

SARRATT PARISH COUNCIL

Parish Office, Village Hall,
The Green, Sarratt, Rickmansworth
Hertfordshire. WD3 6AS
Telephone: 01923 262025
Email: sarratt_parish@btconnect.com



To all Members of the Parish Council

Cllrs: David Turner, Anthony M. Soothill, Sarah Dobson, John E. Gell, Michael Groom, Nick Mortimer, Mike Musk, Dave B.Rees, Peter Thorp.

Copy To:- County Cllr. C Hayward.
District Councillors Butler, Hayward & Kenison,

**Note:- Public and Press are welcome.
Parishioners and other interested individuals are invited to attend and take part in the proceedings.**

Dear Councillor,

You are hereby summoned to attend the meeting of the **SARRATT PARISH COUNCIL** to be held in **THE BACK ROOM, THE VILLAGE HALL, THE GREEN, SARRATT**, on **Tuesday 18th September 2018 at 7.30pm**, when it is proposed to transact the business specified in the following Agenda.

AGENDA

- 112/18 APOLOGIES AND ANNOUNCEMENTS**
To receive and accept apologies for absence and make announcements.
- 113/18 DECLARATIONS OF INTEREST**
- 114/18 MINUTES**
To confirm and sign the Minutes of the Council Meeting held on 21st August 2018
- 115/18 MATTERS ARISING AND ACTION PLAN**
To Note Matters arising from the previous Minutes
- 116/18 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**
- 117/18 TO RECEIVE AND NOTE THE CLERK'S REPORT**

PLANNING

- 118/18 LEAD COUNCILLOR'S REPORT**
- 119/18 TO COMMENT ON PLANNING APPLICATIONS**
To discuss and agree comments on the planning applications on the attached sheet
- 120/18 TO NOTE PLANNING DECISIONS**
To note the planning decisions that have been made since the last meeting.

Signed.....Date.....

POLICY & RESOURCES

- 121/18 LEAD COUNCILLOR'S REPORT**
- 122/18 NOTICE OF CONCLUSION OF AUDIT**
To Receive the Notice of conclusion of Audit
- 123/18 PARISH PLAN UPDATE**
To receive an update on the Parish Plan
- 124/18 [APPROVAL OF CHEQUES](#)**
To approve the cheques to the total of £3,870.30

ENVIRONMENT

- 125/18 LEAD COUNCILLOR'S REPORT**
- 126/18 GREENS/FOOTPATH**
To receive any news on The Greens or Footpath

HIGHWAYS

- 127/18 LEAD COUNCILLORS REPORT**
- 128/18 CORRESPONDENCE**
- 129/18 PUBLIC QUESTION TIME**
- 130/18 COUNCILLORS QUESTIONS & COMMENTS**
To receive questions and comments from Councillors
- 131/18 DATE OF NEXT MEETING**
The date of the next meeting will be Tuesday 16th October 2018, to be held in the back room, the Village Hall, The Green, Sarratt.

Janice Dawes

Mrs J Dawes
Clerk to the Council

Date: 11th September 2018



Minutes of the Sarratt Parish Council meeting held on Tuesday 21st August 2018 in The Village Hall, The Green, Sarratt

Present: Councillor D Turner
Councillor S Dobson
Councillor J Gell
Councillor N Mortimer
Councillor M Musk
Councillor A Soothill

In attendance Mrs J Dawes, Clerk to the Council
2 Members of the public
District Councillor Marilyn Butler

89/18 APOLOGIES AND ANNOUNCEMENTS

Apologies for absence were received recorded and accepted from Councillors Groom, Soothill and Thorp.

90/18 DECLARATION OF INTEREST

Councillor Rees declared a non pecuniary interest in item 96/18 planning application 18/1422/OUT

Councillor Dobson declared a non pecuniary interest in item 102/18 Request from the Scouts.

91/18 MINUTES

It was proposed by Councillor Dobson, seconded by Councillor Musk and **RESOLVED** that the minutes of the Parish Council meeting held on 17th July 2018 be signed as a true record.

