

CLERKS BACKGROUND REPORT

January 2026 Parish Council meeting

Highlights

Reference: 014/26 Other matters arising which are not covered elsewhere on the agenda.

Updates:

- Stonehouse Farm – Cllr Mercer.
- Power Outage / Fires on power lines – Cllr Mercer
- Cisswood House Hotel – Cllr Smith.
- Update on land purchase – Cllrs Keen / Claridge / Allen.
- Playground Equipment repair and quote from Playdale.– Cllr Claridge.
- Bus Shelters – Cllr Keen
- Grant for School Fencing – The Clerk has attached the Grant Application from the Holy Trinity Primary School.
- Parish fingerposts repair – The Clerk.
- Warm Spaces – The Clerk. This years demand for Warm Spaces has been very poor. The Crabtree have had in total no more than 10 participants with The Plough getting more but a disappointing 21 people over 6 sessions.

015/26 Planning Applications

There are no planning applications to review for Lower Beeding Parish.

The following application is in Cowfold Parish but on the edge of our Parish boundary.

DC/25/2079 Cotlands Paddock, Horsham Road, Cowfold, West Sussex.

Use of land for the stationing of 4no. static caravans for (Gypsy and Traveller) residential purposes and associated day rooms.

This application is not in our Parish and on the opposite side of the Brighton Rd to the Homelands Nursing Home. Therefore, on the cusp of our Parish boundary. Council can comment on this application if they think it is appropriate.

017/26 Approval of the Internal Audit Report.

I have sent the Interim Internal Audit to all Councillors. This audit was carried out just before Xmas 2025 and was reviewing our documentation and processes.

018/26 Approval of Hazard & Risk Assessment for 2025-26

Whilst the council's risk assessment document is published on the website and dated May 2025, there is no evidence in the minutes that it has been reviewed. I remind council of Financial Regulation 2.4 which states that at least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

I note that this was raised in the previous year's internal audit report and the council correctly answered 'No' to box 5 of the Annual Governance Statements. It will need to answer No to box 5 once again for the 2025 / 2026 AGAR unless it is approved by the Council.

CLERKS BACKGROUND REPORT

019/26 Accounts status as at end of January 2026

The transfer from Community Account to 32 Day Notice Account of £31,657.32 was completed in January.

Date	Accounts January 2026	AMOUNT £
Balance at 31st December 2025		
	Treasurers Account - Balance	£66,140.57
	Business Account - Balance	£20,603.86
	32 Day Notice Account	£10,642.68
06-Jan	HMRC 3Q NI & PAYE	£1,427.31
07-Jan	Replacement Defib Pads for The Plough	£95.94
08-Jan	Storage for Dec & Jan	£100.00
16-Jan	MAS Networks	£104.39
19-Jan	Bank Charges	£4.25
19-Jan	Transfer to 32 day Notice Account	£31,657.32
	Total Costs	£33,389.21
	Business Account	
09-Jan	Interest	£10.50
	32 Day Notice Account	
19-Jan	Transfer from Treasurers Acct	£31,657.32
27-Jan	Interest Dec & Jan	£64.55
Balances at 25th November 2025		
	Treasurers Account - Balance	£77,908.54
	Business Account - Balance	£20,614.36
	32 Day Notice Account	£42,364.55
Date	Outstanding Payments	
	Clerk Salary	£1,200.00
	Expenses	£50.00
	Total	£1,250.00

Regards

Peter Knox

Clerk to Lower Beeding Parish Council