

LINDFIELD PARISH COUNCIL

Minutes of the **ANNUAL MEETING** of **LINDFIELD PARISH COUNCIL** held on **TUESDAY 19 MAY 2015** at the King Edward Hall, Lindfield.

The meeting commenced at 7.30 p.m.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Ms. J. Durrant (until 8.35 p.m.)
Mr. A. Gomme
Mr. S. Henton
Mrs. M. Hersey
Mr. S. Hodgson
Mr. R. Plass
Mr. C. Snowling
Mrs. V. Upton

Also present: Councillor Mrs. C. Field (WSCC) (from 7.48 p.m.)
1 member of the public

In attendance: Mrs. C. Irwin (Clerk)
Mrs. T. Ely (Responsible Financial Officer)

1. ELECTION OF CHAIRMAN.

1.1 In accordance with Standing Order 5f, Councillor Blunden presided for this item. Councillor Blunden called for nominations for the office of Chairman of Council. Councillor Blunden was **PROPOSED** by Councillor Snowling and **SECONDED** by Councillor Upton and, there being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of Lindfield Parish Council for the Council year 2015/16.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN.

2.1 Councillor Blunden read aloud his Declaration of Acceptance of Office as Chairman of Lindfield Parish Council and signed the Declaration in the presence of the Proper Officer who counter-signed the declaration. Councillor Blunden assumed his position as Chairman for the rest of the meeting.

3. ELECTION OF VICE CHAIRMAN.

3.1 The Chairman called for nominations for the office of Vice Chairman of Council. Councillor Upton was **PROPOSED** by Councillor Snowling and **SECONDED** by Councillor Plass and, there being no further nominations, Councillor Valerie Upton was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the Council year 2015/16.

4. DECLARATIONS OF ACCEPTANCE OF OFFICE.

4.1 Declarations of Acceptance of Office, were duly received from Councillors Allen, Blunden, Durrant, Gomme, Henton, Hersey, Hodgson, Plass, Snowling and Upton. These had been signed in the presence of the Proper Officer prior to this meeting.

5. APOLOGIES AND REASONS FOR ABSENCE.

5.1 All Members of the Parish Council were present. County Councillor Christine Field had sent apologies for her anticipated late arrival due to her attendance at another meeting.

6. DECLARATIONS OF INTEREST.

6.1 There were no declarations of interest from Members in respect of any items on the Agenda.

7. MINUTES OF THE COUNCIL MEETING HELD ON 12 MARCH 2015 AND THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 9 APRIL 2015.

7.1 The Minutes had previously been circulated. The Chairman called for approval of the Minutes of the Council meeting held on 12 March 2015 and the Extraordinary Meeting of Council held on 9 April 2015. These were **AGREED** and the Chairman **SIGNED** both sets of Minutes as being true records of those meetings.

8. REGISTER OF INTERESTS FORMS.

8.1 **NOTED:** the requirement of the Code of Conduct for Members to complete a Notice of Members' Registerable Interests, to be completed and returned to the Clerk within 28 days of Councillors becoming elected. It was **CONFIRMED** that all Members had received Register of Interests Forms.

9. ARRANGEMENTS FOR CO-OPTION TO FILL TWO VACANCIES FOLLOWING THE UNCONTESTED ELECTION.

9.1 **NOTED:** co-options to fill vacancies following an election should be done within 35 days of the election. The two vacancies had been advertised on the Parish Council's website and noticeboard with a closing date of 29 May. Interested parties had been asked to write with information about themselves, why they were interested and what they believed they could bring to the Council. An additional meeting of Full Council had been arranged for 7.15 p.m. on 9 June, immediately before the Planning and Traffic Committee to consider any applications received.

10. DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES AND OFFICERS.

10.1 A draft Scheme of Delegation had been circulated, which set out the delegation of a number of functions to Staff and to Committees and Sub Committees, as stated in their Terms of Reference which had been revised for reasons of clarity.

It was **RESOLVED** to **ADOPT** the Scheme of Delegation as drafted.

