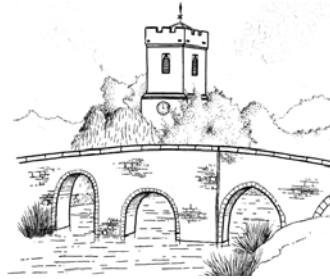


# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



Minutes of the Parish Council Meeting held on Monday 26<sup>th</sup> February 2018 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way.

### **PRESENT**

Chairman                      Cllr. Harvey, Chairman of the Council

Cllrs.                            Atkins, Ms Deacon, Fleming, Hiscocks, Mrs Keeley, Knight, Pound, Ms Randell and Mrs Taylor

Also present:                District Cllr. Cargill  
4 members of the public

In attendance:             Mrs E. Uggerløse, Clerk to the Parish Council

### **1. TO RECEIVE AND ACCEPT APOLOGIES**

*No apologies received*

### **2. TO RECEIVE ANY DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

- i.** All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 18<sup>th</sup> December 2017, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.

*None declared*

- ii.** Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.  
Dispensations will be granted as appropriate.

*None required*

**3. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 PM ON MONDAY 22<sup>ND</sup> JANUARY 2018**

Cllr Mrs Keeley proposed the Minutes be accepted as being accurate

**RESOLVED:** that the Minutes be accepted as an accurate account, and signed by the Chairman.

**4. YOUTH FORUM**

None present.

**5. PUBLIC FORUM**

- i. Chairman of the Bidford & District History Society noted that the Parish council was going to consider installing a third plaque on the War Memorial to include 5 additional names which had come to light when the society was researching a new book on WW1.

The society would request Council to consider replacing all existing plaques with one, to include all the names and, subject to the cost not being too high, the society would be prepared to pay the difference between a full new memorial and the cost of the extra plaque.

*The Chairman noted the comments which council would take into account when considering this item at the meeting.*

- ii. Streetlights

- a. Good feedback received from residents in Queensway and Scott Close that have had their streetlights upgraded to LED.
- b. Solar power lights on the railway footpath in Broom require attention as they are no longer working. Clerk to look into this.

**6. COUNCILLOR FORUM**

- i. Waterloo Road had been recently resurfaced (some 6 weeks ago) and it is already breaking up which was considered unacceptable.  
Clerk to contact WCC Highways
- ii. Councillor looking at the Localism Act noted that the Council is eligible for the General Power of competence – does it have it?  
The Clerk advised that council had adopted this (Sept 2012)
- iii. Has the General Power of Competence been renewed? The requirement is to renew it at the Annual Meeting of the Parish Council following an election to ensure the Council is still eligible – the Council has done this.
- iv. Councillor raised the issue that the Press Release regarding the Precept stated that £175k had been allocated for upgrading streetlights – was this correct?  
It was clarified that, in principal, Council had agreed to renew the streetlights and return them to WCC as this represented a good saving to the Council.  
However, exact cost and timescale was yet to be confirmed.

## 7. TO RECEIVE REPORT FROM THE COUNTY COUNCILLOR

Cllr Brain had sent his apologies. Cllr Cargill advised that a grant from the County Councillor Grant had been awarded to the Bidford Banner Group thought he was unsure of the amount.

## 8. TO RECEIVE REPORT FROM DISTRICT COUNCILLORS

i. **Training** it was good to see so many Councillors from Bidford on Avon attending the training sessions offered by SDC. Next one, on Thursday, was on Green Belt and promised to be very good.

ii. **Consultations** – a number were currently taking place

a. **Site Allocation**

b. **Canal quarter**

c. **Long Marston** – Cllr Cargill pointed out that this excluded the relief road

*The Chairman noted that it was a matter of considerable concern to the Parish Council that SDC had not yet finalised the number and location of the gypsy and traveller sites required by government. This left Parish and Town Councils vulnerable to the growth of inappropriate ad hoc sites which could not be refused at appeal*

iii. **Built up Areas** had now been allocated

iv. **Budget** – SDC has agreed a 1% increase. They have found an extra £125k - Government rebate had been higher than expected, which had been allocated as follows:

a. £50k – for rural broadband

b. £50k for a compulsory purchase in Studley

c. £25k for the commemoration events of the end of WWI and the creation of the RAF

## 9. RECEIVE CLERK'S REPORT

This had been circulated and forms an integral part of these Minutes. No questions raised so it was **RESOLVED** to note the report

## 10. TO RECEIVE REPORTS FROM THE PARISH COUNCIL'S WORKING GROUP

i. **Amenities WG** – Report with recommendations circulated. Contents were considered and resolutions made. These are noted in the report which forms an integral part of these Minutes.

ii. **Business Development Strategic WG** –

a. **To note** approval for the Feasibility Study by 7 votes in favour and 3 against

**RESOLVED** to note

b. **Report** circulated) Recommendations and Resolutions are noted in the report which forms an integral part of these Minutes.

iii. **Communication & Marketing WG** – Press release regarding the Precept had been sent and published in The Connection.

