

## DESFORD PARISH COUNCIL MEETING

Held on Wednesday 17th April 2024 at 7:30pm at Desford Library

#### MINUTES

#### In Attendance:

**Desford Parish Council** – Cllr J Vavasour (Chair), Cllr C Crane, Cllr P Crane, Cllr Oakes, Cllr B Treadwell, Cllr P Treadwell, Cllr Rood, Cllr McMillan and Julie Frost (Admin Assistant), Pip Gould (Clerk/RFO) Also present: Borough Councillor Robin Webber-Jones There were 4 members of the public present.

**1. Apologies** To note apologies and valid reasons. There were no apologies.

#### 2. Declarations of Interest

There were no declarations of interest.

3. Parish Council Vacancies

**Co-option for Casual Vacancies** 

It was **Resolved:** to co-opt Estelle Clark and Alastair Winner who both signed the Declaration of Acceptance of Office forms and immediately joined the Councillors.

4. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 20th March 2024

It was Resolved: to accept and sign the minutes as a true record.

5. County and Borough Council Reports.

Councillors noted the County and Borough Reports and noted additional information provided regarding recent fly-tipping, flooding on Peckleton Lane, the works that are still outstanding at Owl Homes and requests to conduct a speed survey at Miller Homes.

- 6. Parishioners Participation As per Standing Orders up to 15 minutes for public participation None
- 7. Updates and recommendations from Working Groups:

7.1 DIB WG: 8th April 24

7.1.1 To consider expenditure requests submitted to Resources Committee Update received from Cllr P Crane and expenditure considered in Agenda item 8

7.2 Heritage WG: 8th April 24

It was Resolved to approve expenditure for D-Day flags of £125.00

7.2.1 Heritage Family History WG: 8th April 24

7.3 Cemetery WG: 30<sup>th</sup> April 24 7.4 Procedures WG: 23<sup>rd</sup> April 24 7.5 Allotments WG: 2<sup>nd</sup> April 24

7.5.1 To consider filling in the potholes on the track

Councillors requested additional information regarding expenditure, the Clerk's Office were requested to investigate.

To receive and consider the recommendations of the Resources Committee meeting held on 10<sup>th</sup> April 2024, including consideration of the Councils Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.

A: To receive bank statements for March 2024.

Council received, considered, and approved the bank statements and reconciliation for March 2024.

allott for March 2521.

	A = B Checks out OK			
В	Adjusted Bank Balance			192,224.6
	Plus unpresented receipts			
	Less unpresented payments		-	192,224.60
				192,224.60
	04 Debit Card 515 Desford in Bloom 064	31/03/2024 31/03/2024	357.49 51,865.32	
	02 Projects and Grants Reserves A 03 Precept Reserve Account 072	31/03/2024 31/03/2024	8,041.31 118,928.38	
	01 Current Account 087	31/03/2024	12,923.62	
	Cash in hand per Bank Statements Petty Cash	31/03/2024	108.48	
	One his house and Book Statements			
Α	Cash in Hand 31/03/2024 (per Cash Book)			192,224.60
	SUBTRACT Payments 01/04/2023 - 31/03/2024			217,686.48
1	Necepts 0110412025 - 3110412024		-	409,911.08
	ADD Receipts 01/04/2023 - 31/03/2024			233,488.36
	Cash in Hand 01/04/2023			176,422.72
	Bank Reconciliation at 31/03/	2024		

# B: To recommend payment of invoices and receive and approve the Cashbook statement up to the end of March 2024.

Council noted the cashbook statement up to the end of March 2024 and **resolved** to approve the payment of invoices.

