

Minutes of the **meeting of the Beaworthy Parish Council** held at 1930 hours on **Thursday 20th April 2023** in Beaworthy Parish Hall.

Councillors present: Cllr Rendell. (Chairman), Cllr Coleman, Cllr Higgins, Cllr Sanders, Cllr Wonnacott.

Also present: A. Braidwood (Clerk), Cllr T Southcott (WDBC) Cllr Mott (WDBC)

1. **Chairman's welcome.** Cllr Rendell welcomed attendees to the meeting.
2. **Apologies for absence.** Cllr Johnstone, Cllr Balsdon
3. **Public Forum –** No members of the public spoke.
4. **Declarations of Interest in items on the agenda –** Nil
5. **Minutes of the previous meeting.** It was **RESOLVED** that the minutes of the meeting held on the **16th Mar 2023** were a true record and were signed by the Chairman.
6. **Clerk's report –** received. **Annex A**
7. **Planning.**
 - 7.1 **0328/23/FUL** – Construction of a log cabin for dog grooming purposes, The Old Railway Cottage, Patchacott, EX21 5AS. It was unanimously **RESOLVED** to support the application with the following comments. 'The Parish Council support this application, but with the condition that it is for ancillary business use only, linked to the main property'.
 - 7.2 **0604/23/FUL** – Construction of a temporary agricultural workers supervisory dwelling (resubmission of 2874/22/OPA) – Land at SX460 975, Metherell Cross, Patchacott. – **Consulting as a neighbouring parish.** It was unanimously **RESOLVED** to object to the application with the following comments. 'There is no agricultural justification for a dwelling at this site as this is not a milking herd, therefore, the Council cannot see a justifiable reason for 24 hour, on-site, supervision. **The future occupants of the proposed dwelling already reside in Patchacott**, one mile away (approx. a 3 minute drive from the site, and both are also already in non-agricultural employment). The shed, currently at the plot, is not suitable to support the amount of cattle mentioned in the application. Plus the area of land at this site is less than 7 acres (the 36 acres mentioned in the application are in other areas of the parish). It is yet another residential development in the open countryside in an unsustainable area with no amenities therefore more use of a car.
 - 7.3 **0985/23/LBC** – Listed building consent for proposed porch, minor alterations and renovation. The Old Rectory, Patchacott, EX21 5AS. It was unanimously **RESOLVED** to support the application.
 - 7.4 **0984/23/HHO** – Householder application for proposed porch, minor alterations and renovation. The Old Rectory, Patchacott, EX21 5AS. It was unanimously **RESOLVED** to support the application.
8. **Proposed road closure past Broadmoor Farm: 13-15 Sept 23.** It was **RESOLVED** that there were no concerns with this proposed closure.
9. **Policies for review** – Financial Regulations, Asset Register Policy, Financial Risk Assessment, Equal Opportunities, Death of a Senior National Figure were reviewed and approved.
10. **Councillor reports:**
 - 10.1 Highways update – Received
 - 10.2 Parish Hall Report – Received
 - 10.3 Crime commissioners Report – NTR
 - 10.4 Northern Links - NTR
11. **WDBC Report –** Received
12. **Finance:**

- 12.1 The RFO presented the **Finance Report**, bank reconciliation and budget to **30 Mar 2023 (Annex B)**
- 12.2 IT was proposed and unanimously **RESOLVED** to approve the payments as follows:
DALC and NALC affiliation fee 2022-23 £74.99 plus £10.85 VAT
- 12.3 It was proposed an unanimously **RESOLVED** to approve the 22/23 end of year accounts (**Annex C**).
- 12.4 It was proposed and unanimously **RESOLVED** to approve the 23/24 annual payment schedule. **Annex D)**

The Council **RESOLVED** to continue the meeting in **confidential session at 2037 hours**. Cllr Southcott and Cllr Mott were invited to stay for the discussion.

