



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: clerk@slinfold-pc.gov.uk

Minutes of the Annual Meeting of Slinfold Parish Council 25th May 2023

1. Election of Chairman and Vice Chairman

(a) To elect a Chairman for the next Council year

The Council **RESOLVED** to elect Adrian Roberts as Chairman.

(b) To elect a Vice Chairman for the next Council year

The Council **RESOLVED** to elect Nigel Smith as Vice Chairman.

2. Attendance and Apologies for Absence

To accept apologies and reasons for absence.

In attendance: Councillors Casdagli, Leyland, Roberts, Sherwin-Smith, Slipper, Smith, Nigel and Walker.

Apologies: Councillors Pyle and Paula Smith which Councillors **RESOLVED** to approve.

Also in attendance: Mike Simpson (Clerk) and District Councillor Kachia Greenwood.

3. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

The Chairman declared a personal interest in 14 (c) and 14 (d) relating to Six Acres.

Councillor Sherwin-Smith declared a personal interest in planning applications relating to The Cobblers.

4. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)

There were none.

5. Minutes from the previous meeting on 27th April 2023

Councillors **RESOLVED** to approve the minutes from the meeting on 27th April 2023 as a true and accurate record.

6. General Power of Competence

To adopt the General Power of Competence for 2023-24

Councillors **RESOLVED** to adopt the general power of competence.

7. Committees and Working Groups

To form and appoint members to committees and working groups.

Councillors **RESOLVED** to form the following committees and working groups:

Planning Committee: Councillors Leyland, Sherwin-Smith, Nigel Smith and Paula Smith.

Highways and Byways Committee: Councillors Casdagli, Leyland, Pyle, Roberts and Slipper.

Recreation and Environment Committee: Councillors Casdagli, Leyland, Roberts, Sherwin-Smith, Slipper and Walker.

Finance and Establishment Committee: Councillors Casdagli, Leyland, Roberts, Sherwin-Smith, Slipper and Nigel Smith.

Disaster Recovery Plan Working Group: Councillors Pyle, Roberts and Nigel Smith.

Forward Planning and Development Working Group: Councillors Leyland, Roberts and Paula Smith.

8. Appointments to outside bodies

To confirm any councillor appointments to outside bodies.

Councillors **AGREED** to make the following appointments:

Village Hall Committee: Councillors Sherwin-Smith, Slipper and Walker.

Parish Cottages: Councillor Sherwin-Smith.
Police: Councillor Casdagli.
Youth Group/Services: Councillors Sherwin-Smith and Slipper.
Companions: Councillor Walker.
Gatwick/GATCOM: Councillor Leyland.

9. Meeting dates

To consider and adopt meeting dates for 2023-24

Councillors **AGREED** to meet on the last Thursday of each month except for August.

10. Councillor Reports

To receive reports from the District and County Councillors

Councillor Greenwood introduced herself as the new District Councillor and advised she had been in post for three weeks and the Council had recently had its first meeting. She said the priority would be the Local Plan and she was there if the Parish Council needed any help.

11. Annual Governance and Accountability Return (AGAR) 2022-23

(a) Internal Audit Report

Councillors **RESOLVED** to approve the Internal Audit Report.

(b) Section 1 of the AGAR

Councillors **RESOLVED** to approve section 1 of the AGAR.

(c) Section 2 of the AGAR

Councillors **RESOLVED** to approve section 2 of the AGAR.

(d) Notice of electors' rights

Councillors **RESOLVED** to approve the dates of 12th June to 21st July.

12. Planning Applications

To consider the applications in the planning report (see appendices)

Councillors **RESOLVED** to approve the planning report:

Councillors also considered a draft statement on water neutrality regarding application (DC/21/2481 Outline application for the erection of up to 45 dwellings Lyons Road) which they **RESOLVED** to approve. (Please see appendices)

13. Finances

To review the schedule of payments and bank reconciliation since 27th April 2023

Councillors **RESOLVED** to approve the payment schedule since 27th April and the April bank reconciliation. (See appendices)

14. Grounds and Buildings Maintenance

(a) To receive an update on works to Slinfold football club

The clerk advised that no further quotes could be obtained for the works to provide disabled access to the football pavilion from the community shed even though both he and the deputy clerk had tried for over two months. A discussion ensued and Councillors **RESOLVED** to approve the quote from LB Property Services Ltd for £15,951.31 as it was the second phase of the community shed development extension and, as LB Property Services had built the first phase, they did not require any further quotes. Councillors also **RESOLVED** to approve a grant to the football club of £2,000 to go towards redecorating the clubhouse. Both sums would be taken from the Council's CIL reserve.

