



PLUMPTON PARISH COUNCIL

26th April 2021

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council e-meeting to be held online on Tuesday 4th May 2021 at 19.30 for the purpose of transacting the following business.

Members of the Public Welcome – please contact the clerk on day of meeting by email to obtain log in details.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Member

Annual Statutory Meeting

176.
 - a. Election of Chairman for the year 2021/2022
 - b. Election of Vice Chair for the year 2021/2022
 - c. Receive Chair Declaration of Acceptance of Office
177. Appointment of Committees and review governing documents.
 - a. Finance (5 members)
 - b. Village Hall Committee (3 members)
 - c. Playing Field and Pavilion Committee (3 members)
 - d. Planning Committee and to discuss forming a committee. (All members if not forming separate committee)
 - e. Transport, Environment and Policing (4 members)
 - f. Communications Working Group (2 members)
178. Representatives to Outside bodies
 - a. ESALC (2 members)
 - b. LDALC (2 members)
179. To review and approve the following governing documents;
 - a. Standing Orders
 - b. Finance Regulations including any direct debits
 - c. Code of Conduct
 - d. Data Protection Policy
 - e. Retention Policy
 - f. Risk Management Policy (Adopted March 2021)

Main Meeting

180. To accept apologies for absence
Chair
181. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
182. To Approve Minutes from Parish Council meeting held on 13th April 2021
Chair



PLUMPTON PARISH COUNCIL

183. Clerk's Report and discuss any Matters Arising from previous meeting.
184. Brief Report from the County and District Councillor on matters affecting this Parish.
185. Questions from Members of the Public – limited to a maximum of 15 minutes in total
186. Planning applications and approval of the Planning Minutes of 26th April 2021.

SDNP/21/00892/HOUS

5 Westcroft Plumpton BN7 3AQ

Replacement of existing single-storey side extension with new single-storey side extension and addition window to gable with rooflights to front and rear (Amended description).

Decisions to note:

187. Correspondence
188. Finance Committee Cllr
PB
- a. To ratify the Finance Committee minutes of 13th March 2021
 - b. To adopt expenditure as itemised on the schedules
 - c. To adopt year end and to date accounts
 - d. To adopt combined bank balances
 - e. Community Infrastructure Levy Update
 - f. To discuss Councillor Remuneration
189. Neighbourhood Plan Update Cllr NB
190. To note and action if necessary monthly RA reports.
191. Committee/Working Group Reports
- a. Transport and Environment/Footpaths/Policing Cllr NB
 - b. Allotments Cllr RJ
 - c. Village Green Community Woodland/Orchard proposal Cllr NB
 - d. Village Hall
 - i. Management of pond – vegetation and wild area between pond and footpath
 - ii. To discuss and approve further quotes for fence repairs by pond and footpath.
 - e. Playing Field/Pavilion
 - i. To note playpark & skatepark inspection and action where necessary
 - ii. Grant of easement and substation at tennis courts update
 - iii. To adopt the Memorial Bench Policy
 - iv. To discuss removal or relocation of playpark mini digger for health and safety.



PLUMPTON PARISH COUNCIL

- 192. Interaction with Plumpton Primary School
- 193. Communications/Website
- 194. Items to be reported by Parish Councillors and/or to be included in future meetings
- 195. Expiry of LDC Local Plan Part 1
 - (i) Planning Liaison Working Group update

Dates of next meetings:

13th July 2021 – Parish Council Finance Committee meeting 19.00

13th July 2021 – Parish Council Meeting 19:45

Anita Emery | Parish Clerk 26/04/2021



PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via E-meeting on 13th April 2021 at 19:45.

Present: Cllr N Beaumont – Chair (Cllr NB), Cllr P Morgan (Cllr PM), Cllr P Stevens (Cllr PS), Cllr P Burford (Cllr PB), Cllr R Jury (Cllr RJ), Cllr A Gardiner (Cllr AG), Cllr Nick Satchell (Cllr NS), Cllr N Shefras (Cllr Shefras), Cllr Jim Brown (Cllr JB) and District Councillor R Banks (Cllr RB).

Absent: County Councillor S Osborne (Cllr SO).

Also present, Anita Emery (Clerk & RFO).

Members of the Public: 1

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Member

158.To accept apologies for absence

Chair

- County Cllr Osborne tendered her apologies due to purdah.

159.Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

- Cllr NS declared an interest in item 175 and would leave the meeting after item 174. This was duly accepted.

