

MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held
at Harting Congregational Church on
Thursday 24 June 2021 at 6.45pm

The Press and Public are welcome to attend.

Social distancing must be observed and face masks will be required.

This meeting is being held at the Congregational Church due to the ongoing coronavirus restrictions and the need for social distancing. The Coronavirus Act 2020 allowing councils to hold public meetings via video conferencing ceased on 7 May 2021.

Trish Walker
Clerk to Harting Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 6 May 2021.
- 4. Questions from the Public**
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Internal audit 2020/21** (see supporting document for briefing note and report)
The following recommendation is made:
To note the completion of the Internal Audit for 2020/21
- 8. Annual Governance and Accountability (AGAR) statement 2020/21** (see supporting document for briefing note and statement)
The following recommendation is made:
that the Council approves the Annual Governance Statement for 2020/21
- 9. Accounting statements 2020/21**(see supporting document for briefing note and statement)
The following recommendation is made:
that the Council approves the Accounting Statements for 2020/21
- 10. Notice of public rights and publication of unaudited Annual Governance and Accountability statement**
The following recommendation is made:
To note that the period for the public inspection of the accounts for the year ending 31 March 2021 will be from 25 June 2021 to 6 August 2021.
- 11. New Homes Bonus (NHB)**
The following recommendations are made:
 - i. *To note the report*
 - ii. *That the Council decides which project should be claimed under the New Homes Bonus*
 - iii. *To agree the location, if appropriate, for any items*

- iv. *To agree the clerk will complete the New Homes Bonus application on behalf of the Council*

12. Parish Council Emergency Group (PCEG) see supporting document for briefing note)

The following recommendation is made:

To note the report.

13. Review of Terms of Reference for the Planning Committee and Finance Committee.

The following recommendations are made:

- i. *To note the Terms of Reference for the Planning Committee have been reviewed by that Committee and no amendments are proposed*
- ii. *To note the Terms of Reference for the Finance Committee have been reviewed by that Committee and it is recommended the sections in paragraph 2 regarding the Health and Safety and Risk Management are removed as they are now the responsibility of the Aims and Objectives Advisory Committee.*

14. Review of Council Policies & Procedures

14.1. Review of Data Protection Policy (attached)

14.2. Review of IT Security policy for councillors (attached)

14.3. Review of IT Security policy for staff (attached)

14.4. Review of Media and Press (attached)

15. Finance

15.1. To approve expenditure for June 2021

Undisclosed	Clerk and RFO Salary	941.60
HMRC	Tax and NI contributions	104.52
War Memorial Playing Fields	Balance of grant from 2020/21	1,455.00
Came & Company	Parish Council insurance	1,053.44
Clarity Accounting	Quarterly payroll charge	27.00
M H Kennedy & Son Ltd	Grass cutting	338.40
Mulberry & Co	Clerk training	42.00
Trish Walker	Zoom subscriptions for May/June 2021	28.78
Playsafety Limited	Play area inspection	181.20

15.2. To note income for May 2021 - £896.43 VAT refund

15.3. To note that the bank reconciliation for June 2021 has been scrutinised and signed by the Chairman of the Finance Committee and will be signed by the Chairman of the Council in accordance with the Financial Regulations

15.4. To note the bank balance as of 1 June 2021 - £89,035.02

15.5. To note the budget statement to 31 May 2021

16. Finance – To note the unconfirmed minutes of the Finance Committee (attached) held on 1 June 2021 and approve the following recommendations:

- i. *That the Council note the cost of the North Lane fingerpost has increased by £390 to £1640 as a result of additional work to the final fixings and that the Council Chair and the RFO have agreed this increased expenditure in accordance with section 4.1 of the Financial Regulations.*
- ii. *that a full review of the asset register has been completed and has identified:*

- a. *an understatement of assets in the Council insurance schedule which has been addressed in the insurance renewal due 1 June 2021*
 - b. *necessary maintenance is required to some items of street furniture and quotes will be gathered for future consideration.*
 - iii. *that the insurance schedules have been reviewed and that the Council schedule has been updated to include the correct valuations for all the Council assets.*
 - iv. *that the Financial Regulations have been reviewed.*
 - v. *that the subscriptions to NALC and WSALC should be retained at the current level and that the clerk should be refunded for any SLCC membership any historic costs that have been incurred*
- 17. Planning** - To note the minutes of the Planning Committees held on 5 May 2021 and 2 June 2021.
- 18. Play and Open Spaces Advisory Committee (POSAC)** – To note the minutes of the POSAC held on 8 June 2021 and approve the following recommendations:
- i. *To note the play area inspection had been carried out on 18 May 2021, there are no high risk issues, and quotes will be sought for the necessary actions and repairs and will be taken to a future Council meeting for consideration.*
 - ii. *That the positioning of the South Gardens sign was discussed and the placement is recommended to the Council.*
- 19. Feedback from WMPF and HCH representatives** (verbal report)
- 20. Correspondence** – None
- 21. Clerks report** – (attached)
- 22. Items for future meetings**
- Review of policies
 - Jubilee 2022
- 23. Date of next meeting** - Council Meeting 15 July 2021 time and venue to be agreed

