

HARRINGWORTH PARISH COUNCIL

Minutes of Annual Parish Council meeting held on Thursday 10th May 2018 in
Harringworth Village Hall
Meeting commenced at 19:55

Present;

Cllr S. McLean (Chairman)

Cllr S Milton (Deputy Chairman)

Cllr S Chambers

Cllr L Boon

Cllr G Dolman

Cllr K Dove

Cllr A White

B Chambers (Clerk)

1 Apologies for absence

There were no apologies for absence.

2 Appointment of Officers

The Clerk took nominations for the office of Chairman.

There being no other nominations and Cllr McLean being prepared to take the office Cllr S. Milton proposed and Cllr K Dove seconded that Cllr S. McLean be appointed Chairman of Harringworth Parish Council for 2018/19. The proposition was carried and Cllr S. McLean was duly elected Chairman for the ensuing year.

The Clerk handed back control of the meeting to the Chairman.

The Chairman took nominations for the office of Deputy Chairman.

There being no other nominations and Cllr Milton being prepared to take the office Cllr S. Chambers proposed and Cllr G Dolman seconded that Cllr S. Milton be appointed Deputy Chairman of Harringworth Parish Council for 2018/19. The proposition was carried and Cllr S. Milton was duly elected Deputy Chairman for the ensuing year.

The Chairman took nominations for the office of Member Responsible for Finance.

There being no other nominations and Cllr Dove being prepared to take the office Cllr S. McLean proposed and Cllr S. Chambers seconded that Cllr K. Dove be appointed Member Responsible for Finance of Harringworth Parish Council for 2018/19. The proposition was carried and Cllr K. Dove was duly elected Member Responsible for Finance for the ensuing year.

The Chairman took nominations for Internal Auditor.

There being no other nominations and Mr. Waterman being prepared to take the office Cllr S. McLean proposed and Cllr S. Milton seconded that Bill Waterman be appointed Internal Auditor of Harringworth Parish Council for 2018/19. The proposition was carried and Bill Waterman was duly elected Internal Auditor for the ensuing year.

The Chairman took nominations for Footpaths Officer

There being no other nominations and Cllr White being persuaded to take the office Cllr S. McLean proposed and Cllr S. Chambers seconded that Cllr A. White be appointed Footpaths Officer of Harringworth Parish Council for 2018/19. The proposition was carried and Cllr A. White was duly elected Footpaths Officer for the ensuing year.

The Chairman took nominations for the Responsible Finance Officer and Burials Officer.

There being no other nominations and Brian Chambers being prepared to take the offices,

Cllr S. McLean proposed and Cllr S. Milton seconded that Brian Chambers be confirmed as Responsible Finance Officer and Burials Officer of Harringworth Parish Council for 2018/19, Brian Chambers was duly elected as Responsible Finance Officer and Burials Officer for the ensuing year.

3 Acceptance of Office/ Register of Interests

Councillors were reminded that under the LGA 1972 s83.4, they had signed the “acceptance of office” forms in 2016 at the point of their election and that these remained in force.

Councillors were reminded to advise the Clerk of any changes required to the Declaration of Interest forms that had already been completed by Councillors.

4 Re-Affirm Code of Conduct

Councillors were reminded that by signing the acceptance of office forms they had agreed to conform to the Councils Code of `conduct, a copy of which was provided to each Councillor.

5 Approval of minutes of previous AGM

These had been approved and a copy signed by the Chairman at the 13th July 2017 meeting of the Council, minute reference No. 978.

6 Annual report of the Chairman

Harringworth Parish Council **Chairman’s Report Thursday 10th May 2018**

By far the biggest achievement of the Parish Council over the last twelve months has been the planning and successful implementation of the replacement village street lighting. The timing of the upgrade to the lighting was driven by a number of factors the primary one being the scarcity of parts and increasing costs of maintaining the existing sodium SOX lamps. After a lot of hard work by our Clerk Brian creating a business case, form filling and on site meetings with Eon I am delighted to say that the LED street lamps are now fully commissioned, installed and working. Most of the cost of over £10,000 has been covered by a Public Works Loan Board loan to be repaid over the next 15 years. These repayments will be funded through the savings enjoyed in reduced electricity consumption of the new LED lanterns and the removal of charges for annual maintenance charges required with the sodium units. The village was kept informed by letters circulated to all residents.

