



Enborne Parish Council

Kim Lloyd -Clerk to the Council

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MINUTES

ENBORNE PARISH COUNCIL MEETING IN THE FALKLANDS CRICKET CLUB, ENBORNE. MONDAY 22 MAY 2023 AT 7.30PM

Present:

Cllr. Chris Garrett (Chair)

Cllr. Val Bolan (Vice Chair)

Cllr. Peter Tompkins

Clerk: Mrs Kim Lloyd

In attendance: 3 members of the public.

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

1. **NOMINATIONS AND ELECTION OF THE CHAIRPERSON FOR THE FORTHCOMING YEAR**

Cllrs. Peter Tompkins and Val Bolan nominated Chris Garrett who accepted to be Chairman for the forthcoming year.

2. **NOMINATIONS AND ELECTION OF THE VICE CHAIRPERSON FOR THE FORTHCOMING YEAR**

Cllr. Peter Tompkins nominated Val Bolan to be Vice Chairperson, who accepted to be Vice Chairperson for the forthcoming year.

3. **APOLOGIES**

Cllr. Sam Dibas and Ward Members, Cllrs. Dennis Benneyworth, Tony Vickers and Denise Gaines all sent their apologies.

4. **DECLARATIONS OF INTEREST ON AGENDA ITEMS /MEMBERS OF INTEREST FORMS**

None raised.

5. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETING**

Councillors **RESOLVED UNANIMOUSLY** to confirm and adopt the minutes for the meeting held on 27^h March 2023

6. **PUBLIC QUESTIONS- UN-MINUTED**

None raised.

7. **PLANNING APPLICATIONS – APPENDIX 1**

No planning applications to consider, only decision notices for information only.

8. **FINANCE**

Councillors **RESOLVED UNANIMOUSLY** to payments as shown below.

**Statement of Accounts
Accounts for Payment May 2023**

Expenditure brought forward 23-24 £0.00

Payments

Cheque No	Payee	Description	Amount
BACS	BALC	Membership Subscription	171.16
BACS	Newbury Self Store	Storage - April	77.91
BACS	Newbury Self Store	Storage - May	77.91
BACS	SME Accounting Services	Payroll - April	12
BACS	SME Accountign Services	Payroll - May	12
BACS	Kim Lloyd	Clerk Salary - April	
BACS	Kim Lloyd	Clerk Salary - May	
BACS	BHIB Insurance	Parish annual insurance	525.21

PAID *

NB PAYE Employee, Employers and NI contributions are accrued and paid quarterly

Receipts

02.05.2023	WBC	Precept 1st payment	£	4,375.00	
21.04.2023	WBC	CIL payment 21/02646/FULMAJ	£	554.71	
Total Receipts				<u>£</u>	<u>4,929.71</u>

The Budget vs Expenditure table was reviewed to date.

The Clerk read out the end of year report as shown in Appendix 3, along with the Bank Reconciliation and Final 2022-2023 Budget vs Expenditure table.

(All finance documents emailed to the Members of Council before the meeting)

9. **CIL PAYMENT – APRIL 2023 (for the period 1 October 2022-31 March 2023)**

Enborne Parish Council received a CIL Fund for 21/02646/FULMAH, Enborne Kennels, Enborne Street in the amount of £554.71. The total CIL fund now stands at £2,104.96.

The Clerk confirmed the time limit to spend CIL funds is five years.

The Parish Council asked the Clerk to clarify if the CIL funds can be used towards funding a Neighbourhood Plan.

ACTION: Clerk

10. **BANK MANDATE / AUTHORISED SIGNATORIES AMENDMENT**

Members of Council proposed and unanimously agreed that John Lesson will be removed from the mandate account for Enborne Parish Council, Unity Trust Bank and Cllrs. Val Bolan and Peter Tompkins will be added to the mandate.