## Payments for approval in April 2024

Debits that will be paid from account515	£12.99	£2.60	£15.59		Debra Card ( Go cardle:
com	£8.32	£1.66	£9.98	35	
erran - HSS advisors	£8.00	£0.00	£8.00	6	
SBC Bank Account Fees	£16.54	60.03	£15.54	4	
dobe - Agrobat Pro Subscription Inv IEE 2024001572415					
Totals	£45.95	£4.26	£50.21		

Totals	£45.95	£4.26	£50.21		
DPC Accounts Payable (from Account087)	Invoice exc	VAT	Invoice total	Budget Line	Notes
					Faid 28/03/2024 - On February Statement &
	£3,036.74	£0.00	£3,035.74	28	included in BACS figures above
aff Salanes - March	£548.91	£0.00	£548.91	29	
lyment to HMRC for Tax and NI relating to March salanes	£103.40	£0.00	£103.40	31	00
ST Pensions (Employer and Employee contributions) March	-£80.75	-£16.15	-£96.90	198	00
atemius - Allotnients Water	1200.75			194	DD
aterplus - Cemetery Water	£50.89	£10.13	£5 1.07	5	DD
Cardless Wentech - Monthly Office 365 Fees	£243.26	£12.15	£255.42	21	DD
power Street Lighting - Inv10121630	£428.55	£0.00	£428.55	33	
RCA Advisory (Book-keeper) March & April 2024 Invoice 24004		£401.93	£2.411.60	11A	
SBG Ltd (Grounds Maintenance monthly invoice 100922)	£2,009.67	£120.00	£720.00	24	
ISBG Ltd Botcheston Play Bark Inv 101078	£600.00		£120.00	13	
ISBG Ltd Hunts Lane Bin Empty Christmas 2023 Inv 10 1079	£100.00	00.003	£65.40	34	
P Jones & Co LLP - Payroll Inv TPJ/P1638	£54.50	£10.90	£256.75	20	
BBC - Bin Collections Inv 400 3328925	£256.75	£0.00	£14.40	30	
lerk Expenses (Mileage)	£14.40	£0.00		30	
dmin Assistant Expenses (Mileage)	£11.25	£0.00	£11.25	32	
Heatingon - Handyman Feb & March 2024	£112.50	€0.00	£112.50	5	
DittleFish Renewal 1st June-31st May 2025 - Payable 31st May 24 - Hosting Website/Domain	£425.00	£85.00	£5 10.00	39 & 40	
RALC & NALC membership 2024-2025	£ 1,040.45	€0.00	£1,046.48	25	ob Maneriy of 10 payments
Ion Domestic Rates HBBC 2024-2025 KRRG	£923.15	£0.00	£923.15	25	20 112 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Ion Domestic Rates HBBC 2024-2025 Cemetery & Premises	60.00	£0.00	€0.00	3	
FS Computers Call out fees	£75.00	£0.00	£75.00		
J-S Computers Carroot rees  4 & BG Tree & Hedge Works at KRRG	£79 1.66	£158.33	£9-49.99	12	
4 & BG Cemetery Compost bin empty	£55.00	£11.00	£66.00	13	
4 & BG Cenetery Composition Empty DefbShop for 2 x Battery packs & pads	£460.00	£92.00	£552.00	24	
	£48 2.50	£96,50	£579.00	2	
Currys LapTop	£150.00	£30.00	£180.00	15	
BG Building Services Water testing at Botcheston VH					
Total	£11,898.86	£1,031.85	£12,930.71		
1000					
DESFORD IN BLOOM	£140.00	£0.00	£140.00	DIB	
Orbit Coaches Gardeners World June 13th 2024	£420.00	£0.00	£420.00	DIB	
Orbit Coaches Gardeners World June 13th 2024	£766.21	£153.24	£919.45	DIE	
SEE Tickets Gardeners World June 13th 2024		£21.39	£433.39	DIB	¬ /\ )
	£412.00	241.39	2.33.33		<b>-</b> / \ <b>-</b>