After much research by me and the Clerk, the council agreed to proposed increases in charges for the burial ground from 1st Jan 2018 to bring them largely into line with surrounding parishes. The previous fees had been in place for 5 years and the new fees will help to ensure that we will be in a position to undertake work on the burial ground extension when free space runs out in the future.

Over the year we have had a steady flow of largely non controversial planning applications plus a fair number of tree pruning and tree removal requests within our conservation village. Major plans include an extension to The Old Vicarage, a major barn conversion in Harringworth and a new house at Fieldfare on our border with Laxton. There will also be a new mobile phone mast next to the sewerage treatment site giving Vodafone and O2 customers much improved reception.

Throughout 2017 we continued to be pleased by the quality of grass cutting achieved by our contractor. Although the work is undertaken by largely the same people as before they have gone through a company name change. They remain as our contractor for 2018 and continue to offer flexibility when needed to pull forward or push out the fortnightly cuts to accommodate weddings, funerals and other relevant village events. During the year we have also removed or pruned a number of the trees in the burial ground and also replaced a rotting gate post at the main double gates into this area.

If we think of the previous year as the year of the bollard then the last twelve months would be the year of the pothole. Northants County Council Highways Dept. nominated contractor Kier WSP have not always been the most responsive when new potholes requiring urgent action are reported. This situation is undoubtedly not helped by the fact that NCC currently has no funds available for non statutory purposes. Northants still have a number of outstanding holes to be filled unlike Rutland County Council across the border whose response we have found to be outstanding. To complicate matters, a number of the "holes" within the village are actually due to poor road trench reinstatement work undertaken by Anglian Water's subcontractors when mains drainage was installed a couple of years ago. They are being pursued to rectify this. Other proposed budget cuts suggest a 25% reduction in winter gritting costs and we have written to NCC to request that there be no change to gritting undertaken in Harringworth.

Half way through the year the Clerk and Cllr White met with the county Footpaths Officer to achieve progress on the need to clear the footpath from Carpenter's Cottage through to Shotley. This resulted in a successful clearance and a commitment to provide a proper resurfacing of the path itself (that is falling away at the edges) during this new financial year.

The current round of maintenance work on the viaduct is now finally complete after many months of over running. At times this did involve weekend working and early starts which introduced some dust and noise problems for those living near to the arches. In 4 or 5 years time, budgets permitting, there will be a much more substantial piece of work undertaken to completely dig out and then refill the bridge piers with concrete dramatically reducing the future need for the ongoing regular maintenance activities.

Police Community Support Officers have not attended any of our meetings throughout the year for reasons of internal reorganisation and reprioritisation. The clerk has done his best to keep us up to date with crime figures which can be accessed on line but unfortunately this doesn't really replace the face to face contact which we used to enjoy. Fortunately crime within Haringworth remains at a relatively low level but we must still remain vigilant.

After last year's 3% increase it was agreed to hold the level of the Parish precept at £6000 for 2018. This is on the basis that the cost of the lighting loan repayment will be self funding from anticipated savings made.

It is sad to have to report that the White Swan is now closed again after a period where it remained open for around a year until the end of March 2018. At this stage it is unclear how the situation will develop but we hope that a way forward can be found so that this valuable asset to the village will return in the future.

Thanks as always for all the fine work from our Clerk Brian and for the support provided from my fellow Parish Councillors. Thank you for listening.

Simon Mclean 10th May 2018

7 Financial Report

The financial report given by the Clerk (shown at appendix A) was given. The Clerk answered queries relating to the accounts.

