

**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**29<sup>th</sup> OCTOBER 2018**  
**EAST WOODHAY VILLAGE HALL**  
**AT 7.30pm.**

<b>CHAIRMAN</b>	<b>:</b>	<b>CLlr Mr J Mitchell</b>
<b>PRESENT</b>	<b>:</b>	<b>Councillors Mrs S Cooper, Mr J Murdoch, Mr B Lambert, Mrs H Teece, Mr P Hurst, Mr M Rand</b>
<b>ALSO PRESENT:</b>		<b>CLlr C Sanders, CLlr T Thacker Mr J Angle, Mr A Johnson, Mr P Brunsdan</b>
<b>CLERK</b>	<b>:</b>	<b>Amy White</b>
<b>APOLOGIES</b>	<b>:</b>	<b>CLlr P Jarvis</b>

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**ITEM 1: APOLOGIES**

As above.

**ITEM 2: DECLARATIONS OF INTEREST**

None.

**ITEM 3: MINUTES OF LAST MEETING**

The minutes of the meeting held on 24 September 2018 were agreed and accepted as a true record.

**ITEM 4: MATTERS ARISING**

**4.** S106 Committee to be established: it was agreed that S106 discussions happening well with relevant councillors and no need to form a committee. **No Action.**

**4.** Organise repainting of Ball Hill phone box. Clerk obtaining a quote from S Batt. **Carried forward.**

**5.2** Investigate replanting of oak tree which had been felled in Meadowbrook along Tile Barn Row: **Actioned**- an oak tree will be replaced between November 2018 and February 2019.

**5.3** Agree statement of work and cost for Neighbourhood Plan- see **ITEM 5**

**6.1** Liaise with East Woodhay Society re Permissive Path: **Actioned**

**7.3** Clerk to ascertain cost of reblasting of Cohen Memorial: **Actioned**. Council agreed it was too expensive and a working party will attempt to clean it. Letters to be repainted after this work completed.

**7.4** Footpath FP9- contact owners of footpath and neighbouring plot re installation of boardwalk: **Actioned**

**7.5** Respraying of Heath End tennis court due to Mares Tail. **Actioned** and reported to HCC.

9.1 Include article about pothole filling in Spectrum: **Actioned**

12.1 Purchase goalposts for WHAFC: **Actioned**

13.2 Discuss recreational ideas for play areas with local parishioner: **Actioned** and followed up with EWS. Total cost in excess of S106 money available.

13.4 Invite chairman of EWHV to 29 October meeting to discuss plans for hall: **Actioned**

15.1 Lengthsman tasks for 2019: **Actioned**. See ITEM 15

16. 1 Clarify maintenance and responsibility for current defibrillators in Parish: **Actioned**. The Clerk assumes responsibility.

16a.1 Look into costs for defibrillator for Ball Hill Phone box: **Actioned**. Cllr Mitchell has a quote to send to Cllr Murdoch. Cllr Murdoch will also liaise with Cllr Jarvis as the phone boxes will require electricity which is a utility and therefore the responsibility of Cllr Jarvis.

16.4 Write to Boundaries Commission re. new ward name change: **Actioned**.

#### **ITEM 5: PLANNING INCLUDING NEIGHBOURHOOD PLAN**

5.1 **Planning** – see [www.eastwoodhay-pc.gov.uk](http://www.eastwoodhay-pc.gov.uk) website for recent applications and objections.

5.3 **Neighbourhood Plan** – Cllr Cooper had chased the potential contact mentioned in the September minutes but has had no reply. Cllr Rand has contacted another potential candidate and sent a final draft as well as comments from BDBC and also Cllr Cooper's own notes to the candidate for a quote. Cllr Rand commented that the Neighbourhood Plan needs updating to take into account BDBC's comments and that the candidate will need to add these to the final Plan and work out what effect these comments will have. Cllr Rand will meet with this candidate, joined by Cllr Cooper, Cllr Hurst and John Angle. John Angle commented that time is of the essence if the NP is to succeed. The Parish Council discussed whether to wait to get a grant for this or continue with the current set-aside budget. Cllr Mitchell proposed to continue, seconded by Cllr Hurst.

**ACTION:** Cllrs Rand, Cooper, Hurst and John Angle to meet with candidate and agree work.

#### **ITEM 6: PERMISSIVE PATH**

6.1 Cllr Rand reported that EWS will take on the action of organising the new path, not the Parish Council as this should be community-led in order to obtain a grant.

