

# Annual Internal Audit Report 2019/20

Chalvington with Ripe Parish Council

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

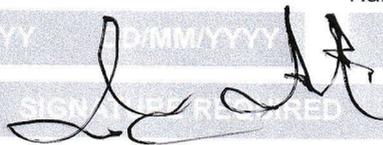
For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/05/20

DD/MM/YYYY

Name of person who carried out the internal audit



ENTER NAME OF INTERNAL AUDITOR

PETER FROST

Signature of person who carried out the internal audit

Date

21/05/20

\*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 2019/20

We acknowledge as the members of:

*Chalvington with Ripe 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 2020, 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.	✓			<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	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

*01/06/2020*

and recorded as minute reference:

*Agenda item 8a*

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

Chairman

Clerk

*[Handwritten signatures of Chairman and Clerk]*

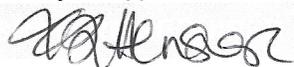
## Section 2 – Accounting Statements 2019/20 for

Chalvington with Ripe Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	11222	36902	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	10818	13000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30750	10130	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	11499	10757	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	4389	9435	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	36902	39840	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	36902	39840	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	439	439	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 2020 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



1/6/2020

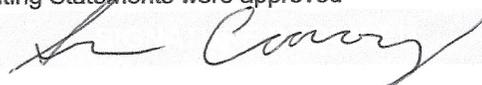
I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2020

as recorded in minute reference:

01/06/2020

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



## CIL Proposal

### Automatic Number Plate Recognition (ANPR)

An increasing number of residents are becoming concerned about vehicles speeding through the village, anti social driving and inappropriate vehicles using our lanes as a “rat run”. In addition there have been a high number of crimes in the area relative to the population.

The Parish Council is looking into reducing the speed limits within the two villages to 20 mph and Deanland could also be referenced if residents consider that there is an issue. Reducing speed limits would be helpful but for them to have an impact some form of enforcement would also be required.

ANPR cameras would provide a solution to these problems. The cameras are discrete but would be accompanied by appropriate signs to encourage motorists to respect our communities. The object here is prevention rather than prosecution.

ANPR cameras can provide a whole range of facilities including; maximum speed measurement, average speed measurement, volume of traffic, type of vehicle, and noise measurement. From a crime prevention point of view there is substantial evidence that areas protected by ANPR show significant reduction in crime levels.

The system would be operated by a series of exception reports. For example if speeding was a concern then reports can be generated which record all vehicles which break the speed limit within a certain period and the drivers of these vehicles could be spoken to or, if they persisted, then they could be reported to the police. If a crime has been committed then the police could be given access to the data recorded by the cameras and they could identify unfamiliar vehicles entering the village.

It is important to note that the cameras do not record people only vehicles so privacy is maintained.

The cost of the system is about £8400 per camera plus a monthly maintenance fee of £80. These costs have not been negotiated nor have comparative quotes been obtained.

The proposal meets the set out by the PC:

- should benefit a high proportion of residents within the parish- yes.
- should complement the rural nature of the parish- yes.
- should be a new facility i.e. should not duplicate an existing facility- yes.
- should help to alleviate the volume of traffic i.e. should not encourage traffic- yes.
- should improve the environment- yes.
- should enhance the quality of life of parishioners and should not be to the detriment of anyone- yes
- must have no or low ongoing costs- needs further review
- must not have any likelihood of public liability- yes.

## **Bike Posts**

**Bike posts- £120 plus VAT each, 150mm x 100mm oak, routed bike symbol, holes drilled to lock bikes through. Stainless steel strip set into grooves running down each side to prevent sawing the post through.**



