

HORLEY PARISH COUNCIL

AGENDA

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will be held in the Old School Room at 7.30 pm on Thursday 13 April 2017.

Clerk to Horley Parish Council

- 1) Apologies for absence
- 2) Declaration of Interests
- 3) Minutes of the meetings held on 16 February 2017
- 4) Matters arising
- 5) Finance

(a) 2016/17 budget monitoring report

The report annexed below shows the income and expenditure for the 2016/17 financial year, as compared to the annual budget, together with the budget for next year, as approved at the last meeting. Members will note that at the end of the year the Council showed an underspend of £3,544.64, as compared to a budgeted contingency sum of £3,470. This underspend will be added to the balances which are held for the future play park scheme, and now stand at £19,936.96.

It is recommended that the budget monitoring report be approved.

(b) Annual audit

The draft Annual Governance Statement and Annual Accounting Statements for 2016/17 are attached for approval at Appendix 1. Also attached for approval at Appendix 2 are the Clerk's Risk Assessment and the Asset Register. Once these documents are approved, all the necessary documents will be submitted to the Council's internal auditor, Mr Clive Rosier, for his consideration. Following the completion of his internal audit report, all the necessary information will be submitted for external audit, the deadline for submission being 13 June.

Whilst the Council publishes all relevant information on the Horley Views website, there is a formal period during which the public are entitled to inspect the accounts and other documents, and that period will run from 13 June until 22 July 2016.

It is recommended that the Annual Governance Statement, Annual Accounting Statement, Risk Assessment and Asset Register be approved.

6) Land adjoining the Old Council Houses, Wroxton Lane

Oxfordshire County Council are in the process of preparing a plan to show how a lay-by could be formed to provide a number of parking spaces along the frontage to this land. As soon as it is available, their contractor, Skanska, will be asked to provide an estimate of the cost of these works. The Council will then be in a position to consider whether it is appropriate to commence some public consultation on this proposal.

7) Planning report

A report showing the applications which have been determined by Cherwell District Council, and those on which the Council has been consulted since the last meeting, is annexed below.

8) Mains Gas Supply

Recently a member of the public enquired as to whether there is any prospect of mains gas being provided to the village. Recent developments to the north of Banbury have extended the network closer to the village along the Warwick Road. Consequently, enquiries have been made of Southern Gas Network to establish whether this is a possibility.

The response received is that it would cost an estimated £1.7 million to extend the network to serve Horley, and based on that, the company estimates that a connection charge of £19,000 would apply, and company would require 37 properties to commit to connecting, in order for them to proceed further. In those circumstances, the Parish Council may consider there is no point in trying to pursue the connection of mains gas to the village.

9) Reports from external organisations

Any Member reports from external organisations.

10) Date of next meeting

Thursday 18 May 2017 – Annual General Meeting - 7.00 pm.
Annual Parish Meeting – 7.30 pm.

11) Any other urgent business

REPORTS

Item 6: 2016/17 budget monitoring report to 31/03/17 & budget for 2017/18

	Category Description.	Budget 2016/2017	Spent to 31.03.17	Under/ overspend	2017/18 budget
1	Clerk's Salary	£0.00	£0.00	£0.00	£0.00
2	Clerk's Expenses	£150.00	£63.17	-£86.83	£150.00
3	Churchyard Maintenance	£400.00	£400.00	£0.00	£400.00
4	Insurance	£300.00	£290.05	-£9.95	£300.00
5	Election Expenses	£0.00	£0.00	£0.00	£0.00
6	School Room Hire	£150.00	£150.00	£0.00	£150.00
7	Subscriptions				
	OALC	£140.00	£133.07	-£6.99	£140.00
	SLCC	£50.00	£38.00	-£12.00	£50.00
	Community First Oxfordshire	£30.00	£35.00	£5.00	£35.00
8	Petty Cash	£0.00	£0.00	£0.00	£0.00
9	Audit Fee	£0.00	£120.00	£120.00	£0.00
10	S137 expenditure				
	Horley Views	£0.00	£0.00	£0.00	
	Horley Views website	£50.00	£15.00	-£35.00	£50.00
	Horley Footlights	£0.00	£0.00	£0.00	
	Charitable contributions	£150.00		-£50.00	£150.00
	1. C.A.B.		£50.00		
	2. Oxfordshire Asoc for Blind		£25.00		
	3. Banburyshire Citizen Project		£25.00		
	Defibrillator	£650.00	£772.00	£122.00	£125.00
	Queen's Birthday grant		£100.00	£100.00	
11	Dog Bins				
	Servicing	£385.00	£192.19	-£192.81	£385.00
12	Hedges	£300.00	£0.00	-£300.00	£300.00
13	Verge maintenance				£450.00
14	Contingency	£3,470.00	£0.00	-£3,470.00	£4,065.00
	Kerbing works				
	Refund of CDC Queen's birthday grant		£230.00	£230.00	
	Reimbursement of Chairman's expenses		£41.94	£41.94	
	TOTAL	£6,225.00	£2,680.42	-£3,544.64	£6,750.00

Balances and income to 31.03.17

Business saver account balance 31.3.16	£15,865.99
Community account balance 31.3.16	£100.00
	<u>£15,965.99</u>
less expenditure relating to 2015/16	£185.00
	<u>£15,780.99</u>
Income	
CDC grant	£3,117.37
interest	£2.16
Queen's birthday grant	£230.00
Interest	£2.30
CDC grant	£3,112.50
Interest	£2.52
VAT recovery	£106.24
Additional CDC grant	£263.30
Total income	£6,836.39
	<u>£22,617.38</u>
Less expenditure	<u>£2,680.42</u>
Balance 31.03.17	£19,936.96

Item 8 - Planning Report

The outstanding applications, and those which have been determined by Cherwell District Council since the last meeting, are summarised below. All decisions issued by the Council in response to applications received are displayed on the village website (www.TheHorleyViews.com), including a link to the relevant application on the CDC website.

