

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 4th NOVEMBER 2021 AT 7.30pm**

**CLERK'S REPORT
To be read in conjunction with the Agenda**

1. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. Declarations of Interest.

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

5. Decisions made by delegated power since 2nd September 2021 for ratification.

At the Council Meeting held 6th May 2021, Members resolved to confirm CIL funding of £3,000 for benches at North Heath Lane and Gorrings Brook/Pondtail Road (Min. FC/590/21 refers). Members are advised that it has been necessary to increase this budget by £750 due to the increase in the cost of the raw materials.

10. Chairman's Announcements.

None at time of Agenda being circulated.

11. Financial Matters

Finance Report to show income, expenditure and reserves to 30th September 2021

Period 1st April 2021 to 30th September 2021

Funding at 30th September 2021

Precept (full year)	338,600
Environmental Grant (full year).	5,178
Community Infrastructure Levy (CIL) Payment	7,160
Total	350,938

Income to 30th September 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th September 2021*
Admin	19	100	50
Allotments**	933	875	875
North Heath Hall	22,056	50,000	25,000
Holbrook Tythe Barn	9,491	30,000	15,000
Multi Court Lettings	7,435	20,000	10,000
Roffey Millennium Hall	13,324	60,000	30,000
Total	53,258	160,975	80,925

Expenditure to 30th September 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th September 2021*
Admin***	28,331	50,120	29,810
Grants	2,680	10,000	5,000
Burial	3,730	6,750	3,375
Personnel	122,015	315,450	157,725
Planning, Env, Trans	0	2,250	1,125
Allotments	516	1,575	788
Amenity, Recs and Open Spaces	18,474	52,995	26,498
North Heath Hall	6,360	28,421	14,211
Holbrook Tythe Barn	6,540	22,196	11,098
Roffey Millennium Hall	8,435	37,888	18,944
Total	197,099	527,645	268,574

Net expenditure	(143,841)	(366,670)	(187,649)
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*Total cost centre budget for 2021/22 divided by 3/12ths.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

***includes insurance estimate of £9,500 paid in one instalment.

The list of payments for August and September are attached to this report in Appendix 1.

Income

Whilst government restrictions have eased in the second quarter of the year, with HSE advice to still exercise caution over hall hires in order to stop the spread of Coronavirus, only specific activities continue to be able to take place. This has resulted in around £25,000 less income than expected. However, the NHS vaccinations booking until into the New Year should assist with the income stream.

Notification has also been received from HDC that, in addition to the sum noted above, a further CIL payment of £19,003.08 is being made to the Parish Council.

Expenditure

Significant savings have been made on staff costs, general maintenance and open spaces. All necessary Health & Safety work is being carried out and ongoing necessary inspections and servicing is continuing.

Reserves

On 30th September 2021 the General Reserve stood at £411,838 and there were Ear Marked Reserves of £232,811. £5,000 has been transferred from the General Reserve to the Roffey Millennium Hall (RMH) Boiler fund increasing it to £25,000. This is a contingency should the boiler need replacing.

Summary

There is approximately £27,000 less income than budgeted for in the first half of 2021/22, but this is offset by £71,000 less expenditure. The overall position is that the Council has spent about £44,000 less than anticipated at this time of the financial year. There are adequate reserves to cover 6 months running costs.

Recommendation: To note the Financial Report to 30th September 2021 and the Payment Lists for August and September 2021.

Recommendation: To note a further receipt of £19,003.08 from CIL Contributions.

12. Community Infrastructure Levy (CIL) allocation on development north of Horsham

As agreed at the meeting held 2nd September (Min. FC/628/21 refers), a letter was sent to The Director of Place at ADC raising the subject of the decision to charge no CIL on the development, check on its validity in present circumstances and to challenge the potential decision by HDC to add a further 500 houses to the 2,750 already approved in the original plan approved by Council. A response has been received (attached as Appendix 2) including confirmation that the zero CIL designation cannot now be reviewed; that any increase in the number of dwellings above the previously agreed 2,750 (plus 10%) would be subject to a new application; and that the altered, market housing mix is broadly in line with the latest housing assessment.