92/18 MATTERS ARISING AND ACTION PLAN

The Clerk updated the council on the action plan

93/18 REPORTS FROM REPRESENTATIVES TO OTHER BODIES

There were none. Councillor Musk had obtained minutes of the Village Hall meeting and passed them onto the Clerk.

94/18 CLERKS REPORT

The Clerks report is attached to these minutes. The Clerk was asked to write to the foreman of UK Power Networks to thank him for diverting the cabling through the pavement rather than the Green. It was proposed by Councillor Mortimer, seconded by Councillor Rees that the lights in the office be changed as a matter of urgency. The Clerk to obtain the quote from the electrician and discuss with the Chairman

95/18 LEAD COUNCILLORS REPORT FOR PLANNING

A Planning Appeal had been made for Hollymead, Bucks Hill. The Clerk was asked to write

Action

Clerk

Clerk

Signed.....Date.....

to the Planning Inspector to reiterate the Councils objections

96/18 TO COMMENT ON PLANNING APPLICATIONS

It was resolved that the following observations be made on the planning applications as shown on the attached sheet.

97/18 TO NOTE PLANNING DECISIONS

The decisions on the attached sheet were noted.

98/18 THREE RIVERS DISTRICT COUNCIL CALL FOR SITES

The Clerk was asked to put forward the Fir Trees Site and to reiterate that the British Legion site should remain as a rural exception site.

99/18 LEAD COUNCILLORS REPORT FOR POLICY AND RESOURCES

100/18 STATEMENT OF RESERVES

The Statement of reserves is attached to these minutes.

101/18 REQUEST FOR FUNDING FROM SCOUTS

A request for a grant of £2000 had been received from the Scouts to set up an Explorer unit for 14 to 18 year olds. This was outside the normal grant funding process and had not been budgeted for. It was proposed by Councillor Mortimer, seconded by Councillor Turner and **RESOLVED** that an exception be made on this occasion and that on receipt of a completed application form an advance of £1000 be paid now with the remaining amount to be considered in the usual grant making process.

102/18 APPROVAL OF CHEQUES

It was proposed by Councillor Turner, seconded by Councillor Mortimer and **RESOLVED** that the cheques to the value of £8,133.39 as attached to these minutes be approved.

103/18 LEAD COUNCILLOR REPORT FOR ENVIRONMENT

A bench in KGV was beyond economical repair, a plaque, gifted to the Parish Council had been removed and would be put onto another bench.

The replacement scroll for the WW1 bench on Dawes Common would be completed before the 11th November.

Thanks to John for getting HCC out to look at the damaged footbridge.

Councillor Mortimer had accompanied a lady in a disabled buggy around the accessible route to discover where any problems arose with accessibility. It had been a successful visit.

Councillor Mortimer had also had a meeting with Sarratt Care regarding the panic alarms and would be attending the next care lunch to talk to people regarding assistance.

104/18 TOMMY

It was agreed that Tommy should be erected at the War Memorial 2 weeks before the 11th November and a week after. The Clerk would apply for the road closure for the service.

105/18 GREENS AND FOOTPATHS

The footpath warden had some concerns regarding the increase of street furniture that would be caused by the churchyard extension and it should be considered more carefully as to whether a diversion should take place. He would speak to the right of way officer to look at alternative solutions.

106/18 LEAD COUNCILLOR FOR HIGHWAYS REPORT

Councillor Gell's report is attached.

The dangerous bend sign at Tuckers Corner was completely hidden by the hedgerow and could not be seen by drivers.

The VA signs were discussed, a new sign would cost in the region of £5,500. The general consensus was that a third sign on the Green was not required. Costings for moving the existing signs was to be bought back to the next meeting.

J Gell

107/18 CORRESPONDENCE

A request for a defibrillator in the Bucks Hill telephone box had been received

108/18 PUBLIC QUESTION TIME

A thanks giving service for the landlord of the Cock, who was leaving will be held on 22nd September.

