



Enborne Parish Council

Kim Lloyd -Clerk to the Council

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MINUTES

ENBORNE PARISH COUNCIL MEETING

MONDAY 9 NOVEMBER 2020– 7.30pm - REMOTE MEETING

Present:

Cllr. Garrett (Chair)

Cllr. Leeson (Vice-Chair)

Cllr. Kendall

Cllr. Ramah (left through Item 8)

Cllr. Robinson (from item 8)

District Cllrs. Cole and Rowels.

Clerk: Mrs K Lloyd

In attendance: None

The Clerk announced that the meeting is being recorded for minute purposes. The recording will be deleted once the minutes are approved.

1. **APOLOGIES**

Resident -David Tompkins sent his apologies.

2. **DECLARATIONS OF INTEREST**

Declaration to the consideration of the Precept was declared by all members.

3. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS**

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council remote meeting held on 14 September 2020.

4. **PUBLIC QUESTIONS- UN-MINUTED**

None

5. **FINANCE**

Members **RESOLVED UNANIMOUSLY** to confirm the November payments as shown in Appendix 1.

The CASHFLOW for November was noted, and no questions were raised.

The Clerk was asked to contact the secretary, for Enborne & Hamstead Marshall Garden Society and Citizen Advice Bureau (CAB) regarding their donations from Parish Council that was agreed in January 2020. The Clerk said no letter from CAB was received this year asking for a contribution and the Flower Show did not take place due to COVID-19. The Clerk will find out if the Garden Society have a saving fund to donate for future events. The Clerk will also contact CAB.

6. **BANK ACCOUNT UPDATE**

The Clerk reported. Following the last meeting it was agreed to move the community PC bank account from NatWest to Barclays. After numerous conversations with Barclays. It was found that no new accounts could be opened for at least 12 weeks due to COVID-19 implications. The members of the Parish Council agreed after the last meeting through email to try 'Unity Trust Bank' (UTB) which is an online banking provider. It was raised by Cllr. Leeson through email that UTB was the preferred bank to move to in March 2018 (19/03/2018 -, Minute Ref. 11.3 of the EPC meeting). UTB was then researched, and members agreed to try UTB. Cllr. Leeson believed this only did not progress in 2018 because of the change of Clerks. Since, the Clerk has submitted a mandate to UTB with the Clerk, Cllrs. Garrett, Leeson and Kendall all being signatories. The account is already open. The funds are waiting to be transferred from NatWest to UTB. A cheque for £500.00 has been deposited from NatWest to UTB to open the account. All appropriate forms for the switch to move funds across is submitted and waiting to be processed. The Clerk hoped there would be no issues with NatWest in moving the money across to UTB, considering the frustrations on the NatWest mandate

7. **ASSET REGISTER**

Cllr. Leeson asked for this item to be deferred to January's meeting as needed more consideration.

8. **BUDGET 2021-2022**

The Clerk emailed the budget to the members of the Parish Council. The Clerk showed the budget on the screen and each item was reviewed. The following items were discussed and amended.

Audit. Cllr. Garrett proposed paying for a once a term external audit review for future years, but it was decided to leave at £60 for 21-22 for the internal auditor.

Clerk expenses. HMRC has increased to £6 p week from £4 from April 2020 (£314.00 annual)

PAYE The Clerk proposes cancelling the PAYE Autela contract and doing the PAYE herself on HMRC Tools. The expenditure was agreed to remain in the budget until this can be set up as the Clerk needs to speak with HMRC, which is proving challenging during COVID-19 as everyone is busy and not answering the calls as quickly as normal. This will save a cost to the Parish of £180 annually if the Clerk does the PAYE.

Clerk Salary. Members **RESOLVED UNANIMOUSLY** to move the Clerk up one point on the NJC scale to point 25.

Clerk Training. The Clerk proposed to pursue the course CiLCA (Certificate in Local Council Administration). The Clerk is going to propose this to all the parishes she works for meaning a split cost between all the parishes of £160 per Parish. This fee is pending and needs confirmation from SLCC.

The Clerk said if EPC cancelled the Payroll service (Autela), the Clerks training would be paid from this expenditure, therefore not spending anymore of the Parishes precept.

