

Minutes of a Meeting of Colmworth Parish Council on Thursday 6th September 2018 at 7.30pm in the Roman Room of the Village Hall at Colmworth.

Present: Cllr. L. Knight (Chair), Cllr. P. Ball, Cllr. G. Palmer, Cllr. B. Brightman, Cllr. T. Frew, L. Crawford (Clerk) and two members of the public.

1. Apologies. Cllr. E. Pegler and Borough Cllr. Tom Wootton

2. Declarations of Interest and Confirmation of Changes to Registers of Interest
None

3. Approve the minutes of the Extraordinary Parish Council meeting on 19th July 2018
Having been previously circulated the minutes were approved as an accurate record of the meeting.
Proposed by Cllr. L. Knight and seconded by Cllr. P. Ball.

4. Public Open Forum

John Douglas explained that it had been difficult to generate sufficient content for the Chronicle. Cllr. L. Knight expressed the Council's support for the Chronicle and Councillors agreed to encourage people to contribute.

Cllr. P. Ball requested signs directing people to the defibrillator and proposed that an article be published in the Chronicle about the defibrillator as a reminder that it exists and how it operates. The Clerk will get quotes for signs and include the reminder in the Council's next contribution to the Chronicle.

5. Councillor vacancy. There is still an unfilled vacancy following the resignation of Russell Jones in September 2017. No applications have been received.

6. Ward Report and Ward Fund (Borough Cllr. T. Wootton)

Local Plan 2030

The Mayor's Executive is to agree the direction of its revised Local Plan, determining sites for housing and employment growth, at its meeting on the 5th September.

At the Executive's meeting in May 2018 it was agreed that the proposed Colworth Garden Village, adjacent to Sharnbrook and Souldrop, could not proceed due to opposition from the Santa Pod Raceway over the need for noise mitigation given the close proximity of the site to the proposed development. Colworth was earmarked to underpin the Local Plan, contributing 2500 new homes to the year 2035 and up to 4500 thereafter.

Colworth's absence means that consideration has been given to alternative options to meet the Borough's housing need. This included the viability of the proposed Garden Villages at Thurleigh Airfield, Twinwoods and Wyboston as well as the proposed 'Bedford Brickworks' development covering land to the south of Bedford. It is thought that these sites each have issues making them unviable at present.

It is, therefore, the intention of the Executive now to reduce the length of the Local Plan period from the year 2035 to 2030, thus reducing the housing need figure. The below table sets out the proposed allocations for specific areas, comparing the version of the Local Plan consulted on at the beginning of the 2018 on the left with the revised allocations on the right which will be subject to a new public consultation from 18th September – 30th October.

Local Plan 2035 Plan for submission	Amount of residential development To 2035	Local Plan 2030 Plan for submission	Amount of residential development to 2030	Amount of residential development after 2030
Urban area	2,420	Urban area	1,785	747
Edge of urban area	210	Edge of urban area	211	
Brownfield site Stewartby Brickworks	1,000	Brownfield site Stewartby Brickworks	100	900
Colworth garden village	2,500		0	
Group 1 villages – Key Service Centres		Group 1 villages – Key Service Centres		
- Bromham	500	- Bromham	500	
- Clapham	500	- Clapham	500	
- Gt Barford	500	- Gt Barford	500	
- Sharnbrook	0	- Sharnbrook	500	
- Shortstown	0	- Shortstown	0	
- Wilstead	0	- Wilstead	0	
- Wixams	0	- Wixams	0	
- Wootton	0	- Wootton	0	
Total Group 1 villages	1,500	Total Group 1 villages	2,000	
Group 2 Villages – Rural Service Centres		Group 2 Villages – Rural Service Centres		
- Carlton	25-50	- Carlton	25-50	
- Harrold	25-50	- Harrold	25-50	
- Milton Ernest	25-50	- Milton Ernest	25-50	
- Oakley	25-50	- Oakley	25-50	
- Roxton	25-50	- Roxton	25-50	
- Stewartby	0	- Stewartby	0	
- Turvey	25-50	- Turvey	25-50	
- Willington	0	- Willington	25-50	
Total Group 2 villages (mid point)	225	Total Group 2 villages (mid point)	260	
	7,855		4,356	1647

Putnoe Walk In Centre Consultation Halted

The Bedfordshire Clinical Commissioning Group (BCCG), the body which organises NHS services locally, recently announced its intention to close the Putnoe Walk In Centre from Spring 2019.

This was linked to plans to open a new Urgent Treatment Centre (UTC) on the Bedford Hospital site. The UTC will provide same-day appointments for minor illnesses over a 12 hour period, 7 days a week via referrals from A & E and the 111 phone service. The BCCG says the rationale of the UTC is to reduce pressure on the Hospital's A & E function and allow clinicians to access diagnostic services (such as X-rays) if necessary.

