

CHRISTCHURCH PARISH COUNCIL

Minutes of the Meeting of the Christchurch Parish Council on Monday 8th February 2016 at Christchurch Community Centre, Upwell Road, Christchurch PE14 9LJ

- Present:** Cllrs: N Russell (Chair); J Bliss; W Beswick; J Hughes; P Owen; F Yeulett (CCC); W Sutton (FDC); J Richardson (Clerk) and one member of the public
- 174/15-16 Apologies for Absence:** Cllrs G Harper; R Gladwin (Illness); M Tanfield (FDC)
- 175/15-16 Declarations of Interest:**
None declared
- 176/15-16 Public Time:**
7.32- 7.39 Apology from The Heron for publishing incorrect venue for meeting. Latest school leaflet has an item on dog fouling, this appears to have got worse since Xmas.
"No dog signs" to be looked into by the Clerk for the Recreation Ground
There are some tree bows across Crown Avenue which may be a hazard in the wind, this will be raised with the Head Teacher.
Pot holes on Euximoor Drove filled, when raining, and has now broken up and come out. Clerk to report to Highways
- 177/15-16 Matters Arising:** Nothing to report
- 178/15-16 Confirmation of Minutes**
It was Proposed by Cllr Russell, and AGREED, that Cllr Sutton be removed from those Present at the meeting.
It was Proposed by Cllr Russell, and AGREED, to sign and approve the Minutes of the Meeting held on 11th January 2016 with the amendment above
- 179/15-16 Police Report:** No report received. Sue Clarke is now PCSO for Christchurch.
- 180/15-16 County & District Councillors Reports**
Report from Cllr Yeulett. Emails have been exchanged regarding Padgetts Road proposed speed restrictions. It was clarified that the Parish Council supports the Highways proposed scheme.
No further details available on devolution from a CCC view point.
Budget debate next week at CCC. School crossing patrols and community transport are back in the budget. Consultation is ongoing regarding mobile libraries.
Report from Cllr Sutton. Superfast broadband is now available in the village. Comprehensive spending review article has appeared in local paper, and it was highlighted that no decisions have yet been made. Cllr Sutton is happy to be open and transparent about his view on this matter. Question asked, if a Car Park charge is introduced then who would manage the car parks, it was advised this has not been considered at this stage.
- 181/15-16 Recreation Ground Charity**
a) Management Committee Meeting held and was well supported. Opening day to be held on April 9th for the Christchurch Community Centre. The possibility of a May Day event was discussed. The building should be finished by end of next week, except for the flooring. People who came to view the hall were very impressed. The builder has been very co-operative and a vote of thanks was proposed by Cllr Beswick, and AGREED.
The matter of licensing is to be discussed with local publican at Dun Cow. Cheque for £11.00 for flyers to advertise caretaker post has been raised
- 182/15-16 Village Hall**
a) Builder is forecasting to come in on budget. Cllr Russell is to confirm, the date of handover from builder, to Clerk for the update of Insurance. Cllr Yeulett left the meeting
b) Cllrs Harper and Hughes were thanked for their work in the Picnic Area. Need to have a bonfire to get rid of debris. Hedge at back needs to be cut down by a couple of feet. Cllr Russell to arrange with Bowls Club. Area

Clerk

Clerk

Agreed

Agreed

Agreed

Cllr Russell

Cllr Russell

would look better if recycling bins could be moved, this will be looked at when the area is finished. Bushes in that area are to be taken out.
c) 109 Trees/bushes are to be delivered, at start of March, from the Woodland Trust which will be enough to go down the side of the new footpath, and there will need to be trees planted at the side of houses on Upwell Road, in accordance with Planning Condition. Volunteers will be needed to plant trees and an article will be included in The Heron.

