

# HORLEY PARISH COUNCIL

## AGENDA

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will be held in the Old School Room at 7.30 pm on Thursday 18 April 2019.

Clerk to Horley Parish Council

- 1) Apologies for absence
- 2) Declaration of Interests
- 3) Minutes of the meetings held on 17 January 2019
- 4) Matters arising
- 5) Finance

### **(a) 2018/19 budget monitoring report to 31 March 2019**

The report annexed below shows the income and expenditure for the 2018/19 financial year to 31 March, as compared to the annual budget. The only issue to be drawn to the attention of Members is the fact that OCC has yet to submit an invoice for the Council's share of the cost of the kerbing works in Church Lane. The Council has agreed to pay the sum of £6,121, and the Council should allocate this sum from the reserves held at the year end to this purpose. It is **RECOMMENDED** that the budget monitoring report be approved.

### **(b) Annual audit**

Members may recall that new arrangements introduced last year means that Councils are able to certify themselves as exempt from external audit if their gross receipts and payments are below £25,000. Councils can only do this provided they have a sound system of internal control and review it annually, have effective internal audit arrangements, prepare an annual return in the prescribed form, approve the annual return at a meeting of the Council, publish the annual return on a freely accessible website, and advertise the electors' right to inspect the accounts on a freely accessible website. It is not essential that the Council certifies itself as exempt, and if Members prefer to do so, it is still possible to submit the accounts for external audit, although an audit fee will be payable.

The Annual Internal Audit report proforma will now be submitted to the internal auditor, together with all necessary documentation for his review. Once his report has been received, this will be reported back to the Council so that the Annual Governance Statement, Accounting Statements and Certificate of Exemption can be approved, and a formal decision made on whether to certify the Council as exempt from external audit. It is anticipated that the documents will be available for consideration at the next meeting on 16 May, but if there is any delay, a special meeting may be required, as the whole process must be completed by 28 June.

Attached at Appendix 1 are the Asset Register, Annual Risk Assessment and Bank Reconciliation which will be provided to the internal auditor, and the Council is asked to review and approve these documents.

It is **RECOMMENDED** that the Council resolves to approve the, Asset Register, Annual Risk Assessment and Bank Reconciliation as attached at Appendix 1 to this report.

## **6) Land adjoining the Old Council Houses, Wroxton Lane**

At the last meeting of the Council the Clerk was asked to bring forward to this meeting costed proposals for improvements to the triangle of highway land in front of Horley Mill, and also for maintenance to the seat at The Square. There is approximately 20m of timber fencing along the frontage to this land which is in very poor condition, and it is proposed that this be replaced with black painted metal estate fencing to match that already in situ. If the land is to be used by the public, it will be necessary to increase the maintenance, and instead of strimming two or three times a year, a regular mowing regime would be appropriate, perhaps once a fortnight. At present the vegetation is mostly weeds and nettles so it might be appropriate to undertake some initial improvements, although regular mowing is likely to encourage grass to replace the existing vegetation. Thereafter, Members may wish to provide seating in the form of a bench, or a picnic table and bench set.

Estimated costs for these items are set out at Appendix 2. These are based on established rates and brochure prices rather than firm quotations, so may be subject to some adjustment if Members choose to proceed.

So far as the seat at the square is concerned, this is badly weathered, but is not beyond refurbishment. The Clerk intends to sand down the slats and stain them when the weather permits, in order to extend the life of this asset.

## **7) County Highway Matters**

A number of issues being dealt with by Oxfordshire County Council remain outstanding, and the position is as follows:-

- (i) The new drainage outfall opposite Horley Mill is expected to be constructed in this financial year. The job has been allocated to a new members of staff due to start in April.
- (ii) The drainage outfall serving Hornton Lane remains partially blocked despite the repairs carried out recently. OCC intend to investigate further and seek a solution during this financial year. The repairs undertaken have, however, improved the system's drainage capacity.
- (iii) The water running down Banbury Lane is believed to come from a spring rather than a water main. OCC plan to approach the adjoining landowner to see whether any works can be carried out within the field to intercept this. To date no progress has been made on this.
- (iv) OCC advise that they are also planning to repair the kerbs at the junction of Clump Lane and Hornton Lane, and complete the drainage survey which they commenced last year.