The following financial provisions were approved by the Council

Provision for Church Yard maintenance increased by £493 to	£4,163
Provision for future election expenses to remain as	£1,500
The provision for replacement LED street lighting to remain at	£1,500
Provision for General Funds to increase by £1,483 to	£3,074

Councillors approved the governance statement on the T P Jones submission form.

Minute reference 7.1.2018

Councillors asked that the consideration of financial provisions be added as a regular financial task to the March meeting.

The accounts as presented were approved by the Council having previously been approved by internal audit. **Minute reference 7.2.2018**

8 Any Other Business

The dates for future meetings were agreed as the second Thursday of July, September, November, January, March and May.

The regular items from the standing orders will be included in the calendar of dates for future meetings and these will be circulated to all Councillors.

The meeting was closed at 8:45 pm

Appendix A

The financial report has been completed following the Accounts and Audit Regulations 2003 (SI 2003/533 reg9) as outlined in the Local Council Administration guidelines, that is to say

“Councils in the small council’ band with budget income or expenditure up to £100,000 must base their accounts on receipts and payments.”

These accounts have been prepared with the help of our internal auditor for whose help I am most grateful. This year the internal audit has already been completed so the figures I am presenting have been signed off by Bill Waterman.

The spreadsheet on the first page will be familiar to Councillors as it is the same one that is reported on monthly, reconciled with the bank balance and approved at each regular meeting as well as monthly by the MRF. I have annotated some items with numbers shown in brackets, these relate to the relevant item numbers on the external audit submission form for BDO.

Top right hand corner item No1 is our starting balance for the year of **£8,261**

Bottom left of the sheet shows our precept income of **£6,000**

Reading across this bottom line we then come to item 3 which is **£1,354** made up of the bank interest of **£2** plus **£493** income from the burial ground, and **£860** of other income. Other income this year is exclusively the VAT reclaim.

This gives us an income for the year of **£7,354** as recorded on the balance sheet.

Moving on to the expenditure;

Item 4 shows staff costs of **£825**; these include the clerk's salary, PAYE paid by the employer and T P Jones payroll costs for payroll administration,

Item 6 are **£4,553** of other expenditure, which is broken down into the items shown above it on the spread-sheet.

Our total expenditure for the year was therefore **£5,378**

We therefore started with	£8,261
Received income of	£7,354
Spent	£5,378
Leaving a balance of	£10,237 (allowing for rounding errors)

this being the figure at item 7, bottom right corner of the spreadsheet.

This reconciles with the bank balance at the 31st March of £10,236.81

The numbers from the spreadsheet have been transferred across to the receipts and payments report on the next page

The Council this year is showing an excess of receipts over payments of **£1,976**.

You will see at the bottom of the receipts and payments report that the final balance of **£10,237** is represented by a number of provisions that the Council need to discuss and approve.

The Burial Ground provision is to build the required capital required for the works to extend the burial ground to the full extent of the land gifted to the Parish Council. This provision has been increased by **£493** to **£4,163**, this being the burial ground receipts for the year. The Council decided in July 2016 that its policy would be that all burial ground receipts within a given year would be used to add to this provision at the end of that year. Future election expenses have been left the same as the previous year at **£1,500**. A provision of £1,500 towards the cost of street light replacement remains unchanged from last year. Finally the Parish Council General funds have increased by **£1,483** made up largely of;

£520 VAT recovery or one off purchase of defibrillator in previous year

£270 Q4 2017/18 salary not paid as payslip not available at March meeting

£270 5 quarters salary paid in 2016/17 year

£150 hall rent not paid as invoice not with us in time for March meeting

£300 reduction in the amount of vat paid in previous year.

As a general principle the Council is aiming to use burial ground income to grow the provision for the burial ground and precept income to fund regular bills such as street lighting.

On the third page there is a comparison of this year's expenditure with last years. Any variance greater than 10% has an explanation shown against it on the sheet.

Turning to the T P Jones submission form

The Council confirmed the governance statement shown on page 4 of the submission.

