

**ELKSTONE PARISH COUNCIL**  
**Agenda**  
**For meeting to be held on 8<sup>th</sup> January 2025**  
**at 7.30pm in the Village Hall**

1.	<b>Welcome</b>
2.	<b>Attendance to be recorded (anticipated as Parish Councillors Matt Hobbs, David Collins David Kearney Graham Hopkins, Barbara Luck, District Councillor Judd and County Councillor Harris and members of the public)</b>
3.	<b>Apologies for absence to be received, 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 will be invited to speak to the Council and then to observe the remainder of the meeting</b>  <b>Public session to be closed</b>
6.	<b>Council to invite report from County Councillor Joe Harris</b>
7.	<b>Council to invite update from District Councillor Julia Judd as report is distributed via email.</b>
8.	<b>Minutes of the previous Parish Council Meeting held on November 13th 2024 to be approved</b>
9.	<b>Council to consider update on the website arrangements going forward-</b> Councillor Hopkins delegated to lead the project- Elkstoneparish.gov.uk Invoice has been paid by the Parish Council and new website is being operated by Cllr Hopkins. Council to agree method of posting agenda/minutes for parish Council and access for other organisations
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 any outstanding planning matters</b>
14.	<b>Council to invite update on planting bulbs in verges as per email from GCC- Cllr Kearney– standard agenda item – Cllr Collins delegated to purchase bulbs and to be reimbursed budget up to £250</b>
15.	<b>Council to invite updates from Village Hall Committee -Cllr Hopkins</b>
16.	<b>Council to note any updates on the Emergency plan V1 – Cllr Hopkins</b>
17.	<b>Council to receive updates on matters relating to the assets of the Council</b> <ul style="list-style-type: none"> <li>• <b>Cllr Collins to lead asset management- a map to be produced showing the PC owned assets-</b></li> <li>• <b>Council considered bus stops/ shelter maintenance- stone bus stop roof has broken tiles – Cllr Collins to investigate replacing broken tiles (budget £100 in R&amp;M)</b></li> </ul>
18.	<b>Council to invite other bodies represented at meeting to present brief verbal</b>

	<b>report (standard agenda item)</b>
<b>19.</b>	<b>Council to note other matters for information</b>
<b>20.</b>	<b>Council confirmed the date of next meetings are scheduled for 12<sup>th</sup> March 2025 at 7.30pm</b>
<b>21.</b>	<b>Meeting to be closed</b>

**ELKSTONE PARISH COUNCIL**  
**Draft minutes**  
**For meeting held on 13<sup>th</sup> November 2024**  
**at 7.30pm in the Village Hall**

1.	<b>Welcome</b>
2.	<b>Attendance recorded as Parish Councillors Matt Hobbs, David Collins Graham Hopkins, Barbara Luck and 0 members of the public</b>
3.	<b>Apologies for absence received, accepted, and recorded from Parish Councillor David Kearney &amp; District Councillor Julia Judd. County Councillor Joe Harris did not attend</b>
4.	<b>Declaration of Interest for matters on the agenda were invited -none</b>
5.	<b>No Members of the Public</b>  <b>Public session closed at 19.32</b>
6.	<b>Council did not receive report from County Councillor Joe Harris</b>
7.	<b>Council noted no update from District Councillor Julia Judd as report is distributed via email.</b>
8.	<b>Minutes of the previous Parish Council Meeting held on September 12th 2024 were approved</b>
9.	<b>Council considered update on the website arrangements going forward-</b> Council has agreed that Parish Online is used to set up a website and ownership to be by the parish council with the village hall having a part of it A working group has been set up with Cllr Hopkins to lead with 3 others Councillor Hopkins delegated to lead the project- Elkstoneparish.gov.uk Grant request submitted £315 pa (fluctuates with population of parish)
10.	<b>Council approved the financial reports</b>
11.	<b>Council approved its budget/precept for 25/26 in sum of £6k</b>
12.	<b>Council approved payment list as discussed at meeting</b>
13.	<b>Council considered highway matters</b> <ul style="list-style-type: none"> <li>• <b>Underpass closed at Cowley roundabout and the bus route</b></li> </ul>
14.	<b>Council noted there are outstanding planning matters</b>
15.	<b>Council invited update on planting bulbs in verges as per email from GCC- Cllr Kearney– standard agenda item – Cllr Collins to purchase bulbs and to be reimbursed budget upto £250</b>
16.	<b>Council received feedback from clerk re GAPTC website/portal training for Chair/Clerk</b>
17.	<b>Council invited updates from Village Hall Committee -Cllr Hopkins  AGM is planned for 9<sup>th</sup> December 2024  Kitchen upgrades noted</b>
18.	<b>Council noted updates on the Emergency plan V1 – Cllr Hopkins  electoral role obtained and shows at the current time a total parishioners of 209</b>
19.	<b>Council received updates 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 frames around the grit piles in the spring (Cllr Collins/Cllr Kearney) <b>£163.59</b></li> <li>• Cllr Collins to lead asset management- a map to be produced showing the PC owned assets-</li> <li>• Council considered bus stops/ shelter maintenance- stone bus stop roof has broken tiles – Cllr Collins to investigate replacing broken tiles (budget £100 in R&amp;M)</li> <li>• Bird boxes have been installed</li> </ul>
20.	Council noted no other bodies who are present (standard agenda item)
21.	Council agreed employment matters
22.	Council noted other matters for information Feedback regarding Incinerator visit arranged by DC Judd. GCC are not able to process wet cardboard
23.	Council confirmed the date of next meetings are scheduled for 8 <sup>th</sup> January 2025 and 12 <sup>th</sup> March 2025 at 7.30pm
24.	Meeting closed at 20.30

