

Horton Parish Council

To: Every Member of the Council for the Parish of Horton.

YOU ARE HEREBY SUMMONED TO ATTEND

A MEETING of the COUNCIL of the Parish of Horton at 7.30pm to transact the business specified in the agenda set out hereunder: to be held in Champney Hall on

Tuesday 19th March 2019

Dated this the 12th day of March 2019 Benta Hickley, Clerk to the Council.

Agenda

#01		Present, and apologies and declaration of interest	
		(and questions from the public if appropriate):	
#02		Statutory items:	
	A	Recording Requests received: NB Please note that Champney Hall Management Committee has installed CCV including one camera (visual only) in the large hall)	
	B	Minutes of previous meeting for approval: (Cllr Crame has asked for an amendment to #04/D/ii)	
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
	A	Defibrillator: (see #06 below)	
	B	Parking outside St Michael's church	
	C	Cappagh / mud and stones on the road:	
	D	Jayflex: (pumping)	
	E	Any other matters arising from the previous minutes :	
#04		Planning applications and Highways:	
	A	Planning Applications received: see appendix	
	B	Planning Enforcement Complaints: See appendix	
	C	Other planning issues, decisions and appeals: see appendix	
#05		Chairman's Communications / RBWM Communications:	
	A	Corporate Governance Questionnaire	
	B	Adoption of Asset Register:	
	C	Any communications received after the agenda has been published: The Chair will inform the Councillors but no discussion or vote will take place until the next meeting	
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:	
	A	Clerk's report (Misc items)	
	B	Neighbourhood Plan and Borough Plan: updates from Cllr Crame if applicable	
	C	Assets of Community Value:	
	D	Pickins Piece: Report from Cllr Crame or Rayner if available	
	E	NAG Report: update from Cllr Crame if applicable	
	F	Phone Box & Defibrillator: update / next step	
	G	Victorian Style Lights (Village green)	
	H	Ward Councillors' report (including weight restrictions update)	
	I	BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive	
	J	Flood Warden's report / River Thames Scheme report:	
	K	Municipal (additional) Grave Yard update Report from Cllr Crame or Rayner if available	

L	Traveller Local Plan & Parish Community working group: Report from Cllr Crame	
M	Parish Elections: Timetable and information	
N	Heathrow update (also see Clerk's report for RBWM press release info)	
O	Play equipment report: Report from Cllr McAuley	
P	CCTV: Portable equipment and Champney Hall equipment	
Q	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting	
#07	Other Communications or Consultations:	
A	Waste bins on Coppermill Road	
B	Design a Poster Competition	
C	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting	
#08	Financial	
A	Payment of invoices: to receive for approval a list of invoices received	
B	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant	
C	To re adopt Financial Regulations	
D	To formally adopt the external auditors' report (originally presented at the meeting in October 2018)	
E	Any other Finance items received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting	
#09	Questions from the public: (If appropriate)	
#10	Dates of future meetings: 2018 & 2019, Third Tuesday of each month (<i>other than * as agreed 20/11/18 Item #06 Am</i>)	
	Tuesday 16 th April 2019	
	Tuesday 30th April 2019: Annual Parish Meeting*	
	Tuesday 14th May 2019 Annual Meeting of Parish Council*	
	Tuesday 21st May 2019 This meeting cancelled and replaced by 14th May due to election rules	
	Tuesday 18 th June 2019	
	Tuesday 16 th July 2019	
	Tuesday 20 st August 2019 (only if required for planning purposes)	
	Tuesday 17 th September 2019	
	Tuesday 15 th October 2019	
	Tuesday 19 th November 2019	
	Tuesday 17 th December 2019 (only if required for planning purposes)	

For information (not included as an agenda item)
 Newsletters from BALC HALC & NALC are available from the HPC Google Drive.
 Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - circulated to Members May 2018 and available from the clerk and at Parish Meetings.
 Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email Clerk@HortonParishCouncil.Gov.uk
 Parish Phone 07957 588 277

Note: Personal callers by appointment only.

I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:
www.hortonparishcouncil.gov.uk

Asset register to 11th March 2019

DATE purchased	DETAILS	NETT VALUE	Physical location
0 unknown	fenced play area	£6,000.00 *	Champney Playing field
0 unknown	metal play area	£7,000.00 *	Champney Playing field
0 unknown	2 x dog poo bag dispensers	£300.00 *	2 x Stanwell road
0 unknown	2 x metal noticeboards	£400.00 *	Stanwell Road and Coppermill Road
0 unknown	1 x wooden noticeboard	£200.00 *	Coppermill Road
14/15	play equipment	£7,049.24	In Champney playing field
14/15	hall heating	£5,997.00	Champney Hall
14/15	Laptop	£297.95	Held by clerk
14/15	Notice boards	£389.90	Jct of Coppermill & Stanwell
15/16	Christmas tree lights	£493.76	Decommissioned Dec 2017
16/17	Play swing	£156.00	In Champney playing field
16/17	Concrete benches	£870.00	In Champney playing field
16/17	Computer mouse	£12.99	Held by Clerk
17/18	Christmas tree lights	£279.00	Held by Cllr Rayner
17/18	HP Printer	£160.00	Held by clerk
17/18	Betty's troughs	£360.00	Memorial Green
18/19	Mobile Phone	£0.79	Held by clerk
18/19	Dog poo bag dispencer	£96.40	Bus stop outside Champney Hall
		£30,063.03	

* These items believed to have been purchased prior to electronic records - value has been guessed until records can be located

play equipment insured for > £50000

Final External Auditor Report and Certificate 2017/18 in respect of Horton Parish Council BE0049

Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2017/18

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with a full explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's findings as reported in the Annual Internal Audit Report where the internal auditor has answered 'no' to objective C regarding assurance that the smaller authority assessed and reviewed the adequacy of significant risks.

The smaller authority has not provided:

- an adequate explanation for the variance between the prior and current year values in Box 6 of Section 2.

External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.



PKF Littlejohn LLP

02/10/2018