



OLD CLEEVE PARISH COUNCIL MEETING

14 January 2025

Members of Old Cleeve Parish Council, you are hereby summoned to a meeting to be held at 7.00pm on Monday 20 January 2024 at Roadwater Village Hall, Roadwater. to transact the business on this agenda. If you are not able to attend, please advise the Clerk.

Andrea Johnson

Parish Clerk | clerk@oldcleeveparishcouncil.gov.uk

AGENDA

1. To note apologies for absence and approve reason, where appropriate
2. Declarations of Interest/Dispensations in respect of matters on the agenda at this meeting
3. To sign as a correct record the minutes of the meeting held on 9 December 2024
4. Matters arising from the meeting held on 9 December 2024: to **note** the response from Somerset Council in relation to the cost of the Validation Checklist consultation
5. Local Government and Policing
 - a. Somerset Council Councillors – for verbal report only
 - b. Local Community Network – for verbal report only
 - c. Police Newsletter – (on website) for noting
6. Public participation
7. Power failures in Roadwater: to **agree** any actions
8. To **review** the Asset Management Policy and **agree** any changes or other actions
9. Planning

a. To agree a response to the following Planning Applications

Number	Location	Proposal
6/26/24/007	Nursery Cottage, Roadwater	Proposed replacement of windows and front door.
3/26/24/011 3/26/24/012	River Cottage, Lower Bilbrook Lane, Old Cleeve, TA24 6HE	Installation of flue to chimney stack with the addition of a 900mm terracotta pot to raise the total height of the chimney

- b. **Old Nursery development in Washford** - to **note** the response from Somerset Council (previously circulated) and **agree** any actions
- c. **Planning request** – to **note the request** to invite comments from landowner **and agree** any actions
- d. To **agree** whether to comment to the Planning Inspectorate in respect the following Appeal

Number	Location	Proposal
3/26/24/004	Chapel Cleeve Manor, Cleeve Park, Old Cleeve	Erection of woven hazel fences to the north of the access drive (retention of works already undertaken)

10. Finance Committee: to **note** the draft minutes of the Finance Committee held on 7 January 2025.



OLD CLEEVE PARISH COUNCIL MEETING

11. Matters arising from the Finance Committee meeting:

- a. **Precept** - To **resolve** to claim a precept of £44,750 from Somerset Council as recommended by the Finance Committee (see draft minutes) and **authorise** the Clerk to submit
- b. **Reserves Policy** – to resolve to re-adopt the policy without amendment as recommended by the Finance Committee
- c. **Earmarked reserves** - to **resolve** to accept the Finance Committee recommendations (see draft minutes).

12. Finance

- a. To **note** the Bank Reconciliation on 31 December 2024 and **resolve** that the Chair of the Finance Committee should sign.
- b. To **note** expenditure against budget on 31 December 2024
- c. To **verify** the payments made since 9 December 2024 and **resolve** to make the payments shown on the schedule

13. Washford Recreation Ground

- a. Overhanging trees - to **consider** writing to adjoining landowners asking them to trim overhanging tree branches
- b. Trees - to **consider** whether to remove any trees from Washford Recreation Ground
- c. Washford Recreational Ground Working Group – to **receive** a verbal update
- d. MUGA repairs - To **authorise** Cllr Dutton to produce engineering drawings and work with the Clerk to obtain quotes

14. **Noticeboards:** to **resolve** to purchase new noticeboards for Washford and Old Cleeve subject to agreement from the building owners and to confirm the requirements

15. **Donations:** to consider purchasing a plaque at the National & Commonwealth WW1 Memorial

16. **Check Your Speed signs:** to **note** and **agree** any actions

17. **Defibrillator:** to consider purchasing a replacement defibrillator in Roadwater and agree any actions

18. Items for information only or future agendas

Clerk's Report – for information

19. **To resolve to exclude the press and public from the meeting in view of the confidential and commercially sensitive nature of the business about to be transacted.**

20. **Legal Advice** – to consider taking legal advice on the Recreation Ground Charity and the War Memorial Charity.