The BCCG undertook a consultation on these plans which was due to end on the 19th August. It was announced on the 10th August, however, that the consultation closed early following the receipt of over 1900 responses. The BCCG now says 'it is clear that we need to reconsider our proposals on the future of urgent care in Bedfordshire'. The UTC is still on track to open from the 1st October.

Flu Vaccine

With autumn fast approaching, the Council and NHS are publicising the availability of free flu vaccinations for pregnant women and children aged between 2 – 9. Contact your GP for further details.

Electoral Registration

All households should recently have received electoral registration forms in the post as part of the Council's annual canvass. Residents are being asked by the Council to check that their details are correct and to respond to ensure that they are able to vote in the Borough elections in May 2019.

Cllr Tom Wootton: tom.wootton@bedford.gov.uk / 07771575227

- The Parish Council have received £391.67 for the purchase of a planter from the Ward Fund. The Clerk will request an apparatus licence from Bedford Borough Council Highways Department for the planters. Cllr. L. Knight will consult the Gardening Club regarding this purchase at their meeting on 22nd September.
- Funds have also been approved for purchase of a laptop, software and a printer for the Chronicle team £718.29 ex VAT.
- Ward Forum 25th October. 7.15 for 7.30pm in Colmworth Village Hall. The Clerk requested contributions of cakes and some volunteers to serve tea and coffee. Cllr. E. Pegler and Cllr. T. Frew will attend.

7. Highways and Rights of Way

- Highways report from Cllr. L. Knight. HGV signage will be installed in Wilden Road in the next 12 weeks. We will also request that the designation as unsuitable for HGV's be passed on to Sat Nav providers.
- The Council have requested that Bedford Borough Council Highways Department visit Wilden Road after the HGV signs are installed to assess the condition, fill potholes and re-instate some of the granite sets knocked out by passing vehicles.
- The Clerk has not received any offers of donations towards the HGV signs following the proposal in the August Chronicle. Cllr. L. Knight will discuss this with Cllr. E. Pegler later in the month.
- There was no further feedback from the latest article in the August edition of the Chronicle regarding preventing parking on kerbs in Little Staughton Road and elsewhere in the village but Councillors have noticed some improvement. Councillors approved the wording of a letter to be sent to two residents re parking on kerbs in Church Road.
- Rights of Way
 - Cutting Footpath 10 from Honeydon Road to the Country Park. Two parishioners have been cutting the path and it is on the seasonal vegetation cut so the Council will cut it twice per year. Cllr. T. Frew will meet with Bedford Borough Council Highways to request works to improve the condition of the road and that grips be dug in to drain the footpath at the Honeydon Road end of FP10 now that the ditch has been cleared.

8. Planning

- Neighbourhood Plan
 - The Clerk reported that the Council have received an e-mail from a parishioner suggesting that the Neighbourhood Plan be kept on hold until the Local Plan is finalised. Councillors agreed that the Local Plan is likely to be under review for some time and that some professional advice to find out if a plan is worthwhile would be helpful now.
 - Professional advice on the Neighbourhood Plan (NP). Cllr. G. Palmer reported that he and Cllr. E. Pegler had a skype conversation with Dave Chetwyn of Urban Vision. He was involved in writing the roadmap for NPs for Locality. He explained that a plan that says Colmworth only wants a few houses will not pass. He suggested that the starting point of a plan would be to analyse the good and bad things about Colmworth; analyse Bedford Borough Council Local Plan and decide what would need to be added to improve the outcome for Colmworth. He emphasised that there is a need for evidence and that surveys alone are not sufficient; there is a need for demographics, population trends and other statistical evidence. He also explained that, whilst Bedford Borough Council would need to consider the NP when making their decision about a planning application, if there is a fundamental planning issue then they can overrule the NP. He would be happy to run a workshop in Liverpool for £250 for half a day to explain what a NP could do for Colmworth. Cllr. G. Palmer proposed that the Parish Council authorise spending of £250 for the consultants fees from this year's annual NP budget (£216) plus £34 from the NP reserve on the basis that Councillors would meet their own travel expenses to Liverpool. Cllr. B. Brightman seconded the proposal and Councillors voted unanimously in favour.

