MICHELMERSH & TIMSBURY PARISH COUNCIL

A Meeting of the Parish Council will be held on Wednesday 22nd October 2014 at 7.30 p.m. in the Jubilee Hall, Timsbury

Members of the public and press are most welcome to attend.

AGENDA

1. Apologies

2. Declarations of any Interest.

3. **Open Period**

4. Confirmation of the Minutes of the Meeting of the Parish Council held on 24th September 2014

5. Clerks Report

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6. Governance
   - 6.1 Revised Financial Regulations V.2
   - 6.2 Project Form

7. Finance
   - 7.1 Financial Summary
   - 7.2 Invoices for payment
   - 7.3 2015/16 Budget

8. Planning

   8.1 14/02406/LBWS
   Repairs to existing cobb wall
   Site: Orchard Cottage, Mesh Road, Michelmersh

   8.2 14/02109/FULLS
   Lean to extensions to steel framed cattle sheds, covering concrete yard feeding areas and relocate one building in line with 'Catchment Sensitive Farming' improvements
   Site: Manor Farm, Manor Farm Lane, Michelmersh

   8.3 14/02299/FULLS
   Rear extension to provide living area and side extension to provide utility area, modifications to roof space to create 3 bedrooms and 2 bathrooms within roof, new dormers to front, new front porch, modifications to garage to create carport with storage over (amended scheme)
   Site: Sunnyfields, Stockbridge Road, Timsbury

9. Correspondence

10. Village Issues
    - 10.1 Sports Club lease amendment request
    - 10.2 'Hyde Housing' privately owned housing initiative
    - 10.3 Village website update
    - 10.4 Village sign

11. Meetings attended or to be attended

12. Chairman's Mandate

13. Agenda items to be included in next month's Parish Council Meeting

14. Dates of future meetings – 26th November 2014

Katie Hardy
Parish Clerk Tel: 01794 367289
email: mtparishclerk@btinternet.com

14th October 2014

Michelmersh & Timsbury Parish Council

Clerk's Report to PC Meeting of 22nd October 2014

1. Recreation Ground Issues

Playground Noticeboard

Richard Wheeler (Lengthsman) has built and installed a noticeboard in the play area.



2. Lengthsman Tasks

The Lengthsman will trim back the trees on the playground area during October and strim back any overhanging foliage on the ditch verges along New Road and Haccups Lane.

3. Determinations

14/02027/PDMBS

Notification for Prior Approval under Class MB - Change of use of agricultural building and land within its curtilage to dwelling. -
Timsbury Manor, Manor Lane, Timsbury
Decision: PRIOR APPROVAL NOT REQUIRED

4. Parish Matters

Website Project Update

Deon Designs has now produced a template reflecting all the functionality the village website requires. I am hoping to receive a 'working' website in the next couple of weeks. Once the website has been tested, I will provide Deon with the relevant photos and text to be uploaded onto the site prior to it going 'live'.

Highways

HCC Highways has now resolved the flooding issue on the A3057.

5. Governance

New Financial Regulations Model

Cllr. John Rhodes has produced an amended Financial Regulations document. He has incorporated some changes to reflect the needs of our Parish Council.

Project Form

I have compiled a form to assist with the smooth delivery of Parish Council projects. Please see Appendix A.

2015/16 Budget

I have included a draft budget for discussion and potential agreement. Please see Appendix B.

6. Monthly Financial Summary

Monthly Financial Report
15 September- 20 October 2014

Invoices Paid and cleared		
Katie Hardy	September Salary & Expenses	£370.00
The Studio	Newsletter printing	£183.24
Five Star Cleaning	Grass cutting	£162.00
Information Commission	Data Protection Fee	£35.00
	Total	**£750.24**
Income		
Lloyds TSB	Bank interest October 2014	£0.62
Lloyds TSB	Newsletter subscription	£104.00
	Total	**£104.62**
Bank Balances		
Lloyds TSB	Current Account	£14,220.61
Lloyds TSB	30 Day Savings Account	£8,667.75
	Total	**£22,888.36**
Plus Uncleared funds		
n/a		**£0.00**
Minus invoices for payment		
Katie Hardy	Salary & Expenses October 2014	£370.00
Deon Designs	2nd instalment Website design	£409.00
CPRE	Subscription	£35.00
	Total	**£814.00**
Minus uncashed cheques		
Jubilee Hall Committee	Room hire	£121.00
Minus alloted project funds		
n/a		**£0.00**
Actual Funds available as of		
20/10/14	**Total**	**£21,953.36**

Katie Hardy
Parish Clerk

Appendix A
Project Form

MICHELMERSH & TIMSBURY PARISH COUNCIL

PROJECT FORM

PROJECT OVERVIEW			
PROJECT REFERENCE		CONCEPT DATE	
PROJECT NAME			
PROJECT DESCRIPTION			
PROJECT OBJECTIVES			
PROJECT DELIVERABLES			

