

**ELKSTONE PARISH COUNCIL**  
**Agenda/summons**  
**For meeting to be held on 12<sup>th</sup> September 2024**  
**at 7.30pm in the Village Hall**

1.	<b>Welcome</b>
2.	<b>Attendance to be recorded (anticipated as Parish Councillors Matt Hobbs, David Kearney, David Collins Graham Hopkins, Barbara Luck District Councillor Julia Judd &amp; County Councillor Joe Harris</b>
3.	<b>Apologies for absence to be accepted and recorded from Parish Councillors</b>
4.	<b>Declaration of Interest for matters on the agenda to be invited</b>
5.	<b>Members of the Public in attendance will be invited to speak to the Council at this point, then once the public session is closed, they will be invited to observe the remainder of the meeting. Parish Councillors may also speak as members of the public as this point</b>
6.	<b>Council to invite a report from County Councillor Joe Harris</b>
7.	<b>Council to invite a update from District Councillor Julia Judd as report is distributed via email</b>
8.	<b>Minutes of the previous Parish Council Meeting held on 10<sup>th</sup> July 2024 to be approved</b>
9.	<b>Council to consider update on the website and newsletter arrangements going forward- noting that at the previous meeting it was agreed VHC will pay for the website to be update and PC will contribute (amount to be agreed at budget setting process) It was also noted at previous meeting that an increase in printing costs is likely to be requested &amp; other costs for newsletter. Cllr Hopkins to update on storage of information on the website</b>
10.	<b>Council to approve the financial reports</b>
11.	<b>Council to approve payment list as discussed at meeting</b>
12.	<b>Council to consider highway matters</b>
13.	<b>Council to consider outstanding planning matters</b>
14.	<b>Council to note update on planting in verges as per email from GCC- Cllr Kearney /Cllr Hopkins – standard agenda item</b>
15.	<b>Council to consider email from GAPTC – distributed regarding website/portal training for Chair/Clerk on 7<sup>th</sup> October (10am to mid-day/ 6 to 8pm)</b>
16.	<b>Council to note any updates from Village Hall Committee -Cllr Hopkins</b>
17.	<b>Council to note updates on the Emergency plan V1 – Cllr Hopkins Council previously agreed to vire £500 from contingency reserve to Community emergency plan reserve and to consider provision in budget setting process (next meeting) Tree Warden update on visual inspection of trees Cllr Hopkins update on discussions with Elkstone Studio/Green Dragon</b>
18.	<b>Council to receive update on matters relating to the assets of the Council</b> <ul style="list-style-type: none"> <li>• Council had previously agreed to consider replacing the wooden</li> </ul>

	<p>frames around the grit piles in the spring (Cllr Collins/Cllr Kearney)</p> <ul style="list-style-type: none"> <li>• Cllr Collins to lead asset management- a map to be produced showing the PC owned assets-</li> <li>• Update on bird boxes for swallows -Cllr Luck ( Council to reimburse £34 as delegated to Cllr Luck)</li> </ul>
19.	<b>Council to receive reports from other bodies who are present (standard agenda item)-</b>
20.	<p><b>Council to consider the request from the St John the Evangelist’s Church regarding a contribution towards the annual cost of maintaining the churchyard which has been reported as over £900pa –</b></p> <ul style="list-style-type: none"> <li>a) <b>Council invited a representative to attend the meeting with the intention to explain the financial situation.</b></li> <li>b) <b>Council have requested a financial report to consider the request</b></li> <li>c) <b>Council considered possible budget to vire any contribution from for 24/25- possible mowing and tree work £200 budget</b></li> </ul> <p><b>Council to note the following:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Council previously agreed requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with budget agreed- in line with standard grant application guidance</b></li> <li>▪ <b>Council agreed any such request should be accompanied with financial reports from organisation and</b></li> <li>• <b>Council agreed that any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year</b></li> </ul>
21.	<b>Council to note other matters for information (no decisions can be made)</b>
22.	<b>Council confirmed the date of next meeting is scheduled for 13<sup>th</sup> November (budget) 8<sup>th</sup> January 2025 and 12<sup>th</sup> March 2025</b>
23.	<b>Meeting to be closed</b>

