HASCOMBE PARISH COUNCIL

MEETING MINUTES of Hascombe Parish Council Annual Meeting held on **Monday 11th May 2015** in Hascombe Village Hall, Mare Lane, Hascombe at 7.00pm, incorporating the Annual Parish Assembly.

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

Mr Maurice Byham and Mr Richard Seaborne, Waverley Borough Councillors, Mrs Victoria Young, Surrey County Councillor and five members of the public were in attendance.

Apologies: There were no apologies for absence.

		ACTION
15/034	**Election of Chairman** Proposed by Mr Lye, seconded by Mr Kingham and all in favour, Mr Orange was elected Chairman of the Parish Council for the ensuing year. Mr Orange signed the Declaration of Acceptance of Office and took the chair.	
15/035	**Election of Vice Chairman** Proposed by Mr Kingham, seconded by Mrs Sullivan and al in favour, Mr Lye was elected Vice Chairman of the Parish Council for the ensuing year. Mr Lye signed the Declaration of Acceptance of Office.	
15/036	**Co-option of Member to fill a Casual Vacancy** Proposed by Mr Orange, seconded by Mr Kingham and all in favour, Mr Ted Dwyer was co-opted to the Parish Council.	
15/037	**Declarations of Acceptance of Office** All members signed their Declarations of Acceptance of Office as members of the Parish Council.	
15/038	**Declarations of Interests** There were no declarations of interest pertaining to agenda items.	
15/039	**Register of Interest Forms** Mr Orange and Mr Dwyer submitted their Register of Interest Forms. The other members to send them to the Clerk as soon as possible.	K Kingham/ P Lye/ S Sullivan
15/040	**Minutes** The minutes of the Annual Parish Assembly held on 28th April 2014, as circulated, were approved and signed by the Chairman as a correct record. The minutes of the meeting of the Parish Council held on 16th March, as circulated, were approved and signed by the Chairman as a correct record.	
15/041	**Chairman's Annual Report** The Chairman welcomed Victoria Young, Maurice Byham and Richard Seaborne and members of the public in attendance. He thanked and wished Richard Gates and Shirley Jeffrey well on their retirement. Richard had been a great help to Hascombe as Waverley Councillor over many years. Shirley had been a much	

valued member of the Parish Council for 20 years and had recently spoken very well at the Waverley planning committee which considered and refused permission for the new building at the ex Woodyard. Refreshingly, she was thanked for making an estimated 700 cups of tea and supplying 700 biscuits for parish Councillors at meetings over the years.

The Chairman said that he was honoured to have been reappointed Chairman, thanked the excellent team of parish councillors and welcomed Ted to the Council. He then gave his annual report as attached to these minutes.

15/042 **Report from Surrey County Councillor**

Mrs Victoria Young started by recording her thanks to Mr Richard Gates, who was now retired as Waverley Borough Councillor, for his enormous amount of work over the years.

Mrs Young advised that Highways were due to carry out work to the drains and ditches, camber and potholes along the stretch of the B2130 towards Markwick Lane, following a recent spate of nasty accidents. Markwick Lane had been on a scheme for resurfacing but now appears to have been removed and Mrs Young would investigate further. One key aim for this year is to try and work closely with Surrey Transport Planners, Waverley and the parishes to assess the current road capacity and what will be required in respect of development.

Mr Dwyer commented about the appalling state of rubbish along the Guildford stretch of the A3. It was noted that this comes under the responsibility of Guildford Borough Council.

The County Council had received some funding earlier this year for extra school places required due to the ever increasing birth rate, although the problem still remains. Mrs Young said that this highlights the stark choices the council faces with a choice between spending money on roads, education or care for the elderly.

15/043 **Report from Waverley Borough Councillor**

Following the recent Borough Council elections, Mr Byham reported that the new council would comprise 53 Conservative seats, three Residents Association seats and one Independent. It was expected that the Leader of the Council and the Executive Committee would remain unchanged. Mr Seaborne had been elected to replace Richard Gates and had been doing a tremendous amount of work regarding traffic and transport issues affecting the local area.

