

WESTHAMPNETT PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

16 MAY 2016 AT 7PM

AT THE MARCH C. OF E. SCHOOL, WESTHAMPNETT

PRESENT: Cllrs Harding (Chairman), Mrs Hardstaff (Vice Chair), Mrs Burborough, Fabricius (until Minute 15e), James, Mrs McLeish and Mrs Moth.

IN ATTENDANCE: County Cllr J Hunt
District Cllr M Hall
G. Burt, Clerk
6 Members of the Public

1. To elect the Chairman of the Council and to receive the Declaration of Office

The Council RESOLVED that Cllr Harding be elected Chairman of the Council for the ensuing municipal year. Cllr Harding signed his declaration of acceptance of office.

2. To elect the Vice Chairman of the Council and to receive the Declaration of Office

The Council RESOLVED that Cllr Mrs Hardstaff be elected Vice Chairman of the Council for the ensuing municipal year. Cllr Mrs Hardstaff signed her declaration of acceptance of office.

3. Chairman's Announcements

The Chairman welcomed all those present.

4. Apologies

None.

5. Declarations of Interest

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered.

Cllr Mrs Burborough declared an interest as a Director of the Grange Management Company.

Cllr Mrs Hardstaff declared an interest as one of the organisers of the Queen's Birthday Tea in Westerton.

6. Appointments to Committees, Working Parties and Representatives to Outside Bodies

Resolved that appointments be as set out in Appendix A to these minutes.

7. Minutes

Minutes of the meetings of the 14 March 2016 which had been previously circulated were **APPROVED** and signed by the Chairman as a correct record of the meeting.

8. Matters Arising from the Minutes

None.

9. Adjournment for Reports

The meeting was adjourned for the following reports:

a. District Councillor Mike Hall

Cllr Hall read out a report - Appendix B

He was asked to pursue a reply from CDC following the Parish's letter regarding the new roadway to the proposed sports field.

b. County Councillor Jeremy Hunt

Cllr Hunt reported that WSCC were advising that the equipment stored alongside caravans at the Traveller site was akin to their working from home. He shared the Parish's view that it was more akin to being an employment site and didn't want to see plant stored alongside the caravans. Cllr Hunt would be telling WSCC that he would like to see more empathy for the Parish, rather than the present apparent dismissive approach to all of the Parish's concerns.

It was agreed that either the relevant Director and/or Cabinet Member (Cllr Christine Field) would be invited to a future meeting.

He would be meeting officers later that week to discuss progressing the Stane Street Cycle Path.

He was asked to look at the possible resurfacing of the path between Maudlin and Westerton.

He drew attention to the campaign to retain the various Courts in Chichester.

He reported the forthcoming consultation into changes to the HWRC opening times. Parish Councillors and the public present commented that the changes will generate yet more traffic into Westhampnett and lead to an increase in fly-tipping, already a problem. (Hedge-trimmings recently dumped on footpath near Rolls Royce.) Cllr Hunt urged everyone to make their views known. Cllr Hall commented that the subject was likely to come up at the CDC All Parishes Meeting that week, when recycling was the lead item. Members commented on increased unpleasant odours around the village since the Travellers' Site had opened, compounding those already emanating from the Transfer Station and HWRC.

(Mr Blanchard commented upon the state of the Lavant Straight, outside the Parish, but within Cllr Hunt's Division.)

A new process for initiating Traffic Regulation Orders (TROs) had been agreed. Communities, including Parish Councils, would be encouraged to suggest orders. Only 2-3 would be approved in each County Community Committee area each year, so it would be best if, where roads ran through several parishes, joint bids were made.

c. Police Representative

No report

d. Goodwood Estate

There had been considerable correspondence between the Chairman and Goodwood Airfield in recent days regarding the continued nuisance caused by aircraft not using the agreed flight paths; this was a particular problem in the Westerton area.

