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STEYPING – ANNUAL PARISH COUNCIL MEETING

HELD ON MONDAY 20th MAY 2024 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Linfield, Bell, Hanson, S. Alexander, I Alexander, Lloyd, Trundle, Campbell, Johnson, Foxwell, Ballance, Sharp & M Alexander.

Clerk in attendance : John Fullbrook

Members of the Public : 3

Meeting commenced : 7.30 pm

DRAFT MINUTES

ACTION

- | | | ACTION |
|------------------|--|--------------|
| FULL/24/1 | ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2024/25 | CLERK |
| 1.1 | There were five nominations for Cllr Norcross to be Chairmen.
Cllr S Alexander nominated and proposed, seconded by Cllr M Alexander that Cllr Norcross be elected the Chairman for the 2024/25 municipal year. Agreed 13 For, 1 Abstained | |
| FULL/24/2 | ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2024/25 | |
| 2.1 | There were two nominations for Cllr Young to be Vice Chairman.
Cllr Norcross nominated and proposed, seconded by S Alexander that Cllr Young be elected Vice Chairman of the Council for the 2024/25 municipal year. Agreed. | |
| FULL/24/3 | APOLOGIES FOR ABSENCE | |
| 3.1 | Apologies were received from Cllrs Young. | |
| FULL/24/4 | DECLARATIONS OF INTEREST | |
| 4.1 | None | |
| FULL/24/5 | QUESTIONS FROM THE FLOOR (in summary) | |
| 5.1.1 | Q – Trevor Cree – Statement & Questions – The Steyping Clock Tower has been insured by the SPC in recent years {This is no longer the case}, and it appears the Council may have ceded ownership of this valuable asset. Properly elected councillors have a duty to ensure the Council is held to account in the public interest. {Trevor} has been informed that some councillors have been improperly denied access to Clock Tower documentation. Was the documentation/ advice supplied by an SPC solicitor or from a solicitor acting on behalf of the current owner? Can this documentation be provided to Councillors in an unredacted format tonight to avoid further unacceptable delays?
<i>{Trevor} hopes representational voting later in this meeting is not a tool to keep certain councillors off committees.</i> | |
| 5.1.2 | A – The Chair responded that in reference to the Clock Tower documentation, nothing is being withheld and councillors can come and view it by appointment with the Clerk. Documents will not be sent out tonight as there is a meeting to get through. | |



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

Email: clerk@steypingpc.gov.uk
Email: leanne.poole@steypingpc.gov.uk

FULL/24/6 MINUTES OF PREVIOUS MEETING

6.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander that the minutes for the meeting dated the 15th of April '24 be accepted as a true and fair record. **Agreed 10 For, 3 Abstained**

FULL/24/7 MATTERS ARISING – These items were taken as read

7.1 HDC Wildways project – Clerk to distribute information about the scheme - **Actioned**

7.2 Clerk to write to MP to urge him to sign up to the Climate and Nature Bill - **Actioned**

7.3 Clerk to write to Zero Hour to express SPC's support for the Climate and Nature Bill - **Actioned**

7.4 Clerk to write to Southern Water to express SPC's concern regarding mounting sewage discharges into the river Adur - **Actioned**

7.5 Clerk to relay decision of the Council to external auditor and bring back subsequent report – **See item 14.6**

7.6 Clerk to appoint Part time additional admin support for a limited period - **Actioned**

FULL/24/8 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS

The Clerk had collected committee membership preferences from Councillors prior to the meeting. He went on to explain the voting process by which the election of committee membership would be achieved. This had been agreed to be by voting slip {Standing Orders}. He also confirmed that in this instance there were 10 candidates for the 9 Community Committee positions available. Whilst the vote and count was undertaken, the meeting was temporarily suspended. Subsequent to that vote the following was agreed:

8.1.1 Community Committee

Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Linfield, I. Alexander, Sharp and Bell are duly elected as the members of the Community committee. **Agreed**

CLERK

8.1.2 Position of Chairman of this committee. Cllr Young nominated Cllr I Alexander.

Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr I Alexander serves as Community Committee Chair. **Agreed**

8.1.3 Position of Vice Chairman - Cllr I Alexander nominated Cllr Norcross. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that Cllr Norcross serves as Community Committee Vice Chair. **Agreed**

8.2.1 Planning & Premises Committee

The Clerk confirmed that there were 8 candidates for the 8 positions available.

Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Trundle, Young, Hanson, Johnson, M. Alexander, Foxwell, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. **Agreed**

CLERK

8.2.2 Position of Chairman of this committee. Cllr Young nominated Cllr Trundle. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllr Trundle serves as Planning and Premises Committee Chair. **Agreed**

8.2.3 Position of Vice Chairman – Cllr M Alexander was nominated by Cllr Norcross. . Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr M Alexander serves as Planning and Premises Committee Vice-Chair. **Agreed**

8.3.1 Finance and General Purposes Committee {F&GP}

The Clerk confirmed that 10 councillors had expressed an interest in the 9 places available. He further explained that three positions were now filled as per ex-officio inclusions via above votes

CLERK

A vote was undertaken, and the meeting was suspended whilst a count was completed.

Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Johnson, Sharp, M Alexander, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. **Agreed**

8.3.2 Position of Chairman of this committee. Cllrs S Alexander and Sharp nominated themselves for the position. After a vote by show of hands. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr Sharp serve as Chair of Finance and General Purposes Committee. **Agreed**

8.3.3 Position of Vice Chair of this committee. Cllr Norcross nominated Cllr S Alexander. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllr S Alexander serve as Vice Chair of Finance and General Purposes Committee. **Agreed**

8.4.1 Personnel Committee

The Clerk confirmed that 7 councillors had expressed an interest in the 7 places available. Cllr Norcross **proposed, seconded** by Cllr Linfield that Cllrs Norcross, Linfield, Lloyd, Hanson M. Alexander, Bell and Young are duly elected as the members of the Personnel Committee. **Agreed**

CLERK

8.4.2 Position of Chairman of this committee. Cllr Young was nominated by Cllr Hanson. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllr Young serve as Chair of the Personnel Committee. **Agreed**

8.4.3 Position of Vice Chair of this committee. Cllr Norcross nominated Cllr Bell. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Bell serve as Vice Chair of the Personnel Committee. **Agreed**

FULL/24/9 9.1 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL FOI Panel Membership – 6 Councillors had expressed an interest in **5** positions. After a vote by ballot. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Norcross, Lloyd, I Alexander, Sharp and S Alexander are duly elected as the members of the FOI Panel. **Agreed**

CLERK

9.2 Working Practices Group - 5 Councillors had expressed an interest in **5** positions. Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs M Alexander, Norcross, Hanson, S Alexander and Campbell are duly elected as the members of the Working Practices group. **Agreed**

9.3 Climate Action Group - 3 Councillors had expressed an interest in **3** positions. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs M Alexander, Bell and Johnson are duly elected as the members of the Climate Action Group. **Agreed**

9.4 Community Engagement Committee - 6 Councillors had expressed an interest in **7** positions. Cllr Linfield agreed to join the candidates. Cllr Norcross therefore **proposed, seconded** by Cllr S Alexander that Cllrs Foxwell, Young, Trundle, Ballance, Linfield, Sharp and S Alexander are duly elected as the members of the Community Engagement Committee. **Agreed**