160.To Approve Minutes from Parish Council meeting held on 9th March 2021

Chair

- It was unanimously agreed to approved the minutes of the parish council meeting held on 9th March 2021.

161.Clerk's Report and discuss any Matters Arising from previous meeting.

- Nothing to report. Clerk had not heard anything back regarding the feasibility study after ES Highways advised it would take place before easter holidays. **Clerk to chase.**

162.Brief Report from the County and District Councillor on matters affecting this Parish.

District Report

- Cllr RB advised quite quiet due to County elections coming up and purdah.
- Cllr RB had met with Neighbourhood First team and Cllr Morgan regarding signage and dog waste bins at the playing field.
- 30mph roundels have been repainted and hopefully the red tarmac will be updated soon.



PLUMPTON PARISH COUNCIL

- Cllr SO cannot be at this evenings meeting due to purdah – Cllr SO wished it passed on that if she does not return it was great working with you. Fingers crossed for a return.
- Cllr PS asked RB whether elected officials were subject to a code of conduct as there was concern that our local MP is writing to residents apparently misrepresenting planning policy and law with respect to LDC. Cllr RB advised MP's free to speak their mind but there is a distinction between fact and misinterpretation of law. There is the Parliamentary Ombudsman if required.
- Cllr NB received an enquiring from a resident about the amount of recycling going to incineration rather than recycling plant. RB – only happens if recycling is contaminated which is rare.
- Cllr RB taking up with ES Highways regarding road closure towards Haywards Heath, using Beresford Lane as diversion.
- Cllr RB was asked how long the CV-19 testing station will be at the racecourse – it was believed to be until September. Cllr RB advised test kits are available from the site.

163. Questions from Members of the Public – limited to a maximum of 15 minutes in total

- None

164. Planning applications

SDNP/21/00892/HOUS

5 Westcroft Plumpton BN7 3AQ

Replacement of existing single storey side extension with new single-storey side extension and addition window to gable.

Decision: Unanimously agreed to submit no comment

Clerk advised the following application arrived after the publication of the agenda but needed commenting on as expiration date before next meeting.

SDNP/21/01153/TCA

2 Cedar Cottages Plumpton Lane Plumpton BN7 3AJ

Eucalyptus (T1) fell and treat stump to stop further subsidence damage at 1 Cedar Cottage.

Decision: Unanimously agreed to submit no comment

Decisions to note:

165. Correspondence

- Item 21 – Honeybees have done their best to rectify the noise complaint received.
- Item 27/28 – Cllr NB had contacted the landlord and were advised that the lorry parking on Station Road would not happen again.

166. Finance Committee

Cllr PB

- Cllr PB reported the Finance Committee met before PPC meeting and asked the following to be adopted.
- Clerk reported she had obtained a £4000 grant for the Village Hall under the National Restrictions Grant.



PLUMPTON PARISH COUNCIL

- a. To adopt the Finance Committee minutes of 9th March 2021
- It was unanimously agreed to adopt the finance committee minutes of 9th March 2021.
- b. To adopt expenditure as itemised on the schedules to 31st March and 1st April onwards
- Cllr PB wished it known that the water bill at the pavilion was high due to the period covered from October 2019 through to February 2021.
 - It was unanimously agreed to approve the expenditure as itemised on the schedules (PPC, VH & PF) to 31st March and 1st April onwards.
- c. To adopt year end and to date accounts at 31st March and 1st April onwards
- Unanimously agreed to adopt year end and YTD accounts for PPC, VH and PF at 31st March and 1st April.
- d. To adopt combined bank balances at 31st March and 1st April onwards
- Unanimously agreed to adopt the combined bank balances at 31st March and 1st April onwards for PPC, VH & PF.
- e. To approve Annual Governance Statement 2020/2021 Cllr NB
- It was unanimously agreed to approve the Annual Governance Statement for 2020/2021. This was then signed by the Chair and Clerk.
- f. To approve Accounting statement 2020/2021 Cllr NB
- It was unanimously agreed to approve the Accounting statement for 2020/2021. This was then signed by the Chair and Clerk
- g. To note year end internal auditor report by Mulberry and Co.
- Clerk advised she will discuss section O with the auditor again regarding charitable trusts as the auditors are aware of the Village Hall and Playing Field. It was confirmed by PPC that the year end internal auditor report was noted.
- h. Community Infrastructure Levy Update
- Nothing to report. Cllr PM had been approached by the Head of the school on how to obtain a portion of the CIL to help with infrastructure. Cllr PM was advised that there is a central funding for infrastructure of schools and PPC would be happy to help guide the school on this.

