

ELKSTONE PARISH COUNCIL

agenda

For meeting to be held on 13th November 2024
at 7.30pm in the Village Hall

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors Matt Hobbs, David Collins David Kearney Graham Hopkins, Barbara Luck, County Councillor Joe Harris District Councillor Julia Judd and 1 member of the public
3.	Apologies for absence to be received accepted and recorded
4.	Declaration of Interest for matters on the agenda to be invited
5.	Members of the Public in attendance to be invited to speak to the Council at this point, then once the public session is closed, members of the public are invited to observe the remainder of the meeting. Parish Councillors may also speak as members of the public as this point Public session to close
6.	Council to receive/note report from County Councillor Joe Harris
7.	Council to invite an update from District Councillor Julia Judd as report is distributed via email
8.	Minutes of the previous Parish Council Meeting held on September 12th 2024 to be approved
9.	Council to consider update on the website and newsletter arrangements going forward- 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 to be set up with Cllr Hopkins to lead with at least 2 others Councillor Hopkins delegated to lead the project
10.	Council to approve the financial reports
11.	Council to approve its budget/precept for 25/26
12.	Council to approve payment list as discussed at meeting
13.	Council to consider highway matters
14.	Council to consider outstanding planning matters Proposal to make a referral to enforcement was seconded and a vote taken – it was agreed by Council to make a referral pending information from Councillors – no information has been received
15.	Council to receive update on planting in verges as per email from GCC- Cllr Kearney /Cllr Hopkins – standard agenda item
16.	Council to receive feedback from clerk re GAPTC website/portal training for Chair/Clerk
17.	Council to note updates from Village Hall Committee -Cllr Hopkins
18.	Council to note updates on the Emergency plan V1 – Cllr Hopkins
19.	Council to receive updates on matters relating to the assets of the Council

	<ul style="list-style-type: none"> • Council had previously agreed to consider replacing the wooden frames around the grit piles in the spring (Cllr Collins/Cllr Kearney) • Cllr Collins to lead asset management- a map to be produced showing the PC owned assets- • Council to consider bus stops/ shelter maintenance
20.	Council to invite reports from other bodies who are present (standard agenda item)
21.	Council to agree to move to close session to consider confidential employment matters
22.	Council noted other matters for information
23.	Council confirmed the date of next meeting is scheduled for 8 th January 2025 and 12 th March 2025 at 7.30pm
24.	Meeting to be closed

DRAFT MINUTES
For meeting held on 12th September 2024
at 7.30pm in the Village Hall

1.	Welcome
2.	Attendance recorded as Parish Councillors Matt Hobbs, David Collins Graham Hopkins, Barbara Luck, District Councillor Julia Judd and 1 member of the public
3.	Apologies for absence accepted and recorded from Parish Councillor David Kearney County Councillor Joe Harris
4.	Declaration of Interest for matters on the agenda were invited - none
5.	<p>Member of the Public in attendance was invited to speak to the Council at this point, then once the public session is closed, they were invited to observe the remainder of the meeting. Parish Councillors may also speak as members of the public as this point</p> <p>Jason Ashworth – Pages Creative- Team building for publishing company would like to offer volunteer roles in the community -Council discussed different ideas and other organisations Council considered the building of grit frames Painting/decorating for the Village Hall</p> <p>Clerk to forward email from Jason to Elkstone PCC to see if there is any work that would be helpful</p> <p>Public session closed at 19.43</p> <p>Ronald Bury – Elkstone Parish Church – grant request to be considered under item 20</p>
6.	Council noted no report from County Councillor Joe Harris has been received
7.	<p>Council invited an update from District Councillor Julia Judd as report is distributed via email</p> <ul style="list-style-type: none"> • Changes to bin cycle noted – an improvement is noted since the early stages and the complaints made • Unsung heros award • Planning protocol-PC’s need to contact Clerk with their feelings asap, so the Clerk can use delegated authority to feedback to DC Judd • Javelin Park visit- Cllr Collins/Cllr Kearney to go • Cllr Hopkins raised a concern over a building in the village (on behalf of other residents)
8.	<p>(moved item 20) Council agreed in principle the request from the St John the Evangelist’s Church regarding a contribution towards the annual cost of maintaining the churchyard which shown in 2023 as +£900pa –</p> <ul style="list-style-type: none"> a) a representative attended the meeting to explain the financial situation b) Council received a financial report to support the request c) Council considered possible budget to vire any contribution from for 24/25- possible mowing and tree work £200 budget

	<p>Council noted the following:</p> <ul style="list-style-type: none"> ▪ 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 ▪ Council agreed any such request should be accompanied with financial reports from organisation and ▪ 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
9.	Minutes of the previous Parish Council Meeting held on 10 th July 2024 were approved
10.	<p>Council considered 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)</p> <p>Clerk referred Councillors to GAPTC email (distributed) regarding new WCAG .2AA accessibility standards and strong encouragement to use a .gov.uk domain name. GAPTC recommend Parish Online as a supplier of a compliant website</p> <p>Council 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 to be set up with Cllr Hopkins to lead with at least 2 others Councillor Hopkins delegated to lead the project</p>
11.	<p>Council approved the financial reports Council agreed to make a donation to the church in the sum of £400 taken from mowing budget and general surplus in 24/25 Council will consider again at the budget setting meeting</p>
12.	Council approved payment list as discussed at meeting with an additional Defib's pad £62 plus VAT – Delegated to Cllr Kearney
13.	<p>Council considered highway matters</p> <ul style="list-style-type: none"> ▪ Blocked drainage gulleys ▪ Sink hole by Green Dragon reported on line
14.	<p>Council considered outstanding planning matters</p> <ul style="list-style-type: none"> ▪ Potential enforcement matters discussed- It was proposed to wait and see, - seconded. Vote was split 2 for and 2 against. Chair was invited to use his casting vote but did not do so. ▪ Proposal to make a referral to enforcement was seconded and a vote taken – it was agreed by Council to make a referral
15.	Council c/fwd update on planting in verges as per email from GCC- Cllr Kearney /Cllr Hopkins – standard agenda item
16.	Council considered email from GAPTC – distributed regarding website/portal training for Chair/Clerk on 7 th October (10am to mid-day/ 6 to 8pm)- Clerk to register herself and to cascade back to Council
17.	Council noted updates from Village Hall Committee -Cllr Hopkins

	New kitchen equipment and decoration
18.	Council noted updates on the Emergency plan V1 – Cllr Hopkins Glos Resilience on-line meeting attended by Cllr Hopkins Parish as a whole not covered at the present time, including some risk of flooding properties. Cllr Hopkins to obtain a electoral roll and to then consult on their needs and to feedback to Parish Council. Flood warden role highlighted
19.	Council received update on matters relating to the assets of the Council <ul style="list-style-type: none"> • Council had previously agreed to consider replacing the wooden frames around the grit piles in the spring (Cllr Collins/Cllr Kearney) • Cllr Collins to lead asset management- a map to be produced showing the PC owned assets- • Update on bird boxes for swallows -Cllr Luck (Council reimbursed £34 to Cllr Luck)
20.	Council invited reports from other bodies who are present (standard agenda item)- none
21.	Council noted other matters for information (no decisions can be made)-no
22.	Council confirmed the date of next meeting is scheduled for 13th November (budget) 8th January 2025 and 12th March 2025 at 7.30pm
23.	Meeting closed at 21.35

Financial reports for November 2024 meeting

Cash book

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	£0.00		£2,591.61
17-Sep-24	587	church	£400.00		£2,191.61
19-Sep-24	receipt	precept		1375	£3,566.61
07-Nov-24	c	hmrc	£237.60		£3,329.01
07-Nov-24	589	b holder	£59.20		£3,269.81
07-Nov-24	590	pata	£15.00		£3,254.81

Payment list

07-Nov-24	c	hmrc	£237.60
07-Nov-24	589	b holder	£59.20
07-Nov-24	590	pata	£15.00

Reconciliations

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

	payroll cash book	reconciliation pata	difference
gross	2124.63	2082.43	
hmrc	712.8	712.8	0
net	1411.83	1369.63	42.20 b pay
adjusted	1411.83	1369.63	42.20

bank reconciliations

	current account	
	bank balance 1/4/24	1275.25
	payments	3640.02
	receipts	<u>5619.58</u>
	balance per cash book	<u>3254.81</u>
03/10/2024	bank statement	3792.4
	unpresented cheques	
	so	225.79
	588	£237.60
	589	£59.20
	590	£15.00
		£537.59
		<u>£3,254.81</u>

01/04/2024

	deposit account	5048.12
	payments	
	receipts	<u> </u>
	balance	<u>5048.12</u>
	deposit account	<u>5048.12</u>
	bank balance	<u>£8,302.93</u>

Asset ListMar-
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)	

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

Budget against actual

Council agreed to make a donation to the church in the sum of £400 taken from mowing budget and general surplus in 24/25

Council will consider again at the budget setting meeting

	Budget 2024/25	actual year to date £	balance	draft 2025/26	
Precept	5500	5500	0	5600	2%
Interest gross			0		
cil		120	-120		
Total receipts	<u>5500</u>	<u>5620</u>		<u>5600</u>	
Salary	3500	2125	1375	3700	increase
Admin costs	500	389	111	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	34	91	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	0	100	400	
<i>precept reserves</i>	500		500	500	earmark
community plan	500			100	earmark
election costs	1000		1000		earmark
Total payments	<u>7640</u>	<u>3640</u>	<u>3500</u>	<u>7030</u>	
Net Surplus/Deficit	<u>-2140</u>	<u>1980</u>	<u>4000</u>	<u>-1430</u>	from reserves
	<u>5500</u>	<u>5620</u>		<u>5600</u>	

Council to consider if the precept and deficit is sustainable