

## LONGHOPE PARISH COUNCIL

### Summons and Agenda for meeting of Longhope Parish Council

To take place at the Recreation Ground

On Monday 7<sup>th</sup> February 2022

At 7.00 pm

|    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. |    | <b>Welcome from Chair of Council</b>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. |    | <b>Attendance to be recorded</b> (anticipated) Parish Councillors' Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Beck, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens, County Councillor Philip Robinson , District Councillors Jones and Robinson                                                                                                                                                                   |
| 3. |    | <b>Apologies received</b> to be recorded.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4. |    | <b>Minutes of previous meeting held on 10<sup>th</sup> January 2022 to be approved</b>                                                                                                                                                                                                                                                                                                                                                              |
| 5. |    | <b>Declaration of interests of any matters on the agenda</b> to be recorded                                                                                                                                                                                                                                                                                                                                                                         |
| 6. |    | <b>Public participation</b> – up to 15 minutes at the discretion of the Chair of the Council. Members of the Public are invited to speak to and/or ask questions of the Parish Council at this point in the agenda. Council will consider the points raised but are not permitted to make decisions unless the matter is specified on the agenda. The public should not take part in the meeting after the closing of the Public Participation item |
| 7. |    | <b>Verbal Report from County Councillor Robinson</b>                                                                                                                                                                                                                                                                                                                                                                                                |
| 8. |    | <b>Verbal report from District Councillors Jones and Robinson</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| 9. |    | <b>Council to decide on venue for future meetings of the Parish Council</b>                                                                                                                                                                                                                                                                                                                                                                         |
| 10 |    | <b>Reports from Charitable Trusts representatives where the Council is the sole managing trustee-</b> noting that no decisions can be taken at Parish Council meetings on Trust matters and the purpose of this agenda item is to update the Council (and record in the minutes for public awareness) any matters arising from recent Trust Management meetings                                                                                     |
|    | a  | Rose Barton Trust                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | b  | May Hill Trust                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | c  | Recreation Trust                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11 |    | <b>Planning Committee matters</b> (Cllrs Nicholas, Gough and East)                                                                                                                                                                                                                                                                                                                                                                                  |
|    | a. | P0001/22/FUL<br>Field Associated With Mayhill Lodge<br>Change of land use from agricultural to mixed-use for agricultural and the siting of a Shepherds Hut unit (within the statutory definition of a caravan for planning purposes) for sole use as a holiday let                                                                                                                                                                                 |
|    | b. | P0004/22/DISCON<br>Longhope Business Park Discharge of condition 13 (Electric Vehicle Charging Points) relating to P0722/21/FUL                                                                                                                                                                                                                                                                                                                     |
|    | c. | P1872/21/FUL<br>Kemerton House, Old Hill, Longhope, Gloucestershire.<br>First floor rear extension and new 1.5 storey garage and associated works.                                                                                                                                                                                                                                                                                                  |
|    | d. | P1829/21/FUL<br>Tree Tops, Yartleton Lane, May Hill,<br>Construction of dormers, Erection of a single storey, two storey extension and carport (revised scheme)                                                                                                                                                                                                                                                                                     |
|    | e. | P0083/22/TCA<br>The Temple Old Monmouth Road 1 x Walnut tree - undertake a 50% crown reduction.                                                                                                                                                                                                                                                                                                                                                     |
| 12 |    | <b>Infrastructure Working Group updates:</b>                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | a  | Highways and Transport issues (Cllr East)                                                                                                                                                                                                                                                                                                                                                                                                           |
|    | b  | PROWS and Footpaths (Cllr Beck)-                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | c  | Water Environment Investment fund Project – delegated to Working group at October Pc meeting                                                                                                                                                                                                                                                                                                                                                        |

|    |   |                                                                                                                                                                                                                     |
|----|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | e | Allotments (Cllr Nicholas)                                                                                                                                                                                          |
| 13 |   | <b>Community Working Group updates</b>                                                                                                                                                                              |
|    | a | Disability and Accessibility (Cllr Beck/Cllr Barker)                                                                                                                                                                |
|    | b | Flood Alleviation (Cllr Stephens/Cllr Gough)                                                                                                                                                                        |
|    | c | Village Society update (Cllrs Stephens and Gough)                                                                                                                                                                   |
|    | d | Latchen Room verbal update (Cllr Brobyn)                                                                                                                                                                            |
|    | f | Jubilee Working Party (Cllr Stephens/Cllr Brobyn)                                                                                                                                                                   |
|    | g | Council to agree a public statement explaining the decision to postpone <b>play equipment project</b> for 12 months to be agreed and to agree way forward including public consultation and fundraising.            |
|    |   | Council to consider the proposal to <b>undertake accessibility works at Longhope Recreation Ground</b> subject to final quotations to be brought to February meeting for accepting by Council -RFO has not received |
| 14 |   | <b>Governance Working Group Councillors update</b>                                                                                                                                                                  |
|    | a | 3 Grass cutting contract quotations have been received by the Clerk and Council are asked to agree on option a) b) c) as distributed – COUNCIL MAY NEED TO MOVE INTO CONFIDENTIAL SESSION AT THIS POINT             |
|    | b | Council to consider dog bin emptying quotation received -                                                                                                                                                           |
| 15 |   | <b>Council to receive report from RFO on the following matters</b>                                                                                                                                                  |
|    |   | Update on banking issues                                                                                                                                                                                            |
|    |   | Financial reports to be approved                                                                                                                                                                                    |
|    |   | Payment list to be approved<br>Council to approve request for hanging basket brackets to be purchased/installed at bus stops owned by the Parish Council in the sum of £50 (Cllr Nicholas)                          |
|    |   | Council to consider and approve its budget for 2022/23                                                                                                                                                              |
|    |   | Council to consider request from Recreation Committee for grant of £5k – RFO will provide information on this matter                                                                                                |
| 16 |   | Council to agree the date of its next meeting                                                                                                                                                                       |
| 17 |   | RFO to advise Council on a matter – CONFIDENTIAL SESSION                                                                                                                                                            |
| 18 |   | Any other matters for information purposes                                                                                                                                                                          |
| 19 |   | Close of meeting                                                                                                                                                                                                    |

**Minutes for the Extraordinary Meeting of  
LONGHOPE PARISH COUNCIL  
held on Monday 10th of January 2022 at 7 pm  
At Longhope Recreation Ground Pavilion, Longhope**

- 1. Attendance** Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Bick, Cllr Dean White, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens, Cllr Vicky Brobyn  
12 members of the public. County Councillor Philip Robinson, District Councillors Robinson and Jones did not attend
- 2. Apologies for absence -none**
- 3. No Declarations of interest**
- 4. Minutes of the meeting held on 6th December 2021**
  - Council approved the accuracy of the minutes
- 5. Public Forum – comments invited – none at this time**
- 6. Reports from Committees and Councillors with lead responsibilities-**

Tree at Hopes Hill reported and very prompt response from County Council  
Cllr White could not attend a meeting at May Hill Village Hall but is waiting minutes

Cllr Brobyn – Latchen Rooms – Hearing loop now working. Cllr Evans has been to try out the new system and gave a positive feedback, 2 microphones are within the system. More microphones may be obtained. Desk top microphones may be an idea for future parish council meetings. Council agreed to have a trial meeting on **Monday morning (17<sup>th</sup>) 10am.**

**7. Planning**

- To review planning applications

**P1914/21/FUL** - Temporary dwelling for an agricultural worker and the retention of associated agricultural portacabins and a building, at Cot Wood Farm Hobbs Lane

Discussion points focused on need, temporary and retrospective nature.

**It was agreed to Support in principal if the essential need is established and for use by the applicant and immediate family only. The need for materials used to be sympathetic to the environment was also noted.**

**P2034/21/FUL** - Variation of condition 02 (approved plans) relating to P0559/20/FUL

to allow for revised driveway details, at Stoneleigh, Mayhill.

**Council did not have any concerns, and agreed to support**

**P2023/21/FUL** - Change of use of additional land to extend the existing site to enable an additional 18 lodge-style static caravans and associated work, at Swallow Lakes Caravan Park, Blakemore Road, Little London.

