

# Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

## Minutes of APC Council Meeting held on 16<sup>th</sup> October 2023 at 7pm

<b>Venue</b>	Abinger Common Village Hall
<b>Councillors</b>	Paul Cleaver (PC), Deardre Cunningham (DC), Maria Belcher (MB) Ed Bigland (EB) Ros Doree (RD) Eliza Rudkin (ER) Philip Rawlings (PR) Lin Roworth-Stokes (LRS)
<b>Clerk</b>	Beccy Anderson (BA)
<b>Attending</b>	Paul Cleaver (PC) Deardre Cunningham (DC), Maria Belcher (MB) Lin Roworth-Stokes (LRS) Philip Rawlings (PR) Eliza Rudkin (ER)
<b>Item</b>	
1	<b>Attendance and Apologies for Absence</b> - EB & RD
2	<b>Declarations of Interest</b> – All councillors are the trustee for APRGC.
3	<b>Public Question Time</b> <ul style="list-style-type: none"><li>A member of the public attended to speak regarding (1) Gatwick Expansion Plans, mentioning the projected increase of passengers per year from 46 to 80 million, and the increase to noise and traffic and (2) re item 13 noted below.</li></ul>
4	<b>Approval of the Minutes of the Parish Council meeting held on 18<sup>th</sup> September 2023</b> <ul style="list-style-type: none"><li>The Minutes of the meeting having previously circulated were taken as read and approved.</li></ul>
5	<b>Matters arising from previous Minutes</b> - None
6	<b>Chairs Announcements</b> <ul style="list-style-type: none"><li>The Chair spoke announced (1) The need for volunteers for the Wotton and Abinger Flower show for 2023 which councillors discussed . The Clerk agreed to publish a request for volunteers on the APC website and send councillors a link (2) The Clerk had booked leave for 8<sup>th</sup>, 9<sup>th</sup> &amp; 15<sup>th</sup> January 2024 (3) The Clerk's appraisal is due and asked councillors for feedback (4) Abinger Consolidated Charities report will be discussed at November 2023 meeting.</li></ul>
7	<b>Okewood Hill Notice board</b> <ul style="list-style-type: none"><li>The Clerk updated councillors regarding the request from the VH Assoc to help with the notice board. The Clerk was instructed to</li></ul>

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	contact J and state the PC would be very grateful with any help to clean/maintain the board.																																																
8	<p><b>To receive Clerk’s financial report and to authorise issue of cheques.</b></p> <ul style="list-style-type: none"><li>• (a) Approve bank reconciliation – Councillors approved the September 2023 bank reconciliation.</li><li>• (b) Approve payments – The payments for October 2023 were approved.</li></ul> <table><tr><td></td><td></td><td><b>OCTOBER 2023 PAYMENTS</b></td><td></td></tr><tr><td></td><td>PKF Littlejohn LLP</td><td>External Audit Fee</td><td>252.00</td></tr><tr><td></td><td>Mulberry &amp; Co</td><td>Payroll Services July - Sept 2023</td><td>126.00</td></tr><tr><td></td><td>Mulberry &amp; Co</td><td>Interim Audit Fee October 2023</td><td>175.50</td></tr><tr><td></td><td>DTAS (Daniel Turner)</td><td>FG works</td><td>970.00</td></tr><tr><td></td><td>Seal Calibration</td><td>Defibrillator batteries</td><td>335.95</td></tr><tr><td></td><td>Rebecca Anderson</td><td>Clerks expenses October 2023</td><td>48.78</td></tr><tr><td></td><td>Safeplay Playground Services</td><td>August 23 Playgrounds inspections</td><td>194.40</td></tr><tr><td></td><td>Jake Burley</td><td>Grounds Maintenance Oct 2023</td><td>1,211.49</td></tr><tr><td></td><td>HMRC</td><td>Clerks NI &amp; PAYE October 2023</td><td>437.80</td></tr><tr><td></td><td>Kelley Smith</td><td>AC playground fence repairs</td><td>100.00</td></tr><tr><td></td><td></td><td><b>TOTAL</b></td><td>3,851.92</td></tr></table> <ul style="list-style-type: none"><li>• (c) Councillors noted the 2022/2023 External Audit Report. The Clerk explained it’s comment on APRGC funding had been questioned by the Internal Auditor. The Clerk will chase and update councillors in November 2023</li><li>• (d) Councillors reviewed and approved the Interim Internal Audit Report, including comments on items be carried forward.</li><li>• (e) Councillors reviewed and approved the QTR2 2023/2024 Budget Report, noting expenditure was on track and agreed to feedback to the Clerk any items for consideration for the 2024/2025 Budget/precept request.</li></ul>			<b>OCTOBER 2023 PAYMENTS</b>			PKF Littlejohn LLP	External Audit Fee	252.00		Mulberry & Co	Payroll Services July - Sept 2023	126.00		Mulberry & Co	Interim Audit Fee October 2023	175.50		DTAS (Daniel Turner)	FG works	970.00		Seal Calibration	Defibrillator batteries	335.95		Rebecca Anderson	Clerks expenses October 2023	48.78		Safeplay Playground Services	August 23 Playgrounds inspections	194.40		Jake Burley	Grounds Maintenance Oct 2023	1,211.49		HMRC	Clerks NI & PAYE October 2023	437.80		Kelley Smith	AC playground fence repairs	100.00			<b>TOTAL</b>	3,851.92
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9	<p><b>Footpath gate at FG</b></p> <ul style="list-style-type: none"><li>• Councillors approved the quote of £350 from PR to install the footpath gate at Forest Green and asked the Clerk to instruct him.</li></ul>																																																

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10	<b>Forest Green Playground Working Group</b> <ul style="list-style-type: none"><li>• Cllr LRS updated to councillors regarding the FG working Group update of 11/10/23 reported on the APC website. <a href="http://www.abinger-pc.gov.uk/community/abinger-parish-council-13002/news/report-on-forest-green-playground-proposal-11-10-2023-66645">http://www.abinger-pc.gov.uk/community/abinger-parish-council-13002/news/report-on-forest-green-playground-proposal-11-10-2023-66645</a></li></ul>
11	<b>Playground Inspections</b> <ul style="list-style-type: none"><li>• Councillors noted the August Inspection Reports showed no urgent items. Councillors agreed to visit the playgrounds and feedback if necessary.</li></ul>
12	<b>HugoFox Website</b> <ul style="list-style-type: none"><li>• The Clerk reported she was in contact with Hugofox. The website was operational and was waiting for Hugofox to send direct debit details to arrange payment.</li></ul>
13	<b>Tommies/Poppies</b> <ul style="list-style-type: none"><li>• GH updated councillors in regard as to the state of repair of the silhouette tommies. Councillors agreed the silhouette tommies should not be put up this year and agreed to look at possible replacements and possible permanent sites. The Clerk and Cllr DC will erect the giant poppies as usual.</li></ul>
14	<b>Walliswood Village Hall</b> <ul style="list-style-type: none"><li>• Councillors noted the request to use the hall's grounds for pony rides had been withdrawn.</li></ul>
15	<b>Defibrillators</b> <ul style="list-style-type: none"><li>• The Clerk updated councillors regarding the replacement of batteries for 4 defibrillators. Councillors asked the Clerk to contact the Okewood Hill contact regarding the status of the battery there.</li></ul>
16	<b>Date of next Meeting</b> – Monday 27 <sup>th</sup> November 2023, 7pm Okewood Hill Village Hall
17	<b>Matters to consider excluding the public -</b> <ul style="list-style-type: none"><li>• No matters needing discussion</li></ul>

The meeting closed at 21.12pm