The numbers from the Income and Expenditure report transferred to page 5 had been approved by the internal auditor and the council confirmed the figures given on page 5 as approved.

Returning to page 2 of the income and expenditure report, Councillors approved the provisions shown at the bottom of the page;

For burial ground the figure increases by £493 to become £4,163

For election expenses the figure to remain at £1,500

For street light replacement programme to remain at £1,500

Leaving £3,074 in general funds

Harringworth Parish Council Receipts & Payments 2017/18

Receipts

Payments

date	uncashed Cheque No	Detail	Precept	Int	Burial	Misc	Salary	Lights	insure	Cap Exp	rent	Audit	Misc	Subs	Grass	VAT	Total	Bank
01/04/17		balance b/fd															£8,260.88	£8,260.88
01/04/17	CR	Precept (part 1 of 2)	£3,000.00														£3,000.00	£11,260.88
10/05/17	CR	burial fees from J Baxter			£113.00												£113.00	£11,373.88
11/05/17	100389	E.on electricity April inv						£74.31								£3.71	£78.02	£11,295.86
11/05/17	100390	E.on street light mtce						£67.44								£13.49	£80.93	£11,214.93
11/05/17	100391	SLCC membership												£60.00			£60.00	£11,154.93
11/05/17	100392	Zurich Insurance							£345.60								£345.60	£10,809.33
11/05/17	100393	4 counties 17/022													£160.00	£32.00	£192.00	£10,617.33
11/05/17	100394	4 counties 17/055													£320.00	£64.00	£384.00	£10,233.33
22/05/17	CR	burial plot 53 purchase			£215.00												£215.00	£10,448.33
01/06/17	CR	bank interest		£0.41													£0.41	£10,448.74
06/06/17	100395	4 counties 17/089													£320.00	£64.00	£384.00	£10,064.74
23/06/17	BACS	VAT reclaim				£859.52											£859.52	£10,924.26
13/07/17	100396	E.on electricity July inv						£125.36								£6.28	£131.64	£10,792.62
13/07/17	100397	E.on street light mtce						£67.44								£13.49	£80.93	£10,711.69
13/07/17	100398	Clerks Salary					£216.00										£216.00	£10,495.69
13/07/17	100399	Clerks PAYE					£54.00										£54.00	£10,441.69
13/07/17	100400	Internal Audit										£50.00					£50.00	£10,391.69
13/07/17	100401	Dog bin installation											£103.03				£123.64	£10,268.05
13/07/17	100402	4 counties 17/125													£320.00	£64.00	£384.00	£9,884.05
18/08/17	100403	4 counties 17/159													£320.00	£64.00	£384.00	£9,500.05
01/09/17	CR	bank interest		£0.41													£0.41	£9,500.46
14/09/17	100404	E.on electricity Septl inv						£85.40								£4.28	£89.68	£9,410.78
14/09/17	100405	E.on street light mtce						£67.44								£13.49	£80.93	£9,329.85
14/09/17	100406	Clerks Salary					£216.00										£216.00	£9,113.85
14/09/17	100407	Clerks PAYE					£54.00										£54.00	£9,059.85
14/09/17	100408	SLCC 10th Ed LCA											£77.60		£0.80		£78.40	£8,981.45
14/09/17	100409	RHAB (gate post renewal)											£137.55				£137.55	£8,843.90
14/09/17	* 100410	4 counties 17/194													£320.00	£64.00	£384.00	£8,459.90
26/09/17	CR	Precept (part 2 of 2)	£3,000.00														£3,000.00	£11,459.90
20/10/17	CR	internment fee Branson			£50.00												£50.00	£11,409.90
09/11/17	100411	E.on electricity Oct.l inv						£41.33								£2.07	£43.40	£11,366.50
09/11/17	100412	Payroll services					£15.25										£15.25	£11,351.25
09/11/17	100413	Poppy wreaths											£34.00				£34.00	£11,317.25
09/11/17	100414	4 counties 17/229													£320.00	£64.00	£384.00	£11,005.74
01/12/17	CR	bank interest		£0.41													£0.41	£11,006.15
05/12/17	100416	4 Counties 17/260													£320.00	£0.00	£320.00	£10,686.15
20/12/17	CR	memorial fee Towell			£90.00												£90.00	£10,776.15
11/01/18	100417	E.on electricity Dec. inv						£84.03								£4.21	£88.24	£10,687.91
11/01/18	100418	E.on street light mtce						£67.44								£13.49	£80.93	£10,606.98
11/01/18	100419	E.on street light mtce						£23.47								£4.69	£28.16	£10,578.82
11/01/18	100420	Clerks Salary					£216.00										£216.00	£10,362.82
11/01/18	100421	Clerks PAYE					£54.00										£54.00	£10,308.82
11/01/18	100422	Kiosk lamp repair											£5.70				£5.70	£10,303.12
11/01/18	CR	burial ground donation			£25.00												£25.00	£10,328.12
01/03/18	CR	bank interest		£0.70													£0.70	£10,327.42
08/03/18	100423	E.on electricity Feb inv						£86.54								£4.33	£90.87	£10,236.55