**Discussion on historical concerns that the Parish Council have had concerns on the materials used and the all year round use and that some are being rented out on long term leases.**

It is being argued by the applicants that the highways can cope with any additional traffic but as other sites have already been approved in the area which would generate additional traffic

The environmental impact of additional caravans was discussed including the lakes capturing excess surface water.

There is an ambiguity of the advertising of the units, and the amount of time individuals can use the caravans.

Concerns over the lack of improvements to the footpaths that was part of previous plans.

Discussion on need for more capacity took place

**Council agreed to object and previous comments will be emailed by Chairman to Clerk to submit.**

#### **8. Council considered Proposals from the Infrastructure Working Group for Longhope Village play park**

- Proposed choice of equipment and layout as shown on distributed plan. Cost was quoted as £17864.20 plus vat (0000075749)
- Proposed quote for above works £38560.45 including equipment, delivery, matting, fencing.
- Proposed financing for the above refurbishment works. Included a proposal to seek approval, from the Secretary of State for Housing, Communities & Local Government, to apply for a loan from the Public Works Loan Board to cover a proportion of the project costs. In the sum of £25k plus interest = total cost £27841.17 over 10 years (20 payments) = £2651.54 per annum (No precept increase is envisaged as a result of such a loan).
- Council discussed the impact on the budget for next year, youth provisions (for over 12yrs old), putting the Council debt, s106 commitments from new developments in the area, fund raising and by using the lottery grant (NLCF) to source individual items as able. The NLCF was now described as conditional on a project of £34k and that it was dependant on this scheme being approved. The in-experience of the present Council was discussed. The Council was informed that NLCF was time limited to 3 months for the start of the meeting.

Members of the public spoke at this point, asking questions and making statements regarding fund raising etc, public consultation, The current Chairman was praised for his efforts and it was greatly appreciated.

It was stated that it was a Parish Council matter and it has been discussed over a long period of time. The recreation committee (separate entity) has been aware of the matter. Discussions on whether fund raising by the public would be feasible.

It was alleged that previous Councils has not saved for a long-term project, repairs and safety reports have not been taken into account.

Proposal was made for a 12 month deferral for the project, seconder

Chair stressed that this action would increase the costs of the project and that the NLCF would be returned if it was not used in this financial year.

A Councillor felt that there may be other things that needed to be funded. It was then explained that this would be covered by recreational committee if it was for the recreation ground.

Questions on the proposed budget, projected reserves, savings in the year, Youth activities were discussed.

Vote

**resolution for project to be delayed for 12 months 5 for, 3 against, no abstentions.**

**Resolution agreed.**

Next agenda, council to agree a public statement explaining the decision to be agreed and way forward including public consultation and fundraising.

Public and Council discussion on what had already been installed, funding etc

- 9. Council considered a request to undertake accessibility works at Longhope Recreation Ground (as per plan distributed). A grant from Barnwood Trust has been secured for the full cost.** Member of the public spoke of previous works causing drainage problems. It was stated that it gets really wet in this area. Concerns over surface water was stated. Question on impact of football pitch was answered. Quotes and materials were discussed. RFO advised on 3 independent quotes are required. VAT would be able to claimed back if the work is done by the Parish Council. It must meet DDA requirements. Different uses and benefits were discussed. The route has not been finally agreed as it needs to be discussed with the recreation ground committee. The surface would be semi-permeable. A resident offered to donate timber for edging. No planning permission is required (in writing), retrospective certificate of lawfulness to be applied for **Proposed that these works to be proceeded, seconded – all agreed. Final quotations to be brought to February meeting for accepting by Council.**

- 10. Council considered the need for a village street cleaner/handyman and the terms of employment/ job description for such an employee of the Council.** A draft specification from previous employment hiring was distributed. Minimum Living Wage to be amended. **Council agreed to pause hiring for a sub-contractor. Chair to provide list to contractors. Quote to be sent to Clerk by end of January for February agenda**

- 11. Update, if available, on grass cutting quotes for PC owned land within the village. quotes still awaited from 2 further contractors. February 2022 meeting**

## **12. Correspondence**

- Council received update on recent communications with HMRC, in relation to non-filing of a P11D(b). Appeal successful and submission of P11D(b) noted
- Grant for internal works at pavilion submitted and approved in the sum of £5k. Council to commission works pending 3 quotes.