11. APPOINTMENT OF COMMITTEES

11.1 **RESOLVED:** that there should be four Committees: Environment and Amenities Committee, Finance and General Purposes Committee, Planning and Traffic Committee, and Complaints Committee, their Terms of Reference as agreed under the previous item.

11.2 **NOTED:** the Chairman and Vice Chairman of Council were, ex officio, members of all Committees.

RESOLVED: that the membership of the Committees should be as follows:

Environment and Amenities Committee: Cllrs. Allen, Blunden, Durrant, Henton, Hersey, Hodgson, Plass, Snowling and Upton.

Finance and General Purposes Committee: Cllrs. Allen, Blunden, Gomme, Henton, Plass and Upton.

Planning and Traffic Committee: Cllrs. Blunden, Durrant, Gomme, Hersey, Hodgson, Plass, Snowling and Upton.

Complaints Committee: Cllrs. Allen, Blunden, Snowling and Upton.

11.3 It was **AGREED** that a meeting of the Complaints Committee should be arranged to take place immediately prior to the F&GP meeting on 28th May at 7.30 p.m., in order to elect a chairman.

12. STANDING ORDERS AND FINANCIAL REGULATIONS

12.1 **NOTED:** the Council's Standing Orders and Financial Regulations had last been reviewed and adopted in October 2013 and September 2014 respectively. **RESOLVED:** to **CONFIRM** Standing Orders and Financial Regulations as they stood.

13. REPRESENTATIVES TO OUTSIDE BODIES

13.1 **RESOLVED:** that the following representatives be appointed to outside bodies:

- Two representatives to West Sussex ALC Ltd - **Councillors Blunden and Snowling.**
- Two representatives to the Mid Sussex Association of Local Councils - **Councillors Blunden and Snowling**
- Two representatives to Police Neighbourhood Panel. The Parish Council had previously nominated one representative to the Police Neighbourhood Panel, but it was **NOTED** that this Panel was open to the whole community and it was **AGREED** to name two Councillors to represent the Parish Council - **Councillors Allen and Hodgson**
- One representative to the Scrase Valley LNR Steering Committee - **Councillor Allen**
- One representative to the Mid-Sussex Older People's Council - **Councillor Upton**
- One representative to the River Ouse Stakeholders Group - **Councillor Plass**
- Four representatives on the Lindfield Neighbourhood Plan Joint Working Party - **Councillors Blunden, Gomme, Hodgson and Plass**
- Representatives to the Lindfield Enterprise Park Shareholders – **the Clerk and RFO.**
- Gatwick Airport Town and Parish Liaison Group – **Councillor Hersey**

13.2 It was **AGREED** that those members should report back to Council or the relevant Committee as and when appropriate.

14. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

14.1 **NOTED:** the summary of assets held which was provided with the supporting notes for the 2014/15 Statement of Accounts, with the Annual Accounts papers. The full register was available at the Parish Office.

15. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

15.1 The Council was currently in a long term agreement with Zurich Municipal, until 28 May 2017, following a review which had taken place in 2014. Adjustments had been made as necessary during the year, including removal of the Denmans Lane Office from the policy when it was sold. It was **AGREED** to arrange for the two new map panels to be itemised on the policy. With this amendment, it was **RESOLVED** to **CONFIRM** the arrangements for insurance cover in respect of all the council's insured risks.

16. REVIEW OF THE COUNCIL'S AND/OR STAFF MEMBERSHIP OF OTHER BODIES AND TO CONSIDER THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY

16.1 **RESOLVED:** that the annual subscriptions to the following organisations for 2015/16 be **CONFIRMED.**