Recommendation: To note the response.

13. Queen's Green Canopy

As part of the marking of the Queen's Platinum Jubilee in June 2022, a nationwide programme of tree planting is planned. The initiative was recently launched and as a result the Chairman of WSALC, Douglas Denham St Pinnock, has written to all Parish and Town Councils asking them to get involved (see letter attached as Appendix 3) with further information available on the WSALC website at <https://wsalc.co.uk/queens-canopy> .

The young trees are available free of charge, and it is suggested that should the Council wish to take part in this commemoration, a planting by Holbrook Tythe Barn be considered, to replace a Silver Birch that was lost there some time ago. A commemorative plaque would also be installed by the tree with funding to be identified for this.

Recommendation: To consider taking part in the Queen's Green Canopy commemoration with a tree planted at Holbrook Tythe Barn including a commemorative plaque, with funding identified for the latter.

14. Horsham Society

An email has been received from the Horsham Society (circulated separately) attaching a report into the possibility of the formation of a Town Council for the currently unparished areas of the Town. As the Society state in their letter, they do not see their role is to pursue the creation of a Town Council but rather wished to undertake a fact-finding exercise to understand the implications of one, if created.

Recommendation: Does the Committee wish to make any comments, respond or raise any questions about the Horsham Society's report?

15. External Audit

As was noted at the Finance and Administration Committee Meeting held 14th October (Min. FA/463/21 refers), the External Auditor Report for the year ended 31st March 2021 has been received, duly completed and the Notice of Conclusion of Audit has been published on the Parish Council website (see Appendix 4). The External Audit was returned with a comment relating to the announcement for the Period of Public Rights which was the same date as the approval of the Annual Governance and Accountability Return (6th May 2021) Regulation 12-15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. Therefore, the announcement of the Public Rights period should have been 7th May 2021 at the earliest. This can easily be rectified in 2022. Whilst there was an incorrect date on the notice of Public Rights, the dates were published for the correct notice period.

Recommendation: To note the completed External Audit and the comment made.

16. Policies

Members are asked to receive the following policies (circulated separately by email) with any proposed amendments highlighted in red:

- a) Disciplinary Policy and procedures - previously considered by the Personnel Committee 7th October 2021 (Min. PER/248/21 refers)
- b) Grievance Policy - previously considered by the Personnel Committee 7th October 2021 (Min. PER/248/21 refers)
- c) Pension Policy - previously considered by the Personnel Committee 7th October 2021 (Min. PER/248/21 refers) and the Finance and Administration Committee 14th October 2021 (Min. FA/466/21 refers)
- d) Grants Policy - previously considered by Finance and Administration Committee 14th October 2021 (Min. FA/466/21 refers)
- e) Allotments Rules - as recommended by the Property Committee (Min. PR/137/21 refers)

17. Scheme of Members' Allowance

As is usual at this time of year, Council needs to undertake a review of the Scheme of Members' Allowance. As Members will be aware, the amount paid to Parish Councillors is a set percentage (9.4%) of the Basic Allowance paid to Horsham District Councillors. Since 2015, this amount has been unchanged. However, in April 2021, a Report from the Independent Remuneration Panel was considered by HDC at the Council Meeting held on 28th April 2021 and at that meeting it was agreed to increase the Basic Allowance by 5% (see HDC Council Meeting Minute CO/68). However, it was also agreed that this increase should be deferred and not become payable until 1st April 2022.

Members are therefore invited to receive an updated Scheme of Members' Allowance (circulated separately by email) which details not only the current Allowance of £490 per annum, but also the revised amount of £514 per annum, effective from the 2022/23 financial year.

Recommendation: To approve the updated Scheme of Members' Allowance, noting that the next review will take place in November 2022.

18. Grant Applications

There is £6,220 in the grant awarding fund. The application has been circulated to Council Members separately by email.

