

# 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 12 April 2018.

Clerk to Horley Parish Council

- 1) Apologies for absence
  - 2) Declaration of Interests
  - 3) Minutes of the meetings held on 1 February 2018
  - 4) Matters arising
  - 5) Finance
- (a) 2017/18 budget monitoring report to 31 March 2018

The report annexed below shows the income and expenditure for the 2017/18 financial year to 31 March, as compared to the annual budget. There are no particular issues to draw to the attention of Members. It is **RECOMMENDED** that the budget monitoring report be approved.

(b) Annual audit

As a result of a reform of the Local Authority audit regime, with effect from the 2017/18 financial year Councils are able to certify themselves as exempt from external audit if their gross receipts and payments are below £25,000. Councils can only do this provided they have a sound system of internal control and review it annually, have effective internal audit arrangements, prepare an annual return in the prescribed form, approve the annual return at a meeting of the Council, publish the annual return on a freely accessible website, and advertise the electors' right to inspect the accounts on a freely accessible website. It is not essential that the Council certifies itself as exempt, and if Members prefer to do so, it is still possible to submit the accounts for external audit, although an audit fee will be payable.

Assuming the Council agrees to certify itself as exempt, the process will be somewhat different to previous years. The draft Certificate of Exemption is attached at Appendix 1. Following this meeting the Annual Internal Audit report proforma will be submitted to the internal auditor, together with all necessary documentation for his review. Once his report has been received, this will be reported back to the Council so that the Annual Governance Statement and Accounting Statements can be approved. It is anticipated that these will be available for consideration at the next meeting on 17 May, but if there is any delay, a special meeting may be required, as the whole process must be completed by 1 July.

Also attached is the Asset Register, Annual Risk Assessment and Bank Reconciliation which will be provided to the internal auditor, and the Council is asked to review and approve these documents.

It is **RECOMMENDED** that the Council resolves to:-

- (i) certify that it is exempt from external audit, and

- (ii) approve the, Asset Register, Annual Risk Assessment and Bank Reconciliation as attached at Appendix 1 to this report.

## **6) Land adjoining the Old Council Houses, Wroxton Lane**

A response has now been received from Oxfordshire County Council regarding the possibility of providing car parking spaces on the land adjoining the Old Council Houses, as set out below.

*“Finally, regarding the proposed parking site opposite the Mill on Wroxton Lane. The tree officer does not want the root systems of the Alders disturbed. The reasons are they may be helping to reduce the water table, and contain the soil in this area prone to flooding.*

*There are also issues with the depth of the services across this site. The drainage offlet currently in place has a pipe that outfalls into the stream. When we recently jetted this to clear it we discovered the pipe is broken possibly by being bent 90 degrees to get past the utilities. An indication of the depth the services reside at on the site.*

*We intend to replace the pipe, and hopefully with a larger diameter one depending on what we find on excavation.*

*Additionally our environmental officer has advised against providing parking space here due to the potential to flood, and also advised we could be subject to claims going forward if this happened. I am also aware that the Environmental Agency may have a view on this issue for several reason such as additional run off, or loss of flood catchment. I never got that far with my enquiries as we also may not be able to match fund or otherwise this construction due to the squeeze on our budgets.*

*I therefore feel on this basis that this proposed plan is not tenable.”*

Members may wish to consider whether there is any point in pursuing this proposal any further, although the comments above do not necessarily rule out the provision of a few parallel parking spaces in this location.

## **7) Planning report**

A report showing the recent tree and planning applications on which the Council has been consulted is annexed below.

## **8) Applications for charitable and other donations**

The Chairman has received an email from Sue Patching on behalf of the knit and stitch group. Apparently they are working on repairs to two of the kneelers which are in front of the altar in the church. They are requesting a donation towards the cost of materials for this work. It appears that the Parochial Church Council has agreed to make a donation. No specific sum has been requested.

## **9) Highways matters and kerbing at Church Lane**

Repairs to Hornton Lane were scheduled by Oxfordshire County Council to take place during the week immediately preceding this meeting. Hopefully Members will be in a position to consider those repairs and provide any appropriate feedback to the County Council.

A date for when the kerbing works in Church Lane are likely to commence is still awaited.

## **10) Community Composting Scheme**

Councillor Hamer has been approached by Brian Ashdown who is interested in investigating the possibility of setting up a village composting scheme. Presumably the intention would be to set up a communal facility where recyclable green waste could be composted, and the compost distributed within the village, rather than disposing of the material in the brown bins. Cherwell District Council have been asked to comment or advise on such a proposal, but to date, it has not been possible to obtain any response from them.

## **11) Play Area**

Some time ago the Clerk to the Council contacted Mr Prickett regarding the proposal to acquire a piece of land from him for a new play area. His recent response is set out below.

