

HASCOMBE PARISH COUNCIL

MEETING MINUTES of Hascombe Parish Council Meeting held on **Monday 23 November 2015** in Hascombe Village Hall, Mare Lane, Hascombe at 7.00pm.

Attendees: Mr C Orange – Chairman
Mr P Lye – Vice Chairman
Mr T Dwyer
Mr K Kingham - Member
Mrs S Sullivan – Member
Mrs B Weddell – Clerk

Waverley Borough Councillors Mr Maurice Byham and Mr Richard Seaborne and one member of the public were in attendance.

Apologies: There were no apologies for absence.

15/093	Declarations of Interests There were no declarations of interest pertaining to agenda items.	ACTION
15/094	Minutes The minutes of the meeting of the Parish Council held on 28 th September, as circulated, were approved and signed by the Chairman as a correct record.	
15/095	Chairman's Report The Chairman advised that he would be attending the forthcoming Waverley Executive meeting, which would be discussing Waverley's emerging Spatial Strategy. There was nothing else to report that wasn't covered elsewhere on the agenda.	
15/096	Clerk's Report The Clerk reported that the old Lloyds Bank account had been closed and the balance transferred to the new Lloyds account. The Clerk and Mrs Sullivan would be attending the forthcoming Joint Towns and Parishes meeting at Waverley. The Clerk would proceed with publishing documents on the website relating to the Transparency Code.	Clerk
15/097	Waverley Borough Councillors' Report Cllr Seaborne reported that the recent planning application by Dunsfold Park for 10,000 sqm of industrial space had been approved at the recent Eastern Planning Committee, which would mean up to an additional 625 daily movements to and from the park.	
15/098	Highways, Bridlepaths & Footpaths Mr Kingham had checked all the grit bins except the one on the hill near Winkworth Farm, and confirmed they were all full. He would check the last bin and contact Surrey CC if it needs filling, as it doesn't appear on the county council's map of grit bin locations. Mr Lye reported that he is often stopped by people asking where The Street is and suggested that an additional road name sign be installed at the junction with Mare Lane. It was agreed an additional sign would be sensible and Mr Dwyer would contact Waverley.	K Kingham T Dwyer

Mr Dwyer had attended the recent Eastern Villages Task Group meeting and reported that the current annual budget of £950,000 was likely to be cut significantly this year, however, as a result of discussions, they would be asking for £200,000 to cover highway improvements in the villages. The Lengthsman scheme had been mentioned and the parish would be receiving a letter shortly asking for ideas. All villages reported problems with HGVs and Cllr Young would be arranging a meeting with the Cabinet member with a view to coming up with a common approach and would report back.

Regarding resurfacing of the passing places in Markwick Lane or signage to warn of the hazards, Mr Dwyer would follow this up with Stuart Copping of Surrey Highways. Mr Dwyer would also speak to Stuart Copping about blocked drains in Mare Lane.

T Dwyer

15/099

Crime, Neighbourhood Watch and Speedwatch

Speedwatch sessions had resumed and Sarah Davey would contact the Police to carry out a week-long campaign during February.

The Chairman advised that Surrey Police were holding public meetings during December concerning a new approach to policing.

15/100

Communications

There was nothing to report.

15/101

Neighbourhood Plan Update

The Clerk reported that a reminder notice for residents to complete the Neighbourhood Plan Survey would appear in the December parish magazine. A meeting would be arranged in January to decide the way forward. Mrs Sullivan suggested that a consultation event might be held incorporating information concerning a Hascombe archive.

15/102

Employee Pension Scheme

Under the new Pension Regulations, the parish council is required to offer a pension scheme to the Clerk. It was agreed that a scheme would be set up with NEST.

Clerk

15/103

Investment of Funds

This item was deferred until after the budget for the next financial year had been agreed.

15/104

Revised Aims and Objectives for the Current Term

The Chairman had circulated a draft document and would circulate a further draft incorporating Mr Dwyer's suggestions, prior to the next meeting.

C Orange

15/105

External Auditor's Report

The External Auditor's Report (copy appended), was reviewed and noted. The Clerk would ensure that the External Auditor's report is reviewed annually.

15/106

Financial Report and Draft Precept

The updated Financial Report, including budget proposals for the next financial year were circulated. Members will review prior to agreeing the Precept at the January meeting.

All

15/107

Accounts for Payment

Payments were approved. The attached Order for Payments was signed by the Chairman, one Councillor and the Clerk.

a) Local Plan Update

The Chairman reported that Waverley's draft Spatial Strategy had been presented at the recent Overview and Scrutiny Committee and that he had asked a question at the start of the meeting querying the sustainability of building a large number of housing at Dunsfold Park. The Strategy would next be presented at the Executive Committee to agree the 'direction of travel' of the Strategy pending the results of traffic and transport reports.

b) Issues relating to Dunsfold Park.

At a recent meeting, Dunsfold Parish Council had passed a resolution to work with Hascombe and Alfold Parish Councils regarding Dunsfold Park.