167. Neighbourhood Plan Update

Cllr NB

- Cllr NB reported that Millwood Homes would be keeping to 20 dwellings on the Glebe site and had spoken to the Diocese about their opinion on providing more affordable/social housing on this site. Diocese advised whilst they support this they have little power.



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- Cllr NB visited the site manager at Sigma site regarding complaints of large lorries parking on Station Road – Sigma advised this will stop.
- Nothing to report on Riddens or Strawlands
- Cllr Shefras advised there was a dispute over ownership of the verge at Riddens.

168. To note and action if necessary monthly RA reports.

- Clerk advised nothing had been received from VH Manager this month and the layout of spreadsheet was being worked on by Cllr RJ and VH Manager.

169. To discuss First Aid/Defib training

- Cllr Shefras had asked about any first aid training – Cllr PS said to speak to St Johns Ambulance. Clerk advised the cancelled defib training will take place once restrictions are lifted.

170. Committee/Working Group Reports

a. Transport and Environment/Footpaths/Policing

Cllr NB

i. Pocket Park

- Cllr PM queried the understanding of the by-laws and the type of usage expected and controls in place for the use of the pocket park. Cllr NB advised it was given to PPC by LDC. Clerk advised a risk assessment will need to take place for the area. Cllr PM will work on signage in respect of damage limitation.

ii. Rural Services Network (RSN)

- Cllr NB had distributed to all councillor's communication from RSN who was trying to create a network of rural groups and did PPC wish to be involved. After a long discussion it was decided to decline the offer. **Clerk to advise.**

b. Allotments

Cllr RJ

1. To approve installation costs of retaining fence by stream £350+VAT

- It was noted the above was agreed last month. Contractor will start on 24th May.

2. To discuss/approve allotment ground works.

- Cllr RJ advised that Cllr JB would have the tools to complete the job and would advise the allotmenters. PPC thanked Cllr JB for volunteering.

c. Village Hall

- Cllr NS reported everything is on track for re-opening as per Government Guidelines.
- Struggling to get a third quote for the guttering at the hall, only one out of the four contacted have turned up. Cllr PM advised to speak with Ollie Heasman who repaired Pavilion guttering.
- Have two quotes for the pigeon dropping problem awaiting a third and will report back.



PLUMPTON PARISH COUNCIL

- The beds by the side of the hall have been dug up and PPC would like to formally give thanks to Cllr JB for all his help.
 - Bandstand path that has fallen away still unable to track down original contractor.
 - i. Management of pond – vegetation and wild area between pond and footpath
 - Cllr PS had received a request from the Wildlife Group requesting not to carry out clearing works in the pocket park or around the village hall until later in the year due to nesting birds.
 - ii. To discuss and approve further quotes for fence repairs by pond and footpath.
 - 2 quotes received awaiting the final quote and will bring back to council when in receipt.
 - iii. To ratify annual emergency lighting test cost of £355.00 + VAT
 - This was unanimously agreed to ratify.
 - iv. Plumpton College Group – Community Work
 - PPC had received correspondence from the College about some community work with PPC. Cllr NS contacted the college advising of some work on the village green.
- d. Playing Field/Pavilion
- i. To note playpark & skatepark inspection and action where necessary
- Clerk advised no report received at time of meeting.
 - ii. Grant of easement and substation at tennis courts update
- UKPN had come back to Clerk and asked if the substation could be made bigger by 1x1m. Clerk forwarded this to all parties and the chair of the tennis club advised he was not aware of the substation being installed. Clerk to arrange a site meeting with tennis club, PPC and UKPN. **Clerk to action.**
 - iii. To ratify annual emergency lighting test cost - £65 + VAT
- Unanimously agreed to ratify.
 - iv. To adopt the Memorial Bench Policy
- Cllr RJ pointed out incorrect policy was sent – Clerk to resend and adopt next month.
- Cllr JB has had one enquiry for a bench. Contractors approached to quote for providing a base for the benches but neither were interested. Cllr JB advised he was willing to lay the bases if and when required. PPC agreed and thanked Cllr JB.
 - v. To discuss prohibition of Drones and to discuss adopting relevant policy
- Cllr PM wished to discuss if there was a by-law about flying drones over PPC land. Clerk to speak to Fields in Trust about by-laws on radio controlled flying device.