**RESOLVED** to note

## 11. TO RECEIVE THE FOLLOWING REPORTS

**i. Site Allocations Plan**

It was proposed that replying to the consultation be delegated to the Chairman of Planning and the Clerk

**RESOLVED** to note the report and to delegate the response to the Chairman of Planning and the Clerk

**ii. Canal Quarter Regeneration**

**RESOLVED** to note the report

**iii. CIL**

**RESOLVED** to note the report. The Clerk had circulated the link to the webcam so Councillors who did not attend the presentation could watch it and be informed.

**iv.**

**12. TO NOTE WALCS NEWSLETTER OF FEBRUARY 2018 – ALREADY CIRCULATED**

Councillors are requested to raise any issue they believe could be important and to note any training opportunities they may wish to take up.

**RESOLVED** to note

**13. TO NOTE THE PLAY INSPECTION COMPANY CARRIED OUT ITS ANNUAL INSPECTION OF THE PLAY AREAS ON 15<sup>TH</sup> FEBRUARY AND THE REPORT HAS BEEN RECEIVED**

With the exception of the Skate Ramp, which has severe damage to its surface which is deemed a Moderate Risk, all other areas are either Low Risk or Very Low Risk.

Details of the Report pertaining to the Skate Ramp has been sent to the Skate Ramp Installer for his immediate attention

The rest of the report has been given to the Parish Council's contractors for them to go through the findings and carryout the required work.

Once the findings have been addressed, a further report will be presented for Council's approval

**RESOLVED** to note

**14. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**

**i. 18/00323/TREE – Mr George Webb Bidford Waters Edge RTM Co Ltd, 2 Waters Edge, High Street, B50 4FX**

T1 and T2 – conifers – Fell

T3 and T4 – Unknown species – reduce in height by 18 to 20 feet and spread by 12 to 15 feet

**RESOLVED** No representation

**15. TO APPROVE**

**i. The closure of the Parish Council's Lloyds Investment Account: Council has already approved the opening of a CCLA account which is now operative.**

**RESOLVED** to approve

**ii. The transfer of the funds in the Investment Account (£570.7k) to the current account to allow a BACS transfer to the new CCLA account**

**RESOLVED** to approve

## **16. TO CONSIDER AND APPROVE**

### **i. Completed accounts for the month of January 2018**

These had been circulated

**RESOLVED** they should be accepted and approved

### **ii. To approve payments to be made in February 2018**

List of cheques to be raised and signed had been circulated. List of payable invoices form part of these Minutes and totalled an amount of £8,841.69

**RESOLVED** to approve the January payments, cheques to be signed by Cllrs. Ms Deacon and Harvey.

Before closing the meeting, the Chairman thanked the Working Groups for their hard work which was often overlooked.

The meeting closed at approx. 8.35 pm



# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 9 - CLERKS REPORT – February 2018**

#### **1. EXPENDITURE AUTHORISED BY THE CLERK AS PERMITTED UNDER ITEM 4.1 OF THE ADOPTED FINANCIAL REGULATIONS**

- i.** New flower box to replace the damaged one by the pedestrian crossing by The Bank  
Approx. £100

#### **2. MATTERS ARISING FROM THE JANUARY MEETING**

- i.** **County Councillor Grant** – I believe the Bidford Banner Group has sent its application,
- ii.** **Precept Demand** – has been sent to SDC
- iii.** **Planning Application 17/03423/FUL** – Garage Block between 75 and 77 The Leys

Still awaiting confirmation from solicitors that the wording offered is sufficient. To date they are not convinced and I have been requested to seek some clarification from the landlord WCC. Regrettably, the parties I have been dealing with have recently retired so I am having to almost start again.