**Draft minutes  
For meeting held on 10<sup>th</sup> July 2024  
at 7.30pm in the Village Hall**

1.	<b>Welcome</b>
2.	<b>Attendance recorded as Parish Councillors Matt Hobbs, David Kearney, Graham Hopkins, Barbara Luck</b>
3.	<b>Apologies for absence accepted and recorded District Councillor Julia Judd Parish Councillor David Collins &amp; County Councillor Joe Harris</b>
4.	<b>Declaration of Interest for matters on the agenda were invited -none</b>
5.	<b>No Public were in attendance but a matter was raised by Cllr Hopkins on the behalf of a resident re Coronation Cottage</b>
6.	<b>Council did not receive a report from County Councillor Joe Harris</b>
7.	<b>Council noted report /update from District Councillor Julia Judd as distributed via email Points raised by Parish Councillors – website link to facebook to be checked by Cllr Kearney Fly tipping guardian – Cllr Collins to be volunteer Stockwell Lane Closure/Cowley Roundabout update noted PC would support initiatives on HVO funding support – Cllr Hopkins PC would support improved bus service – Cllr Hopkins</b>
8.	<b>Minutes of the previous Parish Council Meeting held on 8th May 2024 were approved Draft minutes of parish assembly held on 8<sup>th</sup> May 2024 were noted</b>
9.	<b>Council considered the website and newsletter arrangements going forward- Cllr Hopkins gave an update on behalf of the Village Hall Committee- VHC will pay for the website to be updated Newsletter update noted on editor roles – Barbara Luck will write articles VHC note that an increase in printing costs is likely to be requested &amp; other costs. PC noted budget setting process</b>
10.	<b>Council approved the financial reports</b>
11.	<b>Council approved payment list as discussed at meeting</b>
12.	<b>Council noted that the independent auditor report has been received with nothing to bring to the attention of the Council</b>
13.	<b>Council approved the NALC updated Financial Regulations as tailored to the Council's needs Cllr Hopkins to look at storage of information on the website</b>
14.	<b>Council considered highway matters</b> <ul style="list-style-type: none"> <li>• <b>Potholes -Cllr Kearney gave an update and Council discussed the ongoing situation and the way-forward including lobbying and reporting via “Fix My Street”- Cllr Kearney</b></li> </ul>
15.	<b>Council considered outstanding planning matters</b> <ul style="list-style-type: none"> <li>• <b>Shepherds Huts at Elkstone Studios – update awaited</b></li> <li>• <b>Car Parking at Elkstone Studios- planning not requested at the time of last meeting</b></li> </ul>

16.	<b>Council noted no update on planting in verges as per email from GCC- Cllr Kearney /Cllr Hopkins – standard agenda item</b>
17.	<b>Council noted any updates from Village Hall Committee -Cllr Hopkins- see earlier items</b>
18.	<b>Council agreed to adopt the Emergency plan V1 – Cllr Hopkins Council agreed to vire £500 from contingency reserve to Community emergency plan reserve and to consider provision in budget setting process The un-restricted emergency plan to be distributed on website and a Whatsapp group for volunteers and Community Response Group The volunteers and CRG will receive the restricted emergency plan Tree Warden to be asked to do a visual inspection of trees Cllr Hopkins to seek discussions with Elkstone Studio/Green Dragon</b>
19.	<b>Council received update on matters relating to the assets of the Council</b> <ul style="list-style-type: none"> <li>• <b>Council had previously agreed to consider replacing the wooden frames around the grit piles in the spring (Cllr Collins/Cllr Kearney)</b></li> <li>• <b>Cllr Collins to lead asset management- a map to be produced showing the PC owned assets- cfwd</b></li> <li>• <b>Council agreed to looking into putting bird boxes for swallows -Cllr Luck gave an update on costs £25 per box and reported a lack of evidence of Swallows at the present time. Council agreed to purchase 2 (at cost of approx. £50) delegated to Cllr Luck</b></li> </ul>
20.	<b>Council noted no reports from other bodies were present (standard agenda item)-</b>
21.	<b>Council considered the request from the St John the Evangelist’s Church regarding a contribution towards the annual cost of maintaining the churchyard which has been reported as over £900pa –</b> <p style="margin-left: 40px;"><b>d) Council considered donating but would like to invite a representative to attend the next meeting with the intention to explain the financial situation.</b></p> <p style="margin-left: 40px;"><b>e) Council considered possible budget to vire any contribution from for 24/25- possible mowing and tree work £200 budget</b></p> <p><b>Council noted the following:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Council previously agreed requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with budget agreed- in line with standard grant application guidance</b></li> <li>▪ <b>Council agreed any such request should be accompanied with financial reports from organisation and</b></li> <li>• <b>Council agreed that any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year</b></li> </ul>
22.	<b>Council noted other matters for information (no decisions can be made)</b>
23.	<b>Council confirmed the date of next meeting is scheduled for THURSDAY 12<sup>th</sup> September 2024 at 7.30pm (ONE OFF CHANGE) and then 13<sup>th</sup> November (budget) 8<sup>th</sup> January 2025 and 12<sup>th</sup> March 2025</b>
24.	<b>Meeting closed at 21.07</b>