North Horsham Community Land Trust (NHCLT) - £2,000 requested

This is the second financial award to the NHCLT but the first actual grant application. The first funding of £1,000 in 2019 was used to set them up as a public organisation, enabled

them to create publicity material, set up an initial webpage, join the National CLT Network and to pay the legal fees for their application for membership of the FCA.

The organisation is currently exploring some possible site opportunities but will be required to finance the initial survey and viability fees. NHCLT would also use the grant requested of £2,000 towards the costs of a publicity campaign to gain further support and membership from the local community and businesses.

19. Correspondence

See Appendix 5 with second list emailed separately.

Recommendation: To receive correspondence lists from 3rd September to 28th October 2021.

Appendix 1

LLoyds Bank Accounts

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	Horsham Publications Ltd	020821-01	76.20		Publication
02/08/2021	Horsham District Council	020821-02	172.20		Dog Bins Refuse
02/08/2021	Horsham District Council	020821-03	295.00		Rates - 08/21
02/08/2021	City Electrical Factors Ltd	020821-04	70.73		Maintenance - Electrical
02/08/2021	Extinguere Ltd	020821-05	138.75		Fire Extinguisher Inspection
02/08/2021	N. Simmonds,	020821-07	175.00		Electrical Maintenance
02/08/2021	SSP Specialised Sports Product	020821-08	498.00		Muga Court Maint
02/08/2021	M Stoner,	020821-09	48.60		Travel
03/08/2021	T C Maintenance	030821-02	4,118.58		General Maintenance - EMR F&F
03/08/2021	British Gas Business	030821-03	29.71		Gas Bill - 20-05 to 28-06-21
03/08/2021	British Gas Business	030821-04	134.55		Elect - 14-06 to 13-07-21
04/08/2021	Viking Direct	040821-01	124.90		Stationery
04/08/2021	British Gas Business	040821-02	215.31		Gas Bill - 29-06 to 15-07-21
05/08/2021	Air Ambukance Kent Surrey Suss	BACS	2,000.00		Grant Award
05/08/2021	Lloyds Credi Card	050821-04	248.72		Misc. Expenses
05/08/2021	City Electrical Factors Ltd	050821-02	25.98		Maintenance - Electrical
05/08/2021	D. Lees	050821-03	36.90		Travel expense
05/08/2021	Kiddivouchers	050821-05	259.03		Childcare Voucher
05/08/2021	NETCOM	050821-06	956.34		IT Support
05/08/2021	Servcom Services UK Ltd.,	050821-07	238.34		Boiler Repairs
05/08/2021	N. Simmonds,	050821-08	165.00		Emergency Light Testing
05/08/2021	Society of Local Council Clerk	050821-09	360.00		Recruitment Advertising
05/08/2021	T C Maintenance	050821-10	330.85		Grass Cutting- open space
05/08/2021	Turner Security Systems Ltd.	050821-11	3,420.00		Annual Maintenance
05/08/2021	Servcom Services UK Ltd.,	050821-01	318.79		Boiler Repairs
06/08/2021	Victim Support	060821-01	500.00		Grant for Victim Support
06/08/2021	Grasstex Ltd	060821-02	2,127.61		Grass Cutting
10/08/2021	Scottish Water Business Stream	100821-01	156.45		Water Bill 21-04 to 16-07-21
11/08/2021	SOS Systems	110821-01	55.78		Printing & Stationery
11/08/2021	Scottish Water Business Stream	110821-02	150.85		Water 09-04-21 to 27-07-21
12/08/2021	Incor Group Management Ltd	120821-01	291.00		Window cleaning
13/08/2021	Streetlights	130821-01	311.81		Street Lights
17/08/2021	British Gas Business	170821-01	355.44		Elect 01-07-21 to 31-08-2021
18/08/2021	British Gas Business	180821-01	124.22		Gas - 02-07-21 to 01-08-2021
19/08/2021	West Sussex County Council	190821-01	21,803.29		Salaries for Jul 2021
20/08/2021	Lloyds Credit Card	BACS	34.34	200821-06	Maintenance General
20/08/2021	Enterprise Services Group Ltd	200821-01	66.17		Hyiene Services
20/08/2021	ELA Group	200821-02	173.38		Lift Maintenance
20/08/2021	H Griffiths	200821-03	45.00		Travel Expense
20/08/2021	Hitek Calibration Servs	200821-04	45.00		Legionella Testing
20/08/2021	Horsham District Council	200821-05	1,865.18		Burial - Roffey Cemetery
20/08/2021	Mulberry & Co	200821-06	42.00		Training Course
20/08/2021	Mr Alan Randall	200821-07	106.20		Travel Exp

