

MINUTES OF FUNTINGTON PARISH COUNCIL MEETING 2 June 2021

PRESENT: Sheena King (SK)Chair
Pat Young (PY)
Kate Du Port (KDP)

Jane Mottershead (JM)
Jean Simmonds (JS)
Richard Littler (RL)

MEMBERS OF THE PUBLIC: None

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1a. Apologies 1b.	Suzanne Courtney-Bulbeck (SC), County Councillor Julian Joy Cllr David Palmer (District Council) - absent but no apologies received	<ul style="list-style-type: none"> • None 	N/A
2. Declaration of Interest	None declared	<ul style="list-style-type: none"> • None 	N/A
3. Minutes of 5 May 2021 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> • Post on website 	Clerk
4. Action Grid	<p>Bus Shelter</p> <ul style="list-style-type: none"> • JM reported that she had been in touch with WSCC and they confirmed that they would be in touch once all workers resume normal working hours as we move out of lockdown. <p>Money ringfenced for Barrister</p> <ul style="list-style-type: none"> • Discussion took place regarding the need to continue to hold the £15,000 for potential Barrister fees in relation to the traveller sites. It was agreed that the money would continue to be reserved and closely monitored in the future. <p>Dropbox</p> <ul style="list-style-type: none"> • The Clerk confirmed that she had shared all meeting documents by email and via Dropbox. It was noted that these were within a number of files which the Clerk will address. • Two Councillors reported that there were continued problems with accessing the files. • Following a discussion on alternative file sharing platforms, it was decided that the Clerk should investigate other options including a private password protected members area on the FPC website. <p>Litter Picking</p> <ul style="list-style-type: none"> • KDP to update article regarding ‘adopting an area’ initiative to post on website. 	<ul style="list-style-type: none"> • None • None • Contact Vision ICT for quote • Update and post article 	<p>N/A</p> <p>N/A</p> <p>Clerk</p> <p>KDP / Clerk</p>

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	<p>Land Registry – Pony Paddock</p> <ul style="list-style-type: none"> The Clerk reported that she had now discussed the necessary application with JM. She asked for the Chairman’s approval to spend the required £90 to submit the application – APPROVED. <p>SIDs</p> <ul style="list-style-type: none"> Following a discussion regarding suitable data backup for the SIDs, it was decided that Cloud backup would provide the most suitable and safest option. 	<ul style="list-style-type: none"> Submit new boundary information Investigate and cost back up options 	<p>Clerk</p> <p>Clerk</p>
5. Public Questions	None	<ul style="list-style-type: none"> None 	N/A
6. Receive Reports	None Received	<ul style="list-style-type: none"> None 	N/A
7. West Ashling Playground	<ul style="list-style-type: none"> SK reported that she had contacted West Sussex Association of Local Councils (WSALC), to ensure that the necessary legal obligations for spending such a large sum of money were complied with. She confirmed that because sum of money to be spent was in excess of £25,000, the proposed works would need to go out to tender and follow the exact tender process. JM stated that the work put in already researching equipment and receiving quotes had helped establish an outline cost and more importantly the specifications which would be used for the tender. The plan of splitting the cost over three years versus one payment, as well as the amount of money proposed to spend, were discussed. JM did reiterate that not all equipment was to be replaced as some could be tidied up with new parts. It was agreed that a site visit to the playground to understand the proposal and discuss ideas would take place after the meeting and would be reported on at the next meeting. 	<ul style="list-style-type: none"> Site visit, add to agenda for next meeting 	Clerk
8. Community Speedwatch	<ul style="list-style-type: none"> The Clerk reported that she had emailed PC Lemm to ask if he would be willing to speak to the Parish Council and interested Parishioners about the possibility of setting up and undertaking training to carry out Community Speedwatch. PC Lemm was unable to attend the APA at the unfortunate short notice but had suggested that the opportunity for a talk be publicized and a meeting be arranged when enough interest achieved. 	<ul style="list-style-type: none"> Publicise Community Speedwatch 	Clerk / SK
9. Flint Wall Repairs	<ul style="list-style-type: none"> The Clerk reported that she had spoken to Highways and that she now holds a case number for the works. 	<ul style="list-style-type: none"> Update as necessary 	Clerk