Supporting document – Harting Parish Council Meeting 24 June 2021

Agenda Items 9,10 &11 Annual Governance and Accountability (AGAR) statement 2020/21, Accounting Statements 2020/21 and Notice of Public Rights

Briefing Note

Each year authorities have to complete an Annual Governance and Accountability return prior to External Audit.

This completed return includes:

- a) Annual Internal Audit report – this has been completed without any issues, the signed return can be seen below.
- b) Section 1 – Annual Governance Statement – the systems of internal control are reviewed and agreed by the full Council. This process has to be carried out at the meeting with the questions being read out by the Chairman. Once agreed, the document is signed by the Chairman and the clerk, dated and the minute number added.
- c) Section 2 – Accounting Statements – these are also agreed by the full Council, following the completion of Section 1. The statement is signed by the Chairman and the RFO. The figures on this statement are generated from the Balance Sheet, Income and Expenditure, Budget Statement and the Bank reconciliation (all documents are copied below).
- d) Section 3 – External Auditor Report – this is completed by Moore following submission of the above forms along with a bank reconciliation and the notice of significant variations.
- e) Notice of Public Rights - Once the AGAR is approved by the Council the notice of public rights to view the accounts can be stated and the unaudited AGAR is published on the Council website for a period of 30 working days, this will be from 25 June 2021 to 6 August 2021.

Annual Internal Audit Report 2020/21

Harting Parish Council

ENTER PUBLICLY AVAILABLE URL: harting-pc.gov.uk/ / PAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority'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 this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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.			No PETTY CASH TRANSACTIONS.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/05/2021 04/06/2021 05/06/2021 PETER JAMES WHITE.

Signature of person who carried out the internal audit

Peter J. White.

Date 05/06/2021

*If the response is 'no' please state the implications and action being taken to address any 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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER HERE THE NAME OF THE AUTHORITY
Harting Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2021, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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 this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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 this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS
harting-pc.gov.uk/

Section 2 – Accounting Statements 2020/21 for

ENT Harting Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	53047	37103	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. (+) Precept or Rates and Levies	43100	53100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5890	35782	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10423	11958	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	54511	59884	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	37103	54143	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	40915	69699	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 long term investments and assets	815743	829343	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Harting Parish Council

31 March 2020		Balance sheet as at	31 March 2021
	1,754.05	Debtors (VAT)	896.43
	-	Prepayments	-
		<u>Bank Balances:</u>	
40,914.59		HSBC current account	69,698.99
	40,914.59		69,698.99
	<u>42,668.64</u>		<u>70,595.42</u>
<u>5,566.00</u>		Creditors (Audit fees, woodland, laptop)	<u>16,452.00</u>
	5,566.00		16,452.00
	<u><u>37,102.64</u></u>	Net Assets	<u><u>54,143.42</u></u>
Represented by:-			
		<u>Ponds reserve</u>	
1,073.11		Opening balance	1,073.11
-		Interest received	-
		Less Payments	-
	1,073.11	Pond reserve (held in general bank account)	1,073.11
	1,820.45	Operation watershed balance	1,820.45
	34,209.08	<u>General Fund</u>	51,249.86
	<u><u>37,102.64</u></u>		<u><u>54,143.42</u></u>

Signed.....date.....
Chairman

Signed.....date.....
R.F.O.