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- Cllr PM advise the gate at the playpark was broken and it was agreed with the clerk to order a new gate which Cllr JB would fit when the playpark will be closed for the refit of the new sleepers.
- Cllr PM met with Neighbourhood First team and discussed the need for an extra dog bin at a cost of £234 + VAT plus monthly emptying charge of £31 + VAT. Agreed in principle but must be put on next months agenda.
- Dumped van in Pavilion car park had been collected.
- Cllr PM wished to thank Cllrs JB and NS for their help in moving the benches back into the playpark.

171. Interaction with Plumpton Primary School

- See agenda item 166(h)

172. Communications/Website

- Nothing to report

173. Update on virtual meeting regulation expiration of 7th May 2021.

- Clerk advised that the Ministry of Housing, Communities and Local Government had not agreed to extend the remote meeting legislation under Coronavirus Act 2020. Therefore, after the 7th May PPC would have to meet in person even though still under Government Restrictions. The Annual Meeting needs to take place and therefore it was agreed to move the May meeting forward to Tuesday 4th May where it can be held remotely and to not meet in June. Any expenditure that is incurred over this period can be agreed over email and ratified at the July meeting. This was unanimously agreed. It was also agreed that the Annual Meeting would take place at 19.30 and not 19.45.

174. Items to be reported by Parish Councillors and/or to be included in future meetings

- None

Cllr Satchell left the meeting at 21.03

175. Expiry of LDC Local Plan Part 1

(i) Planning Liaison Working Group update

- Cllr Shefras had drafted an update report on the working group and would distribute to PPC.
- Cllr NB reported they were going back to MP and LDC on statutory numbers and there would be more update when the MP meets LDC leader. Cllr PS commented that until correspondence received from central Government they have to assume that the policy interpretation provided by the ministry to LDC is correct.

Meeting Closed: 21:18



PLUMPTON PARISH COUNCIL

Dates of next meetings:

4TH May 2021 – Parish Council Finance Committee meeting 19.00 (REMOTE MEETING)

4th May 2021 – Parish Council Annual Meeting 19:30 followed by Parish Council Meeting (REMOTE MEETING)

13th July 2021 – Parish Council Finance Committee meeting 19:00 at Village Hall

13th July 2021 – Parish Council meeting 19:45 at Village Hall

Anita Emery | Parish Clerk 20/04/2021

DRAFT

Time: 12:43

Current Account

List of Payments made between 01/04/2021 and 06/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2021	Lewes District Council	212201	18.00		PLAY AREA INSPECTION
06/04/2021	Lewes District Council	212202	27.14		BIN EMPTYING PF TO 30.6.2021
06/04/2021	J&B SERVICES	212203	43.00		WINDOW CLEANING
06/04/2021	PLUSNET	212204	30.00		BROADBAND
06/04/2021	MPS ELECTRICS	212205	78.00		EMERGENCY LIGHTING REPLACEMENT
06/04/2021	PETER MORGAN	212206	20.00		CLLR EXPENSES SANDPIT
06/04/2021	OPUS ENERGY	212207	425.32		ELECTRIC
Total Payments			<u>641.46</u>		

Time: 11:45

Current Bank Accounts

List of Payments made between 01/04/2021 and 06/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2021	Lewes District	212201	187.20		DOG BINS TO 30.6.2021
06/04/2021	Anita Emery	212202	107.49		CLERK APRIL EXPENSES
06/04/2021	SALARIES	212203	2,080.89		MTH 1 SALARIES
06/04/2021	HMRC	212204	168.91		PAYE/NIC MTH 1
06/04/2021	East Sussex Pension Fund	212205	619.22		MTH 1 PENSION PAYMENT
Total Payments			<u>3,163.71</u>		

Time: 12:29

Current Account

List of Payments made between 01/04/2021 and 06/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2021	LEWES DISTRICT COUNCIL	212201	220.87		GENERAL AND RECYCLING WASTE
06/04/2021	J&B SERVICES	212202	42.00		WINDOW CLEANING
06/04/2021	N SATCHELL EXPENSES	212203	59.99		DOOR ALARM SYSTEM FOR HALL
06/04/2021	PLUSNET	212204	30.00		BROADBAND
06/04/2021	MPS ELECTRICS	212205	426.00		EMERGENCY LIGHTING REPAIRS
06/04/2021	Jane Donovan	212206	388.33		PLANTS AND GEN EXPENSES

Total Payments	<u>1,167.19</u>
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Time: 12:32