ACTION: Clerk

11. **INTERNAL AUDITOR REPORT 2022-2023**

The internal auditor had audited the parish council accounts and reported to be satisfactory. The full report will be forwarded to the Clerk in the coming weeks and the Clerk will forward onto Council once received. The Internal Auditor completed and signed the Internal Audit section of the AGAR. (Annual Governance Accountability Return)

12. **ANNUAL GOVERNANCE ACCOUNTABILITY RETURNS (AGARs) FORM 3 2022-2023**

A) Section 1 Annual Governance Statement 2022/23.

Cllr. Chris Garrett and the Clerk signed and dated Section 1.

B) Section 2 Accounting Statements 2022/23.

C) Cllr. Chris Garrett and the Clerk signed and dated Section 2.

13. **PARISH COUNCIL STANDARD DOCUMENTS**

The [Standing Orders](#) and [Financial Regulations](#) for the forthcoming year were adopted with no amendments raised.

14. **APPOINTMENT OF COUNCILLORS TO COMMITTEES OR ANY OUTSIDE BODIES.**

- Staffing Committee Members x 3 – Cllrs. Chris Garrett, Val Bolan and Peter Tompkins nominated themselves.
- Public Rights of Way Representative – Cllr. Chris Garrett nominated himself, all agreed.
- Enborne Primary School Representative – Cllr. Val Bolan nominate herself, all agreed.
- Neighbourhood Development Plan Members – Cllr. Peter Tompkins was nominated as the lead member of this group along with Cllr. Chris Garrett.

15. **TO ADOPT THE ASSET REGISTER FOR THE FORTHCOMING YEAR – APPENDIX 2**

The Asset Register was adopted for the forthcoming year.

16. **ENBORNE PARISH COUNCIL INSURANCE RENEWAL 2023-2024**

The Parish Council agreed to continue with the three-year agreement with BHIB Council Insurance in the amount of £613.23 - renewal date 1st June 2023.

17. **NEIGHBOURHOOD DEVELOPMENT PLAN, (NDP)**

Two to three Parishioners had said they would be interested in joining the NDP working group. The Clerk said she would draft a term of reference for circulation. Cllr. Chris Garrett said it would be good to get parishioners to join the group from different parts of the parish to represent their area. Cllr. Peter Tompkins said grants can help with the cost of the NDP, but also at this stage the Parish Council do not know how much financial support West Berkshire Council will provide.

ACTION: Clerk/All

18. **CLERK PAYROLL**

The Parish Council approved to accept SME Accounting Services to carry out the Clerks payroll. The cost is £10 per month excluding VAT.

19. **LITTER PICK**

Cllr. Val Bolan had litter picked at times in the Parish and did not feel it was necessary at this time to organise a parish group one. No complaints had been received of littering in the Parish. One member of the public in attendance said he and his son often litter picked and Cllr. Val Bolan said she had seen numerous parishioners out litter picking at times of their own accord.

The Parish Council thanked everyone for their support in keeping Enborne Parish litter free.

20. **CLERK CORRESPONDENCE**

Email 24/04 from WBC - Invitation to join our West Berkshire Parish Climate Forum: Wednesday 24th May.
Email 04/04 from WBC - Notice of the Submission of the West Berkshire Local Plan Review 2022-2039 to the Secretary of State (31 March 2023)

21. **COUNCILLORS - REPORTS/QUESTIONS**

Cllr. Val Bolan said she would investigate attending the Newbury Southwest Forum that Mr Lesson used to attend. The Clerk will send on the agenda and time of meeting to Council when received, and if available someone will attend. This is an online meeting.

Solar Farm Update.

Cllr. Chris Garrett said Calleva will be withdrawing the current planning application and will resubmit a new planning application showing an amended boundary.

Venue for Council meetings

Cllr. Val Bolan suggested to not clash with cricket games to perhaps amend the meeting booking location for September to the Barn, instead of the Cricket Club and for November to be in the Cricket Club and not the Barn. The Clerk will enquire if the Cricket Club is available on 20th November and report back.