# CHALVINGTON WITH RIPE PARISH COUNCIL

Budget for 2020-2021

2020-2021

		Budget		Actual Income & Expenditure to date	Remaining Budget
<b>Routine Income and Expenditure</b>					
<b>Income</b>		£			
	Precept	£	13,000.00	£13,000.00	£ -
	VAT rebate				£ -
	Bank Interest	£	-	£9.69	-£ 9.69
	uncashed cheque			£219.27	
	Other			£1,140.00	
	SSALC	£	-		£ -
		<b>£</b>	<b>13,000.00</b>	<b>£14,368.96</b>	<b>-£ 1,368.96</b>
<b>Expenditure</b>					£ -
<b>Administration</b>					£ -
	Clerk - PC meetings				£ -
	Salary/NI/Tax	£	4,506.00	£4,709.76	-£ 203.76
	Overtime	£	644.00	£961.86	-£ 317.86
	Expenses	£	450.00	£580.18	-£ 130.18
	Hall Hire - meetings	£	160.00	£24.00	£ 136.00
	Conf/Course fees/travel	£	150.00	£90.00	£ 60.00
	Insurance	£	300.00	£306.92	-£ 6.92
	Audit/Prof Fees	£	500.00	£288.01	£ 211.99
	Elections	£	330.00		£ 330.00
	Sundry	£	100.00	£42.98	£ 57.02
					£ -
		<b>£</b>	<b>7,140.00</b>	<b>£7,003.71</b>	<b>£ 136.29</b>
<b>Subscriptions</b>					£ -
	SSALC	£	383.00	£375.13	£ 7.87
	Wealden Dist ALC	£	20.00	£22.00	-£ 2.00
	ICO	£	40.00	£35.00	£ 5.00
		<b>£</b>	<b>443.00</b>	<b>£432.13</b>	<b>£ 10.87</b>
<b>Grants and Subsidies</b>					£ -
	PCC - mowing	£	750.00		£ 750.00
	Trustees - H-B Hall	£	350.00	£0.00	£ 350.00
	Cuckmere Comm Bus	£	100.00	£125.00	-£ 25.00
	Remembrance Wreath	£	45.00	£45.00	£ -
	Villages MF	£	-		£ -
		<b>£</b>	<b>1,245.00</b>	<b>£ 170.00</b>	<b>£ 1,075.00</b>
<b>Specific Projects</b>					£ -
	Website	£	240.00	£680.58	-£ 440.58
	Parish Emerg Plan	£	-		£ -
	Public space field	£	-		£ -
	Fingerpost signs	£	-	£450.00	-£ 450.00

Income Over Expend	£	1,500.00	£2,084.99	-£	584.99
		£1,740.00	£3,215.57		-£1,475.57
<b>Other</b>	<b>£</b>	<b>2,432.00</b>	<b>£450.00</b>		
<b>Total Expenditure</b>		<b>£13,000.00</b>	<b>£11,271.41</b>		<b>-£253.41</b>
<b>Net</b>		<b>£2,432.00</b>	<b>£3,097.55</b>		<b>£1,115.55</b>

**CIL**

<b>Previous Income</b>	£	35,435.80			
Income					£0.00
<b>Total Income</b>			<b>£35,435.80</b>		<b>£0.00</b>

**Expenditure**

Admin					
Defibrillator					
Church Gates			£3,100.00		
Village Hall Kitchen			£6,000.00		
Legal Fees			£1,470.00		
<b>Total expenditure</b>			<b>£10,570.00</b>		
<b>Net</b>			<b>£24,865.80</b>		<b>£0.00</b>

<b>Cash Balance</b>	£0.00	£24,865.80	£24,865.80
<b>Total Expenditure inc CIL</b>		£21,841.41	

Starting

Balance	£	38,598.77	Current account
	£	1,242.05	Savings Account
<b>Total</b>		<b>£39,840.82</b>	

Current Balance (Dec)	Current A/c	£6,021.48
	Savings A/C	£26,346.19
		<b>£32,367.67</b>

# CHALVINGTON WITH RIPE PARISH COUNCIL

Budget for 2021-2022

2021-2022

		Budget		Actual Income & Expenditure to date	Remaining Budget
<b>Routine Income and Expenditure</b>					
<b>Income</b>		£			
	Precept	£	13,000.00	£	13,000.00
	VAT rebate			£	-
	Bank Interest	£	-	£	-
	uncashed cheque				
	Other				
	SSALC	£	-	£	-
		£	<b>13,000.00</b>	<b>£0.00</b>	<b>£ 13,000.00</b>
<b>Expenditure</b>				£	-
<b>Administration</b>				£	-
	Clerk - PC meetings			£	-
	Salary/NI/Tax	£	4,506.76	£	4,506.76
	Overtime	£	53.64	£	53.64
	Expenses	£	450.00	£	450.00
	Hall Hire - meetings	£	160.00	£	160.00
	Conf/Course fees/travel	£	100.00	£	100.00
	Insurance	£	310.00	£	310.00
	Audit/Prof Fees	£	500.00	£	500.00
	Elections	£	500.00	£	500.00
	Sundry	£	100.00	£	100.00
				£	-
		£	<b>6,680.40</b>	<b>£0.00</b>	<b>£ 6,680.40</b>
<b>Subscriptions</b>				£	-
	SSALC	£	380.00	£	380.00
	Wealden Dist ALC	£	24.00	£	24.00
	ICO	£	35.00	£	35.00
		£	<b>439.00</b>	<b>£0.00</b>	<b>£ 439.00</b>
<b>Grants and Subsidies</b>				£	-
	PCC - mowing	£	750.00	£	750.00
	Trustees - H-B Hall	£	350.00	£	350.00
	Cuckmere Comm Bus	£	100.00	£	100.00
	Remembrance Wreath	£	45.00	£	45.00
	Villages MF	£	750.00	£	750.00
		£	<b>1,995.00</b>	<b>£ -</b>	<b>£ 1,995.00</b>
<b>Specific Projects</b>				£	-
	Website	£	144.00	£	144.00
	Parish Emerg Plan	£	100.00	£	100.00
	Public space field	£	-	£	-
	Fingerpost signs	£	180.00	£	180.00



