

# 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 16 April 2015.

Clerk to Horley Parish Council

**1) Apologies**

Councillor Beck

**2) Declaration of Interests**

**3) Minutes of the meeting held on 22 January 2015 (attached)**

**4) Matters arising**

**5) Finance**

**(a) 2014/15 year end budget monitoring report (report attached)**

The annual budget outturn shows an underspend of £3,998, the majority of this comprising the unused contingency provided for in the budget. It is recommended that this be added to the reserve held for future projects.

**(b) 2015 Transparency Code for Smaller Authorities**

The Government has introduced a new Transparency Code for Smaller Authorities, being authorities with a turnover of less than £25,000 per annum. The Code applies to this Council, and requires the Council to publish information concerning its finances, governance, assets and business on the internet. A schedule setting out the information which is required to be published is attached at Annex One to this report. Councils complying with this code will not be required to have their accounts audited externally with effect from 2017.

Much of the information which the Code requires to be published is already available on the Horley Views website, but a full set of documents to be published relating to the 2014/15 financial year will be submitted to the Council for its approval at the Annual General Meeting in May.

**6) Planning report**

A report showing the planning applications received since the last meeting is included below.

## **7) Kerbing works in Wroxton Lane**

An order has now been placed with Titchmarsh Construction to undertake the kerbing works in Wroxton Lane, as agreed at the last meeting. The quotation is to lay 75m of kerbing at the price of £9680 plus VAT, but a discount of 5% was agreed on the basis that the works would be ordered in April. Titchmarsh Construction would be willing to extend the works area to the south at the same linear rate (129 per metre), if the Council is minded to instruct them to do so. It would be possible to extend the works by approximately 40 metres within the budget of £15,000 originally earmarked for these works.

Hopefully it will be possible to report when the works are scheduled to start on site by the date of the meeting.

## **8) Village website**

The introduction of the Transparency Code for Smaller Authorities has increased the importance of the Horley Views website for the Council, as, if this were not available, the Council would be obliged to set up a new site itself. Since the last meeting a lot of work has been undertaken by Debra Fox and Di Marriott to add information to the site, and much of the information the Council is required to publish is already there. The rest will be added after it has been approved at the Annual General Meeting next month.

One item which the Council may care to consider concerns alerts issued by Thames Valley police. There is no neighbourhood watch scheme in the village, but in the past Barry Moss did post alerts issued by the police on the Horley Village site. There is a tab under the "village" heading on the Horley views site where relevant alerts issued by the police can be viewed, and where appropriate these are also shown on the blog on the home page. If the Council felt that more needed to be done, it would be necessary to consider setting up a neighbourhood watch scheme in the village.

## **9) Reports from other organisations**

### **10) Acquisition of a Defibrillator**

Recently both Wroxton and Shenington Parish Councils have acquired defibrillators for their parishes. Wroxton Parish Council have provided useful information regarding this although less has been forthcoming from Shenington.

Wroxton have purchased two defibrillators, one for Wroxton and one for Balscote, and they were assisted in doing so by St John Ambulance, who will advise, supply equipment and arrange installation and training. Shenington appear to have used a different charitable company to assist them, although details are unclear. However, it is apparent that there are a number of charities involved in this work, such as Community Heartbeat, who will be able to assist the Council should they decide to purchase a defibrillator. Their website is extremely helpful.

There are a number of issues which the Council would need to consider before proceeding, such as the precise type of equipment to be acquired, where it should be located, whether it should be publically accessible or accessible to trained parishioners only, together with the

cost implications. The Council has no specific power to purchase this equipment, and consequently it would comprise expenditure under s137 of the Local Government Act 1972. Such expenditure is currently limited to £7.36 per elector in any one year, being £2038. This should be sufficient to finance the likely costs, and some grant assistance may be available.

If Members wish to pursue this it is suggested that a working party be established possibly comprising two Members and the Clerk to the Council, to investigate the options, and report back to a future meeting of the Council with a fully costed proposal.

### **11) Superfast Broadband**

For some time Oxfordshire County Council has been working with BT to bring faster broadband speeds across the county. Various dates have been indicated as to when this will arrive in Horley, but recently the Better Broadband team have indicated that the cabinet serving the majority of the village will be upgraded at the end of June. When that has happened, residents will be able to contact their broadband provider regarding a possible amendment to their broadband contract to improve speeds. However, the Better Broadband team have indicated that properties on postcodes OX15 6BD and OX15 6BN will not have the benefit of this improvement, as they are not connected to the cabinet serving the rest of the village, but instead are connected direct to the telephone exchange, and no improvements to their service are planned at this time.

The properties on the 6BD code comprise 30 or so properties in Wroxton Lane. The 6BN code covers 6 properties which are situated along Hornton Lane, beyond the main built up area of the village. The accuracy of the information provided has been queried with Better Broadband, and if any more information is forthcoming, it will be reported at the meeting.

The improvements being pursued by Better Broadband only affect those using the BT infrastructure; anyone using satellite or any other wireless providers for their broadband service is unaffected.

### **12) Date of next meeting**

21 May 2015

### **13) Any other urgent business**

## REPORTS

### Item 5 - 2014/15 year end budget monitoring report

#### HORLEY PARISH COUNCIL - MEETING 16 APRIL 2015 BUDGET MONITORING REPORT TO 31 MARCH 2015

	<u>Category Description.</u>	<b>Budget 2014/2015</b>	<b>Spent to 31.03.15</b>	<b>under/ overspend</b>	<b>Budget 2015/2016</b>
1	Clerk's Salary	£850.00	£283.33	-£566.67	£0.00
2	Clerk's Expenses	£150.00	£97.98	-£52.02	£150.00
3	Churchyard Maintenance	£400.00	£400.00	£0.00	£400.00
4	Insurance	£420.00	£404.99	-£15.01	£420.00
5	Election Expenses	£70.00	£39.00	-£31.00	£0.00
6	School Room Hire	£125.00	£75.00	-£50.00	£150.00
7	Subscriptions				
	OALC	£135.00	£133.07	-£1.93	£135.00
	SLCC	£45.00	£48.00	£3.00	£45.00
	ORCC	£30.00	£30.00	£0.00	£30.00
8	Petty Cash	£15.00	£0.00	-£15.00	£0.00
9	Audit Fee	£0.00			£0.00
10	S137. Grants				
	Horley Views	£0.00			£0.00
	Horley Village Web Site	£50.00	£47.88	-£2.12	£50.00
	Horley Footlights	£0.00			£0.00
	C.A.B.	£25.00	£0.00	-£25.00	£25.00
	Others	£150.00	£0.00	-£150.00	£150.00
11	Dog Bins Servicing	£360.00	£523.05	£163.05	£370.00
12	Hedges	£300.00	£144.00	-£156.00	£300.00
13	Village Signs/gates	£0.00			£0.00
	Land Registry	£0.00			£0.00
	Parish Plan	£100.00	£0.00	-£100.00	£0.00
14	Contingency	£3,000.00	£0.00	-£3,000.00	£4,000.00
	<b>TOTAL</b>	<b>£6,225.00</b>	<b>£2,226.30</b>	<b>-£3,998.70</b>	<b>£6,225.00</b>

Business saver account balance 31.3.14		£16,425.84
Community account balance 31.3.14		£100.00
		<u>£16,525.84</u>
less expenditure relating to 2013/14		£343.07
		£16,182.77
Income	Precept including OCC grant	£7,322.87
	Interest	-£10.13
		<u>£23,515.77</u>
Less budgeted expenditure		£6,225.00
underspend		-£3,998.70
Balance 31.3.15		<b>£21,289.47</b>
 <b>Reserves</b>		
Money for Roadworks		£15,000.00
Play Area		£5,000.00
Unallocated balance		£1,289.47
		<u>£6,225.00</u>
<b>Precept for 2015/16</b>		<u>£6,225.00</u>

## Item 6 - Planning Report

The applications on which the Council has been consulted 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](http://www.TheHorleyViews.com)), including a link to the relevant application on the CDC website.

Application Number	Applicant	Description	Horley PC response
14/02136/F	Mr Wykeham Taylor	Change of use from field to wedding/party venue from May to September with associated parking. Use of temporary structure/marquee erected in field when required at Hadsham Lake, Hornton Lane.	No objections
15/00017/TCA	Ms Christine MacGregor	Prune two trees at The Lawn, Wroxton Lane.	No comments
15/00020/TCA	Mr Paul Higton	Fell holly, prunus and leylandii trees at Horley lodge, Hornton Lane.	No comments
15/00042/TCA	Mrs Helen Ellis	Fell one ash and two apple trees at Roseacre Cottage, Wroxton Lane	No comments
15/00375/F	Mr and Mrs Naysmith	Detached garden store at 1 Mill Cottage, Wroxton Lane.	No objection.
15/00088/TCA	Mr Paul Higton	Crown lift 2 sycamore, reduce 3 conifer, and fell one elder and one holly at Horley Lodge, Hornton Lane	No comments

## **Annex One : Transparency Code for Smaller Authorities**

### **Information title**

**All items of expenditure above £100**

### **Information which should be published**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

Publish details of each individual item of expenditure.

Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.

For each individual item of expenditure the following information must be published:

- a. date the expenditure was incurred,
- b. summary of the purpose of the expenditure,
- c. amount, and
- d. Value Added Tax that cannot be recovered.

### **End of year accounts**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:

- a. a copy of the bank reconciliation for the relevant financial year,
- b. an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and
- c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.

### **Annual governance statement**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.

Publish signed annual governance statement according to the format included in the Annual Return form.

Explain any negative responses to governance statements, including how any weaknesses will be addressed.

**Internal audit report**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Publish signed internal audit report according to the format included in the Annual Return form.

Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed.

Explain any 'not covered' responses to internal controls objectives.

**List of councillor or member responsibilities**

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates, including:

- a) names of all councillors or members,
- b) committee or board membership and function (if Chairman or Vice-Chairman), and
- c) representation on external local public bodies (if nominated to represent the authority or board).

**Location of public land and building assets**

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version.

Internal drainage boards to only publish details of registered land and buildings that have a market value and appear in Fixed Assets Register.

The following information must be published:

- a) description (what it is, including size/acreage),
- b) location (address or description of location),
- c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity,
- d) date of acquisition (if known),
- e) cost of acquisition (or proxy value), and
- f) present use.

**Minutes, agendas and papers of formal meetings**

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.  
Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.