Current Account

List of Payments made between 10/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2021	CASTLE WATER	202172	51.02		WATER BILL 1.2-28.2.2021
22/03/2021	CASTLE WATER	202171	1,462.36		WATER BILL OCT '19-JAN'21
22/03/2021	AFTERCARE	202173	452.66		SECURITY LOCKS
24/03/2021	BOURNE SPORT	202174	274.86		PLAY PIT SAND
31/03/2021	CASTLE WATER	202175	5.00		water
31/03/2021	PLUSNET	202176	30.00		broadband

Total Payments	<u>2,275.90</u>
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Current Bank Accounts

List of Payments made between 10/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2021	Royal Mail	2021132	360.00		PO Box No
22/03/2021	Fields in Trust	2021133	420.00		Easement work for UKPN
22/03/2021	Nick Beaumont	2021134	14.39		ZOOM BILL
22/03/2021	FRED SYMES	2021135	160.00		CLEARANCE OF BRAMBLES SMITHYS
22/03/2021	THE MONDAY GROUP	2021136	250.00		S137 GRANT
24/03/2021	Surrey Hill Solicitors	2021137	133.20		TENNIS COURT EASEMENT
24/03/2021	Barclays	BANK CHG	1.80		bank charges
31/03/2021	Lewes District	2021100R	-187.50		rev payment
31/03/2021	Lewes District	2021100R1	0.30		rev incorrect posting

Total Payments 1,152.19

Current Account

List of Payments made between 10/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/03/2021	CASTLE WATER	202198	83.11		WATER 1.1.2021-30.6.2021
22/03/2021	PM BUILDERS	202199	65.00		SUPPLY AND FIT MANHOLE COVER
22/03/2021	Opus Energy	2021100	494.00		ELECTRIC 9.2-8.3.2021
25/03/2021	PLUSNET	202197	30.00		BROADBAND
25/03/2021	John Lewis/N Satchell	2021101	268.50		Ring Doorbell
31/03/2021	VIKING	20211102	26.99		STATIONERY
Total Payments			<u>967.60</u>		

Correspondence List for Plumpton Parish Council

Received since 6th April 2021

Subject / Type of Correspondence	Communicated to
1. M Atkin – UKPN substation size	Clerk/PPC
2. I Davison – UKPN lease re substation size	Clerk/PPC
3. PWLB – Annual statement	Clerk
4. Mulberry & Co – Internal audit report	Clerk/PPC
5. Cllr O’Brien – LPP1	Clerk/PPC
6. M Atkin – UKPN tennis club lease	Clerk/NS/PM
7. PTC Chair – UKPN	Clerk/PM/NS
8. G Barnard – Dog waste bins	Clerk/PM/NB
9. South Downs Newsletter	Clerk/PPC
10. E Kemp – CIL portioning	Clerk/PPC
11. FIT – AGM Notice	Clerk/PPC
12. Oliver St John – Plumpton Lane sign and verge	Clerk
13. K Spiers – Pavilion issues	Clerk/PM/JD
14. PCSO Cox – Update	Clerk
15. UKPN – Various tennis court easement	Clerk/NS/PM
16. NALC – Legal Topic	Clerk
17.	

Current Account

List of Payments made between 13/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2021	LUCY LOCKSMITHS	212208	237.00		LOCK REPLACEMENT MAIN DOOR
28/04/2021	PLUMPTON SIGNS	212209	60.00		PLAYPARK SIGNS
28/04/2021	Glyn Wells	212210	1,011.70		KGV FIELD CUTTING
28/04/2021	Allen Upton	212211	60.00		MAIN DRAIN CLEARANCE
28/04/2021	Lewes District Council	212212	18.00		PLAYPARK INSPECTION
28/04/2021	OPUS ENERGY	212216	946.75		ELECTRICITY 17.3-15.4.2021
28/04/2021	CASTLE WATER	212217	59.98		SUPPLY AND WASTE 1.3-31.3.21
28/04/2021	CLLR J BROWN EXPENSES	212218	161.50		PLAYPARK GATE REPLACEMENT
28/04/2021	CASTLE WATER	DD	5.00		MONTHLY WATER DD