(b) To receive an update on Slinfold Stores

The clerk advised that the electrical repair work to Slinfold stores was currently being carried out and the new defibrillator case was on the wall.

(c) To receive an update on the Six Acres balancing pond

Councillor Smith said he had spoken to the engineer who advised that the balancing pond was probably not fit for purpose even if it was just for Six Acres and was unlikely to be adopted.

(d) To consider signing a Section 104 agreement for Six Acres drainage

Councillors **RESOLVED** to sign the S104 agreement for Six Acres drainage.

(e) To receive an update on the Scout hut

Councillor Smith advised that he had spoken to the Scouts who were reconsidering another portacabin and would bring a proposal to the Council to see if they could contribute.

(f) To discuss installing new play equipment at the Six Acres playground

Councillor Slipper advised that she had obtained quotes for resurfacing the playground and installing new play equipment. Councillors **RESOLVED** to approve Proludic's quote of £21,3980 for new play equipment and Proludic's quote of £17,326.27 for resurfacing the playground.

(g) To consider any quotes for tree works

The clerk advised that ownership of some of the trees in the survey had been queried by the tree wardens, which he would investigate, and would also obtain some other quotes.

15. Website and broadband

(a) To receive an update on the Gigabit Broadband Scheme

Councillor Leyland informed the Council that F&W Networks were only 20 vouchers away from their target.

(b) To receive an update on the Council's website

Councillors **RESOLVED** to approve a quote from Netwise for £699 to redesign the Council's website.

16. Cosy Café

To receive an update

Councillors **AGREED** to carry on with the Cosy Café as it was still proving very popular.

17. Parish Magazine

To discuss any contributions for the parish magazine

Councillors **AGREED** to suggest articles on Six acres and the football club.

18. Committees and those on Outside Bodies

To receive an update

There were no reports.

19. Items for the next agenda

There were no recommendations.

20. Next meeting date

29th June 2023.

Meeting ended 7.30pm

17.05.23	HDC	Bin collection	£27.00	
17.05.23	Conway	Hayes Lane Drainage	£800.00	£160.00
17.05.23	QM Studios	PA System Coronation Day	£80.00	
17.05.23	WI Slinfold	Cream teas Coronation Day	£28.00	
17.05.23	Sarah Haswell	Coronation Day Singer	£100.00	
18.05.23	Mulberry & Co	Internal Audit 2023	£165.00	£33.00
19.05.23	Horsham Accordion	Coronation Band	£100.00	
19.05.23	Jane Slipper	Coronation Day	£556.78	
19.05.23	Jane Slipper	Cosy Café	£206.29	
	Sussex Green			
23/05.23	Living	Grant for recycling banner	£34.85	
23.05.23	Village Hall	Meeting room hire (1728)	£20.00	
23.05.23	Village Hall	Youth club hire (1734)	£84.00	
23.05.23	Village Hall	Cosy café hire (1722)	£180.00	
23.05.23	Suzanne Hawkins	Coronation day	£63.07	
23.05.23	Kelly Foster	Facepainting coronation day	£247.50	
23.05.23	Nic Lewis	Stamps/envelopes newsletter	£296.35	
23/05.23	Sophie Hodgson	Band coronation day	£150.00	
		TOTAL	£3,138.84	£193.00

Bank reconciliation April 2023

Bank balance April 2023	88,712.76
Cashbook (COOP)	
Opening balance April 2022	27,060.78
Receipts	68,569.55
Payments	-6,917.47
Total	88,712.86

DC/23/0772	Kent House Guildford Road Broadbridge Heath Horsham West Sussex RH12 3PH	Demolition of existing conservatory and erection of a single storey rear extension.	26 May 2023	No objection
DISC/23/0005	Crosby Farm Lyons Road Slinfold West Sussex RH13 0RX	Approval of Details Reserved by Condition 28 (Biodiversity lighting design scheme) to approve DC/21/0498 (24 dwellings, erection of replacement cricket pavilion with associated storage and car park, accessed from Lyons Road, including all associated works.)	26 May 2023	No objection
DISC/23/0096	The Cobblers Hayes Lane Slinfold West Sussex RH13 0SA	Approval of details reserved by condition 9 (Phase 2 scout hut materials and finishes) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).	19 May 2023	Objection Whilst we have no planning grounds for objection it is unclear why these Phase 2 discharges are being submitted. The Scouts are also unaware of any reason why documentation is being submitted, they have no plans for the hut or budget. We have been unable, to date, to get in touch with the architects to gain any further clarification.
DISC/23/0094	The Cobblers Hayes Lane Slinfold West Sussex RH13 0SA	Approval of details reserved by conditions 6 (foul and surface water) and 7 (surface water drainage statement) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).	19 May 2023	No objection