FULL/24/10 10.1 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT, CODE OF CONDUCT & DISPENSATION SCHEME. There were no amendments suggested by Councillors. Cllr Norcross **proposed, seconded** by Cllr Lloyd to adopt the SPC Standing Orders, SPC Financial Regulations, SPC Scheme of Delegation, SPC Finance Risk Assessment, SPC Code of Conduct and SPC Dispensation Scheme (as per supporting papers) en bloc. **Agreed**

CLERK

FULL/24/11 11.1 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES Cllr Norcross **proposed, seconded** by Cllr S Alexander that the following policies be adopted by SPC en bloc (as per supporting papers), that is the Data protection policy; the Data Breach Notification; the Subject Access Request Policy; the CCTV Policy and Code of Practice; the SPC Freedom of Information & Environmental Information Regulations Requests Policy; the SPC

CLERK

Dignity at Work / Bullying and Harassment Policy; the SPC Communications Protocol; the SPC Complaints Procedure; the SPC Social media Policy; the SPC Unacceptable Behaviour Policy; the SPC Overarching Protocol for Councillors Conduct; the SPC Health and Safety Policy; the SPC Staff Grievance Policy; the SPC Staff Discipline Policy, SPC Civility & Respect Policy and the SPC Equality Policy. **Agreed**

FULL/24/12 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES CLERK

- 12.1 South Downs National Park (SDNP) – One/ Two reps.**
Two Cllrs were interested in the two positions available.
Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllrs S. Alexander and Lloyd be voted in as SPC representatives to the SDNP. **Agreed**
- 12.2 Joint Parishes Youth Committee (JYPC) – Two reps.** The Clerk confirmed there were two Cllrs interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs Linfield and S Alexander be voted in as the SPC representatives to the JPYC. **Agreed.**
- 12.3 HALC / WSALC / NALC - Two reps.** – Two Cllrs were interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Norcross and Lloyd represent SPC at HALC, NALC and WSALC. **Agreed**
- 12.4 Joint Parishes Cemetery Committee (JPCC) – One/ Two reps.** Cllr Norcross **proposed, seconded** by Cllr M. Alexander that Cllrs Ian Alexander and Linfield be the two representatives on the JPCC. **Agreed**
- 12.5 Isolation & Loneliness and PPG representative – Two/ Three reps.** The Clerk confirmed there were three Cllrs interested in the three positions available. Cllr Norcross **proposed, seconded** by Cllr Linfield that Cllr Young, Hanson and M. Alexander be Isolation and Loneliness and PPG representatives for SPC. **Agreed.**
- 12.6 Tree Warden for Steyning Parish Council.** Simon Zec had kindly agreed to act as Tree Warden once again. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Simon Zec continue as SPC Tree Warden. **Agreed**
- 12.7 Neighbourhood Wardens Steering Committee – Two reps.** The Clerk confirmed there were three Cllrs who wanted to represent the Council. Cllr Campbell withdrew his interest in the role. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs S. Alexander and I Alexander be the two representatives on the Neighbourhood Wardens Steering Committee. **Agreed**
- 12.8 Steyning Ukrainian Charity Committee – One Rep.** The Clerk confirmed there was one candidate for the position. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllr Foxwell be the representative on the Steyning Ukrainian Charity Committee. **Agreed**

FULL/24/13 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES CLERK

- 13.1** The Clerk explained, and via supporting papers, why there was a need to agree the subscriptions. Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC approve subscriptions to the following external bodies en bloc: West Sussex Association of Local Councils, the National Association of Local Councils, Horsham Association of Local Councils, Society of Local Council Clerks and the Open Spaces Society. **Agreed**

FULL/24/14 NOTIFICATIONS

- 14.1 Steyning Parish Council Insurance Cover.** - To note that the current Council's insurance policy cover expires on the 31st August '24.
- 14.2 SPC Meeting Schedule** - This had been agreed at the February 19th 2024 Full Council Meeting

- 14.3 SPC Asset Register** - The Clerk and Chair confirmed the current SPC Asset Register was agreed, and would not need reviewing until September 2024.
- 14.4 Members to agree reaffirmation of SPC's General Power of Competence** – The clerk explained that each year there was a need to ensure members understood that the criteria allowing reaffirmation was met, and also via supporting papers what it meant for the Council to hold this power. Cllr Norcross **proposed, seconded** by Cllr Foxwell that SPC meets the criteria for the 'General Power of Competence'. **Agreed**
- 14.5 Progress Report & Matters Arising items.** - These items not discussed from the 15th of April 2024 meeting are to be taken to June full council **CLERK**
- 14.6 Completion of External Audit for 2021-22, and to inform re 2022-23 External Audit Progress** **CLERK**
The Clerk explained (via supporting papers) that following last month's Full Council meeting, and the news concerning the ongoing cost of the External Audit review of the 2021-22 SPC governance and accountability annual report (due to a SPC councillor raising objections), that that no further objection had been raised, and that therefore the 21/22 AGAR had indeed been signed off. The final report noting two items was discussed, and the Clerk notified that both the report and the 'End of Audit Public Notice' had been already placed on the SPC Web Site for public scrutiny. The Clerk further pointed out that the 2022/23 AGAR review was now being undertaken by the External Auditors, and because of the protracted process dealing with the 21/22 review, that this was currently one year delayed.
- FULL/24/15 SPC LAND REGISTER LIST APPROVAL**
- 15.1 To agree the SPC Land Register as per supporting papers** – The Clerk presented an unchanged SPC Land Register document for reapproval for this financial year. Cllr Campbell put forward his views concerning the ownership of the High Street Clock Tower. He urged that SPC take legal advice and provide the instructions to its solicitors and that the resulting advice should be circulated to all councillors. **CLERK**
- 15.2** Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC agrees the Land Register as per the document received via supporting papers. **Agreed 12 For, 1 against, 1 abstained**
- FULL/24/16 COMMUNITY MATTERS**
- 16.1 Report from the recent Climate Action Group Meeting and to consider requests for action** **CLERK**
Cllr Johnson reported that the meeting on the 13th May went well and the details of it were presented via notes in a supporting paper. There was reference made to the Sussex Nature Recovery Strategy Survey, and it was suggested that perhaps clerks could complete this survey on the council's behalf, and circulate it to other key stakeholders. The SPC clerk said that he would discuss with/ inform the other three clerks whose reps sit on this Action Group. The Chair and councillors were invited by the group to take part in, and therefore support, the Steyning festival 'Green day'. The Group's membership had also recently expanded to now include a representative from Ashurst PC.
- FULL/24/17 CORRESPONDENCE AND INFORMATION ITEMS**
- 17.1** There had been a lot of correspondence received from concerned residents regarding the proposed Glebe Farm housing development, some of which had been circulated via supporting papers. Members discussed the matter and considered it would be best that a set response (which could be sent to all of these enquiries) be crafted by the Planning and Premises committee and that part of the response be to outline the powers that our Parish Council has in that they are restricted to being a consultee and that the SPC Neighbourhood plan also be explained. **CLERK**

FULL/24/18 CONFIDENTIAL SESSION

- 18.1** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 19 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Members of the public left the meeting, and the recording was turned off

FULL/24/19 STAFFING MATTERS

To approve recommendations from Personnel Committee and Joint Parishes Youth Committee and staff selection panels concerning the current staff selection process.