## Desford Parish Council - 10 April 2024

## Cashbook

## Accounts and Invoices for Recommendation to Council

Opening Balances 01st March 2024	Cu De	Projects & Grants Reserve Account 253 Current Account 087 Debit Card Account 515 Precept Reserve Account 072						
				TOTAL DPC=	£146,474.00			
		esford in Blooi iB Petty Cash	n Account	064	£53,084.15 £108.48			
				TOTAL =	£199,666.63			
Fransactions in Current Account 087 in March 2024					Budget Line			
Payment to BT (Direct Debit)				-£64.46	9			
Payment to Waterplus - Cemetery Water (Direct Debit)				-£10.47	19A			
Waterplus - Allotments Water				-£35.41	19B			
NEST Pension Payments Covering February 2024				-£99.04	31			
Payment to Npower for Street Lighting( Direct Debit)				-£249.26	21			
Payment to Go Cardless Wem Tech x2 invoices				-£61.07	5			
Payments in the form of 9 BACS Payments (refer to Bank Statement)				-£7,542.79	20			
HMRC PAYE/NIC Payment covering February 2024				-£538.84	29			
HSBC Bank Account Fees								
Cemetery Income				£2,200.00	60			
			Total =	-£6,409.34				
			WAT	Transaction total				
Transactions of515 (Debit Card Account) March 2024					4			
Zoom Monthly Subscription								
Terrain - H&S advisors								
HSBC Bank Account Fees					4			
Adobe - Acrobat Pro Subscription Inv IEE2024001572416	$ \frac{\text{£2,200.00}}{\text{Fotal}} = \frac{\text{£2,200.00}}{\text{£2,200.00}} = \frac{60}{60} $ $ \frac{\text{Total}}{\text{Total}} = \frac{-£6,409.34}{-£6,409.34} $ $ \frac{\text{Transaction}}{\text{exc vat}}  \text{VAT}  \text{Transaction total} $ $ \frac{-£12.99}{-£8.33}  -£1.66  -£9.99  35$ $ \frac{-£8.00}{-£8.00}  £0.00  -£8.00  6$ $ \frac{-£8.00}{-£16.64}  £0.00  -£16.64  4$ $ \frac{-£16.64}{-£16.64}  £0.00  -£16.64  4$							
	Total	-£45.96	-£4.26	-£50.22				
Transactions for Projects & Grants Reserve Account 253 March 2024 Gross Interest Reœived				£38.71	58			
		Account	Balance =	£8,041.31				
Transactions for Precept Reserve Account072 March 2024 Gross Interest Received				£197.65	58			
		Account	Balance =	£118,928.38				
		Tononation						
Transactions DiB Account 064 March 2024 DiB Donations & Grants		Transaction exc vat	VAT	Transaction total £10.00				
Heritage Donations & Income Undefined Donations & Grants								
Heritage Christmas Stall Receipts			Special control of the second	***				
HSBC Bank Account Fees		-£8.00	£0.00					
SEE Group - Gardners World Tickets x50		-£766.21	-£153.24					
Orbit Coaches - Gardeners World Birmingham NEC Inv 5084		-£140.00	£0.00					
Desford Parochial Council - Bin Supply		-£112.50		-£112.50				
Karen Wakefield - DIB Expenses		-£33.88		-£33.88 -£15.00				
A Vesty - DIB Expenses		-£15.00		-£15.00				
		Accoun	t Balance =	£51,865.32				
Council Funds at 31st March 2024				Account 253	£8,041.31			
Council I dilas de ozserrar en 202 .		Current Accou			£12,923.62			
		Debit Card Acc	ount 515		£357.49			
		Precept Reser	re Account	072 TOTAL DPC=	<b>£118,928.38</b> £140,250.80			
			ans o treat-		£51,865.32			
		Desford in Blo	om & Henta	Delta Och DIL	202,000,02			
	£31,493.9			Petty Cash DIB	£108.48			
	£20,371.3	5 Heritage		TOTAL =	the state of the s			
	£51,865.3	2 10031		10176				

£192,333.08

## C: To receive and note the Parish Council invoice and expenditure and financial summary of budgetary analysis up to the end of February 2024.