## **8) Planning report**

A report showing the recent tree and planning applications on which the Council has been consulted is annexed below.

## **9) IT Security**

A new paragraph concerning IT security has been added to the Council's Risk Assessment attached at Appendix 1. Members are invited to consider this carefully, and whether current arrangements are adequate. The Council now conducts most of its business electronically, and very little is held in hard copy format, other than Council minutes. The Council is also required to publish agendas, minutes, financial information etc. on a publically accessible website.

The Council does not have its own bespoke website or email server. The Horley Views website, which is used to publish all necessary information, is procured and maintained by Di Marriott from Wordpress, and consequently, whilst it seems unlikely, it is possible that Wordpress could go off-line, and the Council would be without a site. All important documents are created on the Clerk's computer, and backed up from time to time onto a memory stick, so they could be re-created if Wordpress went down. The fact that the memory stick and computer are held in the same premises comprises a security weakness. With effect from September 2020, the Council will be required to certify that its website complies with the Government's Web Content Accessibility Guidelines (WCAG). It is not known at this time whether the Wordpress site satisfies these guidelines, and it will be necessary to investigate this, possibly via an audit, if the Council is to continue with the existing arrangements.

So far as email is concerned, as the Council uses a BT email address, historical emails are stored on the BT cloud. Important messages and documents are backed up as documents on the Clerk's computer, but the Council must recognise that it cannot guarantee being able to access past emails held on the cloud indefinitely.

## **10) Police Neighbourhood Community Liaison Meeting**

The Police Neighbourhood Sergeant, Paul Smith, is arranging a series of community liaison meetings. The Council has been invited to attend the rural community forum on 6 June at Deddington Fire Station, 6.30pm. Further information regarding the purpose of the meeting is attached at Appendix 3 to the report. Members are invited to consider whether they wish to be represented at this meeting.

## **11) Applications for charitable and other donations**

There have been no specific requests for support to date, but letters received acknowledging past contributions provided to Citizen's Advice and Katherine House Hospice have expressed the hope that continuing support might be provided.

## **12) Reports from External Organisations**

Any Member reports from external organisations.

## **13) Date of next meeting**

Thursday 16 May 2019 - 7pm Annual General Meeting, 7.30 Annual Parish Meeting

## **14) Any other urgent business**

## REPORTS

### Item 5: 2018/19 budget monitoring report to 31/03/19

		Budget	Spent to	Under/
	<u>Category Description</u>	2018/2019	31.03.19	overspend
1	Clerk's Salary	£0.00	£0.00	£0.00
2	Clerk's Expenses	£150.00	£57.74	-£92.26
3	Churchyard Maintenance	£450.00	£450.00	£0.00
4	Insurance	£300.00	£299.10	-£0.90
5	Election Expenses	£800.00	£39.00	-£761.00
6	School Room Hire	£150.00	£125.00	-£25.00
7	Subscriptions			
	OALC	£140.00	£138.97	-£1.03
	SLCC	£50.00	£43.00	-£7.00
	Community First Oxfordshire	£35.00	£35.00	£0.00
9	Audit Fee	£0.00	£0.00	£0.00
10	Horley Views website	£50.00	£31.00	-£19.00
11	S137 Expenditure			
	Charitable contributions	£150.00		£0.00
		Knit and Stitch	£50.00	
		Citizens Advice	£50.00	
		Clean Slate	£25.00	
		Katherine Hs	£25.00	
	Defibrillator	£125.00	£126.00	£1.00
12	Dog Bins Servicing	£385.00	£384.38	-£0.62
13	Hedges	£300.00	£0.00	-£300.00
14	Verge maintenance	£450.00	£402.00	-£48.00
15	Contingency	£3,215.00	£0.00	-£3,215.00
	<b>TOTAL</b>	£6,750.00	£2,281.19	£4,468.81

## Balances and income to 31.03.19

Business saver account balance 31.3.18	£24,760.18
Community account balance 31.3.18	£100.00
	<u>£24,860.17</u>
less expenditure relating to 2017/18	£200.00
	<u>£24,660.18</u>
Income	
CDC precept	£3,375.00
CDC supplementary grant	£4.87
CDC precept	£3,375.00
Credit cancelled cheque	£15.00
Interest	£13.08
Interest	£13.49
Interest	£14.71
Interest	£14.68
Total income	£6,810.83
	<u>£31,486.01</u>
Less expenditure	<u>£2,281.19</u>
Balance 31.03.19	<b>£29,204.82</b>

## Item 7 Planning Report

The outstanding applications, and those which have been determined by Cherwell District Council since the last meeting, are summarised below. All decisions issued by the Council in response to applications received are displayed on the village website ([www.TheHorleyViews.com](http://www.TheHorleyViews.com)), including a link to the relevant application on the CDC website.