21. Roadwater Youth Club – to **review** the proposed Service Level Agreement and **agree** any actions

22. Insurance Claim – to **consider** whether to claim in respect of Storm Darragh damage and **agree** any actions

Date and venue of next meeting – To be held at Church Rooms, Old Cleeve at 7pm on 17 February 2025.



OLD CLEEVE PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON
9 DECEMBER 2024 at 7PM AT WASHFORD MEMORIAL HALL.

Present: Cllr Williams (Chairman), Cllr Gaskin, Cllr Hunt, Cllr Dutton, Cllr Baker (from 7.13pm), Cllr Beaver, Cllr Eggar, Cllr Stabb, Cllr Gannon, Cllr Johnson-Smith (from 7.02pm), Cllr De’Ath, and Andrea Johnson (Clerk).

Absent: Cllrs Ensor and Smith.

Minute No		Action
168/1224	<p>Absences</p> <p>Apologies for absence were received from Cllrs Ensor and Smith, and Cllr Lawrence of Somerset Council.</p>	
169/1224	<p>Declarations of Interest</p> <p>Cllr Williams declared an interest in Blue Anchor Toilets Community Interest Company</p>	
170/1224	<p>Minutes of the meeting on 18 November 2024</p> <p>It was unanimously resolved by those Councillors present who had attended the meeting of the Parish Council on 18 November 2024 that the Chair should sign the minutes as a correct record, subject to a minor amendment to a place name. Proposed Cllr Beaver, seconded Cllr Gannon.</p>	Chair
171/1224	<p>Matters Arising</p> <p>It was noted that Somerset Council had inspected the access to the dog waste bin at Old Cleeve and decided that action is not needed at this time because the problem is not a safety issue and not severe enough for them to fix it. They will continue to monitor the problem when they do their planned inspections.</p> <p>Following discussion, it was unanimously resolved that the Clerk should write to Somerset Council confirming the councillors’ opinion that the current position of the bin is discriminatory, and Somerset Council is in breach of its obligations under equality legislation. Proposed: Cllr Stabb, seconded Cllr Gannon.</p>	Clerk
172/1224	<p>Local Government</p> <p>There was no report.</p>	
173/1224	<p>Local Community Network (LCN)</p> <p>Cllr Williams provided a verbal report on the recent meeting. Somerset Council will be focusing on its statutory responsibilities for highways and rights of way going forwards. Somerset Council considers the closure of B3191 to be permanent and no alternative route is under consideration. Some of the monies previously earmarked for the Active Travel route between Carhampton and Dunster have been transferred away and used for other schemes.</p>	
174/1224	<p>Highways</p> <p>It was noted that a group of residents had met with Rachel Gilmore, MP to discuss speeding in Old Cleeve. Separately, a request had been received from the police for more information about speed limits in Old Cleeve and a response had been provided.</p>	Clerk

Councillors wish to consider the purchase of additional speed indicator devices, and the Clerk will look into the availability of grant funding.