Harting Parish Council
Budget Monitoring
Year ending 31st March 2021

Report dated: 31-Mar-21

<u>Budget</u>		<u>Year to date</u>	<u>Difference</u>
	<u>Income:</u>		
53,100.00	Precept	53,100.00	-
	Insurance claims	1,460.00	- 1,460.00
	Sale of timber	2,666.16	- 2,666.16
	Grants	1,000.00	- 1,000.00
	Interest	-	-
	Sundries	1,695.79	- 1,695.79
	Donations	-	-
	Tree Council grant	28,960.92	- 28,960.92
<u>53,100.00</u>		<u>88,882.87</u>	- <u>35,782.87</u>
-	plus VAT	6,809.35	
	Total to match bank rec	95,692.22	
	<u>Expenditure:</u>		
12,000.00	Staff salary	11,742.23	257.77
6,800.00	Administration	6,397.62	402.38
450.00	Subscriptions/memberships/trai	415.51	34.49
5,000.00	Capital expenditure	700.00	4,300.00
15,250.00	Maintenance	11,987.45	3,262.55
3,950.00	Grants	5,763.83	- 1,813.83
	Insurance claims	1,460.00	- 1,460.00
	Tree Council expenditure	28,875.45	- 28,875.45
5,150.00	Contingency		5,150.00
b/f	budget	spent	bal
- 795	2,250.00	2,250.00	- 795.00
4,916	2,250.00	2,250.00	4,916.00
1,820	-	-	1,820.45
			85.47
<u>53,100.00</u>		<u>71,842.09</u>	
	VAT payments	6,746.73	
	debtors recovered	795.00	
	creditors paid	5,566.00	
	closing accruals	16,452.00	
	Total spend to match bank rec	66,907.82	
-	Surplus/(Deficit) for the year	17,040.78	

Harting Parish Council

Bank reconciliation

<u>Date</u>	<u>Notes</u>	<u>Income</u>	<u>Expenditure</u>	<u>Balance</u>
01-Apr-20	HSBC current account			40,914.59
	Opening Balance			40,914.59
		95,692.22	66,907.82	
	Closing cash book balance			<u><u>£69,698.99</u></u>

Reconciliation Statement as at

31 March 2021

Per Bank:	HSBC current account	74,560.54
		<u><u>£74,560.54</u></u>

Plus: Outstanding receipts

_____ - _____

Less: Outstanding cheques -

100686	Mr A Shaxson	49.90	
100689	HMRC	108.39	
100690	Mrs A Harris	21.36	
100693	Cancelled cheque	0.00	
100694	Mill Farm Plants	140.40	
100695	Mill Farm Plants	4441.50	
100696	Kent, Surrey & Sussex Air arr	100.00	4,861.55
			<u><u>69,698.99</u></u>

Proof	0.00
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Chairman: Signed..... date.....

Non bank signat Signed..... date.....

RFO: Signed..... date.....

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER AUTHORITY
Harting Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature


SIGNATURE REQUIRED

Date

DD/MM/YY

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED
ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement __Thursday 24th June_2021(a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) Trish Walker- Clerk and RFO The Old Post Office South Harting 01730 825201 clerk@harting-pc.gov.uk</p> <p>commencing on (c) __Friday 25th June 2021</p> <p>and ending on (d) __Friday 6th August 2021 [30 working days after (c) above]</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="flex: 1;"> <p>Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> </div> <div style="flex: 1; text-align: center;">  <p>MOORE</p> </div> </div> <p>5. This announcement is made by (e) Trish Walker – Clerk and RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

The following recommendations are made:

- i. To note the completion of the Internal Audit for 2020/21*
- ii. That the Council approves the Annual Governance Statement for 2020/21*
- iii. That the Council approves the Accounting Statements for 2020/21*
- iv. To note that the period for the public inspection of the accounts for the year ending 31 March 2021 will be from 25 June 2021 to 6 August 2021.*

Agenda Item 11 – New Homes Bonus (NHB)

Briefing Note

The Chichester District Council (CDC) Grants and Concessions Panel met on 24 March 2021, and approved the Indicative Allocation for the New Homes Bonus (NHB) 2021/22.

Harting is one of the eligible parishes as there has been an increase of 5 properties during the period from 2/1/2018 to 31/12/2020. The available sum is likely to be £830.

The New Homes Bonus is not automatically provided to parishes, a reasonably complex application form has to be completed giving details of the chosen project and submitted to the Grants and Concessions Panel, along with three quotes.

The deadline for the application is 5pm on Friday 30th July 2021, it must be accompanied with 3 quotes or estimates for the project.

The Panel then meets in September of each year to consider request and agree which projects can be undertaken.

The aim of the NHB is to:

- To improve quality of life for the community, and stimulate cohesive and vibrant communities
- To allocate monies and reward communities where significant development has occurred
- To facilitate infrastructure where there are deficits within a community or area
- To enhance local facilities available to new and existing residents
- To encourage communities to identify their needs and work collaboratively to address them

Projects accepted during 2020 with a similar level of funding included the following:

Tree planting

Bench seats

Play equipment improvements.

The councillors have suggested the following projects for consideration:

Bench seat for the Street

Noticeboard for Nyewood

Fingerposts – the bonus could be offset against the cost of the North Lane fingerpost

Below are some examples of benches and noticeboards and the associated costs.