Goodwood had been reticent about sharing the trial flight paths to assist residents monitor the situation. Cllr Fabricius kindly agreed to draft a letter for the Clerk to send to Goodwood, expressing the Parish's continued concern about this and also the use of the Former Civil Defence site at Westerton for dumping rubbish.

e. Rolls Royce

Nigel Carter reported on new car models which had already won awards and which were aimed at a younger customer. Production was up. The new TLC at Bognor was operational; some staff had been relocated there. They had been involved in the opening of the new Bognor Bypass. It had been another record year for the firm. There had been changes on site to accommodate production of the new models.

On the travel front, they were discouraging single occupancy cars on site via more stringent parking permit rules. This should encourage greater use of the staff bus. Residents reported that staff were still parking in the village and walking to the site. Mr Carter advised that he was personally very proactive in monitoring the situation. Residents also reported that lorries were still delivering to the site at very unsocial hours.

10. Public Questions

None – detailed elsewhere.

11. Community Hall Project

It was reported that it was planned to extend the length of the Main Hall, so as to accommodate more uses. The Madgwick Lane housing development would generate considerable funds towards Community Hall provision, which it was hoped could be used at the off-site facility which the Parish Council was pursuing in Stane Street. Members were concerned that other already-secured S106 funds for the project might be time-expired by the time they were required, given current delays. As Bellway had not responded to recent approaches by the Clerk, the Clerk was asked to contact CDC accordingly.

12. Twinning

The Council had received a twinning request form Lenox, in Massachusetts, USA, named after Charles Lennox, the 1st Duke of Richmond, in 1767. Members broadly supported the link, but requested further information on what Lenox expected by way of activity, given the considerable distance.

13. Electors' Meeting

The Council received the minutes of the Annual Meeting of Electors; there were no matters arising that the Council wasn't already considering. It was agreed to defer holding the Electors' Meeting on a separate evening, pending information on possible start times.

14. Planning Matters

- a) Members RESOLVED the comments on applications received since the last meeting, Appendix C.
- b) It was reported that the Appeal lodged by the developers of the Madgwick Lane housing development against the original refusal by CDC, was still *live*.
- c) The CiL Business Plan list of projects for Westhampnett had been circulated. RESOLVED that CDC be advised that the Council does not wish to make any amendments. The need for railings in front of the school, on the footway had been identified. These could be funded by CiL or S106 monies.

15. Highways

- a. A27
It was reported that Highways England were refusing to meet likely-to-be-affected parishes, prior to the public consultation on improvements.
- b. Operation Watershed
Work on long-delayed projects in the village were due to be undertaken that Wednesday. WSCC was seeking suggestions for new projects; Cllr Harding suggested a possible project in Madgwick Lane and would provide details and pictures to the Clerk.
- c. Unkempt Land in Stane St.
The area nearest The Grange is the responsibility of Grange Management of which Bellway is still a director. The area to the right of Duchess Cottages next to Rolls Royce had been tidied by Village Volunteers, but is the responsibility of Goodwood.
- d. Hedges
Residents had tidied the hedge on the path to the rear of the school, and *Payback* volunteers working in the Churchyard had also undertaken some footpath maintenance nearby.
- e. Bus Services and Shelters
Cllr Harding would attend a meeting that Thursday at Tangmere with other stakeholders, to explore ways of reinstating the 99a Sunday and Bank Holiday bus service through the village. Members commented that the route served many tourist attractions.
- f. Stane St Traffic Calming
Covered earlier in County Cllrs Report; Cllr Hunt would be asked if the scheme whereby local schoolchildren could design *slow down* signs could be explored.

16. Members' Reports

- a. **Travellers' Transit Site.**
Covered under Minute 9b above. A Member commented on a vehicle parked outside the site, obstructing the footway that was not taxed.
- b. **Neighbourhood Plan**
RESOLVED that the notes of the last two meetings (12 and 25 April) be received. Good progress was being made by the Working Group, with all members working

hard undertaking various roles. They were now at Phase 3: reviewing statistics and preparing a draft vision and objectives.

c. Play Area

The installation of the new Outdoor Gym Equipment was planned to be undertaken the following day. A Health & Safety Notice was required; Clerk to action.

d. Closed Landfill Site

No report

e. Lavant Valley Partnership

The next meeting was on the 9 June 2016.

f. Newsletter

The possibility of a new village website, which residents could sign up to and receive e-mail alerts, was being considered, as such there would be no further Newsletters. Cllr Mrs McLeish was thanked for producing this in recent years.

g. Grange Management

The formalisation of a Management Company was still pending.

Members commented upon recent anti-social behaviour by residents; the Clerk would report the matter to *The Hyde Group*.

h. HM The Queen's Birthday Events

The Clerk would submit bids to CDC for events being held in Westhampnett and Westerton.

17. Finance

a) **Receipts and Payments 15 March – 16 May 2016**, as set out in Appendix D, were approved.

b) The **Accounts to the 31st March 2016** were approved, Appendix E.

c) The **Bank Reconciliation**, Appendix F, showing a Cashbook and Bank balance agreeing as at 3 March 2016, was noted. In accordance with good practice, Cllr Harding viewed Bank Statement 231 and initialled the corresponding balance.

d) RESOLVED that **Section 1 (Annual Governance Statement) of the 2015/16 Annual Return** be approved. Appendix G

e) RESOLVED that **Section 2 (Accounting Statements) of the 2015/16 Annual Return** be approved. Appendix H

f) Grant Applications

RESOLVED that a grant of £100 be made to CAB and that an application to Outset Youth Action be deferred.

g) Members considered possible projects for the **New Homes Bonus** allocation of £1,688, including equipment (crockery etc) for the kitchen at the new Community Hall, and a seat at the Westerton bus shelter. These would be confirmed at the July meeting.

18. Urgent Items

None

19. Correspondence / any other matters for information only

None

20. Exclusion of Press and Public

RESOLVED that due to the nature of the business about to be transacted (contractual) the Press and Public be instructed to withdraw.

21. Community Hall

No response had been received to the Council's letter to a consultant previously engaged on the Community Hall project.

Date of Next Meeting

MONDAY 18 JULY 2016 7PM

The meeting closed at 9.15pm.

Chairman:

Date:

APPENDIX A

WESTHAMPNETT PARISH COUNCIL		
COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES		
2016-17		
COMMITTEES		
COMMUNITY HALL WORKING GROUP		
	Cllrs Mrs Burborough	
	Cllr Harding	
	Cllrs Mrs Hardstaff	
	Cllr Mrs McLeish	
	Cllr Mrs Moth	
PLANNING COMMITTEE WORKING GROUP		
	Cllrs Mrs Burborough	
	Cllr Harding	
	Cllrs Mrs Hardstaff	CHAIRMAN
	Cllr James	
	Cllr Mrs McLeish	
	Cllr Mrs Moth	
NEIGHBOURHOOD PLAN WORKING		

GROUP		
	Cllrs Mrs Burborough	
	Cllr Fabricius	
	Cllr Harding	
	Cllrs Mrs Hardstaff	CHAIRMAN
	Cllr Mrs McLeish	
OUTSIDE BODIES		
COMMUNITY HALL MANAGEMENT COMMITTEE		
	Cllrs Mrs McLeish	
	Cllr Mrs Moth	
	Cllr Mrs Burborough	
CHICHESTER DISTRICT ASSOCIATION OF LOCAL COUNCILS (CDALC)		
	Cllr Harding	
	Cllrs Mrs Hardstaff	
WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS		
	Cllr Harding	
	Cllrs Mrs Hardstaff	
TRAVELLER SITE LIAISON		
	Cllr Harding	
LAVANT VALLEY PARTNERSHIP		
	Cllrs Mrs Burborough	
GOODWOOD AIRFIELD CONSULTATIVE COMMITTEE		
	Cllr Harding	
GOODWOOD MOTOR CIRCUIT CONSULTATIVE COMMITTEE		
	Cllr Harding	
ROLLS ROYCE LIAISON COMMITTEE		
	Cllr Fabricius	
GRANGE MANAGEMENT COMMITTEE LIAISON		
	Cllrs Mrs Burborough	
	Cllr James	
CLOSED LANDFILL SITE LIAISON		
	Mr Holman	
A27 IMPROVEMENTS		
	Cllr Fabricius	

NOTICEBOARD MONITORS		
March School	Cllr Mrs Burborough	
Maudlin	Cllr Mrs McLeish	
Westerton	Cllr Mrs Hardstaff	

APPENDIX B

Westhampnett Parish Council

Chairman, Members

My first year back in local government has been somewhat a baptism of fire.

Starting with the option for a northern by-pass or giving it the correct name a 'Fastway', with no junctions apart from the A286 south of Lavant. Had this gone ahead it would have destroyed the lives and livelihoods of many residents particularly those in the hamlets of Westerton and Strettington. It would have been built only metres from their properties before turning left and heading westwards down the Lavant Straight. It would have taken in a great part of the fields used for parking, caravans etc. during the motor sport events at Goodwood. The road would have continued south of Lavant, Hunters Race and Oakwood Park before re-joining the original A27. Millions would have been lost to the local economy.

Moving on, we recently had to determine the application for 400 plus houses at Madgwick Lane / Stane Street. The difficulty in opposing the site was that it had been approved by the planning inspector in the District Council's Housing Location numbers. This was despite vigorous campaigning against the development by the Parish Council and The Goodwood Estate at that local planning enquiry. I still maintain that it was against Planning Policy RE6 – coalescence with the City. Another real concern was that the playing field was approved to be adjacent to Graylingwell. This will mean youngsters needing to cross Madgwick to reach it. – An accident waiting to happen. –

Also, just a reminder that the All Parishes Meeting this year is at the District Council offices on this Thursday, 19th May, 6pm for drinks and nibbles with the meeting commencing at 7pm. The main discussion is on encouraging more recycling by households and concerns over changes being made by WSCC at the Westhampnett Amenity Site.

Chairman, I will finish by thanking you and the Parish Council for always making me feel welcome at your meetings.

I'm willing to answer any questions!!!

Mike Hall

16th May 2016.

PLANNING COMMENTS

Ref No	Address	Proposal
WH/16/01508/FUL - Minor Dev - Dwellings	Pampas Cottage, Claypit Lane, Westhampnett. PO18 0NU	1 no. 4 bedroom dwelling.
Pending		
WH/16/01544/OBG - Lge Scale Maj Dev - Dwellings	Former Maudlin Nursery, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	Variation of a S106 agreement for 12/02360/OUT relating to affordable housing mix.
Pending		
WH/16/00870/FUL - Minor Dev - All Others	Dovecote View, Claypit Lane, Westhampnett, West Sussex, PO18 0NU	Proposed extensions to existing main building and 1 no. additional two storey dementia care residential building
<p>1. Extension and Alterations to the existing building comprising of reorientation of the reception area and the reorganisation of the accommodation and parking. This is an improvement and should be permitted as it contributes to improving to safety on the narrow drive that services the site which currently handles a dangerous mixture of pedestrians, schoolchildren, ambulances, commercial vehicles, HGV deliveries, visitors and residents trying to gain access to their homes. The Parish Council supports this part of the application. 2. A proposed additional building to provide accommodation for 11 people with dementia. The additional building is sited close to the Stane Street boundary. It is a further development on an already over developed site and represents a one third increase in overall accommodation. Its footprint would be significant and on existing 'green' field location that has failed to be protected by an existing tree preservation order.</p> <p>The proposed siting, close to a busy road with a lot of commercial traffic is a potential danger to people suffering from dementia.</p> <p>If permitted, this would create a forty bed establishment, which is more in keeping with a cottage hospital and is considered to be an overdevelopment of the site. The Parish Council considers that the additional building should be opposed. In conclusion, as the two elements are contained within the same application, the Parish Council requests that the application is refused.</p>		
WH/16/01072/FUL - Minor Dev - All Others	Rolls Royce Motor Cars , The Drive, Westhampnett, West Sussex, PO18	Installation of 1 no. extract vent (louvre) and 2 no exhaust stacks.
NO OBJECTION		
WH/16/01103/FUL - Minor Dev - Dwellings	Wherstead, Coach Road(North), Westhampnett, West Sussex. PO18 0NX	Proposed dwelling in land adjacent to Wherstead and proposed vehicular access to existing dwelling.

The Parish Council Objects to the proposed vehicle access from Stane Street and urges that the application is refused for safety reasons. Having reviewed the planning application, Westhampnett Parish Council endorses the safety concerns expressed by Mr & Mrs Craven in respect of the proximity of the proposed vehicle access from Stane Street, which is close to the very busy junction with Coach Road. Stane Street is already an extremely busy road and vehicle movements will increase when the 100 homes on the former hanging basket site to the east, WH/12/02360/OUT are completed (already under construction); and the 300 homes to the west between Stane Street / Madgwick Lane, WH/15/03524/OUTEIA, approved in the Local Plan, have been completed. Additionally, commercial and domestic vehicles associated with the Rolls Royce factory (east) and CDC depot and Transit site (west) exacerbate the dangers at the junction with Coach Road and vehicles turning to access the amenity tip. The Parish Council considers that vehicle access to the site should be from Coach Road, as approved under application 14/01895/FUL

WH/15/03524/OUTEIA - Lge Scale Maj Dev - Dwellings	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	Residential development comprising up to 300 residential dwellings, including an element of affordable housing, with vehicular access from Stane Street and Madgwick Lane, associated landscaping, a community facility, open space and children's play space, surface water attenuation and ancillary works. Changes to parameter and illustrative plans, updated Environmental Statement and revised Non-Technical summary. Formal approval sought for parameter plans. (Changes to parameter and illustrative plans, updated Environmental Statement and revised Non-Technical summary. Formal approval sought for parameter plans.)
Pending		
SDNP/16/00309/CND	Goodwood Park Golf Club Hat Hill Road Goodwood Chichester West Sussex PO18 0QB	Variation of condition no. 2 of planning permission SDNP/15/01440/FUL to allow the continued use of the existing temporary building until the 18th May 2016.
NO OBJECTION		

APPENDIX D

PAYMENTS 15 MARCH - 16 MAY 2016

Date	Payee	Details	Cheque No.	Gross Amount	VAT	Net Amount
14/03/2016	K Atherfold	Design / assembly etc of bus stop bench	100752	250.00		250
24/03/2016	W Harding	Reimb for flowers for Ex-Chair's wife	100753	34.50	5.75	28.75
24/03/2016	G Burt	Mileage	100754	17.74		17.74
24/03/2016	G Burt	Copying	100754	12.60	2.1	10.50
24/03/2016	Sovereign Design Play Systems Ltd	Outdoor Fitness Kit	100755	3,549.12	591.52	2,957.60
24/03/2016	WSCC	Clerk's salary + oncosts - Mar	100756	426.99		426.99
24/03/2016	CDC	Litter/Dog Bin emptying 15-16	100757	595.91	99.31	496.6
11/05/2016	WSCC	Clerk's salary + oncosts - Apr	100758	426.99		426.99
11/05/2016	BRTC	Bench installation at Bus Shelter	100759	125.53	20.92	104.61
11/05/2016	I Whitaker	% Clerking of A27 Parishes meetings	100760	36.96		36.96
11/05/2016	G Burt	Photocopying	100761	11.00	1.83	9.17
11/05/2016	G Burt	Postage	100761	3.74		3.74
11/05/2016	G Burt	Copier paper	100761	2.00	0.33	1.67
11/05/2016	G Burt	SLCC M'Ship	100761	28.19		28.19
11/05/2016	G Burt	Mileage	100761	6.39		6.39