- 19.1** The Clerk reported on the **Deputy Clerk and Community Centre Operations Manager** position first, and explained the reasons behind the selection panels recommendation. It was stated the preferred candidate could start on the 17th of June. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC approve the appointment of Miss Leanne Poole to the position of Deputy Clerk and Community Centre Operations Manager, subject to receiving references and the successful completion of the usual probationary period. **Agreed**

CLERK

19.2 Lead Youth Worker

CLERK

There were two recommendations from the JPYC meeting dated 22nd April to be considered. The Clerk also explained the reasons behind the selection panel's decision. There was some additional discussion in reference to the terms of the contract.

- 19.2.1** Cllr S Alexander **proposed, seconded** by Cllr Lloyd that SPC approves the JPYC recommendation to all three Parish Councils in offering the position of 'Youth Worker in Charge' to Victoria Heales subject to a successful completion of the probationary period and the DBS checks, plus having receipt of references, and that the SPC personnel committee agrees content of the contract and that she starts a level 3 apprenticeship as soon as possible after the commencement of her employment. **Agreed**

- 19.2.2** Cllr S Alexander **proposed, seconded** by Cllr Linfield that SPC approves the JPYC recommendation that all the three councils agrees that the level three apprenticeship course would take about 18 months to complete and would combine on-the-job training with a minimum of 20% off the-job learning, and that this would mean that approx. 6 hours of the 30 hours per week needed to be allocated for the completion of the course {for its duration}. **Agreed**

- 19.2.3** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC Personnel committee have delegated authority to prepare and approve an appropriate 3 Year Fixed term contract for this position {Lead Youth Worker}. **Agreed**

FULL/24/20 DATE OF NEXT FULL COUNCIL MEETING: 17th June 2024 at 7.30pm

Meeting closed at 9.11 pm

Signed Date 17th June 2024
Chairman

A video recording of this meeting is available at - <https://youtu.be/OUTPlpXsfnl>
Unfortunately the camera experienced intermittent faults so this recording is audio only

COMMITTEE & **GROUP** MEMBERSHIP 2024/25

CHAIRMAN OF COUNCIL: Joanna Norcross

VICE-CHAIRMAN: Chris Young

FINANCE & GENERAL PURPOSES (9)

Chairman: Andrew Sharp

Vice-Chairman Simon Alexander

Members: Joanna Norcross, Ian Alexander, Robin Ballance, Karon Foxwell, Liz Trundle, Vicci Johnson, Mariella Alexander

COMMUNITY COMMITTEE (9)

Chairman: Ian Alexander

Vice Chairman: Joanna Norcross

Members: Chris Young, Andrew Sharp, Simon Alexander, Sarah Linfield, Deborah Hanson, Charlotte Lloyd, Richard Bell

PLANNING & PREMISES COMMITTEE (8)

Chairman: Liz Trundle

Vice Chairman: Mariella Alexander

Members: Chris Young, Robin Ballance, Karon Foxwell, Vicci Johnson, Charlotte Lloyd, Deborah Hanson

PERSONNEL COMMITTEE (7) (Not a standing committee.)

Chairman: Chris Young

Vice Chairman: Richard Bell

Members: Joanna Norcross, Sarah Linfield, Mariella Alexander, Charlotte Lloyd, Deborah Hanson

GROUPS

FOI Panel (5) Joanna Norcross, Simon Alexander, Andrew Sharp, Charlotte Lloyd, Ian Alexander

Working Practices (5) Joanna Norcross, Deborah Hanson, Mariella Alexander, Simon Alexander, Paul Campbell

**Community Engage -
- ment Committee (7)** Andrew Sharp, Chris Young, Sarah Linfield, Karon Foxwell, Robin Ballance, Liz Trundle, Simon Alexander

Climate Action Group (3) Vicci Johnson, Richard Bell, Mariella Alexander

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

APRIL 2024

Hi vis Patrol hours TOTAL:	81	ASB incidents TOTAL:	5
Foot - Steyning/Bramber/Upper Beeding	47	Noise	0
Vehicle - Steyning/Bramber/Upper Beeding	34	Neighbours	0
Notices/warnings TOTAL:	4	Driving/vehicles	5
Verbal warning	0	Bicycles	0
Parking alert	4	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	8
Reports into Police TOTAL:	8	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	1
Online	2	Dog fouling	1
Intelligence report	0	Litter	2
Verbal	6	Drug litter	1
E-CINS (multi-agency reporting)	0	Hazards	1
Media Reports TOTAL:	4		
Press release/Community magazines	1		
Social media posts	3	Community events attended	3
Admin, Training, Meetings & Events	55	School contact	2
Vulnerable people welfare checks	5	Youth engagement	15
Signposting	8	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

We were made aware of a ball bearing being fired at a parked car and damaging the window. This was in a private car park along the back of the High Street. We advised that the incident be reported to the police to log the criminal damage. We have been carrying out patrols in the area around the time that the incident occurred as a visual deterrent.

Received a call from a resident in the Penlands Area relating to cold callers, credentials checked.

We have had several reports of electric scooters being used around Steyning. We have advised these incidents to be reported to the police. While on patrol we have noticed a sudden increase and have also passed on the names of people that we recognise using electric scooters to the Police Community Support Officer (PCSO).

A resident informed us of two people that they believe to be involved in drug dealing. This information was passed onto the PCSO.

Words of advice given to 3 young people with electric scooters (Not riding them at the time) on the MPF. Advised that the Police are able to seize the bikes if they will be caught riding them on public Land/Highways.

Bramber

Nothing to report

Upper Beeding

We were contacted by the manager of Nisa regarding suspicious activity in their shop a group of people trying to buy a large amount of alcohol with a card that was declined. We gave the details so that manager could sign up to DISC, which is a new online system specially for shops so that theft and antisocial behaviour can be reported more easily to the police. Information can also be shared with other local shops that are signed up to the system as a preventative measure.

We were made aware of damage caused to the gate at the play park in Upper Beeding. We carried out patrols of the area but have not come across anyone misusing the park. We will continue to keep an eye out for anyone that shouldn't be in there.

Updates from March

We have contacted the daughter of the vulnerable resident that is acting anti-socially towards their neighbours. Support is in place, we have offered to meet to introduce ourselves and to talk through the problems. We are also in contact with the Housing Manager overseeing the property.

We have not been informed of any more number plates that have been stolen.

Further damage has been caused on one of the gates at Adur Valley Court. A report has been submitted to the police and we have given advice on target hardening the area to deter the behaviour or identify the person responsible. We will continue to include this area on our patrols.

There has been an ongoing issue re the bins at the back of Gris Et Blanc and the Opticians. Allegedly residents nearby are using these bins causing them to overflow. We have sent letters to flats nearby asking people not to use these bins as its beginning to cause an environmental issue.

Parking/vehicles

Steypning

We signposted a resident to report to Operation Crackdown for speeding vehicles going up Bostal Road and made the PCSO aware of what appears to be motorbikes racing up the road on a regular occurrence.

