.
- b. Bank Reconciliations to 15 July and 15 August 2022 was **RESOLVED** – Appendix **C** and the bank statements were subsequently initialled by the Chairman.
- c. The External Audit Report for 2021-22 had been received – Appendix **C**. Members were pleased that as usual no material matters of concern had been raised.
- d. **RESOLVED** that all future grant applications must be accompanied by most recently certified accounts. If it was the first year of a new applicant, the Council may waive this requirement.

#### **12. Any Other Matters for Information**

Cllr Mrs Jackson hoped to attend Cllr training the following evening – Clerk to arrange.

#### **13. Date of Next Meeting**

**Monday 3 October 2022 6.30pm**

*The meeting closed at 7.12pm*

Chairman:

Date:

## Greening Cocking update 5<sup>th</sup> September 2022

Terena Plowright

A group of us have been meeting at the Bluebell and moving this forward.

As a reminder, The Greening Campaign is about making small changes and saving money on our energy bills as well as helping to reduce CO2 emissions.

We chose 8 challenges for Cocking residents at a meeting in the village hall. These challenges will go onto the back of the cards which will be delivered to each house in the village – each house then displays the card when they have committed to doing 5 of the challenges.

We intend to 'launch' the card by running an event on the 24<sup>th</sup> September 10am-2pm which will be a walk around the village visiting various homes and businesses looking at their displays.

The walk will visit the following stops who will put a Gnome outside and information about the specific challenge (hopefully it will support/promote some of the businesses too):

- Pub - Eat one vegetarian meal a week (help promote their menu)
- Tracey-Jane (Crypt) - Reduce shower time (this is an extra challenge)
- Cafe - Turn off your standbys where possible
- Richards farm - Half food waste
- Church - Turn off lights when leaving the room
- Post Office - Thermostat down by 1 degree
- Cats garden - Line dry your clothes
- Croft garden - (Water tbc)
- Jean Udell garden - (Water tbc)
- James - Wash up using a bowl
- Village Hall - Boil only the water you need – fits well with the cups of tea

Back to the pub for lunch!

Deliver the cards – Monday 26<sup>th</sup> – Wednesday 28<sup>th</sup>

A group of us are going to hand deliver the cards to the doors and hopefully explain the need to put the cards into their window.

Card count – Friday 7<sup>th</sup> October – Sunday 9<sup>th</sup>

At the village hall:

- A cuppa and a chat
- Information about energy savings from the Council
- List of grants or support available for energy costs (Frances)
- An electric car
- Some demonstrations

- More to come

Advertising:

- Scarecrow Gnomes advertising the walk
- Maps of the walk for people to photograph at the shop/church/hall/garage/bus stop/etc

**APPENDIX B**

<b>COCKING PARISH COUNCIL</b>						
<b>INCOME &amp; EXPENDITURE SINCE LAST MEETING TO 05 SEPT 2022</b>						
<b>EXPENDITURE</b>						
				<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
25/07/2022	JA Elliot	SO	July payroll	10.00		10.00
01/08/2022	Jonathan Jong	SO	Village newsletter cont.	£15.00		£15.00
01/08/2022	Aztec Computers	DD	IT Support	£59.90	£9.98	£49.92
08/08/2022	Mulberry & Co	990	Cllr training	£60.00	£10.00	£50.00
08/08/2022	Arun & Chi CAB	991	Grant	£75.00		£75.00
08/08/2022	JPG Building & Groundworks Ltd	992	VH Car Park imps.	£7,002.00	£1,167.00	£5,835.00
08/08/2022	G Burt	993	Printer carts.	£5.50	£5.50	
			Clerk salary - July	£224.58		£224.58
			ZOOM sub reimb.	£143.88	£23.98	£119.90
			Mileage	£162.00		£162.00
			Wkg from home allowance 21-22	£216.00		£216.00
08/08/2022	HMRC	994	Clerk Tax - July	£56.00		£56.00
08/08/2022	Andrew James	995	Recreation Field Grass cutting - July	£250.00		£250.00
05/09/2022	Moore	996	External Audit 2022-23	£240.00	£40.00	£200.00
05/09/2022	Terena Plowright	997	Greening Cocking printing	£133.00		£133.00
05/09/2022	Greg Burt	998	Clerk salary - August	£224.38		£224.38
05/09/2022	HMRC	999	Clerk Tax - Aug	£56.20		£56.20
05/09/2022	Cowdray Estate	1000	Ground Rent- Village Hall - 2nd Part	143.66		143.66
			Ground Rent- Rec Field - 2nd Part	100.00		100.00
05/09/2022	Andrew James	1001	Recreation Field Grass cutting - Aug	£250.00		£250.00
				<b>9,427.10</b>	<b>1,256.46</b>	<b>8,170.64</b>
<b>RECEIPTS</b>						
29/07/2022	CVHC	BACS	Grant	£5,835.00		

APPENDIX C

BANK RECONCILIATION		
<b>CASHBOOK</b>		
Balance brought forward as at 01/04/2022		£13,622.40
Add Total Receipts		6,784.00
Less Total Payments		(5,335.61)
<b>TOTAL</b>		<b>£15,070.79</b>
<b>BANK</b>		
Lloyds Treasurers A/C (15/07/2022)		15,070.79
<b>Less unrepresented cheques</b>		
<b>Plus unrepresented deposits</b>		
<b>TOTAL</b>		<b>15,070.79</b>

TALLY

BANK RECONCILIATION		
<b>CASHBOOK</b>		
Balance brought forward as at 01/04/2022		£13,622.40
Add Total Receipts		12,619.00
Less Total Payments		(13,615.47)
<b>TOTAL</b>		<b>£12,625.93</b>
<b>BANK</b>		
Lloyds Treasurers A/C (15/08/2022)		20,068.93
<b>Less unrepresented cheques</b>		
990	£60.00	
991	£75.00	
992	£7,002.00	
994	£56.00	
995	£250.00	
		-7,443.00
<b>Plus unrepresented deposits</b>		-
<b>TOTAL</b>		<b>12,625.93</b>

TALLY

### Section 3 - External Auditor Report and Certificate 2021/22

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

#### 2 External auditor report 2021/22

Except for the matters reported below 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.

The Council has answered 'Yes' to Box 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2021-22. Therefore, it relates to the Notice announcing the public right to review the 2020-21 return which was published during 2021-22. As noted in our Auditor Report last year, this notice was not correctly advertised therefore this assertion should have been answered 'No'.

Other matters not affecting our opinion which are due to the attention of the authority:


The Internal Auditor has answered 'Yes' to Box M of their report despite the council not satisfying the Audit and Accounts Regulations 2015, Part 5(14) in regards to the notice of public rights period during the 2020-21 which required a period of 30 working days but was set for a period of 43 working days. We would therefore have anticipated this response to have been 'No'.

#### 3 External auditor certificate 2021/22

We ~~certify~~ ~~do not certify~~ 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 2022.

\*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

22/08/2022