Total Payments 2,559.93

Current Bank Accounts

List of Payments made between 07/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2021	East Sussex Pension Fund	212206	608.39		JUNE PENSION CONTRIBUTIONS
28/04/2021	East Sussex Pension Fund	212207	608.39		MAY CONTRIBUTIONS
28/04/2021	Anita Emery	212208	47.50		JUNE STANDING EXPENSES
28/04/2021	HMRC	212209	181.71		PAYE/NIC JUNE
28/04/2021	HMRC	212210	194.31		PAYE/NIC MAY
28/04/2021	SALARIES	212211	2,055.49		MAY SALARIES
28/04/2021	SALARIES	212212	2,068.09		JUNE SALARIES
28/04/2021	Anita Emery	212213	66.13		MAY STANDING EXPENSES
28/04/2021	East Sussex County Council	212214	464.40		ADDITIONAL URBAN CUTS
28/04/2021	Viking Direct	212215	30.16		STATIONERY
28/04/2021	Treaty Services Ltd	212216	150.00		WEBSITE ADMIN
28/04/2021	SSALC	212217	36.00		COUNCILLOR TRAINING FEB 2021
28/04/2021	Mulberry & Co	212218	180.00		FINAL INTERNAL AUDIT 2021
28/04/2021	Nick Beaumont	212219	14.39		ZOOM MONTHLY BILL
28/04/2021	Barclays	CHARGES	1.80		BANK CHARGES

Total Payments 6,706.76

Current Account

List of Payments made between 07/04/2021 and 28/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/04/2021	Opus Energy	212207	408.73		ELECTRICTY BILL 9.3-8.4.2021
28/04/2021	Business Stream	212208	35.40		WASTE WATER

Total Payments 444.13

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	0	6	6			0.0%	
1110 Grants Received	0	14,484	14,484			0.0%	
1115 Donations Received	8	0	(8)			0.0%	
1130 Hiring Income	0	7,933	7,933			0.0%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	8	23,423	23,415			0.0%	0
Net Receipts	8	23,423	23,415				
<u>101 Payments</u>							
4010 Electricity	1,143	3,713	2,570		2,570	30.8%	
4011 Water	60	350	290		290	17.0%	
4015 Grass & Pitch	1,012	8,000	6,988		6,988	12.6%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	25	350	325		325	7.1%	
4055 Insurance & Licences	0	950	950		950	0.0%	
4070 Maintenance	385	3,000	2,615		2,615	12.8%	
4090 Fire Inspection	0	250	250		250	0.0%	
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	257	3,000	2,744		2,744	8.6%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	2,924	23,213	20,289	0	20,289	12.6%	0
Net Payments	(2,924)	(23,213)	(20,289)				
<u>999 VAT Data</u>							
515 VAT on Payments	260	0	(260)		(260)	0.0%	
VAT Data :- Indirect Payments	260	0	(260)	0	(260)		0
Net Payments	(260)	0	260				
Grand Totals:- Receipts	8	23,423	23,415			0.0%	
Payments	3,183	23,213	20,030	0	20,030	13.7%	
Net Receipts over Payments	(3,175)	210	3,385				
Movement to/(from) Gen Reserve	(3,175)						

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Receipts</u>							
1076 Precept	31,086	62,172	31,086			50.0%	
1090 Interest Received	0	100	100			0.2%	
1100 Allotment Rent	105	180	75			58.3%	
Receipts :- Receipts	31,191	62,452	31,261			49.9%	0
Net Receipts	31,191	62,452	31,261				
<u>101 Payments</u>							
4000 SALARIES	6,204	28,314	22,110		22,110	21.9%	
4005 PAYE & NIC	545	1,271	726		726	42.9%	
4006 Pension	1,836	6,324	4,488		4,488	29.0%	
4010 Office Allowance	161	1,100	939		939	14.6%	
4015 Subs & Charges	60	1,365	1,305		1,305	4.4%	
4025 Stationery & Postage	25	960	935		935	2.6%	
4045 Training and Conference Fees	30	750	720		720	4.0%	
4046 Councillor's Expenses	0	100	100		100	0.0%	
4050 Telephone	14	0	(14)		(14)	0.0%	
4055 Insurance	0	300	300		300	0.0%	
4060 S137 Grants	0	1,500	1,500		1,500	0.0%	
4061 Charity Grants	0	14,484	14,484		14,484	0.0%	
4065 Bank Charges	2	50	48		48	3.6%	
4070 Maintenance	387	2,587	2,200		2,200	15.0%	
4071 Fixed Asset Maintenance	0	870	870		870	0.0%	
4073 Litter Bins	156	850	694		694	18.4%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	150	1,240	1,090		1,090	12.1%	
4085 Audit Fees	150	650	500		500	23.1%	
4090 Election Fees	0	1,000	1,000		1,000	0.0%	
4150 Speed Limit Community Match	0	500	500		500	0.0%	
4200 Contingency	0	1,000	1,000		1,000	0.0%	
Payments :- Indirect Payments	9,721	65,965	56,244	0	56,244	14.7%	0
Net Payments	(9,721)	(65,965)	(56,244)				
<u>999 VAT Data</u>							
115 VAT Refunds	3,948	0	(3,948)			0.0%	
VAT Data :- Receipts	3,948	0	(3,948)				0
515 VAT on Payments	150	0	(150)		(150)	0.0%	
VAT Data :- Indirect Payments	150	0	(150)	0	(150)		0
Net Receipts over Payments	3,798	0	(3,798)				