- Planning application at Colmworth Golf Course:

Application number	Description	Location	Deadline	Link
18/01907/S73	95/01822/FUL - Removal of occupancy condition 6 (Erection of three blocks of holiday cottages providing seven units of holiday accommodation.)	7, Colmworth Golf Club, New Road, Colmworth, MK44 2AP	07/09/2018	http://edrms.bedsford.gov.uk/SearchResults.aspx?appNumber=18/01907/S73

Cllr. G. Palmer proposed the following response:

The removal of the planning condition would allow plot 7 to be used as a permanent residence and this would breach the Settlement Policy Area ("SPA") policy and establish an unwelcome precedent. At the time of the original planning consent the reason for the condition imposing restricted occupation rights was stated as "Permanent occupation is not acceptable in this location being contrary to the development restraint policies applicable to this rural area." That policy has been updated in the meantime but the policy restriction has not changed. The golf club and its holiday cottages are situated outside Colmworth's SPA and so residential development in this area remains highly restricted. Plot 7 was built in 2009 and if an application for permanent residential consent had been made at that stage to regularise the development in the light of the pre-existing planning condition the application would have been opposed by Colmworth Parish Council because of its location outside the SPA. Colmworth Parish Council is very conscious of the potential impact on the applicant of a negative decision but the issue is of far greater consequence than a single dwelling. As has been stated elsewhere, there are six other holiday cottages at the golf club and the arguments relating to this application for removal of the occupation restriction could apply equally to all the cottages, resulting in a small residential development in an unacceptable location. A further unwelcome precedent would occur as other local landowners would be very likely to seek similar residential development rights outside of the SPA. Bedford Borough Council received many proposals from landowners in Colmworth in response to the 2015 "call for sites" related to the preparation of the next Local Plan ("LP2035"). Removal of the planning condition, thus allowing the golf club properties to be used as permanent residences, would potentially open the door to requests for similar development rights from other landowners. The only justifiable development on this site relates to supporting rural enterprise. The units were given planning consent based upon their proposed use as short term rental properties / holiday cottages. Such planning consent is supportable given that the units are intended to form a rural enterprise generating economic income for the golf club, providing local employment (for cleaning and maintenance workers and similar) and providing local economic benefits to pubs, restaurants and other attractions and businesses. For these reasons Colmworth Parish Council opposes removal of the planning condition.

This was seconded by Cllr. T. Frew and there were 4 votes in favour of this response and 1 abstention.

- The Tythe Farm planning application 18/01034/MAF is likely to go to the planning committee on 29th October but we await confirmation as the planning officer is currently away. The Clerk will confirm the rules for the "Right to Speak" at the planning committee.
- There will be two Neighbourhood Planning Workshops at Borough Hall on Tuesday 25th and Wednesday 26th October. Councillors are unable to attend.

9. Petanque / French Boules

There was no response to the consultation re the installation of a piste in the village in the August edition of the Chronicle. Councillors agreed not to pursue this any further.

10. Use of Facebook

- Consider whether to continue using Facebook to communicate Parish Council information. The Clerk currently posts information on the Colmworth and Wilden Facebook Group. Councillors agreed that they would prefer a noticeboard system rather than a forum where comments can be made. Although the Parish Council could set up its own Facebook page on which the comment facility was restricted it would need to build a new audience and so it was agreed that it would be best to promote the use of the Trumpet on Facebook and in the Chronicle and withdraw from posting on the Colmworth and Wilden Facebook Group for a six month trial period and analyse the response from parishioners and the effect on traffic to the parish website. Following the sixth month trial the relevant policies (Media Policy, Policy for Viewing Planning Applications) can be updated if necessary.

11. Finance:

- Receipts and payments and schedule of payments were proposed for payment by Cllr. G. Palmer and seconded by Cllr. T. Frew and are listed on p6
- Bank reconciliation. This is listed on p7
- Performance against budget. This is reported on pp8-11
- Close the Chronicle account. At the Council's meeting in July a decision was made to close the Chronicle reserve. Cllr. L. Knight proposed that the Chronicle bank account be closed and this was seconded by Cllr. T. Frew and Councillors voted unanimously in favour. The balance of £1889.23 will be transferred into the main Parish Council account.
- Allocate reserves. These are shown on p12
- Consider need for three year budget forecast. Cllr. L. Knight proposed that this was unnecessary and Cllr. T. Frew seconded this decision.