ACTION: Clerk

22. **THANK YOU TO JOHN LEESON**

The Parish Council thanked Mr John Leeson who had left Parish Council in May. John had been on Parish Council for nine years, three of them as Chairman and the remaining as Vice-Chairman. Always being a very active member of Council, he will be sorely missed. On behalf of Enborne Parish, the Parish Council Thank John for all his hard work and commitment over the last nine years.

23. **MATTERS FOR FUTURE CONSIDERATION**

None.

24. **DATE OF NEXT MEETING**

The date of the next Parish Council meeting is on Monday 17th July 2023 in the Barn adjacent to Enborne Church at 7.30pm.

APPENDIX 1

Planning Applications, Appeals and Enforcement Notices for consideration at the Parish Council 22nd May 2023 Meeting.

Planning applications can be viewed by members of the public on the West Berkshire Council's website

[West Berkshire Planning Applications On Line Simple Search Link](#)

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
23/00366	House	Ashenberry, Enborne Street, Enborne, Newbury RG20 0JP	Erection of new garage via existing access	Granted
21/03394	OUT	Land At Watermill Bridge Andover Road Wash Water Hampshire	Hybrid application for mixed use community comprising Outline application for up to 270 dwellings (Use Class C3) including dwellings for older people; a 1,600 square metre community building (Use Class F2(b)), a 1200 square metre Health Centre (Use Class E(e)) and a 250 square metre convenience store (Use Class F2(a)), demolition of Common Farm and associated agricultural buildings, provision of open space, allotments, community gardens, a riverside park/nature trail, drainage attenuation, landscaping and associated infrastructure. Full application for the first phase of residential development including 82 dwellings (Use Class C3), public open space, associated landscaping and infrastructure works, access arrangements including new vehicular access onto the A343 Andover Road	Refused
23/00252	FUL	Vanners Farm, Vanners Lane, Enborne, Newbury RG20 0LB	Part Retrospective: change of use of outbuilding from office use to residential annex for staff; use of main barn as store and garage for house; two storey rear extension to house; change of use of former piggery and stables buildings within the residential curtilage to residential annexes; reinstating thatched covering to roof of main barn	Grants Retrospective
W0340/W/22/3309191	APPEAL	Land of Former Cope Hall, Skinners Green, Enborne, Newbury RG14 6RE	The application Ref 22/01295/FULD, dated 24 May 2022, was refused by notice dated 19 August 2022. The development proposed is proposed new self-build, net zero carbon dwelling, improvement of 2no. existing accesses and associated landscaping on site of former Cope Hall residence.	Dismissed

APPENDIX 2

Enborne Parish Council Asset Register 2023

Asset Item	Location	Purchased Cost	Purchased Date
HP Office Jet Pro Printer	Clerk	£99.17	May-18
Canon Maxify MB2300 Printer	Store	£74.99	Jan-16
Samsung Mobile Phone	Clerk	£150.00	Sep-16
Noticeboards x 2	Enborne Parish	£1,918.00	Jan-08
Noticeboard x 1	Enborne Parish	£620.00	Jul-15
2 drawer filing cabinet	Clerk	£53.97	May-18
Shredder	Clerk	£49.99	May-18
Seagate Harddrive	Clerk	£89.99	May-18
Total		£3,056.11	-

APPENDIX 3

Enborne Parish Council			
Financial Year End Bank Reconciliation 31 March 2023			
Prepared by Kim Lloyd (Clerk/RFO)			Date 31 March 2023
Balance per bank statements as at 31 March 2023			
Unity Trust Bank	£ 28,979.42		
Newbury Building Society	£ 55,221.96		£ 84,201.38
Less Unpresented cheques at 31 March 2023	Cheque No		
			£ 35.00
			£ 446.53
			£ 779.33
			£ 113.02
			£ 3,084.00
			<u>£ 4,457.88</u>
Add: any un-banked cash at 31 March 2023			£ -
Net balances as at 31 March 2023			<u>£ 79,743.50</u>
Cash Book			
Opening Balance as at 1 April 2022			£ 96,473.42
Add: Receipts in the year			£ 12,943.87
Less: Payments in the year			£ 29,673.79
Closing balance per cash book as at 31 March 2023			<u>£ 79,743.50</u>