- 175/1224 **Public participation**
None
- 176/1224 **S106 priorities**
The list of S106 priorities was reviewed and it was unanimously **resolved** to re-adopt them with one small addition, to widen out the reference to the A39 to all routes through the parish. Proposed Cllr Williams, seconded Cllr Hunt. Clerk
- 177/1224 **Somerset Validation Consultation**
The Somerset Validation Consultation was discussed. Councillors expressed their dismay at the length of the document and the cost of the consultation exercise, given the financial constraints facing Somerset Council. The Clerk was asked to a Freedom of Information Request to ascertain the cost to taxpayers. Clerk
- 178/1224 **Bank Reconciliation Statement**
Councillors are to forward their comments for collation into a Parish Council response.
It was noted that the cost of the poppy wreath had been overstated by £0.50 but had since been corrected. Following a proposal by Cllr Baker, seconded by Cllr Gaskin, it was unanimously resolved that the Chair of the Finance Committee should sign the statement. Cllr Ensor
- 179/1224 **Expenditure against budget**
It was noted that 4 Emergency Bleed Kits have been funded from general reserves.
- 180/1224 **Old Cleeve School Minibus Appeal**
It was noted that Old Cleeve School Minibus Appeal had reached its fundraising target. Following a proposal by Cllr Beaver, seconded by Cllr Eggar, it was unanimously **resolved** to release the earmarked funds. Clerk
- 181/1224 **Blue Anchor Toilets Community Interest Company (BATCIC)**
The advice from the Somerset Association of Local Councils that inclusion of a sum of money in the budget does not constitute approval to make a payment of that amount was noted. Following a proposal by Cllr Baker, seconded by Cllr Johnson-Smith, it was unanimously **resolved** to approve the donation of £3,600 to BATCIC. Clerk
- 182/1224 **Payments made since the previous meeting**
The following payments, made since the previous meeting, were **verified** as in line with the authority granted on 20 May 2024 and the powers granted to the Parish Council by S111 Local Government Act 1972:

Payee	Description	£
A Johnson	Salary - November Home Working Allowance	849.21 26.00
Peninsula Pensions	Pension Contributions – employer November 2024 Pension Contributions – employee October 2024	198.10 39.09
PCC Avon & Somerset	Emergency Blood Kits	955.20

183/1224

Payments for authorisation

Clerk

Following a proposal by Cllr Eggar, seconded by Cllr Gannon, it was unanimously **resolved** to make the following payment under the powers granted to the Parish Council by S111 Local Government Act 1972 and the Open Spaces Act 1906:

Payee	Description	£
SSE	Electricity Supply	226.81

It was noted that the electricity supply is due to be disconnected on 9 January 2025.

184/1224

Co-option Policy

The Co-option Policy was reviewed, and it was unanimously **resolved** to re-adopt it without change. Proposed Cllr Stabb, seconded Cllr Gaskin.

185/1224

Grants Policy

Clerk

The proposed Grants Policy was reviewed. Following a proposal by Cllr Williams, seconded by Cllr Eggar, it was unanimously **resolved** to adopt it with minor amendments.

186/1224

Washford Recreation Ground Working Group

Cllr Beaver confirmed the Washford Recreation Ground Working Group was still waiting for a quote for the new play equipment.

187/1224

Washford Recreation Ground Goal Posts

It was noted that the goalposts at the Washford Recreation Ground had been damaged beyond repair. Following a proposal by Cllr Williams, seconded by Cllr Baker, it was unanimously **resolved** to replace the goalposts with portable goalposts with nets. The Washford Recreation Ground Working Group has been reviewing the football facilities at the recreation ground and will advise on possible suitable replacements and funding options.

Washford
Recreation
Ground
Working
Group

188/1224

Washford Recreation Ground access

Somerset Council's conclusion that the access road is of an acceptable standard was discussed. Councillors did not agree with Somerset Council. The Parish Council had previously laid gravel on the surface of the access road and Cllr Beaver proposed that it should do so again. Seconded by Cllr Gannon and **resolved** with one objection.

189/1224

Belle Vue Play Area access road

Following a proposal by Cllr Williams, seconded by Cllr Baker it was unanimously resolved to re-invigorate the discussions with Somerset Council concerning the access road.

190/1224

Matters For Information only

It was noted that planning application 3/26/23/009 for a change of use of land from touring caravans, camping and amenity land to a site for 60 static caravan pitches at Home Farm, Blue Anchor Road, Carhampton had been withdrawn.

During storm Darragh a tree on the riverbank behind the Washford Recreation Ground fence had fallen across the river and into a resident's garden. It was unclear whether the fence marked the boundary of the Recreation Ground. Enquiries would be made of the Environment Agency and the Parish Council's insurers.