SDC Planning Dept. is also awaiting to hear from its legal department as they are not happy the right of access has been determined

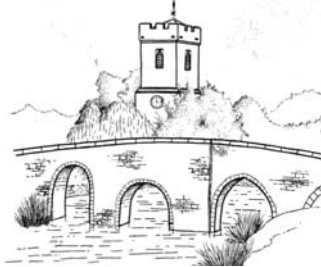
**3. DEFIBRILLATORS**

The ones at the Fire Station and Budgens have been installed. The one by the Chemist will be installed on 3<sup>rd</sup> March as agreed with the chemists.

**4. BIG MEADOW RIGHTS**

Notice requesting offers for the sole Catering Rights and the Sole Ice Cream Rights for the summer season 2018 have been published on the website and on Facebook

# BIDFORD ON AVON PARISH COUNCIL In the County of Warwickshire



## Item 10 i) - REPORT/RESOLUTIONS FROM THE AMENITIES WORKING GROUP

**Members: Cllrs. Hiscock (chairman), Mrs Keeley and Pound**  
**Attendant: Mrs E Uggerløse - Clerk**

Members met on Wednesday 14<sup>th</sup> February 2018 @ 3.00 pm

### 1. Grant Application

- **CAB** – support to continue its Outreach Service to Bidford-on-Avon residents at Bidford Community Library the 3<sup>rd</sup> Friday of every month. Cost £2,067.08

**Grant requested: £2,067.08** – Accounts supplied

During 2017 they provided

- 27 appointments
- Average age is 53
- 45% of clients were disabled
- Top enquiries were
  - Benefits (62%)
  - Debt (5%)
  - Housing (10%)
  - Employment (5%)
  - Problem's and relationship (5%)
  - Consumer (5%)
  - Other (10%)
- 47% were unemployed and 37% retired with 20% in full or part time employment
- Annualised financial outcome for clients was £28,865 which is an 8% increase on the previous year

**RECOMMENDATION** to award the full grant requested of **£2,067.08**

**RESOLVED** by a unanimous vote, to award the full grant of £2,067.08

Item 10i) Amenities Report February 2018



- **Broom Village Hall**  
 To Update the Sound System in the hall  
 Total Cost : £6,169.65  
**Grant request : £2,500.00** – Accounts supplied  
**RECOMMENDATION** to award a grant of **£1,500**  
 The issue of a hearing loop was raised and it was unanimously **RESOLVED** to award the recommended amount of £1,500 and that a request be made for adhering loop to be included when the new sound system was installed
- **Bidford Primary School**  
 Purchase and installation of a hybrid cycle and scooter rack for the use of school pupils and library customers to encourage pupils and library customers to cycle to school/library instead of using the car.  
**Grant request : £600** – Accounts not supplied  
 Members queried the absence of accounts. The reason for this is that the school does not have its own accounts; they are prepared and managed by WCC.  
**RECOMMENDATION** to award the full amount of **£600**  
 After a short discussion as to whether this should be match funded by the school, it was unanimously **RESOLVED** to award £600
- **Bidford & Alcester First Responder Group**  
 Purchase of new kits  
 Total cost £4,800  
**Grant request: £1,200** – Accounts supplied  
 It was noted, with satisfaction, that more local First Responders were being recruited and the **RECOMMENDATION** is to award the full amount of **£1,200**  
**RESOLVED** unanimously to award £1,200

## 2. Marleigh Park – ASB

Following a meeting between the Chairman and Clerk with Police and SDC ASB officer and CCTV officer, it was agreed that the Parish Council would consider the installation of a wooden kissing-gate to replace the current s style as it appears the current entrance encourages youths to sit around and behave in an anti social manner. (notes of the ASB meeting have been circulated to councillors)

Members considered the benefits of replacing the current stiles with a kissing gate and agreed that it would not only look better, minimise the risk of people “sitting” around but also improve the facility for parents with buggies and wheelchair users.

**RECOMMENDATION** to approve the cost of a kissing gate @ **£200.27** plus installation and to install “plastic spikes” on the gate and along part of the fence as a further prevention measure.

**RESOLVED** by a unanimous vote, to approve the cost of purchasing and installing a kissing gate and “plastic spikes”

**3. Village Centre ASB**

This was also discussed at the ASB meeting and the Parish Council was assured that there are no ASB issues with the bench (resident had contacted the office raising this as a problem) the CCTV camera is in the area and it has been monitored and no concerns have arisen.

