

BARTON BENDISH PARISH COUNCIL

Minutes of Ordinary Parish Council meeting held on Wednesday 10th January 2024 commencing at 7.30pm in Barton Bendish Village Hall

Present: Cllr W Chapman (Chairman), Cllr R Simon, Cllr A Stephen, Cllr S Tilburn, Cllr T Webster, Cllr D Wells

Also in attendance: Sharon Sweet - Parish Clerk; no members of the public were in attendance

1. To consider apologies for absence

None

2. To receive any Declaration of Interests and any requests for dispensation

None

3. To agree the minutes of the last meeting on 8th November 2023

The minutes of the ordinary Parish Council Meeting on 8th November 2023, having been circulated to all prior to the meeting, were **AGREED** as correct. The Chairman signed the minutes.

4. To consider co-option applications received

None. Standing item to be removed from the agenda.

5. Clerk Report (update on matters not elsewhere on this agenda)

Regarding the need to back up the laptop data, the Clerk now had the Microsoft account log on details from ECS Computers. The Clerk believed the OneDrive account would provide enough storage space to back up the laptop data (although the Clerk still needed to look at this matter in detail).

6. Public forum for members of the public to comment on agenda items, and updates from Borough and County Councillors

**Post meeting note - Apologies received from Borough Councillor Lintern by email before the meeting, together with the following update from the Borough Council. 'There are still a number of grants available for green projects as well as grants for home energy improvements. In addition, funding is now open for CIL applications and will remain open until Feb 1st.'*

7. Governance:

To review and adopt draft policies:

a. Grants and Donations Policy

It was **AGREED** to adopt the Grants and Donations Policy as presented.

8. To consider donation request from Group 4 news

Following a discussion, it was **AGREED** in principle to support a donation to Group 4 news. Several months had elapsed since the letter outlining the challenges confronting the future of the newsletter. In light of this, members requested the Clerk to correspond with the Editors, seeking clarification on the specific amount being requested.

9. To receive information on the Borough Council Active Travel Enhancement scheme and consider any further actions required

The scheme was noted by members, no further action was deemed necessary at this time.

10. To report any highways matters to NCC Street Ranger team for their visit January 2024

Members reported all the gulleys in the village were overgrown, as well as the trod being overgrown. Clerk to report these to the Street Rangers team.

Chairman's signature..... Date.....

11. Finance**a. To authorise payments and note any monies received**

It was **AGREED** to authorise the following payments:

Payee	Amount	Type	Description
S Sweet	£ 629.72	SO	Clerk salary & allowance (Dec & Jan)
BCKL&WN	£ 54.60	ONLINE	Election costs

b. To review and sign cash book reconciliation

The Cash Book had been reconciled to 31st December 2023 and was confirmed by sight of the bank statement to the Chairman.

c. To review earmarked and general reserves

Members reviewed the earmarked reserves and noted the level of general reserves. It was **AGREED** to approve the earmarked reserve recommendations as per appendix A.

d. To receive update on the opening of a Unity Bank Account and transfer of all funds

The Clerk reported that the Unity Account was now open and that Unity would be completing the Current Account Switch from Barclays in the next few days.

e. To agree the budget 2024/25 and set the Precept 2024/25

The Clerk had circulated a draft budget to all Councillors prior to the meeting. The budget was briefly discussed. It was **AGREED** to approve the budget of £6260.00 and it was further **AGREED** to set the Precept at £5900.00.

12. Planning**a. To consider planning applications: none****b. To note planning decisions from the Borough Council: none****13. To receive items for inclusion on the next agenda**

None.

14. To confirm the date of the next meeting, as Wednesday 13th March 2024, 7.30pm Barton Bendish Village Hall for the Annual Parish Meeting followed by an Ordinary Parish Council Meeting

The date was confirmed.

Meeting closed: 8.02pm

Appendix A

**Barton Bendish Parish Council
Reserves Balance
2023-2024**

<u>Reserve</u>	<u>OpeningBalanc</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalanc</u>
Earmarked					
Jubilee Grant	150.00			150.00	can be used for anything that benefits the residents
Keyworker Insurance	6,000.00		1,244.00	4,756.00	6 months of future Locum cover approx £3000
CIL	2,356.65		1,789.36	567.29	could be used when defibrillator needs replacing
Election costs	2,500.00			2,500.00	
Defib maintenance	270.00		59.95	210.05	defib battery may need replacing 2024 est £200 (last done 2020)
Tot Earmarked	11,276.65		3,093.31	8,183.34	
TOTAL RESERVE	11,276.65		3,093.31	8,183.34	
GENERAL FUND				6,524.34	general fund by year end will be within the recommended guidelines of close to 12 months expend.
TOTAL FUNDS				14,707.68	

Recommendations:

- 1) £3000 would be an adequate amount for 6 months Locum Clerk cover. It is recommended the Council rename the ‘Keyworker Insurance’ reserve as a general ‘HR reserve’ and retain £3000 in the reserve for Locum cover or potential overtime.
- 2) The remaining £1745.00 is reallocated to the Defibrillator maintenance reserve. The defibrillator will need replacing in the next 2-3 years, estimated cost to replace £1500.00
- 3) General reserve is adequate, no further recommendations.

(Report prepared at the beginning of Dec 2023)

Chairman’s signature..... Date.....