Parking Alerts issued for a car parked on the pavement blocking access to the drop kerb (Church Lane) and for a car parked on the junction of Dog Lane and High Street/Bramber Road.

Bramber and Upper Beeding

Nothing to report.

Fly tipping/littering/graffiti

Steypning

We removed and reported an empty/used cannabis bag from the junction of Reads Walk and Shooting Field.

Fly Tipping reported, Steypning Bostal

Bramber

Fly tipping was reported at two sites along Titch Hill.

Upper Beeding

Graffiti on the bus stop on the High Street was reported and quickly cleared.

Community engagement/events/meetings

We held our monthly board game café. We had a good number of attendees despite having a few apologies for the Easter holidays. Three police officers visited the café and engaged with the people that attended. We also had a vulnerable member of the public speak to us who presented as homeless and had nowhere to stay that night. We made many enquiries with Horsham District Council and Horsham, Worthing and Brighton based charities to try and

get him support. He had also lost his phone and card the day before so was unable to pay for a hotel or food. The police officers helped us in trying to locate his lost items, but unfortunately, we were unable to do so. We gave him an emergency pack of food and a foil blanket in case he did have to sleep outside overnight. We signposted him to Worthing Council as he had a local connection there and may be able to get housing support.

Steypning

We attended the farmer's market. Lots of attendees spoke with us about our role, to enquire about upcoming events or to report issues they had come across.

We hosted the bi-weekly social club at Dingemans, and we also visited the Abbey Road Open Day to show our support.

Bramber and Upper Beeding

Nothing to report.

Patrols (foot/visible and car)

Steypning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

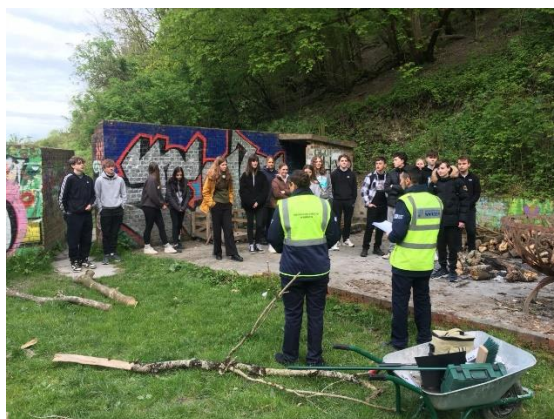
- Smugglers Lane
- Playing field
- Small dole skate park
- Beeding Hill/Truleigh Hill
- Adur Valley Court

Older, vulnerable people and youth

Steypning

Last month we were made aware of a vulnerable resident acting anti-socially towards their neighbours. We have now spoken with their family members and are arranging a visit so that we can introduce ourselves, our role and to discuss the unwanted behaviour.

The Youth Worker for the Steypning Downland Scheme invited us to speak at an event she had organised with the Police Cadets that had travelled down from Horsham. We delivered an interactive session on vandalism and littering and asked for their input on how to manage sites that face these issues.



Bramber

Nothing to report.

Upper Beeding

A social prescriber from Henfield contacted us regarding a vulnerable person that needed advice on a large amount of cash that had gone missing. We visited the resident and gave advice, we will be visiting again to check on their welfare.

Dog related issues

Steypning

We were contacted regarding a resident that had found a lost dog. Fortunately, they were able to reunite the dog with the owner.

While on patrol along the footpath between the primary school and Reads Walk we saw a dog walker not pick up after their dog. We caught up with them and asked them to pick it up which they did.

A resident contacted regarding an out-of-control dog (Great Dane) The resident was approached by the dog whilst running and felt very intimidated, she asked the owner to put the dog on the lead and was subsequently verbally abused by the owner. We advised t report to the Police so there is a record, we took a description of the dog and owner to keep an eye out whilst patrolling.

Bramber and Upper Beeding

Nothing to report.

Cycling

Nothing to report.

Parish specific/other

Steypning

We are attending the Vintage Revival.

Bramber

Nothing to report.

Upper Beeding

Nothing to report.

Warden Monthly Report

STEYNING, BRAMBER AND UPPER BEEDING

MAY 2024

Hi vis Patrol hours TOTAL:	80	ASB incidents TOTAL:	12
Foot - Steyning/Bramber/Upper Beeding	24/4/18	Noise	2
Vehicle - Steyning/Bramber/Upper Beeding	15/6/13	Neighbours	1
Notices/warnings TOTAL:	10	Driving/vehicles	0
Verbal warning	7	Bicycles/Escooters	7
Parking alert	3	Alcohol	2
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	5
Reports into Police TOTAL:	8	Fly tipping / flyposting	1
Phone (including 101 and 999)	0	Graffiti	0
Online	0	Dog fouling	3
Intelligence report	0	Litter	0
Verbal	8	Drug litter	0
E-CINS (multi-agency reporting)	NA	Hazards	1
Media Reports TOTAL:	4		
Press release/Community magazines	1		
Social media posts	3	Community events attended	5
Admin, Training, Meetings & Events	50	School contact	2
Vulnerable people welfare checks	2	Youth engagement	15
Signposting	11	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

Steyning

We received a call from a resident about an offroad bike at the Rifle Range. We attended and challenged the individual, who said he was up there looking for his friend's brother who was unwell. We assume the brother was the same boy that we passed on the way up to the Rifle Range, who was very drunk and being put in the passenger seat of a very angry Dad's car. We ensured the individual walked the bike home and advised if seen again, it is likely the Police will seek to seize it.

We spoke with and gave words of advice to several groups of young people on the MPF & the Rifle Range on leavers day, after noticing many of them seemed to be under the influence of alcohol. We spoke with the PCSO to make them aware that a lot of young people were up at the rifle range and MPF and they said they were going to incorporate this into their patrol for that evening.

The Police alerted us to an allegation of the grooming of young children by an older male. We are unable to give any specific details due to the nature of this, but the Police have asked us to keep an eye out locally relating to this issue and to report anything we may witness.

Report of young people causing nuisance at the Steyning Festival, increased patrols and engaged with two young people causing Alarm by playfighting by the Big Top. Words of advice given.

Words of advice given to several young people riding electric scooters, Police have been informed as these are currently illegal.

Bramber

Nothing to report.

Upper Beeding

A resident contacted to make us aware that their lodger was acting inappropriately towards them. We made the Local PCSO aware & signposted the resident to citizens advice at hub and the Police.

A resident alerted us to an issue of a neighbour acting inappropriately & causing her to feel distressed and harassed. We have increased our patrols to offer a reassuring presence but have encouraged the resident to notify the Police re concerns around potential stalking.

Updates from April

Parking/vehicles

Steyping

Parking Alerts issued for a car parked on the pavement blocking access to the drop kerb (Church Lane)

We spoke with a young rider about electric scooters and gave words of advice to not use it as it is illegal on public land. We gave them an information leaflet to give to their parents/guardians. The rider turned the electric element of the scooter off and used it as a normal scooter.

Bramber

Nothing to report.

Upper Beeding

Parking issue on the junction (Double yellow lines) of Undermill Road and Pound Lane. The Children cross here at school times and cars views are obstructed. Parking services have been contacted to request additional presence. Locally, we are trying to raise awareness with a letter drop and poster competition at the school. (To be judged) The top three posters will win amazon vouchers, along with having their posters made into signs and displayed around the problem area to raise local awareness.