<p>DISC/23/0095</p>	<p>The Cobblers Hayes Lane Slinfold West Sussex RH13 OSA</p>	<p>Approval of details reserved by condition 8 (contamination verification) to approve application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).</p>	<p>17 May 2023</p>	<p>No objection</p>
<p>DISC/23/0099</p>	<p>The Cobblers Hayes Lane Slinfold West Sussex RH13 OSA</p>	<p>Approval of details reserved by condition 11 (Biodiversity Enhancement Strategy) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and construction of 12No. flats and replacement scout hut) alongside details pursuant to discharge of conditions).</p>	<p>17 May 2023</p>	<p>No objection</p>
<p>DISC/23/0102</p>	<p>The Cobblers Hayes Lane Slinfold West Sussex RH13 OSA</p>	<p>Approval of details reserved by condition 5 (Construction Environmental Management Plan Phase 2 Scout Hut) to approved application DC/22/2197 (Variation of condition 1 of DC/20/2578 (Demolition of existing retirement housing and 12No. flats with associated car parking and landscaping and replacement scout hut). Variation repositioning of units 1-4 and 9-12, alongside details pursuant to discharge of conditions))</p>	<p>19 May 2023</p>	<p>Objection Whilst we have no planning grounds for objection it is unclear why these Phase 2 discharges are being submitted. The Scouts are also unaware of any reason why documentation is being submitted, they have no plans for the hut or budget. We have been unable, to date, to get in touch with the architects to gain any further clarification. Additionally, the CEMP incorrectly shows access from Stane St and Hayes Lane, not Lyons Road and it still contains numerous typos. At the moment parking and access is not</p>

				working as described in the currently approved CEMP. We must now object to access via Greenfield Road as disruption and damage are being caused.
DC/23/0687	Lane End Lyons Road Slinfold West Sussex RH13 0QS	Application to confirm the substantial completion of a first floor extension in 2011 and car port in 2016 (Lawful Development Certificate - Existing).	02 June 2023	No objection
NC/23/0019	Slinfold Church of England School The Street Slinfold Horsham West Sussex RH13 0RS	The retention, repair and replacement of windows and doors to the original 19th century wing of Slinfold CE Primary School	01 June 2023	No objection

Water Neutrality Statement: (DC/21/2481 Outline application for the erection of up to 45 dwellings Lyons Road)

Dear Sir(s)

DC/21/2481 | Outline application for the erection of up to 45 dwellings, with associated access and highways works, drainage and attenuation, open space and landscaping, all matters reserved except for access | Land North of Lyons Road Lyons Road Slinfold RH13 0RX – Water Neutrality

There can be no doubt that the issue of water neutrality is serious. Slinfold Parish Council has fundamental concerns and reservations in relation to the Water Neutrality proposals submitted under the above planning application and whether they will actually result in both the short and long term savings specified. In detail our concerns are:

Land North of Lyons Road

Greywater Recycling

Please read in conjunction with the technical specifications for the Hydraloop H300 and H600 and the manufactures FAQs.