LLoyds Bank Accounts

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/08/2021	Strutt Tree Care	200821-08	180.00		Grass Cutting - Open Space
20/08/2021	British Gas Business	200821-09	147.08		Elect - 01-07-21 to 31-07-21
23/08/2021	EDF Energy Ltd	230821-01	94.82		Street Lights
23/08/2021	CF Corporate Finance Ltd	230821-02	158.94		Photocopy Lease
24/08/2021	Horsham District Council	240821-01	65.60		Refuse Collection
24/08/2021	Horsham District Council	240821-02	65.60		Refuse Collection
24/08/2021	Horsham District Council	240821-03	130.40		Refuse Collection

Total Payments	<u>43,553.64</u>
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LLOYDS Bank Accounts

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	Horsham Publications Ltd	010921-01	76.20		Publication
01/09/2021	Horsham District Council	010921-02	172.20		Open Space Dog Bins
01/09/2021	Horsham District Council	010921-03	295.00		Build Rates
06/09/2021	City Electrical Factors Ltd	060921-01	19.44		General Maintenance
06/09/2021	Essential Hygiene & Catering S	060921-02	154.46		Cleaning Material
06/09/2021	Grasstex Ltd	060921-03	2,072.53		Open Space - Grass Cutting
06/09/2021	Kiddivouchers	060921-04	259.03		Childcare Voucher
06/09/2021	D. Lees	060921-05	46.80		Travel Expense
06/09/2021	Mulberry & Co	060921-06	84.00		Training Course
06/09/2021	NETCOM	060921-07	453.12		IT Support
06/09/2021	N. Simmonds,	060921-08	235.00		Electrical maintenance
06/09/2021	T C Maintenance	060921-09	328.68		Playground Maint
06/09/2021	Viking Direct	060921-10	93.36		Stationery
06/09/2021	West Sussex County Council	060921-11	20,543.94		Salaries - Aug 2021
06/09/2021	British Gas Business	060921-01A	43.51		Gas - 16-07 to 17-08-2021
06/09/2021	British Gas Business	060921-02A	62.23		Gas - 16-07 to 17-08-2021
06/09/2021	British Gas Business	060921-03A	198.86		Elect - 14/07 to 13/08/2021
06/09/2021	Public Works Loan Board	060921-04A	5,916.47		PWLB - Loan Repayment
07/09/2021	Lloyds Credit Card	BACS	67.08		Refreshment
07/09/2021	Forest View Tree Surgery,	070921-01	120.00		Tree Surgery- Aberley Field
07/09/2021	Horsham District Council	070921-02	843.07		Build Rates
07/09/2021	T C Maintenance	070921-03	373.48		General Maintenance
08/09/2021	SOS Systems	080921-01	103.93		Printing & Stationery
15/09/2021	SOS Systems	150921-01	277.43		Off Equipment Maint
20/09/2021	Lloyds Credit Card	DD	145.73		Misc Expenses
20/09/2021	Assurity Consulting Ltd	200921-01	427.80		Legionella Testing
20/09/2021	City Electrical Factors Ltd	200921-02	19.14		Electrical Maintenance
20/09/2021	Enterprise Services Group Ltd	200921-03	66.17		Hygiene Services
20/09/2021	R J Jochimsen	200921-04	600.00		Grass Cutting -Open Space
20/09/2021	Moore Stephens	200921-05	1,200.00		External Auditors Fees
20/09/2021	Pro-Servicing Ltd	200921-06	1,434.00		Repairs & Maintenance
20/09/2021	N. Simmonds,	200921-07	70.00		Light Repairs
20/09/2021	Viking Direct	200921-08	124.91		Stationery
21/09/2021	Horsham District Council	210921-01	65.60		Refuse Collection
21/09/2021	Horsham District Council	210921-02	65.60		Refuse Collection
21/09/2021	British Gas Business	210921-03	112.93		Elect - 02-08 to 01-09-2021
21/09/2021	Horsham District Council	210921-04	163.00		Refuse Collection
21/09/2021	British Gas Business	210921-05	430.00		Elect - 01-08 to 31-08-2021
22/09/2021	EDF Energy Ltd	220921-01	94.82		Street Lighting
23/09/2021	Scottish Water Business Stream	230921-01	155.70		Water- 15-06 to 08-09-2021
24/09/2021	British Gas Business	240921-01	108.18		Elect - 01-08 to 31-08-2021
Total Payments			38,123.40		