Enborne Parish Council End of Year Report for 2022-2023

At the beginning of the 2022 financial year the funds carried forward were £96,473

On 31st March 2023 the balance is £78,748. A decrease of 18% from last year's balance.

In 2022-23 income was £12,944

In 2022-2023 expenditure was £29,674.

EPC spent £12,350 from the Reserves on;

£5,000 on Electric Car Station

£2,570 on Traffic Calming for the relocation of the school gate.

£4,780 on the Church Barn's new footpath.

Donations were a total of £1,887 including;

WBC Foodbank	£225
Fairclose Centre	£225
WBC Library	£250
Wash Common Library	£250
Citizens Advice Bureau	£200
Hampstead & Marshall Event Marquee	£350
Greenfest Donation	£50
Jubilee Mugs presented to the School Children	£337

And in addition-

Coronation Mugs presented to the School Children £728

2022-2023 Budget

EPC spent over the budget of £3,562.

Due to, £669 shown under this account year for HMRC payments (ie. 2021-2022 QTR 3 & 4), plus Clerk inflation increase of £416.

£1,115 over on Donations due to the Coronation Mugs.

Also, with an increase in VAT (i.e. £1k VAT on the Car Charging Station which will be refunded)

Enborne Parish Council

FINAL Budget 2022/2023

Receipts	Ending 31/03/2023	Budget 2022/2023
	£	£
Precept	£ 8,750.00	£ 8,750
Bank Interest	£ 731.12	£ -
Member Bid	£ -	
CIL funding	£ 1,550.25	£ -
Poors Allotment Account	£ 1,021.60	
VAT reclaim 2020/21	£ 890.90	
Total	£ 12,943.87	£ 8,750

Payments	Ending 31/03/2023	Budget 2019/2020
	£	£
<u>Salaries</u>		
Salary		
HMRC Employee/Employer NI		£ -
Pension		
<u>General Office & Administration</u>		
Clerk Expenses	£ 312.00	£ 312.00
Councillor Expenses	£ -	£ 150.00
Postage and Stationery	£ -	£ 65.00
Subscriptions and Training	£ 281.29	£ 630.00
Bank Charges	£ 72.00	£ 72.00
Parish Insurance	£ 803.50	£ 600.00
Hire of Halls	£ 250.00	£ 250.00
Webstie Hosting	£ 197.00	£ 200.00
Newbury Storage	£ 784.08	£ 940.00
Audit	£ 250.00	£ 260.00
GDPR registration	£ 35.00	£ 35.00
Remote Meetings - Zoom	£ 119.90	£ 150.00
<u>Open Spaces</u>		
Grass Cutting -Churchyard	£ 750.00	£ 750.00
Village Repairs	£ -	£ -
School Gate Relocation		
Donations	£ 1,887.40	£ 1,150.00
Coronation Mugs	£ 728.00	
By Elections	£ -	£ 1,500.00
VAT spend	£ 2,937.30	£ -
Total		

Sinking Funds	Ending 31/03/2023	Budget
Footpaths in Washwater		£ 10,000.00
Electric Car Charging	£ 5,000.00	£ 5,000.00
Traffic Calming	£ 2,570.00	£ 5,000.00
Barn Footpath Repair and Bench	£ 4,780.00	£ 5,000.00
Wild Flower Intiatiave		£ 800.00
Solar Farm investment		£ 55,000.00
Total	£ 12,350.00	£ 80,800.00

TOTAL SPEND TO DATE INCLUCING SINKING RESERVES	£ 29,673.79
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