WESTHAMPNETT PARISH COUNCIL			
2015-16 Accounts			
	Original Budget	Revised Budget	Actual
Income			
Balances b/f forecast	28,221.89	28,221.89	28,221.89
Precept	20,000.00	20,000.00	20,000.00
VAT Reclaim		2,719.84	2,719.84
Grants		3,384.00	3,384.00
NHB		4,455.00	4,455.00
Interest		43.48	43.48
Sub Total	48,221.89	58,824.21	58,824.21
Expenditure			
Salaries	6,700.00	6,000.00	5,592.38
Audit	350.00	255.00	255.00
Insurance	700.00	522.26	522.26
Subscriptions	400.00	400.00	612.8
Website	120.00	93.60	93.6
Office Expenses/admin	800.00	1000.00	839.88
Prof Serv - Other	150.00	250.00	250
Prof Serv - Local Plan	2,400.00	2,400.00	1292.50
Neighbourhood Plan	5,000.00		
Training	400.00	444.60	444.6
Elections	1,200.00	173.8	173.8
Play Area Rent	200.00	200.00	100
Play Area Maintenance	1200.00	1,300.00	£1,323.16
Play Area Equipment	500.00	4,500.00	3,687.00
Play Area Inspection	80.00	65.00	65
Bus Shelter Maint	200.00	200.00	
Bin Emptying	1,120.00	1,000.00	863.78
New Litter Bins	1,247.50	669.56	743.96
Grants	280.00	500.00	471.08
Grant - Churchyard	700.00	700.00	700
Village maintenance - tool hir	150.00	166.30	166.3
Village maintenance - fuel + equip maint.	350.00	51.07	51.07
Village maintenance - Equip Purchase	1,384.30		
Miscellaneous Expenses	500.00		
Chairman's Allowance	100.00	266.08	294.83
Operation W'Shed *2		2,100.00	
Finger Sign *2		1,284.00	1,284.00
NHB *2		722.00	4648.39
Net Expenditure Total	26,231.80	25,263.27	24,475.39
VAT Expenditure		2,500.00	2,781.76
Gross Expenditure	26,231.80	27,763.27	27,257.15
Balance c/f forecast	£21,990.09	31,060.94	£31,567.06
*2 Expenditure met by grants			

APPENDIX F

BANK RECONCILIATION				
AS AT 4 MARCH 2016				
PRESENTED TO COUNCIL ON 14 MARCH 2016				
RECEIPTS & PAYMENTS				
Balance brought forward (as at 01/04/2015)		£28,221.89		
Add Total Receipts		30,602.32		
Less Total Payments*		(27,257.15)		
TOTAL		£31,567.06	◀	
BANK				
Barclays - Main AC	(as @ 31/03/2016)	14,362.61		
Barclays - Village Hall AC	(as @ 23/09/2015)	12,916.31		
NS&I	(as @ 01/01/2016)	5,840.65		
Less unresented cheques				
	100729	-100		
	100745	-177.66		
	100751	-217.45		
	100753	-34.50		
	100756	-426.99		
	100757	-595.91		
TOTAL		31,567.06	◀	
*Excludes t/fs between a/cs				

TALLY

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

WESTHAMPTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

_____ dated _____

Signed by:

Chair _____
dated _____

Signed by:

Clerk _____
dated 15/05/2016

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

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

WEST HAMPNETT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	24,078	28,222	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	17,000	20,000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	111.00	10,602	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	3,839	5,592	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	9,128	21,665	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	28,222	31,567	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	28,222	31,567	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	26,552	33,661	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Gregory Burt
Date 15/05/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements

Date