Desford Parish Council REVENUE BUDGET FOR 2023/24

REVENUE BUDGET FOR 2023/24		ACTUAL							1	1			1		1	
	AGREED BUDGETS	SPEND TO DATE	ACTUAL SPEND/Receipt EXC VAI	SUDGET TO	APRIL	MAY	JUNE	IULY	AUG .	5LV1 .	001	NOV	DCC .	)AN .	118	MAR :
		INC VAT.	EXC VAII	(DIC VAL)		-										
Payments	(EXC VAT) (1.000.00	(INC VAT)	12.122.00	1137				(4.50		11 008 00					(170.00	
Audit Fees (Internal & External Audits)	(1,000.00	115.25	11: 11	13			615.24						19500	115.00		-
Computer Equipment	(300.00	1240.00	1200.00	4.5			(112.0)				123.79	135.50	115.59	145.59	(*2.2)	(17.23
Computer & Printer Maintenance Computer Software	1750.00	131115	1427.79	57%	145.59	147 59	115.70	135.59	(40) 71	£159.59 £31.58	15148	151.45	151.4X	(32.57	04V	441.01
Website Email Costs Upgrade	£1.300.00	1191015	11.591.79	12.0%		1636 00			113.00	118 00	12000	124.00	11900	133.50	121.00	120,00
Banking Charges	1200.00	1212.30	1177.58	394	125 00	118.00	118 10	F15-00	127.00	1.5 5.	10.83					
Fostage	(50.00	15.87	16.5%	145		-	136 22	149 14			1211 %	106.01	19429	1222.27	10/41	
Sationery	(500.00	L90177	1751.44	150%	(70.64 164.46	19175	(9.4.40	0.924	11475	164.46	17.4.25	164.40	16446	114.4%	14250	154.4
Telephone and Internet	(1.000.00	1778.92	1649-10	65%	164.25	I'man								(335.94		
Election Referendum Costs	£5,000.00	1155.54	100.44	1%												: 411 (4)
				19%	1241110	12 412 14	12400 60	4:2:: 4	(24)160	12 411 66	12422 (0	17.401.60	1741160	12 432 60	12411-00 6	. 4 (4/
Grounds Maintenance Contract	£27.000.00	128 919 20 11 980 00	11,450 00	31%						11,980,00				172.00		1661 (0)
Additional to Grounds Maintenance Contract	£5,000.00	1920 M	1301 16	17%			1997			(11.99	1358.68	11.51		1.7.0		
General Open Space Maintenance	11,695.00	199.00	181.67	32			1 5 99				18145	1				
Cemetery Maintenance	(2,000.00	1110 00	1100 00	3.5				1120 10			1.000.00	4350.00	11 134 00			41170 30
Alignments Maintenance	(5,000,00	13,884.00	13.572.50	11%						1900 00	190000	1.2.0.	(365.00			11 140 00
Buildings Maintenance	15,000.00	12 162 00	C 800 00	26%						1125 00	1949 00		1,55. 57		42 124 41	
Tree Maintenance	6750.00	12 126 91	(1172.4)	216%												
Amual Playground Inspections Maintenance	(200.00	6187 50	100 90	40%				1187 50			-					
Fest Conto!   Water Rates see below:	00.01								449.50	19.16	1916	19.16	68.10	127.11	1944	1104"
Water Rates see below:   Cemetery Water Pates	£300.00	414115	(34) 19	27%	1951	19 31	4931	57.52	13937	128.12	47836	124 (1	13822	128.22	C18 22	(2) 41
Alorments Water rates	£ 780.00	138*12	1187 11	Wh	63.52		4237.19	1:14(0	1044.75	(130 61	6214.00	044.55		1.214.00	1244 15	
Litter Bins	(2,525.00	(4.401.01	12335.84	11.7%	1234.00	1344.75	4144.50	1312 52	4415-15	1112.98	1206.72	1226.83	1259 17	1;"127	1283.57	1249.24
Street Light Electricity	£3,400.00	12.100.47	12 200 40	63%	111111	133. 4.	11-62.35	1,,,,,,,	******							
Onristmas tree lights	£200.00	(300	1000	93			411120			63.55.50			1115 20			1115
Street Light Maintenance	11,000.00	1374.00	(450.00	48%	111522		1									
General Parish Manterance	(5,500.00	(0.00	(0.00	34%	177.15	(1)4 (0)		192.50	192.00	D42 00	192.00	192.00	19200	145,00		