## 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
	<u>6052</u>	<u>6323</u>	

Asset List				Mar-24	Sep-24	Nov-24
<b>a) Bus shelter village side of the road</b>				4000		
<b>b) Bus shelter outside square house –</b>				4000		
<b>c) Land at the Pound</b>				1		
<b>d) Grit bin at the Village Hall</b>				150		
<b>e) Grit bin at Pike Hill</b>				150		
<b>f) Grit bin at North of High crossroads</b>				150		
<b>g) Grit bin at 2 Cockleford Lane</b>				150		
<b>h) 1 litterbin at the main road</b>				100		
<b>i) 1 litter bin at bus shelter</b>				100		
<b>j) Defibrillator at the Village Hall</b>				1497		
<b>k) swallow boxes (2)</b>					34	
<b>l) grit compounds</b>						260
<b>Council agreed to adopt all grit bins in the parish- asset register to be updated (Cllr Collins)</b>						
				10298	34	260
<b>total</b>				10592		

Date	Cheque No		Out	In	Balance
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	£4,722.88
24-Apr-24	receipt	cil		£119.58	£4,842.46
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	586	hmrc	£237.60		£3,043.19
31/09/2024	so	b holder	£225.79		£2,817.40
31 October 2024	so	b holder	£225.79		£2,591.61
31/11/2024	so	b holder	£225.79		£2,365.82
17-Sep-24	587	church	£400.00		£1,965.82
19-Sep-24	receipt	precept		1375	£3,340.82
<b>07-Nov-24</b>	c	hmrc	£237.60		£3,103.22
<b>07-Nov-24</b>	589	b holder	£59.20		£3,044.02
07-Nov-24	590	pata	£15.00		£3,029.02
31-Dec-24	so	b holder	£225.79		£2,803.23
<b>17-Oct-24</b>	receipt	cdc	£538.09		£3,341.32
13-Nov-24	591	dk repairs	£263.13		£3,078.19
<b>04-Dec-24</b>	592	new website	£258.00		£2,820.19
04-Jan-25	593	b holder	£6.25		£2,813.94

Payment list

<b>04-Dec-24</b>	592	new website	£258.00
04-Jan-25	593	b holder	£6.25

Hmrc nov/dec £286.80

bank reconciliations

	current account			
	bank balance 1/4/24		1275.25	
	payments		4618.98	
	receipts		<u>6157.67</u>	
	balance per cash book		<u>2813.94</u>	
28/11/2024	bank statement		3318.98	
	unpresented cheques			
	so		225.79	
	593		£6.25	
	590		£15.00	
		£592.00	£258.00	£505.04
			<u>£2,813.94</u>	£0.00

Expenses

	Mar-24	april/may	june/july	sept	nov	jan
mileage	7.2	7.2	7.2	7.2	7.2	7.2
postage	8		8	8	8	8
printing	3.8	-0.5	1.5	1.7	1.8	1.8
WFH X2	52	52				17
SALARY O/P		12.3	43.2	1	42.2	b pay
s/o		12.3				-10.75
	<u>71</u>	<u>83.3</u>	<u>59.9</u>	<u>17.9</u>	<u>59.2</u>	<u>6.25</u>

Payroll

	payroll cash book	reconciliation pata 31/12/24	difference
gross	2513.46	2800.26	
hmrc	712.8	999.6	-286.8
net	1800.66	1800.66	0.00
adjusted	1800.66	1800.66	0.00

	Budget 2024/25	actual year to date £	balance	agreed 2025/26		
<b>Precept</b>	5500	5500		0	6000	
Interest gross				0		
Wayleave				0		
Recovery of VAT		0		0		
cil		658		-658		
transfers out				0		
<b>Total receipts</b>	<b>5500</b>	<b>6158</b>			<b>6000</b>	
Salary	3500	2513		987	3700	
Admin costs	500	458		42	500	
payroll costs	115	139		-24	150	
Training	100			100	100	
Insurance	300	343		-43	350	
Audit fees	150	150		0	150	
Hire of hall	100	0		100	100	
Subscriptions	100	60		40	100	
Repairs and maintenance	125	297		-172	130	earmark
church donation	200	400		-200	400	earmark
Defibrillator	250	0		250	250	earmark
EPCC - churchyard maintenance		0		0		
EVH - newsletter grant	100	0		100	100	
EVH - website	100	258		-158	400	now PC website
<i>precept reserves</i>	500			500	500	earmark
Citizens Bureau grant				0		
community plan	500				100	earmark
election costs	1000			1000		earmark
<b>Total payments</b>	<b>7640</b>	<b>4619</b>		<b>2521</b>	<b>7030</b>	
<b>Net Surplus/Deficit</b>	<b>-2140</b>	<b>1539</b>		<b>3021</b>	<b>-1030</b>	from reserves
	<b>5500</b>	<b>6158</b>			<b>6000</b>	