12. Enforcement –updates were received.

The confidential session closed at **2045** hours

14. Items for the agenda for next meeting

15. Date of next meeting – 18 May 2023 – The annual meeting of the council

16. Meeting closed at: 2050 hours.

Annex A

Clerk Report Apr 2023

Finance

Appraisal – forms are still outstanding – please can Councillors send these on to Cllr Sanders as soon as possible. Thank you

Planning

- We are still waiting for the final Memorandum of understanding which will agreed to sign up to.

Cyber Security Presentation - This had unfortunately been cancelled and will be organised again for a later date.

Resolutions

All resolutions from the March meeting have been actioned.

Outstanding issues are:

- Emergency plan meeting to be arranged
- Clerks appraisal meeting to be confirmed –
- Nat West complaint - ongoing
- MOU
- BT Kiosk restoration. BT have cleaned up the site and we are now waiting for a response from the Field Officer to see if it can be painted. - ongoing

Correspondence

- Grit bin – Highways officer has submitted the order for the bin and I am waiting to hear back.
- All nomination papers were submitted and approved. Notification has been received of an uncontested election indicating the persons who have been elected due to insufficient nominations being received for a poll to take place. Please note that the persons elected in these circumstances do not take up office until Tuesday, 9th May (one day later than usual due to the King's Coronation)
- Confirmation was received for application 4431/22/HRN – hedgerow removal Northcombe, that no objection was raised the removal must be undertaken within 2 years. And variance will need fresh notification. A copy of the full letter was distributed via email.
- The contract for the internal auditor has been received, signed and returned. I hope to have the audit completed in the next 2 weeks and the AGAR forms can be completed at our annual meeting on 18th May.

Annex B - Finance Report and Bank reconciliation to 30 Mar 2023

Total	Precept	Grant	Bank Interest	VAT Refund	Misc	Column2	Column3	
4,587.26	4,261.00	250.00	-	76.26	-	-	-	
Payments								
Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
3,454.45	2,190.24	600.00	30.00	433.29	156.12	-	-	44.80
Bank Summary								
Cashbook			Current Acc					
Balance at	01/04/22		3,613.76					
Receipts	to date		4,587.26					
Payments	to date		3,454.45					
Balance at	30/03/23		4,746.57					
Bank Reconciliation			Current Acc					
Balance per statement 30 Mar 23			4,746.57					
Outstanding cheques	Chq No	Amount						
Total Outstanding cheques			-					
			4,746.57					
Difference			-					

End of year Budget Update

BUDGET	FY Apr 22 to Apr 23				
		Budget	Totals	To date	Under or over spend
Category	Sub category				
Clerk salary			2,026.00	2,190.24	(164.24)
Donations			300.00	300.00	-
	Madworthy	150.00		150.00	
	St Albans	150.00		150.00	
Administration and training			250.00	30.00	220.00
	Admin expenses/mileage	50			
	Training	200		30.00	
Input Vat to be recovered				44.80	
Office costs			515.00	433.29	81.71
	Printer toner/stationery	50		45.25	4.75
	Go daddy domain renewal	20		17.12	2.88
	Go Daddy website renewal	85		95.88	(10.88)
	Village Hall Hire	250		132	118.00
	Subscriptions DALC	70		55.00	15.00
	Subscriptions ICO	40		35.00	5.00
	stamps	0		53.04	(53.04)
Insurance			170.00	156.12	13.88
Grants			300.00	300.00	-
Election Costs contingency			100.00	100.00	-
Reserve/contingency			400.00	400.00	-
Asset Maintenance contingency			200.00	200.00	-
	2 noticeboards	50			
	laptop and printer	150			
			4,261.00	4,154.45	
			3,561.00	3,454.45	106.55