Donations. £1,500.00 was agreed. The donations agreed was Wash Common Library £250 / Newbury Library £250. / Flower Show £350 /CAB £50. Cllr. Leeson proposed allocating a donation towards the Newbury Food Bank if required for 2021-22. A surplus of £650 under the donation budget fund is not allocated. An exact figure was not agreed to donate to the food bank at this time.

Elections. It was agreed not to allocate any funds towards an election in mind of holding high reserves.

Carbon initiative. was removed from the budget as can be allocated in the unallocated reserves. Also, there is an Electric Car Chargers reserves fund.

Storage. Cllr. Leeson had recently visited the storage unit to retrieve a laptop. The Clerk asked what is in the storage unit? It was then discussed of why this storage unit is required. It was agreed it needs to be investigated further and to look at storing what is required elsewhere, to save this cost. The Clerk said there should not be anything too much to store due to Data Protection. An action for the future to go through the files and destroy what is not required.

Subscriptions. It was agreed to continue to subscribe to HALC and SLCC. £320.00 was allocated.

Website. The Clerk was asked to contact the provider to confirm costs for the domain and registration. Regarding the Clerk administrating the website, the Clerk refers to 'you tube' tutorials to help and does not believe any future extra fee for administrative user training would be required.

Village Maintenance. No fund was added at this time. It was noted that Cllr. Leeson needs to repair the noticeboards and has the materials. **ACTION: Cllr. Leeson.**

Footpaths. A question was raised, if to remove this from the running budget or allocate this fund to the reserves. To be agreed.

Reserves. These will be approximately £88,000 at the beginning of the 21-22 financial year. The following suggestions were put forward for the spending or investment of some of the reserves:

| | |
|---|---------|
| Footpaths in Wash Water | £10,000 |
| Barn footpath repair | £5,000 |
| Electric car charging point at Cricket Club | £5,000 |
| Invest in solar farm if it goes ahead and assist Poors Charity with legal costs | £50,000 |

The final budget and allocated reserves will be ratified in January and the Precept will be set. Consideration was given to reducing the precept but it was agreed it was best to set it at essentially the same level as last year. It was provisional agreed for £17,500.

9. **COUNCILLORS / CLERK / ANY FURTHER REPORTS/QUESTIONS**

Cllr. Garrett Thanked the district councillors for their support on Common Farm and Land of West of Pumping Station.

10. **DATE OF NEXT MEETING**

To confirm the date of the next Parish Council REMOTE meeting is Monday 4TH January 2020.

Statement of Accounts
Accounts for Payment NOVEMBER 2020

Expenditure brought forward 20-21 £4,273.15

Payments

| Cheque No | Payee | Description | Amount |
|--|---------------------|---------------------------------|------------|
| <i>Already Paid in between Meetings</i> | | | |
| 203 | PCC | Churchyard Maintenance | £ 750.00 |
| 204 | PCC | Hall Rent | £ 250.00 |
| <i>To Approve in Meeting.</i> | | | |
| 205 | Kim Lloyd | Clerk Salary - Oct | |
| 206 | Kim Lloyd | Clerk Salary - Nov | |
| 207 | Kim Lloyd | Clerk Expenses | £ 314.00 |
| 207 | Kim Lloyd | Postage - 2nd class stamps x 12 | £ 9.44 |
| SO | Newbury Self Store | Storage - Oct | £ 74.32 |
| SO | Newbury Self Store | Storage - Nov | £ 74.32 |
| 208 | HMRC | Clerk Income Tax | £ 200.80 |
| 209 | WBC-Newbury Library | Donation as agreed in Jan 2020 | £ 250.00 |
| 210 | Washcommon Library | Donation as agreed in Jan 2020 | £ 250.00 |
| | | | £ 2,977.22 |

Receipts

| | | |
|----------------|---------------------|------------|
| WBDC | Precept 2nd Payment | £ 8,997.50 |
| Total Receipts | | £ 8,997.50 |

Financial Position as at November 2020

| | |
|--------------------------------------|--------------------|
| Balance carried forward 31/03/20 | £ 81,333.10 |
| Income for year 20-21 to date. | £ 17,995.00 |
| Less payments for year 20-21 to date | £7,250.37 |
| Total including Reserves | £ 92,077.73 |