Fly tipping/littering/graffiti

Steyping

Nothing to report.

Bramber

Fly tipping of household waste was reported along Titch Hill.

Upper Beeding

Nothing to report.

Community engagement/events/meetings

Steyping

We attended the Wednesday coffee morning at Penfold Hall and met new members that are attending the group. This was a good opportunity to hand over our details to volunteers of the Good Neighbours Group that provides a service in the area.

We carried out promotional work at the primary schools with a focus on increasing the number of younger visitors to our BGC. We had a good mix of ages that attended this month's café. A volunteer from the Royal Voluntary Service also attended to speak with people about the work they carry out.

We held our club at Dingemans.

Bramber

Nothing to report.

Upper Beeding

Nothing to report.

Patrols (foot/visible and car)

Steypning

- High Street
- Bus Shelter
- MPF
- Fletchers Croft

Bramber

- Bramber Castle and nearby footpath/train line signs
- Botolph's Church

Upper Beeding

- Smugglers Lane
- Playing field
- Small dole skate park
- Beeding Hill/Truleigh Hill
- Adur Valley Court

Older, vulnerable people and youth

Steypning

A homeless person had bedded down in the bus shelter on the High Street. We spoke with him and offered support but he refused. He had planned to stay one night while he was on his travels elsewhere. When asked to do so he turned his music down to a reasonable level and we gave him some water.

We attended the Careers Day event at Steypning Primary School. We shared a table with Sussex police and spoke with a lot of pupils about what we do as Wardens and staying safe in the community.



Bramber

Nothing to report.

Upper Beeding

Nothing to report.

Dog related issues

Steypning

Cricket club report of dog fouling and confrontational behaviour of owners.

We were informed by the member of staff working at the front desk of the police station that one of the dog poo bins on the MPF had been damaged. We looked at the bin but could not see any damage, we fed this information back to the police member of staff for their report.

Report from a resident re dog fouling on in Mouse Lane, patrols increased there in response.

Bramber

Nothing to report.

Upper Beeding

A dog had escaped from a house on Henfield Road and was running in the road. Luckily it went into the garden of a gated property. We spoke with the owners of the house who knew the dog, they said he had escaped from the house nextdoor. They were able to put a lead on the dog and returned it back to the owners.

Cycling

Nothing to report.

Parish specific/other

Steypning

There was a noise complaint of people being loud in Fletchers Croft car park in the early hours of the morning. This was a one off, but the resident was advised to keep a diary if it keeps occurring so that a pattern could potentially be identified which could be passed onto the police.

A resident reported an overgrown hedge on Shooting Field leading up to the schools. This was reported to West Sussex County Council as the path is very narrow and hard for pedestrians to pass.

We ran our Community Fun Day as part of the Steypning Festival. The weather held up after initially looking threatening and the event was well attended.

Sussex Steel Band ran 3 workshops, the bouncy castle and soft play was full for the duration of the event. Sports sessions included Archery and Fencing and were well attended. The Police and Fire Brigade were present and had many children and young families visiting. The football club also attended and brought a mobile goal and their Trophy's they won this season. The Dairy Diva was also in attendance, keeping everyone happy with the Ice Cream!





Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		✓
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Steyping Parish Council

www.steypingpc.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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.	✓		
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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

27/10/2023 13/06/2024

Andy Beams, Mulberry LAS Ltd

Signature of person who carried out the internal audit



Date

13/06/2024

*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 2023/24

We acknowledge as the members of:

Steyping 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 2024, that:

	Agreed		
	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
			✓

***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:

and recorded as minute reference:

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

Chair

Clerk

www.steyningpc.gov.uk

Section 2 – Accounting Statements 2023/24 for

Steyping Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	304,206	299,465	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	332,357	338,997	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	115,633	108,619	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	173,546	191,706	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	279,185	293,546	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	299,465	261,829	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	324,160	353,712	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	2,515,129	2,515,129	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

Date

13/06/2024

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Steyping 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 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Explanation of variances 2023/24 – pro forma

Name of smaller authority: **Steyping Parish Council**

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2024	2023	Variance	Variance	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
	£	£	£	%	Is > 15% Is > £100,000		
1 Balances Brought Forward	299,465	304,206				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	338,997	332,357	6,640	2.00%	NO		
3 Total Other Receipts	108,619	115,633	-7,014	6.07%	NO		
4 Staff Costs	191,706	173,546	18,160	10.46%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	293,546	279,185	14,361	5.14%	NO		
7 Balances Carried Forward	261,829	299,465	-37,636	12.57%	NO		
8 Total Cash and Short Term Investments	353,712	324,160	29,552	9.12%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,515,129	2,515,129	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Smaller authority name: **Steypning Parish Council**

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**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 Thursday 20 June 2024 (a) 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 2023, these documents will be available on reasonable notice by application to: (b) John Fullbrook – The Clerk and Responsible Finance Officer Steypning Parish Council Fletchers Croft, BN44 3XZ commencing on (c) Friday 21 June 2024 and ending on (d) Thursday 1 August 2024 [the 30th working day after (c) above] 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 Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ 5. This announcement is made by (e) John Fullbrook, Steypning Parish Council Clerk	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (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 (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below (d) The inspection period between (c) and (d) must also include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Christmas Light display agreements

Briefing Note

We are dealing with this item at Full Council because unfortunately the 11th June F&GP committee meeting was cancelled due to it being inquorate.

Background

Please see attached under 8.3.2, the options available for us to discuss and agree please. For your information, there had been interest in returning to a 'cross street' lighting arrangement, but this had been agreed by members to not pursue the idea at the May F&GP meeting.

Following this May meeting, and because there was no real preferred option forthcoming, and with the agreement of the F&GP Chairman, and Cllr Foxwell who had been working with High street residents and others to determine their preferences, the clerk then spoke with Key Stakeholders, and their preference is noted below

Explanation of options illustrated under 8.3.2

Street Motifs are placed together with the annual costs involved.

The annual costs are based on a three-year commitment to the Festive Lighting company.

There is a variation in the offer provided from the company.

Option 1 being we have the choice to change motifs each year – this inflates the price to a degree, but allows for flexibility.

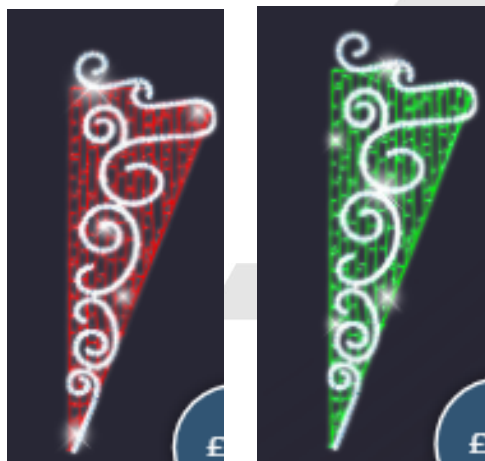
Option 2 is that we make a decision on the motif which lasts for the full three-year period

Steyping Business Chamber Preference {Key Stakeholders}

When questioned, the Business Chamber committee, which involved High street traders, and who were certainly invested in the project and in a good position to understand what was needed, and enjoyed being asked to partake in the process, stated unanimously that option 5 on page 4 be their preferred choice.