PROJECT DETAILS			
	QUOTATION 1	QUOTATION 2	QUOTATION 3
CONTRACTOR			
MATERIALS			
LABOUR			
VAT			
TOTAL			

QUOTE SELECTED		ORDER DATE	
CONTACT EMAIL ADDRESS		CONTACT NAME	
MINUTED REFERENCE TO PROCEED		CONTACT PHONE	
ORDER ACCEPTANCE REFERENCE		MOBILE PHONE	
PROJECT COMMENCEMENT DATE		PROJECT COMPLETION DATE	
PROJECT REVIEW DATE		MINUTED REFERENCE	

PROJECT REVIEW					
1	WAS PROJECT DELIVERED WITHIN SPECIFIED TIME FRAME?		YES		NO
	IF NO, GIVE REASONS:				
2	WAS PROJECT DELIVERED WITHIN BUDGET?		YES		NO
	IF NO, GIVE REASONS:				
3	WAS PROJECT DELIVERED AGAINST OBJECTIVES?		YES		NO
	IF NO, GIVE REASONS:				
4	ANY FURTHER ACTION REQUIRED?		YES		NO
	IF YES, PLEASE LIST:				

PROJECT SIGN OFF			
SIGN OFF DATE		MINUTED REFERENCE	
INVOICE DATE		VAT REGISTRATION NUMBER	
INVOICE NUMBER		CHEQUE NUMBER	
APPROVAL SIGNATURES			
PARISH CLERK/RFO		CHAIRMAN	

Appendix B
2015/16 Budget

Michelmersh & Timsbury Parish Council									
	2012/13	2013/14	2013/14	2013/14	2014/15	2014/15	2014/15	2015/16	
INCOME	**Actual**	**Budget**	**Forecast**	**Actual**	**Budget**	**Forecast**	**Actual**	**Budget**	
Precept	6000	15500	15868.22	15868.22	15500	16414.8	16414.8	15500	
Sports Facility Licence Fee	0.00	0	0	0	0	0	0	0	
Jubilee Hall Rent	10	10	10	10	10	10	10	10	
VAT Recovered	0.00	800	574.54	574.54	1000	1500		1500	
Interest on Bank Account	7.5	10	3.24	4.315	5	5		5	
Newsletter Sponsorship	432	500	506	618	500	500		500	
Grants and donations	1588.24	0	572	572	500	2,562.83		500	
Total	**8037.74**	**16820**	**17534**	**17647.075**	**17515**	**20992.63**		**18015**	
EXPENDITURE									
ADMINISTRATION									
Clerk's salary	4000	4000	4000	4000	4000	4000	4000	4000	
Clerk's use home as office allowance	440	440	440	440	440	440	440	440	
Admin expenses	65.92	250	236.27	319.18	250	218.94		250	
Election Costs	0	0	0	0	0	0	0	2000	
Insurance	930.46	950	939.72	939.72	1000	965.49		1000	
Audit	445	450	260	260	300	300		300	
Pocket Park rent	15	15	15	15	15	15		15	
Bank charges	0	0	0	0	0	0		0	
Village Hall hire	90.48	200	321.1	345.1	350	350		350	
Data Protection Fee	35	35	35	35	35	35		35	
Legal / Professional Fees	4000	250	508.16	508.16	750	0		500	
Subs – CPRE & HALC	287	300	294	294	300	305		310	
Newsletter & Village Directory	1155.37	1250	910	1096.11	1500	1000		500	
Web Hosting & Domain & Design	113	120	89.5	89.5	500	2500		250	Includes new website design
Training	0	100	80	80	250	12.5		250	
Maintenance/Improvement of Assets/Environment									
Ground Maintenance/fences	1050	1150	1050	1160.49	1100	1345		1500	Includes Recreation ground gate
Pavilion Maintenance	422.12	250	0	0	0	1347.9		200	Patio relevelling & replacement ballustrades
Dog bin cleaning (TVBC)	156	200	360.5	413.4	250	250		300	
TVBC Playground (insp & repairs)	199.68	250	512.64	525.96	600	525.96		600	
Annual play area inspection	78	80	65	65	70	95.25		100	
Grass/ tree cutting	900	1000	810	1074.32	1500	1500		1500	
Village sign								1000	
Notice Boards								500	
GRANTS & DONATIONS									
Parish Plan	0	0	0	0	0	0		0	
Donations & grants	600	500	725	725	1000	500		1000	
Community Garden	1020.83	100	300	300	0	0		0	
Church grants	1200	1200	1200	1200	1200	1200		1200	
Village improvements misc.	235.2	1000	202.29	0	1500	2002.5		1000	Includes Defib costs & bench repair
Village Playground	841	500	0	0	100	0		200	
Recreation ground car park	0	2000	829	829	2500	2062.83		200	
VAT Paid	819.18	1000	692.55	945.06	1000	1500		1500	
Total	**19099.24**	**17590**	**14875.73**	**15660**	**20510**	**22471.37**		**21000**	
Available reserves as of end of March	**£17,259.42**	**£16,489.42**	**£19,147.69**	**£21,134.77**	**£16,152.69**	**£19,656.03**		**£16,671.03**	