Cllr Rand, on behalf of EWS, has registered EWS with Greenham Trust. See permissive path report at the end of the minutes for more information.

6.1 Cllr Sanders advised Cllr Murdoch to double check the design of the path with a planning officer due to the path being in AONB.

**ACTION:** Cllr Murdoch to contact planning officer

6.2 Cllr Rand commented on the number of parishioners complaining about dogs being let off the lead on the path. He suggested clearer signs be placed on the gates both ends to remind owners of the need to keep dogs on a lead.

**ACTION:** Clerk to obtain quote for 2 signs

**ACTION:** Cllr Jarvis to mention new signs in Spectrum once they are on the gates.

#### **ITEM 7: AMENITIES INCLUDING FOOTPATHS**

**7.1** Cllr Teece reported that the Boardwalk will be done early November (since the meeting the date has been confirmed as 5<sup>th</sup> November). See Footpath report at the end of the minutes for more information.

**7.2** Cllr Sanders reported that Footpath 20 running from the entrance to North End Farm down to land belonging to Rectory Farm has a very high stile. Cllr Teece said that the Hants. Northern Area Manager was going to contact the owners of Northenby House about this. Cllr Sanders will discuss the very boggy area on this footpath with Mr Andrew Colville, owner of Rectory Farm, East Woodhay. Cllr Sanders will also discuss with Mr Colville the PC offer of changing the stiles on Footpath 21 into kissing gates.

**ACTION:** Cllr Sanders to speak to Mr Colville re a new gate.

**7.3** Cllr Rand queried the last 5-bar gate in Hollington (which has a stile). The gate has a chain which ideally needs to remain unlocked so that walkers can use the gate, not just the stile (which is wobbly and needs foliage cutting around it).

**7.4** John Angle confirmed he would be able to have a Boules Club ready to go should monies from S106 be secured for this activity.

**7.5** Cllr Mitchell queried what 'Amenities' means with regards to the Parish Council.

**ACTION:** Cllrs Mitchell and Rand to clarify 'Amenities'.

**7.6** Cllr Hurst has received a complaint about the broken toddler swing in the Woolton Hill playground.

**ACTION:** Clerk to obtain replacement swing.

#### **ITEM 8: FINANCE**

**8.1** See the finance update at the end of the report.

**ACTION:** Clerk to reclaim outstanding VAT owed.

**8.2** Cllr Mitchell comment that the S106 monies need to be spent, and to use Parish Funds to supplement accordingly.

**8.3** Cllr Rand mentioned that the ownership of the wooltonhill.com website will be taken over at some point as the previous owner has now left the area. EWS will discuss taking over ownership of the website and associated cost.

**ACTION:** Cllr Rand to organise website handover in his role as Chairman of EWS.

#### **ITEM 9: HIGHWAYS**

**9.1** The Welcome to Hampshire sign was replaced but is now missing again.

**9.2** Cllr Murdoch reported that Hampshire County Council have been allocated S106 money to be spent locally. However, projects have not been given priority for 2018-19, rather 2019-20. Cllr Thacker replied that this is likely due to lack of resources and the need to prioritise accordingly.

**9.3** Cllr Mitchell made a point about the perpetual flooding around Brownies Corner and into the Infant School, as well as near the BT Exchange.

**ACTION:** Cllr Murdoch will ask Steve Woodall from HCC whether the drains can be jetted along the Woolton Hill Road to clear them out. [NB. Cllr Murdoch has actioned this and this has been added to the HCC list, as well as checking for root ingress.]

#### **ITEM 10: UTILITIES**

**10.1** See attached report.

#### **ITEM 11: POLICE REPORTS AND SPEEDWATCH**

**11.1 Speedwatch-** Cllr Hurst updated the PC on the status of Speedwatch in Woolton Hill. A decision needs to be made whether 2 or 3 devices will be placed in Woolton Hill or a moveable device.

#### **ITEM 12: GRANT REQUEST**

**12.1** The Reverend Christine Dale has requested £40 donation for refreshments for the World War 1 Centenary commemoration evening at St Thomas' Church on Saturday 10<sup>th</sup> November. Cllr Mitchell proposed to support this donation, Cllr Cooper seconded. Motion carried.

**ACTION-** Clerk to organise payment to Reverend Christine Dale.

**12.2** The Clerk reported the goalposts for WHAFC have been received and are in use. It was thought that some positive publicity would be great to add to Spectrum.