Annex C – End of Year Accounts 2022-23

Receipts and Payments account		
Year 2021-22	Receipts	Year 2022-23
£ 4,132.00	Precept	£ 4,261.00
	Grant (Localities)	£ 250.00
£ 37.43	VAT Refund	£ 76.26
£ 4,169.43	Total receipts	£ 4,587.26
Year 2021-22	Payments	Year 2022-23
Net		Net
£ 1,982.24	Clerk Salary	£ 2,190.24
	General grants paid	£ 300.00
£ 300.00	Grass cutting donations	£ 300.00
£ 156.12	Insurance	£ 156.12
£ -	Audit	£ -
£ 20.37	Office costs, printer, stationery	£ 98.29
£ 49.00	Subscriptions - DALC	£ 55.00
	training	£ 30.00
£ 101.00	Website	£ 113.00
£ 132.00	Hire of Village Hall for meetings	£ 132.00
£ 35.00	Information Commissioners Office	£ 35.00
£ 76.26	VAT paid	£ 44.80
£ 249.17	Asset Maintenance	£ -
£ 3,101.16	Total payments	£ 3,454.45

There is an overall YoY difference of £353.29

The grant award of £300 was not spent in 2021 and is currently in general reserves to be allocated but has been earmarked

The admin and training budget was underspent but hope to use it the following year as new courses become available
This will be rolled over to allow missed and new training in FY 23/24

Office costs were higher but within budget due to lower venue costs - 23/24 budget amended for these costs

VAT is included for information but is reclaimed each year.

	Funds Held		
Year 2021-22			Year 2022-23
	Nat West Current Account Balance 1 Apr 2022	£	3,613.76
	Total receipts	£	4,587.26
	Total Payments	£	3,454.45
	Total balance in cash book	£	4,746.57
	Nat West Bank balance at 31 Mar 2023	£	4,746.57
	unpresented cheques		
	unpresented credit		
£ 3,613.76	Nat west closing balance 31 Mar 2023	£	4,746.57
	Total Holdings	£	4,746.57
	of which is Reserves		
Year 2021-22			Year 2022-23
£ 736.78	election expenses contingency	£	836.78
£ 1,001.68	general contingency/12 months running costs	£	1,701.68
£ 84.83	asset replacement contingency	£	284.83
£ 1,823.29	Total	£	2,823.29
	Assets		
Year 2021-22			Year 2022-23
		£	-
£ -	Notice Board - Beaworthy Church Entrance	£	-
£ -	Notice Board Parish Hall entrance	£	-
disposal Aug 2021	HP Laptop		
£ 249.17	New ACER Laptop	£	249.17
£ 100.00	Epsom XP-432 Printer	£	100.00
£ 349.17	Total Asset Value	£	349.17
	Borrowings		
Year 2021-22			Year 2022-23
£ -	The Parish Council does not have any borrowings	£	-
	Outgoing Grants		
Year 2021-22			Year 2022-23
£ 8.32	S137 - Allowance per elector	£	9.93
£ 300.00	Grants available for year to community	£	300.00
£ -	Total Spent	£	300.00
Section 137 of the LGA 1972 enables Parish Councils to spend up to the allocated amount per elector for the benefit of people in the area on activities or projects not specifically authorised by other powers. This is still subject to terms. This is subject to grant money available.			
Grants in line with the Parish councils grant policy are shown in Payments section			

Annex D – Annual Payment Schedule 2023-24

Item	Max amount to be approved	Date of Payment
Clerk Salary	£ 2462.74 pa	Monthly payments by standing order based on a nominal 4 hours per week by standing order.
DALC – membership	£ 80.00	Annual subscription due in April 2023 – payment on receipt of invoice
Community First Trading - Insurance	£ 170.00	Annual payment due May 2023 – Payment on receipt of invoice
Beaworthy Church – Donation for Grass Cutting	£ 150.00	Usually paid in May -
Madworthy Chapel - Donation for Grass Cutting	£ 150.00	Usually paid in May -
Go Daddy - Website	£ 125.00	Annual payment due in September – to be paid by clerk on credit card and reimbursed on production of receipt
Village Hall booking	£250.00	Cost estimated – max amount budgeted in category. Payment on receipt of invoice – usually 6 monthly
Data Protection Fee	£ 35.00	DD debit has been set up.
Election Fees WDBC		Date and amount to be confirmed