Application Number	Applicant	Description	Current position
16/02355/F	Mr R Freeman	Retrospective – repair of existing covered yard and formation of cattle handling area at barn at Bramshill Park Farm, Horley	Application withdrawn. A number of residents have objected to this application, and are waiting to hear what action Cherwell propose to take next.
16/02491/Q5 6	Mr R Freeman	Permitted Use application for the conversion of an agricultural building	Application refused.

		at Clump Lane to a dwelling	
17/00047/RE M	Mr John Naysmith	Reserved matters application submitting details reserved under the existing outline consent for the erection of one dwelling at Horley Mill Garage, Wroxton Lane	The Council reiterated its previous concerns regarding the shortage of parking, and suggested a contribution be sought towards the cost of providing additional parking spaces nearby.
17/00027/TC A	Mr Tim Allitt	Fell six trees in St Etheldredas Churchyard, replacing three of them	Work permitted.
17/00182/F	CWS Taylor Consulting	Extension of the curtilage at Hadsham Barn, Hornton Lane	No objection raised by HPC, permission granted
17/00506/LB	Mr B Moss	Replacement windows at Park Cottage, Hornton Lane	No objection.
17/00289/LB	Jenny Smith	Demolish outbuilding to rear of the property	No objection.

Appendix 1 below

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HPCOUNCIL

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 2017, 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	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 this smaller authority on:

13 | 4 | 17

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*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 2016/17 for

Enter name of
smaller authority here:

MORLEY PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	21553	15781	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	6225	6225	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	2360	611	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	NIL	NIL	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	(14357)	(2680)	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	15781	19937	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	15781	19937	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	NIL	NIL	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	NIL	NIL	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No		<input checked="" type="checkbox"/>	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						
	<input checked="" type="checkbox"/>						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

13/4/17

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

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Horley Parish Council
Asset Register 2016/17

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. As at 31.3.17 The Council owned no land or buildings.

The Council owns a number of items of street furniture which are listed below with their insured value:-

Quantity	Item	Value
1	Litter bin	£66.82
1	Public seat	£405.68
3	Road signs	£1,140.68
1	Parish notice board	£539.42
4	Dog Bins	£444.52
3	Gates	£3,324.20
Total		£5,921.32

NB It should be noted that the defibrillator, which the Council has procured, remains, at this time, the property of Community Heartbeat, although the Council has the right to acquire it at no cost should it wish to do so, at the end of the three year management agreement in 2018.

D F Marriott
Clerk to the Council

RISK ASSESSMENT 2016/17

1. Introduction

- 1.1 The Council is expected to carry out an annual assessment of the financial and other risks it is exposed to and identify any actions it considers necessary to minimise those risks.
- 1.2 The following table attempts to identify the risks involved and recommends the necessary actions.
- 1.3 Individual risk assessments may be appropriate before commencing new activities.

Activity	Risk	Comment	Recommendation
Financial loss	Public Liability (statutory)	Insurance cover in place	Continue existing cover (£12m)
	Employers Liability (statutory)	Insurance cover in place	Continue existing cover (£10m)
	Money	Insurance cover in place. All funds are held by the Council's bank, and cheques can only be drawn if signed by two authorised signatories.	Continue existing cover (£250K)
	Fidelity Guarantee	Insurance cover in place	Continue existing cover (£250k)
	Property	Insurance cover in place for all risks relating to various items of street furniture owned by the Council.	Continue with existing cover based on historic cost.
	Personal accident	Insurance cover in place for Councillors and Officers up 90 years of age.	Continue with existing cover (£500k per person or £2m per incident)
	Libel & Slander	Insurance cover in place	Continue with existing cover (£250K)
	Legal expenses	Insurance cover in place	Continue with existing cover (£100k)
Administrative	Budget overspent	Budget monitored at each Council meeting.	Continue budget monitoring
	Annual accounts challenged	End of year accounts agreed by Council and subject to independent internal and external audit	Ensure audit timetable is observed.
	Ombudsman referral or legal challenge to the Council's activities	Up to date Constitution and Financial Regulations are in place which reflect constitutional powers and best practice	Clerk to ensure all activities are in accordance with the Council's Constitution and legal powers.
	Service breakdown	If for any reason the Clerk/Responsible Financial Officer were not available to undertake his duties, the day to day running of the Council could be at risk.	There are few activities which are genuinely urgent, but it is important that deadlines for approving the annual accounts and setting the annual precept are met. If necessary any Member

			could act as Clerk on a temporary basis.
Defibrillator	Reputational risk to the Council and risk to the health of potential users if the defibrillator which the Council has procured is not available when required	Access to the defibrillator is strictly controlled by the ambulance service, and it is maintained by Community Heartbeat. Weekly checks are undertaken by the Clerk to ensure the defibrillator is in place and ready for use.	Continue annual maintenance contract with Community Heartbeat, and weekly checks by the Clerk.