Noticeboards – potential prices for boards to hold up to 8 x A4 size sheets

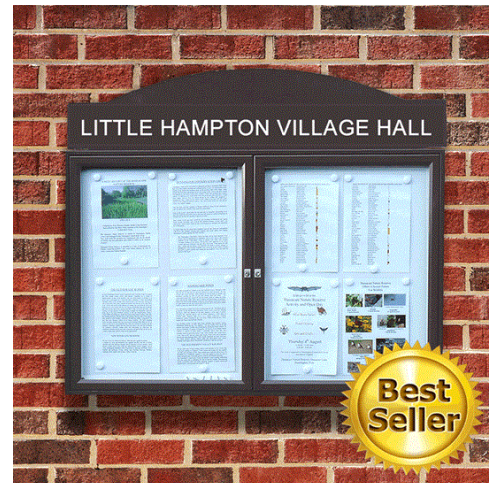
Prices as per noticeboardcompany.com

These noticeboards are just an example of the likely costs that may be involved in a new and suitable noticeboard for Nyewood to enable a bid to be placed for the New Homes Bonus. The design and content would obviously be agreed when the Hall was build and it was the correct time.

If the notice board needs to be secured in the ground the installation cost is likely to be in the region of £150 to £200.



£571.00 + vat



£696.00 + vat



£865.00 + vat

Bench seats for the Street

The bench seat situated behind the pump, half way up the Street, fell into disrepair and was removed in 2019. There is now no seating in the Street other than outside the Parish Church, or courtesy of the White Hart pub.

Below are some options for benches in teak and in a recycled material (as with the most recently installed benches at the southern end of South Gardens). All benches will need to be secured to the ground, so an additional cost will apply.

There has been a suggestion that a bench or seat might be placed next to the phone box and bus stop under the Parish Council noticeboard.

Permission will need to be gained from the landowner for any installations.

For information, the area behind the pump is 7 foot long, the area by the noticeboard is 5ft 6 (sufficient space to open the phone box door may need to be considered).



<https://www.classicmemorialbenches.co.uk/classic-i/>

7 foot bench £980 + vat

5 foot bench £740 + vat



Glasdon £351.75 + vat
Made of recycled material.



Sustainable-furniture.co.uk -
£675.00 + vat
6ft teak bench with hard surface



Glasdon - £482.37 + vat
Made of recycled material.

The following recommendations are made:

- v. *To note the report*
- vi. *That the Council decides which project/s should be claimed under the New Homes Bonus*
- vii. *To agree the location, if appropriate, for any items*
- viii. *To agree the clerk will complete the New Homes Bonus application on behalf of the Council*

Agenda Item 12 – Parish Council Emergency Group (PCEG)

Briefing Note

Work with the Parish Council Emergency Group continues in a 'monitoring' role with weekly catch-up meetings until the PM 'stands us down'.

Parish Gathering – the plans are ongoing and a verbal update will be given at the meeting.

The following recommendation is made:

To note the report

Clerk's Reports - Harting Parish Council – 24 June 2021

Agenda Item 21

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
Tree Works March 2016 (Minute 252)	Tree survey and associated tree works, and development of tree management plan	SB/ Clerk/AS Tree Working Group (TWG)	Volunteer planting to be arranged at the end of 2021. 500 trees to be planted by the volunteers.
HABAC November 2020	<p>Quotes for North Lane finger post.</p> <p>South Downs Safer Roads Task Force.</p> <p>East Harting Flood Pond.</p> <p>Durford Lane and Bridge.</p>	<p>Clerk</p> <p>WSCC</p> <p>WSCC</p>	<p>Further work has been identified by the contractor. See agenda item 15. The work is anticipated to start in July.</p> <p>Further meeting has been held and parishes have been asked to give details of problem areas/days/times</p> <p>Dangerous pot hole on edge of carriageway still to be filled by WSCC.</p> <p>A resident has coppiced a hazel which has helped, there has been no feedback from WSCC.</p> <p>The bridge repairs are due to start imminently</p>
Online Banking	To investigate online banking to enable the setup and operation of a deposit account	Clerk	In progress, forms have been received, policy being written.
New Homes Bonus (Minute 252 – April 2021)	Consideration for potential schemes for £830 grant & application	Clerk	See Agenda Item 11
Footpath lights (Minute 89 – Sept 2020)	To disconnect and remove the footpath lights	Clerk	Estimates for the disconnection of the electrical supply and removal of lights are awaited

PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	See agenda item 12
Insurance Claim	Claim from Hastings Direct for damage to a car from a tree falling from Council land on 28 February 2020	TW	A claim has been received from Hastings Direct, on behalf of a client, regarding alleged damage to a car from a tree falling from Council land in February 2020. The claim has been passed to the Council insurers who will be investigating the claim. Various information about the tree surveys and subsequent tree work has been requested and supplied.

Trish Walker - Clerk