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	<ul style="list-style-type: none"> • Mark Bishop, a Highways Officer had been to assess the wall and reported that: <ul style="list-style-type: none"> ○ It needs extensive work. ○ The next step would be for an engineer to inspect, assess its current state and decide on the remedial works – this has been programmed by Highways. ○ This work cannot be undertaken quickly and may involve the rebuilding of the whole wall. In this event, the replacement must be “be like for like” and this would be both costly and time consuming. ○ If the wall is deemed to be in imminent danger of collapsing, the only solution at this stage would be for two-way traffic lights to be installed to prevent access to all traffic on that side of the road and this could remain in place for up to a year. ○ Regarding the safety, he said no one should be walking on the road side next to the wall where debris may fall and that people should be using the walkway behind it which offers no threat. ○ If parents are letting their children climb on the actual wall, Highways would accept no responsibility for injury as this should not be happening. ○ SK did query whether the FPC should put a 'danger' notice in place but RL considered (and all agreed) that this may lead to the Council taking liability for any injuries/claims. 		
<p>10. Planning</p>	<p>Applications/Decisions - CDC and SDNP</p> <ul style="list-style-type: none"> • Clerk reported that a decision had been made by the Planning Committee at the May Planning Meeting that meetings can now be held on the Monday following the full Council meeting. This would allow more time to address the Planning Applications and Decisions which are only received on Wednesdays. • SK requested that in future matters like this be brought to full Council prior to a decision being made. • Planning Applications and Decisions for weeks 19-22 to be sent to Planning Committee. These will be discussed at the Planning Meeting 07 June 2021 and JM reported there was nothing contentious to raise with Full Council. <p>Neighbourhood Plan</p> <ul style="list-style-type: none"> • SK reported that in preparation for the re-scheduling of the public meeting she had contacted a number of distribution companies. • Most companies only deliver to towns and cities which offer easier distribution; 	<ul style="list-style-type: none"> • None 	<p>N/A</p>