12. Country Park, Playing Field and Gardening Club

- Gardening Club reports / expenses. None.
- Country Park reports / expenses.
 - Cllr. T. Frew reported that the meadows have been cut but the hay has yet to be picked up. Mark Ibbetts has advised that there will be no charge for cutting the meadows. 700 wild daffodils have been planted around the copse, the entrance area and near the Silent Soldier. The dog bin from the Triangle has been moved to the Country Park. Representatives of the Gardening Club and Country Park have been invited to an awards ceremony at the Living Countryside Awards in Bedford on 3rd October. Cllr. T. Frew claimed £21.50 for a post and spike for the dog bin and some Timbercare for treating furniture in the park.
- Playing Field
 - Organisers of a cycle event have booked the Village Hall on 14th October. They have requested permission to use the playing field for overflow car parking. Cllr. P. Ball explained that Friends of St Denys use the field for overflow parking for vintage cars when it is dry but that parking on it when wet could damage the field. Cllr. L. Knight proposed that, as the condition of the field would not be known in advance, the Parish Council should refuse the request and suggest that they contact Toad Hall Nursery to see if they can assist with overflow car parking. Cllr. P. Ball seconded the proposal. There were 4 votes in favour and 1 against.
 - The Clerk explained that we normally cut the playing field hedge every other year and it is due this year. She presented a quote for hedge cutting of £300 from Callum Wilkinson (recommended by A Topham who has cut the hedge in the past but has recommended Callum do it this year). This is more than the £200 we have paid in the past and exceeds the budget by £100 but quotes from other contractors in previous years were significantly more than £300. Cllr. P. Ball proposed the Council accept the quote and Cllr. T. Frew seconded. The £100 earmarked reserve set aside for this purpose will be used, along with £100 in the regular budget (from this year's precept) and £100 of contingency funds will be used to cover the additional cost.

Colmworth Parish Council Summary of 2018/19 Transactions for Approval at Meeting on 6th Sep 2018					
Receipts to Main Parish Council Account 73419584					
Date	Payee	Details	Cheque Number / Reference	Payment type	Amount
02/08/2018	Bedford Borough Council	Ward Fund for planter		Credit	£391.67
Total					£391.67
Receipts to Chronicle Account 10232793					
Date	Payee	Details	Cheque Number / Reference	Payment Type	Amount
None					
Total					£0.00
Payments from Main Account 73419584					
Date	Payee	Details	Cheque Number / Reference	Payment type	Amount
11/07/2018	1&1 Internet	Colmworthpc.org.uk e-mail accounts		Direct Debit	£1.19
21/07/2018	Opus Energy	Electricity for street lights 6th Jun to 5th Jul 2018		Direct Debit	£21.41
19/07/2018	Wildforms	Nature identification posters for hide		BACS	£19.91
19/07/2018	Bedford Timber	Edging boards for play area		BACS	£60.41
30/07/2018	L. Crawford	Clerk's salary for July		Standing order	£342.91
30/07/2018	NEST	Clerk's pension 2nd July - 1st September		Direct Debit	£136.80
30/07/2018	Public Works Loan Board	Annual Country Park Loan Repayment 1 of 2		Direct Debit	£677.95
01/08/2018	W T Saunders	Playing field grass cutting payment 4 of 7	7673	Standing order	£150.00
10/08/2018	1&1 Internet	Colmworthpc.org.uk e-mail accounts		Direct Debit	£1.19
21/08/2018	Opus Energy	Electricity for street lights 6th July - 5th Aug		Direct Debit	£21.91
28/08/2018	L. Crawford	Clerk's salary for August		Standing order	£342.91
03/09/2018	Beds & Cambs Whole Home Maintenance	Play area inspections & works in July		BACS	£40.00
06/09/2018	John Douglas	Cutting the paths in the Country Park		Cheque	£320.00
06/09/2018	Roundwood of Mayfield	Planter for the Triangle		BACS	£450.00
06/09/2018	Kompan	Replacement cradle seat		BACS	£290.40
06/09/2018	Colmworth Village Hall	Q3 invoice for hall hire		BACS	£53.00
06/09/2018	Callum Wilkinson	Playing Field Hedge Cutting		BACS	£240.00
06/09/2018	T. Frew	Dog bin post and sundries for Country Park	100213	Cheque	£21.50
06/09/2018	Cartridge Save	Magenta ink cartridge		BACS	£92.35
06/09/2018	Beds & Cambs Whole Home Maintenance	August play area inspections & works		BACS	£30.00
06/09/2018	Beds & Cambs Whole Home Maintenance	June play area inspections & works		BACS	£20.00
06/09/2018	Ladywell Accountancy	Administering payroll 2018-19		BACS	£72.00
Total					£3,405.84
Payments from Chronicle Account 10232793					
Date	Payee	Details	Cheque Number / Reference	Payment type	Amount
None					£0.00
Total					£0.00
Posted balances after the above transactions clear					
Main Parish Council Account 73419584					£14,271.40
Chronicle Account 10232793					£1,889.23