1. The greywater recycling is via a decentralised approach using a Hydraloop H300, placing the onus on the householder to maintain and operate the recycling equipment
2. The H300 can only recycle water from baths and showers. In some instances it can also recycle washing machine water but **only from the rinse cycles**
3. The H300 can only store 120 litres of usable water and 180 litres of grey water. Anything beyond that will either be **drawn from the grid or directed to the sewer**. The companies FAQ page states the following *'The volume of reusable water that each device can produce will depend on the amount of water used, how many people are in the home/facility and how effectively they are using their water. It is important that device owners be cognizant of when they use their water as their water use will determine how much water they can ultimately save over time. For example, if a family showers in the AM then they need to become accustomed to running their laundry in the PM in order to take full advantage of the reusable water that has been produced throughout the day.*
If no recycled water is available, the H300 will draw water **directly from the grid**. It is also debateable if water will always be available for outside use. If not, it will be drawn **directly from the grid**
4. The H300 must have a full grey water tank, 180 litres, before it will start the recycle process therefore limiting its ability to always have a supply of clean water available.
5. The manufacture has confirmed that the H300 has an 80 – 95% efficiency meaning that some water is directed directly to waste as part of the recycling process. That efficiency drop **is not** factored into the developers calculations.
6. The H300 needs regular maintenance including descaling. The maintenance procedures take around an hour. Some components also need replacing. These are the UV lamp, the air pump, transfer tube or air diffuser. The air pump and UV lamps must be replaced every two years. This will be the householders responsibility. If the maintenance is ignored or the machine simply switched off, water will be **drawn directly from the grid**.
7. Should the householder use bleach in the bath or shower the bioreactor within the H300 will need restarting. That start-up procedure takes **21 days**. In the meantime, the H300 **will draw water directly from the grid**.
8. Additionally, should the householder use hair dye in the bath or shower the recycled water will be coloured. There is a manual facility for this grey water to be redirected straight to the sewer but that then has to be reversed otherwise the H300 will again **draw water directly from the grid**.
9. The H300 is not a switch on and forget solution. It requires maintenance and also for the householder to be aware of its limitations and above all capacity. There would have to be a willingness to work with the H300 which may not suit every household.
10. The Parish Council can foresee a situation where the H300 devices are not maintained by the householder, why should they, there will be a cost involved, and then water will be **drawn directly from the grid**.
11. It is unclear how the decentralised approach will work in any shared housing and flats. Who would maintain the H300 and also what the instance of restart would be?

12. Ultimately a householder just wants to turn on a tap and have clean water. Human behaviour dictates that some will embrace recycling but others will ignore it resulting in machines not being maintained and ultimately turned off. Again, water would be drawn **directly from the grid**

Whilst we appreciate that the H300 is a capable machine both the centralised and decentralised approaches have issues. In the case of water neutrality, the decentralised solution is flawed and will ultimately not provide the stated water savings both in the short and long term. Some sort of centrally maintained solution is required with a large storage capacity with the issues of bleach, hair dye and other contaminants being addressed and understood by householders.

Other Concerns

1. The size of the suggested rainwater capture tanks is too small. Our summers are getting hotter and dryer with months without any meaningful rainfall. There needs to be sufficient capacity to cope with extended dry spells.
2. Once installed in the newbuilds there is nothing to stop householders changing the limited flow tap and shower heads for something that will provide more water more quickly. Anyone that has tried to use a limited flow kitchen tap will be aware of how ineffective they are. How will this be policed and what impact will it have on the calculations?

Hazelwick School, Crawley

1. West Sussex County Council (WSCC), in its Water Offsetting Position statement dated 14th March 2023 (copy enclosed), clearly states that schools **should not** enter into water off-setting agreements and that Academies must seek permission from WSCC before doing so. There is no evidence presented that Hazelwick School has obtained this authorisation. The reasons for this are clearly articulated in that WSCC will need **all available water** saving and off-setting capacity to meet future demand in its own estate for new schools and fire stations.

The risks and inherent liabilities involved in the off-set agreement are also clearly articulated and will be with the school in perpetuity, the costs for this are unknown.

2. We note that water efficiency devices will be fitted to toilets and sinks in the school. Whilst this will reduce water usage it will also reduce the amount of waste water from sinks available for recycling. As the H600 cannot take water from kitchen sinks it is hard to see, from the data presented, how the stated saving of 480k litres of greywater will be achieved.
3. The installation of pipework required to harvest water from sinks across the estate would be onerous. Additionally, sinks in art and science departments would have to be excluded due to the risk of contaminants, the inherent requirement to restart the H600s should contamination be detected and the 21 day startup delay during which time water would be **drawn from the grid**
4. We would anticipate that toilet use within schools is within very limited time periods, breaks and lunchtime. At that point there will be a very high demand for water which it is unlikely that the H600's will be able to meet. At this point water will be **drawn from the grid**.
5. We question how often the children will actually use wash handbasins which again throws doubt on the water savings achievable.
6. There is no mention in the latest set of documentation of the size of rainwater tank to be installed. This is a key piece of information and must be supplied. With the increasing lack of rain during the summer periods the tanks need to be much larger to provide capacity for longer periods of drought. The calculations should also include a %age increase for climate change just as one is included in drainage calculations. We appreciate that schools will be closed for a large part of the summer but this again will have an impact on the calculated savings
7. Whilst we appreciate the intent of rainwater recycling it is not clear how this would be used given the lack of detail in the documentation.
8. Again the 80 – 95% efficiency of the H600s is not taken into account. If 15% of the processed water is lost to the sewer that will have **a material** impact on the quoted 480k litres saving

Policing

Without policing there is a real danger that water neutrality targets will not be achieved.