A conversation ensued about the problems caused by HGVs using the local roads despite being classified as unsuitable for HGVs. The possibility of the parish council instructing a company to provide traffic count strips at strategic locations in the parish was discussed. The Chairman and the Clerk to get costs for consideration at the next meeting. C Orange/ Clerk

15/044 **Committees and Individual Areas of Responsibility**

After discussion the following were agreed:

Neighbourhood Plan Steering Group	C Orange, P Lye, K Kingham, S Sullivan
Hascombe Pond	P Lye
Highways, Bridleways, Footpaths	T Dwyer
Cranleigh & Eastern Villages Task Group	T Dwyer
Planning	C Orange, T Dwyer, S Sullivan
Neighbourhod Watch/Speedwatch	K Kingham
Communications	T Dwyer/Clerk
Emergency Planning	K Kingham
Surrey CC Local Committee representative	P Lye

Surrey ALC representative	P Lye
Village Hall Committee representative	K Kingham
Friends of Hascombe representative	To be agreed by FoH
Defibrillator	K Kingham
Laptop	P Lye

15/045 Highways, Bridlepaths & Footpaths

There was nothing to report.

15/046 Crime, Neighbourhood Watch and Speedwatch

There was nothing to report. The Speedwatch would shortly be carrying out more sessions.

15/047 Communications

There was nothing to report.

15/048 Adoption of the Accounts and Balance Sheet for the year ending 31.3.14

Peter Frost had carried out the internal audit and agreed the figures. The Clerk would seek advice from SSALC concerning points in his report, which is appended to these minutes. The Chairman and Responsible Financial Officer signed the completed Annual Return on behalf of the Council, including the Annual Governance Statement and attached to these minutes. The Clerk advised that in order to comply with the new Transparency Code for Smaller Bodies, this information would be published on the parish council website. Clerk

15/049 Henry Smith's Charity

The Chairman signed the approved Statement of Accounts for the year ended 30.12.14, which is appended to these minutes.

15/050 Asset Register and Insurance

The Clerk confirmed that there had been no changes to the Asset Register since the last review, except that the Consolidated Stock had been redeemed. The parish council had a Long Term Agreement with Hiscox for insurance and the premium had increased by 3% in line with its terms.

15/051 Accounts for Payment

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

15/052 Planning

a) Report on planning issues

There was nothing to report.

b) Issues relating to Dunsfold Park.

See planning application under d) below.

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

WA/2015/0524 Alterations to existing outbuilding. Old Rectory Cottage, Godalming Road, Loxhill. **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/2015/0695 Erection of 6 Buildings to provide for 9966 sqm of B1/B2 and or B8 flexible use floorspace with associated parking, servicing, landscaping and works to existing access road following demolition of existing buildings:

Letter of objection appended.

15/053 Correspondence

Arthur Jones has written regarding the Friends of Hascombe plans for a children's fishing competition at Hascombe Pond. It was agreed that the Clerk would provide permits for them to issue on the day. The Chairman reiterated that the parish council would accept no liability. Clerk

SSALC had written concerning forthcoming training dates. Waverley would also be holding training sessions and would hold a separate training session for individual parish councils if required. It was agreed that the Clerk would try to arrange a joint session with Alfold and Dunsfold Parish Councils. The Clerk urged all councillors to attend some form of training during this year. Clerk

15/054 Items for information or inclusion on a future agenda

Consideration of an Employee Pension Scheme would be put on the agenda for the next meeting. Clerk

15/055 General Matters

Mr Dwyer was concerned that the Cricket pitch and verges had not been cut this season; they were previously cut weekly and he queried whether the contract had changed. The Clerk would report to Waverley. Clerk

15/056 Next meeting

Monday 20th July, 7.00pm, Hascombe Village Hall.

There being no further business, the Chairman closed the meeting at 21:30.

Hascombe Parish Council

Schedule of receipts and order for payments for May 2015
To be approved under Agenda item 20 at the Parish Council meeting on 11.5.15

RECEIPTS

Payer:	**Detail:**	**Amount:**
Waverley BC	Precept	£ 7352.00
	Total	**£ 7352.00**

PAYMENTS

Payee:	**Detail:**	**Amount:**
B Weddell + HMRC	May pay	£ 216.66
B Weddell + HMRC	June pay	£ 216.66
Came and Company	Insurance	£ 315.56
SSALC	Subscription	£ 78.38
	Total	**£827.26**

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

Payee:	**Detail:**	**Amount:**
		£ 0
	Total	**£ 0**

Total receipts **£7352.00**
Total expenditure **£827.26**

Signed by Chairman: ………………………………………………… Date: ………………………….

Signed by Councillor: ………………………………………………… Date: ………………………….

Signed by Clerk/RFO: ………………………………………………… Date: ………………………….