Non Domestic Rates - KRRG SID	£1,100.00	1921 25	1921 15	45	171.0	1		152.02								
. Inspection Surveys (no Buildings)	£1,000.00	63200	(41.32	27											-	
Planters on going Maintenance	£1,000.00	1000	1002		-									12 474 52	(2.920.0)	(1963
			maile	1555	12 897 15	43 723 85	12 475 31	(140s.X)	(10):1:	12 525 19	(1,541.15	12 551 71	(1747.14	1.394.58	1442 17	1533.34
Saff Salaries I &T	35,500.00	135 761 64	17.147.14	14%	(974.41	1441 44	(=:0.07	1719 59	1360 48	1192 17	1395 18	1420 19	£977.49	134.65	1900	
Income Tax and Ni payments to HMRC	19.300.00	15,147,14	1309.80	523	115.75	474.55	140.25	\$17.20	119 00	10.00	13 x 10	120.20		19121	(42.23	19074
Soff Excenses mieage	£500.00	(1109.80	12351.94	50	633.74	191.39	197.14	110101	02.61	151.90	173.79	195.94	(1000	110.00	160.00	-
: Council contribution to Staff Pensions	£1,500.00	1727 90	1107 30	36%	477,00	612 50	11" 70	1343.50	130.00	632.50	10275	11:510	19185	190.25	£113030	100:3
: Hardyman	£1,250.00	14 149 80	(4 (4) 80	1125	453.13	1129 15	191.90	13110	110+ 15	190, 27	48110	176.27		163.40		
Bookkeeper Scribe set up and yearly fees	£300.00	126246	(218.00)	*15.	153.42			165.42			145.40	1999	19.99	19.99	(25) **	177.7
: Payroll -TP Jones	£1.500.00	(345.36	(14) 16	26%	F1.90	£4.99	1 - les	10.00	4514"	13.99	17.5.00	1				
Staff Training Health and Safety	(500.00	4257.25	1257 20	51%				-	-	1257 20	-		-			
Councilor Training and Expenses	£500.00	(25.00	185.00	17%	100.00						-	-				
Spiff Regrutment Expense								-								
. Larry Richard Playing Feins Associa	(100.00	40.50	1000	9%						+	-		(30.00)			
	£400.00	120011	(40% 5)	22.7%	(430 vi	-		_	-	+	1			£ 100.00		
in LRALC to NALC National Association of Local Councils	(300.00	C177.11	\$577.13	1925	677.11			-	-	1	-			1250.00	11,800,00	
: Neighbourhood Plan	12,500.00	62,030,00	11,708,31	58%			-	+	+					(6.000.00		-
- Pesturd Lorary Part Grant	(6,000.00		(3,000,00	N)		+	4500.00	-	1		£140 00		-			
11 Comming School Fund DPC Grant	£1,000.00		(1040 00	25.4%		1-	1	1			116.95	182.50	-			-
ASL Poppy appeal and Remembrance Wreats	£100.00	(11) 47,	4119-49	12.7%		(11727.1		1				1141 94		-		-
·· Ites range	114,000.00		(0.87012	37%	(246)00	1	14.699 16							-		-
2) Revenue controusion to Projects	£18,000.00		1999	55	1.4	-									-	-
:. Designa in Broom proper rate in ordina via Mail	10.00	12,000,00	12 666 47	A1'4				122 00 00								1 (212)
4. Coronation Budget	12,000.00				610 212 2	5 1214313	5 [11.491.6			5 (10.693.1	0 19,487.89	17.272.7	£9.788.6	E13,492.4	6 (14,814.52	1 1/43
Total Payments	1177,000.0	1134,981.5	6123,659.33	Asia	1 40.714.4	1	1	1				-			+	+-
e sec Evenenditure to be offset (63A & B)		4	14 573 13	91%		13.525.00	1	4110 00					-	-	+	1
Tim Trail Project in reserves less Exp - VAT recomme	15,05120			10.74	_	120 401 4	2							-	1	1 -
to SD Proest nieseres 453 Exp - VAI 1603 med	117,0020				10.00	(25,730,4		1160.00	(12.00	10.00	10.00	1000	£0.00	10.00	10.00	(0)
Total Payments Including \$106	122,0512	Q5,890.4	0 (21.575.33	191%	1990	123,730	1	1							-	1-