It is essential that the WaterBANK GIS Water Neutrality Reporting Protocol is implemented and monitored on a regular basis to ensure compliance with the stated intention. Should it be found the scheme is non-compliant, it is important that the developers are then required to implement measures to bring the scheme back in line with the figures initially presented. If not, the scheme is worthless. What is the penalty for the developer? Can they just walk away?

Conclusion

In conclusion, we do not believe, for the reasons stated, that the scheme detailed in the documentation will yield the savings required for the scheme to be classed as water neutral.

The concerns and reservations raised are not only valid but also indicative of significant flaws within the scheme. The proposed decentralised approach, relying on individual householders to maintain and operate the H300, raises serious and significant doubts about the feasibility of achieving the promised short and long-term savings.

The limitations of the H300 system are numerous and problematic. Its inability to recycle water from sources other than baths, showers, and potentially certain washing machine cycles severely restricts its effectiveness. Additionally, the system's small storage capacity, dependence on grid water when recycled water is unavailable, recycling efficiency, and the need for regular maintenance and component replacements create practical obstacles that are likely to be neglected or disregarded by householders. Consequently, the scheme's reliance on **voluntary cooperation and compliance** appears to be wishful thinking rather than a reliable solution.

The concerns extend beyond the decentralised approach. The suggested rainwater capture tanks are deemed insufficient for coping with increasingly hot and dry summers, highlighting a lack of foresight and consideration for changing climatic conditions. The potential for householders to tamper with limited flow devices further undermines the efficacy of the scheme, as it remains unclear how such deviations would be policed and accounted for in the calculations.

The issues surrounding Hazelwick School's involvement in water off-setting agreements, without obtaining necessary authorization, raise legal and liability concerns. The uncertainties regarding the size of rainwater tanks, the feasibility of harvesting water from sinks across the school estate, contamination and the inability of the H600 system to meet high demand during peak usage periods cast further doubts on the overall viability of the scheme.

With the absence of effective policing measures the lack of penalties for non-compliance pose significant risks. Without proper monitoring, enforcement, and consequences for developers who fail to meet the stated targets, the entire scheme loses its credibility and becomes an exercise in futility.

Given the multitude of issues and inadequacies identified within the Water Neutrality proposals, it is clear that a comprehensive re-evaluation is necessary. A more centralized and professionally maintained solution, with adequate storage capacity, considerations for contaminants and efficiency, and realistic calculations that account for climate change, must be implemented. Furthermore, stringent monitoring and enforcement mechanisms must be put in place to ensure compliance and effectiveness.

It is also morally wrong for developers to encourage schools to give up water off-sets for developers to build houses in which children will live. Those children will then require a school place which will require water.

In light of these concerns, it is strongly recommended that the Water Neutrality proposals be rejected, both on the grounds of the decentralised approach and also, more importantly, for the reasons so well articulated by WSCC. The risks, limitations, and uncertainties surrounding the scheme far outweigh the potential benefits, and alternative approaches should be explored to ensure a sustainable and reliable water supply for the community, both now and in the future.

**SLINFOLD 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)**

1. Date of announcement (a) 26th May 2023

2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.

Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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) Mike Simpson, Clerk to Slinfold Parish Council, Cherrytree Farm, Hayes Lane, RH13 0SQ
Email – clerk@slinfold-pc.gov.uk**

commencing on (c) 12th June 2023

and ending on (d) 21st July 2023

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

**Moore Stephens, (Ref SW/cc)
Rutland House, Minerva Business Park, Lynch Wood, Peterborough
PE2 6PZ**

5. This announcement is made by (e) Mike Simpson, Clerk to Slinfold Parish Council

Annual Internal Audit Report 2022/23

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			
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 <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

DD/MM/YYYY

***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 2022/23

We acknowledge as the members of:

Slinfold 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 2023, 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:

25/05/2023

and recorded as minute reference:

11B

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

Chairman

Clerk

www.slinfold-pc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Slinfold Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	271,812	285,039	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	59,781	62,770	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	98,564	55,778	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	30,477	22,921	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	114,641	107,384	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	285,039	273,282	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	285,039	273,282	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	886,351	887,465	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 do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

25/05/2023

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

25 05 2023

as recorded in minute reference:

11 C

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

