

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

EAST DEAN PARISH COUNCIL

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: **£5,943**

Total annual gross expenditure for the authority 2021/22: **£3,147**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

Alexia Powell

15/05/2022

I confirm that this Certificate of Exemption was approved by this authority on this date:

11/04/2022

Signed by Chairman

Date

[Signature]

15/05/2022

as recorded in minute reference:

NO 5 FINANCIAL STATEMENT.

Generic email address of Authority

eastdeanparishcouncil@gmail.com

Telephone number

01243 811777

*Published web address

www.eastdeanhall.co.uk/edpc-annual-governance/

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

EAST DEAN PARISH COUNCIL

www.eastdeanhall.co.uk/edpc-annual-governance/

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

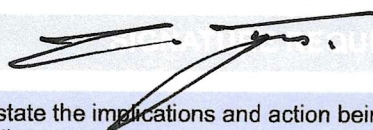
Date(s) internal audit undertaken

10/05/2022

Name of person who carried out the internal audit

C M TYAS OBE

Signature of person who carried out the internal audit



Date

10/05/22

*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 2021/22

We acknowledge as the members of:

EAST DEAN 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.	<input checked="" type="checkbox"/>	<input 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"/>	<input 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 authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input 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"/>	<input 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 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"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input 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"/>	<input 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 authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input 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.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*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:

11/04/2022

and recorded as minute reference:

AGM 5 FINANCIAL STATEMENT

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

Chairman

Clerk

[Signature]
Alexia P Ward

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes ☒ No ☐

www.eastdeanhall.co.uk/edpc-annual-governance/

Section 2 – Accounting Statements 2021/22 for

EAST DEAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	22,394	22,336	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	1,130	1,117	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	259	2,347	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	0	0	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	1,447	3,146	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	22,336	22,654	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	22,336	22,654	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	0	0	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	N/A
			The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

Alexia P Ward

Date

11th April 2022

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

11/04/2022

as recorded in minute reference:

AGM - FINANCIAL STATEMENT - NOS

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


[Signature]

EAST DEAN PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement 27th June 2022</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Alexia Ward ,Parish Clerk.,Downlands, East Dean, PO18 0JA 01243 811777</p> <p>commencing on (c) 28th June 2022</p> <p>and ending on (d) 9th August 2022 [the 30th working day after (c) above]</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; justify-content: center;">  <div style="margin-left: 10px;"> MOORE </div> </div> <p>Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) Alexia Ward Parish Clerk</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 extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</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>

	£	£
Balance per bank statement at 31 March 2022		22,655.92
Add: outstanding receipts		
	-	
	-	
	-	
		-
Less: outstanding payments		
	-	
	-	
	-	
		-
Balance per cashbook at 31 March 2022		22,655.92

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2022 but which appear on the bank statement after 31 March 2022.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2022 but which appear on the bank statement after 31 March 2022.

Explanation of variances 2021/22 – pro forma

Name of smaller authority EAST DEAN PARISH COUNCIL

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2021 £	2022 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	22,394	22,336				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,130	1,117	-13	1.15%	NO		
3 Total Other Receipts	269	2,347	2,088	806.18%	YES		VAT126 reclaim received for village hall refurbishment owned by East Dean Parish Council to sum of £2,011.96 and £35.14 reclaim for Parish Council
4 Staff Costs	0	0	0	0.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,417	3,146	1,669	117.42%	YES		VAT 126 reclaim passed onto Village Hall Bank Account to sum of £2,011.96
7 Balances Carried Forward	22,336	22,654	318	1.42%	NO		
8 Total Cash and Short Term Investments	0	0	0	0.00%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	0	0	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Excessive Reserves Ratio

19,7664

20,2811

A legacy from H West held in a savings account for the repair of bus shelter and benches amounting to £19,859.83 at end of year accounts 31/03/2022

PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

EAST DEAN ACCOUNTS 1st APRIL 2021 to 31st MARCH 2022

Balance brought fwd 01/04/2021 £2,478.94

LLOYDS	DATE	RECEIVED FROM	TRANSFER	LLOYDS	DATE	PAID TO	AMOUNT
	16/04/2021	CDC PRECEPT			25/10/2021	St WILFREDS donation	£25.00
	17/09/2021	CDC PRECEPT			10/01/2022	KEITH GOACHER Grass cutting	£120.00
	22/03/2022	CDC GRANT QPJ			08/02/2022	FLYING COLOURS Bunting & flag	£301.62
	23/03/2022	HIMRC VAT RECLAIM			02/03/2022	L CALLOWAY Fuel for mowing	£170.00
					24/03/2022	VAT RECLAIM Village Hall	£1,093.40
					25/03/2022	VAT RECLAIM Village Hall	£866.06
					25/03/2022	VAT RECLAIM Village Hall	£52.50
					28/03/2022	ZURICH INS	£347.89
					29/03/2022	CDC Pond bin empty	£90.48
					31/03/2022	A WARD reimbursement	£80.00
							£3,146.95

BALANCE AT LLOYDS 31/03/2021

£5,943.04
3,146.95
2,796.09

BALANCE OF HELEN WEST LEGACY ACCOUNT 01/04/2021 19,857.86

INTEREST RECEIVED

09/04/2021	£0.17
10/05/2021	£0.17
09/06/2021	£0.16
09/07/2021	£0.16
09/08/2021	£0.17
09/09/2021	£0.17
11/10/2021	£0.17
09/11/2021	£0.16
09/12/2021	£0.16
10/01/2022	£0.17
09/02/2022	£0.16
09/03/2022	£0.15
TOTAL	£1.97
Balance 31/03/2022	£19,859.83

TOTAL BALANCES

£2,796.09 LLOYDS 30-90-89 39514260
£19,859.83 H WEST LEGACY 30-90-89 39992768
£22,655.92

**Minutes of the Meeting of the East Dean Parish Council AGM
held on Monday 11th April 2022 at 7.00 pm
at East Dean Village Hall**

- Present:** Neil Georges (Chairman)
Sarah Peirson (vice chair)
Peter West
John Holt
Sara Hutton-Potts
Josh Collins
Sam Hook
- In attendance:** Parish Clerk – Alexia Ward
12 Parishioners
- Apologies:** Jeremy Hunt – West Sussex County Councilor
Henry Potter-Chichester District Councilor

Unfortunately, due to the Easter holidays our meeting was brought forward which then coincided with Westhampnett and Boxgrove meetings which meant our councilors could not attend at East Dean.

1. Minutes of the meeting held on Monday 19th April 2021

The minutes were approved.

2. Matters arising

None.

3. Chairman's report

The Chairman's report had been circulated to the council before the meeting and was then read to the meeting by Neil Georges.

4. Election of officers

Chairman: Neil Georges (proposed by Sam Hook, seconded by Sarah Peirson)

Vice Chairman: Sarah Peirson (proposed by Peter West, seconded by Josh Collins)

5. Financial statement

The accounts, and the Annual Governance and Accountability Return 2021-2022 had been prepared and were circulated by e mail to the council for approval. The precept for the 2021/2022 financial year was £1,117.00. Other income included a HM VAT 126 claim of £2,097.04 which included a reclaim made on behalf of the Village Hall refurbishment for £2,011.96 which was then paid to the village hall, a grant of £250.00 from Chichester District Council for the Queens Platinum Jubilee and £1.97 interest on H West (legacy) savings account. Outgoings included payments for work on the Village Green spaces mowing and verge cutting, HM VAT 126 claim payments to the village hall, payment to CDC for bin emptying on Pond Green, a payment for the Parish Council's insurance premium and a payment for Bunting and a flag for the village which was offset by the CDC grant and a HM VAT reclaim.

The total in the bank accounts on March 31st 2022 was £22,655.92 with £19,859.83 in the Active Saver (legacy) account and £2,796.09 in the Lloyds current account.