**ACTION:** Clerk to get a photo of WHAFC goalposts and give to Cllr Jarvis to add to Spectrum.

#### **ITEM 13: HARWOOD PADDOCK/S106 MONIES**

**13.1** Cllr Lambert reported on a meeting he has held with Cllr Hurst and Peter Stanley of East Woodhay Village Hall (EWH) for the 'amenity project', involving the renovation of EWH and improvements to Woolton Hill Church Hall (WHCH). His and Cllr Hurst's conclusion was that the project costs (£60k) will need a contingency amount (an extra £5k) due to the proposed renovations.

Proposed renovations for EWH include: LED lighting, a shed, the removal of the stage and storage added, new tables and chairs, a re-paint, an improved kitchen and re-tarmacing of the carpark. Peter has already secured some funding from Greenham Common Trust and this will be used in conjunction with the S106 funds.

John Angle (representing WHCH) would like approximately £32k to replace/improve the carpark. He has received a quote of £14k to resurface the carpark and tidy it up. He also mentioned the possible removal of the large chestnut tree near the front door of WHCH for which he has received a quote totalling approximately £9k for the total removal of the tree, stump removal and grinding. All councillors expressed

how expensive this seemed and to try and get other quotes. Cllr Mitchell suggested the stump could be made into a feature. Cllr Hurst confirmed S106 funds cannot be used for the felling of the tree and the grinding out of the stump. It can be used for the landscaping after removal of the tree.

Other proposed improvements to WHCH include: a hearing aid loop installed, making use of the attic area for storage and to get an electrically operated ladder, adding a security system.

**ACTION:** Cllrs to provide John Angle with other contractors to get more quotes for the removal of the chestnut tree.

**ACTION:** Cllr Hurst and Cllr Lambert to confirm with Peter Stanley and John Angle, the final split of S106 funds between the village halls.

**13.2** Cllr Hurst will be talking with Dominic Walters from the East Woodhay cricket club about a request for funds now that the 10 year lease has been finalised.

#### **ITEM 14: MEMBERS REPORTS**

**14.1** Cllr Sanders reported good news that there was no cut in spending in BDBC. There will be a £150m investment in housing and estates in the Basingstoke area.

**14.2** Cllr Thacker reported a reduced service for the 7 and 7a bus routes which pass through Woolton Hill. The 14:50 7a service will no longer run on weekdays.

All 7as will no longer run on Saturdays and the service 7 would be diverted via Woolton Hill as a partial replacement for the 7a.

Cllr Rand expressed disappointment at this reduction in service. Cllr Thacker recommended that the EWPC apply for a share in a £500000 capital and revenue fund, designed to help local communities support greater participation in the delivery of local services.

#### **ITEM 15: LENGTHSMAN TASKS**

**15.1** Nothing to be completed before new financial year 2019.

#### **ITEM 16: ANY OTHER BUSINESS**

##### **16.1 FOI Update**

Cllr Mitchell gave an update on the FOI request from Mr Bell. The Parish council received this FOI at the end of August; this was the first FOI request the PC have received. Cllr Mitchell and the Clerk took advice from the ICO, HALC and Basingstoke and Dean on how to respond. The PC responded to Mr Bell accordingly in the time limit of 20 days with a dossier of information. Mr Bell asked a few questions. These were replied to. Mr Bell was unhappy with the outcome so he informed the EWPC that he was escalating to the Information Commissioner ICO. The Clerk discussed with aforementioned advisers and the ICO informed the Clerk that the next stage to escalation was an internal audit of the process by the council and a report to Mr Bell on this. This was carried out by Cllr Paul Hurst; Mr Bell was invited to attend the FOI review, but declined as he wishes to await the ICO conclusions. Cllr Hurst has made some recommendations on lessons learnt, but sent no further information to Mr Bell. Mr Bell replied to the council that he was still not satisfied and he has lodged a complaint with the ICO.

The Chairman told the council that for EWPC this matter was now closed and the council awaited the investigation and any further action or requests for information from the ICO.

The Chairman also reminded councillors that on several occasions the Chairman has offered face to face meetings with Mr Bell to understand his concerns in greater details. These have always been rejected by Mr Bell.

The Chairman thanked the Clerk for her hard work in understanding the FOI process and for acting so professionally. The Chairman also commented to the council that the Clerk has been paid 10 hours of overtime to manage this request at a cost of £120 to the parish council.

Cllr Hurst reported on the Internal Review Process and read out the lessons learned:

1. The FOI process as outlined by BDBC and HALC should be published on the EWPC website.
2. It is recommended that councillors have a better knowledge of FOI processes and the role of an internal FOI reviewer be assigned. A working knowledge of the process with documented procedures and checklists will improve the efficiency of response, as at present the Council is highly reliant on BDBC and HALC for support.
3. The review highlighted the need for clarification of documentation requirements where the Council works in conjunction with associated bodies.
  - 3a) When the Council establishes a subgroup, subcommittee or working party, the Council should establish reporting and documentation protocols for that body.
  - 3b) When the Council works with or through another group on a specified activity (with the involvement of a councillor) the Council should state how that specific activity should be minuted and reported.
  - 3c) Any new terminology used within minutes needs to be clearly defined.

In both a) and b) the minutes of any decisions made or withdrawn need to be captured and publicised to relevant parties, and documents stored by the Council.

**ACTION:** Clerk to contact neighbouring Parish Councils (Highclere, Ashmansworth and Burghclere) to share FOI lessons and standardise procedures.

**16.2** This led to a discussion on personal and council email addresses, Dropbox and FOI procedures for the future. Cllr Mitchell has subsequently clarified what IT provision the Parish Council has and what our options for emails and storage are going forward.

**ACTION:** Clerk to contact BDBC to see if they might be able to 'host' our email addresses.

**16.3** The Clerk has had a few parishioners express an interest in using the adopted phone boxes in East End and Ball Hill for community purposes such as a book exchange. The Clerk will contact them again to get a proposal for discussion.

**16.4 ADDENDUM ITEM:** Parishioner P Brunsdon attended to query the timing of the work due to be completed on the broken fence posts in East End before the Remembrance Service on 11<sup>th</sup> November. He has kindly mown the grass. He suggested local companies might want to sponsor new posts when they all get replaced.

**ACTION:** Cllr Mitchell to follow this up with Brunsdens.

**ACTION LOG – October 2018**

<b>ITEM</b>	<b>ACTION</b>	<b>OWNER</b>
5.3	Cllrs Rand, Cooper, Hurst and John Angle to meet with candidate and agree work	<b>Cllrs Rand, Cooper, Hurst</b>
6.1	Cllr Murdoch to contact planning officer	<b>Murdoch</b>
6.2	Clerk to obtain quote for 2 signs Cllr Jarvis to mention new signs in Spectrum once they are on the gates.	<b>Clerk Cllr Jarvis</b>
7.2	Cllr Sanders to speak to Mr Colville re a new gate.	<b>Cllr Sanders</b>
7.5	Cllrs Mitchell and Rand to clarify 'Amenities'.	<b>Cllrs Mitchell and Rand</b>
7.5	Clerk to obtain replacement swing.	<b>Clerk</b>
8.1	Clerk to reclaim outstanding VAT owed.	<b>Clerk</b>
8.3	Cllr Rand to organise website handover in his role as Chairman of EWS.	<b>Cllr Rand</b>
9.3	Cllr Murdoch will ask Steve Woodall from HCC whether the drains can be jetted along the Woolton Hill Road to clear them out.	<b>Cllr Murdoch</b>
12.1	Clerk to organise payment to Reverend Christine Dale.	<b>Clerk</b>
12.2	Clerk to get a photo of WHAFC goalposts and give to Cllr Jarvis to add to Spectrum.	<b>Clerk</b>
13.1	Cllrs to provide John Angle with other contractors to get more quotes for the removal of the chestnut tree.  Cllr Hurst and Cllr Lambert to confirm with Peter Stanley and John Angle, the final split of S106 funds between the village halls.	<b>All Cllrs  Cllrs Hurst and Lambert</b>
16.1	Clerk to contact neighbouring Parish Councils (Highclere, Ashmansworth and Burghclere) to share FOI lessons and standardise procedures.	<b>Clerk</b>
16.2	Clerk to contact BDBC to see if they might be able to 'host' our email addresses.	<b>Clerk</b>
16.4	Cllr Mitchell to follow up with Brunsdens re sponsorship of East End triangle	<b>Cllr Mitchell</b>

## OCTOBER REPORTS

### Permissive Path- Cllr Rand

#### During the past month:

##### *Meetings*

John Murdoch, Paul Hurst and I have met to have a hand over to East Woodhay Society – (me as Chair of EWS)

EWS committee have met and agreed to progress and manage the Frittleworth Path across the Parish Field along the line of the existing Permissive Path.