*“Dear Mr Marriott,  
thank you for your letter of 9th January 2018, my apologies for the delay in replying.  
I do recall the discussions regarding the play area which was a few years ago, in fact I think it was before I sold off a parcel of land to Mr Tite's former house owner and as such part of that land was what I had in mind.  
At present the field next to the cricket ground is reasonably squared off and so it would be difficult to carve out an area for what you might have in mind. Please bear in mind also that the access across Wykham Taylors field has restricted use and is not for the general public.  
With kind regards  
Alan Prickett”*

Members will wish to consider their next steps.

## **12) Reports from External Organisations**

Any Member reports from external organisations.

## **13) Date of next meeting**

Thursday 17 May 2018 - 7pm Annual Parish Meeting, 7.30 Annual General Meeting

## **14) Any other urgent business**

## REPORTS

### Item 5: 2017/18 budget monitoring report to 31/03/18

	<u>Category Description.</u>	Budget 2017/2018	Spent to 31.12.17	Under/ overspend	Budget 2018/19
1	Clerk's Salary	£0.00	£0.00	£0.00	£0.00
2	Clerk's Expenses	£150.00	£50.50	-£99.50	£150.00
3	Churchyard Maintenance	£400.00	£400.00	£0.00	£450.00
4	Insurance	£300.00	£297.86	-£2.14	£300.00
5	Election Expenses	£0.00	£0.00	£0.00	£800.00
6	School Room Hire	£150.00	£150.00	£0	£150.00
7	Subscriptions				
	OALC	£140.00	£135.06	-£4.94	£140.00
	SLCC	£50.00	£41.00	-£9.00	£50.00
	Community First	£35.00	£35.00	£0.00	£35.00
9	Audit Fee	£0.00	£0.00	£0.00	£0.00
10	Horley Views website	£50.00	£15.00	-£35.00	£50.00
11	S137 expenditure				
	Charitable contributions	£150.00		£0.00	£150.00
	SOFO		£50.00		
	Clean Slate		£25.00		
	Katherine House		£50.00		
	Oxfordshire Assoc for the Blind		£25.00		
	Defibrillator	£125.00	£126.00	£1.00	£125.00
12	Dog Bins				
	Servicing	£385.00	£384.38	-£0.62	£385.00
13	Hedges	£300.00	£60.00	-£240.00	£300.00
14	Verge maintenance	£450.00	£348.00	-£102.00	£450.00
15	Contingency	£4,065.00	£0.00	-£4,065.00	-£3,340.00
	<b>TOTAL</b>	<b>£6,750.00</b>	<b>£2,192.80</b>	<b>-£4,557.20</b>	<b>£6,750.00</b>

## Balances and income to 31.03.18

Business saver account balance 31.3.17	£20,005.03
Community account balance 31.3.17	£100.00
	<u>£20,105.03</u>
less expenditure relating to 2016/17	£168.07
	£19,936.96
Income	
CDC precept	£3,375.00
CDC supplementary grant	£4.87
CDC precept	£3,375.00
Interest	£4.43
VAT refund	£144.24
Interest	£12.48
Total income	£6,916.02
	<u>£26,852.98</u>
Less expenditure	<u>£2,192.80</u>
Balance 31.03.18	<b>£24,660.18</b>

## Item 7 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](http://www.TheHorleyViews.com)), including a link to the relevant application on the CDC website.

Application Number	Applicant	Description	Current position
18/00045/TC A	Mrs Helen Ellis	Removal of four fruit trees at Wroxton Lane	No objection by HPC, permission granted
18/00058/TC A	Ms Maayke Schiphorst	Fell seven conifers at The Old Council Houses	No objection by HPC, permission granted
18/00081/TC A	Mr Paul Higton	Reduce one prunus by up to six feet at The Lodge.	No objection by HPC, permission granted

## Appendix

### Horley Parish Council

#### Asset Register 2017/18

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. As at 31.3.18 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 September 2018.

## RISK ASSESSMENT 2017/18

### 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.

<b>Activity</b>	<b>Risk</b>	<b>Comment</b>	<b>Recommendation</b>
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 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.
Operational - 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.

Operational - verge cutting	The Council has employed a contractor to undertake a number of cuts to highway verges within the parish. The Council could be held responsible in the event that any accidents or damage arose as a result of this work	The contractor employed is competent and experienced, works extensively for the highway authority, uses modern mowing equipment, and carries £10 in public liability insurance.	Ensure that the contractor employed continues to carry the necessary public liability insurance.
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## Bank reconciliation

	£	£
Balance per bank statement at 31 March 2018		24,860.18
Add: outstanding receipts		
		-
Less: outstanding payments		
Debra Fox	15.00	
MHT	150.00	
CFO	35.00	
		200.00
Balance per cashbook at 31 March 2018		24,660.18

### Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2018 but which appear on the bank statement after 31 March 2018.

### Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2018 but which appear on the bank statement after 31 March 2018.



## Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

### Horley Parish Council

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18: £6916.02

Annual gross expenditure for the authority 2017/18: £2912.80

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

Signed by Chairman

Date

Email

horleyparishclerk@btinternet.com

Telephone number

007872 930030

\*Published web address (not applicable to Parish Meetings)

thehorleyviews.com

**This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.**