## Financial reports to 4/9/24

### Cash book

01-Apr-24	o/balance			£1,275.25
30-Apr-24	so	b holder	£225.79	£1,049.46
30-May-24	so	b holder	£225.79	£823.67
30-Jun-24	so	b holder	£225.79	£597.88
30-Apr-24	receipt	precept		£4,125.00
24-Apr-24	receipt	cil		£119.58
25-Apr-24	576	b holder	£83.30	£4,759.16
08-May-24	577	pata	£124.20	£4,634.96
28-May-24	578	hmrc	£118.80	£4,516.16
28-May-24	579	clear ins	£343.03	£4,173.13
28-May-24	580	gaptc	£60.16	£4,112.97
28-May-24	581	l selkirk	£150.00	£3,962.97
30-Jun-24	582	hmrc	£118.80	£3,844.17
04-Jul-24	583	b holder	£59.90	£3,784.27
31-Jul-24	so	b holder	£225.79	£3,558.48
31-Aug-24	so	b holder	£225.79	£3,332.69
04-Sep-24	585	b holder	£17.90	£3,314.79
04-Sep-24	584	b luck	£34.00	£3,280.79
04-Sep-24	585	hmrc	£237.60	£3,043.19

### Payment list

04-Sep-24	585	b holder	£17.90
04-Sep-24	584	b luck	£34.00
04-Sep-24	585	hmrc	£237.60

bank reconciliations

current account	
bank balance 1/4/24	1275.25
payments	2476.64
receipts	4244.58
balance per cash book	<u>3043.19</u>
29/07/2024 bank statement	3558.48
unpresented cheques	
	17.90
	34.00
	237.60
	225.79
	£515.29
	<u>£3,043.19</u>

## Reconciliations

payroll	Cash book	PATA		difference
gross	1487.45		1487.45	
hmrc	475.2		475.2	0
net	1012.25		1012.25	0.00
	1012.25		1012.25	0.00

	Mar-24	april/may	june/july	sept
mileage	7.2	7.2	7.2	7.2
postage	8		8	8
printing	3.8	-0.5	1.5	1.7
WFH X2	52	52		
SALARY O/P		12.3	43.2	1
s/o		12.3		
	71	83.3	59.9	17.9

### Asset List

	Mar-24	Sep-24
a) Bus shelter village side of the road	4000	
b) Bus shelter outside square house –	4000	
c) Land at the Pound	1	
d) Grit bin at the Village Hall	150	
e) Grit bin at Pike Hill	150	
f) Grit bin at North of High crossroads	150	
g) Grit bin at 2 Cockleford Lane	150	
h) 1 litterbin at the main road	100	
i) 1 litter bin at bus shelter	100	
j) Defibrillator at the Village Hall	1497	
k) swallow boxes (2)		34

**Council agreed to adopt all grit bins in the parish- register to be updated (Cllr Collins)**

### Reserves

	31/03/2022	31/03/2024	31/07/2024
bank balances	6052	8091	
general reserves	2677	73	
assets maintenance		125	
election reserves	0	1000	
defibrillator reserves		250	
precept reserve		2750	
contingency	3375	2000	1500
fixed assets		125	
emergency plan			500
	6052	6323	

	Budget 2024/25	actual year to date £	balance	draft 2025/26	
<b>Precept</b>	5500	4125		1375	
Interest gross				0	
Wayleave				0	
Recovery of VAT		0		0	
cil		120		-120	
transfers out				0	
<b>Total receipts</b>	<b>5500</b>	<b>4245</b>		<b>0</b>	
Salary	3500	1487		2013	
Admin costs	500	278		222	
payroll costs	115	124		-9	
Training	100			100	
Insurance	300	343		-43	
Audit fees	150	150		0	
Hire of hall	100	0		100	
Subscriptions	100	60		40	
Repairs and maintenance	125	34		91	earmark
Mowing & tree work by contractor	200	0		200	earmark
Defibrillator	250	0		250	earmark
EPCC - churchyard maintenance		0		0	
EVH - newsletter grant	100	0		100	
EVH - website	100	0		100	
<i>precept reserves</i>	500			500	earmark
Citizens Bureau grant		0		0	
community plan	500				
election costs	1000			1000	earmark
<b>Total payments</b>	<b>7640</b>	<b>2477</b>		<b>4663</b>	<b>0</b>
Net Surplus/Deficit	-2140	1768		5163	0
	5500	4245		0	from reserves