**RECOMMENDATION** to note

**RESOLVED** to note

**4. Lambourne Close POS**

The Parish Council has expressed a wish to adopt the POS of the St Laurence.

Map is enclosed for reference

SDC will then consider if the transfer can take place and if there are any commuted sums involved.

**RECOMMENDATION** that the Parish Council approve the adoption of these Public Open Spaces which it will then manage and maintain.

**RESOLVED** by a unanimous vote, to send the request to SDC to adopt these POS.

**5. War Memorial**

Request from the Bidford & History Society to add 7 more names to the War Memorial. These names, of local people who died in both WW1 and WW2, came to light whilst researching a second book on WW1

**Cost : £369.28** – this is for 2 plaques to fit all 7 names.

Members also considered the replacement of the whole Memorial to include all the names but this was rejected – the War Memorial has only recently been renewed and it is common practice for new names to be added at the foot and/or round the Memorial.

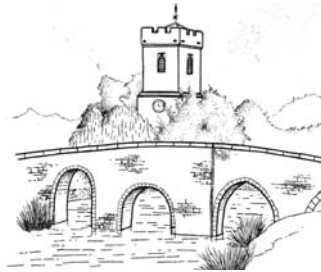
**RECOMMENDATION** to approve the cost

Council considered the comments made by the Bidford & District History Society regarding replacing all the plaques with a single one and it was unanimously

**RESOLVED** to work with the Bidford & History Society and report back to Council with designs and costs for approval.

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 10 ii) - REPORT/RESOLUTIONS FROM THE BUSINESS DEVELOPMENT WORKING GROUP**

**Members: Cllrs. Mrs Taylor (chairman), Atkins, Knight and Pound**  
**Attendant: Mrs E Uggerløse - Clerk**

Members met on Wednesday 7<sup>th</sup> February 2018 @ 10.00 am

#### **1. Royal Inn site**

- The site still has not been advertised by the Royal British Legion.
- People & Places are carrying out a feasibility study including a survey to give us independent advice about the potential for retail units and/or other commercial use for the frontage of a new development on the Royal Inn site.
- H2 Land were asked to clarify the support it would need from us for it to be worthwhile making a mixed use bid for the site. They have come back to us to say that they would need to ensure sufficient return on commercial space to enable them to bid enough for the land and would need to know that we would underwrite that. The amount of commercial/retail space would be flexible, of course - the more space, the greater the shortfall.
- The BDWG is in touch with our District Councillors to share the Parish Council's hopes for the site, including design, given its prominence at the entrance to the centre of the village and to seek their support.

**Recommendation** to note

**RESOLVED** to note

## **2. Bidford Community Interest Company (CIC):**

- The Bidford CIC is ready to be created and the relevant forms have been completed with advice from Kate Launchbury of Coventry and Warwickshire CDA (an organisation that advises and supports social enterprise businesses with grants from the EU).
- The not-for-profit CIC will enable Bidford to carry out business for the benefit of the community and to apply for development grants where the Parish Council does not qualify.
- Its statement says that Bidford CIC will carry on its activities for the benefit of the community providing benefit to:
  - The local residents of Bidford-On-Avon and surrounding villages by making a vibrant community
  - Protecting Bidford-On-Avon High Street by encouraging footfall, tourism and visitors
  - Assist local industrial estates by supporting SMEs into the area.
- The aim is to start with 5 directors (as recommended) of whom Parish Council members should be in a minority (i.e. 1 or 2 only) to avoid it becoming a shadow of the PC. There would be responsibilities attached to the directorships but no remuneration, and their maximum financial liability would be £1.
- We are approaching some skilled & community-minded members of the business community to sound out their interest in becoming directors.
- If Councillors have ideas for candidates please determine their interest in principle in the first place and then let a member of the BDWG know so that we can co-ordinate our approaches. If there are more suitable candidates than posts we will carry out a selection procedure under our delegated powers to set up the CIC.

**Recommendation** that council approves

- Number of directors to be 5
- That the majority of Directors should be from outside of the Parish Council to ensure its independence
- That Councillors should put forward any member of the community they believe would be interested and would benefit the CIC.

**RESOLVED** by a unanimous vote, to approve all three recommendations

## **3. Markets**

We had a meeting with Dermot McGillicuddy of LSD Promotions who run markets all over the region – from Oxford to all the Stratford markets, Worcester, Evesham etc. all types and sizes. He spent a good two hours with us including visiting the High Street and Big Meadow. This was followed by a site visit by Dermot and his team.