Proposer	Proposal	Comment	Cost	Criteria met									Rating	
				1	2	3	4	5	6	7	8	9		
	Improve island in Ripe	Beware Highways restrictions	£20,000	*	*	*	*	*	*	*	*	*	*	5
	Improve island in Ripe	Check.												
	Improve island in Ripe	Then check all other clearances		*	*	*	*	*	*	*	*	*	*	
		Add Pepperham island	£10,000	*	*	*	*	*	*	*	*	*	*	5
	Bike racks	Compliments island idea	£500	*	*	*	*	*	*	?	*	*		5
		Check location with neighbours												
		Popular with cyclists												
		Try one rack, Clubs pay for?												
	chicanes at village entrances	other sources of funding?	£6,000	*	*	*	*	*	*	*	*	*	*	5
		replaces speed bumps												
		Bill to check												
	ANPR x 1	reduce speeding and crime	£8,000	*	*	*	*	*	*	*	?	*		5
		confirm on cost, check restrictions												
		reduce to 1 which could be moved												
	Village hall kitchen improvements	rather contribute to extension	£6,000	*	na	*	na	na	na	*	*	*		3
		of hall. & see overall plan for hall												
	new gates for Ripe church yard	check fund PCC funds available	£3,100	*	*	*	na	*	*	*	*	*		3
	Community Exercise and well being space	Already available at Yew Tree	?	*	*	x	?	*	*	x	*	*		1
		Possibly link with Petanque												
	Petanque pitch	already available at Deanland	£2,300	x	na	x	x	na	*	x	?	?		1
		check if Yew Tree would accommodate												
	new notice boards x 2	replacing old boards	£829	*			X	na	*	*	*	*		n/a
		residents repair												
	suport for lonely OAP lunches	one off donation to help fund	£250		*			*	*	*	*			
	electric socket on island xmass tree	complements island		*	*	*		*	*	*				
	defibrillator	located in old phone box	£4,000	*	*			*	*					

Criteria			
benefit > 50% of residents	1	improve environment	5
compliment rural nature	2	enhance quality of life	6
new facility	3	Not disadvantage anyone	7
reduce traffic	4	no/low ongoing cost	8
		no public liability	9

## Consultation

149 Petition Letters objecting

118 Deanland agreement Signatures

45 Other letters

Not all letters mentioned all areas and a few comments did not relate to the consultation

### These letters I have broken down into these sections

	<u>Churchyard Gates</u>	<u>Main Island</u>	<u>Pepperham island</u>	<u>Bike posts</u>			
118-45= 163							
Total favour	29		10	11	22		
Favour with cost reduction & amendments	2		26	12	8	<u>Further ideas</u>	
Electricity supply			2				
Favour of general tidy up	9		3	18			
Other	3		2	2	4	Highways to fill in pot holes 1	
Total	43		43	43	34	163	2nd defibrillator 1
							Sleeping policeman 1
							Electric car charging point 1
							charging point for mobility scooters 1
							Shelter for mobility scooters 1
							return money to Wealden 1

### Comments

No edging and posts

reinstating the post which exists before the millennium

Tree with 3 benches

bench rather than circular seat

Local artist to supply vill sign

Bird motif reused

use Local landscaper

Not wheel chair or elderly accessible on the roundabouts

Implement a speed table

### Figures

against 149

for 161

310

### To Note

207 Petition letters were received

207

These were checked for the following and reduced due to:

Duplicated 13 (\*)

13

Not on the electoral register 37

37

Spoiled Paper 8 (\*\*)

8

**149**

All Deanland signatures were on the electoral register

\*Please note duplicate refers to a resident sending in more than one response only one response is counted per resident

\*\* Please note spoiled refers to the name and address being illegible or to the content of letters that were of a abusive nature

## **CIL Process Statement**

CRPC wrote to parishioners asking for comments on CIL proposals according to an agreed deadline. 45 letters were received in response. The closing date was **21<sup>st</sup> August 2020**.