It was noted that occupation continues at Orchard View, Golsoncott.

191/1224

Matters for the next meeting

- failure of the mast in Roadwater during storm Darragh
- purchase of new noticeboards

There being no other business the meeting closed at 20.23 pm.

Signed.....

Dated: 20 January 2025

Information Requests

Reference: 16809297

24 December 2024

Dear Requester

Freedom of Information Act 2000

Thank you for your request for information. We have processed your request under the provisions of the Freedom of Information Act 2000.

You asked:

Please provide details of the full cost of the Consultation on Local Validation Checklist for Somerset, including

1. Full cost of staff resources spent on the consultation to date
2. Full cost of external consultancy resources spent on the consultation to date
3. Capital costs of PR, printing and publishing spent on the consultation to date
4. Anticipated or planned cost of future staff resource of reviewing responses and amending the Local Validation Checklist to take account of comments, observations and updates and preparing a final version
5. Anticipated or planned cost of future external resource of reviewing responses and amending the Local Validation Checklist to take account of comments, observations and updates and preparing a final version
6. Anticipated or planned cost of adopting the revised Local Validation Checklist

Our Response:

I am advising you that the information you requested is not held by Somerset Council.

Please provide details of the full cost of the Consultation on Local Validation Checklist for Somerset, including

1. Full cost of staff resources spent on the consultation to date Information not held (staff involved do not complete detailed timesheets of specific tasks)
2. Full cost of external consultancy resources spent on the consultation to date £0
3. Capital costs of PR, printing and publishing spent on the consultation to date Information not held (staff involved do not complete detailed timesheets of specific tasks)
4. Anticipated or planned cost of future staff resource of reviewing responses and amending the Local Validation Checklist to take account of comments, observations and updates and preparing a final version Information not held - not possible to

accurately anticipate this cost

5. Anticipated or planned cost of future external resource of reviewing responses and amending the Local Validation Checklist to take account of comments, observations and updates and preparing a final version Information not held - not possible to accurately anticipate this cost

6. Anticipated or planned cost of adopting the revised Local Validation Checklist Information not held - not possible to accurately anticipate this cost

Please quote the reference number 16809297 in any future communications.

I will now close this request.

If you feel your request has not been answered in sufficient detail, or if you wish to clarify the information given, please contact me, and I will be happy to address the issues you raise.

Alternatively, if you are not satisfied with our response you may request an internal review. This is an independent investigation into the handling of your request, which is carried out by the Information Governance Team. The conclusions of this investigation, and if applicable, a fresh decision about the information to be provided, should be sent to you within twenty working days of receipt of the internal review request.

To request an Internal Review please respond to this letter detailing why you are not satisfied, and your request will be dealt with by the information governance team.

If you are not satisfied with the results of the internal review, you may then appeal directly to the Information Commissioner's Office with your complaint.

The Information commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Web address: www.ico.gov.uk

<https://ico.org.uk/make-a-complaint/>

I will now close your request as of this date.

Yours faithfully

Data Protection Records and Information Request Officer
CCM Disclosure 1



OLD CLEEVE PARISH COUNCIL

ASSET MANAGEMENT POLICY

1. The Parish Council must maintain a register of its fixed assets, long-term investments, and other non-current assets¹.
2. The method used by the Parish Council to valuing its assets, should be set out in a policy approved by the Parish Council and recorded in the authority's minutes and in the asset register².
3. For Parish Councils, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, and commercial concepts of depreciation, impairment adjustments, and revaluation are not required.
4. To comply with the requirements, the Parish Council adopted the attached Asset Management Policy.
5. It is common for Parish Councils to apply a de minimis threshold, and only to record assets above that value. It is **recommended** that the Parish Council amend the current policy to introduce a de minimis threshold of £150 – with the exception of assets such as land which have been acquired at a nominal £1 value.

Andrea Johnson
Responsible Financial Officer
20 January 2024.