STEYNING DESIGN IDEAS FROM SHELF STOCK

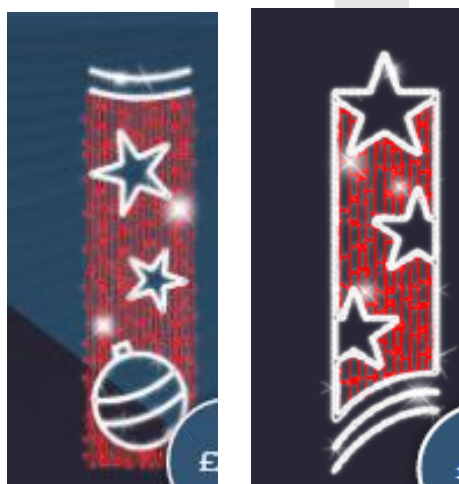
Idea 1



Annual Cost - £ 4,235.47

9 of each {For 1 year}

Idea 2



Annual Cost - £ 4,559.47

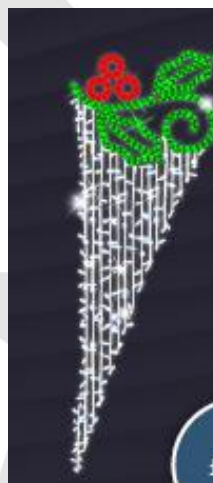
9 of each {For 1 year}

Idea 3



Annual Cost £5,486.92
For 18 {For 1 year}

Idea 4



Annual Cost
£5,114.32
for 18 {For 1 year}

Idea 5



Annual Cost
£4,397.47
9 of Each {For 1 year}



Idea 6



Annual Cost
£5,632.72
For 18 {For 1 year}

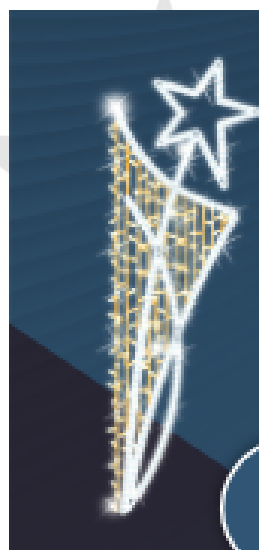
Various Designs for New Motifs – These would be had for all 3 Years of Hire Term

Idea 1



Annual Cost
£5,049.52
Agreement for
3 Years

Idea 2



Annual Cost
£5,195.32
Agreement for
3 Years

Idea 3



Annual Cost
£5,276.32
Agreement for
3 Years

Idea 4



Annual Cost
£5,681.32
Agreement for
3 Years

Idea 5



Annual Cost

£5,122.42

**Agreement for
3 Years**

Idea 6



Annual Cost

£5,859.52

**Agreement for
3 Years**

Chandlers Way Play Area Development

Introduction

After many working party and committee discussions over the last three years, involving a number of SPC Councillors and more latterly, the direct involvement and attendance from nearby residents, we have at last completed our search, we believe, for the appropriate and best fit scenario for play equipment installation at Chandlers Way.

At the Community Committee Meeting on the 4th June the following motion was agreed :-

To agree the final play area proposal which has been a recommendation from the Chandlers Way working party. The Clerk summarised the work undertaken by the working party over the course of many months and a great number of meetings of various membership, and dealing with various specific items including in its final iteration some voluntary assistance from a number of residents who had expressed an interest in particular with the Children's play area installation. Indeed over time the criteria for getting the installation right had in itself evolved with 15 main aims for achieving the final choice being agreed by the group. Then each individual piece of equipment was debated against similar items from other manufacturers and agreed by ensuring these aims were encapsulated by that choice and each final choice as per supporting paper {the manufacturers quote for installation} was voted upon and had achieved unanimous agreement within the working party, and this was then presented for this committee as a recommendation.

*Members further considered the recommendation. The Clerk pointed out that any decision to proceed would need to be taken for approval to Full Council as the amount exceeded £5,000. Cllr I Alexander **proposed, seconded** by Cllr Bell that SPC accept the quote from Playsafe Playgrounds Ltd as set out within supporting papers for £25,295.00 {Ex VAT} to complete the installation of this play equipment at Chandlers Way. **Agreed***

History

In Autumn 2021 the aging and fast becoming irreparable climbing frame at Chandlers Way was removed from site. Soon after SPC members resolved to renovate this play area and also to expand the renewal to include the longer-term establishment of a reimagined play park for the whole of the adjacent open space. By the end of 2022 the preferred option put forward to members was quoted at £30,532.52 +VAT, and the visual illustration is shown below.



More recently

Following agreement to commit to this project's completion in June of last year, our members resolved to more inclusively and directly involve members of the community in it's work to further this project, with residents attending a number of meetings in order to reach a final recommendation. During the process the aims of the group evolved to include the following self-imposed guidelines.

These were the main aims of the group

1. Construct a play area development recommendation for minimum costs and to include **upcycling** of existing decent facilities {Play surface, wooden perimeter and Swing frame}
2. Aim at the **Toddler Age Range** in keeping with the focus of the pocket park as a whole
3. Include as much 'play interest' from as little cost as possible – **Good 'Bang for Bucks'**
4. The theme ought to be consistent with the Pocket Park as a whole – Wooden for the most part - warm and naturally tactile, low impact colours and **woodland orientation**
5. **Avoid the ugly!**
6. Ensure **good Green Credentials** – Use in the most part natural materials and including wood and bark, and try to source equipment from local suppliers
7. Attempt to gain firsthand **experience of suppliers' installations** elsewhere
8. Include **Hidey Holes** – Consider Dens, Playhouses, Tunnels, Wigwams and Huts
9. Include **driving feature** – Play vehicle or at least a seat in front of an activity panel
10. Include equipment which promotes **Balancing skills**
11. Include **Feature Slide and climbing options**
12. Include **Easy transition to Pocket Park** while maintaining play park security
13. Be careful to locate appropriate orientation and quantity of parental **seating facility**
14. High quality materials and finish to ensure **good durability**
15. Make sure it's **'Fun'**

For your information

There follows, the details of the proposed play development which has been unanimously agreed by Working Party and our SPC Community Committee - It includes quote details and a final scheme aerial plan and illustration.

Recommendation

As our Community Committee has agreed in principle to this development, then it falls to Full Council to approve their recommendation to sanction installation and allow payment for 'Playsafe Playgrounds Ltd' to complete the project as per their quote dated 4th June 2024 (below).



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS

Tel:

Fax:

E-mail:

Steyning Parish Council
The Steyning Centre
Fletcher's Croft
Steyning
BN44 3XZ

Ref:

4th June 2024

QUOTATION – Chandlers Way Play Area, BN44 3NG

Quotation Summary Sheet

Site Setup – H & S documentation, site access, site security, welfare

Removals – Removals will be carried out by the council – as listed below

Play Equipment – Provision of manufactured play equipment as listed and specified below. (The Council will also be providing 2 x additional items for the site)

Delivery – Deliver manufactured play equipment to site, including the mechanical off loading and transfer into site, all as specified below

Installation – Costs for the installation of all proposed items of play equipment, as listed and specified below

Safety Surfacing – Patch repair the existing rubber after installation works, then lay 150mm depth of play grade woodchip surface across the area, as specified below – [please note comment on loosefill surface](#)

P11 – Carry out an independent post installation inspection of the area on completion of the works

Customer Liaison – Continual liaison with the customer throughout the contract up to practical completion

Quote Total = £25,295.00 + VAT



On Robinia hardwood timber equipment
See detailed price break down below

All prices are excluding VAT and valid for 21 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order



The mark of
responsible forestry
FSC® C007915

Site Setup

Provide all 'site specific' health and safety documentation, including insurances, RAMS, program of works, accreditations and certifications – **The customer is required to provide up to date utility plans of the working area prior to completing the above information.**

Clear plant growth from the front of the fence panel and remove all waste away from site.