In brief this was his summary:

- Regular markets aren't really viable (certainly at this stage). He advises against setting them up and failing - giving Bidford a reputation with traders that markets don't work well here.
- Events would to be a better option - particularly in Big Meadow, but occasionally specialist market events in the High Street, e.g. chocolate market.
- The LSD team suggested an event on Big Meadow on Sunday 29<sup>th</sup> July called: ***Bidford-on-Avon Giant Summer Market & Food Festival*** (flyer attached). They will run the market.
- BDWG have discussed how to charge for this event, mindful that this first event is experimental and we hope will lead to more regular (and varied) events in future.

**Recommendation:** that Council

- Gives delegated powers to the BDWG to negotiate and reach agreement with third party organisers of markets
- Note the market event on 29<sup>th</sup> July 2018

There was concern about delegating full powers to the BDWG to negotiate and reach agreement in the future. Although it was understood that time could be an issue, Council has put measures in place to ensure it can reach a decision between meetings. It was proposed the wording included "in principle".

Regarding the date, the fact that it coincided with the Ragley Hall Game Fair was raised, although it was thought that the type of attendant would not be the same. However, it was thought prudent to advise LSD (the market promoters) accordingly.

**RESOLVED**

- To give delegated powers, in principle, to the BDWG to negotiate and reach agreement with third party organisers of markets subject to full approval by council as early as possible
- To note the date

#### **4. High Street Businesses:**

For information Peter Dickenson, the Estate Agent, has moved across the road to the Old Post Office. There are currently tenants above his old office and we are keen to encourage the retention of the ground floor for commercial use in line with the NDP policy on the High Street.

**RESOLVED** to note

#### **5. Banners:**

- Bidford Banner Group has applied for a grant of just over £1,000 from Mike Brain's fund to cover the running costs for the next year

(including Church Hall rental, materials, paints etc.) until there is a stock of banners, which will become self-funding.

- The Banner Group now has a link on the Parish website and photos have been posted on Facebook encouraging people to join to group or come along to see what they're doing.
- The group have designed a flyer to go to High Street businesses and residents to encourage them to hire the banners.

**Recommendation** that the Parish Council applies for planning permission for the banners: either from April 1<sup>st</sup> to Sept 30<sup>th</sup> each year, or all year round depending on which is easier to arrange.