September 2018

COLMWORTH PARISH COUNCIL BANK RECONCILIATION 1st APR 2018 TO 30th AUGUST 2018						
Date of bank statem't	30/08/2018	Line of cash book:		85		
Prepared by Mrs. Lucy Crawford, Parish Clerk						
BARCLAYS						
Main Account 73419584						
DATE			Receipts	Payments	Transfers	Balance
01-Apr-18	Balance bf	£15,142.74				
30-Aug-18	Posted balance per accounts	£15,960.65	£7,226.67	£6,408.76	£0.00	<u>£15,960.65</u>
Unpresented cheques / uncleared payments:						
			None			
30-Aug-18	Balance as per bank statement	£15,960.65				
30-Aug-18	Posted balance - cleared balance	£-				
30-Aug-18	Balance cf	£15,960.65				
BARCLAYS						
Chronicle Account 10232793						
			Receipts	Payments	Transfers	Balance
01-Apr-18	Balance bf	£2,619.23				
30-Aug-18	Posted balance as per accounts	£1,889.23	£78.00	£808.00	£0.00	<u>£1,889.23</u>
Unpresented cheques / uncleared payments:						
None						
	Total			£0.00		
30-Aug-18	Balance per bank statement	£1,889.23				
30-Aug-18	Posted balance - cleared balance	£-				
30-Aug-18	Balance cf	£1,889.23				
SUMMARY OF ALL ACCOUNTS						
			Receipts	Payments	Transfers	Balance
01-Apr-18	Balance bf	£17,761.97				
30-Aug-18	Balance per accounts	£17,849.88	£7,304.67	£7,216.76	£-	<u>£17,849.88</u>
30-Aug-18	Balance per bank statements	£17,849.88				
30-Aug-18	Balance cf	£17,849.88				
Public Works Loan for Country Park. Loan Number 494311						
Opening Balance Outstanding		Principal Repayments to	Closing Balance Outstanding			
01/04/2018		30/08/2018	30/08/2018			
£14,565.56		£342.21	£14,223.35			

Budget Report Sept 2018											
		Actual Year to 31st Mch 18 £		Budget Year to 31st Mch 19 £		Actual to 6th Sep 18 £		Forecast Year to 31st Mch 19 £		Forecast less budget	Comment
REGULAR RECEIPTS											
	Brk'dn	Total	Brk'dn	Total	Brk'dn	Total	Brk'dn	Total			
Precept		13,406.00		13,670.00		6,835.00		13,670.00	0.00		
Council Tax Support Grant		21.00		0.00				0.00	0.00		Beds Borough Council phased this out
Total Regular Receipts		13,427.00		13,670.00		6,835.00		13,670.00	0.00		Should cover regular payments
OTHER RECEIPTS											
Chronicle advertising		1,434.00		1,220.00		78.00		78.00	-1,142.00		PC Chronicle closed - reopened independently
Interest		0.00							0.00		
Gardening Club Reserve		496.52		0.00		391.67		391.67	391.67		Ward Fund for planter (£391.67) recorded under Gardening Club - remainder under "Ward Fund"
Country Park Reserve		377.50		0.00		0.00		0.00	0.00		
Ward Fund		1,061.29		0.00		0.00		718.29	718.29		Ward Fund for planter (£391.67) recorded under Gardening Club. Ward Fund for Chronicle to be used to purchase a computer & software to be donated to the new Chronicle team.
Transparency Code Grant		1,395.05		0.00		0.00		0.00	0.00		Grant available 2017/18 not in 2018/19
Other		0.00				0.00		0.00	0.00		
Donations / sponsorship		250.00				0.00		1,250.00	1,250.00		We expect to receive donations of £1250 towards HGV signs - the other £1250 is to be met from Highways budget / reserve
Donations for village gates		1,250.00		0.00		0.00		0.00	0.00		
Neigh'd Plan		0.00		0.00		0.00		0.00	0.00		No grants received since 2015/16.
Fayre Proceeds		0.00		0.00		0.00		0.00	0.00		No fayre held in 2016 - 2018.
Total Other Receipts excl VAT		6,264.36		1,220.00		469.67		2,437.96	1,217.96		
Total Receipts excl VAT		19,691.36		14,890.00		7,304.67		16,107.96	1,217.96		
Where receipts are below the budgeted amount the figure is shown in red. Where receipts are as per budget they will be zero and where they are higher than budget they are positive figures in black.											

