

# Woolhope Parish Council

## Minutes of the meeting of Woolhope Parish Council Held on Tuesday 22<sup>nd</sup> May 2018 at Woolhope Village Hall

Present: Cllr. M. Slocombe (Chair)  
Cllr. G. Chapman  
Cllr. R. Rolt

In attendance: 2 members of the public  
Liz Kelso Clerk

### 1. Election of Chairman

Cllr. Matt Slocomb was elected Chair for the forthcoming year. Cllr. Slocomb signed a Declaration of Acceptance of Office.

### 2. Election of Vice Chair

This item was deferred to the next meeting.

### 3. Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllrs. J. Brandt, M. Windham and K. Williams. There were no declarations of interest and no requests for dispensation.

### 4. Minutes of the meeting held on 24<sup>th</sup> April 2018

The Minutes of the meeting held on 24<sup>th</sup> April 2018 which had been previously circulated were signed by the Chairman as a true record of proceedings at that meeting.

### 5. Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

### 6. Financial Matters

#### (a) Payments

The following payments were authorised:

Parish Hall – room hire	£103.00
Came & Company – Insurance renewal	£285.60

**(b) Year to date financial report**

The year to date financial report as attached to these Minutes, was noted.

**(c) Financial Report for year ended 31.3.2018**

The Clerk presented the financial report for the year ended 31<sup>st</sup> March 2018, now updated to include items not apparent in last months report. These figures will now form the basis for the Annual Governance and Accountability Return which is being prepared. As indicated when the interim report was prepared, expenditure for the year amounted to £20,028.87 which resulted in a deficit for the year of £8,643.64, reducing the reserves to £10,302 being carried forward to 2018-9.

**(d) External Audit**

Under the Local Audit (Smaller Authorities) Regulations 2015 it was noted that the Parish Council may certify itself as exempt from a limited assurance review under Section 9. It was agreed that the Certificate of Exemption be signed by the Chairman and Clerk and submitted to external auditors as soon as possible. The Clerk reminded Members that in submitted the Certificate an internal audit was still required and a number of documents would need to be uploaded to the website in compliance with the Regulations.

**7. Planning Matters**

**(a) Applications now due to consideration**

There were no new planning applications for discussion.

**(b) Permitted development**

Members noted two applications under permitted development rights:

- Ref: 181744 – Milking parlour at Yare Farm
- Ref: 181746 – Barn at Yare Farm

**(c) Planning decisions since last meeting**

There were no planning decisions to note since the last meeting.

**(d) Putley Neighbourhood Development Plan**

Noting that Putley Neighbourhood Development Plan was now open for comments under Regulations 16, it was agreed to defer a decision on any comments to be submitted until the next meeting.

**8.. Neighbourhood Development Plan**

It was agreed to authorise the printing of the questionnaire in accordance with the quotation produced to the meeting.

**9. Broadmoor Common**

**(a) Working Party Update**

The following points were noted from the working party:

- It was confirmed that this year's budget of £1,000 for Broadmoor Common represents the remainder of the grant received from the Woolhope Dome Environmental Trust two years ago
- A contractor for grass cutting this year needs to be appointed and it is suggested that the contractor for last year be used again
- Costings for the removal of grass and scrub on the north and south side of the common should be available in July
- A contractor and/or digger is likely to be needed to open up the pond site
- A meeting with representatives from the Woolhope Dome Environmental Trust will take place on site on 14<sup>th</sup> July. The Chairman will attend, possibly with Councillor Brandt if available.
- Areas of grass that should not be cut this year need to be defined
- Verge clearance by Balfour Beatty was thought to be a little over zealous. This is to be addressed with Balfour Beatty.
- There is a potential unauthorised access that has been created by the car park that may need further investigation and the assistance of the Ward member.

**(b) Notice of application for consent to undertake restricted works to common land**

Members noted an application to the Secretary of State for Environment, Food and Rural Affairs for consent under section 38 of the Commons Act 2006 to carry out restricted works on Broadmoor Common. The proposed works include the formation of an unsealed stone surface to the existing track from the highway to the redundant chapel, the formation of a small concrete pad and installation of a pre-manufactured below ground micro domestic sewerage plant. Members were supportive of the application.

**10. Lengthsman Contract**

It was agreed that the Lengthsman Contract, as produced to the meeting, be signed on behalf of the Parish Council.

**11. General Data Protection Regulations**

It was noted that the data audit is still required but in the meantime the Clerk will update the website with an appropriate privacy notice. It was further agreed that members of the

public should be encouraged to send all correspondence, notices etc. to the Clerk and that the website should reflect this

12. **Standing Orders**

It was agreed that the revised Standing Orders, as attached to these Minutes, be approved and adopted by the Parish Council.

13. **Financial Regulations**

It was agreed that the revised Financial Regulations, as attached to these Minutes, be approved and adopted by the Parish Council.

14. **Next Agenda**

The following was identified for the next agenda: approval of expenditure on tools and equipment for the footpaths officer.

15. **Date of next meeting**

The next meeting will take place on Tuesday 26<sup>th</sup> June 2018 at the Parish Hall, starting at 7.30pm.

There being no further business, the Chairman declared the meeting closed.

Appendix 1  
Woolhope Parish Council  
Meeting held on Tuesday 22<sup>nd</sup> May 2018  
Agenda item 5  
Clerk's Report

1. **PAYE**

An issue has arisen with regard to PAYE as recorded by HMRC following the Clerk changeover. The procedure carried out by the previous clerk in separating her personal business account from the parish council account in the HMRC Basic Tools programme has resulted in a double reporting for financial year 2017-8. This is being flagged by HMRC systems as a serious late submission (despite being a duplicate) and daily penalties are currently being incurred.