Number	Applicant	Description	Current position
18/02187/F	Jane Williams	Create an opening in a wall to improve access to the rear garden at Holly Tree Farmhouse	Approved
19/00040/F	Charles Taylor	Wooden decking overlooking the lake at Hadsham Farm	Approved
19/00042/TPO	David Kyle	Crown Lift yew tree subject to TPO at Rowarth House	Approved

19/00107/F	Mr and Mrs Pither	Extension and alterations at Horley Gardens	Approved
19/00042/TCA	Chris Jarvis	Remove one beech and one ash tree at Meadowside.	Approved
19/00055/TCA	Vic Smith	Thin coppice rear of Quantock House	No objection by Horley PC
19/00263/F	Nick Sutherland	Erection of garden room in rear garden at the Shippon	No objection by Horley PC
19/00251/F	Donald Naysmith	Retrospective – erection of car port and workshop at Mill Cottage	No objection by Horley PC subject to rear wall being faced in stone to match other elevations
19/00194/F	Charles Cozens	Installation of solar panels on barn roof at Horley Manor	No objection by HPC. Listed building consent application required
19/00061/TCA	Christine Templeton	Remove lower branches from Sycamore at the Boma, overhanging Furrows End	Approved

## Appendix 1

### Asset Register 2018/19

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. As at 31.3.19 The Council owned no land or buildings.

The Council owns a number of items of street furniture which are listed below with their insured value:-

Quantity	Item	Value
1	Litter bin	£66.82
1	Public seat	£405.68
3	Road signs	£1,140.68
1	Parish notice board	£539.42
4	Dog Bins	£444.52
3	Gates	£3,324.20
Total		£5,921.32

NB It should be noted that the defibrillator, which the Council has procured, remains, at this time, the property of Community Heartbeat, although the Council has the right to acquire it at no cost should it wish to do so, at the end of the four year management agreement in 2019.

## RISK ASSESSMENT 2018/19

### 1. Introduction

- 1.1 The Council is expected to carry out an annual assessment of the financial and other risks it is exposed to and identify any actions it considers necessary to minimise those risks.
- 1.2 The following table attempts to identify the risks involved and recommends the necessary actions.
- 1.3 Individual risk assessments may be appropriate before commencing new activities.

Activity	Risk	Comment	Recommendation
Financial loss	Public Liability (statutory)	Insurance cover in place	Continue existing cover (£12m)
	Employers Liability (statutory)	Insurance cover in place	Continue existing cover (£10m)
	Money	Insurance cover in place. All funds are held by the Council's bank, and cheques can only be drawn if signed by two authorised signatories.	Continue existing cover (£250K)
	Fidelity Guarantee	Insurance cover in place	Continue existing cover (£250k)
	Property	Insurance cover in place for all risks relating to various items of street furniture owned by the Council.	Continue with existing cover based on historic cost.
	Personal accident	Insurance cover in place for Councillors and Officers up 90 years of age.	Continue with existing cover (£500k per person or £2m per incident)
	Libel & Slander	Insurance cover in place	Continue with existing cover (£250K)
	Legal expenses	Insurance cover in place	Continue with existing cover (£100k)
Administrative	Budget overspent	Budget monitored at each Council meeting.	Continue budget monitoring