As reported by Cllr Seaborne, the recent planning application for industrial space at Dunsfold Park had been approved.

c) To receive list of Planning Applications for information of recent decisions made by WBC

WA/2015/1845 Certificate of Lawfulness under S.192 for the erection of single storey outbuilding. Elm Cottage, The Street. **Certificate of Lawfulness granted**

WA/2015/1607 Erection of extension to existing garage. Stable Cottage, Church Road **Full permission**

d) To consider all new Planning Applications

After full considerations of the following application, the parish council decided to comment as follows:

WA/2015/2136 Installation of solar panel array. The Old Rectory, Godalming Road, Loxhill. **No objection**

WA/2015/2071 Erection of extensions and alterations including balcony and canopy to front elevation. **No objection**

WA/2015/2030 Change of use of agricultural barn to dwelling following part demolition, erection of extensions and alterations together with associated works. The Chairman would circulate the agricultural appraisal to members, who would advise the Clerk if they wished to make further representations.

C Orange

Correspondence

The Village Hall had enquired whether the parish council had plans to celebrate the Queen's 90th birthday next year. It was agreed that some form of celebration on the official day of 12th June would be encouraged and supported by the parish council. The Clerk would speak to Andrew Thornton to find out whether this is something the Friends of Hascombe would organise.

Clerk

Val Marlow had written to Mr Lye to ask whether her family could replace the old seat by the pond that was installed in memory of her brother. It was agreed that a new seat could be installed on the existing concrete base and Mr Lye was delegated authority to approve the design of the bench prior to installation.

P Lye

Next meeting

Monday 18th January, 7.00pm, Hascombe Village Hall.

There being no further business, the Chairman closed the meeting at 21:15.

Hascombe Parish Council

Detailed Receipts By Account 23/11/15
Budget Forecast

	Actual Year to Date	Current Budget	Projected Actual	Next Year
Receipts				
Precept	7,122	7,122	7,122	7,330
Grants	230	230	230	0
	-----	-----	-----	-----
	7,352	7,352	7,352	7,330
Payments				
General Administration	35	100	35	100
Audit	206	250	206	200
Insurance	316	316	316	330
Staff Costs	1,352	2,625	2,700	2,785
Training	50	500	50	200
Hall Hire	0	300	300	300
SSALC/NALC Subscriptions	78	78	78	86
Chairman's Expenses	0	100	100	100
Election Costs	0	850	0	0
Website	40	40	40	60
Pond Maintenance	0	500	0	500
Grasscutting	450	1500	1500	1500
Neighbourhood Plan	190	4850	190	4850
Village Hall Grant	1,440	0	1,440	0
Legal contribution	0	0	1,000	0
VAT on payments	76	0	0	0
	-----	-----	-----	-----
	4,233	12,009	7,955	11,011
 Opening Balance 1.4.15	 £16,783			
Projected Closing Balance 31.3.16	£16,180			
Projected Closing Balance 31.3.17	£12,499			

Introduction

The following matters have been raised to draw items to the attention of Hascombe Parish Council. These matters came to the attention of BDO LLP during the audit of the accounts for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the system. Some matters may not have come to the attention of the auditor. For this reason, the matters listed may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow:

- Internal Auditor's recommendations
- External auditor's report not initiated

ISSUES ARISING REPORT FOR Hascombe Parish Council Audit for the year ended 31 March 2015

Introduction

The following matters have been raised to draw items to the attention of Hascombe Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations
- External auditor's report not minuted

Further guidance on this matter can be obtained from the following sources:

Audit Commission Act 1998 - Office of Public Sector Information website
Local Council Administration, 8th Edition, Charles Arnold Baker, Chapters 5.15 to 5.18

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

External auditor's report not minuted

What is the issue?

The external auditor's report for the year to 31 March 2014 has not been minuted as considered by the council.

Why has this issue been raised?

The council are not acting in accordance with the Audit Commission Act 1998, as transitionally saved. It is a requirement of this Act that all reports and/or recommendations made by the auditors are considered by the council.

What do we recommend you do?

The council must ensure all subsequent audit reports are reported to the council and minuted as received. If recommendations are made, an action plan should be drawn up to ensure that the recommendations are carried out.

Further guidance on this matter can be obtained from the following source(s):

Audit Commission Act 1998 - Office of Public Sector Information website
Local Council Administration, 8th Edition, Charles Arnold-Baker, Chapter 18.15 to 18.18

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BMC LLP

Date: 11 September 2015

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Internal Auditor's recommendations

What is the issue?

The internal auditor has made a number of recommendations in respect to the financial systems of the council.

Why has this issue been raised?

The council is exposed to the risks associated with these weaknesses.

What do we recommend you do?

The council must implement the recommendations made by the internal auditor to improve the financial systems of the council as soon as possible or in any event before the end of the current financial year.

If the council addresses all the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 18 September 2015

Hascombe Parish Council

Schedule of receipts and order for payments for November 2015
To be approved under Agenda item 16 at the Parish Council meeting on 23.11.15

RECEIPTS

Payer:	Detail:	Amount:
		£
	Total	£ 00

PAYMENTS

Payee:	Detail:	Amount:
B Weddell	November pay	£ 183.73
HMRC	November tax return	£ 41.60
B Weddell	December pay	£ 183.53
HMRC	December return	£ 41.80
	Total	£450.66

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Amount:
		£ 0
	Total	£ 0

Total receipts £0.00

Total expenditure £450.66

Signed by Chairman: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date: