



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

West Hoathly Parish Council Clerks Report January 2024

Actions Taken and points of information not on the agenda

- The fallen tree overhanging the road on Church Hill, close to Finche Field steps has been reported to WSCC.
- The Clerk has emailed ESCC Highways regarding the poor state of Grinstead Lane and has asked for more information on when any substantive patching / resurfacing work is due to take place.
- As agreed at the Finance Committee meeting in December, the Clerk & RFO are in the process of completing the application forms to open the additional bank account with Cambridge Building Society. This is to ensure that Parish Council funds are protected by the FSCS. The Council Saver allows funds to be withdrawn twice a month if necessary.

Information for items on the agenda-

Item 11 – Mid Sussex Applauds

[Nominations are now open for the Mid Sussex Applauds 2022 - Mid Sussex Applauds](#)

Item 12 – Parish Assembly

The agenda for the Parish Assembly on the 4th March needs to be agreed. The agenda will be published 2 weeks in advance.

Item 13- Change in website host from the 1st April 2024

Our current website host 2commune have advised that due to an ongoing dispute with Cuttlefish, Cuttlefish will no longer supply the website technology to 2commune after 31st March 2024.

Cuttlefish will be providing our website provision directly from 1st April 2024

Email details from Cuttlefish

Same great functionality

We can provide the same website, domain and emails that you currently have, with the same access and functionality that you are used to. There will be no need to learn anything new, migrate information or rewrite anything.

Same price

We will be providing the same service rates that you currently pay and we will not be charging hosting for the months prior to your usual 2commune renewal dates.

Same compliance

We will ensure that your website meets all government compliance requirements and stay abreast of new developments.

New support

Our helpful and dedicated team at Cuttlefish, with over 20 years of experience with council websites, will be happy to assist you directly with queries and training.

Item 14- Mid Sussex Consultation Submission Draft District Plan 2021-2039 (Regulation 19)

Mid Sussex District Council has published a submission draft District Plan 2021-2039 for consultation from the 12th January, closing 23:59 on the 23rd February 2024.

The Mid Sussex District Plan 2014-2031 was adopted in March 2018. In accordance with legislation and national policy, Local Plans must be reviewed every five years and updated as necessary. The adopted District Plan commits the Council to reviewing the Plan with submission to the Secretary of State in 2023. The submission draft District Plan 2021-2039 is published for Regulation 19 consultation which is the first formal stage in its preparation.

The draft Mid Sussex District Plan 2021-2039 reviews and updates the adopted vision and strategic objectives while implementing a revised strategy to guide growth during the plan period. It provides updated and new policies to ensure that the Plan remains effective and in accordance with National Policy. It also includes new housing allocations to meet identified housing needs. The drafting of the Plan is supported by a proportionate, up-to-date and robust evidence base available alongside the consultation documents.

All of the consultation documents can be viewed on the Regulation 19 Consultation webpage at <https://midsussex.inconsult.uk/districtplanreg19/>. Supporting evidence is accessible from this webpage.

At Regulation 19, responses must follow the format required by the Planning Inspectorate and be framed around the Tests of Soundness and legal compliance. Responses can be submitted online using the above link, this is the easiest way to respond to the consultation and will facilitate the processing of responses. Detailed guidance on how to respond to this consultation is available on that page.

All responses made through the consultation will be collated by the District Council and submitted to the independent Inspector appointed by the Secretary of State alongside the submission District Plan, statutory documentation and full evidence base.

For any queries, please visit www.midsussex.gov.uk/districtplan or contact the Planning Policy team on planningpolicy@midsussex.gov.uk or by telephone (01444) 477053

Item 17- Correspondence

Email from Mulberry & Co – attached

Email from WSCC regarding Community Highways Scheme application- attached

Leanne Andrews 25th January 2024

Dear Clerk/RFO

Thank you for using Mulberry & Co as your internal auditor this year.

We contacted you earlier in the year informing you of our hourly rate increase for 2023/24 to £65 and offering you the opportunity to agree a three-year engagement term with us whereby that price would be fixed until the end of the 2025/26 financial year audits.

While most councils have taken up this offer to secure a fixed cost to help their forward budgeting, our records indicate that you have not.

We are therefore writing to offer you a final opportunity to take advantage of this offer and fix your hourly internal audit rate until the end of the 2025/26 financial year audits at £65 per hour.

To take up this offer, you must confirm by email to councils@mulberryandco.co.uk by close of business on **29 February 2024** that you wish to enter the longer term engagement with us.

If you choose not to take up this option but wish to renew your arrangements with us on an annual basis, please be advised that the hourly rate for 2024/25 is increasing to £70 per hour.

As a reminder, the other benefits of being an internal audit client of Mulberry & Co include:

- Year-round internal audit support and advice from your assigned internal auditor
- Updates throughout the year of key changes to proper practices
- Ongoing financial and governance support from our dedicated Local Authority team members
- Discounted rates on the range of councillor and officer training courses (more information available via this [link](#))
- Provision of locum support *
- Provision of dedicated reviews of councils policies and procedures *

** Additional costs apply*

Mulberry & Co has been at the leading edge of internal audit provision across the southeast for the last fifteen years and we have now expanded our portfolio to include over 230 Town and Parish Councils in 17 counties across the country, with precepts ranging from under £10,000 to over £4 million.

We were instrumental in the establishment of the Internal Audit Forum, a group recognised by NALC as *'a pivotal partner in promoting the growth, development and understanding of internal audits to local councils'* and we play a key role in developing the forum and continuing to improve the standards of internal audit.

Our expanding team of dedicated local authority specialists have wide-ranging sector experience and can support councils in a variety of ways. We also have some exciting

developments planned during 2024/25, including a new website dedicated to the local authority sector, as we aim to ensure we continue to provide the level of expert support and advice you have become accustomed to.

We look forward to continuing to work with you.

Kind regards

Andy

Andy Beams

Local Authority Consultant



Mulberry & Co

Mobile 07428 647069

Office 03303 450590

[Training Programme for Local Councils](#)

Dear Leanne

Thank you for your email, regarding your Community Highway Scheme, for improved pedestrian crossing facilities at the junction of Top Road and Church Hill.

Following our moderation meeting on the 22nd of November 2023, I can confirm that the above scheme was unsuccessful and is being taken forward for inclusion in next year's programme of Highway Improvements. However it is being taken forward for a feasibility study this year to be taken back to moderation this autumn.

I will be in touch once our feasibility study is underway hopefully within the next two to three months. If you would like further information, please do not hesitate to give me call.

Kind regards,
Christine

Christine Ellison

Assistant Highway Manager Eastern Team
Place Services
Highways, Planning and Transport
West Sussex County Council

Location: Eastern Team Office, Jobs Depot, Pookbourne Lane, Hickstead, West Sussex, BN6 9HD

Telephone: 01243 642105

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)



Did you know you can follow West Sussex Highways on Twitter? [@WSHighways](#)

Delivering excellent customer service



The Institute of
Customer Service

List of Payments made between 19/12/2023 and 23/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	lloyds credit card chg	CC	3.00		lloyds credit card chg
02/01/2024	Unity Bank	CHGS	18.00		Unity Bank charges
23/01/2024	HMRC Jan remittance	2324124	697.62		HMRC Jan remittance
23/01/2024	WSSC Local Govt Pension Scheme	2324125	552.40		WSSC Local Govt Pension Scheme
23/01/2024	Salaries	2324126	2,093.18		Salaries
23/01/2024	Dorian Fretwell	2324127	276.00		Dorian Fretwell VH Cleaning
23/01/2024	Colin Gibbs	2324128	40.63		Colin Gibbs Handyman sal
23/01/2024	Barcombe Landscapes Ltd	2324129	1,302.00		Barcombe Landscapes Ltd
23/01/2024	Fosters Landscapes	2324130	756.00		Fosters Landscapes bins/inspec
23/01/2024	Business Stream	2324131	41.80		Business Stream NLR
23/01/2024	British Telecom	2324132DD	65.94		British Telecom
23/01/2024	Open Spaces Society	2324133	45.00		Open Spaces Society Subs
23/01/2024	Monitor Cleaning	2324134	255.30		Monitor Cleaning
23/01/2024	Southern Electric	2324135DD	101.38		Southern Electric NLR
23/01/2024	Southern Electric	2324136DD	77.78		Southern Electric Public WC
23/01/2024	Lloyds Credit Card chg	CC	3.00		Lloyds Credit Card chg
23/01/2024	CC Besthost website hosting	CC	102.00		CC Besthost website hosting
23/01/2024	TWHVH Credit card exp	CCTWHVH	32.99		TWHVH Credit card exp
Total Payments			6,464.02		

Detailed Receipts & Payments by Budget Heading 23/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	88,018	88,018	0			100.0%	
1090 Interest Received	2,076	200	(1,876)			1038.2%	
1300 Other Income	76	0	(76)			0.0%	
1301 TWHVH CC Income	680	0	(680)			0.0%	
1310 JUBILEE	1,605	0	(1,605)			0.0%	1,605
1610 S106 Receipts	3,243	0	(3,243)			0.0%	
1800 TWHVH Employee Costs	2,691	0	(2,691)			0.0%	
1850 TWHVH Vat	514	0	(514)			0.0%	
	98,904	88,218	(10,686)			112.1%	1,605
Income :- Receipts							
	98,904	88,218	(10,686)				
Net Receipts							
6001 less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	97,299						
110 Administration							
4000 Salaries	24,044	28,289	4,245		4,245	85.0%	
4001 Hall Cleaning	3,036	0	(3,036)		(3,036)	0.0%	
4002 Handyman Salary	1,288	1,726	438		438	74.6%	
4030 Employer On Costs	5,618	7,965	2,347		2,347	70.5%	
4070 Training/Courses	120	1,200	1,080		1,080	10.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	81	120	39		39	67.5%	
4110 Audit Fees	652	900	248		248	72.5%	
4120 Professional Fees	2,715	0	(2,715)		(2,715)	0.0%	
4130 Premises Licence Fee	70	80	10		10	87.5%	
4140 Subscriptions & Memberships	1,218	1,500	282		282	81.2%	
4150 Insurance	1,631	2,000	369		369	81.6%	
4160 Stationery	35	400	365		365	8.7%	
4170 Telephone & Broadband	713	800	87		87	89.2%	
4180 Website	150	800	650		650	18.8%	
4190 IT	220	650	430		430	33.8%	
4200 Office Expenses	31	0	(31)		(31)	0.0%	
4230 TWHVH CREDIT CARD expenses	688	0	(688)		(688)	0.0%	
4240 Grants & Donations	4,950	5,000	50		50	99.0%	
4260 PWLB	0	2,134	2,134		2,134	0.0%	
5000 Jubilee Payments only	1,462	0	(1,462)		(1,462)	0.0%	1,462
	48,723	53,664	4,941	0	4,941	90.8%	1,462
Administration :- Indirect Payments							
	(48,723)	(53,664)	(4,941)				
Net Payments							
6000 plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	(47,261)						

Detailed Receipts & Payments by Budget Heading 23/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Allotments</u>							
1500 Allotments Rent	585	600	15			97.5%	
Allotments :- Receipts	<u>585</u>	<u>600</u>	<u>15</u>			<u>97.5%</u>	<u>0</u>
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	16	250	234		234	6.4%	
Allotments :- Indirect Payments	<u>16</u>	<u>500</u>	<u>484</u>	<u>0</u>	<u>484</u>	<u>3.2%</u>	<u>0</u>
Net Receipts over Payments	<u>569</u>	<u>100</u>	<u>(469)</u>				
<u>130 Finche Field</u>							
4400 Grass Cutting	2,363	1,350	(1,013)		(1,013)	175.0%	
4410 Finche Field Mowing	250	350	100		100	71.4%	
4420 Maintenance	73	500	427		427	14.5%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	<u>2,685</u>	<u>2,400</u>	<u>(285)</u>	<u>0</u>	<u>(285)</u>	<u>111.9%</u>	<u>0</u>
Net Payments	<u>(2,685)</u>	<u>(2,400)</u>	<u>285</u>				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	<u>500</u>	<u>500</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4300 Water Charges	112	0	(112)		(112)	0.0%	
4420 Maintenance	94	250	156		156	37.6%	
4500 NLR Maintenance Contract	2,735	3,200	465		465	85.5%	
North Lane Recreation Ground :- Indirect Payments	<u>2,941</u>	<u>3,450</u>	<u>509</u>	<u>0</u>	<u>509</u>	<u>85.3%</u>	<u>0</u>
Net Receipts over Payments	<u>(2,441)</u>	<u>(2,950)</u>	<u>(509)</u>				
<u>150 Sharpthorne Old Playground</u>							
4400 Grass Cutting	0	250	250		250	0.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	<u>0</u>	<u>350</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(350)</u>	<u>(350)</u>				
<u>160 Playgrounds</u>							
4420 Maintenance	1,124	1,000	(124)		(124)	112.4%	
4550 Playbark	281	300	19		19	93.8%	
4560 Inspections	630	750	120		120	84.0%	
Playgrounds :- Indirect Payments	<u>2,035</u>	<u>2,050</u>	<u>15</u>	<u>0</u>	<u>15</u>	<u>99.3%</u>	<u>0</u>
Net Payments	<u>(2,035)</u>	<u>(2,050)</u>	<u>(15)</u>				

Detailed Receipts & Payments by Budget Heading 23/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	46	46	0			99.8%	
Infrastructure :- Receipts	<u>46</u>	<u>46</u>	<u>0</u>			<u>99.8%</u>	<u>0</u>
4420 Maintenance	755	2,000	1,245		1,245	37.8%	
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	180	150	(30)		(30)	120.0%	
4640 Tree Work and Surveys	310	2,500	2,190		2,190	12.4%	
4641 Bluebell Wood Management	170	2,800	2,630		2,630	6.1%	
4650 Selsfield Common	0	100	100		100	0.0%	
4660 Sharpthorne Green	0	300	300		300	0.0%	
4670 Vinols Cross Area	220	600	380		380	36.7%	
4680 Cookhams Wood Verge	0	400	400		400	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	0	750	750		750	0.0%	
4740 Verge alongside Courtlands	0	500	500		500	0.0%	
5010 S106 Expenditure	3,243	0	(3,243)		(3,243)	0.0%	
Infrastructure :- Indirect Payments	<u>4,878</u>	<u>12,250</u>	<u>7,372</u>	<u>0</u>	<u>7,372</u>	<u>39.8%</u>	<u>0</u>
Net Receipts over Payments	<u>(4,832)</u>	<u>(12,204)</u>	<u>(7,372)</u>				
<u>180</u> <u>Premises</u>							
4300 Water Charges	22	750	728		728	3.0%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	2,109	3,000	891		891	70.3%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	808	1,000	192		192	80.8%	
Premises :- Indirect Payments	<u>3,270</u>	<u>5,700</u>	<u>2,430</u>	<u>0</u>	<u>2,430</u>	<u>57.4%</u>	<u>0</u>
Net Payments	<u>(3,270)</u>	<u>(5,700)</u>	<u>(2,430)</u>				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	7,763	0	(7,763)			0.0%	
VAT Data :- Receipts	<u>7,763</u>	<u>0</u>	<u>(7,763)</u>				<u>0</u>
515 VAT on Payments	2,915	0	(2,915)		(2,915)	0.0%	
VAT Data :- Indirect Payments	<u>2,915</u>	<u>0</u>	<u>(2,915)</u>	<u>0</u>	<u>(2,915)</u>		<u>0</u>
Net Receipts over Payments	<u>4,848</u>	<u>0</u>	<u>(4,848)</u>				

Detailed Receipts & Payments by Budget Heading 23/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	107,797	89,364	(18,433)			120.6%	
Payments	67,462	80,364	12,902	0	12,902	83.9%	
Net Receipts over Payments	<u>40,335</u>	<u>9,000</u>	<u>(31,335)</u>				
plus Transfer from EMR	1,462						
less Transfer to EMR	1,605						
Movement to/(from) Gen Reserve	<u>40,192</u>						

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 24 January 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

23/01/2024	Current Account	6,510.34	
23/01/2024	Deposit Account	114,697.78	
			121,208.12

Other Cash & Bank Balances

20,000.00

141,208.12

Unpresented Payments

6,206.12

135,002.00

All Cash & Bank Accounts

1	Current Bank A/c	304.22
2	Deposit Account	114,697.78
	Other Cash & Bank Balances	20,000.00
	Total Cash & Bank Balances	135,002.00

List of Payments made between 15/12/2023 and 23/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2024	West Hoathly Parish Council	232451	345.00		WHPC DF cleaning
23/01/2024	Brix Builders WC repairs	232452	210.50		Brix Builders WC repairs
23/01/2024	Southern Electric	232453DD	304.23		Southern Electric
23/01/2024	Spa Oil Services	232454	362.25		Spa Oil Services
23/01/2024	Maurice Rodwell	232455	54.00		Maurice Rodwell
23/01/2024	HQ Plumbing	232456	191.40		HQ Plumbing flat boiler servic
23/01/2024	Colin Gibbs expenses	232457	6.00		Colin Gibbs expenses
23/01/2024	Business Stream	232458	85.04		Business Stream waste water
23/01/2024	Unity Trust bank charges	CHGS	18.00		Unity Trust bank charges

Total Payments 1,576.42

Detailed Receipts & Payments by Budget Heading 23/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1100 Flat Rent	5,900	6,600	700			89.4%	
1200 Hall Hire	7,429	8,675	1,246			85.6%	
1400 Interest Received	126	0	(126)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
Income :- Receipts	14,455	15,275	820			94.6%	0
Net Receipts	14,455	15,275	820				
120 Cleaning							
4100 Cleaning	3,036	3,590	554		554	84.6%	
4110 Cleaning Supplies	92	300	208		208	30.5%	
4120 Window Cleaning	210	350	140		140	60.0%	
4130 Garden Maintenance	44	200	156		156	22.0%	
Cleaning :- Indirect Payments	3,382	4,440	1,058	0	1,058	76.2%	0
Net Payments	(3,382)	(4,440)	(1,058)				
130 Fire Safety							
4200 Pat Testing	150	150	0		0	100.0%	
4210 Emergency Lighting Testing	48	150	102		102	32.0%	
4220 Fire Safety	195	300	105		105	64.9%	
Fire Safety :- Indirect Payments	393	600	207	0	207	65.5%	0
Net Payments	(393)	(600)	(207)				
140 General Maintenance							
4300 Hall Repairs and Maintenance	1,707	4,700	2,993		2,993	36.3%	
4310 Flat Repairs and Maintenance	292	800	508		508	36.5%	
4330 Piano Tuning	75	80	5		5	93.8%	
General Maintenance :- Indirect Payments	2,074	5,580	3,506	0	3,506	37.2%	0
Net Payments	(2,074)	(5,580)	(3,506)				
150 Heating							
4400 Boiler Servicing	329	300	(29)		(29)	109.7%	
4410 Heating Oil	1,113	2,500	1,387		1,387	44.5%	
Heating :- Indirect Payments	1,442	2,800	1,358	0	1,358	51.5%	0
Net Payments	(1,442)	(2,800)	(1,358)				

Detailed Receipts & Payments by Budget Heading 23/01/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Utilities & Contracts</u>							
4320 PHS Contracts	346	400	54		54	86.4%	
4500 Electricity	578	1,200	622		622	48.2%	
4520 Water Charges	352	800	448		448	44.0%	
4530 General	66	200	134		134	32.8%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	169	210	41		41	80.6%	
4560 Website	45	100	55		55	45.0%	
4580 Planning & Fees (Flat staircas	719	3,900	3,181		3,181	18.4%	
Utilities & Contracts :- Indirect Payments	<u>2,395</u>	<u>6,960</u>	<u>4,565</u>	<u>0</u>	<u>4,565</u>	<u>34.4%</u>	<u>0</u>
Net Payments	<u>(2,395)</u>	<u>(6,960)</u>	<u>(4,565)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	731	0	(731)		(731)	0.0%	
VAT Data :- Indirect Payments	<u>731</u>	<u>0</u>	<u>(731)</u>	<u>0</u>	<u>(731)</u>		<u>0</u>
Net Payments	<u>(731)</u>	<u>0</u>	<u>731</u>				
Grand Totals:- Receipts	<u>14,455</u>	<u>15,275</u>	<u>820</u>			<u>94.6%</u>	
Payments	<u>10,417</u>	<u>20,380</u>	<u>9,963</u>	<u>0</u>	<u>9,963</u>	<u>51.1%</u>	
Net Receipts over Payments	<u>4,038</u>	<u>(5,105)</u>	<u>(9,143)</u>				
Movement to/(from) Gen Reserve	<u>4,038</u>						

Trustees of West Hoathly Village Hall

Bank - Cash and Investment Reconciliation as at 24 January 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

24/01/2024	Unity Trust Current	11,849.46
23/01/2024	Deposit Account	6,905.45

18,754.91

Other Cash & Bank Balances

0.00

18,754.91

Unpresented Payments

1,254.19

17,500.72

Receipts not on Bank Statement

0.00

Closing Balance

17,500.72

All Cash & Bank Accounts

1	Current Bank A/c	10,595.27
2	Deposit Account	6,905.45
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	17,500.72