- West Sussex ALC Ltd (formerly SALC) – includes subscription to National Association of Local Councils. Annual Subscription - £1,628.20 (April 2015)
- Local Council Review (quarterly periodical discounted rate paid through SSALC). Annual subscription £17.00 (April 2015).
- Association of Small Historic Towns and Villages. Annual Membership - £35.00 (May 2014)
- Mid Sussex Association of Local Councils. Voluntary annual contribution - £10.00 (February 2015)
- Action in Rural Sussex. Annual Membership - £50 (August 2014)
- Society of Local Council Clerks (Clerks' membership). Annual membership (Clerk) - £184.00 (January 2014)#
- The Open Spaces Society. Annual membership - £45.00 (August 2014)
- Council for the Protection of Rural England. Annual membership - £36.00 (June 2014)
- West Sussex Archives Society. Annual membership - £25.00 (November 2014)
- Local Council Advisory Service. Annual subscription - £95.00 plus VAT (April 2015)
- British Toilets Association. Annual membership - £50.00 plus VAT (August 2014)

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- South East Employers. - Annual membership - £197.00 plus VAT (April 2015). It was **AGREED** to discontinue this membership with effect from the April 2016 renewal, subject to the outcome of any future discussions on the employment of non-clerical staff.

17. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE.

- 17.1 **RESOLVED** to **CONFIRM** the Council's Code of Practice and Procedure for the Handling of Complaints, which had been adopted at the Annual Meeting on 15.05.15.

18. PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTION ACT 1998.

- 18.1 It was **AGREED** that this should be referred to the F&GP Committee: to draw up a written statement of the procedures and to review the Council's Freedom of Information Publication Scheme

19. POLICY FOR DEALING WITH THE PRESS / MEDIA.

- 19.1 **RESOLVED** to **APPROVE** the draft policy which had been circulated.

20. ARRANGEMENTS FOR SETTING THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL FOR THE YEAR AHEAD.

- 20.1 It was **AGREED** that there should be no change to the frequency of meetings and that the meeting dates for the 2016 calendar year should be arranged by the Clerk in consultation with the KEH Booking Secretary.
- 20.2 Members discussed the starting time for meetings, following a suggestion that Committee meetings should also begin at 7.30 p.m. However a counter proposal was put forward that Council meetings should be moved to 8 p.m. in line with the current timing of Committee meetings [the starting time of Council meetings had been brought forward when the public forum was introduced in 1995].

Councillor Henton **MOVED** that Council meetings should in future begin at 8.00 p.m. Councillor Durrant seconded the motion. Members voted 7:2 in favour of the motion with one abstention.

It was therefore **RESOLVED** that Full Council meetings should in future begin at 8.00 p.m. with effect from the next scheduled meeting of Council.

21. ARRANGEMENTS NECESSARY TO REVIEW THE PAY AND CONDITIONS OF SERVICE OF EXISTING MEMBERS OF STAFF

- 21.1 **RESOLVED:** that this matter be delegated to the Finance and General Purposes Committee.

22. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

- 22.1 Agenda Item 28 (ii) – Applications for two Traffic Regulation Orders. Mr. J. Jesson of Lindfield Preservation Society (LPS) requested the Parish Council to authorise the Clerk to indicate the Parish Council's support for both TROs on the forms and made the following points:

- One TRO was to stop HGVs from passing through Lindfield adversely affecting the historic buildings, environment and amenity of the village and its residents. LPS had found only support for this proposal.
- The second TRO, to remove signage directing north bound traffic through Lindfield High Street would enable light traffic to Ardingly from Sydney Road or Oathall Road to select either the shorter route via College Road or the longer one via the High Street. Lindfield signs were prominent.
- Some traders had expressed opposition to the second proposed TRO, concerned about loss of business, however a number of High Street public houses and traders had assisted in gathering signatures for the petition.
- Concern had been expressed that changing the signage at the junction of Summerhill Lane and West Common would reduce visitor numbers to Wakehurst Place. In fact the signs to Wakehurst located in Sydney Road and at the West Common exit from the roundabout were not to be changed by the TRO and neither were the signs to Wakehurst and the South of England Show Ground at Bedales Corner and Lewes Road, therefore the TRO would not have an adverse impact on visitors going by car to Wakehurst. .

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- Mr. Jesson requested that any opposition should be set alongside the substantial support from the community confirmed by 1276 signatures supporting both measures.

23. CHAIRMAN'S ANNOUNCEMENTS.

23.1 New Council. The Chairman welcomed all Members to the new Council and stated that he hoped this would be a productive team.