September 2018

	Actual Year to 31st Mch 18 £		Budget Year to 31st Mch 19 £		Actual to 6th Sep 18 £		Forecast Year to 31st Mch 19 £		Forecast less budget	Comment
REGULAR PAYMENTS										
Clerk's Salary & Pension	3,838.46		4,719.78		2,285.09		5,038.26		318.48	In 2017/18 3 hours per month were met from Transparency Code grant. In 2018/19 7 hours per week will all be met from precept), 2% increase in pay but no increase on the salary scale (ie remaining at SP23). Forecast exceeds budget by £318.48 because March 2018 salary was paid in April 2018.
Clerk's employment expenses (staff cost)	272.70		300.00		175.50		421.50		121.50	£18 HWA* Budgeted for £7 travel per month in 2018/19 but currently around £16 per month due to extra meetings.
Clerk's other expenses	12.89		48.00		5.95		21.95		-26.05	Budget for £2 postage and £2 other sundries = £4 per month. Printing & most stationary now under admin as we buy direct to reclaim VAT
PAYE	80.60		0.00		0.00		0.00		0.00	No PAYE expected 2018/19
Total of Clerk's regular employm't costs & expenses		4,204.65		5,067.78		2,466.54		5,481.71	413.93	£413.93 is the sum of the figures above
Councillors expenses		0.00		50.00		0.00		50.00	0.00	Travel to meetings, printing etc.
Loan repaym't		1,355.90		1,355.90		677.95		1,355.90	0.00	
Training		78.40		425.00		40.00		175.00	-250.00	We budgeted for 5 courses x £30 (2 x LC, 3 x Cllrs) + £275 for Clerk's Core Skills course but core skills is now £350. Possibly set £250 aside into reserve for 2019/20?
Grass & Hedge Cutting (playing field)		796.00		972.32		800.00		1,175.00	202.68	Budgeted £560 + £58 for extra public liability insurance for cutting, £236 for moss & weed control, £100 for hedge cutting plus £100 from reserve plus 2% increase from 2017/18. Forecast includes £100 hedge cutting from reserve and £100 increase in cost since 2016
Insur'ce		576.36		577.00		590.51		590.51	13.51	Fixed price for three years but small increase due to additional assets purchased.
Audit costs		160.00		100.00		50.00		100.00	0.00	BDO £100 and Kim £60 for two audits in 2017/18. No external audit costs in 2018/19 budgeted £50 each of two internal audits.
Power (Street lights & Triangle lights)		286.63		303.00		111.03		288.00	-15.00	Budget: Street lights £288 and triangle lights £15 but Triangle lights will not be charged.
Where payments are higher than the budgeted amount (ie. there is an overspend) the figure is a positive figure shown in red. Where payments are as per budget they will be zero and where they are lower than budget they are negative figures in black.										

September 2018

	Actual Year to 31st Mch 18 £	Budget Year to 31st Mch 19 £	Actual to 6th Sep 18 £	Forecast Year to 31st Mch 19 £	Forecast less budget	Comment
REGULAR PAYMENTS CONT.						
General Maint'ce, Inspection & Repairs	83.30	300.00	322.74	375.00	75.00	We budgeted: street light maintenance £100, £200 other eg noticeboards, dog bins, repairs to street lights, gates, vehicle activated signs. We have exceeded this because we had to pay £252 for defibrillator contract (£126 per year).
Annual Play Area Insp'ion (ROSPA)	77.00	77.00	77.00	77.00	0.00	
Playing field / play area m'nance & consumables	393.45	400.00	551.03	571.03	171.03	Budgeted for repairs and maintenance to play area £200, annual bark top up £200. To date £148 bark, £110 parts & sundries, £50 edging boards, £242 cradle seat.
Country Park	975.35	935.00	388.50	635.00	-300.00	Budgeted £150 for sundries, £200 for fuel to cut paths, £120 for set of mower blades, £300 for cutting meadows but Mark Ibbett was able to sell the hay so no charge + £165 for other costs.
Traffic calming / street light replacement		1,000.00		1,000.00	0.00	Expecting to spend £1250 on HGV signs in Wilden Road (£250 from reserve)
Regular tree work	150.00	150.00		150.00	0.00	Felling dead trees / making branches safe.
Subs	181.00	187.00	185.50	185.50	-1.50	Budget: BATPC £93, CPRE £38, SLCC £56 (shared between 2 Councils)
Admin	375.23	363.00	114.60	363.00	0.00	Budget: £80 payroll, £38 info commissioner, £175 print cartridges, £20 other stationary, £50 other. Increased as printing and stationary moved from Clerk's expenses to admin
N'hd Plan costs excluding grant funded costs	48.50	217.00	0.00	217.00	0.00	3 x 3 hr meetings in main hall at £7 each + 2 at weekend £9 each + £100 admin = £217.
Website & e-mail costs	7.14	0.00	4.95	11.88	11.88	Colmworth.org holding page stopped Oct 2017. Colmworthpc.org.uk e-mail domains started April 2018 (99p per month)
Handyman for play area insp'tion and general m'tnace	282.00	405.00	222.00	405.00	0.00	Budget assumed 50 hours at £8 per hour plus a 2% increase in Sep 2018. In fact a pay rise to £10 ph was awarded in May 2018. If Martin does weekly inspections plus one hour per month until end Feb we should remain within budget.
Vllg Hall Hire	161.50	155.00	112.50	162.50	7.50	Budgeted 6 meetings x 3 hrs at £5 per hour + 3 extra meetings x 2 hours at £5 per hour (Roman Room)+ 1 x 2 hr meeting in main hall + Parish Meeting x 3 hrs in main hall at £7 per hour = £155. In fact we will have had three extra meetings plus a ward forum meeting by the end of December.
Churchyard maintenance	200.00	300.00	300.00	300.00	0.00	
Literature & info	36.75	30.00	0.00	30.00	0.00	eg manuals and reference materials for Clerk
Where payments are higher than the budgeted amount (ie. there is an overspend) the figure is a positive figure shown in red. Where payments are as per budget they will be zero and where they are lower than budget they are negative figures in black.						