Meeting temporarily suspended. Council agreed to suspend standing orders as meeting extending over 2 hrs.

**13. Any other business (For information purposes only)**

Closed session for employee confidential information

- payment agreed for reimbursement.  
Standing orders reinstated.
- Discussion on the Latchen Room.
- Management and conduct of meetings

**Next Meeting – Monday 7<sup>th</sup> February 2022 at 7 pm**

**14 . Close of meeting at 21.17**

Final draft budget to be approved

| HEADING                                    | PREVIOUS | CATEGORY  | PROPOSED | EXPLANATION                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|----------|-----------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admin expenses                             | 630      | essential | 500      | This covers wfh, printing, stationery, mileage and reimbursement of Cllrs admin expenses                                                                                                                                                                                                                                           |
| Chairman allowance                         | 250      | optional  | 0        | It was felt that the current chairman did not want to claim an allowance so will be zero                                                                                                                                                                                                                                           |
| Professional /audit fee                    | 350      | essential | 600      | not just audit but also professional and legal fees,                                                                                                                                                                                                                                                                               |
| Salaries                                   | 11000    | essential | 12000    | This should be gross+ ers Ni+ Pension for all staff, it is against Data Protection to isolate out individual salaries. Overtime policy should be only exceptional circumstances and only as approved in advance by council and therefore not provided for. Employees likely to be awarded 5% increase so figure has been increased |
| PAYROLL ADMIN                              | 200      | essential | 150      | This is payroll fees                                                                                                                                                                                                                                                                                                               |
| DATA SERVICES                              | 460      | optional  | 0        | this is for the web cloud office package council agreed to cancel for 2022/23                                                                                                                                                                                                                                                      |
| WEBSITE                                    | 300      | optional  | 200      | What are the website fees going forward - a free domain could be used                                                                                                                                                                                                                                                              |
| SUBSCRIPTIONS                              | 510      | optional  | 500      | GAPTC, GPFA,                                                                                                                                                                                                                                                                                                                       |
| TRAINING                                   | 1000     | optional  | 0        | staff, councillors and H & S training                                                                                                                                                                                                                                                                                              |
| ELECTIONS                                  | 1000     | optional  | 500      | PC may have to pay FDDC for election costs- earmark surplus in reserves                                                                                                                                                                                                                                                            |
| INSURANCE                                  | 1000     | essential | 1200     | Fee paid include the sports field, playing fields cost policy to be agreed separately                                                                                                                                                                                                                                              |
| contingency                                | 2400     | optional  | 2250     | to be identified as savings in reserves                                                                                                                                                                                                                                                                                            |
| total council expenses                     | 19100    |           | 17900    |                                                                                                                                                                                                                                                                                                                                    |
| <b><u>GRANT AND COMMUNITY PROJECTS</u></b> |          |           |          |                                                                                                                                                                                                                                                                                                                                    |
| 137 expenditure                            | 500      | optional  | 0        |                                                                                                                                                                                                                                                                                                                                    |
| OTHER GRANTS                               | 400      | optional  | 1900     | other grants and monies to the trustee groups should be under grants and clearly identified                                                                                                                                                                                                                                        |
| RECREATION GROUND GRANT                    | 860      | optional  | 0        | £1k for waste collection but possibly will ask for grass cutting grant which could be £5-£6k                                                                                                                                                                                                                                       |
| MAY HILL GRANT                             | 1000     | optional  | 0        | moved to grants                                                                                                                                                                                                                                                                                                                    |
| YOUTH FACILITIES                           | 2000     | optional  | 0        | expenditure for youth activities/equipment                                                                                                                                                                                                                                                                                         |
| JUBILEE PROJECT                            |          | committed | 1000     | community activities and beacon                                                                                                                                                                                                                                                                                                    |
| total grants and community projects        | 4760     |           | 2900     |                                                                                                                                                                                                                                                                                                                                    |
| <b><u>PLAYGROUNDS</u></b>                  |          |           |          |                                                                                                                                                                                                                                                                                                                                    |
| PLAY EQUIP                                 | 4330     | optional  | 3000     | expenditure to be covered by PWLB but would need to cover repayments 5% interest plus capital repayment over 5 years                                                                                                                                                                                                               |
| MAINTENANCE of assets                      | 1000     | essential | 300      | Maintenance of play equipment, bins, notice boards                                                                                                                                                                                                                                                                                 |

