

Doveridge Parish Council Minutes

Minutes of the Parish Council Meeting on 7th February 2023

Present; Cllr Bointon, Cllr Dews, Cllr Ogram, Cllr Mason, Cllr Lyon, Cllr Buck, Cllr. Willis, Members of the Public.

01/02/23 To receive apologies for absence.

Apologies were received from Cllr Ewing, Cllr Goulden and County Councillor S Bull and District Cllr J Allison

02/02/23 Variation of Order of Business.

None

03/02/23 Declaration of Members Interests.

Cllr Bointon declared an interest in agenda item 11 relating to CAT for Bowling Green Area.

04/02/23 Public Speaking

Members of the public

A member of the public attended to ask if the paddock at the bottom of the Burial Ground could be used for a dog exercise area.

Parish Councillors

Cllr Mason gave a brief update on the Village Hall plans for Coronation Weekend.

05/01.23 To approve the Minutes of the Parish Council held on the 10th of January 2023.

It was **RESOLVED** that minutes be approved as a true record of the meeting held on 10th January 2023 Proposed Cllr Lyon, Seconded Cllr Mason. All in Favour

06/02/23 Chairmans Announcements

None

07/03/23 Finance

It was **RESOLVED** to approve the Income and payments as shown in attached schedule, to approve the monthly budget review and the bank reconciliation of 7th February 2023. Proposed Cllr Buck, Seconded Cllr Wallis. All in Favour.

08/02/23 Budget Review January 2023

It was **RESOLVED** to approve the quarterly Budget Review undertaken in January 2023. Proposed Cllr. Lyon, seconded Cllr Bointon. All in Favour

09/02/23 DPC Financial Regulations

It was **RESOLVED** to update the financial regulations to state *"The Parish Clerk may make immediate payment on invoices received, where a quotation has been approved previously for the*

work/services when the invoice matches the quotation.” Proposed Cllr Lyon, Seconded Cllr Bointon All in Favour

10/02/23 Speed Indicator Devices

Speed Indicator Devices (SIDS) are now fully operational. It was **RESOLVED** to approve the outstanding invoice of £7699.20. Proposed Cllr Ogram, seconded Cllr Buck. All in favour.

11/02/23 Report from Clerk on on-going matters

- A pre application for the viewing platform at the pond has been submitted. We have been advised that whilst the land is owned by DDDC, full planning permission will be required. Cllr Lyon proposed that a consultation will be done with the village regarding the two potential Community Asset Transfers (CATs) Proposed Cllr Lyon, Seconded Cllr Ogram. All in Favour. It was **RESOLVED** to begin a consultation process from 18th February to 18th March.
- Internal Auditor change of company name. It was **RESOLVED** to approve and continue with this company for internal audit. Propose Cllr Lyon, Seconded Cllr. Bointon.
- Following Risk Management Review, it was **RESOLVED** to outsource payroll activity. Clerk will follow up. Proposed Cllr Bointon, Cllr Lyon. Quotations were reviewed and a service provider selected.
- 401 Bus Service. Following DPC request, Sarah Dines MP has written to DCC. who have confirmed funding until September 2023. We have requested she also writes to SCC about ongoing funding for this service as Staffordshire County Council are the primary funders.
- Community Asset Transfer – The pond and bowling green area (which have been highlighted to the Parish Council by DDDC as potential transfers) are now being considered as CAT by the Parish Council. We await update from DDDC.
- Notice of Elections. The returning Officer for DDDC has notified us of the timetable for the Elections and asked us to publicise this. It has been posted on the Village Website and the Parish Council Facebook Page. An update will be provided for the Parish Magazine and Parish Council Newsletter and on the Parish Council noticeboard.
- Standing Orders and Financial Regulations are due to be reviewed at the May Annual Parish Council Meeting. Clerk requested a volunteer councillor to co-ordinate review of documents. Cllr Lyon will organise this.

12/02/23 Neighbourhood Plan Review

The Parish Council have been advised that until the local plan is updated the review can only focus on the policies in our neighbourhood plan to ensure they are working to our benefit. The Parish Council need to seek feedback from residents.

13/02/23 Pond Project

No update – see clerks updates above.