24. POLICE / NEIGHBOURHOOD POLICE PANEL.

24.1 PCSO Erica Baxter had delivered a report at the Parish Meeting and had not issued a further update. A meeting of the Neighbourhood Police Panel had taken place on 16 April and the next meeting was scheduled for 2 July.

25. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.

25.1 Councillor Mrs. C. Field (WSSC) reported as follows:

New Council. Councillor Field congratulated returning Councillors and offered her best wishes to members embarking on a career in local government.

Traffic. Traffic issues had been dominating Councillor Field's postbag, including matters other than the lorries. Correspondents had been referred to the possibility of a traffic study, particularly because single issues such as the re-opening of Denmans Lane were difficult to take in isolation, without assessment of the impact solutions may have on other areas.

Traffic Regulation Order proposal. Councillor Field stated that the TRO process was complex, involving technical highway matters, and did not rely entirely on local support. It could therefore take some considerable time and there were enough TROs on the books with tacit approval to take up the budget for the next eight years. New applications were facing backlogs, although pressing TROs could be given higher priority. Councillor Field would work with and for the village to seek the best outcome.

WSSC Highways reorganisation. Officer appointments had now been made and on the basis that the team would be stable for a long period and those officers would be more accessible than of late. All Highways staff would be based at a new centre with bespoke facilities which was being set up at Hickstead. A new Community Support Officer for this area was still to be appointed. The general email address should continue to be used for all reports so that they would be logged onto the system.

Central Mid Sussex County Local Committee (CLC). The next CLC meeting was scheduled to take place on 23 June in the William Allen Hall at Lindfield Primary School.

25.2 Councillor Mrs. M. Hersey (MSDC) stated that there was nothing to report until the Annual Meeting of Mid Sussex District Council had taken place the following day, when Councillors' new positions would be confirmed. Councillor Hersey was looking forward to an interesting term of office.

26. ACTION LIST.

26.1 The Action List was **NOTED**. The Chairman referred to the action under Minute 509.1 and stated that that the decision to place a bid for Operation Watershed funding for the Black Hill/ Backwoods Lane subsidence issue had been superseded: Councillor Field had taken this up with WSSC Officers and ascertained that there was insufficient time to meet the deadline. She had also advised that this matter needed to be dealt with through WSSC Highways.

27. CONSULTATION DOCUMENTS - TO NOTE / CONSIDER DOCUMENTS RECEIVED.

27.1 There were no outstanding consultations.

28. PLANNING AND TRAFFIC COMMITTEE

28.1 Councillor Gomme reported as follows:

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- Meeting of P&T Committee held on 17 March 2015. The Committee had listened to a very informative presentation from Mr. Graham Turner during the public session explaining the objective to secure Traffic Regulation Orders, which was to be discussed at Agenda Item 28 (ii). The Committee had also approved the Traffic Study Brief subject to amendments as agreed (Agenda item 28 (iii)).
- DM/15/0964 – 96 High Street (Paulinos): application for extension of hours of the outside seating area to close at 22:00 Monday to Saturday. The Committee had been unable to support this application because of concerns expressed by near neighbours. MSDC had subsequently refused permission.
- DM/15/1327 – 78 High Street: application for two dormer windows to the front elevation and a conservation roof light to rear. The Committee had been unable to support this application because of the effect on the setting of the Listed Buildings in close proximity.
- DM/15/1506 – 44 Hickmans Lane. The Committee had been unable to support this application for extensions to the house which was in an Area of Townscape Character, because the proposal was considered to be out of keeping with the surrounding properties, failing to meet the requirements of Local Plan Policy B1
- Footpath creation orders – land east of Brushes Lane/north of Newton Road. The Committee had noted the formal adoption of these orders.

28.2 Neighbourhood Plan. Councillor Gomme stated that the Neighbourhood Plan was currently with MSDC and the Examiner.

28.3 Proposed Traffic Regulation Orders: request from Lindfield Preservation Society for the Council's support for the applications.

