

## AVENBURY PARISH COUNCIL

### Minutes of a meeting held on Tuesday 15<sup>th</sup> November 2022 at 7pm in The Public Hall, Bromyard

Members Present: Cllrs Gill Churchill (Chairman), I Jones & G Churchill.

In Attendance: J Eva (Parish Clerk).

**1. To receive, consider and approve apologies for absence.**

Apologies were accepted from Cllrs. Y Berry & E Chowns.

**2. Disclosable Interest Dispensations**

None.

**3. Declarations of Interest None**

**4. Minutes**

It was RESOLVED to approve and sign the Minutes of the Extraordinary Meeting of the Parish Council held on Monday 27th June 2022.

**5. Co-option**

No applications for co-option to fill one vacancy were received.

It was RESOLVED that this seat will be filled via the May Elections.

**6. Questions /Issues, from members of the public present**

None.

**6.1 Ward Councillors Report**

Cllr. Chowns was unable to attend the meeting.

**6.2 Questions from other members of the public – none.**

**7. Planning**

[P223197/RM](#) - Land to the south of Rose Cottage, Munderfield ON HOLD DUE TO PHOSPHATES - Application for approval of reserved Matters following outline approval 191886 (Removal of Condition 7 of P183456/O (Outline planning application for the erection of up to 3 no. dwellings and associated works with all matters reserved).

This information was noted by members.

**8. Highways / Footpaths / Greenspaces**

**8.1 Highways Issues**

The following issues on the B4214 will be reported to Herefordshire Council;- missing cat's eyes, slow drainage and degrading white lines.

**8.2 Footpaths Issues**

Members noted that the Footpaths Officer has arranged for a new footpath sign to be installed at the end of the drive, in Avenbury Lane, of the Upper Venn Farm.

Members noted that the sign for footpath 1A is broken and needs to be repaired.

**9. Financial Report**

9.1 Members noted bank reconciliation and confirmation of balances.

Current account £7,156.70 (statement dated 30.09.2022)

Reserves account £4,158.70 (statement dated 30.09.2022)

Signature/Initial .....

9.2 Invoices for payment

It was RESOLVED to approve payment of the Clerk’s salary for November 2022.

9.3 Receipts received = £2,725.00 2<sup>nd</sup> part of the annual precept received on 16<sup>th</sup> September 2023.

9.4 Members noted payments made between meetings under the clerk’s delegated authority.

Ref	Payee	Goods/Service	Amount £	VAT £
	J. Eva	Clerk’s salary Jun 21, Jun, Jul, Aug, Sep, Oct 22		
	HMRC	PAYE Q1	£161.00	
Inv. 9007	Autela	Payroll Services	£55.27	
Inv. H1524	HALC	Internal audit	£220.00	£44.00
Inv. 9844	Autela	Payroll Services	£44.40	£8.88
	HMRC	PAYE Q2	£161.00	

**10. Budget 2023/24**

Members considered the budget in detail for 2023/24.

It was RESOLVED to approve the draft budget.

**11. Precept 2023/24**

Members considered the precept for 2023/24.

It was RESOLVED to increase the precept to £6,450.00.

**12. Correspondence**

Members noted the general correspondence received, i.e Weekly Locality Updates and Talk Community Newsletters, which have been circulated via email.

**13. Meeting dates 2023**

Members confirmed the meeting dates for 2023; 17<sup>th</sup> January, 21<sup>st</sup> March, 16<sup>th</sup> May, 18<sup>th</sup> July, 19<sup>th</sup> September and 21<sup>st</sup> November.

With no further business the Chairman closed the meeting at 7:45pm.

Signed ..... Dated .....

Signature/Initial .....

Bank reconciliation to 14<sup>th</sup> November 2022

<b>Bank Reconciliation 30.09.2022 - 14.11.2022</b>				
Opening Balance 01/04/22	NatWest		£3,883.02	£4,156.25
			<b>Current Account</b>	<b>Reserves Account</b>
				<b>TOTAL</b>
Opening balance			£3,883.02	£4,156.25
(+) Receipts			£5,450.00	£2.45
<b>TOTAL</b>			<b>£9,333.02</b>	<b>£4,158.70</b>
(-) Payments			£2,176.32	£0.00
<b>Balance</b>			<b>£7,156.70</b>	<b>£4,158.70</b>
			<b>30.09.2022</b>	<b>30.09.2022</b>
				<b>TOTAL</b>
Bank Statement			£7,156.70	£4,158.70
<b>o/s cheques</b>				
	548	£53.28		
	549	£214.85		
	550	£161.00		
	551	£214.65		
			£643.78	£0.00
			<b>£6,512.92</b>	<b>£4,158.70</b>
				<b>£11,315.40</b>

Draft budget 2023/24

<b>INCOME</b>	<b>Budget 2021/22</b>	<b>Actual 2021/20</b>	<b>Budget 2022/23</b>	<b>LIVE 2022/23</b>	<b>Budget YE 31.03.2024</b>	<b>2023-24 Assumptions</b>
HMRC VTR	£30.00		£260.00		£0.00	
Precept	£4,740.00	£5,450.00	£5,450.00		£6,000.00	
<b>Total Income</b>	<b>£4,770.00</b>	<b>£5,450.00</b>	<b>£5,710.00</b>	<b>£5,452.45</b>	<b>£6,000.00</b>	
<b>EXPENDITURE</b>	<b>Budget 2021/22</b>	<b>Actual 2021/22</b>	<b>Budget 2022/23</b>	<b>LIVE 2022/23</b>	<b>Budget YE 31.03.2024</b>	
Salary (inc. PAYE)	£2,700.00	£3,026.01	£3,200.00	£1,669.50	£3,219.80	
Clerk Expenses	£20.00	£0.00	£0.00	£0.00	£0.00	
Clerk's home working allowance	£100.00	£0.00	£0.00	£0.00	£0.00	
Website Expenses	£50.00	£0.00	£50.00	£0.00	£0.00	
Payroll Services	£200.00	£172.50	£180.00	£57.07	£180.00	
Insurance	£340.00	£338.46	£340.00	£394.70	£394.70	
Lengthsman	£400.00	£356.00	£370.00	£0.00	£370.00	
Audit fees	£70.00	£60.00	£200.00	£0.00	£220.00	
Subscriptions	£340.00	£296.45	£300.00	£0.00	£300.00	HALC
Training	£50.00	£0.00	£0.00	£0.00	£0.00	
General Admin	£80.00	£43.20	£50.00	£0.00	£50.00	
Election Expenses	£0.00	£0.00	£200.00	£0.00	£500.00	To save as allocated reserves
Council Assets	£100.00	£0.00	£100.00	£0.00	£0.00	
Meeting room hire	£70.00	£0.00	£0.00	£0.00	£0.00	
Contingency / Other	£200.00	£0.00	£200.00	£0.00	£300.00	
Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	
VAT Paid	£50.00	£164.99	£170.00	£55.05	£170.00	
Speed Indicator Device	£0.00	£0.00	£0.00	£0.00	£0.00	
Traffic Regulation Order	£400.00	£0.00	£0.00	£0.00	£0.00	
Defibrillator	£0.00	£0.00	£0.00	£0.00	£500.00	To save as allocated reserves
<b>Total Expenditure</b>	<b>£5,170.00</b>	<b>£4,457.61</b>	<b>£5,360.00</b>	<b>£2,176.32</b>	<b>£6,204.50</b>	

Signature/Initial .....