Peter J Consultants
Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex RH16 2QA
Email: peter.j.consultants@btinternet.com
Tel: 01444 412423 – Mob: 07763 174800

HASCOMBE PARISH COUNCIL
Internal Audit & Annual Return – 31/03/2015

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, in line with the Governance and Accountability for Local Councils Practitioners' Guide (GALCP) and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council and will carry out my duties without bias.

Observations:

1. Data Protection Act. It appears that the Clerk is a Data Controller as defined in the Act. Details need to be registered with the Information Commissioner's Office.

2. GALCP 2014 Version. Page 50 lists a number of new requirements that need
 to have Systems and/or Documentation in place:

   - Procedure documented re dealing with Enquiries/Complaints
   - Procedure documented re the handling of correspondence, circulation, responses, filing and retention
   - Procedure documented re dealing with responses to Consultation Requests

3. Code of Conduct for Employees. The GALCP Guide Page 50 requires the adoption of such a Code. Very large Local Authorities publish their particular Codes of Conduct, but there is currently very little information available as to what is expected from smaller Councils. Hopefully, more Guidance will shortly be provided by the Centre.

4. Legal Powers. Payments should be minuted with the Local Government Act (LGA) that provides the appropriate authorisation. Section S137 can be employed if the Powers are not available. SALC should have a copy of the LGA's.

Peter Frost
Peter J Consultants
1/05/2015

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

– Sections 1 and 2 are completed by the person nominated by the local council.

– Section 3 is completed by the external auditor appointed by the Audit Commission.

– Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: HASCOMBE PARISH Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	10,940	13117	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 (+) Annual precept	6887	6887	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	474	3534	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	2532	2600	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	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	2652	4155	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	13117	16783	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	13117	16783	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 other long term investments and assets	13267	11457	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

11 **Disclosure note** Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets.
		NO	N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed [redacted] fficer

Date 11/05/2015.

I confirm that these accounting statements were approved by the council on this date:

11/05/2015

and recorded as minute reference:

15/048

Signed by Chair of the meeting approving these accoun[redacted]

Date 11/05/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

HASCOMBE PARISH Council/Meeting

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 2015, that:

	Agreed – Yes	Agreed – No*	'Yes' means that the council:
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
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 the council 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 has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council 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 council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes / no / NA: 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 the council and recorded as minute reference

15/048

dated 11/05/2015

Signed by:

Chair [redacted]

dated 11/05/2015

Signed by:

Clerk [redacted]

dated 11/05/2015

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2014/15 to

ENTER LOCAL COUNCIL NAME HERE HASCOMBE PARISH Council/~~Meeting~~

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

	Yes	No	Not applicable
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

SEE REPORT

Name of person who carried out the internal audit PRINT NAME PETER FROST

Signature of person who carried out the internal audit [redacted] 1/05/2015

If the response is 'no' please state the implications and [redacted] weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 4 – Annual internal audit report 2014/15 to

ENTER LOCAL COUNCIL NAME HERE HASCOMBE PARISH Council/~~Meeting~~

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

	Internal control objective	Agreed? Please choose only one of the following		
		Yes	No*	Not covered**
A	Appropriate accounting records have been kept properly throughout the year.	✓		
B	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C	The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic and year-end bank account reconciliations were properly carried out.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

		Yes	No	Not applicable
K	Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

SEE REPORT

Name of person who carried out the internal audit PRINT NAME PETER FROST

Signature of person who carried out the internal audi[redacted] Date 1/05/2015

*If the response is 'no' please state the implications a[redacted]dress any weakness in control identified (add separate sheets if [redacted]

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.

2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.

3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.

4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.

5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.

6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.

7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.

8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).

9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Parish of Hascombe in the County of Surrey

Henry Smith's Charity

Statement of Account for the year ending 31 December 2014

Credit		**Debit**	
Balance in Hand as at the **1 January 2014**	£ 579.74	20 Beneficiaries received £100 each	£2000.00
Amount of 2014 Grant	£2000.00	Balance in Hand as at 31 December 2014	£ 579.74
Amount available for distribution	**£2579.74**		**£2579.74**

I HEREBY CERTIFY that the Accounts of Hascombe Smith's Charity of which this is a true copy were presented to the Annual Assembly held on 11 May 2015 and the Annual Meeting of the Parish Council held on 11 May 2015 and were duly approved

...[redacted]

Chairman of the Annual Assembly of the Parish

.........[redacted]

Chairman of the Annual Parish Council Meeting

Hascombe Parish Council

21 May 2015

Mr Peter Cleveland
Planning Services
Waverley Borough Council
The Burys
Godalming
GU7 1HR

Dear Mr Cleveland

RE: WA/2015/0695. Erection of 6 buildings to provide for 9,966 sqm of B1(b), B1(c), B2 and/or B8 flexible use floorspace with associated parking, servicing, landscaping and works to existing access road following demolition of existing buildings. Dunsfold Park, Stovolds Hill, Cranleigh.