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	35,139	62,452	27,313			56.3%	
Payments	9,870	65,965	56,095	0	56,095	15.0%	
Net Receipts over Payments	<u>25,269</u>	<u>(3,513)</u>	<u>(28,782)</u>				
Movement to/(from) Gen Reserve	<u>25,269</u>						

Detailed Receipts & Payments by Budget Heading 28/04/2021

REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1110 Grants Received	4,000	0	(4,000)			0.0%	
1130 Hiring Income	0	27,320	27,320			0.0%	
1131 HALL HIRE DEPOSIT	100	0	(100)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1160 FIT Payments	965	5,250	4,285			18.4%	
Income :- Receipts	5,065	34,070	29,005			14.9%	0
Net Receipts	5,065	34,070	29,005				
<u>101 Payments</u>							
4003 VH Manager Expenses	18	1,000	983		983	1.8%	
4010 Electricity	341	3,500	3,159		3,159	9.7%	
4011 Water	35	580	545		545	6.1%	
4015 Village Green Maintenance	371	3,800	3,429		3,429	9.8%	
4050 Telephone/Internet	25	350	325		325	7.1%	
4055 Insurance & Licences	0	2,500	2,500		2,500	0.0%	
4070 Maintenance	457	1,500	1,043		1,043	30.5%	
4071 Bins	221	850	629		629	26.0%	
4077 Sundries	0	1,200	1,200		1,200	0.0%	
4090 Fire Inspection	0	1,155	1,155		1,155	0.0%	
4400 PWLB	0	4,900	4,900		4,900	0.0%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	1,467	27,335	25,868	0	25,868	5.4%	0
Net Payments	(1,467)	(27,335)	(25,868)				
<u>999 VAT Data</u>							
515 VAT on Payments	144	0	(144)		(144)	0.0%	
VAT Data :- Indirect Payments	144	0	(144)	0	(144)		0
Net Payments	(144)	0	144				
Grand Totals:- Receipts	5,065	34,070	29,005			14.9%	
Payments	1,611	27,335	25,724	0	25,724	5.9%	
Net Receipts over Payments	3,454	6,735	3,281				
Movement to/(from) Gen Reserve	3,454						



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held via Zoom on 13th April 2021 at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr P Stevens (Cllr PS), Cllr N Beaumont (Cllr NB) and Cllr Nick Satchell (Cllr NS) and Cllr Alison Gardiner (Cllr AG).

Absent: None

Also in attendance: Anita Emery (Clerk & RFO).

Members of the Public: 0

The AGENDA is as follows:

21. To accept apologies for absence

- None

22. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.

- None

23. To Approve Minutes from the Finance Committee meeting held on 9th March 2021.

- Unanimously agreed to approve the finance committee minutes held on 9th March 2021.

24. Clerks Report on any Matters Arising from previous Meetings

- Nothing to report

25. To approve expenditure items as itemised on the schedules to 31st March 2021

- a. Report 1 – PPC Expenditure
- b. Report 2 – VH Expenditure
- c. Report 3 – PF Expenditure

- Cllr PB advised the water bill for PF although seemed a lot it covered the period October 2019 through to Feb 2021.
- It was unanimously agreed to approved items a-c (PPC £1152.19, VH £967.60, PF £2275.90) See Appendix 1.

26. To approve bank statements and combined reconciliations to 31st March 2021 (to be visual by all members).

- As year end final bank recs all finance committee members had sight of bank statements and reconciliations. It unanimously approved that the year end bank statements and reconciliations were correct.