**RESOLVED** the Clerk to make the necessary enquiries and application.

**Bidford on Avon Parish Council**

**Cash Book 1**

**Bank Current Account**

**For Month No : 10**

| <b>Receipts for Month</b>       |                               | <b>10</b>       | <b>Nominal Ledger Analysis</b> |                  |              |                             |                         |                  |                               |
|---------------------------------|-------------------------------|-----------------|--------------------------------|------------------|--------------|-----------------------------|-------------------------|------------------|-------------------------------|
| <u>Receipt Ref</u>              | <u>Name of Payer</u>          |                 | <u>£ Amt Received</u>          | <u>£ Debtors</u> | <u>£ VAT</u> | <u>Centre</u>               | <u>A/c</u>              | <u>£ Amount</u>  | <u>Transaction Detail</u>     |
| <b>Balance Brought Fwd :</b>    |                               | <b>8,085.54</b> |                                |                  |              |                             |                         | <b>8,085.54</b>  |                               |
|                                 | Banked on : <b>02/01/2018</b> | <b>93.38</b>    |                                |                  |              |                             |                         |                  |                               |
| FPI                             | Warks Dance WDA Refund        |                 | 93.38                          |                  |              | Room Hire & Letting Fees    | Administration          | 93.38            | Warks Dance WDA Refund        |
|                                 | Banked on : <b>03/01/2018</b> | <b>90.00</b>    |                                |                  |              |                             |                         |                  |                               |
| 500340                          | David Baker (467)             |                 | 90.00                          |                  | 15.00        | Memorials                   | Cemetery                | 75.00            | David Baker (467)             |
|                                 | Banked on : <b>04/01/2018</b> | <b>3103.89</b>  |                                |                  |              |                             |                         |                  |                               |
| BGC                             | Stratford on Avon Precepts    |                 | 3103.89                        |                  |              | Precept                     | Parks and Outside Areas | 3103.89          | S-o-A Precepts(Grass Cutting) |
|                                 | Banked on : <b>10/01/2018</b> | <b>313.72</b>   |                                |                  |              |                             |                         |                  |                               |
| 500341                          | Bidford Youth Club            |                 | 43.72                          | 43.72            |              | Debtors Control             |                         |                  | Bidford Youth Club            |
| 500341                          | Mrs M Roberts (1273)          |                 | 270.00                         |                  |              | Burials                     | Cemetery                | 270.00           | Mrs M Roberts (1273)          |
|                                 | Banked on : <b>15/01/2018</b> | <b>0.40</b>     |                                |                  |              |                             |                         |                  |                               |
| FPI                             | Build & Plumb Refund          |                 | 0.40                           |                  |              | Sundry Receipts             | Adminstraion            | 0.40             | Build & Plumb Refund          |
|                                 | Banked on : <b>17/01/2018</b> | <b>7.00</b>     |                                |                  |              |                             |                         |                  |                               |
| BGC                             | Aerial Direct Dis1096070      |                 | 7.00                           |                  |              | Telephone                   | Administration          | 7.00             | Aerial Direct Dis1096070      |
|                                 | Banked on : <b>22/01/2018</b> | <b>1276.00</b>  |                                |                  |              |                             |                         |                  |                               |
|                                 | Sales Recpts Page 41          |                 | 1276.00                        | 1276.00          |              | Debtors Control             |                         |                  | Sales Recpts Page 41          |
|                                 | Banked on : <b>23/01/2018</b> | <b>10000.00</b> |                                |                  |              |                             |                         |                  |                               |
| TRF                             | Deposit Account 07357312      |                 | 10000.00                       |                  |              | Bank Deposit Account        |                         | 10000.00         | Deposit Account 07357312      |
|                                 | Banked on : <b>25/01/2018</b> | <b>33.80</b>    |                                |                  |              |                             |                         |                  |                               |
| BGC                             | Aerial Direct GWG1106899      |                 | 33.80                          |                  |              | Telephone                   | Administration          | 33.80            | Aerial Direct GWG1106899      |
|                                 | Banked on : <b>25/01/2018</b> | <b>701.86</b>   |                                |                  |              |                             |                         |                  |                               |
| BGC                             | Stratford on Avon Precepts    |                 | 701.86                         |                  |              | Cemetery Maintenance Income | Cemetery                | 701.86           | S-o-APrecepts-St Lawrence     |
|                                 | Banked on : <b>25/01/2018</b> | <b>180.00</b>   |                                |                  |              |                             |                         |                  |                               |
| 500344                          | D Baker (1274)                |                 | 180.00                         |                  |              | Burials                     | Cemetery                | 180.00           | D Baker (1274)                |
|                                 | Banked on : <b>29/01/2018</b> | <b>686.08</b>   |                                |                  |              |                             |                         |                  |                               |
| BGC                             | Stratford on Avon Precepts    |                 | 686.08                         |                  |              | Cemetery Maintenance Income | Cemetery                | 686.08           | S-o-APrecepts-St Lawrence     |
|                                 | Banked on : <b>30/01/2018</b> | <b>360.00</b>   |                                |                  |              |                             |                         |                  |                               |
| TFR                             | James Giles & Sons            |                 | 360.00                         |                  |              | Burials                     | Cemetery                | 360.00           | James Giles & Sons (1275)     |
| <b>Total Receipts for Month</b> |                               |                 | 16,846.13                      | 1,319.72         | 15.00        |                             |                         | 15,511.41        |                               |
|                                 |                               |                 | <u>24,931.67</u>               | <u>1,319.72</u>  | <u>15.00</u> |                             |                         | <u>23,596.95</u> |                               |