In accordance with the recommendation at minute 577.4 of the Planning and Traffic Committee meeting of 28 April 2015 the Council was asked to consider and decide on the Parish Council's response to the request to support two locally proposed applications for:

- (a) a Traffic Regulation Order (TRO) regarding the removal of road traffic direction signage at the junction of the B2028 with Summerhill Lane; and
- (b) a TRO relating to the implementation of a 7.5 tonne weight restriction along the B2028 throughout Lindfield;

and in the event that such support were to be given, to authorise the appropriate completion of section 6 of the TRO in each case.

The draft application forms and signed petition sheets had been passed to the Clerk by Mr. Jesson the previous Friday.

Councillor Gomme reported that Members of the Planning and Traffic Committee had found themselves in a dilemma because two separate TROs were being proposed but the statement heading the petition had grouped the two together. It was therefore unclear whether the signatories were supporting both TROs or whether they signed in support of one or other of the proposals. It had become clear that there was divided opinion in the village about the proposal to remove signage which directed traffic to the South of England Show Ground and Wakehurst Place along West Common and northwards on the B2028. Traders had concerns about loss of business from the through traffic and residents on the western side of the village were concerned that more heavy traffic would use the Ardingly College road (C310). Councillor Gomme pointed out that this signage had been designed to break up the traffic flows on all routes and appeared to achieve that objective quite well.

In the last few days a considerable number of emailed objections to the proposed TROs had been received by the Parish Council from residents in the area around Portsmouth Lane, expressing concerns that restrictions on HGV traffic on the B2028 would increase the lorry movements on the College Road, which was not suitable for an increased volume of heavy vehicles.

Points made during discussion included:

- Lindfield Preservation Society should be congratulated on the number of signatures they had obtained.

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- There was however at least one example of a resident who had signed the petition and then reconsidered and sent an email expressing objections.
- Members of the Council had spoken to traders and found they were not in favour of changes to the signage.
- Traffic volumes during the recent Spring Show and Antiques Fair at the Ardingly Show Ground had not been significant.
- The B class road was more able to handle heavy vehicles than the C class road which was already the route used by the lorries associated with the Hanson Depot.
- There were inherent dangers in College Road making it unsuitable for heavy lorries.
- Both the B2028 and the C310 were built as country lanes and unsuitable routes for heavy through-traffic.
- Planning permission should stipulate the routes to be used for construction traffic and there should be enforcement to ensure that contractors used the designated routes.
- The Parish Council was elected to represent the whole village and act in the best interests of the community.
- Councillors were not traffic experts and professional advice would be needed to assess the effect of the proposed TROs on traffic movements elsewhere.
- Such an important issue should be addressed by West Sussex County Council.
- A decision on whether to support the proposed TROs should only be based on firm evidence about the effect on other roads and areas.
- Stopping lorries from using the B2028 was not the whole answer: the impact from diverting them would go beyond Lindfield.
- The support of neighbouring parishes would be needed and without that support the applications for these TROs would not succeed.
- An Air Quality Impact Assessment should be requested to look at the whole infrastructure in terms of traffic fumes particularly as children were being encouraged to walk to school.
- The Parish Council should move forward with the Traffic Study with a holistic approach to traffic problems and the impact solutions may have elsewhere.

It was **AGREED**:

- not to support the applications for the two proposed TROs in the absence of firm evidence of the impact on other areas
- that the matter of HGVs and traffic volumes using the B2028 should be referred to West Sussex County Council to look at the whole problem of heavy lorries travelling through Mid Sussex with a thorough investigation on a wide scale as to where the lorries were going and why.
- that the Parish Council should move forward with the Traffic Study and in consultation with WSCC.

28.4 Having regard to minute 563.5 of the Planning & Traffic Committee meeting of 17 March 2015, to consider and decide whether to approve the amended brief for the Traffic Survey.

The brief, amended as agreed at the Planning and Traffic Committee meeting on 17 March, had been circulated to Members. **RESOLVED** to **APPROVE** the amended Traffic Study Brief which would be sent out to traffic consultants in due course with the invitations to tender.