14/02/23 Parish Council “No Ball Games” sign

It was **RESOLVED** to remove the sign opposite St Cuthberts Church. Proposed Cllr Bointon, Seconded Cllr Mason. All in favour.

15/02.23 Grit Bins

It was **RESOLVED** to approve retrospectively purchase of an additional Grit bin to locate near East Lawn Drive/Derby Road. It was **RESOLVED** to move another Grit bin closer to the Junction of Cavendish Arms. Proposed Cllr Ogram Seconded Cllr Lyon All in favour.

16/02/23 Parent Teacher Association.

It was **RESOLVED** to contribute of up to £80 towards a mobile tea Urn for use at fundraising events. Proposed Cllr Bointon Seconded Cllr Ogram All in Favour.

17/02/23 Pavilion

Sanitation facilities will be provided at the Pavilion, contracts are being negotiated. Proposed Cllr Lyon Seconded Cllr Bointon.

18/02/23 Planning Applications

Applications

22/01377/FUL – Rhodeside Derby Rd. Erection of replacement dwellinghouse, validated 3/1/23-
Noted.

Marston Lane Development: *The Parish Council have sent a letter sent to DDDC Planning asking how noise levels will be managed. A letter sent to the MP regarding the noise reduction measure on the A50.*

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19/02/23 Burial Ground

- *Proposed Terms of Reference for Burial Ground Committee were approved by full council*
- *Update on Community Asset transfer – awaiting completion.*

20/02/23 Correspondence

To discuss resident offer of Community notice Board Refurbishment/Replacement Proposed Cllr Ogram. Seconded Cllr Buck All in favour.

To discuss request for use of bottom paddock at Burial Ground for dog walking – See Public Speaking item above. The Parish Council advise that the Burial Ground was not yet in their ownership, and it is understood at this time that the land may only be used for Burial purposes. This can be clarified when transfer of ownership transfers.

21/02/23 Parish Magazine/Parish Newsletter

Cllr Wallis will collate items for submission.

Cllr Wallis will take forward proposals for a digital Doveridge Newsletter.

22/02/23 MEETING CLOSE 21.20

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Payments already made and to be approved:				
Date	Method	Name	Description	Total (inc VAT)
04/01/2023	DD	EDF	Pavillion Electric	£ 28.00
16/01/2023	BACS	DPDS	postage for return of N Plan documents	£ 7.95
27/01/2023	BACS	K. Darcy	January Salary Paid 27th Jan	£ 732.12
27/01/2023	BACS	Hmrc	Tax and NI	£ 32.80
30/01/2023	DD	Currys	Laptop Insurance	£ 7.99
22/02/2023	DD	ICO	ICO Registration renewal	£ 40.00
01/02/2023	BACS	Dalc	Election Training for Clerks	£ 20.00
01/02/2023	BACS	Dalc	CLlr Essentials Training CLlr Willis	£ 50.00
01/02/2023	BACS	Dalc	YE accounts for councils over £25k	£ 30.00
01/02/2023	BACS	Doveridge Village Hall	Room Hire	£ 14.40

Payments to approve:				
Date	Method	Name	Description	
08/02/2023	BACS	Coeval	Speed Indicator Devices	£ 7,699.20
08/02/2023	BACS	K. Darcy	Expenses	£ 27.24
24/02/2023	BACS	K. Darcy	February Salary due 24th Feb	£ 706.12
24/02/2023	BACS	Hmrc	Tax and NI	£ 32.80
08/02.2023	BACS	JB Mowing	Groundsman duties	£ 75.00
08/02/2023	BACS	JB Mowing	Reimburse for purchase of Grit Bin	£ 149.99
	BACS	Dalc	Vat for un registered councils	£ 30.00
			Total	£9,653.61