The proposal is for 9,966 sqm of industrial floor space on a site of 2.5 h with mix of employment between B1 (b) Research and Development, B1 (c) Light Industrial, B2 General Industrial, and B8 Storage. This represents a 20% increase on the 50,000 sqm at Dunsfold Park which the application papers state is in various buildings and hard standing.
No additional access or change in the current access routes to and from Dunsfold Park is proposed in the application.

The Executive Summary of the report by Knapp Hicks submitted with the application states that "information gained ….suggests that the land was arable since the earliest map until 1955 when the site became part of Dunsfold Airfield……The central portion appears to have remained undeveloped and was a grassed area with a road running along the northern boundary at the time of the walkover survey."

The present planning permissions for the industrial space at Dunsfold Park are temporary and expire in 2018.

1. Hascombe Parish Council OBJECTS to the above application for the following reasons:

<u>Lack of evidence of demand</u>
There is hearsay evidence that there is considerable unlet industrial space at Dunsfold Park. Where is the proof of demand for additional industrial premises?

<u>Inappropriately early to consider the application</u>
It is an inappropriate time to discuss this application for a permanent permission which replaces temporary ones before the future of development at Dunsfold Park has been addressed in the shortly to be produced Local Plan.

Continued/…

Chairman:
Mr Charles Orange. Telephone 01483 208343. Email charlesorange@hotmail.com
Hascombe Place, Hascombe, Godalming, Surrey GU8 4JA

Clerk:
Mrs Beverley Weddell. Telephone 01483 200314. Email clerk@hascombeparishcouncil.co.uk
Lock House Lodge, Knightons Lane, Dunsfold, Surrey GU8 4NU

…/

Lack of consideration of the appropriate business uses within Dunsfold Park

We recommend that the "Master Plan" includes consideration of the appropriate business uses within Dunsfold Park in order to guide its future expansion. This should include consideration as to whether the location and relevant infrastructure is suitable for Heavy Goods Vehicles (HGVs). The Local Plan should take account of the Surrey Freight Strategy and the NPPF requirements re the use of sustainable transport nodes.

Limits to traffic movements should be set and complied with

It is noted that the Traffic Commissioner granted Cranleigh Freight Services an Operator's licence subject to conditions including no more than 10 movements between 23.00 and 6.00 nightly with further restrictions of no more than 20 from 15.00 on Saturdays and 40 from 6.00am on Sundays.

Furthermore the Inspector in an Appeal in 2008 upheld planning conditions being imposed by Waverley which included a limit of not more than 2,723 total road vehicle movements per day as well as limits on HGV movements at night of 10 per day at the Stovolds Hill access and 15 at the Compass Gate access. The Inspector stated that these were necessary not only to protect residents' living conditions but also re increasing operations beyond previous levels in an unsustainable location and prejudicing the Council's future planning policy for the site.

Lack of detail on use of the site for this planning application

The application does not but should specify how much industrial space is being applied for each category of industrial use so that the overall impact of type of traffic can be estimated and controlled. For example, a use by a large Freight Company such as Cranleigh Freight would result in a lot of unacceptable HGV traffic on inadequate roads.

Vectos Transport statement should be critically reviewed and independent traffic forecasts obtained

It is noted that in 6.2 and 6.3 (Table 6.1) of the Statement that the car driver distribution has been extracted from 2001 Census data. This showed employment trip distribution including 11% towards Milford and beyond (A3 and A31) and 5% towards Farnham and Godalming. Thus 16% of total car journeys are likely to be to the west of the site and use the B2130 and/or Markwick Lane in Hascombe Parish.

The Statement's traffic forecasts are based on a 20% increase but only on LGVs and HGVs and also assuming uses divided equally between B1, B2 and B8. It may be that the forecast of use by HGVs has been underestimated

We have not ascertained from the report whether the traffic forecasts for HGVs have been assumed to be as for the 2001 car census or whether account has been taken of the increase in traffic since 2001 or forecast due to planned developments not on Dunsfold Park.
We consider that an independent report and traffic forecasts should be commissioned by Waverley of the HGV, LGV, and other vehicles and the routes which would be used. It will be essential to agree a division of the site's use between industrial classes so that a better forecast of traffic can be made.