**Bidford on Avon Parish Council**

**Detailed Income & Expenditure by Budget Heading 31/01/2018**  
**Month No : 10**

Page No 1

**Cost Centre Report**

|  | Actual Year<br>To Date | Current<br>Annual Bud | Funds<br>Available |
|--|------------------------|-----------------------|--------------------|
| <b>Administration</b>                        |                        |                       |                    |
| Salary & Wages                               | 36,146                 | 43,803                | 7,657              |
| Licence Agreement                            | 600                    | 0                     | -600               |
| Training Costs                               | 1,973                  | 1,000                 | -973               |
| Travelling                                   | 442                    | 750                   | 308                |
| Janitorial                                   | 73                     | 0                     | -73                |
| Business Rates                               | 371                    | 465                   | 94                 |
| Sundry Expenses                              | 72                     | 200                   | 128                |
| Telephone                                    | 330                    | 1,000                 | 670                |
| Postage & Carriage                           | 125                    | 130                   | 5                  |
| Office Stationery                            | 251                    | 500                   | 249                |
| Subscriptions                                | 1,312                  | 1,350                 | 38                 |
| Insurance                                    | 2,312                  | 2,500                 | 188                |
| Broadband and Internet                       | 219                    | 295                   | 76                 |
| Equipment Rental                             | 633                    | 1,450                 | 817                |
| Accounts Support                             | 2,918                  | 3,665                 | 747                |
| IT & Computer Support                        | 591                    | 650                   | 59                 |
| Website                                      | 1,632                  | 1,600                 | -32                |
| New Office Equipment                         | 206                    | 150                   | -56                |
| Village Improvement                          | 1,926                  | 2,000                 | 74                 |
| Legal and Professional                       | 1,550                  | 750                   | -800               |
| Audit Fees External & Internal               | -1                     | 1,250                 | 1,251              |
| <b>Administration :- Expenditure</b>         | <b>53,680</b>          | <b>63,508</b>         | <b>9,828</b>       |
| Lease,Rent,Hire pitches/land                 | -17                    | 0                     | 0                  |
| Room hire and letting Fees                   | 93                     | 0                     | 0                  |
| Sundry Receipts                              | 26                     | 0                     | 0                  |
| Precept                                      | 230,255                | 230,255               | 0                  |
| Council Support Grant                        | 9,130                  | 9,130                 | 0                  |
| Bank Interest                                | 244                    | 2,500                 | 0                  |
| <b>Administration :- Income</b>              | <b>239,731</b>         | <b>241,885</b>        |                    |
| <b>Net Expenditure over Income</b>           | <b>-186,051</b>        | <b>-178,377</b>       |                    |
| <b>Civic &amp; Democratic</b>                |                        |                       |                    |
| Publicity & Special Events                   | 934                    | 200                   | -734               |
| Newsletter                                   | 1,695                  | 2,020                 | 325                |
| Election Costs                               | 0                      | 2,500                 | 2,500              |
| <b>Civic &amp; Democratic :- Expenditure</b> | <b>2,629</b>           | <b>4,720</b>          | <b>2,091</b>       |
| <b>Net Expenditure over Income</b>           | <b>2,629</b>           | <b>4,720</b>          |                    |



**Bidford on Avon Parish Council**  
**Trial Balance for Month No: 10**

Combined Account Totals by Account Number

| Account Name                 | Debit      | Credit     |
|------------------------------|------------|------------|
| Debtors Control              | 238.12     |            |
| VAT Control A/c              | 6,940.35   |            |
| Current Bank A/c             | 10,165.36  |            |
| Bank Deposit Account         | 570,671.32 |            |
| General Reserves             |            | 145,222.31 |
| EMR Rolling Projects Fund    |            | 234,623.88 |
| EMR Millers Bank Maintenance |            | 3,931.00   |
| EMR Play Area Renewal        |            | 61,913.32  |
| EMR Tree Maintenance         |            | 26,462.00  |
| EMR Village Improvement      |            | 55,738.87  |
| EMR Cemetery Wall Repair     |            | 11,333.40  |
| EMR Skatepark                |            | 695.05     |
| EMR Neighbourhood Plan       |            | 9,114.12   |
| Creditors Control            |            | 3,989.29   |
| PAYE Control                 |            | 867.73     |
| Carparking Fees              |            | 15,783.33  |
| Lease,Rent,Hire pitches/land |            | 4,458.09   |
| Allotment Rents              |            | 1,679.46   |
| Concessions                  |            | 2,091.66   |
| Room hire and letting Fees   |            | 93.38      |
| Sundry Receipts              |            | 25.70      |
| Burials                      |            | 3,605.00   |
| Memorials                    |            | 1,108.33   |
| Cemetery Maintenance Income  |            | 1,387.94   |
| Precept                      |            | 233,358.89 |
| Council Support Grant        |            | 9,130.00   |
| Grants Received              |            | 4,450.00   |
| Bank Interest                |            | 244.24     |
| Salary & Wages               | 36,146.31  |            |
| Casual & agency workers      | 1,800.00   |            |
| Licence Agreement            | 600.00     |            |
| Training Costs               | 1,973.00   |            |
| Travelling                   | 500.41     |            |
| Janitorial                   | 386.94     |            |
| Business Rates               | 1,133.25   |            |
| Water Rates                  | 705.77     |            |
| Rent Paid Parks              | 5,800.00   |            |
| Rent Paid Play Areas         | 100.00     |            |
| Electricity                  | 528.00     |            |
| Waste Disposal               | 3,037.85   |            |
| Electricity Streetlights     | 4,428.46   |            |
| Gatekeepers Commission       | 7,500.00   |            |
| Sundry Expenses              | 219.24     |            |
| Telephone                    | 329.60     |            |
| Postage & Carriage           | 124.61     |            |
| Office Stationery            | 855.52     |            |
| Subscriptions                | 1,552.08   |            |