Remove fence panel for the duration of the works, refitting on completion and complete with new fixings where required.



Supply, erect and maintain heras security fencing around the perimeter of the following areas for the duration of the works –

- Working area;
- Entry and access route into site

Provide and maintain onsite WC facilities for the duration of the works.

Clear site of the above on the completion of the works.

£1,005.00

Removals

Removal of the following items will be **undertaken by the Parish Council** prior to starting the installation works –

- 1 No bench
- 1 No internal fence panel (to allow access from the play area into the wider grass site)



No Cost



Play Equipment

Toddler Play House 2 (Product Code - 46 THP2)

'Toddler Play House - 2', manufactured by [Dylan Group](#) in FSC certified robinia hardwood timber with the following features –

- 2200mm x 2200mm deck area set at 950mm height;
- Easy access steps complete with hand rail;
- Overlap boarded apex roof;
- 1000mm height double width slide;
- Full barrier panels at deck level;
- Play house area with window cut outs;
- Partially painted finish as shown in graphic – various colour combinations available;



£18,631.00

Less 15%

£15,836.00

Spring Balance Board (Product Code 51 BOR)

1 No 'Spring Balance Board' (2 metres in length), manufactured from FSC certified hardwood robinia timber by Dylan Group, as part of the Dylan Play Adventure Trail range and to include the following features –

- 195mm x 45mm robinia board with 5mm radius routed edges all round;
- 120mm Ø springs;
- Cross screwed board ends to help prevent end splits;



£1,280.00

Less 15%

£1,088.00

Equipment Delivery

Deliver all play equipment manufactured by Dylan Group to site, including Hi-Ab mechanical off load and transfer into the working area –

- **1 No Toddler Play House 2**
- **1 No Spring Balance Board**

£500.00

Play Equipment Installation

Carry out the installation of the following play equipment, located as shown on the enclosed graphics provided –

- **1 No** Toddler Play House 2
- **1 No** Spring Balance Board
- **1 No** Timber play tunnel (supplied and delivered to site by the Council)
- **1 No** Interactive play panel (supplied and delivered to site by the Council)

All excavated waste materials will be removed from site to a licensed tip.
Prices include all plant, labour and materials required to carry out the works.

Please note that the existing rubber surface will be too small to accommodate all of the above due to required fall zones of the new equipment. It is recommended that the play panel and tunnel are located on the grass area adjacent to the rubber surface

£3,471.00

Safety Surfacing

All required raised retainer edging board around the existing surface will be organised and installed by the Council – 150mm minimum height to retain the new wood chip surface.

Patch repair the existing wetpour surface with base rubber on completion of the installation works, ensuring there are no exposed foundations.

Supply and lay the following areas of softwood play chip over the top of the existing rubber surface

- **101m²** of play chip at an approximate depth of 150mm.

Softwood play grade wood chip is clean and hard wearing. It is an excellent economical play area flooring.

The finer material has been screened out below 10mm. This increases its longevity, helps drainage and creates a better loose impact absorption surface.



- All softwood play grade wood chip has been tested to BSEN 1177.
- Produced from 100% natural and environmentally friendly sources
- Clean and non-staining
- Free draining and quick drying
- Natural untreated pine colour
- This product shall be pest, disease and weed free and not have been treated with Methyl Bromide or any additives, colourants or dyes

The wood chip surface will be raked to levels, finishing flush with any wear pads or access pads throughout the play zones.

Please note that due to the slope across the site loosefill surfacing is not ideal and will require regular maintenance to ensure an even coverage. It is very likely that the woodchip will migrate down the site, exposing the upper area.

£2,926.00



Post Installation Inspection

Arrange an independent post installation inspection to the new install on completion of the works, carrying out any snagging works required and providing an electronic copy of the report to the client for their records.

£469.00

General Site

On completion clear site of all surplus materials and waste

Estimated Project Time Scale

4 days

Our installation

All works (including ground works) are undertaken by our 'in house' installation teams working to detailed specifications. Our staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

CHAS, Constructionline and SMAS.

Customer Liaison

A pre start meeting will be required prior to starting any works on site.

The site will be marked out with the client on day 1 of the contract.

The site will be scanned and checked in conjunction with site service plans prior to a permit to dig being issued by the site supervisor.

A final sign off meeting will be held on completion of the works and prior to handing the site back to the client.

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Service plans of the working and surrounding area will be required a minimum of 1 week prior to starting works. These should be provided by the client. Playsafe can obtain service plans at an additional cost, this may delay commencement of works if sufficient notice to provide is not given (3-4 weeks).

Base works installed by others should be laid to the quoted rubber depth below finished levels and should undulate no more than + or – 10mm over a 3 metre straight edge. Playsafe will not be held responsible for an uneven finished surface.



Dylan Group Play Equipment Specification

- Constructed from **FSC certified** hardwood robinia timber.
- Robinia timbers are smooth sanded to a play grade finish as standard
- Natural un-stained finish unless otherwise shown.
- Stainless steel fixings are used throughout the manufacture.
- Ally spacers separate poles to prevent entrapments where poles cross.
- Steel core play grade ropes available in 6 x standard colours;
- All poles are cross bolted on any exposed ends to help prevent splitting over time.
- If applicable and listed, heavy duty steel feet are hot dip galvanised as standard and manufactured in-house specifically for individual poles.
- All equipment is manufactured by [Dylan Play](#) to current BSEN standards.

Stainless Steel Rope Fixings



Ropes and Nets



Timber Spacers (preventing toggle traps)