Inadequate road transport infrastructure

It is stated in 2.5 (page 5) of the accompanying Transport statement and in 4.8 (page 8) of the Framework Travel Plan that A3 can be reached via the junction at Milford and extends northeast into London and southwest to Portsmouth…… The roads, namely B2130 and Markwick Lane and Salt Lane, which would be used by traffic from Dunsfold Park to the A3

Continued/….

…./

junction at Milford are classified as being unsuitable for HGVs and have narrow stretches where there is only one carriageway for use by both directions so that cars have to wait in passing bays to allow traffic going in the opposite direction to proceed. There are already fairly frequent incidents of two HGVs causing a jam because of an inability of them to pass by each other.

It is stated in 2.1 (page 5) of the Transport statement that the closest stations are Witley, Milford, Farncombe and Godalming. Milford is the closest station to the site and the same narrow roads would be used as shown above to reach the A3.

The forecast traffic shows 16% of the total using these narrow unsuitable roads. A 20% increase would be inappropriate and have a severe adverse impact.

Noise and vibration
Residents in Hascombe Parish already complain about the noise and vibration caused by HGVs and other vehicles using the roads despite them being signposted as unsuitable for HGVs. An increase of 20% or more would have a serious adverse impact.

Insufficient car parking spaces
The proposed increase in car parking spaces of 6 from 263 to 269 is inadequate and is below the guidelines recommended by Waverley.

2. Observations

Incorrect maps
The maps on page 24 and 63 of the Framework Travel Plan appear to show the location of the site on the south east of the existing Industrial area instead of to the north of it.

Travel Plan
The Travel Plan shown in Appendix C proposing the use of Controllers to manage Individual Travel Plan Managers would seem to be unlikely to be able to make a significant reduction in the traffic which would result from the application.

Yours sincerely

Beverley Weddell
Clerk to the Council

Hascombe Parish Council - Annual meeting and Assembly 11th May 2015
Chairman's report on year to 31st March 2015

Good evening and welcome to our Annual meeting and Assembly. A special welcome to Victoria Young our Surrey County Councillor and Richard Seabourne our newly elected Waverley Councillor who succeeds Richard Gates who has now retired. Richard was a great help to us in Hascombe over many years and in particular recently with the planning applications for the Ex Woodyard and with Dunsfold Park.

This year, being an election year, we decided not to arrange a social occasion at which reports would be made by all village organisations although anyone who wishes to make a report after mine, Victoria's and Richard's is welcome to make one . I hope that if it is not too late the few villagers who are here will have a drink with us after the meeting.

I am honoured and privileged to have just been reappointed as Chairman. Thank you.. As you know we only had 4 candidates for the 5 places on the Parish Council and so there has been no election unlike 4 years and 8 years ago. We have just co-opted Ted Dwyer as our 5th member.
Ted was vice chairman and contributed much to the Council for 4 years until 2011 when he decided not to stand because he wanted to spend time fund raising for a charity. You are very welcome back Ted. Shirley Jeffrey decided not to stand again this year after having been a conscientious and much valued member of the Council for 20 years. Her opinions were always listened to and were influential and respected. She spoke strongly and persuasively at Waverley Planning committee meetings including recently at the one considering and refusing permission for the building at the Wood yard. We will miss her. She is not able to be here tonight but typically emailed me that it had been a great privilege for her to be involved as well as a very valuable and enjoyable experience and also wishing us well in what may be quite a challenging time ahead..
A big thank you to her from all in the village for her 20 years of service ….and also for her tea and coffee making and biscuit providing which made a welcome and refreshing start to each Parish Council meeting. During her time as a Councillor I reckon that she must have made us over 700 cups of tea or coffee and given us well over 700 biscuits.

I was sorry that we did not have an election as without one we feel a bit less valid. I hope that there will be one in 4 years time and that the Council will be invigorated by some new members.
The 5 of us are, I think, an excellent blend of differing talents which complement each other well. – a good coalition. We aim to punch well above our weight for a small parish and to have our opinions respected by Waverley and Surrey Councillors and officers.
Now rather than tell you about matters which we dealt with last year. These included the ex Wood Yard, Waverley Local Plan and Dunsfold Airfield. In order to save time and for you to keep, I have printed off a written report for you to read which has been left on seats.
Questions are welcome

…..Finally and importantly Thank you Beverley for the very efficient way you have helped the Parish Council.
Thanks to my excellent fellow Parish Councillors
to our very effective Waverley Councillors Richard Gates and Maurice Byham on planning, housing, rubbish collection, recycling and Council Tax and to our Surrey County Councillor for the past year, Victoria Young, on highways and rights of way and schools.
You have all helped keep Hascombe special.