September 2018

	Actual Year to 31st Mch 18 £		Budget Year to 31st Mch 19 £		Actual to 6th Sep 18 £		Forecast Year to 31st Mch 19 £		Forecast less budget	Comment
Contingency		0.00		300.00				300.00	0.00	
Total Regular payments		10,429.16		13,670.00		7,014.85		13,999.03	329.03	We are forecast to overspend on our regular budget by £330. £320 March salary paid late, £120 extra travel, £200 extra hedge cutting, £75 extra maintenance (defib) contract (£252), £170 extra play area m'nance due to swing seat £242. Mitigated by £300 underspend on cutting grass in Country Park and £250 unspent on training. **
** Under and overspend figures are a comparison of the forecast against the budget. The figures given in the comments column are approximate. For exact figures see the breakdowns above.										
Where payments are higher than the budgeted amount (ie. there is an overspend) the figure is a positive figure shown in red. Where payments are as per budget they will be zero and where they are lower than budget they are negative figures in black.										
OTHER PAYMENTS										
Chronicle		1,118.15		1,220.00		808.00		808.00	-412.00	Budgeted to print 4 issues at £275 each, £80 software, £40 print cartridges and postage. Actually handed over in April
Additional hours for the Clerk		474.00		0.00		0.00		0.00	0.00	Met from Transparency Code grant and reserves in 2017/18. In 2018/19 all of the clerk's 7 hours /wk will be paid out of precept
Software				0.00		41.66		41.66	41.66	Paid by Transparency Code Grant
Ward fund donations		900.21		0.00		0.00		718.29	718.29	Laptop & software for Chronicle team
Assets Purchased (excl GC & CP reserves)		3,536.27		0.00		0.00		0.00	0.00	2017/18 village gates
Vllg Hall Works		0.00							0.00	
Country Park (spending from reserves)		349.19		0.00		19.91		19.91	19.91	2017/18 bench, plaque & owl box. Covered by donation. 2018 bird posters for hide.
Gardening Club (Triangle m'nance, bulb planting etc)		176.71		0.00		154.53		154.53	154.53	Bulbs covered by G. Club funds
Gardening Club (assets purchased)		133.32		0.00		375.00		375.00	375.00	Planter purchased using Ward Fund
H'ways & street light reserve		50.00		0.00		0.00		250.00	250.00	Expecting to spend £1250 on HGV signs of which £250 from reserve & £1000 from regular Traffic calming budget
Neighbourhood Plan (grant funded expenses)		0.00		0.00		0.00		0.00	0.00	No grants in 2017 or 2018 to date
Picking up grass (playing field) 2017 only		360.00		0.00		0.00		0.00	0.00	No need in 2018
Exceptional tree work		530.00		0.00		0.00		0.00	0.00	None expected
Election costs		0.00		0.00					0.00	
Extra churchyard m'nance (extra payment due to no payment in 2015/16)		100.00		0.00		0.00		0.00	0.00	
Total Other Payments		7,727.85		1,220.00		1,399.10		2,367.39	1,147.39	Other payments are met by other receipts or reserves eg GC or CP funds, donations, Chronicle advertising, Transparency grant
TOTAL PAYMENTS EXCL VAT		18,157.01		14,890.00		8,413.95		16,366.42	1,476.42	VAT is reclaimed and therefore excluded from budget
REGULAR SURPLUS / DEFICIT		2,997.84		0.00		-179.85		-329.03	-329.03	
OTHER SURPLUS / DEFICIT		-1,463.49		0.00		-929.43		70.57	70.57	£800 of Chronicle reserve spent, £250 of highways reserve, some Gardening Club spending. We budgeted £1220 Chronicle spending
TOTAL SURPLUS / DEFICIT		1,534.35		0.00		-1,109.28		-258.46		
Where payments are higher than the budgeted amount (ie. there is an overspend) the figure is a positive figure shown in red. Where payments are as per budget they will be zero and where they are lower than budget they are negative figures in black.										
*HWA = Home Working Allowance										
In 2018/19 we are forecast to overspend on our regular budget by £330. This is due to £320 March salary paid late, £120 extra travel, £200 extra on hedge cutting, £75 extra general maintenance due to defibrillator contract (£252), £170 extra play area m'nance due to replacement swing seat £242. Mitigated by £300 underspend on cutting meadows in Country Park and £250 unspent on training (Clerk's Core Skills). Over and underspend figures given in this comment box are approximate - for exact figures please see breakdowns given above. Other spending of £2367 will be met from other income or spending from earmarked reserves.										