##### *Community Engagement*

In order to achieve a grant, we need to ensure we position the path within the community appropriately. Part of this is to ensure we have the support of the community and as a first action Paul Hurst and I undertook an initial survey at the Village Market on 27<sup>th</sup> October.

We spoke to and documented the results from 88 people.

62 were in favour, 25 were not from the area and therefore did not have an opinion and 1 was not in favour.

Those in favour gave reasons including: walking dog, walking to boardwalk, going to surgery, part of running route, part of circular walk, avoids roads, going to school, use of wheelchair, greater access during the year.

The one person who was not in favour gave the reason as 'more dogs would be roaming free across the field'.

A number of people also complained of dogs off the leads and causing a nuisance at the moment. This is something the Parish Council should discuss.

To be discussed – further community engagement

##### *Frittleworth Path Contractor*

Following the quoting process John Murdoch confirmed that the Parish Council recommended contractor is Poulson Plant Hire, Glenroona, Batts Corner, Dockenfield, Farnham. They are able to deliver the required path to specification at the lowest quote.

As the process to obtain the grant will take a number of months I have contacted Poulson to check on the time scale on the validity of the quote. Given that prices will go up in April 2019 I have received a revised estimate – the following is an extract from their email to me.

*The estimate for 2019 will be £15490.00 + VAT (£18588 inc VAT)*

*Within the above I have allowed for a 5% uplift on materials costs of £480.00 inc VAT)*

I asked for explicit quoting of VAT as EWS will need to apply for the grant inclusive of VAT. (Paul has confirmed that Greenham Trust are ok with the approach to include VAT – thanks)



The specification which Poulson will be working to is included below.

To supply all necessary plant, labour and materials to:-

1. Lay down of track mats for stone deliveries to avoid contaminating the field with stone.
2. Install a hard surfaced footpath along the desire line across Woolton Hill Parish Field in accordance with Hampshire County Council Countryside Service Path Surfacing Design Standards (2013). The path must be firm underfoot but with a little ‘give’, well drained and useable in all weathers. The length of the path to be approximately 340m long x 1.5m wide, and to run diagonally across the field from the wooden gate on the Trade Street corner to the chain link fence at the Church Road corner. At the Church Road end the path must run under the kissing gate.
3. Remove the small concrete pad (previously the base for a seat) from the area between the kissing gate and the chain link fence at the Church Road end.
4. Excavate a base for the path to a minimum depth of 100mm and cast dirt to each side. Where appropriate, use excavated material to fill obvious nearby hollows in the field as well as side cast.
5. Lay a geotextile teram
6. Supply and lay large Fittleworth Sandstone to a depth of 100mm
7. Consolidate with a heavy duty roller
8. Supply and lay Fittleworth dust to a depth of 100mm, ensuring a good camber to aid drainage.
9. Increase the depth of sub base to 250mm and the depth of wearing course to 175mm over a nominal 10m of footpath adjacent to the access field gate to allow a tractor cross the path without damaging it.
10. Consolidate with a heavy duty roller
11. Pull up and level remaining cast dirt and tie in with new path. 12. Leave site tidy

### Next Steps

- Further community engagement to show Greenham Trust we have the community support for the path
- Create ‘Path Brand’ in preparation for grant application
- Register EWS within Greenham Trust
- Apply for grant

### Highways- Cllr Murdoch

Date Reported	Track No.	Fault	Location	Status
	21351307	Grit bin solid contents	Trade St	24.03.2018 Enquiry Raised