28.5 Minutes of the meetings of the Planning and Traffic Committee held on 17 March, 7 April and 28 April 2015.
RESOLVED: that the Minutes of the meetings of the Planning and Traffic Committee held on 17 March, 7 April and 28 April 2015 be received and their recommendations confirmed.

Councillor Durrant left the meeting at this point (8.35 p.m.)

29. FINANCE AND GENERAL PURPOSES COMMITTEE

29.1 Minutes of the meeting of the Finance and General Purposes Committee held on 5 March. A verbal report of the meeting of the F&GP Committee held on 5 March had been given to Full Council at the last meeting, but the Minutes had not been available. **RESOLVED**: that the Minutes of the meeting of the Finance and General Purposes Committee held on 5 March 2015 be received and their recommendations confirmed.

29.2 Statements of Account/Budget Progress and Bank Reconciliation. The April 2015 reports were not yet available. The financial statements to 31.03.15 (the final year end figures) were **RECEIVED** and **NOTED**:

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- from the overall budget of £263,220, £149,068 had been spent
- from the F&GP budget of £123,020, £113,577 had been spent and a further £1,028.00 had been spent from the Capital Projects total of £30,000
- from the Admin Budget breakdown, from the total of £108,520, £102,126 had been spent
- from the E&A budget of £70,000, £33,379 had been spent
- from the P&T budget of £40,200, £1,082 had been spent
- From the reserves of £309,152, £6,621 had been spent.

29.3 List of cheques for approval: cheques drawn since the Council meeting of 12 March.. The list of cheques drawn had been tabled. **NOTED:** that the expenditure during this period under the powers granted by Section 137 of the Local Government Act 1972 totalled £328.85 and that the Petty Cash balance at 19.05.15 was £171.57.

RESOLVED: to approve the list of cheques numbered 105570 – 105608 inclusive, totalling £57,272.83. The Chairman **SIGNED** the list of cheques, which is appended to the signed copy of these Minutes as Appendix A.

30. ENVIRONMENT AND AMENITIES COMMITTEE.

30.1 Street lights Councillor Blunden reported that the replacement of the Parish Council's concrete columns in Brookway was being done this week. Work appeared to have stopped again on the WSCC street lighting upgrade: only the lights in Denmans Lane had been modified with heritage embellishments and there were still some standard lights which had not been replaced.

30.2 Spring Clean – seventeen members of the public, three members of the office staff and one Councillor had attended the Spring Clean on 18 April and the volunteers had made a difference in the village, including pruning of vegetation around the logs in the Backwoods Lane car park

30.3 Pond. A request was made for a report on action taken to rectify the fault on the pond aerators, which had occurred at the same time as the street lights were being changed. Frustration with the apparent lack of action was expressed.

30.4 Minutes of the meeting of the Environment and Amenities Committee held on 9 April 2015. **RESOLVED:** that the Minutes of the meeting of the Environment and Amenities Committee held on 9 April 2015 be received and their recommendations confirmed.

31. REPORT ON RISK ASSESSMENT.

31.1 A report on risk assessments completed during the year was **NOTED**.

32. INTERIM REVIEW REPORT OF THE INTERNAL AUDITOR.

32.1 The report of the Internal Auditor's interim review on 25 March 2015 was **NOTED**. The final review of this Financial Year would be taking place on 20 May. The report highlighted three matters:

- The need to follow the Local Government Transparency Code for Councils with receipts above the £200k threshold – including publication of expenditure over £500. **NOTED** that lists of payments over £500 were now being published on the Council's website quarterly.
- Risk assessment – the need to add responsibility for monitoring certain issues. This would be taken into account when risk assessments were reviewed.
- Documented procedures that Councils should include in their controls, as stated in Governance and Accountability for Local Council Practitioners 2014:
 - for handling of correspondence, circulation, responses, filing and retention
 - for monitoring of Grants or Loans made or received.
 - for dealing with responses to Consultation Requests.

It was **AGREED** to refer these to the Finance and General Purposes Committee for action.