|                                                   |              |           |              |                                                                                           |
|---------------------------------------------------|--------------|-----------|--------------|-------------------------------------------------------------------------------------------|
| PLAYGROUND INSPECTION                             | 250          | essential | 250          | this is a pc expense as they own the playground equipment                                 |
| total playground costs                            | 5580         |           | 3550         |                                                                                           |
| <b>infrastructure</b>                             |              |           |              |                                                                                           |
| roads, PROWS, pathways                            | 674          | optional  | 0            |                                                                                           |
| bins                                              |              | optional  | 200          | should be earmarked if un-used                                                            |
| green waste bin licence                           |              | optional  | 50           | new request to council                                                                    |
| Street cleansing                                  |              | essential | 0            | Currently within salaries                                                                 |
| grass cutting for <b>council owned land</b>       |              | essential | 750          | waiting for tender process                                                                |
| TREE INSPECTION/maintenance on council owned land | 500          | essential | 500          | Trees that the PC own, any balance be earmarked                                           |
|                                                   | 1174         |           | 1500         |                                                                                           |
| <b>Allotment expenses</b>                         |              |           |              | PRESUMING ALLOTMENTS ARE SELF FINANCING                                                   |
| water costs                                       | 50           | essential | 100          |                                                                                           |
| infrastructure                                    |              | optional  | 200          | repairs                                                                                   |
| grass cutting                                     |              | optional  | 200          | VIRE TO PC GRASS CUTTING ACCOUNT                                                          |
| <b>Allotment expenses</b>                         | <b>50</b>    |           | <b>500</b>   | surplus to go to earmarked reserves                                                       |
| <b>SUMMARY</b>                                    |              |           |              |                                                                                           |
| Council expenses                                  | 19100        |           | 17900        |                                                                                           |
| grants and community                              | 4760         |           | 2900         |                                                                                           |
| playgrounds                                       | 5580         |           | 3550         |                                                                                           |
| infrastructure                                    | 1174         |           | 1500         |                                                                                           |
| Allotment expenditure                             | 50           |           | 500          |                                                                                           |
| TOTAL EXPENDITURE                                 | <b>30664</b> | -         | <b>26350</b> |                                                                                           |
| <b>INCOME</b>                                     |              |           |              |                                                                                           |
| PRECEPT                                           | 24000        |           | 25200        | SUBMITTED                                                                                 |
| REC GROUND INCOME                                 | 0            |           |              |                                                                                           |
| bank interest                                     | 0            |           | 0            |                                                                                           |
| wayleave                                          | 110          |           | 110          |                                                                                           |
| VAT to be reclaimed                               | 4926         |           | 0            |                                                                                           |
| street cleaning grant                             | 1218         |           | 1218         | dependent of staff situation – this figure covers less than 50% of salary figure provided |
| allotment income                                  | 500          |           | 500          | this budget presumes zero cost and surplus to go to earmarked reserves                    |
| INCOME                                            | <b>30254</b> | -         | <b>27028</b> |                                                                                           |
| <b>RESERVES</b>                                   |              |           |              |                                                                                           |
| national savings                                  | 4416.81      |           | 4417         | MOVE TO DEPOSIT ACCOUNT                                                                   |
| national savings                                  | 2814.78      |           | 2815         | MOVE TO DEPOSIT ACCOUNT                                                                   |
| deposit account                                   | 18659.96     |           | 0            | Council has used these reserves already                                                   |
|                                                   | 25891.55     |           | 7232         |                                                                                           |
| <b>summary</b>                                    |              |           |              |                                                                                           |
| income                                            |              |           | 27028        |                                                                                           |
| expenditure                                       |              |           | 26350        |                                                                                           |
| surplus                                           |              |           | 678          |                                                                                           |