				16.07.18 Actions completed enquiry closed
	21356347	Pot Hole	Cutters Hill Rd	Work completed
01.05.18	21362752	Pot Hole	Abbey Wells Rd	Work Completed
11.06.18	21371560	Pot Hole (First report 01.05.18)	Junction of Trade St & Church Rd	Works Passed to Contractor 12/06/2018
04.06.18	21369772	Missing Hants border sign	Andover Rd	Works Passed to Contractor 05/06/2018 HCC Ref 21369772. 28.09.18 submitted for replacement on next round of boundary sign maintenance 05.10.18 Sign replaced 15.10.18 Reported sign missing again
11.06.18	21371552	Road edge collapse at surgery	Trade St	Work completed
By Lisa King	21365184	Missing finger post	Hilliers Farm Lane, North End	03/07/2018 Hampshire County Council is not responsible for this issue and has forwarded it to a third party for action.
	N.A.	Ditch issue	Mr Snook, Burlyns Farm, North End	05/02/18 Sadie writing to Mr Snook
11.07.18	21377582	Tree down blocking road	Mount Road	Work Completed
20.08.18	21384495	Yellow bollard down	Woolton Hill Road	Pedestrian hazard notified 06.09.18 Temporary bollard installed 07.09.18
23.08.18	21385162	Finger post damaged	North End Road	Awaiting funds – passed to contractor 31.08,18 Work completed enquiry closed
03.10.18	21391726	Pothole	Junction Trade St. & Woolton Hill Rd	03.10.18 Reported 15.10.18 Work not authorised as not considered a hazard.
03.10.18	21391778	Pothole	Trade St opposite Abbey Wells Cott.	03.10.18 Reported 15.10.18 Work passed to contractor
15.10.18	21393461	Woolton Hill Road sign down	Blindmans Corner	15.10.18 Reported 16/10/2018 “We have completed any necessary actions relating to the initial enquiry or reported problem and the enquiry has now been closed” 28.10.18 Sign not repaired!

Bin collections. A new contractor (Serco) has taken on the contract for the district bins and hopefully the timings will now be more reliable. I had an incorrect emptying of my black bin and Clive steered me to a man responsible in the Council. I reported the problem and he said it was not an isolated incident and had happened before and would remind all contactors of the requirement to connect each bin to the truck and empty them fully. The trucks now have CCTV fitted to the rear so there will be a record of such incidents to match up with complaints.

Electricity/Water /Telecoms. Nothing to report.

## **Footpath Report- Cllr Teece**

### **EW FP13 North End**

On Wednesday, 24<sup>th</sup> Oct. Gareth Siu and his colleague Abi from the HCC Northern Area Rights of Way Office installed a new wooden footbridge with handrail in North End, ably assisted by volunteer James Mitchell. Thank you, Chairman.

### **EW FP 9 Trade Street, Woolton Hill**

Discussions are still ongoing about repairing the wooden gate on the boardwalk. It may be replaced by a metal kissing gate which would be virtually maintenance free and a decision should be announced soon. Again, an offer of help from volunteers would be very welcome.

### **EW FP 9 Fullers Lane – Boardwalk Extension**

Jason Ebury, our lengthsman, is planning to do this work Thursday Nov. 1 – 3. Permission from the landowner has been obtained.

### **EW FP 1 Breezehurst, Gore End Road, Ball Hill**

The footpath along this building site can be used by walkers but there is no fixed date yet for the installation of the wooden gate in place of the existing stile.

## **Finance Report- Cllr Mitchell**

### **1. SUMMARY**

To 29<sup>th</sup> October 2018 7 months into the fiscal years passed. 100% of income budget received. 53% (£19,361) of expense budget spent. All the precept has been received. Regular out goings.

#### **a. INCOME STATEMENT**

- 100% Precept received
- Double taxation received at 100% of budget £1,972
- 100% Litter warden grant received @ 104% of budget (£4,072)
- CTS Grant £99 received (dropped £100 from last FY)
- £449 VAT to be reclaimed

#### **b. EXPENSE STATEMENT EXECUTIVE SUMMARY**

- Run rate expense on track (Salaries/expenses) See appendix for transactions
- Insurance for year £40 more than last year and 90% of budget at £1,345
- £1,250 CCTV annual maintenance fees
- £2,557 spent on footpaths

- We have given nothing away from the Donation budget of £1,500
- Parish plan budget of £5K is untouched
- Paid grass cutting bill from school backdated for 3 years £1,837
- Annual website hosting fee £110
- £120 for 10 hours of Clerk overtime owing to the FOI request
- £360 Audit fees

c. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Capital account £45,000

2. S106 MONIES

Section removed as now covered off by Cllr Paul Hurst

3. INCOME/EXPENDITURE DETAIL

July – September 2018

Row Labels	Sum of INCOME	Sum of EXPENSE
Litter warden salary	£	678.60
Audit	£	360.00
PAYE	£	140.73
Admin	£	140.00
Clerk Salary	£	1,197.54
Clerk expenses	£	85.43
Litter warden expenses	£	60.00
Litter warden expenses	£	60.00
Parish Field rent	£ 500.00	
Trade Street rent	£ 600.00	
SR Batt	£	805.00
Grass Cutting	£	1,837.72
<b>Grand Total</b>	<b>£ 1,100.00</b>	<b>£ 5,365.02</b>