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	<p>however one company – Letterbox Express had submitted a quote and map showing distribution to every household in the Parish:</p> <ul style="list-style-type: none"> ○ Shared delivery - £190 ○ Solo Drop - £235 <ul style="list-style-type: none"> ● It was agreed that a solo drop would be best to ensure earliest delivery when decided and finalized. ● JM confirmed that this cost would come out of the NP Grant. ● SK to confirm lead time. ● It was agreed that once the meeting details were finalised new leaflets would be ordered to include the revised date. ● Meeting date for FPC only to be arranged prior to public meeting 	<ul style="list-style-type: none"> ● Ask for lead time ● Circulate potential dates 	<p>SK</p> <p>Clerk</p>																																																																																																																																																																															
<p>11. Finance</p>	<ul style="list-style-type: none"> ● Cash book presented - already circulated to FPC members. <table border="1" data-bbox="386 672 1470 1323"> <thead> <tr> <th colspan="7" style="text-align: center;">FUNTINGTON PARISH COUNCIL</th> </tr> <tr> <th colspan="7" style="text-align: center;">Financial Statement as at 31 May 2021</th> </tr> </thead> <tbody> <tr> <td colspan="7">Statement Balances as at 31 May 2021</td> </tr> <tr> <td>Current Account</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">£ 21,386.17</td> </tr> <tr> <td>Saver Account</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">£ 56,693.10</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">£ 78,079.27</td> </tr> <tr> <td colspan="7">Income Already Received</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"><u>Account</u></td> <td></td> <td style="text-align: center;"><u>Amount</u></td> <td></td> </tr> <tr> <td>04-May-21</td> <td>Carter</td> <td></td> <td>Current</td> <td style="text-align: right;">£</td> <td style="text-align: right;">60.00</td> <td></td> </tr> <tr> <td colspan="4">Total Income</td> <td style="text-align: right;">£</td> <td style="text-align: right;">60.00</td> <td></td> </tr> <tr> <td colspan="7">Payments Already Made</td> </tr> <tr> <td>27-May-21</td> <td>Business Services at CAS Ltd</td> <td>Online</td> <td>Insurance</td> <td style="text-align: right;">£</td> <td style="text-align: right;">462.64</td> <td></td> </tr> <tr> <td colspan="4">Total</td> <td style="text-align: right;">£</td> <td style="text-align: right;">462.64</td> <td></td> </tr> <tr> <td colspan="7">Payments Due 1 March 2021</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Net</td> <td style="text-align: right;">VAT</td> <td style="text-align: right;">Gross</td> </tr> <tr> <td>01-Jun-21</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td style="text-align: right;">£544.30</td> <td></td> <td style="text-align: right;">£544.30</td> </tr> <tr> <td>01-Jun-21</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax</td> <td style="text-align: right;">£129.40</td> <td></td> <td style="text-align: right;">£129.40</td> </tr> <tr> <td>01/062021</td> <td>All Aspects Gardening</td> <td>Online</td> <td>WA Playground Maintenance</td> <td style="text-align: right;">£200.00</td> <td></td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td colspan="4">Total Payments to be made</td> <td style="text-align: right;">£</td> <td></td> <td style="text-align: right;">873.70</td> </tr> <tr> <td colspan="7">Balances After Payments</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">£ 20,512.47</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">£ 56,693.10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-£ 23,794.08</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-£ 15,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">£ 38,411.49</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● The Clerk reported that the Chairman approved the expenditure of £462.64 for the PC insurance renewal as this had expired on 01 June prior to the meeting. 	FUNTINGTON PARISH COUNCIL							Financial Statement as at 31 May 2021							Statement Balances as at 31 May 2021							Current Account						£ 21,386.17	Saver Account						£ 56,693.10	Total						£ 78,079.27	Income Already Received										<u>Account</u>		<u>Amount</u>		04-May-21	Carter		Current	£	60.00		Total Income				£	60.00		Payments Already Made							27-May-21	Business Services at CAS Ltd	Online	Insurance	£	462.64		Total				£	462.64		Payments Due 1 March 2021											Net	VAT	Gross	01-Jun-21	Clerk V Williams	Online	Clerk Salary	£544.30		£544.30	01-Jun-21	HMRC V Williams	Online	Clerk Tax	£129.40		£129.40	01/062021	All Aspects Gardening	Online	WA Playground Maintenance	£200.00		£200.00	Total Payments to be made				£		873.70	Balances After Payments													£ 20,512.47							£ 56,693.10							-£ 23,794.08							-£ 15,000.00							£ 38,411.49	<ul style="list-style-type: none"> ● Make payments 	<p>Clerk</p>
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	<ul style="list-style-type: none"> The Clerk explained that as this is her first year in post, she has chosen to remain with the current insurance provider but that next year further quotes would be obtained. <p>AGREED</p> <p>CIL Money</p> <ul style="list-style-type: none"> The Clerk reported on the current CIL money held by the Council: <table border="1" data-bbox="392 436 1409 712"> <thead> <tr> <th>Amount</th> <th>Allocation</th> <th>Date Awarded</th> <th>Date to Expire</th> </tr> </thead> <tbody> <tr> <td>£23,794.08</td> <td>Village Hall</td> <td>18-Oct-18</td> <td>18-Oct-23</td> </tr> <tr> <td>£7,037.24</td> <td>None</td> <td>30-Apr-20</td> <td>30-Apr-25</td> </tr> <tr> <td>£1,504.75</td> <td>None</td> <td>22-Oct-20</td> <td>22-Oct-25</td> </tr> <tr> <td>£2,144.48</td> <td>None</td> <td>16-Apr-21</td> <td>16-Apr-26</td> </tr> <tr> <td>£1,048.04</td> <td>None</td> <td>22-Apr-21</td> <td>22-Apr-26</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Total unallocated CIL payments - £11,734.55 Discussion regarding the CIL funds that will be received from the now approved 17 house Portal Close Development and its potential to be put toward the West Ashling playground works. <p>End of year Accounts</p> <ul style="list-style-type: none"> The Council AGREED that the accounting statements for year ending 31 March 2021 gave a fair representation of the receipts and payments of the Council. The Chairman SIGNED APPROVAL on behalf of the Council. <p>Internal Audit Report</p> <ul style="list-style-type: none"> The internal audit had been carried out in accordance with the Council’s needs and planned coverage. The Clerk reported that she had worked closely with the new internal auditor (Mark Mulberry). The audit raised queries regarding compliance which had not been raised by the previous auditor and these would now be addressed. The council will undergo an interim audit in the autumn to ensure all recommendations have been complied with. <p>Summary of Audit Report:</p>	Amount	Allocation	Date Awarded	Date to Expire	£23,794.08	Village Hall	18-Oct-18	18-Oct-23	£7,037.24	None	30-Apr-20	30-Apr-25	£1,504.75	None	22-Oct-20	22-Oct-25	£2,144.48	None	16-Apr-21	16-Apr-26	£1,048.04	None	22-Apr-21	22-Apr-26	<ul style="list-style-type: none"> None 	<p>N/A</p>
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	<ol style="list-style-type: none"> 1. Overall I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change. 2. The control assertion of “Appropriate accounting records have been properly kept throughout the financial year” <u>has been met</u>. 3. The council has some procedures, policies and controls in place; however the day to day practices are somewhat disconnected from the written financial regulations and therefore improvements need to be made to the internal systems and controls. 4. The control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.”, HAS NOT BEEN MET. 5. The control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.”, HAS NOT BEEN MET. 6. The control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.”, <u>has been met</u>. 7. Salaries are correctly stated on the AGAR and the control object of “Salaries to employees and allowances to members were paid in accordance with this authority’s approvals and PAYE and NI requirements were properly applied.”, <u>has been met</u>. 8. The control objective of “Asset and Investments registers were complete and accurate and properly maintained.”, <u>has been met</u>. 9. Bank and cash balances are properly shown on the AGAR and that the control objective of “Periodic and year-end bank account reconciliations were properly carried out.”, <u>has been met</u>. <p>Recommendations</p> <ol style="list-style-type: none"> 1. The council retrospectively accept the 2019-20 AGAR as soon as possible and make reference to the original approval meeting. 2. The councillors will need to sign acceptance to receive information by electronic means. 3. I recommend in future all agendas contain the minimum statutory requirement. 	<ul style="list-style-type: none"> • Carry out remedial work 	<p>Clerk / SK</p>