6. Any Other Business

7. Date of Next Meeting – April 2023

Chairmans Report

East Dean Parish Council 2021/22

It has been a challenging year for all, however, Covid restrictions seem to be thankfully behind us and it's quite strange now to think back to Thursday evenings clapping for the NHS. Cases seem higher than ever, but the success of the vaccination program seems only too evident now.

It's wonderful to see local businesses able to operate again and seeing the Star and Garter in full swing is good for us all. No doubt local and rural businesses will, more than ever need our positivity and support, as we enter a difficult time with wholesale costs rising and inflation rates set to hit 8%.

It's fantastic to see the return of the fete this summer and the planned activities over the Queen Platinum Jubilee weekend; both the lighting of the beacon on Thursday 2nd June and the Village BBQ lunch on the Sunday 5th June at The Village Hall.

The village clear up continues to be a success, however, it would be good to see some new faces join the gang. The more volunteers that support this the better the village will both look and operate. It's therefore imperative that we thank Tim, Martin, and Glenn for their relentless hard work of cutting, mowing, strimming, fixing, and lighting (the bonfire); if we had to fund these efforts the village it would amount to a significant expense impacting on the funds available to invest in our thriving village.

John Holt led the way for the Elm tree planting on the northern side of the road leading out of the village towards Charlton and Goodwood should be thanked for donating the trees.

Turning to the Parish Council, we set the precept in 2021-22 at £1117 this was the eleventh year in a row that the Parish Council were able to freeze the funding requirement and I am pleased to report that for 2022-2023 we have been able to set the precept at just £1,145.

The impact of such freeze is that the cost of the East Dean Parish Council to the taxpayer is one of the lowest in West Sussex. This however means we do rely on village residents giving their time and support to the village activities and ideas that they wish to pursue. Ultimately should this not be possible the precept would have to rise significantly. We must also at this point thank Alexia for clerking the Parish Council, with her meticulous efficiency.

The Parish Council have continued to work on the following matters:

- Engaging with West Sussex County Council's Highways team to ensure work is carried out on the potholes on East Dean Hill.
- Attending other Parish Council meetings to understand their strategies for Speeding and traffic calming.
- Represented the Parish at the Green Information Day at the Village Hall.
- Regular village walks with PCSO Jason Lemm.
- Organising the "Guy" competition and the erecting of the Christmas Tree on Pond Green.
- Organising the return of bonfire night.
- Organising the village clear up's.

The Parish Council are very grateful for the support of the village, and I would like to thank my fellow councillors for all their efforts and hard work over the past year.

Your previous Chairman said many times, you get out what you put in and if there is a closing message for the year to come, please give a little time, it doesn't have to be a lot, we all enjoy living in the village and the privilege of being custodians of East Dean is one that benefits all of us.

Minutes of the Meeting of East Dean Parish Council
11th April 2022 at 7.30pm
Held at East Dean Village Hall

Present: Neil Georges – Chair, Sarah Peirson – Vice Chair, Peter West, Sara Hutton-Potts, John Holt, Josh Collins and Sam Hook

Apologies Jeremy Hunt – West Sussex County Council
Henry Potter – Chichester District Council

In attendance: Alexia Ward - Parish Clerk
17 Parishioners

Minutes

The minutes of the last meeting on 17th January 2022 were reviewed and approved.

1. Matters arising from Minutes

- Neil Georges reminded John Holt that the Winter Management Plan needed to be updated and circulated.
- Sara Hutton- Potts said she had been in contact with the Goodwood Estate about the small paddock at the western end of the village. The paddock has been let till 2026 to monitor slow worm numbers, so it would not be available as a possible recreational area for the village till after that date.
- Sarah Peirson reported on the Queens Platinum Jubilee committee meeting held on 18th February. She outlined the details of the planned Beacon lighting event which would take place on 2nd June 2022. The Beacon Lighting would take place at 9.45pm in line with the rest of the country at the top of the chalk path. Leading up to the lighting would be a procession from the Village Hall with torches, Jubilee Tarts and a glass of prosecco and something for the children would be provided by Jim from The Star and Garter to toast the Queen at the Beacon. Sarah said that on the 23rd April a group would go and help collect timber from around the field margins to be stored and used for the beacon with the help of John Holt. Sarah said the Beacon committee will meet again soon and more information will be sent to parishioners before the day.

2. Update from District and County Councillors

Due to our meeting being brought forward for the Easter Holidays Jeremy Hunt and Henry Potter were unable to attend our meeting as it coincided with Westhampnett and Boxgrove Parish meetings.

Jeremy Hunt said that if there were any matters appertaining to East Dean to contact him.

Henry Potter sent his report to Alexia who circulated to the Parish Council by email. Henry said that at the March planning meeting the committee had refused an application for 26 new homes on an old Garden Nursery site in Chidham. A previous application in 2019 was refused and an appeal against refusal was dismissed by the Planning Inspectorate. This Henry thought was good news as it is finally being accepted that new developments in the District must only be permitted in line with the overwhelming provision of improvements to the infra structure. Henry also noted that SNDP are inviting tenders for the next stage of the Centurion Way from west of West Dean tunnel as far as the bridge east of the old Railway Station, through the Station Yard, and this will give access to the footpath that runs from this bridge down into Singleton Village.

3. Financial update

Alexia Ward said the balance of the Lloyds Current Account was £3,369.09 and the Helen West (legacy) savings account was £19,859.83 on 11th April 2022. The precept from CDC of £573.00 was received on 8th April 2022.

4. Correspondence

Neil Georges had received an email from Max Davies asking if the Parish Council would like him to continue to represent the Parish Council on the Board of Trustees of the East Dean Village Hall. The Parish council agreed that that Max should continue.

5. Update on flooding and sewerage

Neil said he would continue to correspond with Southern Water with regard to drainage in East Dean but this year had been much drier and there had been no flooding.

6. Update and Highways

Neil Georges noted that The Parish Council will continue to monitor the state of the roads and he said that he had recently reported to West Sussex Highways the need for them to repair pot holes on East Dean Hill.

7. Update from Parish Councillors

John Holt said that he would finalise the winter management plan.

Sam Hook said she would shortly contact those people who had volunteered with the Community Speed Watch to begin training.

Sarah Peirson said that there had only been a planning application for a new window and no other issues.

Peter West said that if the dry spell continued the newly planted Elm Trees on the western end of the village would need watering. John Holt said he would be able to help with a water bowser.

Josh Collins added that he would clear the area of the pond below the outfall of the catch pit pipes. It was also noted that the catch pit would need emptying soon and it could be dug out on the Village clear up day 7th May if not done before.

8. Any Other Business

Goodwood Cycle Event Eroica Britannia

Alexia said she had received an updated schedule with regard to the event taking place on 6th and 7th August 2022 with the rides taking place on the Sunday 8th August. There will be 3 different rides with the medium route using New Lane and Droke Lane and the short route coming down East Dean Hill and turning left to Charlton. For further information contact the Eroica Britannia team at localresidents@goodwood.com or their web page at www.goodwood.com/cycling/eroica-britannia

Spring Clear up Day

Neil Georges suggested prioritising the jobs for Village Clear up on 7th May which would make it easier to designate jobs but it would depend on how many people turned out. Peter West and Neil will make a list.

Ukraine Crisis

Neil Georges had been contacted by some parishioners regarding the response of the Parish Council re the Ukraine Crisis. A general discussion took place with the consensus being that no one should feel pressured into having to help with hosting families and that this was an entirely individual decision. However it was felt that the strong community spirit in East Dean would prevail and that those who chose to host people from the Ukraine would no doubt receive support from the village.

Jon Bailie reminded the meeting that the Parish Council was not able to spend council funds to support the families. Sam Hook reminded the meeting that the Parish Council also had an obligation to their parishioners before anyone else.

The Reverend Sarah Manouch suggested a charity organisation based in Chichester called Sanctuary www.sanctuaryinchichester.org which would be able to help anyone looking to host.

Date of Next Meetings

18th July 2022 at 7.30pm

17th October 2022 at 7.30pm

At East Dean Village Hall