	ı	1		-	127.0%		+	_	1	677.076.3	1			-	-	120
				500%	177.50			1305 *5	1419 1	1199 27	1196.04	11/001	1215 04	£157.03	1184 (1	(72
Receipts	f154,153.5		6 1154 151 00		1.01	410.5 %	1		_	(% 00			110010		(4:500	(12
Receipts Testing FC Precept	1400.00	119774	41912 62	2835	476.71	49179	4179 15 470 00	100.00	Sec. Inc.							
Receipts 11 Desbrd FC Precept 12 Bank Interest	£400.00	11 97243	4197. G	2885 1447	170.00	491.79 (70.50			0 (415)	0 1945.00	14,550.00	(415.0)	1415 00		-	1
Receipts  1 Destrict FC Fredent  2 Bank hierest	£1,250.00 £3,500.00	11 970 43 14 795 00 111 415 0	4191; 61 61795 00 611443502	1885 1117 824%				195.00	0 (415.0 41.500	0 (945.00	14,550.00			1		-
Receipts 1: Dosbrid FO Precept 3: Early Interest 4: Avoirment Income	£400.00 £1,250.00 £3,500.00	11 972 43 1 12 793 90 1 23 413 9 12 500 90	4197.61 6.755.00 6.4143.63 6.300.00	2885 1447	170.00		£70.00	195.00	0 (415)	0 (945.00	14350/00	(1.524.0			12 729 74	=
Roceipts  Roceipts  Barricharest  Barricharest  Authorist Income  Cametery fees  Grants received  WAT refund	£1,250.00 £3,500.00	11 970 43 14 795 00 111 415 0	#1971-01 61795-00 6 001405-00 61500-00	1885 1114 824%	170.00	(10.00	£70.00	195.00	0 (415.0 41.500	0 (945.00	14,550.00					
Receipts  Destro FC Present  Bank herest  Authorst Income  Cemetery fees  Varietins rede Add  Var refund  \$ 100 or \$100 or \$10	£400.00 £1,250.00 £3,500.00 £0.00	11 977 43 1 11 795 90 1 133 435 9 12 500 9 12 5 438 0	4191 61 61 75 00 611415 00 62 60 00 1 45 488 01	1885 1114 824%	170.00	1, 207.6	£70 00	195.00	0 (415.0 41.500	0 (945.00	1435000					
Receipts Destra FC Precept Sark Interest Actives Income Commercy Nes Grants received VAT refund Sar Strain	£400.00 £1,2500 £3,4000 £0.00 £0.00	11 975 43 1 12 795 00 1 13 43 50 12 500 00 13 43 83 1 44 976 1	4191 61 61 75 00 611415 00 62 60 00 1 45 488 01	3885 1445 8245 015 05	170 00 100 00 (1440 0	470.00 47.0019 0 (1559.1)	470 to	150 KG 5	6 (41) 6 12 500 17 641	0 (84) 00		0.5340			62 229 28	
Receipts  Costro FC Prepart  Sam harest  Actiment froome  Commenty Res  Grants rept. As  Stoff receipts detailed below by Project  Stoff receipts detailed selection 23-24  UNITY Trail Froper reperts in 23-24  UNITY STOFF receipts detailed below by Project  Stoff receipts are 23-24	(400.00 (1,250.00 (3,500.0) (0.00 (0.00 (4,550.0)	11 97:43 1 11 79:50 1 11 40:50 11 50:00 11 40:01 10 00	4191 61 61 75 00 611415 00 62 60 00 1 45 488 01	2885 1245 2249 05 05 05 05 05	170 00 100 00 (1440 0	470.00 47.0019 0 (1559.1)	470 to	150 KG 5	6 (41) 6 12 500 17 641	0 (84) 00		0.5340			62 229 28	9 125
Receipts Design FD Precept Remains In 23-24 Remains FD Precept Remains In 23-	£400.00 £1,25000 £3,5000 £0.00 £0.00 £0.00	11 977 43 1 42 795 90 1 21 412 9 17 500 9 170 4360 1 44 978 1 10 90 14 42 4	419°1 61 61°45 60 61°45 60 11°45 60 11°46 60 10°4 40	3885 1445 8245 015 05	170 00 100 00 (1440 0	470.00 47.0019 0 (1559.1)	470 to	150 KG 5	6 (41) 6 12 500 17 641	0 (84) 00		0.5340				9 125
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Resolved: Noted and Approved

