

Cratfield Parish Council

PARISH COUNCIL MEETING

held by Zoom on

Tuesday 4th May 2021 at 8.20pm

Attended: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker, Chris Mobbs, Gloria Steward

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

A. Public Forum – for Members of the Public

None

B. County & District Councillor Reports

None

MINUTES

1. To Appoint a Chair

Councillor Lotty Barbour was elected unanimously as Chair.

Cllr Barbour signed the Declaration of Acceptance of Office form and Chaired the meeting.

2. To Appoint a Vice Chair

Councillor Richard Chivers was elected unanimously as Vice Chair.

3. To consider Apologies for Absence

Cllr Oliver – apologies accepted.

4. To record Declarations of Interests and to consider Requests for Dispensation

None

5. To Approve the Minutes from the Meeting held on 9th March 2021

The Minutes from the meeting held on 9th March 2021 were confirmed unanimously as a true and accurate record.

6. Matters Arising from the Minutes above and not on the Agenda

None

7. Finance

a) To approve the End of Year Balance Sheet 2020/21 (attached)

Councillors approved unanimously the End of Year Balance Sheet 2020/21.

b) To approve the Internal Auditor's Report for 2020/21 (on website)

Councillors approved the Internal Auditor's report for 2020/21.

c) To Agree to a Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2

Signed:

Date:

Cratfield Parish Council

The Chair signed the Annual Audit Return Sections 1 & 2 and Councillors agreed unanimously to apply for a Certificate of Exemption from a Limited Assurance Review.

d) To appoint the Internal Auditor for 2021-22

Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2021-22.

e) To receive the Financial & Budget Reports and Approve Income & Expenditure

Councillors resolved unanimously to approve the following Income and Expenditure.

Date	Details	Income	Amount
07/04/2021	credit	VAT Reclaim 01/04/2020-30/04/2021	£ 250.49
20/04/2021	credit	ESC CIL Payment	£ 52.23
April	credit	Precept - 1st Installment	£ 3,530.00
		Total	£ 3,832.72
		Expenditure	
28/04/2021	S/O	Clerk's Salary - April	£ 185.14
04/05/2021	100810	SALC Subscription	£ 190.62
04/05/2021	100811	Clerk's Expenses	£ 73.43
04/05/2021	100812	Trevor Brown - Internal Auditor	£ 130.00
		Total	£ 579.19

8. Village Matters

a) Play Area Maintenance

- New Bus/Play Area Shelter Landscaping – update

The Clerk confirmed the landscaping would soon commence.

b) Village Maintenance

- Signposts

CLRs are still compiling lists of the deteriorating signposts in Cratfield.

- Manse Lane Flooding

CLr Baker informed the drain pipes in Manse Lane are going to be flushed out as agreed when the ditches were cleared.

c) Village Matters

- Neighbourhood Watch

A Neighbourhood Watch report was received in the Annual Parish Meeting and the Co-Ordinator confirmed he would continue in his role. CLRs sent thanks for the update and his work.

d) Millennium Meadow Management Plan – update

CLr Steward gave an update on Millennium Meadow and informed some pallets have been obtained for the tree/bushes cuttings, which would be filled after the breeding season.

e) Village Sign Maintenance – update

CLRs agreed the sign needs some maintenance and asked the Clerk to contact a parishioner who offered to do this.

Action: Clerk

f) Defibrillator Battery & Pads Check – update

The Clerk informed the defibrillator needed checking and CLr Chivers kindly said he would do this.

Action: RC

Signed:

Date:

Cratfield Parish Council

9. Correspondence (*emails are circulated as received*)

None

10. Any Other Business (*For discussion only – the Council cannot make decisions on these items*)

- Cllr Baker agreed with Cllr Mobbs to top-up the chippings in the play area.
- Cllrs noted the next meeting would be in the Village Hall.

11. Items for next Agenda

- Play Area bench and flowerbox.

12. To confirm the Next Meeting Dates:

- Tuesday 13th July 2021 at 7.30pm
- Tuesday 14th September 2021 at 7.30pm
- Tuesday 9th November 2021 at 7.30pm

The Meeting ended at 8.51pm

Signed:

Date:

Cratfield Parish Council

End of Year Balance Sheet 2020/21

Cratfield Parish Council PC		
Year ended 31st March 2021		
	2019/20	2020/21
Receipts and Payments		
£ Receipts	£	£
3,200.00 Precept	3,500.00	
110.66 Wayleave	-	
675.87 Allotment Rents	740.62	
191.06 VAT reclaim	88.23	
4,925.00 HHCFT Grant/ Litterpick	-	
- Various Grants/Cll	2,793.83	
10.38 Business Saver Interest	4.68	
20.00 Petty cash	-	
9,132.97	7,127.36	
Payments		
2,157.00 Clerk's Salary	2,350.54	
120.00 Clerk's Office Costs (overpaid £20.00 in 2018/19)	120.00	
21.21 Clerk's Expenses	30.87	
42.00 Hall Rent	67.20	
35.00 ICO - Data Protection Registration	35.00	
299.78 Insurance	299.78	
107.20 Internal Audit Fee	110.00	
103.94 Maintenance	70.00	
64.97 Miscellaneous	0.00	
131.00 Play Area Maintenance	1,200.20	
80.00 Play Area Inspection Fee	80.00	
300.00 S137 Grants/Donations	100.00	
179.42 Subscriptions	184.63	
0.00 Training	0.00	
50.00 Website Fee	50.00	
0.00 Defibrillator Package	0.00	
0.00 HHCFT Grant for Village Hall	0.00	
0.00 SCDC Grant	0.00	
88.23 VAT on payments	250.49	
81.71 HHCFT Grant	4,925.00	
76.16 ESC Election Fees	0.00	
3,937.61	9,873.71	
5,195.36 Surplus income over expenditure	(2,746.35)	
5,623.08 Balance b/f	10,818.44	
- Transfer to reserves	-	
10,818.44 Balance c/f	8,072.09	
Balance Sheet		
Cash at Bank		
504.97 Current Account	2,496.94	
10,555.47 Business Saving Account	5,635.15	
- Petty Cash	-	
(242.00) Uncleared cheques	60.00	
- Uncleared receipts	-	
10,818.44	8,072.09	
1,120.09 General Reserves	1,710.51	
9,698.35 earmarked Reserves	6,361.58	
10,818.44	8,072.09	
The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.		
Signed	Charlotte Barbour - Chair	
Signed	Sally Chapman - Responsible Financial Officer	

Signed:

Date: