

Doveridge Parish Council Minutes

Minutes of the Annual Parish Council Meeting on 16th May 2023

In attendance; Cllr Bointon, Cllr Buck, Cllr. Ewing. Cllr Wallis, Cllr Allison, Cllr Jarville

K. Darcy Parish Clerk and Members of the Public.

16/05/23 APCM Election of Chair

The chair asked for a vote for someone to chair the meeting, should the chair not be re-elected. it was **RESOLVED** that Cllr Bointon would chair the meeting.

It was **RESOLVED** that Cllr Lyon would be appointed as chair of the Parish Council for 2023/24 and that the declaration of acceptance of office would be completed by 22nd May 2023

16/05/23 APCM Election of Vice Chair

It was **RESOLVED** that Cllr Bointon would be appointed as Vice Chair to the Parish Council for 2023/24 and declaration of acceptance of office was signed.

16/05/23 APCM Declarations of office/Acceptance of Office

Declarations were received from members of the council.

16/05/23/APCM To receive apologies for absence.

Apologies were received from Cllr Mason, Cllr Dews and Cllr Lyon

16/05/23 APCM Variation of Order of Business.

None

16/05/23 APCM Declaration of Members Interests.

Cllr Bointon declared an interest in Item 22 as an allotment holder.

16/05/23/APCM Public Speaking

- A member of the public asked why the Parish Councillors had not produced election leaflets/held public meetings and asked if this could be considered at next election and asked why there were 4 people in attendance at the polling station.

16/05/23/APCM To approve the Minutes of the Parish Council held on the 25th of April 2023.

It was **RESOLVED** that the minutes of the meeting on 25th April are a true record of the meeting.

16/05/23/APCM Chairmans Announcements

The chair outlined an urgent issue with the trees along Derby Road. It was **RESOLVED** to delegate authority to the Parish Clerk to seek quotes and authorise necessary works by a tree surgeon.

16/05/23/APCM To Review/Election of Members to sit on Parish Council Working Groups/Committees and to Review Terms of Reference & Delegation of Authority of Committees as required.

Deferred to next meeting.

16/05/23/APCM To Review/Election of Members on Outside Bodies

Deferred to next meeting.

16/05/23/APCM To Review/Adoption of Doveridge Parish Council Standing Orders

It was **RESOLVED** that the Standing Orders be adopted.

16/05/23/APCM Review/Adoption of Financial Doveridge Parish Council Financial Regulations

It was **RESOLVED** that the Financial Regulations be adopted.

16/05/23/APCM Review of other Policies

It was **RESOLVED** that the Policy Review Timetable be adopted.

16/05/23/APCM Review of Assets held by Parish Council

It was **RESOLVED** that the Asset list is accurate.

16/05/23/APCM Renewal of Parish Council Insurance

It was **RESOLVED** to accept quotation and renew Parish Council Insurance.

16/05/23/APCM Parish Council Meeting dates 2023/4

It was **RESOLVED** to accept the suggested dates and noted that these may be subject to change.

16/05/23/APCM Finance

It was **RESOLVED** to approve the income and payments on attached schedule and to approve the accounts to 16h May 2023

16/05/23/APCM (b) Authorisation of signatories

It was **RESOLVED** to approve bank signatories.

16/05/23/APCM (c) To approve insurance renewal for Parish Council Mower.

It was **RESOLVED** to renew Mower Insurance

16/05/23/APCM (d) To consider donation to gardening club for 2023/4

It was **RESOLVED** to make donation to the Gardening Club for planter on Marston Lane

(16/05/23/APCM (e) To consider renewal of CPRE membership.

It was **RESOLVED** to renew CPRE membership.

16/05/23/APCM Report from the Clerk on on-going matters

-Freedom on Information Request: A further question has been raised following the Parish Council response to the FOI request. *"As JB Mowing is a sole Trader, what business continuity plans were put into the tender response"* A formal response to this is being dealt with by the Parish Clerk in line with our FOI schedule.

-A WhatsApp Group will be set up for urgent communications between members of the Parish Council.

-Training is being arranged for the new members of the Council.

-Lamp post flowers are due to be installed on 31st May.

-A50 Road Noise. Cllr Allison will now take this forward and update the Council on progress. Cllr Buck will provide expertise regarding noise pollution.

- Permission has been given to the St. Cuthberts Pre-School Playgroup to decorate the Bus Shelter

The Well. A receipt for £36 for slate for the Well has been received from the resident who is kindly maintaining the floral display on behalf of the Parish Council. It was **RESOLVED** to make this payment to the resident. Approval to purchase items is in minute 08/03/23.

16/05/23/APCM Planning Applications

Decisions

-23/00259/FUL Steve Foster Crane Hire Units 1 To 3 Derby Road Doveridge -Erection of rear covered storage area - Granted. **Noted**

16/05/23/APCM Burial Ground

Deposit has been made for manufacture of gates.

16/05/23/APCM Allotments

-To review Allotment Agreement and Charges

It was **RESOLVED** to approve Allotment Agreement. Rents would remain unchanged but will be reviewed in early Jan 2024

-Allotment and Biodiversity Project

It was **RESOLVED** to forward letter to Bellway Homes regarding potential site for Allotments and Biodiversity Project.