SERVES in the year

## The following were agreed by the Resources Committee and recommended to Full Council:

1) Quotation for works to repair the internal roof damage at the changing rooms at Kirkby Road recreation ground.

It was Resolved to agree the quote for £520 from Sam Morris.

2) Quotation to repair the brick work behind the Mining Wheel

Clerk has received a quote for £280 NET from SJG Building Services to replace the missing bricks and repoint brick work where the tree roots have dislodged the wall.

It was Resolved to agree the quote for £280 from SJG Building Services.



3) Quotations for roof repairs at Botcheston Village Hall

Alexander Construction provided a quote for £1175 NET. The second roofer's quote was not received in time for the meeting. It was recommended that the roof repairs should be completed as soon as possible. Councillors were referred to agenda point 11 for the latest update.

4) Consider costs and the process involved to implement a .gov.uk domain and 12 Councillors email .gov.uk email addresses

Domain registration is free to Parish Councils for 2 years, on a successful application for a government grant, then £150 per year thereafter and the process of transfer would be managed by the Parish current website host suppliers Cuttlefish and IT suppliers Wem-Tech.

Once the Desfordparishcouncil gov.uk domain grant application had been approved the quote provided by Wem-Tech indicates a cost of £3.96 per month per email only address. A total of £570.24 NET per annum,7

It was **Resolved** to apply for the Government Grant and consequently, if successful, implement Councillor and Staff .gov.uk email accounts.

5) Consider the request from Desford Loves for Councillors to approve the 5 million public liability insurance for the Scarecrow event in August. Resources recommended this request to Full Council. Councillors requested further information from Council insurers regarding the request to reduce the public liability insurance cover received from Desford Loves. The Clerks Office were requested to investigate.

## 6) To consider the following request for DiB expenditure:

- up to £10 to purchase refreshments for AGM.
- up to £100 for refreshments for volunteers social.
- up to £400 for materials, refreshments & hall hire for Wreath Workshop.
- £127.50 for brown bins.
- up to £10 for refreshments for planting day.
- up to £100 for refreshments for volunteers erecting the baskets.
- Accept JDL quote, depending on second quote.
- Insulating tape £3.99
- Plastic wallets £6.99
- Miracle Grow £139
- Basket liners £73.96
- Wood stain £12.99
- Water retaining gel £9.30

It was Resolved to agree to the expenditure listed above.

7) Insurance renewal: Resources reviewed the information provided and subject to the renewal quotations being within the budget amount for 2024-2025 recommended to Full Council that the Parish remain with the current provider.

It was **Resolved** to remain with the current Insurance providers Gallaghers, subject to renewals remaining within budget.

#### Other information:

Two Parish Lease Documents are due to be renewed in 2025 and 2027 and the Clerk was instructed to obtain solicitor quotations and present these at next month's Resources meeting.

Clerk reported that LRALC had provided a quotation to conduct a full governance review however it was agreed that it would be prudent to wait for NALCs updated financial regulations document in April 2024 before considering the quotation as this may reduce costs.

