

ELKSTONE PARISH COUNCIL
Agenda/summons
For meeting to be held on 10th January 2024
at 7.30pm in the Village Hall

| | |
|-----|---|
| 1. | Welcome by Chair of Council |
| 2. | Council to note there were no co-option candidates who have contacted the Clerk and confirmed their eligibility |
| 3. | Attendance to be recorded (anticipated as Parish Councillors Matt Hobbs, David Kearney, David Collins, Graham Hopkins & District Councillor Julia Judd, County Councillor Joe Harris & members of the public) |
| 4. | Apologies for absence accepted/noted to be recorded |
| 5. | Declaration of Interest for matters on the agenda to be invited |
| 6. | Public Participation to be invited |
| 7. | Council to invite report from County Councillor Joe Harris |
| 8. | Council to invite report /update from District Councillor Julia Judd (report distributed via email) |
| 9. | Minutes of the previous Parish Council Meeting held on 8 th November 2023 to be approved |
| 10. | Council to approve financial reports |
| 11. | Council to approve payment list as discussed at meeting |
| 12. | Council to consider highway matters- <ul style="list-style-type: none"> • Increased traffic volumes • A417 missing link updates |
| 13. | Council to consider outstanding planning matters |
| 14. | Council to receive update on planting in verges as per email from GCC- Cllr Kearney |
| 15. | Council to consider CDC review of polling stations |
| 16. | Council to note email correspondence distributed regarding Councillor Advocacy Scheme Invite |
| 17. | Council to consider any matters relating to the assets of the Council Council have previously agreed to consider replacing the wooden frames around the grit piles in the spring, |
| 18. | Council to consider any other matters (no decisions can be made) and requests for future agenda items- |
| 19. | Council confirmed date of next meeting is scheduled for 13 th March 2024 at 7.30pm |
| 20. | Meeting to be closed |

ELKSTONE PARISH COUNCIL
Draft minutes
For meeting held on 8th November 2023
at 7.30pm in the Village Hall

| | |
|-----|--|
| 1. | Welcome by Chair of Council |
| 2. | Council noted there were no co-option candidates who have contacted the Clerk and confirmed their eligibility. Councillors discussed ways of publicising the vacancy. |
| 3. | Attendance recorded as Parish Councillors Matt Hobbs, David Kearney, David Collins, District Councillor Julia Judd |
| 4. | Apologies for absence accepted/noted recorded from Parish Councillor Graham Hopkins & County Councillor Joe Harris |
| 5. | Declaration of Interest for matters on the agenda were invited -none |
| 6. | Public Participation was invited -none |
| 7. | Council has not received a report from County Councillor Joe Harris |
| 8. | Council received report /update from District Councillor Julia Judd (report distributed via email) Lorry Park planning appeal outcome A417 road closures postponed A417 missing link forums- clerk has sent another request to be on the distribution list A417 missing link Archaeology dig update Fly-tipping update CDC budget consultation programme Town and Parish Council Forum 6pm 29 th November 2023 |
| 9. | Minutes of the previous Parish Council Meeting held on 13th September 2023 were approved |
| 10. | Council approved financial reports Council noted update on national agreement on salary increase with effect from 4/23 (agreed in principle) |
| 11. | Council approved budget/precept in the sum of £5500 for 2024/25 |
| 12. | Council approved payment list as discussed at meeting Village Hall £70 HMRC £110.40 Expenses £65.32 |
| 13. | Council noted that the Clerk has received an invoice for hire of the Village Hall – May 23 to May 24 (see above) |
| 14. | Council noted highway matters- <ul style="list-style-type: none"> • Ash Dieback update • Increased traffic volumes – cfwd • A417 missing link updates – consultation awaited from Missing Link team. |
| 15. | Council considered outstanding planning matters 23/03310/LBC and 2303309/FUL balcony at Priests House- Council would like to see more of a vernacular style with use of natural materials. Council would like to see more detail in the application paperwork. Council agreed |

| | |
|-----|---|
| | <p>to make no comment. 23/03035/CLUED - Highgate House – noted- no comment</p> |
| 16. | <p>Council received update on planting in verges as per email from GCC from Cllr Kearney Grant application form update – out of time Further advice sources were discussed Council agreed to finance initial outlay to start the project this winter</p> |
| 17. | <p>Council considered matters relating to the assets of the Council</p> <ul style="list-style-type: none"> • replacing the wooden frames around the grit piles was discussed- cfwd to be discussed in the Spring when grit levels were lowered • Gutter changed on the bus shelter and has been cleaned |
| 18. | <p>Council noted correspondence regarding allotment costs and that this has been forwarded to CC/DC as it is outside of the jurisdiction of the PC</p> |
| 19. | <p>Council considered empty properties in the parish and any actions that the PC may take, noting this outside the jurisdiction of the PC -noted</p> |
| 20. | <p>Council confirmed date of next meeting is scheduled for January 10th 2024 at 7.30pm, next scheduled meeting is 13/3/24</p> |
| 21. | <p>Meeting closed at 20.33</p> |

