Horne Parish Council

Parish Clerk: Angela Baker

Full council | 16 November 2026 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: A **Brown** *(Chair)*, S **Clutterbuck**, G **Marks**, A **Michie**, R **Savage**, M **Sherwood**, R **Williams**.

Members are summonsed to the Full Council Meeting of Horne Parish Council to be held on 16 November 2026 at 6:30 pm at Newchapel Cricket Pavilion

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Council Offices:
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email: clerk@horneparishcouncil.gov.uk web: horneparishcouncil.gov.uk

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1 **TO RECEIVE APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTERESTS OR PREDETERMINATION**
The disclosure must include the nature of the interest. If an interest becomes apparent to a member during a meeting that has not been

disclosed under this item, the member must immediately disclose it.

3 **PUBLIC QUESTIONS AND STATEMENTS**
Members of the public, and members with prejudicial interests on items on the agenda, may make representations, answer, ask questions and

give evidence at this meeting in respect of items on the agenda. The total time designated for public questions shall not exceed Ten minutes

unless directed by the Chairman of the meeting.

(Please note that this meeting is a meeting held in public – not a public meeting, agenda item 3. is where the public may only make representation .)

4 **To receive, adopt and sign the minutes of the Full council Meeting held on 19 October 2026 (pages 2026-10/1-2).**

Full council | 19 October 2026 v.1.1 - Minutes (Pages 2026-10/1-2)

5 **TO RECEIVE LOCAL COUNCILLOR REPORTS**

6 **PARISH ENVIROMENT**

6.1 **Remembrance Sunday HPC Wreath Laying**
To Note that Cllrs laid wreathes representing the Parish Council in Horne on Sunday 8th November.

Thankyou to all those involved.

6.2 **Litter Picking**
To note a large litter pick was done by a volunteers on Friday 6th November on Smallfield Road.

6.3 **Speed Survey instructed**
A speed survey company has been instructed to carry out survey in the parish further to speeding and accident black spot concerns - The budget for this was agreed in October Meeting. Invoice circulated

7 **PLANNING / LICENCES/APPEALS/ ENFORCEMENT**

7.1 **Planning Applications**

https://tdcplanningsearch.tandridge.gov.uk/PlanningApplicationDetail#TDCInfo
https://tdcplanningsearch.tandridge.gov.uk/PlanningApplicationDetail#TDCInfo

7.2 **Appeals**
Appeal ref: 6010736 -Land at Little Field Farm Bones Lane , RH7 6HR

Hearing 1/12/2026 Tandridge Council offices.

7.3 **Enforcement**

Annex 1: Enforcement Numbers Horne 1126.pdf

8 **FINANCIAL**

8.1 **To approve the monthly payments - circulated**

8.2 **To approve Bank recs/ finance reports - circulated**

8.3 **AGAR**

To receive the External Auditors report and to note the final certificate notice will be published on website.

Invoice circulated.

Annex 2: AGAR

Annex 3: AGAR Cert

8.4 **To consider the Budget for 2027/28**

See circulated budget proposal.

Annex 4: Forward Budget Detail 2027/2028

9 **Meeting Dates**

To confirm meeting date and time for December Meeting

6:30pm followed by a cheese and wine reception for residents from 7pm.

9.1 **2027 Meeting dates and times**

To confirm the meeting times and days for the 2027 meetings

1. ENF/91/147
2. ENF/96/175
3. ENF/99/0481
4. ENF/99/0506
5. ENF/2000/137
6. ENF/2000/253
7. ENF/2001/303
8. ENF/2001/390
9. ENF/2002/87
10. ENF/2002/303
11. ENF/2002/440
12. ENF/2003/38
13. ENF/2004/53
14. ENF/2004/71
15. ENF/2005/9
16. ENF/2005/32
17. ENF/2005/35
18. ENF/2005/116A
19. ENF/2005/423
20. ENF/2006/256
21. ENF/2006/609
22. ENF/2007/295/A
23. ENF/2008/179
24. ENF/2008/263
25. ENF/2008/273
26. ENF/2008/322
27. ENF/2009/49
28. ENF/2009/96