Your current clerk is addressing this with HMRC and submitted an Account Rectification Request which should clear alleged underpayments and remove penalties but HMRC have stated that this may take some time to resolve.

2. **Lloyds Bank**

Following submission of two letters to Lloyds bank after last month's meeting, I have been advised that one cannot be actioned as it has not been signed by an account signatory, despite both letters being signed by the same individuals and one letter having been actioned! However, the change of address letter has been rejected and we have been requested to complete a form.

3. **Software Upgrade**

Not yet actioned due to time constraints.

# Woolhope

2018-2019

	Actual to	Agreed	Budget remaining	Notes/comments
	30.04.2018	Budget		
<u>General Expenditure</u>				
Staff costs	£ 624.92	£ 3,467.00	£ 2,842.08	
Office costs	£ -	£ 385.00	£ 385.00	
Room Hire	£ 139.00	£ 300.00	£ 161.00	
Training	£ -	£ 200.00	£ 200.00	
Insurance	£ -	£ 278.00	£ 278.00	
Repairs & Maintenance				
Berryfield	£ -	£ 1,020.00	£ 1,020.00	
Play area	£ -	£ -	£ -	
Broadmoor Common	£ -	£ 1,000.00	£ 1,000.00	
Other	£ -	£ 3,096.00	£ 3,096.00	
Grants & donations				
Website	£ -	£ 150.00	£ 150.00	
Advertising	£ -	£ -	£ -	
Subscriptions	£ -	£ 420.00	£ 420.00	
Election expenses	£ -	£ -	£ -	
Audit	£ -	£ 150.00	£ 150.00	
NDP	£ 36.00	£ 1,000.00	£ 964.00	
PWLB	£ -	£ 1,890.00	£ 1,890.00	
Misc.	£ -	£ 1,000.00	£ 1,000.00	
Other	£ -	£ -	£ -	
Capital	£ -	£ 2,000.00	£ 2,000.00	
VAT	£ -	£ -	£ -	
	£ 799.92	£ 16,356.00	£ 15,556.08	

<b>Income</b>	
Precept	£ 5,227.00
Grants	£ -
VAT Reclaim	£ 1,166.13
	£ -
<b>Total income:</b>	<b>£ 6,393.13</b>
<b>Net expenditure:</b>	<b>£ 5,593.21</b>
<b>Reserves:</b>	
Opening Balance	£ 10,302.00
Add: Net expenditure	£ 5,593.21
Closing Balance:	£ 15,895.21

# Woolhope Parish Council

2017-8

	Actual to 31.3.2018	2017-8 Budget	Budget vs Forecast	Notes/comments	2018-9 Budget
<u>General Expenditure</u>					
Staff costs	£ 3,542.52	£ 3,467.00	-£ 75.52		£ 3,467.00
Training	£ -	£ 150.00	£ 150.00		£ 200.00
General Office Costs	£ 7.80	£ 385.00	£ 377.20		£ 385.00
Insurance	£ 280.00	£ 300.00	£ 20.00		£ 276.49
Capital	£ 5,347.26	£ 2,000.00	-£ 3,347.26		£ 2,000.00
Repairs & Maint. - Berry field	£ 520.00	£ 250.00	-£ 270.00		£ 500.00
Repairs & Maint - Play Area	£ 54.06	£ 1,000.00	£ 945.94		
Repairs & Maint - Broadmoor					
Common	£ 4,390.00		-£ 4,390.00		£ 1,000.00
Repairs & Maint - Footpaths	£ 26.17		-£ 26.17		
Repairs & Maint - Other	£ 1,647.01	£ 620.00	-£ 1,027.01		£ 616.00
Lengthsman		£ 3,983.33	£ 3,983.33		£ 3,000.00
Loan	£ 1,888.40	£ 1,890.00	£ 1.60		£ 1,890.00
Website	£ -	£ 150.00	£ 150.00		£ 150.00
Adv.			£ -		
Subscriptions	£ 341.15	£ 344.82	£ 3.67		£ 420.00
Audit	£ 100.00	£ 150.00	£ 50.00		£ 150.00
Room Hire	£ 84.00	£ 300.00	£ 216.00		£ 300.00
Misc.	£ -	£ 500.00	£ 500.00		£ 1,000.00
NDP	£ 612.00	£ -	-£ 612.00		£ 1,000.00
VAT	£ 1,188.50		£ -		
<b>Total Expenditure</b>	£ 20,028.87	£ 15,490.15	-£ 3,350.22		£ 16,354.49

# Woolhope Parish Council

2017-8

	Actual to 31.3.2018	2017-8 Budget	Budget vs Forecast	Notes/comments	2018-9 Budget
<b>Income</b>					
Precept	£ 9,504.00	£ 9,504.00			£ 10,545.00
Other	£ 1,881.23	£ 3,367.08			£ 2,217.08
<b>Total income:</b>	<b>£ 11,385.23</b>	<b>£ 12,871.08</b>			<b>£ 12,762.08</b>
<b>Less expenditure:</b>	<b>£ 20,028.87</b>	<b>£ 15,490.15</b>			<b>£ 16,354.49</b>
<b>Surplus/deficit</b>	<b>-£ 8,643.64</b>	<b>-£ 2,619.07</b>			<b>-£ 3,592.41</b>
<b>Reserves:</b>					
Opening Balance (restated)	£ 18,946.00				
Add: Net expenditure	-£ 8,643.64				
Closing Balance:	£ 10,302.36				