109/18 COUNCILLORS QUESTIONS AND COMMENTS

There were none.

110/18 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 18th September 2018 at 7.30 pm in the back room of the Village Hall.

The meeting closed at 9.21pm

Clerks Report August.

After further discussions with UK Power networks it was confirmed that a way leave agreement to go across the Green had been signed in 2005 and a cheque for 4,705.50 had been received . The wayleave includes the laying of electricity beneath Dawes Common.

I attended a GDPR Impact Assessment session and have started preparing the documents to ensure we are compliant with the new regulation. 2 more sessions are due to be held.

The light fittings in the office are beginning to break down and are very brittle when the bulbs have to be changed. They also emit a continuous hum when they are on. I have asked for quotes to replace the fittings for LED lighting which will be more economical to run and would not pose such a health and safety risk to change. The quote can lead into the budget setting process which will begin next month.

Can Councillors please supply me with a wish list of project that they would like funding for by the end of September. The grant process is now open on the website.

The office will be closed Wednesday 15th August to Friday 17th August and again from Friday 31st August until Wednesday 5th September and again 12th September to 17th September.

New Applications Received Between 01/08/2018 and 31/08/2018

Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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New Application

18/1344/FUL

13/08/2018	Claire Wilson	Mr S B	White Leaf Bucks Hill
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Proposal : Demolition of existing summerhouse and erection of replacement summerhouse**Observations :** No objections**18/1422/OUT**

01/08/2018	Tom Norris	Mr N S	1-3 Dawes Lane WD3 6BA
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Proposal : Outline application: Conversion of two residential dwellings into one residential dwelling (all matters reserved)**Observations :** The Parish Council has no objections to this application**18/1476/PDA**

01/08/2018	Tom Norris	Mr & Mrs H	Barn adj Ollieberrie Lane Flauden Lane Belsize
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Proposal : Change of use of agricultural building to a residential dwelling with operational works to building and associated curtilage**Observations :** The Parish Council notes this application**18/1478/FUL**

01/08/2018	Suzanne O'Brien	Landlink Ltd Thrive Ownhome Lt	The Royal British Legion site Church Lane WD3 6HL
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Proposal : Residential development for affordable housing on former Royal British Legion site, comprising 10no affordable homes and associated infrastructure including access and landscaping**Observations :** Whilst acknowledging the need for more affordable housing in Sarratt, the Parish Council strongly objects to this planning application on three main grounds:

1. The National Planning Policy Framework (2012) defines rural exception sites and is reiterated by Policy PSP4 of the Core Strategy (2011), which states that sites within villages such as Sarratt be released solely for affordable housing to accommodate current residents or those that have an existing family or employment connection in perpetuity.

There is no detail in the application on how these conditions would be met. In fact, the applicant has previously indicated that they would be unwilling to enter into a locality agreement to protect these properties for the inhabitants of the parish, meaning that the use of the proposed housing units would be entirely unfettered and non-compliant with policy.

2. The proposal is for 100% shared ownership, which is not considered an appropriate form of affordable housing for rural exception sites. TRDC's policy states that housing on rural exception sites should be provided as rented units.

Further, it is hard to envisage that in reality the type of housing would be affordable to parishioners and is considered to be a way of simply introducing market-rate housing under the acceptable banner of affordable housing.

3. The proposed development extends outside the designated rural exception site with a significant number [50% (5 out of 10)] of the units proposed to be in Green Belt outside the allocated area.

The Parish Council do not consider that the statements made in the application demonstrate

New Applications Received Between 01/08/2018 and 31/08/2018

Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
				<p>very special circumstances and hence the proposal constitutes inappropriate development in the Green Belt.</p> <p>For these reasons, the Parish Council requests that the application is refused.</p> <p>If officers are minded to approve this application, the Parish Council request that it is called into committee</p>

18/1519/RSP

13/08/2018	David Heighton	Z E	The Boot Public House The Green Sarratt WD3 6BL
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Proposal : Retrospective Retention of overflow car park

Observations : Sarratt Parish Council are writing to you in support of the application made by The Boot Public House.