These 45 individual letters were checked against the electoral register. All those in this group were on the electoral register. 2 abusive letters were removed.

The names and addresses of those sending these letters were redacted by the Clerk. They were then viewed by councillors who wanted to see comments that would be helpful in carrying out CIL proposals. This meeting took place on October 19<sup>th</sup> in Hayton Baker Hall, observing all rules of social distancing.

The Parish Council received 207 signatories to a petition put together by those opposing CIL proposals. The Clerk checked that those signing the petition were on the electoral register. The Clerk found signatories not on the electoral register, petitions not signed, some illegible, others were duplicates. In total 58 petition letters were invalid. The Chair checked the Clerk's findings and confirmed her findings.

A councillor from Deanland received 118 signatures from Deanland residents approving the CIL proposals. He was unable to distribute CIL leaflets sent to all other parishioners because the Management at Deanland does not allow leafletting. He therefore went in person as a CRPC councillor to discuss proposals in the leaflet that had been distributed to all other residents in the parish. Deanland Councillors confirmed that all those who signed were on the electoral register.

Trevor Scott (Chair of Wealden Council) and Trevor Leggo, (Sussex Association of Local Councils) were informed when complaints were received from parishioners about harassment. One parishioner was recorded during the November 2020 CRPC meeting stating that those seeking signatures to the petition had called at her house on six separate occasions when she had made it clear she would not sign.

In November CRPC took advice from Surrey Hills solicitors to ensure that all CIL procedures were carried out according to due process. They confirmed the processes used were correct. In November, the Chair and Clerk also informed Cllr Watts and Cllr Bennett of the CIL process.

The minutes from the November meeting were as follows:

### **1. CIL – COMMUNITY INFRASTRUCTURE LEVY**

#### **To agree the dissolution of the CIL working party**

*The Chair reported in a previous meeting of the Parish Council that the CIL working party needs to be formally disbanded. The Chair also stated that the Working Party had not operated since June 1st which was when it delivered its report at the Parish Council meeting.*

*The Chair asked members to vote on disbanding the CIL working party. The Chair thanked the members for their work on checking CIL projects to ensure they met established guidelines. Members unanimously agreed to disband the CIL working party.*

#### **To agree proposals announced in the CIL presentation**

##### **The Chair asked members to vote on the following proposals:**

- *To support the replacement of the churchyard gates in Ripe*
- *To install oak bike posts.*

- *To make improvements to the two islands in Ripe accepting parishioner's suggestions on simplifying the designs. To make savings to be spent elsewhere and when the cost is known and understood to place a cap on expenditure. – (see item below)*
- *Savings will support parishioners who wish to create a community space. A group of residents will form a properly constituted committee to carry forward their ideas. A community space will operate independently of the parish council. CIL money would provide a contribution towards equipment required. The Clerk may be able to direct the committee towards other funding sources to which they can apply. The Council will allow 18 months for a community space committee to be formed and apply for CIL funds.*

All members voted on each item and all members unanimously agreed these proposals.

Fiona Hensher

December 2020

Dear Parish Council,

RE: The Community infrastructure Levy Fund

I am making formal representation on behalf of a group of residents of Ripe & Chalvington who would like to propose for consideration that the above-mentioned funds be used for the construction of an open-air Community Exercise and Well-being Space.

The group envisages a modest, accessible site in the confines of Ripe where residents of all ages and fitness levels could use purpose built outdoor exercise equipment to improve their health and well-being. There would be a dedicated section for the younger members of the village. This site would also be an environment where villagers can gather socially, providing a picnic area with benches and tables and some permanent outdoor barbecue stations. The site could be further enhanced by the planting of trees and shrubs for landscaping and shade.

Now that the pub has gone the villagers lack an outdoor area to gather informally in fine weather, either with visitors or with each other. We strongly believe that to establish such a public space would be the most widely beneficial and long-lasting use of the funds we have available, both in terms of individual and community benefit. We understand that there are other proposals that require an outdoor area and this could easily function in conjunction with one or more of these.

We have noted that there are various options open to the Parish with regard to acquiring, leasing or changing the leasehold on a small parcel of land and have some suggestions prepared for suitable sites.