Income				
32/01/2023		Nat West	Bank Interest	£ 7.32
				£ 7.32

2022/2023 BUDGET APPRAISAL @ 7th Feb 2023

	Set Budget 2022/2023	Actual to date	Forecast to Year-end	Total forecast to year end	Variance to Budget	Notes
Environmental						
Mowing	£ 2,000.00	£996.20	£265.00	£1,261.20	£738.80	
Footpath Maintenance	£ 1,000.00	£657.50	£150.00	£807.50	£192.50	
Burial Grounds	£ 6,500.00	£673.00	£1,000.00	£1,673.00	£4,827.00	To spend before YE pending Completion
Grit Filling	£ 200.00	£185.45	£150.00	£335.45	-£135.45	purchase Grit Bin
Mower Insurance + maintenance	£ 1,000.00	£993.69	£0.00	£993.69	£6.31	
Hedge Cutting	£ 500.00	£400.00	£0.00	£400.00	£100.00	
Playground	£ 2,000.00	£127.23	£1,800.00	£1,927.23	£72.77	To Spend before YE on Repairs
Pavilion	£ 500.00	£403.00	£600.00	£1,003.00	-£503.00	new consumer unit at Pavillion
Misc Repairs & Vandalism	£ 1,500.00	£0.00	£0.00	£0.00	£1,500.00	
Village Upkeep/Events	£ 2,000.00	£463.75	£0.00	£463.75	£1,536.25	balance overspends
Village Flowers	£ 1,500.00	£1,629.95	£0.00	£1,629.95	-£129.95	Lampost inspections
Tree works	£ 2,000.00	£2,415.00	£520.00	£2,935.00	-£935.00	additional tree works meadow view
Administration						
Salary	£ 10,000.00	£8,843.17	£1,500.00	£10,343.17	-£343.17	increase to contracted clerk hours
Administration	£ 4,100.00	£3,711.63	£200.00	£3,911.63	£188.37	
Projects						
Village Improvements	£ 5,000.00	£10,093.36	£7,699.00	£17,792.36	-£12,792.36	£14,448.00 grants (£4679 on Sids & Lott £9809 -3300k left - use for fencing and playground repairs?
S137 Donations	£ 600.00	£270.00	£310.00	£580.00	£20.00	
Contingencies						
Election Contingency	£ 1,000.00	£0.00	£0.00	£0.00	£1,000.00	
General Contingency	£ 4,500.00	£0.00	£0.00	£0.00	£4,500.00	
Pavilion	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Planning	£ 1,250.00	£0.00	£0.00	£0.00	£1,250.00	
Fencing	£ 6,000.00	£0.00	£1,500.00	£3,000.00	£3,000.00	funding grant not received
VAT		£2,957.47				
	£55,150.00	£34,820.40	£15,694.00	£50,514.40	£4,635.60	

INCOME	Predicted	Actual	Predicted Y/E Balance
Year End Balance	£ 21,400.00		£ 21,404.97
Precept	£ 28,381.00	£28,381.00	£ -
DDDC Reimbu Play field	£ 1,373.00	£1,396.58	£ -
Reclaim Footpaths	£ 495.00	£445.00	£ -
Solar Farm Rent	£ 2,700.00	£0.00	£ -
Other Rent	£ 800.00	£780.46	£ -
VAT 2021/2022		£640.28	£ -
Grants	£ -	£15,488.00	£ -
Reserve Account Interest	£ 1.00	£30.59	£ 4.00
General reimburs		£0.00	£ -
	£ 55,150.00	£47,161.91	£ 4.00

Minus YE Balance

#VALUE!

Bank Balance 01.04.22	£24,258.46	
Outgoings since 01.04	£34,820.40	✓
Income since 01.04	£47,656.91	✓
	£37,094.97	✓
Bank balance 07 FEB 22	£37,094.97	✓
Santander A/C approx	£ 29.08	
	£37,124.05	

RECONCILED

Doveridge Parish Council

Bank Reconciliation as 07FEB2023

Opening Balance as at 1st April 2022	£24,258.46
Payments since 01.04.21	£ 34,820.40
Receipts since 01.04.21	£ 47,656.91
	<u>£ 37,094.97</u>
Difference Bank/Budget Appraisal	£0.00
Bank balance as at 07 FEB 2023	
Natwest Current Account	£ 23,178.41
Natwest Reserve Account	£ 10,748.56
Natwest Burials Ground Account	£ 3,168.00
Total	<u>£37,094.97</u>
Santander Account approx.	£ 29.08
Total	<u>£ 37,124.05</u>