The field to the rear of the car park has been used as an occasional overspill car park in excess of 10 years. It is used when larger functions and events are being held at the public house.

The Parish Council are the owners of The Green and have a duty to protect the registered green and the loss of the overspill car park will put this area at risk of damage.

The cars displaced by the loss of the area will park on and around The Green affecting the overall look of the conservation area.

Sarratt is a unique village in the Three Rivers District and the Parish Council work hard to protect and conserve the natural beauty of the rural location and it asks that careful consideration is taken to approve the application.

If officers are minded to refuse the application, the Parish Council requests that it is called into committee

18/1592/LBC

13/08/2018	Freya Clewley	P T	Greys Bucks Hill
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Proposal : isted Building Consent: External alterations to building to include removal of cement render to be replaced with lime mortar, repair clay tiles, repairs to walls, roof and chimney with lime mortar, replacement windows with timber and UPVC windows and internal alteratio

Observations : The Parish Council has no objection to this application

Applications Received :- 6

NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council

Minute Ref

Mon 13 August 2018

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

E 18/1021/FUL	Approved	York House School
E 18/1022/LBC	Approved	York House School
E 18/1092/RSP	Approved	Little Winch
E 18/1208/RSP	Approved	Corner Lodge
18/1033/CLED	Refused	Long Pightle Mobile Home Park
C 18/1113/LBC	Refused	York House School
District COMMENT The proposal would harm the significance of the Grade 11* Listed Building. It has not been demonstrated that the existing windows, which make a significant contribution to the merits of the Grade 11* Listed Building could be restored rather than replaced. Furthermore, no evidence has been submitted demonstrating that replacing the windows would be of a public benefit that would outweigh the harm to the heritage asset of significance. The development would therefore be contrary to Policy CP12 of the Core Strategy (adopted October 2011) and Policy DM3 of the Development Management Policies LDD (adopted July 2013).		Local COMMENT The parish council have no objection to this application
C 18/1124/FUL	Refused	Mill House
District COMMENT The proposed two storey side extension and single storey side/rear extension, in conjunction with the previous rear extension would result in disproportionate additions over and above the size of the original dwelling. The proposed development would also spread development across the site and would cause harm to the openness of the Green Belt. No very special circumstances exist to outweigh the harm to the Green Belt by virtue of its inappropriateness as such the proposal is contrary to Policy CP11 of the Core Strategy (adopted October 2011), Policy DM2 of the Development Management Policies LDD (adopted July 2013) and the National Planning Policy Framework.		Local COMMENT The parish council have no objection to this application

	Specific Earmarked Reserves		
	Environmental Protection (flies)		3000.00
	Election Expenses		8000.00
	Legal Fees		12000.00
	Infrastructure Repairs & Renewals		10000.00
	interest acrued		19.82
	CIL		2,613.87
			<u>35,633.69</u>
	General Reserves		35,483.52
	Total Reserves		71,117.21

List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2018	HMRC	101014	2,168.05		Tax & NI Q 1
02/07/2018	Value Products Ltd	101015	149.76		KGV Signs & Cameras
02/07/2018	VIKING DIRECT	101016	152.08		Stationery
02/07/2018	RBS AUDITING SOLUTIONS	101018	142.80		Software support
02/07/2018	TBS Hygiene	101019	165.00		Dog bins
02/07/2018	Freshwater Habitats Trust	101020	17.00		Pond maintenance book
02/07/2018	B WHITEWOOD LTD	101022	3,144.00		Groundwork
20/07/2018	CDA HERTS	101023	35.00		Subscription
20/07/2018	P Thorp	101024	59.18		Youth club expenses
20/07/2018	Eon	101025	79.82		electricity
20/07/2018	W Kent	101026	57.60		Wages
20/07/2018	J Dawes	101027	1,896.80		wages
20/07/2018	A Soothill	101029	66.30		mileage
Total Payments			8,133.39		

*****End of Minutes*****

[Return to agenda](#)

Clerks Report September 2018

It has been incredibly quiet through August due to holidays. It has given me the opportunity to get through the majority of the huge pile of shredding.