## FINANCIAL REPORTS FOR FEBRUARY MEETING

### Bank reconciliations

| bank reconciliations         |             | 01 April<br>2021 to |          | 31/01/2022       |                    |                        |            |
|------------------------------|-------------|---------------------|----------|------------------|--------------------|------------------------|------------|
| bank account                 | description | o/bal               | income   | expendi-<br>ture | closing<br>balance | bank<br>state-<br>ment |            |
| lloyds treasurers            |             |                     |          |                  |                    |                        |            |
| 02125731                     | current     | 1045.08             | 31038.43 | 32083.51         | 0.00               | ✓                      | 31/01/2022 |
| NS&I 1                       |             | 4416.81             |          |                  | 4416.81            |                        |            |
| NS&I 2                       |             | 2814.78             |          |                  | 2814.78            |                        |            |
| lloyds business inst         |             |                     |          |                  |                    |                        |            |
| 07812478                     | savings     | 15941.62            | 35718.95 | 30995.43         | 20665.14           |                        | 25/01/2022 |
| totals                       |             | 24218.29            | 66757.38 | 63078.94         | 27896.73           |                        |            |
| INTER ACCOUNT TRANS-<br>FERS |             |                     | 30995    | -30995           |                    |                        |            |
|                              |             |                     | 35762    | 32084            |                    |                        |            |

### Payment list for approval

|                   |            |        |
|-------------------|------------|--------|
| smiths of glos    | 22/12/2021 | -40.74 |
| pata payroll      | 22/12/2021 | -47.55 |
| b holder expenses | 31/01/2021 | -44.50 |

## Cash book to 31/1/22

| <u>DETAILS</u>                         | <u>DATE</u> | <u>CHQ NO</u> | <u>payments</u> | <u>receipts</u> | <u>BALANCE</u> |
|----------------------------------------|-------------|---------------|-----------------|-----------------|----------------|
| opening current account balance        |             |               |                 |                 | 1045.08        |
| HMRC                                   | 12/04/2021  | BP            | -789.20         |                 | 255.88         |
| longhope pc                            | 19/04/2021  | trs           |                 | 2000.00         | 2255.88        |
| 4 seasons work ltd (bus shelter)       | 20/04/2021  | fpo           | -420.00         |                 | 1835.88        |
| g nicholas                             | 21/04/2021  | fpo           | -46.07          |                 | 1789.81        |
| GAPTC                                  | 21/04/2021  | fpo           | -438.14         |                 | 1351.67        |
| smiths                                 | 21/04/2021  | fpo           | -114.24         |                 | 1237.43        |
| s fowler indep audit                   | 21/04/2021  | 1805          | -70.00          |                 | 1167.43        |
| l barrett                              | 28/04/2021  | bp            | -405.36         |                 | 762.07         |
| p sims                                 | 28/04/2021  | bp            | -215.00         |                 | 547.07         |
| longhope pc                            | 13/05/2021  | trs           |                 | 18000.00        | 18547.07       |
| l barrett                              | 28/05/2021  | bp            | -186.72         |                 | 18360.35       |
| p sims                                 | 28/05/2021  | bp            | -198.80         |                 | 18161.55       |
| kompan                                 | 23/06/2021  | fpo           | -1.00           |                 | 18160.55       |
| kompan                                 | 23/06/2021  | fpo           | -17827.94       |                 | 332.61         |
| p sims                                 | 28/06/2021  | fpo           | -198.80         |                 | 133.81         |
| p sims                                 | 01/07/2021  | fpo           | -16.00          |                 | 117.81         |
| p sims                                 | 28/07/2021  | fpo           | -238.80         |                 | -120.99        |
| longhope pc                            | 28/07/2021  | trs           |                 | 1000.00         | 879.01         |
| PATA                                   | 03/08/2021  | FPO           | -39.65          |                 | 839.36         |
| SMITHS                                 | 03/08/2021  | FPO           | -29.70          |                 | 809.66         |
| WATERPLUS                              | 03/08/2021  | FPO           | -44.35          |                 | 765.31         |
| HMRC                                   | 03/08/2021  | FPO           | -405.80         |                 | 359.51         |
| merlin waste dog bin                   | 19/08/2021  | DEP           | 160.00          |                 | 519.51         |
| p sims                                 | 31/08/2021  | fpo           | -200.00         |                 | 319.51         |
| r s crighton (locum clerk)             | 31/08/2021  | fpo           | -226.08         |                 | 93.43          |
| smiths                                 | 31/08/2021  | fpo           | -20.64          |                 | 72.79          |
| smiths inv 352287                      | 31/08/2021  | fpo           | -7.44           |                 | 65.35          |
| toolite (equipment for street c)       | 31/08/2021  | fpo           | -33.08          |                 | 32.27          |
| longhope pc                            | 02/09/2021  | trs           |                 | 500.00          | 532.27         |
| p sims                                 | 02/09/2021  | fpo           | -38.80          |                 | 493.47         |
| g nicholas (concrete for notice board) | 13/09/2021  | fpo           | -17.76          |                 | 475.71         |
| b holder                               | 13/09/2021  | fpo           | -167.50         |                 | 308.21         |
| smiths of glos                         | 13/09/2021  | fpo           | -34.62          |                 | 273.59         |
| longhope pc                            | 02/09/2021  | trns          |                 | 1000.00         | 1273.59        |
| b holder                               | 27/09/2021  | fpo           | -795.43         |                 | 478.16         |
| b holder                               | 27/09/2021  | fpo           | -26.00          |                 | 452.16         |
| pcc newent                             | 28/09/2021  | fpo           | -200.00         |                 | 252.16         |