Yours sincerely,

# CHALVINGTON WITH RIPE PARISH COUNCIL

PARISH CLERK  
Alison Stevens  
31 Banner Way, Stone Cross  
Pevensey, East Sussex BN24 5FE  
Tel 01323 460007  
e-mail [chalvingtonripe@aol.com](mailto:chalvingtonripe@aol.com)

6<sup>th</sup> December 2019

Dear  
Re: Community Infrastructure Levy (CIL).

The date for proposals for CIL money investment closed on the 31st October and the Working Party is now reviewing the applications. Your suggestion for a Petanque Pitch and request for a contribution of £2300 is amongst those being considered. The Parish Council is anxious to make the best use of the CIL monies and needs to establish if there are alternative funds available to fund or joint fund proposals.

It would be helpful, therefore, if you would provide the Parish Council with the following information:

1. A summary of you organisation's cash funds including cash in hand, bank balances and cash on deposit or any other cash resources.
2. A copy of your latest filed accounts if applicable.
3. Details of any grants or other funding which might be available to help finance your proposal. The Parish Council may be able to help you source other funding.

Please email this information to me at [gcwhite@ymail.com](mailto:gcwhite@ymail.com)

The Working Party is now liaising with any third parties which may be involved to ensure that all necessary regulations are complied with. No proposals, other than the defibrillator which has already been approved, will be considered for investment until this work has been completed for all the suggestions and may, therefore, take some time.

Yours sincerely



## **PARISH COUNCIL**

Clerk to Chalvington with Ripe Parish Council  
Mrs Fiona Hensher  
11 Elphinstone Gardens  
Hastings, East Sussex  
TN34 2BW

Chalvingtonwithripeclerk@gmail.com  
Tel: 07789905056 (office hours)

6 July 2020

Dear Resident,

Chalvington with Ripe Parish Council (CRPC) has received funds from the Community Infrastructure Levy (CIL) sent by Wealden Council as a result of new housing developments in Ripe (at Carriage Mews and The Lamb Inn). This money can be spent solely on infrastructure projects in the parish.

In July 2019, CRPC posted messages on parish notice boards and via the Parish Magazine inviting residents to put forward ideas as to how that money could be spent for the benefit of local people. Some excellent ideas were put forward. Two of them, a defibrillator for use by the parishes and a donation to the refurbishment of Hayton Baker Hall, have already been granted. Other ideas put forward by parishioners were:

1. Improvements to the 2 islands in Ripe to make them restful places to sit and reflect, have a coffee and chat. The instalment of oak bicycle posts for the secure parking of bicycles for those using Ripe Village Stores for refreshments.
2. Replacement of the church gates that lead from Ripe Churchyard to the footpath over to Chalvington Church.

All other ideas coming from parishioners were considered but turned out to be impracticable due to complications like restrictions on land use (attachment to the minutes of June 2020 CRPC meeting). CRPC is now at the stage of fine-tuning the above schemes that were agreed at its June meeting.

Please read the attached documents and get in touch if you have any suggestions for alterations/improvements to the schemes. The closing date is August 21st .

After August 21st CRPC will collate your suggestions and report back at the CRPC September 2020 meeting. Please send suggestions in writing to Mrs Fiona Hensher, Clerk to Chalvington with Ripe Parish Council, 11 Elphinstone Gardens, Hastings, East Sussex, TN34 2BW OR email: Chalvingtonwithripeclerk@gmail.com Please put your name and address on the letter/email. Your details will be confidential.

We very much welcome constructive comments.

Yours Sincerely

Fiona Hensher

Clerk to Chalvington with Ripe Parish Council

Enc: CIL Presentation including diagrams, photographs and text and a timeline laying out the CRPC democratic procedures laid out for spending CIL

## Community Infrastructure Levy (CIL)

Chalvington with Ripe Parish Council (PC) at its meeting held on June 1<sup>st</sup> voted to allocate CIL funds to 2 projects, the two islands in Ripe and the replacement of Ripe churchyard gates. The PC began receiving CIL funds in July 2019 and a total of £39436 has been received to date. £4000 has been spent on the defibrillator and £6000 has been allocated to the Village Hall improvements. After expenses (legal advice) there is a balance of £28886.