Appendix 2

Parish Clerk

From: Emma.Parkes <Emma.Parkes@horsham.gov.uk>
Sent: 18 October 2021 18:21
To: Parish Clerk
Cc: Barbara.Childs; Jason.Hawkes
Subject: North Horsham Parish Council - CIL.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Pauline

I refer to the letter from North Horsham Parish dated 17th September to Barbara Childs, the Director of Place. Barbara has asked me to provide you with a response. I do apologise for the delay in getting back to you.

In the letter, the Parish refer to the Land North of Horsham strategic site and acknowledge that this site was approved (ref: DC/16/1677) with a legal agreement, which secured contributions to mitigate the impact of the development. The Parish have asked that this decision is reviewed in light of the increase of the number of units on site, partly through the provision of smaller units and also through the additional 500 units proposed in the Local Plan Review for this site.

Under the CIL Charging Schedule, the Land North of Horsham site is classed within Zone 2, along with the Kilnwood Vale site. This means that this site has £0 charge for residential development. The reasoning for this decision is outlined in the CIL Charging Schedule and Horsham CIL Final Report which can be found here: <https://www.horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/what-is-cil>. Taking this into account, it was therefore appropriate to seek contributions under the Land North of Horsham application in order to mitigate the impact of the development.

The decision notice and S106 agreement are legal documents and cannot be changed or reviewed by the Local Planning Authority. Having regard to the adopted CIL measures and the fact that the Local Planning Authority does not have the authority to alter the agreement or decision, it is not possible for us to now change or review the obligations or CIL charging for this site.

It is important that the Council look at the best use of developed land and the matter of intensification of this site by 500 units is discussed as part of the local plan review. There are though a number of detailed points that should be noted:

- Any delivery of more than 2,750 homes, plus 10% flexibility, would need to be subject to another planning application and s106 agreement. This is unlikely to happen until L&G reach Phase 3 of the development (some 7-8 years away). The developer would have to submit a new application which should include a new Environmental Statement (if considered necessary) and address the impact the uplift in numbers will have on infrastructure. This includes a new Transport Statement which will have include any new measures and infrastructure required. There will also be additional contributions and obligations required to address any further infrastructure impacts. This would include additional S106 contributions and/or infrastructure delivery.
- The planning permission on land north of Horsham sets parameters for all future development including land use, density, building heights, movement & access, and green infrastructure – all applications have to meet these parameters
- The Design and Landscape strategy has been approved and provides for a high quality scheme. The strategy will be used as the example standard going forward – all applications will be assessed against it.
- L&G's first reserve matters applications have met all the policy requirements, conditions and legal requirements and is within the agreed parameters. The developer were able to provide more homes than anticipated whilst still providing the very high requirements that we have on this development. There is no cap on the housing numbers for each phase albeit an overall cap as per the outline planning permission.

As stated above, when the land north of Horsham development reaches a point of going beyond the permitted 2,750 homes (plus 10%), any additional development would be subject to a new application and a new legal agreement, which will take into account the additional infrastructure requirements. Any future review of CIL will be done in light of the new Local Plan and its revised development strategy.