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	<p>4. The council review the Risk Assessment regulation and put in place the relevant documentation.</p> <p>5. The council retrospectively re-approve the 2021/22 budget as soon as possible and make reference to the original approval meeting.</p> <p>6. Reserves are quite high for a council of this size and council is recommended to review its reserve policy with a view to future spending.</p> <p>Signing Annual Governance and Accountability Return (AGAR) In preparation for the external audit, the clerk presented the completed AGAR paperwork for approval and signatures. AGREED and SIGNED.</p>	<ul style="list-style-type: none"> • Prepare and send AGAR paperwork 	Clerk
<p>12. Correspondence – Discussion regarding future Inclusion</p>	<ul style="list-style-type: none"> • JM asked that the item ‘correspondence’ be reinstated on the agenda. • Discussion and clarification of what Councillors wished to be shared. • It was agreed that the Clerk share any email correspondence relevant to all and that any relevant emails be brought to the meetings in the future. 	<ul style="list-style-type: none"> • Distribute correspondence 	Clerk
<p>13. Parish Notices</p>	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None 	N/A
<p>14. Date of next meeting</p>	<ul style="list-style-type: none"> • Wednesday 7 July 2021 Time 6:00 pm 	<ul style="list-style-type: none"> • Post agenda on website and noticeboards 	Clerk
<p>Meeting Closed</p>	<p>Meeting closed at 7.35pm</p>	<p>None</p>	<p>N/A</p>

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>