The PC established a process at its meeting on 1<sup>st</sup> July 2019 to gather proposals from parishioners and set out the criteria against which submissions would be measured. The PC has heavily promoted CIL with regular discussion at PC meetings, reporting in PC minutes, postings on the notice boards and in the Parish Magazine. Eight proposals were received with the traffic islands receiving the most support with three independent groups putting forward ideas for improvement. The reasons for choosing the islands and the churchyard gates and not the other suggestions are fully documented in the minutes of the 1st June 2020 PC meeting.

The PC would now welcome comments from parishioners on the two proposals which will be considered at the PC meeting to be held on the 7<sup>th</sup> September 2020. Please look at the details of the gates and the islands set out below and send your observations to the parish clerk either by email or in writing to arrive by the 21<sup>st</sup> August at the latest. The PC will respect your anonymity but you do need to put your name and address on your communication. **Mrs Fiona Hensher, Clerk to Chalvington with Ripe Parish Council, 11 Elphinstone Gardens, Hastings, East Sussex, TN34 2BW. [Chalvingtonwithripeclerk@gmail.com](mailto:Chalvingtonwithripeclerk@gmail.com)**

### Churchyard Gates



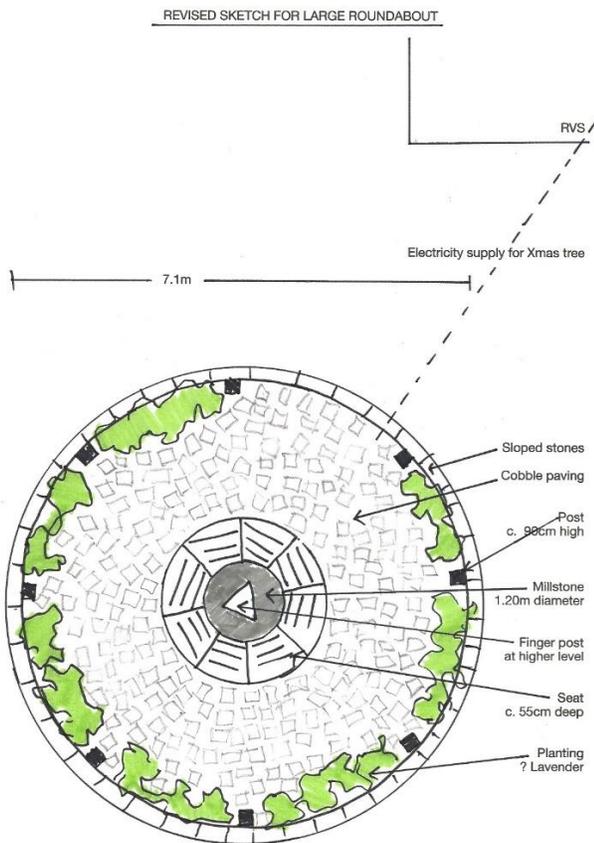
Estimated cost £3100

Description. The two gates and posts will be replaced on a like for like basis. The current gates are in a very poor state of repair. The gates are an important part of the churchyard and are not just used by church goers but also by walkers and people generally enjoying the location. It is hoped that the work will be completed by local craftspeople. The gates are contingent on the islands not exceeding budget as there is a risk that issues underground may be encountered.