¹ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2024 published by the Joint Panel on Accountability and Governance

² Ibid



OLD CLEEVE PARISH COUNCIL

ASSET MANAGEMENT POLICY

Dates Reviewed and Adopted:

Version 1 – January 2024

Reviewed and Adopted – 15 January 2024

Version 2 – January 2025

Reviewed and Adopted – 20 January 2025

1. INTRODUCTION

1.1 Old Cleeve Parish Council has a duty to ensure that its investments in assets are properly managed, controlled and recorded. If the assets the Parish Council owns, or for which it is responsible, are not being managed properly the Parish Council is exposed to the risk of financial loss relating to:

- improper asset management – outdated patterns of use may run on unchallenged or unnoticed;
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or out-of-date; and
- asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged.

1.2 The risk of financial loss can be greatly reduced by effective asset management. This policy defines how Old Cleeve Parish Council tracks, values, inspects, maintains, and disposes of its assets.

2. RECORDING OF ASSETS

2.1 The Parish Council must maintain a register of its fixed assets, long-term investments, and other non-current assets that it holds (the Asset Register). The term fixed assets mean the property, plant and equipment used by the Parish Council to deliver its services. A long-term investment arises where the Parish Council invests money in anything other than a short-term investment¹.

2.2 The Asset Register should be used to:

- Track and monitor the assets, ensuring that no asset is overlooked or underutilised and is therefore used most efficiently;
- Provide information for decision making purposes, for example about maintenance or disposal;
- Provide information for external reporting, insurance, and audit purposes, for example the Annual Governance and Accountability Return entry for capital assets; and
- forms a record of assets held for insurance purposes.

¹ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

2.3 The Old Cleeve Parish Council's Asset Register will be maintained electronically by the Clerk and contain the following information:

- A description of **all assets with an acquisition value in excess of £150 (with the exception of assets with a nominal value recorded as £1)**, including the date on which it was acquired (where known),
- The location of the asset,
- The market value, where known and appropriate,
- The replacement value for insurance purposes where known,
- The disposal amount realised from the sale (if applicable) and the use of those funds,
- The method of disposal, and
- The date of disposal.

3. VALUATION

3.1 Assets valuation will be recorded on the Asset Register at their acquisition cost. The recorded value of the asset will not change from year to year until disposal of the asset. The commercial concepts of depreciation, impairment adjustment and re-evaluation are not appropriate for Parish Councils².

3.2 Where the Parish Council receives a Fixed Asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the Fixed Asset should be included in the Asset Register with a nominal one-pound (£1) value as a proxy for the zero cost³.

3.3 Community assets are those assets owned by the Parish Council that do not have a functional purpose or any intrinsic resale value (for example, the remains of the Monks Path Cross or the war memorial). They should be recorded in the Assets Register in the same way as gifted assets⁴.

² Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

³ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

⁴ Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2023 published by the Joint Panel on Accountability and Governance

- 3.4 For the purpose of insurance, the value to be used is the replacement value of the item and not the purchase price or market value. Insurance valuations should also include any installation costs.
- 3.5 The Parish Council will ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five to seven years to ensure the appropriate level of insurance is held.

4. ASSET INSPECTION AND MAINTENANCE

- 4.1 All assets listed on the Asset Register will be physically verified, inspected and reported on at least annually by the Asset Inspection Working Party.
- 4.2 Any assets which cannot be located within a reasonable time will be removed from the Asset Register and recorded in the Asset Disposals Record.
- 4.3 Assets are required to be maintained to a satisfactory standard to ensure serviceability, prolong usable life, and reduce the possibility of increased repair costs. Asset maintenance action will require the prior approval of the Parish Council, unless it is safety critical.
- 4.4 The Parish Council will ensure an adequate annual budget is set to cover anticipated maintenance of assets.

5. REVIEW OF THE ASSET REGISTER

- 5.1 The Asset Register will be reviewed annually by the Parish Council. As part of the review, the Parish Council will determine whether any current asset is surplus to needs and, if found to be so, will take appropriate action to dispose of the asset.
- 5.2 The Parish Council will consider ways to reduce the service costs of an asset, increase income from an asset and share assets or services for the benefit of the community wherever it is lawful, possible, and appropriate to do so.

6. DISPOSAL

- 6.1 The Parish Council will dispose of assets which are no longer needed, or which are beyond economic repair. No asset will be maintained beyond its reasonable useful life term.

- 6.2 The authority to dispose of assets either by destroying or selling the item, will lie with the Parish Council. Where possible the Parish Council will attempt to sell assets that require disposal. Any funds raised should be credited to the cost centre from which the original asset was funded and put towards a replacement, if appropriate, or placed in General Reserves.

- 6.3 If an asset cannot be sold, then the Parish Council will endeavour to dispose of the asset in an environmentally appropriate way.

- 6.4 The asset will remain on the Asset Disposals Record for seven years after disposal, then it will be deleted.



PLANNING ENQUIRY

1. On 16 December 2024 a resident submitted the following enquiry: *I recall planning application 6/26/22/109 at Higher Sminhays Farm and wonder if new works on the barns at Hill House, just along the road from Higher Sminhays, needs planning permission for change of use to equestrian. There are a number of horses / ponies in the field, which of course does not affect planning issues. There is not a planning application on the National park system. Can you look into it? Many thanks.*
2. The enquiry was referred to Exmoor National Park Authority, which responded explaining that whether planning permission for change of use was required depends on how the land and buildings are being used in relation to equine use.

The grazing of the land by animals, including horses and ponies would be an agricultural use. Planning permission will be required if there is a 'material change' in the use of the land from agricultural pastureland to the keeping of horses for recreational purposes, in addition to any proposed change of use of an agricultural building or any commercial equine proposals.

ENPA confirmed it was not aware of any development taking place at the property, however some proposals may be considered 'not development' or 'permitted development' not requiring a planning application to be submitted.

3. The resident has asked if the parish council might invite comments from the landowners about their works/planned works to clarify the matter.



OLD CLEEVE PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT THE COLT HOUSE, LINTON, OLD CLEEVE TA24 6HT ON 7 JANUARY 2025 AT 6PM.

Present: Cllr Ensor (Chair), Cllr Williams, Cllr Stabb, Cllr De’Ath and Andrea Johnson (Clerk).

F018/0125 **Apologies for absence**

Apologies were received from Cllr Johnson-Smith.

F019/0125 **Declarations of Interest/Dispensations**

Cllr Williams declared a non-pecuniary interest in the Blue Anchor Toilets Community Interest Company which was included in the budget and therefore by extension, the precept. It was noted that no charge had been made by Cllr Williams for the use of the premises for the meeting.

F020/0125 **Minutes of the meeting held on 8 November 2024**

Following a proposal by Cllr Williams, seconded by Cllr Ensor, with Cllrs Stabb and De’Ath abstaining as they were not present at the meeting, it was **resolved** that the Chair should sign the minutes of the meeting held on 8 November 2024 as a correct record.

F021/0125 **Public participation**

None

F022/0125 **Grant application**

It was noted that a complete application was still awaited and therefore consideration of the grant application was deferred.

F023/0125 **Precept**

Councillors reviewed the projected financial position for the end of the year and the budgetary requirements for 2025/26, as agreed at the December Council meeting. It was noted that the current precept level would need to be increased to meet these requirements.

Discussions focused on the importance of maintaining sufficient reserves to address unforeseen demands. This was particularly relevant given the expectation that Somerset Council would ask the Parish Council to take on additional devolved services in the next financial year. Councillors also considered the Parish Council's planned projects for the year, including the purchase of Puthills Copse, the refurbishment of Washford Recreational Ground, and the implementation of Speed Indicator Devices—initiatives that reflect residents' priorities and willingness to support an increased precept.

At the same time, Councillors acknowledged the potential impact of any council tax increase on vulnerable groups within the parish, such as young families and elderly residents.

After careful consideration, it was unanimously **resolved** to recommend a precept increase of £1 per month to the Parish Council.

F024/0125 **Reserves Policy**

The Reserves Policy was reviewed, and it was unanimously **resolved** to recommend to the Parish Council that it be re-adopted without change.

F025/0125 **Earmarked Reserves**

The earmarked reserves were reviewed, and it was unanimously **resolved** to recommend the following changes to the Parish Council

- New padlocks be purchased for the sand stores with the remaining earmarked funds
- The provision for the War Memorial be released back into general reserves as it was not anticipated that any significant capital expenditure would be required
- The website be removed from the earmarked funds as no accruals were planned.

F026/0125 **Financial Risks**

The updated register of financial risks was reviewed, and it was agreed to recommend them as presented for consideration by the full Parish Council.

There being no other business the meeting closed at 7pm.

Signed.....

Dated:

Summary of Receipts and Payments

Income

Code	Title	Budgeted	Receipts	
			Actual	Variance
12	Precept	37,000.00	37,000.00	
30	Interest		1,911.51	1,911.51
SUB TOTAL		37,000.00	38,911.51	1,911.51

Administration

Code	Title	Budgeted	Receipts		Payments		Variance	
			Actual	Variance	Budgeted	Actual		
4	Homeworking allowance	312.00			234.00	78.00		25%
7	Insurance	600.00			748.32	-148.32		-24%
8	Member Subscriptions	700.00			629.79	70.21		10%
9	Election fees	100.00				100.00		100%
10	Audit fees	300.00			260.00	40.00		13%
11	Training	1,200.00			398.75	801.25		66%
14	Hall hire	600.00			81.00	519.00		86%
41	Expenses	100.00			139.68	-39.68		-39%
47	Defibrillator Consumables	400.00			252.97	147.03		36%
48	Bank service charge	100.00			53.40	46.60		46%
51	Personnel Costs	12,688.00			8,669.61	4,018.39		31%
52	Administration and Technology	1,500.00			206.67	1,293.33		86%
55	Freedom of the Parish Award c				135.50	-135.50		
SUB TOTAL		18,600.00			11,809.69	6,790.31		

Assets: maintenance

Code	Title	Budgeted	Receipts		Payments		Variance	
			Actual	Variance	Budgeted	Actual		
18	Bus shelter cleaning and maint				1,000.00	775.00	225.00	22%
32	War Memorial				200.00	78.90	121.10	60%
35	Sand Stores and Sheds				100.00	96.95	3.05	3%
40	Grounds Maintenance and elec				3,000.00	2,397.51	602.49	20%
57	Emergency Blood Kits					796.00	-796.00	
SUB TOTAL					4,300.00	4,144.36	155.64	

Earmarked funds

Code	Title	Budgeted	Receipts		Payments		Variance	
			Actual	Variance	Budgeted	Actual		
27	Washford Recreational Ground				4,000.00		4,000.00	100%
28	Bus shelter replacement				300.00		300.00	100%
33	Defibrillator				200.00		200.00	100%
56	Puthills Copse							
SUB TOTAL					4,500.00		4,500.00	(100%)

Community facilities suppo

Code	Title	Budgeted	Receipts		Payments		Variance	
			Actual	Variance	Budgeted	Actual		
26	Blue Anchor Toilets				3,600.00	3,600.00		0%
53	Recreational support				2,000.00		2,000.00	100%
SUB TOTAL					5,600.00	3,600.00	2,000.00	

Donations and support (S13

Code	Title	Budgeted	Receipts		Payments		Variance	
			Actual	Variance	Budgeted	Actual		
25	Donations fund				4,000.00	2,034.49	1,965.51	49%
SUB TOTAL					4,000.00	2,034.49	1,965.51	

Summary

NET TOTAL	37,000.00	38,911.51	1,911.51	37,000.00	21,588.54	15,411.46	(23%)
V.A.T.		416.09			426.89		
GROSS TOTAL		39,327.60			22,015.43		



OLD CLEEVE PARISH COUNCIL

Schedule of Payments

Payments previously authorised and to be verified

Payee	Description	£	Power to pay
A Johnson	Salary – December 2024 Home Working Allowance	659.49 <u>26.00</u> 685.49	S111 Local Government Act 1972
Peninsula Pensions	Pension Contributions – employer December 2024 Pension Contributions – employee December 2024	153.84 <u>30.36</u> 184.20	
HMRC	Employer NIC December 2024	17.98	
Tyron Barrett	Bus shelter cleaning	75.00	S4 Local Government (Miscellaneous Provisions) Act 1953.

Payments to be authorised 20 January 2025

Payee	Description	£	Power to pay
S Eggar	Travel expenses	30.60	S111 Local Government Act 1972
SALC	7 x Code of Conduct training	143.75	S111 Local Government Act 1972
A Johnson	Mileage Microsoft subscription renewal	18.81 <u>201.46</u> 220.27	S111 Local Government Act 1972

Total payments to be made £1,357.29



Recommendation for New Noticeboards

Purpose

1. This report
 - **outlines** the current issues with the noticeboards in Washford and Old Cleeve.
 - **recommends** the purchase of new, improved noticeboards to better serve the parish council's statutory duties and the community's needs (subject to approval of the building owner) and
 - **asks** councillors to clarify their requirements in terms of size, materials, and access, so that quotes can be sought.

Background

2. The Parish Council is required by law to publicise certain information "*in a conspicuous place within the parish*". For example, the Local Government Act 1972 requires that a public notice of the time and place of meetings must be displayed in a conspicuous place within the parish at least three clear days before the meeting.
3. The Council's website does not count as a conspicuous for these purposes, so the Parish Council uses noticeboards to meet the requirements.

Issues Identified

4. The wooden noticeboards at:
 - The Post Office in Washford.
 - The Memorial Hall in Washford. And
 - (to a lesser extent) outside the Church Rooms at Old Cleeve.

are becoming unstable due to age and weather exposure.
5. The boards are frequently filled with notices from other users, leading to the Parish Council's statutory notices being obscured or removed.
6. The use of pins often results in bent or stuck pins, causing damage to notices and an untidy appearance.

Recommendations for New Noticeboards

7. **Size** The noticeboards should be large enough to display a minimum of 6 A4 sheets for Parish Council use. If councillors wish to allow use by local organisations, the boards should accommodate at least 12 A4 sheets to ensure sufficient space for all notices.
8. **Materials** Wood is traditional but requires more maintenance and is prone to weathering. Consideration should be given to materials that are durable, weather-resistant, and low-maintenance such as aluminium or recycled products (which can the appearance of wood).
9. **Magnetic Backing** It is recommended that any new noticeboards have a magnetic surface instead of pinboards to eliminate issues with stuck or bent pins and torn notices. Magnets are easy to handle and provide a tidy appearance.
10. **Locking Mechanism** The noticeboards should be lockable to ensure the Parish Council maintains control over its notices. Councillors may consider noticeboards with two lockable sections, one section exclusively for parish council use and the key to the other section held by a local custodian (such as the postmaster) for use by local organisations.
11. **Headers** Some noticeboards have the option to include the name of the parish Council or Hall.

Next steps

Investing in new noticeboards will ensure the Parish Council complies with statutory requirements, provides clear and accessible information to residents, and reduces ongoing maintenance issues. Modern, magnetic, lockable boards will enhance functionality, protect notices from being tampered with, and improve the overall appearance.

It is recommended that councillors approve the purchase of new noticeboards and provide guidance on their specific size and material preferences to enable the Clerk to proceed with obtaining quotes.