29. ENF/2010/122
30. ENF/2010/195
31. ENF/2011/108
32. ENF/2014/183
33. ENF/2018/42
34. ENF/2018/212
35. ENF/2019/50
36. ENF/2023/192
37. ENF/2023/340
38. ENF/2025/133
39. ENF/2025/151
40. ENF/2025/165
41. ENF/2025/184
42. ENF/2025/245
43. ENF/2026/103 Update from TDC circulated
44. ENF/2026/234

Horne Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
25 September 2026
Our Ref:
SU0047
SAAA Ref:
SB04466

Horne Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Ms Baker

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Horne Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026 , which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 30 Churchill Place London E14 5RE. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

PKF Littlejohn LLP
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London
E14 5RE
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Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE.** Please include the reference SU0047 or Horne Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
    - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

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Horne Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

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

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Horne Parish Council** for the year ended 31 March 2026 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.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Horne Parish Council** on application to:	
(a) _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

www.pkf-l.com

Horne Parish Council

Our ref SU0047

SAAA Ref SB04466

Invoice No. SB20262893

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 25 September 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£210.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£210.00
VAT @ 20%	£42.00
TOTAL PAYABLE	£252.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SU0047 or Horne Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE
T: +44 (0)20 7516 2200
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Horne Parish Council

Our ref SU0047

SAAA Ref SB04466

Invoice No. SB20262893

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 25 September 2026

REMITTANCE ADVICE

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Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Horne Parish Council – SU0047**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

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 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, 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.

The smaller authority has disclosed that it made proper provision during the year 2025/26 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, based on the above, is not correct.

The AGAR was not accurately completed before submission for review. The responses given in Section 1, Box 9 and Section 2, Box 11 are not consistent. The smaller authority has confirmed it is not a sole managing trustee by answering 'N/A' to Section 1, Box 9 and so the response to Section 2, Box 11 should have been 'yes'.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- The minute references on the AGAR are unclear. The minutes of the meeting at which the AGAR was approved have been reviewed and do not demonstrate that Sections 1 and 2 have been approved in the correct order and so it is not possible to determine whether Section 1 was approved prior to Section 2 in accordance with the Accounts and Audit Regulations 2015. The smaller authority should ensure that the minutes properly demonstrate the order of approval and the minutes references are correctly recorded on the AGAR.

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

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, and it has not provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The smaller authority has not provided:

- an adequate explanation for the variance between the prior and current year values in Boxes 3 & 6 of Section 2

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided an explanation for the 'no' response to the following internal control objectives: M, N, O. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

3 External auditor certificate 2025/26

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 2026.

External Auditor Name: **PKF LITTLEJOHN LLP**

External Auditor Signature: PKF Littlejohn LLP

Date: 25/09/2026

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
100	**Income**						
1076	Precept	34,763	36,501	0	0	0	0
	Total Income	**34,763**	**36,501**	**0**	**0**	**0**	**0**
	Net Income over Expenditure	**34,763**	**36,501**	**0**	**0**	**0**	**0**
200	**Administration**						
4000	Clerk's Salary	14,445	15,310	0	0	0	0
4010	Staff Pension Costs	482	600	0	0	0	0
4020	PAYE	1,024	1,500	0	0	0	0
4060	Clerk's Expenses	722	500	0	0	0	0
4070	Chairman's Allowance	422	200	0	0	0	0
4080	Training/ Events	602	300	0	0	0	0
4100	S137	1,204	1,500	0	0	0	0
4110	Audit	1,024	600	0	0	0	0
4120	Insurance	602	1,000	0	0	0	0
4130	Legal & Planning	602	3,000	0	0	0	0
4150	Maintenance of Parish Land	28,889	5,000	0	0	0	0
4160	Newsletter /Printing DNU	3,130	500	0	0	0	0
4170	Events / APM	302	320	0	0	0	0
4180	IT /Office Costs	602	1,500	0	0	0	0
4190	Subscriptions	663	1,200	0	0	0	0
4200	Website	360	500	0	0	0	0
	Total Overhead Expenditure	**55,075**	**33,530**	**0**	**0**	**0**	**0**
	Net Income over Expenditure	**(55,075)**	**(33,530)**	**0**	**0**	**0**	**0**
	Total Budget Income	34,763	36,501	0	0	0	0
	Expenditure	55,075	33,530	0	0	0	0
	Movement to/(from) Gen Reserve	**(20,312)**	**2,971**	**0**	**0**	**0**	**0**