## Two Islands in Ripe including an electricity supply to the main island and bike posts.

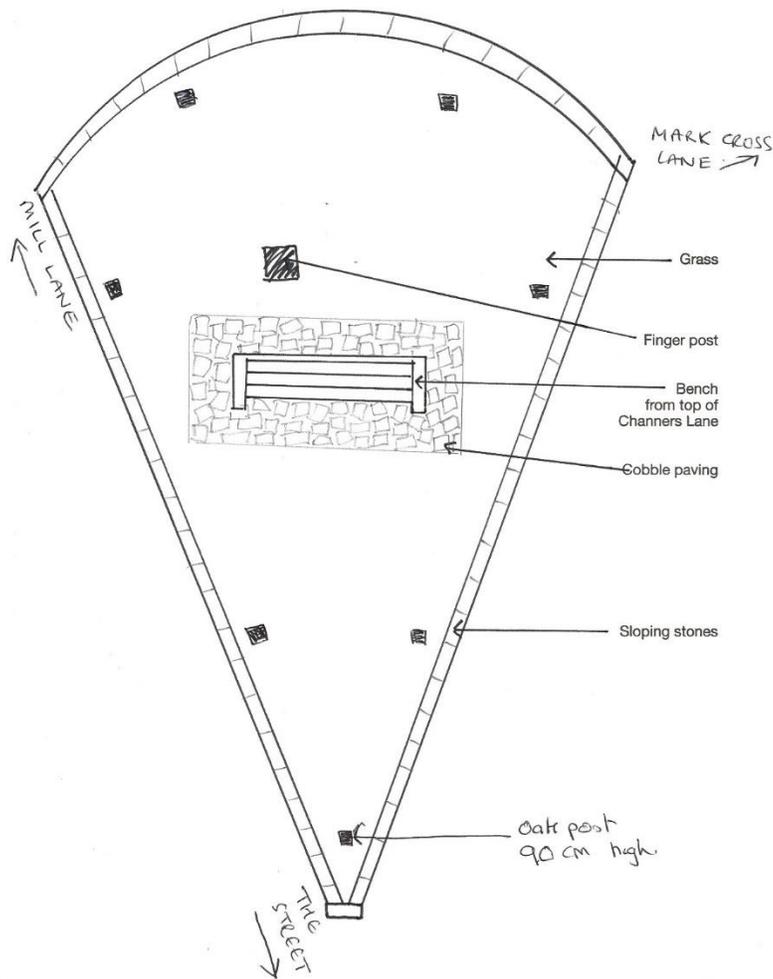
Estimated cost. Works £15500, bike posts including fitting £1400, electricity supply £1000, ESCC charges including drawings £1200, safety audit £1000, contingency £1900. Total £22000. It is also intended to fit a bespoke circular bench around the centre of the main island which it is hoped will be funded by savings when quotes are obtained and the contingency.

### Main Island



Description. The island will be in keeping with the character of the village using materials common to the location. It is not intended to create a suburban or 'twee' setting. The island will be the same dimensions as the current island and in the same location. An electricity supply will be run underground for the Christmas tree from the shop. The outer stones will be granite sets and will be set at a slope to deflect small vehicles. The posts will be of oak and will be sturdy enough to protect against large vehicles all at the suggestion of ESCC. The plants will be set into the ground and will be at a low level so as not to obscure the view of drivers. The cobbled paving could be in a variety of materials or even brick. The circular bench, hopefully made by a local craftsman, will provide a pleasant seating area where a coffee and bun could be enjoyed. The old millstone will be retained with provision for the finger post and the Christmas tree. Bike posts will be provided and will be located at the top of Channers Lane.

SKETCH FOR SMALL ROUNDABOUT



Pepperham Island.

Description. The island will be in keeping with the character of the village using materials common to the location. It is not intended to create a suburban or 'twee' setting. The island will be the same dimensions as the current island and in the same location. The outer stones will be granite sets and will be set at a slope to deflect small vehicles. The posts will be of oak and will be sturdy enough to protect against large vehicles all at the suggestion of ESCC. The cobbled paving will be in local materials and could be brick. The bench will be relocated from Channers Lane and can be orientated to suit. The rest of the island will be grassed.

Bike Posts



Description. Six double bike posts will be installed so that cyclists can securely park their bikes when they visit the village or Ripe Village Stores. Two bike posts will be installed at the Head of Channers Lane (where the bench is currently located) and four alongside the southern end of the garden wall of Channers on Church Lane.

Bike posts will not interfere with existing garden or house walls as they will be installed away from the walls on highways land. It is intended that the posts will be made by a local Hailsham company, High Weald Furniture Ltd, who design many of the waymarkers you see on the South Downs. The posts are made of oak with a routed bike symbol, holes drilled to lock bikes through and stainless steel strip set into grooves running down each side to prevent sawing the post through; they are sturdy and aesthetically pleasing.

## **Community Infrastructure Levy. (CIL). The Process: A Summary 2019-2020.**

### **Report Prepared by Chair CIL Working Party and Chair CRPC on 12 June 2020**

July 2019. CRPC recorded receipt of CIL monies. CRPC established procedures for allocating funding. **It was agreed and carried by majority vote that a Working Party would be formed.**

July- September 2019 Parishioners were invited to make proposals. Their suggestions were recorded in the CRPC minutes. Separate notices were placed on the parish notice boards in Ripe, Chalvington and Deanland, and in the parish magazine.

August 2019. Summer break. No meeting of CRPC or Working Party

September 2019. CIL funds discussed at CRPC. The full list of proposals was recorded in the CRPC minutes. **The deadline for submitting projects was extended to 31 October 2019.** This was recorded in the CRPC minutes.