Charles Orange 11th May 2015

Hascombe Parish Council
Chairman's annual report – Year to 31 March 2015

<u>Wood Yard Site</u>
Much time has been spent by all of us but particularly by Paul on the planning applications for the new building erected without permission on the ex Wood yard. Shirley spoke forcefully at the planning meeting and we were delighted that the Planning Committee rejected the application despite a recommendation to accept it from the planning officer. There were a lot of objections to the applications largely because Paul Lye, Andrew Thornton, Arthur Jones, Bruce Foxton and Emma Willis lobbied hard to get them. Help was given on the legal planning aspects by John Jeffrey and a firm of Solicitors. Many thanks to them and others. We expect to hear soon whether there will be an appeal or if an enforcement notice will be made to demolish the new building. You may be interested to know that there were a total of 7 applications about the Wood Yard which were made by Mr Anstruther and which we considered in 2013 and 2014.

<u>Waverley Local Plan</u>
We discussed had a meeting with villagers and responded to the "Making Waves" paper sent to all Waverley homes being a consultation on 4 scenarios for housing in Waverley.

Hascombe, Dunsfold and 5 other local parishes commissioned a report by Motion Transport which criticised traffic forecasts submitted by Dunsfold Park and included in the Local Plan papers. There will be a lot more work to be done in carefully considering the new Local Plan and all associated papers when published. We may need to commission and pay for a further traffic report in order to ensure that the consequences of a large development at the Airfield on traffic using the local unsuitable roads are fully understood.

Dunsfold Park
We continue to look at applications and comment when they involve more heavy goods vehicle traffic or noise. We will consider today proposals for an additional nearly 10,000sq metres of industrial space and for permission for more days of fast car driving by "Everyman"

Other planning applications
12 applications within Hascombe Parish were considered in the year. Comments were made on a few but no objections were raised by the Parish Council.
Comments were made on an application for buildings and alterations at Hascombe Court (in Busbridge Parish).
We opposed permission for a Showmen's site near Stovolds Hill which was refused.

Highways
Shirley lobbied for and safety surfacing was laid on the sharp corner on B2130 by Deer Park, We pressed for the mending of potholes and action on poor drainage down the Hill to Loxhill.

Bridleways and footpaths
Definitive maps have been obtained from Surrey which show and number the footpaths and bridle paths and Sarah has got an interactive computer version.
Victoria Young has set up a Countryside meeting of representatives from local parish councils in order to identify priorities for improvements to rights of way.
Shirley and others contacted Surrey when paths needed clearing.
Surrey has a Volunteer path wardens scheme for help in maintenance and improvements and several residents have been to a training session.

Car Park
Six months ago we received a draft permissive path agreement from the Anstruther Estate for use of the car park opposite the Old Rectory at Loxhill and path from it to the nearest public right of way for a period of 3 years but subject also to 3 months notice being given and a fee of £10 pa. The path has been used freely for over 20 years and advice is being sought about the matter.

Speedwatch
Mark Bratt took over the responsibility from Dennis Evans

Neighbourhood Plan
A meeting was held with Waverley and the area for the plan agreed as the Parish. Busbridge PC had not been willing for us to add High Hascombe to the plan area. We asked for volunteers to be on a Steering Group and thanks go to those who did volunteer. Working groups have met to draft a questionnaire to send to every household and to consider other matters. Progress will be made in this coming year.

Defibrillator
A defibrillator was installed at the White Horse which had been paid for from a grant from the British Heart Foundation and a donation from two residents. A demonstration of how to use it and of CPR was given by St John's Ambulance a year ago.

Grants

Kevin and Beverley applied for and obtained a grant which met the cost of remaking the Cricket pitch. This came from developers' infrastructure contributions.

Strange flying object
Just for the record, I report that last year netting from 6 acres had been lifted up in a freak wind and was seen flying and landed in trees nearby.

Comments on transport plans
We commented on the inadequate east west roads in Waverley and on the lack of car parking capacity at Godalming and Milford train stations to Surrey CC and looked at the draft flight path proposals for Farnborough Airport and for Gatwick.

Precept
The Hascombe precept, which is our share of the Council tax bill, has been maintained at a total of £7200 which is only an increase of £200 on the amount levied 8 years ago in 2007.

Charles Orange, Chairman 11th May 2015