|                                     |                        |         |          |         |         |
|-------------------------------------|------------------------|---------|----------|---------|---------|
| p sims                              | 27/09/2021             | fpo     | -228.07  |         | 24.09   |
| longhope pc                         | 08/10/2021             | trans   |          | 2000.00 | 2024.09 |
| allotment - frew                    | 15/10/2021             | receipt |          | 28.00   | 2052.09 |
| allotment - acland                  | 15/10/2021             | receipt |          | 15.00   | 2067.09 |
| g nicholas - archive storage        | 11/10/2021             | fpo     | -38.02   |         | 2029.07 |
| came and co insurance               | 11/10/2021             | fpo     | -1172.93 |         | 856.14  |
| HMRC                                | 11/10/2021             | fpo     | -38.60   |         | 817.54  |
| waterplus                           | 11/10/2021             | fpo     | -69.51   |         | 748.03  |
| b holder expenses                   | 11/10/2021             | fpo     | -49.10   |         | 698.93  |
| pata payroll                        | 11/10/2021             | fpo     | -31.75   |         | 667.18  |
| pkf littlejohn                      | 11/10/2021             | fpo     | -336.00  |         | 331.18  |
| deposit account                     | 27/10/2021             | DEP     |          | 637.32  | 968.50  |
| HMRC                                | 27/10/2021             | fpo     | -4.40    |         | 964.10  |
| b holder                            | 27/10/2021             | fpo     | -751.83  |         | 212.27  |
| p sims                              | 27/10/2021             | fpo     | -212.27  |         | 0.00    |
| deposit account                     | 02/11/2021             | trans   |          | 3000.00 | 3000.00 |
| greenfields garden                  | 03/11/2021             | fpo     | -2718.00 |         | 282.00  |
| HMRC                                | 03/11/2021             | fpo     | -4.40    |         | 277.60  |
| b holder expenses                   | 03/11/2021             | fpo     | -53.10   |         | 224.50  |
| microshade                          | 03/11/2021             | fpo     | -147.99  |         | 76.51   |
| deposit account                     | 25/11/2021             | trans   | 931.21   |         | 1007.72 |
| HMRC                                | 25/11/2021             | fpo     | -4.40    |         | 1003.32 |
| b holder                            | 25/11/2021             | fpo     | -725.83  |         | 277.49  |
| p sims                              | 25/11/2021             | fpo     | -212.27  |         | 65.22   |
| b holder wfh                        | 25/11/2021             | fpo     | -26.00   |         | 39.22   |
| smiths of glos                      | 25/11/2021             | fpo     | -7.44    |         | 31.78   |
| smiths of glos                      | 25/11/2021             | fpo     | -30.78   |         | 1.00    |
| deposit account                     | 10/12/2021             | trans   |          | 116.39  | 117.39  |
| deposit account                     | 22/12/2021             | trans   |          | 934.18  | 1051.57 |
| b holder expenses                   | 22/12/2021             | fpo     | -23.20   |         | 1028.37 |
| b holder salary/wfh                 | 22/12/2021             | fpo     | -751.83  |         | 276.54  |
| smiths of glos                      | 22/12/2021             | fpo     | -40.74   |         | 235.80  |
| WATERPLUS                           | 22/12/2021             |         | -53.45   |         | 182.35  |
| pata payroll                        | 22/12/2021             | fpo     | -47.55   |         | 134.80  |
| p sims                              | 22/12/2021             | fpo     | -134.80  |         | 0.00    |
| b holder                            | 31/01/2022             |         | -751.83  |         | -751.83 |
| b holder expenses                   | 31/01/2021             |         | -44.50   |         | -796.33 |
| g nicholas - handyman role(holiday) | 31/01/2021             |         | -80.00   |         | -876.33 |
| deposit account                     | 31/01/2021             |         |          | 876.33  | 0.00    |
|                                     |                        |         | 0.00     |         | 0.00    |
|                                     | NET INCOME/EXPENDITURE |         |          |         |         |