September 2018

Colmworth Parish Council Reserves 30th Aug 2018				30/08/2018				
Date of Parish Council Meeting:				06/09/2018				
Fund Name	Funds Reserved 01/04/2018	Income to reserve 30/08/2018	Expenditure from reserve 30/08/2018	Transfers to / from Current up to 30/08/2018	Funds Reserved 30/08/2018	Funds to be added / withdrawn from unearmarked reserves on 06/09/2018	Balance close of 06/09/2018	Comment
Transparency code fund	£179.65		£41.66		£137.99		£137.99	For software for Clerk's computer
Insurance excess	£250.00				£250.00		£250.00	
Hedge cutting	£100.00				£100.00	-£100.00	£0.00	Use in autumn 2018
Country Park	£1,078.31		£19.91		£1,058.40		£1,058.40	£19.91 for wildlife posters in the hide
Neighbourhood Plan (if grant funds don't cover)	£1,000.00				£1,000.00		£1,000.00	
Traffic calming / street light replacement	£3,400.00				£3,400.00		£3,400.00	£1250 promised plus underwriting up to total of £2500 towards HGV signs in Wilden Road in Nov - Dec 2018
Elections	£750.00				£750.00		£750.00	
Garden Club	£320.77	£391.67	£154.53		£557.91		£557.91	Daffodils purchased July 2018 & Triangle planter Sep 2018
Chronide	£2,619.23	£78.00	£808.00	-£1,889.23	£0.00		£0.00	Remaining Chronide funds transferred to unearmarked reserve.
Total earmarked reserves	£9,697.96				£7,254.30		£7,154.30	
Available reserves	£8,064.01				£10,595.58		£10,695.58	
Earmarked reserves = funds set aside for a specific purpose. These can only be reallocated to another purpose if the council passes a resolution to do so.								
Available reserves = total balance in the accounts less the earmarked reserves. This should be between 50-100% of our annual precept at the end of the financial year (ie. £6,835-£13,670). On 6th Sept we have £10,696 of available reserves but this is expected to fall to £8170 by 31st March 2019 which is within the recommended range.								

- Play area inspections and maintenance tasks
 - Replace broken cradle seat. The Clerk presented a quote for £242 from Kompan (who supplied the original seat) and £171.43 from Wicksteed. Councillors asked the Clerk to check whether our insurance would still cover us if we did not use Kompan parts. They approved spending up to £242 on a new seat in case the Wicksteed one was not deemed suitable.
 - Quotes were requested from a number of suppliers to replace the bark in the play area with wet pour safety surfacing. Only Abacus Playgrounds responded with a quote for £11,080 ex VAT for groundworks and wet pour surfacing. Councillors agreed that this was too expensive and it would be better to continue to top up the bark.
 - New bark was spread in July, the edging wood has been delivered and will be fitted later in September, the dog bin will be moved away from the swing at the same time, and branches have been trimmed back. The Clerk will obtain quotes for repainting the lines on the basketball court.
- The Clerk requested approval to spend £13 on grass seed to reseed the bare areas. Cllr. L. Knight proposed and Cllr. P. Ball seconded.
- Consider request from resident to support a children's wildlife club. Cllr. T. Frew has visited the resident and they will manage this outside the remit of the Parish Council.
- Consider purchase of a mower for use in the Country Park and for Andy to use to cut Footpath 10. Cllr. T. Frew agreed to obtain quotes and investigate storage options. Councillors will consider this as an option for the Ward Fund next year. It will be added to the next agenda.

13. Churchyard Path

- The Parish Council are jointly responsible with the church for maintenance of the path through the churchyard to the Country Park. It was agreed that the Parish Council should start to build up an earmarked reserve for their portion of the maintenance costs. No figure was agreed but this will be considered in the budgeting meeting on 4th October. The Clerk was asked to write to the Church requesting that:
 - vehicles do not use the path except for disabled access
 - a sign be erected to remind people of this
 - contractors and parishioners who need to unload vehicles do so from the road

14. Policies and Procedures

- The Standing Orders were updated to the latest model version from the National Association of Local Councils (NALC).
- The minute book was examined by Councillors and it was agreed that a consecutive numbering system should be proposed and used for agenda items.

Date of Next Meeting: Budgeting Meeting Thursday 4th October 2018, and Ward Forum 25th October.

The meeting closed at 9.38pm