PLUMPTON PARISH COUNCIL

27. To approve year end accounts on 31st March 2021

- a. Report 1 – PPC
- b. Report 2 – VH
- c. Report 3 – PF

- Cllr PB reported that the year to date accounts had not been supplied showing final expenditure on each budget line, but the final totals are shown on the Annual Return. Cllr PB advised the YTD is seen at every meeting and the only adjustments were a final few expenditure items. Clerk to provide YTD figures to FC members.
- It was unanimously agreed to approve year end accounts for PPC, VH & PF. AGAR for PPC will be provided with full council minutes. See Appendix 2

28. To approve expenditure items as itemised on the schedules from 1st April to date.

- a. Report 1 – PPC Expenditure
- b. Report 2 – VH Expenditure
- c. Report 3 – PF Expenditure

- Cllr PB advised not many expenditure items as only from 1st April to 6th April. It was unanimously agreed to approve 28 a-c (PPC £3163.71, VH £1167.19, PF £641.46). See Appendix 3.

29. To approve year to date accounts and bank reconciliations (from 1st April)

- a. Report 1 – PPC YTD
- b. Report 2 – VH YTD
- c. Report 3 – PF YTD

- It was unanimously agreed to approve YTD and bank reconciliations from 1st April.

30. To confirm fixed asset register for 2021/2022

- Cllr NB requested the memorial bench be put onto the fixed asset list – this was duly accepted.
- Cllr PB asked Cllr NS and VH Manager to revalue the contents of the hall. Cllr PS recommended taking photos of the assets for insurance purposes. Clerk advised insurance was up for renewal on 1st June so would need the new figure before then. This was noted.
- FC members confirmed they had seen the fixed asset register subject to VH contents revalued.
- Cllr AG wished it confirmed if the phone box was an actual asset for PPC? **Cllr NB to investigate.**

31. To ratify the decision to spend £4820 + VAT on the playpark sleepers due to health and safety issue.

- Unanimously agreed to ratify £4820 + VAT to urgently repair playpark sleepers.



PLUMPTON PARISH COUNCIL

32. Confirm earmarked reserves at 6.4.2021 for PPC/VH & PF

- EMR at 6.4.2021 was unanimously agreed. Clerk to send FC copy of EMR transfers at 31.3.2021. **Clerk to action.**

33. Community Infrastructure Levy

- Nothing to report

34. Update on PPC credit/debit card.

- Clerk advised nothing to report.

35. To discuss allocation of funds for Planning Liaison working group.

- Cllr NB advised that at a SSALC meeting it was discussed that there may be a need for funds if required to instruct Counsel regarding LPP1 and they would call upon parish councils to contribute. It was agreed that if funds were required the neighbourhood plan earmarked reserves of £8k could be used. Full council may need to approve dependent on the amount requested.

36. To discuss Village Society request to waiver VH hire fees.

- The Village Society had sent a request to Council asking for VH fees to be waived for their next four events. After much discussion, it was unanimously agreed to not blanket waiver fees and to treat on a case by case basis. Clerk advised if the Village Society wished to make a S137 application for March 2021 they could do so and FC could action point 9 of the S137 policy.

37. Questions from Parish Councillors and items to be added at the next meeting

- Nothing to report.

Meeting closed 19:34

Dates of Next Meetings:

4TH May 2021 – Parish Council Finance Committee meeting 19.00 (REMOTE MEETING)

4th May 2021 – Parish Council Annual Meeting 19:30 followed by Parish Council Meeting (REMOTE MEETING)

13th July 2021 – Parish Council Finance Committee meeting 19:00 at Village Hall

13th July 2021 – Parish Council meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 14/04/2021

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 28 April 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/04/2021	Current Account	13,264.81
28/04/2021	Deposit Account	13,655.32
28/04/2021	Pavilion Account	1,207.15
31/03/2018	NSI Investment Account	1,705.59

29,832.87

Unpresented Payments

2,554.93

27,277.94

Receipts not on Bank Statement

0.00

Closing Balance

27,277.94

All Cash & Bank Accounts

1	Current Account	10,709.88
2	Deposit Account	13,655.32
3	Pavilion Account	1,207.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	27,277.94

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 28 April 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/04/2021	PPC 2	76,577.93
28/04/2021	PPC1	7,120.21
28/04/2021	Reserve Account	25,025.94

108,724.08

Unpresented Payments

9,681.47

99,042.61

All Cash & Bank Accounts

1	Current Bank Accounts	74,016.67
2	Reserve Account	25,025.94
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	99,042.61

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 28 April 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/04/2021	Current Account	24,518.73
28/04/2021	Deposit Account	14,580.78

39,099.51

Unpresented Payments

740.55

38,358.96

Receipts not on Bank Statement

0.00

Closing Balance

38,358.96

All Cash & Bank Accounts

1	Current Account	23,778.18
2	Deposit Account	14,580.78
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	38,358.96