I was pleased to receive an unqualified audit from the new auditors which is on the agenda.

Work is now starting on next year's budgets.

Item No : **New Applications Received Between 01/09/2018 and 12/11/2018**

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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New Application**18/1689/FUL**

01/09/2018 Tom Norris

Mr S M

Winchwood
Windmill Hill
WD4 9DA**Proposal :** Demolition of existing dwelling and construction of replacement two storey dwelling**Observations :****18/1712/FUL**

01/09/2018 Katy Brackenboro

Mr & Mrs B

Spindle Cottage
Quickmoor Lane
Sarratt
WD4 9AX**Proposal :** Single storey side extension**Observations :****18/1736/LBC**

01/09/2018 Adam Ralton

Ralph Trustees Ltd

The Grove Hotel
Grove Mill Lane
Chandlers Cross**Proposal :** Erection of single storey building to be used as a childrens lounge**Observations :****18/1762/LBC**

11/09/2018 Freya Clewley

Mr C K

Little Callipers
Bucks Hill
WD4 9BW**Proposal :** Repair of leaded light windows**Observations :****18/1766/FUL**

11/09/2018 Tom Norris

Ms D R

Sarum
Templepan Lane
Chandlers Cross
WD3 4NH**Proposal :** Demolition of existing dwelling and outbuildings and construction of replacement tow storey dwelling with alterations to drive and installation gates to front**Observations :****18/1767/FUL**

01/09/2018 Katy Brackenboro

Mr & Mrs C

8 Church Lane
WD3 6HL**Proposal :** Tow storey side and first floor rear extension**Observations :****Applications Received :- 6**

Signed.....Date.....

NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council

Minute Ref

Tue 18 September 2018

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

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C 18/1044/FUL District COMMENT Approved	Approved	Harriets End Local COMMENT The Parish Council objects to this application on the grounds that the proposed dwelling is over development due to the increase in size.
E 18/1267/FUL	Approved	North End
E 18/1398/FUL	Approved	The Grove Hotel
18/1408/PDA	Approved	Poachers Retreat

Sarratt Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Sarratt Parish Council for the year ended 31 March 2018 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sarratt Parish Council on application to: (a) <u>Janice Dawes Clerk to the Council</u> <u>Parish office, Village Hall</u> <u>The Green</u> <u>Sarratt W03 6AS</u> (b) <u>Monday 2-4, Tuesday 9-12</u> <u>Wednesday 9-12 + 2-4</u> <u>Thursday & Friday 9-12.</u>	
3. Copies will be provided to any person on payment of £___ (c) for each copy of the Annual Governance & Accountability Return.	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Janice Dawes, Clerk to the Council</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>10th September 2018</u>	(e) Insert the date of placing of the notice

Section 2 – Accounting Statements 2017/18 for

SARRATT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	100,352	92,303	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	87,839	89,586	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27,790	21,356	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	26,123	29,503	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	97,555	99,642	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	92,303	74,100	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	92,303	74,100	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	364,038	366,464	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

J Dawes

Date

25/05/2018

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

29/05/18

and recorded as minute reference:

39/18/6

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Tim Munn

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SARRATT 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 2018, that:

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

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

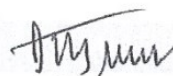
39/18/a

dated

29/05/18

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

Chairman



Clerk

J. Dawes.

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

Authority web address

www.sarrattparishcouncil.co.uk

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

SARRATT PARISH COUNCIL (HT0092)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

07/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

List of Payments made between 01/08/2018 and 31/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2018	TBS Hygiene	101030	132.00		Dog bins
08/08/2018	B WHITEWOOD LTD	101031	1,415.20		Groundwork
08/08/2018	The DPO Centre	101032	420.00		GDPR
08/08/2018	Mrs J Dawes	101033	1,000.00		wages
08/08/2018	Mrs J Dawes	101034	903.10		wages
		Total Payments	3,870.30		