



**Minutes of the Extraordinary Meeting of Billingshurst Parish Council**  
**Wednesday 15 June 2022**  
**7pm**

**Present**

Cllrs Paul Berry (Chairman), Barry Barnes, Edna Benger, Phillip Day, Sandy Duck, Craig Gale, Dave Homer, James Marchant, Roy Margetts, Ken Peters, Caroline Beresford Pratt, Doug Waller and Sarah Wilson.

**In attendance**

G Burt, Clerk to the Council  
5 Members of the Public

**56/22 Chairman's Announcements.**

The Chairman advised that due to a technical hitch, the meeting would not be streamed to the internet this evening.

**57/22 Apologies for Absence**

Apologies for absence were received from Cllrs Garry Commins and Steve Thomas due to prior engagements. On the proposal of Cllr Paul Berry, seconded by Cllr Sarah Wilson, **RESOLVED** that the apologies and reasons given be accepted.

**58/22 To Receive Declarations of Interest and consider any requests for a dispensation.**

None.

*Adjournment for*

**59/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

Martin Hawthorn, representing the *West of Billingshurst*, gave a recap of the situation between the Parish Council and themselves and looked forward to the still TBC meeting between them in due course.

Trevor Leonard reminded Cllrs of the strength of feeling against development at *East of Billingshurst*.

Murray Hughes enquired how the issue of Water Neutrality was affecting the allocation of sites.

Brian Spicer spoke in support of the meeting about an *East of Billingshurst* discussion being held in public.

*Resume Meeting*

*Members agreed to bring forward the next item:*

**60/22 To consider request from promoters of the proposed *East of Billingshurst* development for an initially private meeting to discuss a master plan for the site, if approved by Horsham District Council as a Strategic Site under the next Local Plan.**

Councillors felt that given the controversy surrounding all discussions about development of large sites which would have a huge impact on the village, on the proposal of Cllr Craig Gale, seconded by Cllr Doug Waller, **RESOLVED** that the developers be advised that the Council would be willing to meet with them, in public.

**61/22 2021-22 Accounts**

- a. To receive the Internal Audit Report, (and refer any matter requiring detailed consideration to F&GP Committee)  
On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** to receive the Internal Audit Report 2021-22.
- b. To approve the Annual Return Governance Statement  
On the proposal of Cllr Ken Peters, seconded by Cllr Dave Homer, **RESOLVED** to approve the Annual Return Governance Statement 2021-22 – Appendix A.
- c. To approve the Annual Return Accounting Statements  
On the proposal of Cllr Ken Peters, seconded by Cllr Doug Waller, **RESOLVED** to approve the Accounting Statements for 2021-22 – Appendix B. [Detailed accounts for the year ending 31<sup>st</sup> March 2022 will be considered by the F&GP Committee on 29 June 2022.]

**62/22 To review appointments to committees etc.**

On the proposal of Cllr Paul Berry, seconded by Cllr Sarah Wilson, **RESOLVED** the appointments as set out in Appendix C.

**63/22 Any other matters for information only.**

None.

**64/22 Date of Next Meeting – 6 July 2022.**

*Meeting finished at 7.21pm*

# Section 1 – Annual Governance Statement 2021/22

APPENDIX A

We acknowledge as the members of:

## BILLINGSHURST 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 2022, that:

	Agreed		'Yes' means that this 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.	✓		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.	✓		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 authority to conduct its business or manage its finances.	✓		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.		✓	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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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.	✓		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.	✓		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 authority and, where appropriate, have included them in the accounting statements.	✓		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.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

15-06-2022.


and recorded as minute reference:

61/22 (6)

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

Chairman

Clerk

  
Gregory Burt

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# Section 2 – Accounting Statements 2021/22 for

APPENDIX B

## BILLINGSHURST PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	394,208	377,312	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	373,325	408,779	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	194,270	222,931	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	215,051	228,891	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 <b>RESTATED</b>	41,920	41,920	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments <b>RESTATED</b>	327,520	529,202	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	377,312	209,009	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	355,127	197,542	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	1,779,179	1,758,865	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	432,056	404,459	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	N/A	The Council, as a body corporate, 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 2022 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

*Gregory But*  
08/06/2022

Date

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

15-06-2022

as recorded in minute reference:

61/22(E)

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

*[Signature]*

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2022-23	
(The Council has set the max. membership for Committees to 10 members.)	
<b>COMMITTEES</b>	
Planning & Environment	EB, GC, DH, JM, <b>CBP</b> , SW, <b>DW</b> , ST
Property	BB, PB, <b>SD</b> , DH, RM, <b>CG</b> , PD, ST
Finance & General Purposes	BB, EB, PB, DH, RM, <b>KP</b> , <b>CG</b> , PD
Working Practices	DH, RM, <b>DW</b> , SW, <b>CG</b> , ST
Billingshurst Centre	<b>KP</b> , <b>SW</b> , SD, CG, PB, PD
Complaints (5 members Max)	PB, SD, RM
Complaints Chairman	SD
<b>WORKING PARTIES</b>	
Neighbourhood Plan	SD
Emergency Planning	EB, SD
Internal Audit	DH, RM, PD
Youth Liaison	RM, SW, CG
Jubilee Skatepark WP	BB, PB, DH, CG
Traffic Calming	PB

**Bold** indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
B'hurst Sports & Recn. Assn. (BSRA)	CG
Friends of Station Road Gardens x1	BB, SD
HALC (H'ham Assn Local Ccls)	PD
N'hood Warden Steering Group x2	SD, PB, Clerk
Public Art Steering Group	Clerk
SPD Working Group	SD + Clerk
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
Sussex Police & Crime Comm - Focus Groups	CBP
West Sussex Association Local Councils (WSALC) AGM x2	PD
Youth Council	
B'hurst Flood Action Group	

Updated 16/06/2022