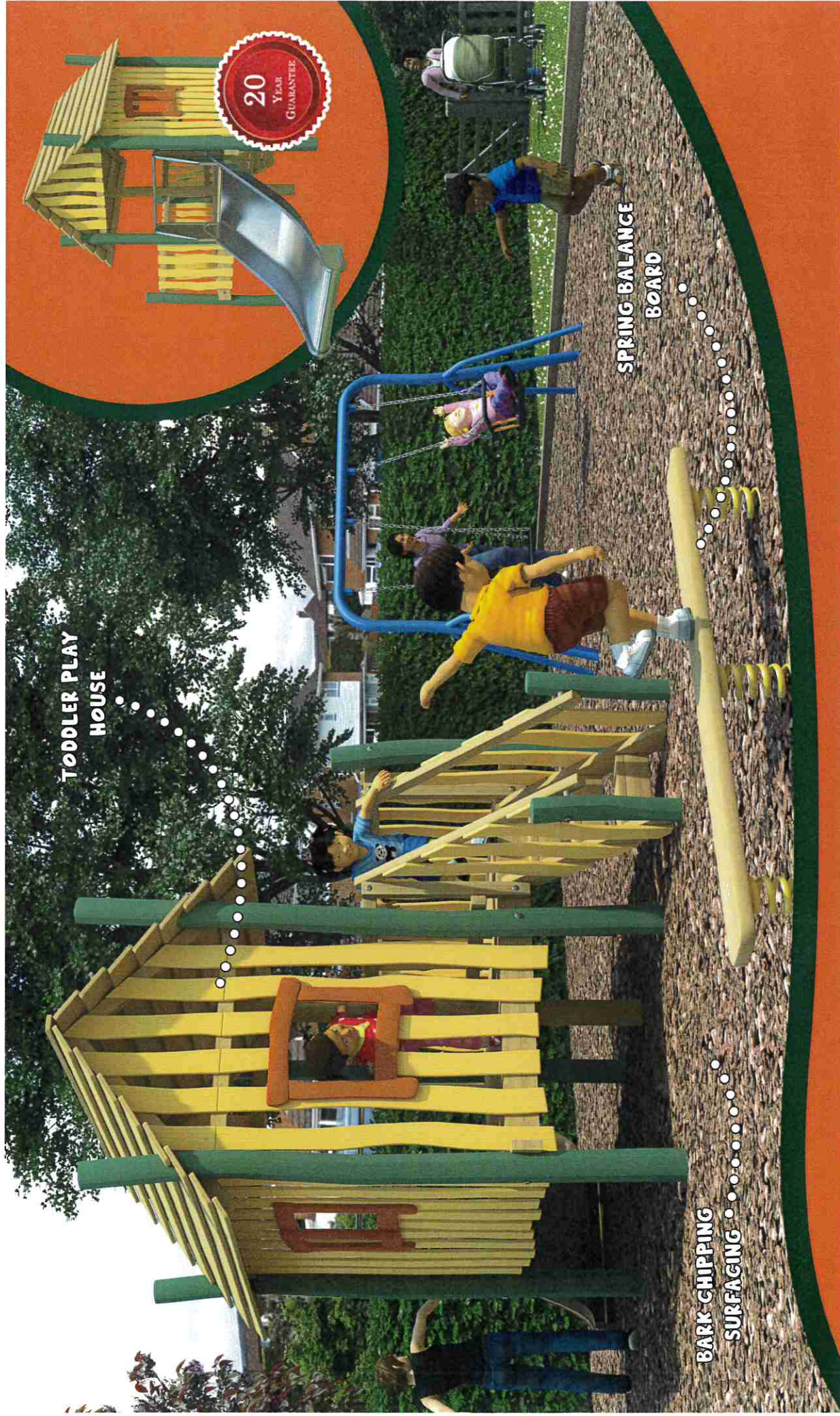
Cross bolted prevents splitting



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responsible forestry
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The mark of
responsible forestry
FSC® C007915



TODDLER PLAY
HOUSE

SPRING BALANCE
BOARD

BARK-CHIPPING
SURFACING



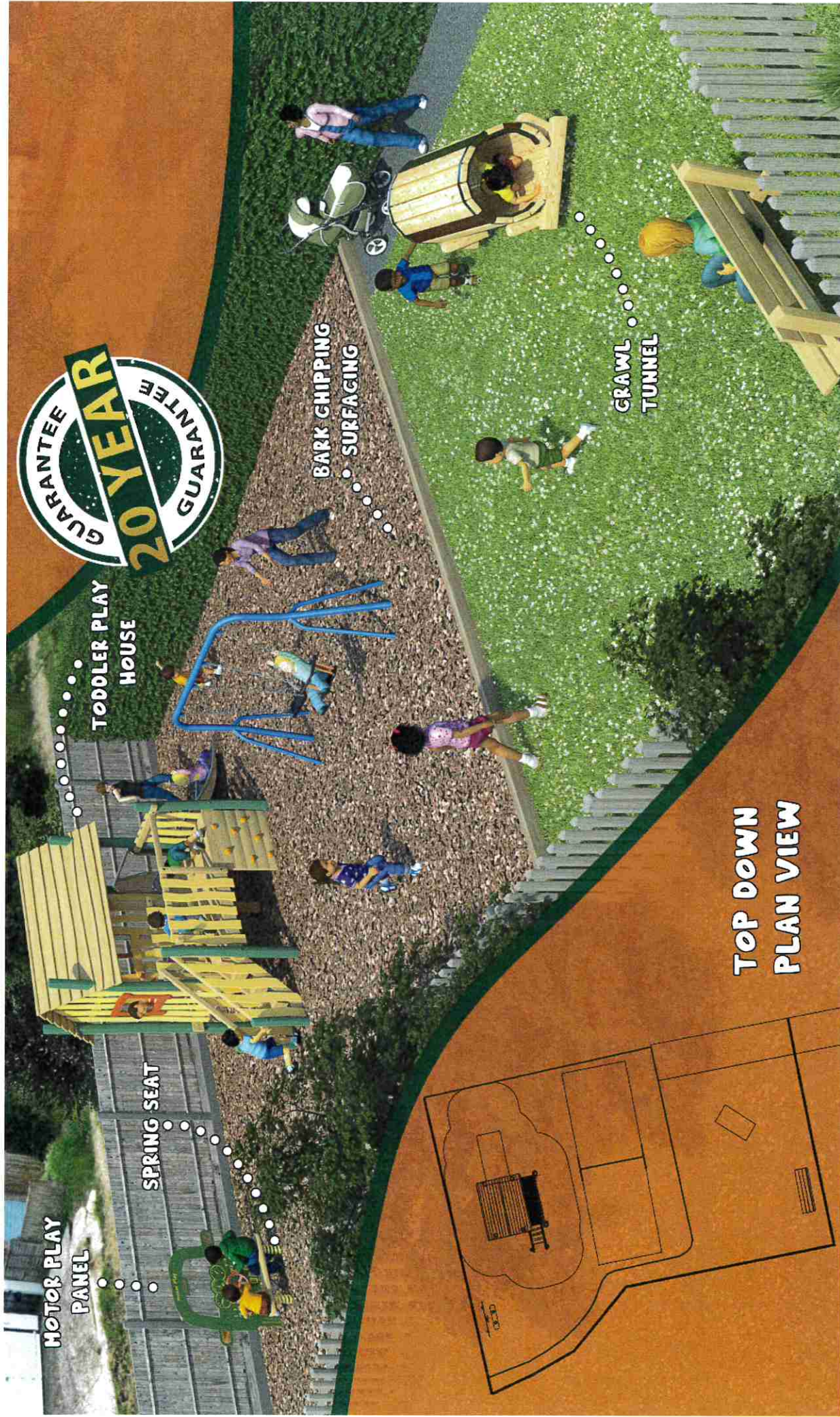
STEYNING P.C - CHANDLERS WAY

QUOTATION REF: 21524

DATE: 04/06/2024



**PLAYSAFE
PLAYGROUNDS LTD**



**TOP DOWN
PLAN VIEW**

STEYNING P.C - CHANDLERS WAY

QUOTATION REF: 21524 R1

DATE: 12/06/2024



**PLAYSAFE
PLAYGROUNDS LTD**