In response to your query regarding the housing mix, the S106 sets out a housing mix for the affordable housing on site but does not specify a housing mix for market units. The market housing mix is required to be broadly in accordance with the latest housing market assessment (2016 Chilmark Report). This can also be viewed online: https://www.horsham.gov.uk/data/assets/pdf_file/0010/66493/Crawley-and-Horsham-Market-Housing-Mix-Report-November-2016.pdf. The marketing assessment shows that there is currently a need within the district for smaller units, such as two and three bedroom houses. As such, the provision of a large proportion of smaller units, along with an appropriate mix of units, at the Land North of Horsham site is in accordance with the marketing assessment and Policy 16 of the HDPF.

I hope the above is helpful and explanatory. If you have any further questions please do let me know.

Kind regards

Emma Parkes

Head of Development and Building Control

Telephone: 441403215528

Email: Emma.Parkes@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Glen Chipp

From: Parish Clerk <parish.clerk@northhorsham-pc.gov.uk>

Sent: 20 September 2021 11:56

To: Barbara.Childs <Barbara.Childs@horsham.gov.uk>

Cc: Jason.Hawkes <Jason.Hawkes@horsham.gov.uk>

Subject: North Horsham Parish Council - CiL.

Dear Barbara,

Please see attached letter from North Horsham Parish Council.

Kind regards

Pauline

Pauline Whitehead BA (Hons) FSLCC

Clerk to North Horsham Parish Council

Roffey Millennium Hall

Crawley Road

Horsham

West Sussex

RH12 4DT

Tel: 01403 750786

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Appendix 3



West Sussex Association of Local Councils

Chairman
Douglas Denham St Pinnock

CEO
Trevor Leggo

Dear Mayor, Chairman and Clerk

19th October 2021

Queens Green Canopy

By now you may be aware of the intention to mark HM The Queen's Platinum Jubilee in June 2022 with a nationwide programme of tree planting.

I recently attended the launch at Ardingly by Sir Nicholas Soames, the project being led in West Sussex by the Lord Lieutenant.

As Chairman of the West Sussex Association of Local Councils I believe it would be a splendid way to mark the Queen's reign if every town or parish council supported the planting of at least one tree in its community. Details of how to obtain young trees free of charge will be shown on the [WSALC website](#).

In the summer of 2022 we will invite councils to submit a photograph of planting in support of the Queens Green Canopy and I hope West Sussex is at the forefront of participation.

Yours

Douglas Denham St. Pinnock

Chairman WSALC

Suite C 2nd Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ (Registered Office)

Tel: 01273 830200

Company No. 8512101 Registered in England

Email - trevor.leggo@ssalc.co.uk

Website - www.sussexalc.org.uk / www.surreyalc.org.uk

Appendix 4

Section 3 - External Auditor Report and Certificate 2020/21

In respect of

North Horsham Parish Council

1 Respective responsibilities of the body and the auditor

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

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

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

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

2 External auditor report 2020/21

Except for the matter 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 the 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.

It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of the Annual Governance and Accountability Return. Regulation 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. To be able to demonstrate this, proper practice requires that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that.

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


None

3 External auditor certificate 2020/21

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

*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

07/09/2021



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
HolbrookTythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

NOTICE OF CONCLUSION OF AUDIT
Annual Return for the year ended 31 March 2021
Accounts and Audit Regulations 2015

The audit of accounts for **North Horsham Parish Council** for the year ended 31 March 2021 has been completed and the accounts have been published.

The Annual Return is available for inspection by any local government elector of the area of **North Horsham Parish** on application to:-

Pauline Whitehead BA (Hons) FSLCC
Clerk to North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
RH12 4DT
Telephone 01403 750786

By appointment only.