- 183/15-16 HM Queen's 90th Birthday**
To discuss and agree any arrangements for the celebration of HM Queen's 90th Birthday, including Beacon lighting 21/04/16 and street parties 12/06/16. Cllr Russell to discuss with other village groups. **Cllr Russell**
- 184/15-16 Highways/Street Lighting**
Highways
a) 2015-16 LHI no update received. Clerk to chase the matter **Clerk**
b) Pot Holes outside "The Hall" have been filled.
Sign at Padgett's Road/Church Road was discussed and direct email address was provided.
Flashing sign regarding Welney, at A10 roundabout, was reported to Cllr Sutton
- Street Lighting**
a) Street Light Inventory has been completed by Cllr Russell and the Clerk. Two street lights were identified as not existing. Clerk reported on the meeting of other Parish Councils and the two missing lights were reported to Cllr King. The meeting feedback highlighted the differences between Balfour Beatty and Skanska surveys. The advice is that more information should be forthcoming by end of February. A response has not been received from Balfour Beatty to the email requesting a quote for the replacement lights.
b) Crown Avenue light is now working
- 185/15-16 Planning/Development**
Consultation
Discussion on the letter received regarding CFC Disposals at Roffco Works, Upwell Road, Christchurch took place.
Comments made were to support the proposal in principal, to improve the overall site, but this will be reviewed in detail when the official Planning Application is received. Clerk to reply to letter **Clerk**
- 186/15-16 Income & Expenditure**
a) It was Proposed by Cllr Beswick, and AGREED, that members approve the following accounts for payment **Agreed**
- | | | |
|--------------------------------------|------------------------------|-------------------|
| J Richardson | Clerks Salary (January 2015) | £257.33 |
| J Richardson | Expenses (reimbursement) | £20.06 |
| Christchurch Village Resource Centre | The Heron | £80.00 |
| J H Cook | Village Hall Build | £50,000.00 |
| | TOTALS | £50,357.39 |
- b) Clerks report on the January Bank Balances & reconciliation is at Appendix 1
c). It was Proposed by Cllr Russell, and AGREED, that the budget for 2016/17, at Appendix 2, be adopted **Agreed**
d) Clerk had a phone conversation today with the External Auditor and it is expected that the 2014-15 audit will be completed by end of February
- 187/15-16 Correspondence**
a) Rural Services Network Bulletin (highlights in weekly reports 15/01/16, 22/01/16, 29/01/16, 05/02/16)
b) Invitation to Fenland Twinning Association Meeting (emailed in weekly report 15/01/16)
c) Police and Crime Commissioner briefing (highlights in weekly report 15/01/16)
d) Post Office Opening Hours changes from 25th January, Mon & Thu 16.30-17.00 and Tue & Wed 16.10-17.00, (emailed in weekly report 15/01/16)
e) Request for nominations to attend Buckingham Palace (emailed in weekly report 15/01/16)
- 188/15-16 Motion to Exclude Press and Public was Proposed by Cllr Russell, and**

189/15-16	<p>AGREED. Cllr Sutton remained Christchurch Community Hall</p> <p>a) The Parish Council were advised by the Clerk that no decisions or approval of expenditure can be made by individual Cllrs outside of a full council meeting (Local Government Act 1972 Section 101). The following items were therefore dealt with retrospectively.</p> <p>Flooring. 4 Quotes received. It was Proposed by Cllr Russell, and AGREED, Quote A be accepted East Anglian Flooring at £9203.04. Clerk instructed to issue a Purchase Order to confirm instructions</p> <p>Cooker. It was Proposed by Cllr Owen, and AGREED, that £1068 be paid to Cllr Russell for the expenditure</p> <p>Refrigerator. It was Proposed by Cllr Hughes, and AGREED that £210 be paid to Cllr Russell for the expenditure. There is to be a donation made by Cllr Owen to cover the expenditure on this item.</p> <p>Miscellaneous janitorial supplies. Proposed by Cllr Hughes, and AGREED £250 budget be authorised. £161.80 was authorised to be paid to Cllr Russell</p> <p>b) The following items were discussed :-</p> <p>Chairs. Various Quotes received. Proposed by Cllr Owen, and AGREED, that Quote K be accepted at £4032 from KnightStor. Clerk to issue Purchase Order.</p> <p>Tables. It was Proposed by Cllr Beswick, and AGREED, that £270.00 budget be authorised for 9 x Heavy Duty Tables, if approved by CRGC meeting, and then the Clerk will issue the Purchase Order.</p> <p>South Norfolk Council Building Control CNC. It was Proposed by Cllr Bliss, and AGREED that £588.00 be paid.</p> <p>Fire Extinguishers. Anglian Farmers are to do an inspection and make recommendations. It was Proposed by Cllr Russell, and AGREED, that £500 budget be authorised.</p> <p>Cleaning Supplies. A list has been drawn up and it was Proposed by Cllr Russell, and AGREED, that £250 budget be authorised.</p> <p>Notice Boards (Internal). Blue Notice Boards (pin boards) £20 each to be purchased Proposed by Cllr Bliss, and AGREED. Clerk to order two boards within a budget of £40</p> <p>Notice Boards External. A number of examples and quotes were discussed and it was Proposed by Cllr Hughes, and AGREED, that a Solid Oak 2 bay notice board at £1130.36 in Dark Oak with Gold Lettering be ordered. The colour is subject to confirmation when the builder has varnished the outside wood.</p> <p>Cllr Beswick left the meeting</p>	<p>Agreed</p> <p>Agreed Clerk</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed Clerk</p> <p>Agreed Clerk</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed Clerk</p> <p>Agreed Clerk</p> <p>Agreed Clerk</p>
190/15-16	<p>Clerk</p> <p>a) Attendance at SLCC Annual Training and Development Seminar on 20/04/16 was discussed. It was Proposed by Cllr Owen, and AGREED, to authorise 50% of the cost of the Clerks attendance which equates to £34.50 + VAT</p> <p>b) Clerks Annual Leave was authorised</p>	<p>Agreed</p>
191/15-16	<p>Agenda Items/Next Meeting</p> <p>The date of the next Parish Council Meeting will be Monday 14th March 2016. Items to be included on Agenda should be with the Clerk by Monday 7th March 2016</p>	
Meeting Closed at:- 10.06		

