ITEM 6.18

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

Telephone: 01903 812042

www.steyningpc.gov.uk

Their Royal Highnesses The Duke & Duchess of Sussex
Kensington Palace
London
W8 4PU

12th June 2018

Your Royal Highnesses!

May I, on behalf of Steyning Parish Council, congratulate you both on a tremendously joyous Wedding and may we wish you all the very best for a long and happy life together! We would also like to say how thrilled we are to welcome you as Duke & Duchess of our wonderful County! We are very proud that Her Majesty The Queen has bestowed this honour upon you and all the residents of Sussex share that pride and honour.

The residents of Steyning would be thrilled and honoured should you choose to visit our small country town of Steyning, which is exceedingly beautiful and located in the Centre of Sussex, surrounded by the rolling hills of the South Downs National Park. With over 125 listed buildings you would see stunning examples of Medieval, Tudor, Stuart and Georgian architecture and the warmest of welcomes!

Yours sincerely

Tim Lloyd

Chair of Steyning Parish Council

ITEM 9.6

Report on South Downs National Park Authority West Sussex Parishes Workshop

6th June 2018

1. The meeting was to keep in touch with the parishes in West Sussex and update them on current projects SDNPA are involved with. It involved five different speakers on a variety of topics, but mainly avoided planning issues as their Local Plan is currently with the inspectorate for approval.

2. **Overview of SDNPA current projects and issues**- items of note were the production of a new Community Planning Toolkit, of particular use to parishes working on a Neighbourhood Plan. I took a copy and have given it to Tim. They also have a working party on how to make affordable housing a reality in the Park which is shortly to report back to the main board.

3. **Whole Estate Plans**- only two have been endorsed to date, one of which is Wiston. They stressed that the plans are estate-led with no guarantee that what they contain will be approved. It is only a material consideration in planning applications and their purpose is to improve dialogue and collaboration between SDNPA and landowners, and for SDNPA to understand the opportunities and threats/pressures facing them.

4. **Highways and Roads in the South Downs-** WSCC is the Highway Authority but SDNPA are concerned with entry signs to the Park, sustainable transport for Park visitors, cycle routes and context-sensitive design for roads. Parish Councils can apply to SDNPA to have schemes included in the SDNPA Infrastructure Business Plan and can get statistics to back up an application on the Sussex Safer Roads Partnership website on speeding, casualty rates etc. Parishes can also apply to the WSCC Community Highways Scheme for funding for junction improvements, town enhancements, speed limits and traffic calming schemes. SDNPA are happy to work with communities on town/village signs and entry to SDNP signs.

5. **Public Rights of Way** – this talk was given by Jane Noble, a senior access officer at WSCC. She clarified that for public rights of way, WSCC are responsible for maintaining the surface, signing from the road and waymarks, enforcement matters re landlords, ensuring the correct line on the ground is used and recording the Definitive Map. Landowners are responsible for maintaining stiles and gates, keeping paths free from vegetation and obstructions, ensuring field edge paths are not ploughed and a clear way left where paths cross planted fields, not keeping dangerous animals in a field where there is a right of way and not to deter the public by displaying signs (eg bull in field) where there is none. WSCC inspects all Rights of Way every 15 months, and also has a summer clearance programme. Parish Councils can suggest paths that need clearing. There is also a Gates for Stiles programmes with some funding for changing stiles for gates and parish councils can initiate this (needs landowner permission). She said public access and rights of way should be included in Neighbourhood Plans.

6. **Dark Night Skies** – SDNP is now a Dark Sky Reserve (Moore's reserve) and SDNPA are working on lighting policies and guidance to maintain dark skies as much as possible in the park. The park is zoned and what is permitted re outdoor lighting is determined by the zone. It is important to examine contrast and obtrusion ie how much will new proposed lighting contrast with the existing area and how much will new lighting obtrude on dark skies.

ITEM 12.2

Affiliated to
Bowls England
and
Sussex County
Bowls

STEYNING
Bowling Club
Founded 1933

Memorial
Playing Fields
Mill Road
Steyning

J Fulbrook Esq.,
The Clerk to the Steyning Parish Council,
The Steyning Centre,
Fletchers Croft,

12th June 2018

Dear John,

Parking Charity Day Friday 3rd August 2018

We have noted from the Minutes of the last meeting of the Amenities Committee and with some regret, that the members had rejected our request for permission to park vehicles for this event, in the Memorial Playing Field adjacent to our rear entrance.

In 2016 at the meeting on 26th July, the then Playing Fields Committee agreed a similar, but enhanced request because of the special circumstances relating to that year. On the 1st August, I received an Email from the Clerk rescinding this decision and asking us to make alternative arrangements, which I understood to be after a review by the Finance & General Purposes, Committee, However, because of the close proximity of the first event on the 5th August, that one was allowed after I spoke to her, but the other dates were not. I can however, see no reference to this in the minutes of the following F & GP Committee, nor indeed the next full Council meeting,

Democracy is a marvellous thing which has to be fully respected, in this case the decisions of our properly elected representatives. However as 2016 showed, there is clearly a review process in place which can be invoked. Perhaps one similarity between the two decisions is that in 2016, it was passed on the casting vote of the Chairman from a split vote of the 4 members present and this year on a majority of the 3 members present. Both, it could therefore be argued, not a representative or consistent view of "the full committee", even though in principle it is democracy in practice.

We would be grateful therefore, if you could pass these comments on to the Council and request whether there is any possibility of a review.

Yours sincerely,

Secretary
Steyning Bowling Club

ITEM 17.1

Section 2 – Accounting Statements 2017/18 for

STEYNING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*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	150,112	180,095	*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	238,794	244,523	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	117,098	98,250	*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	101,449	110,567	*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 authority's borrowings (if any).*
6. (-) All other payments	224,460	215,683	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	180,095	196,618	*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	233,362	247,336	*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	2,649,115	2,649,115	*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).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

ITEM 17.2

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

STEYNING 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 2018, 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.	✔			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
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 this authority to conduct its business or manage 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
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.	✔			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the 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 this smaller authority.*
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 this authority 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. (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	*has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*
			✔	

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

ITEM 17.3

Smaller authority name: **Steyning Parish Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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

NOTICE	NOTES
1. Date of announcement : Tuesday 19th June 2018 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
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. **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 2018, these documents will be available on reasonable notice by application to:**	
(b) **The Clerk** **Steyning Parish Council** **Fletchers Croft, Steyning, BN 44 3XZ**	(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
commencing on (c) **Monday 25th June 2018**	(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
and ending on (d) **Friday 3rd August 2018**	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • 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. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
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: **Moore Stephens, (Ref SW/cc)** **Rutland House, Minerva Business Park, Lynch Wood, Peterborough** **PE2 6PZ**	
5. This announcement is made by (e) John Fullbrook, Steyning Parish Clerk	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority