



Ash Parish Council Finance Meeting Minutes Monday 14th December 2020 at 7.30 pm by video-conference

192. Present and Apologies

Mr A Harris-Rowley (Chairman), Mr P Chandler, Mr K Ellis, Mr M Humphries, Mrs M Owen, Mr Porter, Mr L Rogers, Mr J Tanner, Mrs J Wilkinson.

In Attendance: Mrs Haggart (Clerk).

Apologies: Mrs L Steed (personal)

193. Declaration of Interests – none

194. Minutes

The minutes of the Ash Parish Council Finance meeting held on Monday 20th January 2020 were **proposed** by Mr Rogers, seconded by Mr Tanner and agreed as a true record.

195. Report on Current and Year End Estimated Spend for 2020-2021

Spending to date and major items planned to end of Financial Year

- i) Employment – in line with budget
It was **proposed** by Mr Harris-Rowley, seconded by Mr Chandler and agreed to move £900 from Code 4010 (Environment Officer's salary) to a new Code for Toilet Block Services.
- ii) Administration – Insurance (Code 4140) due to be paid in March 2020; newsletters (Code 4145) includes directory that may be published before year end; included is the cost for the newsletter for Annual Parish Meeting but it is unclear if this will go ahead in April 2021 except as virtual meeting.
It was agreed to take the decision on the delivery to all houses in the parish of the directory and the annual newsletter in March.
It was agreed to continue to keep the parish informed by using the noticeboards, website, Facebook and the magazine.
IT - Code 4135 – hardware includes £1,000 for tablets.
Stationery Code 4165 – includes allowance for new printer that will be purchased in January 2021.
- iii) St Nicholas Church Council Churchyard maintenance. It was agreed to follow up a request for more details on why the amount increased.
- iv) Village Maintenance Code 4520 – repair costing £450 to Pedding Hill Bus Shelter will be carried out before year end.
- v) Contingencies Code 4700 – it was agreed to leave an amount under Contingencies to cover the possible cost of safety fencing. If this is not used, it was agreed it could be moved back to reserves.
- vi) DDC Toilets Code 4710 – invoicing has been late and the balance is for Qrts 1,2,3.
- vii) NDP Grant Code 4715 – the unspent grant will be returned to Locality.
- viii) Planning Advice (Code 4745) – it was agreed to hold an amount for consultancy advice for a Westmarsh planning application that may be received before year end.

196. Proposed Budget 2021-22 F/Y expenditure based on the draft budget as circulated

- i. Employment Costs – Codes 200: 4000 – 4050: the estimated year end (YE) spend plus an indicative increase was agreed.
- ii. Admin – Codes 300: 4100 – 4185 - expenditure based on estimated (YE)
 - training (Codes 4120 and 4125) £750 for bespoke planning training carried over from the prior year budget was agreed.
 - IT Code 4134 – £1,000 for a replacement PC was agreed.

- Room Hire Code 4160 – £400 was agreed based on the assumption that Zoom meetings would continue until summer 2021.
 - iii. Recreation Ground – Codes 500: 4500 - 4550
 - it was agreed that to base the amounts on the estimated Y/E spend.
 - Mowing, hedging – Code 4505 – it was agreed to include an amount for weed control.
 - Repairs & Renewals (Code 4520). The proposal for the replacement of bollards with low level fencing was considered. It was agreed to bring estimates for both options to the January meeting.
 - iv. Working Groups – biodiversity, communications, HIP Monitoring (Phase 1)
 - Biodiversity – it was agreed to include £150 for the cost of noticeboards for the areas in the Ash Recreation Ground that may be managed for biodiversity.
 - Communications – (New code under 600 Village Maintenance). It was agreed to allocate £500 for a Christmas Tree at Pound Corner.
 - Traffic Calming - Code 4760. It was agreed to include £1,500 for an Automatic Traffic Count to monitor the effect of the Highways Improvement Plan Phase I.
 - v. Toilets Codes 510: 4520 – 4560 and Allotments Codes 520: 4520 – 4550. It was agreed to base the amounts on the estimated Y/E with an uplift for the utilities for the full year and:
 - Toilet Block Services (new code) covers Monitor Services and Sanico. It was agreed to base the amount on 12 months at current prices.
 - vi. Parish environment (Village Maintenance) - Codes 600: 4500 – 4610: it was agreed to base the amounts on the Y/E and to carry over the £2,000 from the noticeboards (Code 4610) to install new noticeboards at Westmarsh and Collar Makers Green.
 - Repairs & Renewals – Code 4520. It was agreed to include £750 for replacement bike stands at The Street Car Park and to request a contribution from DDC. The final amount in the budget would depend upon the reply from DDC.
 - vii. Others - Contingencies
 - NDP (Code 4715) It was agreed to allow £500 for subscriptions to Survey Monkey and Dropbox and £200 for any other costs.
 - Weddington Lane PROW (Code 4740) It was agreed to include £600 for clearance and path supports
 - Planning Advice (code 4745). It was agreed to include £3,000 for possible appeals.
 - viii. DDC Toilets Code 4710. It was agreed to include £2,037 for Quarter 4 from the current year plus the charge for the 2021-2022 year of £7,431.42. It was noted that DDC has reduced the bill for the COVID closures by £1,794. It has not charged for the prior year maintenance that included the new doors and repairs totalling £3,520.91.
 - ix. Ear-marked Reserves – the amount of £26,000 of which £11,000 will go into budget was agreed. It was agreed to start building a reserve for the HIP Phase II and to reduce Saunders Wood / Green Spaces to £5,000.
197. Grants
- It was agreed to allocate the same amount as the prior year for the grants to Ash Village and Westmarsh Village Halls, the Ash Heritage Centre and the maintenance of the St Nicholas Church grounds.
- It was agreed that there would be no other grants made in 2021-2022.
198. New expenditure items - none
199. Allotment charges for 2022
- It was **proposed** by Mr Porter, seconded by Mrs Wilkinson and agreed to increase the charge for 2022 to £36 per full plot and pro rata for the divided plots.
200. Setting Indicative Precept
- It was **proposed** by Mr Turner, seconded by Mr Humphries, and agreed to hold the precept at £83,500.

There being no further business the meeting closed at 20.30 pm.