Appendix 1

Bank Reconciliation		Financial Year ending 31 March 2016	
Christchurch Parish Council			
Prepared by Jacque Richardson (Clerk & RFO)			
Date	08/02/2016		
Approved by		Chair	
Date	08/02/2016		
Balance per bank statements as at		08/02/2016	£
Current Account		109490.11	£
Savings Account		0.00	
			109490.11
Less: Unpresented Cheques			
Cheque Number			
			0.00
Add: Any unbanked cash in transit			
			0.00
Net bank balances as at		03/01/2016	109490.11
The net balances reconcile to the Cash Book, as follows:-			
Opening Balance	As per previous Year End Box 8 Audit Report	206844.30	
Add: Receipts to date		156781.48	
Less: Payments to date		254135.67	
Closing Balance		109490.11	
Earmarked Reserves			
Village Hall	72,422.39		
Mrs Spall Request	200.00		
Recreation Ground 106 monies	75.07		
Street Lighting	3,000.00		
Youth Club	2,500.34		
Total Remaining	31,292.31		

Appendix 2

CHRISTCHURCH PARISH COUNCIL				
	ACTUAL	AGREED BUDGET	FORECAST OUTTURN	PROPOSED BUDGET
	2014-15	2015-16	2015-16	2016-17
INCOME:				
Maintenance Grants: Precept	£8,000.00	£8,488.00	£8,488.00	£12,500.00
Council Tax Support Grant	£946.00	£847.00	£847.00	£705.00
Concurrent Functions Grant	£1,833.00	£1,833.00	£1,833.00	£1,833.00
Allotment Rents	£2,580.00	£2,000.00	£2,000.00	£382.00
Allotment Drainage Rates	£508.75	£405.00	£240.00	£74.00
Recycling Credits	£7.25	£15.00	£44.33	£40.00
VAT Refund	£8,018.30	£700.00	£885.00	£700.00
Bank Interest	£72.49	£15.00	£37.94	£15.00
Donations	£2,798.34			
Sale of Land	£68,138.00			
Village Hall Build/Donations/Grants	£197.50		£190,122.35	
Youth Club Funds			£2,500.34	
Allotment Land Compensation			£5,001.00	
TOTALS:	£93,099.63	£14,303.00	£204,497.62	£16,249.00
EXPENDITURE:				
Auditors Fees		£300.00	£1,120.00	£300.00
Drainage Rates	£447.12	£470.00	£405.26	£100.00
Clerks Salary	£3,148.87	£3,500.00	£3,500.00	£3,500.00
Clerks Office Expenses	£0.00	£120.00	£120.00	£120.00
HMRC	£0.00			
P P & S	£104.69	£60.00	£50.00	£60.00
Hall Expenses	£0.00	£200.00	£50.00	£200.00
Insurance	£760.80	£800.00	£760.80	£800.00
Subscriptions	£329.50	£70.00	£59.00	£70.00
Allotment Rents	£1,125.00	£412.50	£825.00	£0.00
Rec Ground Insurance	£892.98	£940.00	£0.00	£940.00
RoSPA Inspection	£166.00	£0.00	£0.00	£0.00
Training Fees	£29.50	£100.00	£0.00	£100.00
Grass Cutting	£2,000.00	£3,160.00	£2,500.00	£3,000.00
Rec Ground Exs	£180.00	£0.00	£0.00	£0.00
Cemetery Maintenance	£245.00	£245.00	£245.00	£245.00
War Memorial Maintenance		£0.00	£0.00	£0.00
Election Costs	£0.00	£900.00	£1,000.00	£900.00
LHI Bid Contribution	£81.04	£1,000.00	£1,000.00	£1,000.00
Repairs to Play Park	£0.00	£500.00		£500.00
S137	£25.00	£25.00	£25.00	£25.00
Tree Cutting/Contingency		£500.00	£0.00	£500.00
Donations	£70.00			
Heron Running Costs	£940.00	£960.00	£940.00	£940.00
VAT Paid	£8,278.06	£700.00	£885.00	£700.00
SUB TOTALS:	£18,823.56	£14,962.50	£13,485.06	£14,000.00
	£18,823.56	£14,962.50	£13,485.06	£14,000.00
New Play Park Equipment	£31,429.83			
Village Hall New Build	£9,218.68		£341,046.00	
TOTAL	£59,472.07	£14,962.50	£354,531.06	£14,000.00
Rec Ground 106 monies				£75.07
Street Lighting				£3,000.00
Youth Club				£2,500.34
GRAND TOTALS	£59,472.07	£14,962.50	£354,531.06	£19,575.41