33. TO AGREE THE YEAR END ACCOUNTS FOR 2014/15

- 33.1 Members had received a copy of the Accounts to be agreed and signed at this meeting. **NOTED:**
- it had not been possible to arrange for the Internal Auditor to conduct his final review of the year end accounts prior to this meeting and he would be doing this on the following day. Mrs. Kolien had advised that the Council should go ahead with approval of the accounts and annual return at this meeting on the understanding that if the Auditor should identify anything significant, requiring a change, there would have to be an extraordinary meeting of the Council to approve the amendments.
 - Mrs. Kolien would sign the accounts as RFO, having prepared them.
 - The Accounts were presented in the form of Receipts and Payments rather than Income and Expenditure.
 - The Receipts and Payments account showed receipts of £271,056.99 and payments of £164,277.93
 - The closing balance, as at 31 March 2015 was £269,490.83 which included petty cash in hand of £135.54.

No queries were raised by Members on the Accounts.

RESOLVED to **APPROVE** the Accounts for 2013/14. **RESOLVED** that the Supporting Notes for the Statement of Accounts and the Balance Sheet should be **SIGNED** by the Chairman of Council and the Responsible Financial Officer.

34. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2015

34.1 Section 1 - The statement of accounts.

RESOLVED to **APPROVE** the Statements of Accounts for 2014/15 and **AGREED** that Section 1 of the Annual Return should therefore be **SIGNED** by the Responsible Financial Officer and the Chairman of Council.

34.2 Section 2 – Annual Governance Statement

NOTED: Members were required to acknowledge their responsibility for ensuring that there was a sound system of internal control, including the preparation of the accounting statements. Members therefore considered their responses to each of the statements listed at Section 2 (Annual Governance Statement), as read aloud in turn by the Chairman, and confirmed the statements to the best of their knowledge and belief.

RESOLVED: to enter YES to each of Statements 1-8 and N/A to Statement 9 (which related to trust funds).

RESOLVED: that Section 2 (Annual Governance Statement), duly completed as stated, should be **SIGNED** by the Chairman of Council and the Clerk.

34.3 Section 3 – External auditor’s certificate and opinion. **NOTED** that the External Auditor’s Certificate and Opinion would be completed in due course by the External Auditor (Littlejohn LLP)

34.4 Section 4 – Annual internal audit report. **NOTED:** that Section 4 - the Annual Internal Audit Report - would be completed and signed by the Internal Auditor, following his inspection on 20 May and his written report would be attached to Section 4 of the Annual Return.

34.5 The Annual Return, duly signed, would be sent to the External Auditors by the due date.

34.6 Members expressed appreciation to the RFO for amount of work she had done in preparing the paperwork required to show that the Accounts were in order.

35. ANNUAL REPORT 2015/16 FOR PUBLICATION IN LINDFIELD LIFE MAGAZINE.

- 35.1 The Receipts and Payments spreadsheet for 2014/15 and the Budget for 2015/16 would be appended to the report. **RESOLVED:** to **APPROVE** the Annual Report for publication in Lindfield Life magazine July edition and the Parish Council’s website. Hard copies would be available on request.

36. ANNUAL PARISH MEETING HELD ON 30 APRIL 2015.

36.1 No matters had been raised by members of the public for consideration by the Parish Council.

37. ANY OTHER BUSINESS.

37.1 No other items of business were raised.

The public part of the meeting ended at 8.50 p.m.

38. EXCLUSION OF THE PUBLIC [AND PRESS

38.1 It was **PROPOSED, SECONDED** and **AGREED** in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2) and the Parish Council's Standing Order 3 (d) that in view of the confidential nature of the business about to be transacted (staffing matters) it was desirable in the public interest that the public [and press] be excluded.

39. STAFFING MATTERS.

39.1 Staffing structure. Interim temporary arrangements to support the new RFO were **AGREED**.

39.2 Membership of the Local Government Pension Scheme. A statutory resolution was passed in respect of admission of a new member to the Local Government Pension Scheme

The meeting concluded at 8.58 p.m.