October 2019. CIL was discussed by CRPC and an updated list of proposals was published in the CRPC minutes. **Parishioners were invited to discuss with the Working Party any observations or concerns which they might have.**

November 2019. CIL was discussed at the CRPC. It was reported that the purchase of a defibrillator would be presented By the Working Party at the December 2019 meeting and put to the vote. This was recorded in the minutes.

December 2019. CIL was discussed at CRPC meeting and defibrillator funding approved. **The full list of proposals was again presented at the CRPC meeting and recorded in the minutes. Next steps were outlined by the Working Party. This including writing to parishioners who had made proposals asking for further information where necessary.** The Working Party approached ESCC regarding highways regulations. All actions were recorded in the minutes.

January 2020. CIL discussed at CRPC. A summary of receipts and expenditure to date was given and recorded in the minutes.

February 2020 CIL was discussed at CRPC and the full list of proposals was again presented. This was minuted and **the list of proposals published in the March issue of the parish magazine.**

March 2020 CRPC voted unanimously to award £6000 towards the kitchen for the Village Hall.

April 2020 No report from the Working party

May 2020 No report from the Working party

June 2020. **At the CRPC meeting it was agreed by a vote of 5 with 1 abstention to allocate funding to the Churchyard gates. It was agreed by a vote of 5 with 2 abstentions to repair and upgrade two islands in Ripe, subject to conditions as recorded in the minutes.**

CRPC agreed to post drawings and details of cost on the parish noticeboards, on the CRPC web site and with permission, in Ripe Village Stores. **Parishioners can comment by letter or by e-mail to the clerk. The deadline is August 21<sup>st</sup>.**

Smaller authority name: **\_\_\_Chalvington with Ripe Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

**The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> _____ <b>13<sup>th</sup> June 2020</b> _____ (a)</p> <p><b>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 2020, these documents will be available on reasonable notice by application to:</b></p> <p>(b) <b>___Mrs Fiona Hensher</b> _____ _____ <b>11 Elphinstone Gardens, Hastings, East Sussex , TN34 2BW</b> _____ _____ <b>07789905056 (Please call between 9am-4pm)</b> _____</p> <p>commencing on (c) <b>___Monday 15 June 2020</b> _____</p> <p>and ending on (d) <b>___Friday 24 July 2020</b> _____</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority’s AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <b>(<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</b></p> <p><b>5. This announcement is made by (e) ___Mrs Fiona Hensher</b> _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Draft opening statement re CIL for PC meeting on November 2<sup>nd</sup> 2020. Prepared by members of CRPC and Presented by the Chair.

Thank you for attending tonight's meeting. We will make a short presentation and then invite questions.

We would like to thank all those who put so much time and effort into responses. The Clerk has reviewed all of the letters and e-mails received. Unfortunately, the Clerk received a few letters that were offensive or presented false information and they have been excluded. Five out of six parish councillors were able to view the letters, redacted by the clerk on Monday October 19<sup>th</sup>. The letters contained many helpful suggestions for improving designs for the churchyard gates and the two islands for which we are grateful.

We had several letters expressing concern about costs. It was made clear at parish council meetings that costs were an estimate and included a substantial contingency. Many of the pared-back design suggestions in the letters will lead to savings. The council also expects to achieve savings in negotiations with contractors.

Overall a majority of people responding by letter and e-mail supported the new churchyard gates and modest improvement to the islands and the installation of bicycle posts. CRPC will vote this evening on how to proceed with the approved projects, taking into account simplifications as expressed in the letters. We repeat that we anticipate savings.

We would like to invite those who put forward in their letters a proposal for a community space to set up a properly constituted committee to re-submit their proposal. A community space would be operated independently of the parish council. At the CIL consultation that was held on Monday 19<sup>th</sup> October a councillor suggested the committee for Ripe and Chalvington Village Hall might serve as a model. A community space committee could then, like the village hall committee has done, apply for CIL funds to pay for equipment.

We will now take questions. We have allocated up to one hour for questions. Each speaker will be allowed 2minutes to make their points.

*ITEM 7 on the Agenda. Items 1-4 will be put to the vote individually*

- 1. To support the replacement of the churchyard gates in Ripe*
- 2. To install oak bike posts.*
- 3. To make improvements to the two islands in Ripe accepting parishioner's suggestions on simplifying the designs. To make savings to be spent elsewhere – (see item 4)*
- 4. Savings will support parishioners who wish to create a community space. A group of residents will form a properly constituted committee to carry forward their ideas. A community space will operate independently of the parish council. CIL money would provide a contribution towards equipment required. The Clerk may be able to direct the committee towards funding sources to which they can apply.*