

Doveridge Parish Council

Minutes of Meeting 5th December 2023

Present; Cllr Lyon, Cllr Bointon, Cllr Ewing, Cllr Mason, Cllr Dews, Cllr Buck, Cllr Jarville, Cllr Wallis

In Attendance; Kate Darcy, Parish Clerk, District Councillor J Bointon, County Councillor Steve Bull

01/12/23 To receive apologies for absence

Apologies Received from Cllr Allison. District Cllr Bointon had advised the Parish Clerk that he would be late to the meeting due to another meeting at DDDC.

02/12/23 Variation of Order of Business

The Chair announced that should Cllr Bointon wish to speak in Public Speaking after his arrival that the order of business would be changed as required.

03/12/23 Declaration of Members Interests

None

04/12/23 Public Speaking

County Cllr Bull

Cllr Bull provide a verbal update to the Parish Council with regard to the financial situation at DCC. Cllr Bull advised that the forecast deficit had been reduced from £46.5M to £32.9M which was an improvement, but work was still ongoing. Cost savings were being made, but it was stressed that essential services would be maintained. Cllr Bull advised that applications for the Membership Leadership Scheme fund would be available until end of January.

District Cllr Bointon

Cllr Bointon advised that DDDC were setting priorities for the next 3 1/2 years were being set.

05/12/23 To approve the Minutes of the Parish Council held on the 7th of November 2023.

It was **RESOLVED** to approve the minutes as a true record of the meeting.

06/12/23 Chairmans Announcements

None

07/12/23 Finance Income and payments to 5th December 2023

It was **RESOLVED** to approve the income and payments to 5th December 2023 and to approve the Accounts as shown on the schedule attached. Cllr Bointon abstained. It was **RESOLVED** to move funding between budget lines as detailed on the Budget Appraisal. It was **RESOLVED** to make the donation to the PTA of £57.

08/12/23 Budget 2024-25

It was **RESOLVED** to approve the proposed budget which would now form the set budget for 2024/2025. This would see an increase of around 5% to the Precept.

09/12/23 School House Trust

A verbal update was provided from the recent AGM. Cllr Lyon would sit on the trust at a future date.

10/12/23 Local Project fund

It was **RESOLVED** to apply for a donation towards extra floral displays around the village.

11/12/2 Report from Clerk on on-going matters

All matters were on agenda.

12/12/23 Village Xmas Tree

It was **RESOLVED** that the Parish Council would join with the Village Hall Committee to have a village Christmas Tree. A budget of £80 was set which would need to be match funded by the Village Hall. The Parish Council representative on the Village Hall Committee would confirm this.

13/12/23 Planning Applications

Applications

- T/23/00219/TPO –Application for Tree Works- Wesley Close Doveridge -Noted
- 23/01212/FUL – 17 Park Crescent Doveridge –Alterations and Extension -Noted

14/12/23 Burial Ground

A verbal update was provided. Policies, Pricing Structure, and Processes were being developed by the Burial Ground Committee.

15/12/23 Correspondence

- E mail – complaint made to Parish Council – This is now in hand with the Monitoring Officer.
- E mail from MPs office regarding portrait of the King. It was **RESOLVED** to apply for this with a view to it being displayed in the Village Hall. The Parish Council representative will liaise with the Village Hall Committee regarding this.

16/12/23 Exclusion of the Press and Public Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted

Parish Clerk left the meeting.

17/12/23/NALC pay Award for local council employees

It was **RESOLVED** to approve the pay award and for the Parish Clerk make payments to Payroll Administrator to bring account up to date and to amend Standing Order as required.

Parish Clerk returned to the meeting.

18/12/23 Parish Magazine

No publication until new year.

19/12/23 Date of next meeting

Next meeting 9th January at 7.30pm in the Village Hall Kitchen.

20/12/23 MEETING CLOSE

Meeting closed at 20.19.

Chair/Vice Chair Signature;

Date;

Doveridge Parish Council Meeting 5th December 2023

Payments made to be approved				
Date	Method	Name	Description	Total (inc VAT)
	DD	EDF	Pavillion Electric	£ 34.00
	DD	Currys	Laptop Insurance	£ 15.98
01.12.23	BACS	Sky Hire Tree Care	Work to trees at Playing field	£ 630.00
	SO	SD CVS	Payroll Services Nov	£ 775.00

Payments to approve:				
Date	Method	Name	Description	
	BACS	K. Darcy	Expenses includes £39.95 bin bags for playing fiedl	£ 49.94
	BACS	JB Mowing	Groundsman duties	£ 30.00
	BACS	Village Hall	room Hire for Burial Ground Meeting November	£ 14.40
	BACS	M Lyon	Mileage to attend Parish & Town Council Forum	£ 23.40
	SD CVS	Payroll Services Dec	Assumes pay rise approved and Includes back pay	£ 1,348.30
	BACS	Village Hall	room Hire for December	£14.40
				£ 2,935.42
Income				
	BACS	Nat West	Interest	£12.93
				£-00
				£ 12.93