	Annual accounts challenged	End of year accounts agreed by Council and subject to independent internal audit	Ensure audit timetable is observed.
	Ombudsman referral or legal challenge to the Council's activities	Up to date Constitution and Financial Regulations are in place which reflect constitutional powers and best practice	Clerk to ensure all activities are in accordance with the Council's Constitution and legal powers.
	IT breakdown	The Council is now required to publish certain information on a publically accessible website. It does this by using the Horley Views website, although that is procured from Wordpress via Di Marriott, and is not under the Council's direct control. All the Council's records and documents are held on the Clerk's personal laptop, and consequently are vulnerable to theft or other loss such as in a fire. Records are backed up from time to time onto a memory stick although this is kept in the same property. Email records are held on the cloud through BT, the email provider.	All statutory documents to be backed up and retained, so they can be reproduced in the event that the Wordpress site is no longer accessible. Important emails which need to be retained to be copied to a folder on the Clerk's laptop, and backed up periodically.
	Service breakdown	If for any reason the Clerk/Responsible Financial Officer were not available to undertake his duties, the day to day running of the Council could be at risk.	There are few activities which are genuinely urgent, but it is important that deadlines for approving the annual accounts and setting the annual precept are met. If necessary any Member could act as Clerk on a temporary basis.
Operational - Defibrillator	Reputational risk to the Council and risk to the health of potential users if the defibrillator which the Council has procured is not available when required	Access to the defibrillator is strictly controlled by the ambulance service, and it is maintained by Community Heartbeat. Weekly checks are undertaken by the Clerk to ensure the defibrillator is in place and ready for use.	Continue annual maintenance contract with Community Heartbeat, and weekly checks by the Clerk.
Operational - verge cutting	The Council has employed a contractor to undertake a	The contractor employed is competent and experienced, works extensively for the highway authority, uses	Ensure that the contractor employed continues to carry the necessary public liability insurance.



	number of cuts to highway verges within the parish. The Council could be held responsible in the event that any accidents or damage arose as a result of this work	modern mowing equipment, and carries £10m in public liability insurance.	
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## Bank reconciliation

	£	£
Balance per bank statement at 31 March 2019		29,329.82
Add: outstanding receipts		
None	0.00	-
Less: outstanding payments		
MHT	125.00	125.00
Balance per cashbook at 31 March 2019		29,204.82

### Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2019 but which appear on the bank statement after 31 March 2019.

### Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2019 but which appear on the bank statement after 31 March 2019.

## Appendix 2

### Land at Wroxton Lane

#### Indicative Establishment and Maintenance Costs

1. Replace rotten timber fence with metal estate fencing to match existing  
£2,000
2. Picnic table and bench set, wood £345 or recycled material - £494
3. Three person bench seat from recycled material - £500
4. Regular mowing say 15 cuts @ £25 = £375 pa.

NB all estimates are exclusive of VAT.

## Appendix 3

### What is a Community Forum?

Community Forums are a mechanism for identifying, reviewing and resolving priority neighbourhood issues.

The forums bring together the police, members of the public, partners, stakeholders and community groups, enabling us to work together to solve issues in our communities.

Community Forums are open to everyone and are held in person at times to suit you.

The forums are held every 3 months and in relation to Banbury there are 3 forums to cover the different areas.

Banbury town forum – Covers Banbury town centre, Grimsbury, Cherwell Heights, and Easington.

RHHN forum – Covers Ruscote, Hardwick, Neithrop and Hanwell Fields.

Rural Forum – Covers local villages to Banbury.

During the forums all attendees are invited to have their say on any issues that they believe are having an impact in their area. It is important that the issues are not personal and that they are impacting the community and not just the person supplying the information.

It is also important to remember that this is a Community forum and there will be an expectation for all attendees to show willing and a commitment to resolving the issues as a whole, there will not be an expectation for the Police to resolve all issues alone.

After everybody has had their say as a forum we agree what the priorities for the next 3 weeks will be based on the information we have just heard. There does not need to be 3 priorities, it may only be one if it is a large issue.

For the next 3 months Banbury Neighbourhood team, our partner agencies and the forum attendees will then try to resolve the issues. It is vital that the priorities are targeted, focused and realistic so together we can make a real difference.

For the forums to work well we need people attending who have good links into the community and are willing to commit a small amount of their time and ideally are in a position to offer some support. We want to attract people from a wide demographic so we have a clear view of what is effecting the whole community rather than a few people living in a small area.

If you feel passionate about your community and want to help make a difference please contact Sgt Paul Smith, Neighbourhood Sgt at Banbury Police station.