Financial reports 4-1-24

Cash book

| Date | Cheque No | | Out | In | Balance |
|------------------|-----------|---------------------|---------|------|-----------|
| 01-Apr-23 | o/balance | | | | £1,025.10 |
| 28-Apr-23 | so | salary | £225.79 | | £799.31 |
| 28-Apr-23 | receipt | precept | | 3750 | £4,549.31 |
| 28-May-23 | so | | £225.79 | | £4,323.52 |
| 28-Jun-23 | so | | £225.79 | | £4,097.73 |
| 28-Jul-23 | so | | £225.79 | | £3,871.94 |
| 28-Aug-23 | so | | £225.79 | | £3,646.15 |
| 30-Sep-23 | so | | £225.79 | | £3,420.36 |
| 03-May-23 | 552 | b holder | £22.64 | | £3,397.72 |
| 03-May-23 | 553 | PATA | £113.20 | | £3,284.52 |
| 03-May-23 | 554 | GAPTC | £58.48 | | £3,226.04 |
| | 555 | cancelled | £0.00 | | £3,226.04 |
| 03-May-23 | 556 | BHIB | £273.96 | | £2,952.08 |
| 09-May-23 | 557 | B Holder wfh | £42.00 | | £2,910.08 |
| 04-Jul-23 | 558 | HMRC | £165.40 | | £2,744.68 |
| 04-Jul-23 | 559 | WFH/EXPENSES | £55.72 | | £2,688.96 |
| 31-Aug-23 | 560 | HMRC | £165.40 | | £2,523.56 |
| 11-Sep-23 | 561 | FH/EXPENSES | £21.57 | | £2,501.99 |
| 21-Sep-23 | income | precept | | 1250 | £3,751.99 |
| 12-Sep-23 | 562 | I selkirk | £140.00 | | £3,611.99 |
| 30-Oct-23 | so | b holder | £225.79 | | £3,386.20 |
| 31-Oct-23 | 563 | HMRC | £55.20 | | £3,331.00 |
| 31-Oct-23 | 564 | hmrc | £65.32 | | £3,265.68 |
| 30-Nov-23 | so | b holdere | £225.79 | | £3,039.89 |
| 30-Dec-23 | so | b holder | £225.79 | | £2,814.10 |
| 09-Dec-23 | 566 | hmrc nov/dec | £110.40 | | £2,703.70 |
| 09-Nov-23 | 565 | evh | £70.00 | | £2,633.70 |
| 30-Dec-23 | 567 | backpay b holder | £145.64 | | £2,488.06 |
| 04-Jan-24 | 568 | expenses | £71.00 | | £2,417.06 |

Payment list

| | |
|-------------------|---------|
| backpay | £145.64 |
| b holder expenses | £71.00 |

Reconciliations

bank reconciliations

| | | |
|------------|-----------------------|------------------|
| | current account | |
| | bank balance 1/4/23 | 1025.1 |
| | payments | 3608.04 |
| | receipts | 5000.00 |
| | balance per cash book | <u>2417.06</u> |
| 28/11/2023 | bank statement | 2969.89 |
| | unpresented cheques | |
| | dec | so |
| | | 225.79 |
| | | 566 |
| | | 110.4 |
| | | 567 |
| | | 145.64 |
| | | 568 |
| | | <u>£71.00</u> |
| | | <u>£2,417.06</u> |

Employment reconciliations

| To 31/12/23 | payroll cash book | reconciliation pata | | | | difference |
|-------------|----------------------|------------------------|--------|--------|--------|------------|
| gross | 2638.36 | 2677.36 | | | | |
| hmrc | 496.4 | 535.4 | | | | |
| net | 2141.96 | 2141.96 | | | | 0.00 |
| adjusted | | | | | | |
| | 2141.96 | 2141.96 | | | | 0.00 |
| expenses | APRIL | May-23 | Jul-23 | Sep-23 | Nov-23 | Jan-24 |
| mileage | | 7.2 | 7.2 | 7.2 | 7.2 | 7.2 |
| postage | | 5.44 | 6 | 8 | 8 | 8 |
| printing | | 4 | 1 | | 3.8 | 3.8 |
| WFH X2 | | 52 | 52 | 52 | 52 | 52 |
| SALARY O/P | | -10 | -10 | -10 | | |
| s/o | | 6 | | | | |
| | 0 | 58.64 | 56.2 | 57.2 | 71 | 71 |

Reserves

| | 31/03/2022 | 31/03/2023 |
|------------------------|------------|-------------|
| bank | | |
| balances | 6020.03 | 6052 |
| general reserves | | 2677 |
| election reserves | | 0 |
| defibrillator reserves | | 0 |
| precept reserve | | 2750 |
| contingency | | 3375 |
| fixed assets | | 125 |
| | | <u>6052</u> |
| | | <u>8273</u> |

Actual against budget

| budget against actual | Budget | 04/01/2024 | balance |
|----------------------------------|--------------|---------------------|-------------|
| | | actual year to date | |
| | £ | £ | |
| Precept | 5000 | 5000 | 0 |
| Interest gross | 1 | 13 | 12 |
| Wayleave | | | 0 |
| Recovery of VAT | 0 | 0 | 0 |
| transfers in | | 0 | 0 |
| transfers out | | | 0 |
| Total receipts | 5001 | 5013 | |
| Salary | 3310 | 2638 | 672 |
| Admin costs | 450 | 314 | 136 |
| payroll costs | 115 | 113 | 2 |
| Training | 100 | 0 | 100 |
| Insurance | 225 | 274 | -49 |
| Audit fees | 150 | 140 | 10 |
| Hire of hall | 100 | 70 | 30 |
| Subscriptions | 100 | 58 | 42 |
| Repairs and maintenance | 125 | 0 | 125 |
| Mowing & tree work by contractor | 200 | 0 | 200 |
| Defibrillator | 250 | 0 | 250 |
| EPCC - churchyard maintenance | | 0 | 0 |
| EVH - newsletter grant | 100 | 0 | 100 |
| EVH - website | 100 | 0 | 100 |
| <i>precept reserves</i> | | | 0 |
| Citizens Bureau grant | 60 | 0 | 60 |
| election costs | 1000 | | 1000 |
| Total payments | 6385 | 3608 | 2777 |
| Net Surplus/Deficit | -1384 | 1405 | 2777 |
| | 5001 | 5013 | |

Budget against actual