To receive the minutes of the Planning Committee held on 8<sup>th</sup> April 2024 and an Update on any applications received since that meeting. Town and Country Planning Act 1990, sch 1, paragraph 8.

5

### Planning applications 21<sup>st</sup> March – 17<sup>th</sup> April

1. Ref: 24/00246/TPO 1 Grange Court, Desford

**Details:** T1 Sycamore - Overall crown reduction by approx 1.5-2 metres for containment within properties, and to reduce loading on lower main union. T2 Yew - Reduce canopy by approx 1.5m on Southern and Eastern sides to restore naturalistic crown shape and prevent further branch failure. **Decision:** no objection

2. Ref: 23/00711/FUL (Re-consultation) The Blue Bell Inn, 39 High Street Details: Change of use from cafe (Class E(b)) and residential (Class C3) to convenience foodstore (Class E(a)). Construction of two storey side extension, two-storey and single storey rear extensions (following the demolition of existing single-storey element to rear of 37 High Street/2A Main Street and store to rear of public house) with associated car parking, landscaping and other works. Decision: comment that the proposed dropped kerb crossing on High Street is at a dangerous point, so close to the bend in the road. The 38 parking places will be insufficient on Fridays and there will be problems when delivery lorries take parking places out of use.

3. Ref: 24/00326/HOU 9 Bambrook Close, Desford

Details: First floor rear extension

Decision: no objection

Membership of Committees and Working Groups
 10.1 Appointment of members to existing committee and working groups

It was **Resolved** that Cllr Winner & Cllr Clark would join the Resources Committee and the Planning Committee and Cllr Winner would also join SiD as a Council representative and Cllr Clark would join the Barns Charity.

## 11 Clerks Report

## 11.1 Botcheston Village Hall Roof/Window leaks - Update

2 x Quotes have been sought by Botcheston Hall Management Committee:

Alexander construction £1175 NET and BG Building Services for £5,000 NET.

The Clerk would **recommend** that further quotes are sought as the two quotes provided are **not** "like for like" and has approached the BVH Management Committee to advise. At present no further damage has been reported.

Due to the urgency of the situation it was Resolved to request additional quotes for the roof works

11.2 Scribe - update

Scribe is now fully installed and operational, and the monthly bookkeeping is being undertaken in-house

11.3 AGAR - update

The AGAR figures for 2023-2024 are completed, the Clerk is awaiting the Internal Auditors date for inspection. Once the internal audit is completed the AGAR documents and internal auditor report and recommendations will be brought to Full Council.

11.4 Water Heater in Clerks Office - Update

It was confirmed by Cllr C Crane at the meeting that the water heater is the responsibility of the library and therefore replacement costs are not the responsibility of the Parish Council. The Clerk however will obtain quotes for a replacement heater and provide these to the library trustees.

- 12 Information from Councillors (not for debate or decision)
  None
- 13 To consider exclusion of the Press and the Public in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from this meeting.



By reason of the confidential nature of the remainder of the business it was **Resolved** that the press and the public be excluded from the meeting.

#### 14 Staffing WG Update.

The Chair reminded Councillors that the Clerks primary role is to ensure that the council carries out its activities properly and lawfully. And as its principal advisor does this by providing independent advice, support, and clear guidance to all Councillors, including the Chairman, so that effective decisions can be made.

Councillors considered the advice provided by DAS Law and Resolved to accept the recommendations.

#### 15 Financial Regulations Update.

Council noted that NALC are due to issue new Financial Regulations, and these will directly affect some of the existing working groups.

It was **Resolved** to create a specific Working Group, consisting of three Councillors and members of the existing WG's who are directly affected. They will subsequently present a proposal to Full Council for consideration that will provide a mutually satisfactory solution and adheres to the current legislation. A timescale of 12 weeks was **agreed**.

It was **Resolved** to appoint Cllr P Crane, Cllr B Treadwell, and Cllr J Vavasour to the new Working Group and the existing Working Groups will each provide two representatives.

The Meeting closed at 9.30pm

Chair .....

Date 5/05/2024