2023/2024 BUDGET APPRAISAL @ 01 DEC 2023

	Set Budget 2023/2024	Actual to date	Variance to Budget	Notes
Environmental				
Mowing	£ 2,000.00	£1,390.50	£9.50	
Footpath Maintenance	£ 1,000.00	£262.50	£387.50	
Burial Grounds	£ 8,000.00	£7,762.84	£7.16	
Grit Filling	£ 200.00	£0.00	£200.00	Recommend move this to Pavillion for maintenance b4 YE
Mower Insurance + maintenance	£ 1,500.00	£636.47	£263.53	
Hedge Cutting	£ 600.00	£480.00	£120.00	
Playground	£ 2,000.00	£147.10	-£23.50	
Pavilion	£ 600.00	£504.68	-£74.68	£170 elec to YE plus maintenance need extra monies
Misc Repairs & Vandalism	£ 310.00	£310.00	£0.00	
Village Upkeep/Events	£ 1,590.00	£1,505.75	-£15.75	
Village Flowers	£ 1,550.00	£1,546.03	£3.97	
Tree works	£ 2,000.00	£1,410.00	£20.00	includes tree works reqd before YE
Fencing	£ 3,000.00	£0.00	£3,000.00	
Administration				
Salary	£ 9,500.00	£6,276.34	-£814.34	Nalc Pay award (move £800 from Admin)?
Administration	£ 4,500.00	£3,295.96	£804.04	
Projects				
Village Improvements (Pond)	£ 6,000.00	£0.00	£6,000.00	
S137 Donations	£ 500.00	£290.00	£0.00	
Contingencies				
Election Contingency	£ 1,800.00	£1,800.00	£0.00	
General Contingency	£ 5,000.00	£771.00	£4,229.00	
Pavilion	£ 2,000.00	£0.00	£2,000.00	
Planning	£ 1,500.00	£0.00	£1,500.00	
Burial Ground	£ 2,000.00	£0.00	£2,000.00	
	£57,150.00	£28,389.17	£19,326.43	

INCOME	Predicted	Actual	Bank Balance 01.04.23	£22,528.00	
Year End Balance	£ 22,499.14		Outgoings since 01.04	£28,648.50	✓
Precept	£ 28,381.00	£29,203.00	Income since 01.04	£39,029.06	✓
DDDC Reimbu Play field	£ 1,373.00	£0.00		£32,908.56	✓
Reclaim Footpaths	£ 495.00	£0.00			
Solar Farm Rent	£ 2,700.00	£3,453.33	Bank balance 01DEC23	£32,908.56	✓
Other Rent	£ 800.00	£1,135.00			
VAT 2022/2023	£ -	£4,788.75			
Grants	£ -	£200.00			
Reserve Account Interest	£ -	£142.18			
General reimbur	£ -	£106.80			
	£ 56,248.14	£39,029.06			

Minus YE Balance

RECONCILED

Doveridge Parish Council

Bank Reconciliation as 01DEC 2023

Opening Balance as at 1st April 2023	£22,528.00
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Payments since 01.04.23	£ 28,648.50
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Receipts since 01.04.23	£ 39,029.06
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	<u>£ 32,908.56</u>
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Difference Bank/Budget Appraisal	£0.00
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Bank balance as at 3rd NOV 2023

Natwest Current Account	£ 18,882.22
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Natwest Reserve Account	£ 10,858.34
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Natwest Burials Ground Account	£ 3,168.00
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Total	<u>£32,908.56</u>
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	Set Budget 2023/2024	Set Budget 2024-25	Notes
Environmental			
Mowing	£ 2,000.00	£2,800.00	end of current contract March 2024
Footpath Maintenance	£ 1,000.00	£1,200.00	end of current contract March 2024
Burial Grounds	£ 8,000.00	£2,000.00	Landscaping of entrannce, bins,
Grit Filling	£ 200.00	£225.00	replenish bins after this winter
Mower Insurance + maintenance	£ 1,500.00	£2,000.00	anticipated ncrease in premiums
Hedge Cutting	£ 600.00	£600.00	remain at £600
Playground	£ 2,000.00	£2,000.00	On going mainteance costs
Pavilion Operational exps	£ 600.00	£1,000.00	Sanitation £320 Elec £480,maintenance
Misc Repairs & Vandalism	£ 310.00	£300.00	reduced
Village Upkeep/Events	£ 1,590.00	£1,750.00	Transferred extra £590 into this line 23/24
Village Flowers	£ 1,550.00	£1,800.00	Includes 5% inc and cost of tests £200
Tree works	£ 2,000.00	£2,500.00	increase of £500 from 23/24
Fencing	£ 3,000.00	£3,000.00	moved unspent £3k to fencing reserves and allocate £3k this year
Administration			
Salary	£ 9,500.00	£11,200.00	Allow for 24/25 increase in line with 23/24 increase
Discretionary Administration	£ 4,500.00	£900.00	Sundries
Mandatory Admin		£3,000.00	Insurances etc
Projects			
Village Improvements (Pond)	£ 6,000.00	£600.00	
S137 Donations	£ 500.00	£750.00	potenial higher demand
Contingencies/Reserves			

Election Contingency	£ 1,800.00	£750.00	Build reserve over nxt 4 yrs
General Reserves	£ 5,000.00	£7,000.00	need to build this to 1/3rd of expenditure/income over next few yrs
Pavilion Project Reserves	£ 2,000.00	£2,000.00	moved to reserves as unspent in 23/24
Fencing Project Reserves		£3,000.00	moved to reserves as unspent in 23/24
Pond Project Reserves		£6,000.00	moved to reserves as unspent in 23/24
Defibrillator maintenance		£500.00	Build reserves, batteries £200, pads £80
laptop and printer replacement		£200.00	Build reserves - Aging equipment
Planning	£ 1,500.00	£1,500.00	review of Neighbourhood Plan/CATs
Burial Ground	£ 2,000.00	£1,000.00	
Traveller contingency		£500.00	Build reserves for Travellers now we own Burial Ground
	£57,150.00		
Predicted YE Balance	£23,702.00	£60,075.00	

<u>INCOME</u>	Predicted
Precept	£ 30,678.00
DDDC Reimbu Play field/Burial Grd	£ 1,800.00
Reclaim Footpaths	£ 495.00
Solar Farm Rent	£ 2,000.00
Other Rent	£ 900.00
VAT 2023/2024	£ 500.00
Grants	£ -
Total forecast Income	£60,075.00