TOTAL	£6,000.00	£1.93	£493.00	£859.52	£825.25	£790.20	£345.60	£0.00	£0.00	£50.00	£357.88	£60.00	£2,400.00	£549.59	£10,236.81	(7)
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(2) £6,000 (3) £1,354 (4) £825 (6) £4,553

(x) = item number in BDO audit

Clerk:

Dated:

HSBC Community Account	£6,551.67
HSBC BMM Account	£4,069.14
Total uncashed cheques (marked *)	£384.00
TOTAL	£10,236.81

Reconciled with Bank Statements

Signed (MRF):

Dated:

Harringworth Parish Council

Receipts & Payments Account

for the year ending :-

	2017/18	2016/17
Receipts	£	£
Precept	6000	5835
Interest	2	2
Burial fees	493	670
other	0	40
VAT recovered	859	337
Defibrillator donations	0	1150
	<u>7354</u>	<u>8034</u>
	2017/18	2016/17
Payments	£	£
Administration	825	1430
Street lights	790	626
Insurance	346	328
Audit	50	50
Grass cutting	2400	2355
Churchyard repairs	138	0
Rent of Hall	0	100
Subscriptions	60	65
Miscellaneous expenses	220	114
VAT paid	549	860
Defibrillator	0	1744
	<u>5378</u>	<u>7672</u>
Excess of Receipts over Payments	<u>1976</u>	<u>362</u>

Balance Sheet

as at 31st March 2018

	2017/18	2016/17
Cash at Bank	£	£
Business account	4069	4067
Current account	6552	4194
uncashed cheques	-384	
	<u>10237</u>	<u>8261</u>
Represented by:-		
Parish Council General Funds	3074	1591
Provision for burial ground	4163	3670
Provision for future Election Expenses	1500	1500
Provision for street light replacement programme	1500	1500
Funds at 31st March 2018	<u>10237</u>	<u>8261</u>

Explanation of variances – pro forma

Name of smaller authority: **Harringworth Parish Council**

County area (local councils and parish meetings only): **Northamptonshire**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	5,835	6,000	165	3%	
Box 3 <i>Total other receipts</i>	2,199	1,354	-845	38%	The 2016/17 receipts included a one off donation of £1,150 towards the purchase of a defibrillator
Box 4 <i>Staff costs</i>	1,430	825	-605	42%	The 2016/17 figure was inflated by £331 representing pay for the 2015/16 year where invoices had not been available. The pay for 2017/18 is understated by £270 as the invoices were not available.
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	6,242	4,553	-1,689	27%	Payments for 2016/17 included a one off payment £1,744 for the purchase of a defibrillator
Box 9 <i>Total fixed assets & long term investments & assets</i>	20,763	20,763	0	0	
Box 10 <i>Total borrowings</i>	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				