Copies of the Annual Return are available on request and the document can be found on the Parish Council's website:- www.northhorsham-pc.gov.uk

Announcement made by Pauline Whitehead BA(Hons) FSLCC
Clerk and Responsible Financial Officer to North Horsham Parish Council

13th September 2021

Appendix 5

North Horsham Parish Council Meeting on 4th November 2021

Correspondence List 1 from 3rd September 2021 to 28th October 2021
Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • News Bulletins from West Sussex County Council • Active steps taken to encourage travel rethink • West Sussex County Council gives critical support to Afghan nationals arriving in the UK • Steps forward with carbon reduction and cost savings in footway resurfacing • Carriageway resurfacing work in Horsham area (on A264) • Governance Committee Friday 24 September 2021 • Public Footpath No. 1575 & Bridleway No. 1585 (part) – Temporary Closure Notice (Issue nos. 34957 & 34957) • Road Closure date notification - A264 Crawley Rd between Roffey Roundabout, North Horsham and Crawley Road Roundabout, Colgate (inc Faygate Roundabout) • Notification that a bus stop between Giblets Lane and Giblets Way has been reinstated • Emergency Temporary Traffic Regulation Order - Leith View Road, Horsham - Start date : 30/09/2021 • News Release : Velocity road patching system • Latest news on COVID 19 • Building Broadband into new homes • Response from Cllr Baldwin to residents concerns over flood plain impacts. • Future of Recycling Centre booking system • Road closure notification A264 • Gritting update for winter 2021 • News Release : October Council Meeting • October news • Latest news on COVID 19 Adult Social Care Survey • Members Newsletter – Highways, Transport and Planning • Planned footway and Carriageway maintenance A264 • Government Active Travel Funding • West Sussex Gets Share of Safer Streets Funding • Meet your local County Councillor – Virtual Event
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • News updates • Notification of delays in processing planning applications • Trial food waste collections • Water neutrality and planning decisions in Horsham District • Twitter Digest • Gatwick expansion consultation 9th September to 1st December 2021 • Energy Support for Residents Newsletter • Latest News Update

3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins • Committee elections • Election survey. • New Publication – Points of Light. • Chief Executive’s Bulletin 8th October 2021 • Newsletter • Chief Executive’s Bulletin 22nd October 2021 • Newsletter
4.	<u>Sussex Police/ Neighbourhood Watch/Neighbourhood Alert</u> <ul style="list-style-type: none"> • Horsham Weekly News and Appeals • Sussex Police Launches Latest Officer Recruitment Drive 28/09/2021 • October newsletter • Horsham Weekly News and Appeals (13/10/21) • Steetsafe Online Tool • AGM 1st November 2021 • Horsham Weekly News and Alerts (19/10/21) • NHW - “Say No to ASB” Campaign • Horsham Weekly News and Alerts (26/10/21) • Keep Your Home Safe and Secure this Autumn
5.	<u>Resident correspondence</u> <ul style="list-style-type: none"> • Overhanging trees at various properties not on parish council land. • Flood plain being affected
6.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • Update on Public Works Loan Board terms and conditions • Sussex Police: Rural crime team monthly update • Local Councils Training Programme - communications training • Guide to taking part in the Queen’s Platinum Jubilee Beacons – 2nd June 2022 • Draft Minutes of Board Meeting 5th October 2021
7.	<u>Horsham Association of Local Councils</u> <ul style="list-style-type: none"> • County Times article inc. Interview with HALC Chairman regarding Housing Development
8.	<u>NHS West Sussex</u> <ul style="list-style-type: none"> • Vaccine updates • Latest news from Carers Support West Sussex
9.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • Virtual Briefing 2nd November 2021 6.30pm – 7.30pm • Gatwick Airport launches Northern Runway public consultation • Link for Northern Runway Proposal Briefing on 18th October • IN Touch Newsletter Edition 5
10.	<u>North Horsham Community Land Trust</u> Agenda and joining instructions for steering group meeting 7 th October 2021 via Zoom. Forwarded to Cllr Britten who is the Parish Council representative
11.	<u>Horsham Older People’s Forum</u> <ul style="list-style-type: none"> • MP Question Time event 10.30am 5th November 21 – Zoom • MP Question Time event 5th November 21 – Update
12.	<u>Came and Co Local Insurance</u> Name change to Gallaghers