4. FISCAL YEAR TO DATE TRANSACTION SUMMARY

September / October 2018

DATE	MONTH	PC Category	Other Notes	CHEQUE NUMBER	INCOME	EXPENSE
17-Sep-18	September	Parish Field rent	Cheque paid in 20/9/18		£ 500.00	
17-Sep-18	September	Trade Street rent	Transferred from H Teece		£ 600.00	
28-Sep-18	September	SR Batt	Invoices from July, work to recreation grounds	1319		£ 805.00
30-Sep-18	September	Clerk expenses				£ 78.68
30-Sep-18	September	Clerk Salary		1316		£ 544.17
30-Sep-18	September	Litter warden expenses		1315		£ 60.00
30-Sep-18	September	Litter warden salary		1315		£ 339.30
30-Sep-18	September	PAYE	HMRC Month 5	1317		£ 34.73
30-Sep-18	October	PAYE	HMRC Month 6	1318		£ 47.40
30-Oct-18	October	Admin	WHCH Invoice 1944			£ 30.00
30-Oct-18	October	Admin	Art of Data Web Hosting fee			£ 110.00
30-Oct-18	October	Clerk expenses				£ 6.75
30-Oct-18	October	Clerk Salary	£532.92 plus £120.40 overtime (10 hours)			£ 653.37
30-Oct-18	October	Grass Cutting	Backdated from 2015			£ 1,837.72
30-Oct-18	October	Litter warden expenses				£ 60.00
30-Oct-18	October	Litter warden salary				£ 339.30
30-Oct-18	October	PAYE	HMRC Month 7			£ 58.60
30-Oct-18	October	Audit	Interim Report from PKF LittleJohn			£ 360.00
					<b>£ 1,100.00</b>	<b>£ 5,365.02</b>

## 5 FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL													
Receipts and Payments - 2018/19													
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Precept	£ 14,317.00				£ 14,317.00								£ 28,634.00
Double Taxation	£ 1,972.00												£ 1,972.00
Litter Warden Grant			£ 4,071.60										£ 4,071.60
Rental Income						£ 1,100.00							£ 1,100.00
CTS Grant	£ 99.00												£ 99.00
S106 Monies													£ -
Other Grants													£ -
VAT Recovered													£ -
Bank Interest			£ 6.33										£ 6.33
	£ 16,388.00	£ -	£ 4,077.93	£ -	£ 14,317.00	£ 1,100.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 35,882.93
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Clerk's salary	£ 667.35	£ 714.22	£ 699.62	£ 699.62	£ 699.62	£ 544.17	£ 653.37						£ 4,677.93
Clerk's expenses	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 78.68	£ 6.75						£ 173.78
Litter Warden Salary	£ 325.00	£ 353.60	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30						£ 2,375.10
Litter Warden Exps	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00						£ 420.00
Admin (inc Courses)	£ 20.00			£ 30.00			£ 140.00						£ 190.00
Insurance			£ 1,345.79										£ 1,345.79
Audit			£ 230.00				£ 360.00						£ 590.00
Subscriptions	£ 631.00												£ 631.00
Grass Cutting							£ 1,837.72						£ 1,837.72
Misc Maintenance						£ 805.00							£ 805.00
Annual Maint Agmnt		£ 1,370.00											£ 1,370.00
Footpaths		£ 335.00	£ 15.95	£ 2,557.26									£ 2,908.21
Highways													£ -
CCTV			£ 1,250.00										£ 1,250.00
Donations & Sec 137													£ -
Parish Plan													£ -
VAT		£ 67.00	£ 250.00	£ 132.00									£ 449.00
PAYE	£ 49.33	£ 20.13	£ 34.73	£ 34.73	£ 34.73	£ 47.40	£ 58.60						£ 279.62
Grant Refund													£ -
Other		£ 58.51											£ 58.51
	£ 1,770.35	£ 2,996.13	£ 4,243.06	£ 3,870.58	£ 1,151.32	£ 1,874.55	£ 3,455.74	£ -	£ -	£ -	£ -	£ -	£ 19,361.73
Printed :	28/10/2018												