-Vacant Half Plot

The Parish Clerk advised that now the Allotment Agreement had been approved, the vacant half plot could now be offered to the next on the waiting list. The plot will require some strimming and weed suppressant covering, costing approximately £30-£40. It was **RESOLVED** that the Groundsmen would be asked to undertake this work.

16/05/23/APCM Parish Magazine

Cllr Bointon would prepare an article for the magazine.

16/05/23/APCM MEETING CLOSE

Meeting close 8.20pm

Doveridge Parish Council Meeting 16th May 2023

Payments made to be approved				
Date	Method	Name	Description	Total (inc VAT)
04/05/2023	DD	EDF	Pavillion Electric	£ 28.00
30/04/2023	DD	Currys	Laptop Insurance	£ 7.99
03/05/2023	BACS	JB Mowing	Groundsman Duties	£ 237.00
04/05/2023	BACS	Metwood Forge	Deposit for Burial Ground Gates	£ 3,400.00
Payments to approve:				
Date	Method	Name	Description	
	BACS	K. Darcy	Expenses £39.95 bin bags for playing field, ink £9.99	£ 49.94
	BACS	Doveridge Village Hall	Room Hire	£ 14.40
	SO	CVS payroll services	Monthly payroll and charges	£ 775.00
	BACS	CPRE	Subscription to CPRE 23/24	£ 36.00
	BACS	Gallagher/Hiscox	Pariish Council Insurance annual payment	£ 2,025.66
				£6,573.99

Income				
28.04.23	BACS	DDDC	Precept	£29,203.00
28.04.23	BACS	Nat West	Bank Interest	£ 8.41
				£ 29,211.41

2023/2024 BUDGET APPRAISAL @ 16th MAY 2023

	Set Budget 2023/2024	Actual to date	Forecast to Year-end	Total forecast to year end	Variance to Budget	Notes
Environmental						
Mowing	£ 2,000.00	£222.00	£0.00	£222.00	£1,778.00	
Footpath Maintenance	£ 1,000.00	£15.00	£0.00	£15.00	£985.00	
Burial Grounds	£ 8,000.00	£3,400.00	£0.00	£3,400.00	£4,600.00	
Grit Filling	£ 200.00	£0.00	£0.00	£0.00	£200.00	
Mower Insurance + maintenance	£ 1,500.00	£187.70	£0.00	£187.70	£1,312.30	
Hedge Cutting	£ 600.00	£0.00	£0.00	£0.00	£600.00	
Playground	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Pavilion	£ 600.00	£56.00	£0.00	£56.00	£544.00	
Misc Repairs & Vandalism	£ 310.00	£0.00	£0.00	£0.00	£310.00	
Village Upkeep/Events	£ 1,340.00	£589.68	£0.00	£589.68	£750.32	
Village Flowers	£ 1,800.00	£0.00	£0.00	£0.00	£1,800.00	
Tree works	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Fencing	£ 3,000.00	£0.00	£0.00	£0.00	£3,000.00	
Administration						
Salary	£ 9,500.00	£851.34	£0.00	£851.34	£8,648.66	
Administration	£ 4,500.00	£622.87	£0.00	£622.87	£3,877.13	
Projects						
Village Improvements (Pond)	£ 6,000.00	£0.00	£0.00	£0.00	£6,000.00	
S137 Donations	£ 500.00	£0.00	£0.00	£0.00	£500.00	
Contingencies						
Election Contingency	£ 1,800.00	£0.00	£0.00	£0.00	£1,800.00	
General Contingency	£ 5,000.00	£0.00	£0.00	£0.00	£5,000.00	
Pavilion	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
Planning	£ 1,500.00	£0.00	£0.00	£0.00	£1,500.00	
Burial Ground	£ 2,000.00	£0.00	£0.00	£0.00	£2,000.00	
VAT		£0.00				
	£57,150.00	£5,944.59	£0.00	£5,944.59	£51,205.41	

INCOME	Predicted	Actual	Predicted Y/E Balance
Year End Balance	£ 22,499.14		£ 49,444.29
Precept	£ 28,381.00	£29,203.00	£ -
DDDC Reimbu Play field	£ 1,373.00	£0.00	£ -
Reclaim Footpaths	£ 495.00	£8.41	£ -
Solar Farm Rent	£ 2,700.00	£3,453.33	£ -
Other Rent	£ 800.00	£225.00	£ -
VAT 2021/2022	£ -	£0.00	£ -
Grants	£ -	£0.00	£ -
Reserve Account Interest	£ -	£8.41	£ -
General reimburse	£ -	£0.00	£ -
	£ 56,248.14	£32,898.15	£ -

Bank Balance 01.04.23	£22,499.14	
Outgoings since 01.04	£5,944.59	✓
Income since 01.04	£32,889.74	✓
	£49,444.29	✓
Bank balance 16 MAY 23	£49,444.29	✓

RECONCILED

Minus YE Balance

#VALUE!

Doveridge Parish Council

Bank Reconciliation as 16 MAY2023

Opening Balance as at 1st April 2023 **£22,499.14**

Payments since 01.04.23 £ 5,944.59

Receipts since 01.04.23 £ 32,889.74

£ 49,444.29

Difference Bank/Budget Appraisal **£0.00**

Bank balance as at 16 May2023

Natwest Current Account £ 35,502.76

Natwest Reserve Account £ 10,773.53

Natwest Burials Ground Account £ 3,168.00

Total **£49,444.29**