|                         |               | <u>ACUTAL</u><br><u>YEAR TO</u><br><u>DATE</u> | <u>BALANCE</u><br><u>AVAILABLE TO</u><br><u>SPEND</u> |
|-------------------------|---------------|------------------------------------------------|-------------------------------------------------------|
| budget to date          | <u>BUDGET</u> |                                                |                                                       |
| PRECEPT                 | 24000         | 24000                                          |                                                       |
| REC GROUND INCOME       | 0             | 0                                              |                                                       |
| allotment income        | 0             | 43                                             |                                                       |
| inter account trans     | 0             |                                                |                                                       |
| wayleave                | 110           | 0                                              |                                                       |
| VAT to be reclaimed     | 4926          | 0                                              |                                                       |
| street cleaning grant   | 1218          | 1218                                           |                                                       |
| INCOME                  | 30254         | 25261                                          | 0                                                     |
| CLERK / admin EXPENSES  | 630           | 358                                            | 272                                                   |
| COUNCILLORS EXPENSES    | 250           | 0                                              | 250                                                   |
| professional /AUDIT FEE | 350           | 800                                            | -450                                                  |
| NET SALARY c            | 8200          | 4317                                           | 3883                                                  |
| net salary h            | 2800          | 1894                                           | 906                                                   |
| PAYE                    | 0             | 1247                                           | -1247                                                 |
| PAYROLL ADMIN           | 200           | 119                                            | 81                                                    |
| DATA SERVICES           | 460           | 148                                            | 312                                                   |
| NEWSLETTERS /WEBSITE    | 300           | 0                                              | 300                                                   |
| SUBSCRIPTIONS           | 510           | 438                                            | 72                                                    |
| TRAINING                | 1000          | 0                                              | 1000                                                  |
| INSURANCE               | 1000          | 1173                                           | -173                                                  |
| ALLOTMENTS expenses     | -496          | 167                                            | -663                                                  |
| 137 GRANTS              | 500           | 200                                            | 300                                                   |
| OTHER GRANTS            | 400           | 0                                              | 400                                                   |
| MAINTENANCE             | 1000          | 131                                            | 869                                                   |
| WASTE COLLECTION        | 860           | 286                                            | 574                                                   |
| PLAYGROUND INSPECTION   | 250           | 0                                              | 250                                                   |
| GRASS CUTTING           | 136           | 0                                              | 136                                                   |
| MAY HILL TREES          | 1000          | 0                                              | 1000                                                  |
| TREE INSPECTION         | 500           | 0                                              | 500                                                   |
| YOUTH FACILITIES        | 2000          | 0                                              | 2000                                                  |
| ELECTIONS               | 1000          | 0                                              | 1000                                                  |
| PLAY EQUIP              | 4330          | 20547                                          | -16217                                                |
| REC GROUND PATH         | 674           | 0                                              | 674                                                   |
| CONTINGENCY             | 2400          | 260                                            | 2140                                                  |
| TOTAL EXPENDITURE       | 30254         | 32084                                          | -1830                                                 |
| BALANCE                 | 0             |                                                | 1830                                                  |