Continued on Page 2

Combined Account Totals by Account Number

| <b>Account Name</b>            | <b>Debit</b>      | <b>Credit</b>     |
|--------------------------------|-------------------|-------------------|
| Insurance                      | 2,375.12          |                   |
| Broadband and Internet         | 219.25            |                   |
| Equipment Rental               | 633.05            |                   |
| Accounts Support               | 2,917.60          |                   |
| IT & Computer Support          | 590.95            |                   |
| Website                        | 1,631.77          |                   |
| Publicity & Special Events     | 933.63            |                   |
| New Office Equipment           | 206.40            |                   |
| Village Improvement            | 13,116.29         |                   |
| Building Maintenance           | 542.54            |                   |
| Newsletter                     | 1,695.00          |                   |
| General Maintenance            | 20,629.14         |                   |
| Equipment Maintenance          | 3,660.77          |                   |
| Equipment Maintenance          | 450.49            |                   |
| Tree Maintenance               | 850.00            |                   |
| Lengthman                      |                   | 53.00             |
| Grass Cutting                  | 15,902.50         |                   |
| Play Area Maintenance          | 14,558.62         |                   |
| Footpath & Verge Mtce          | 10,444.63         |                   |
| Street Furniture & Signs       | 1,996.67          |                   |
| Flower Boxes                   | 4,400.00          |                   |
| Neighbourhood Plan             | 1,948.00          |                   |
| Streetlights R & M             | 528.60            |                   |
| Legal and Professional         | 1,550.00          |                   |
| Audit Fees External & Internal |                   | 1.00              |
| Grants and Donations           | 4,650.00          |                   |
| CP Play Equipment              | 23,023.00         |                   |
| CP Cemetery Equipment          | 2,083.33          |                   |
| CP Big Meadow Electrical Suppl | 17,237.60         |                   |
| Rolling Projects Provision     | 50,000.00         |                   |
| Funding from Rolling Projects  |                   | 16,561.82         |
| Tfr frm EMR Millers Bank Maint |                   | 4,320.00          |
| Tfr fm EMR Village Improvement |                   | 320.33            |
| Tfr from EMR N'hood Plan       |                   | 1,948.00          |
| <b>Trial Balance Total :</b>   | <b>854,511.14</b> | <b>854,511.14</b> |
| <b>Difference :</b>            | <b>0.00</b>       |                   |

**Bidford on Avon Parish Council**

**Detailed Income & Expenditure by Budget Heading 31/01/2018**  
**Cost Centre Report**

Page No 2

|   | Actual Year<br>To Date | Current<br>Annual Bud | Funds<br>Available |
|---|------------------------|-----------------------|--------------------|
| <u>Grants &amp; Donations Power Gen C</u> |                        |                       |                    |
| Grants and Donations                      | 500                    | 21,400                | 20,900             |
|   | <b>500</b>             | <b>21,400</b>         | <b>20,900</b>      |
| Grants Received                           | 3,900                  | 0                     | 0                  |
| Grants & Donations Power Gen C :- Income  | <b>3,900</b>           | <b>0</b>              |                    |
| <b>Net Expenditure over Income</b>        | <b>-3,400</b>          | <b>21,400</b>         |                    |
| <u>Capital &amp; Projects</u>             |                        |                       |                    |
| Insurance                                 | 63                     | 0                     | -63                |
| Village Improvement                       | 499                    | 0                     | -499               |
| Building Maintenance                      | 11                     | 0                     | -11                |
| CP Play Equipment                         | 23,023                 | 0                     | -23,023            |
| CP Cemetery Equipment                     | 2,083                  | 0                     | -2,083             |
| CP New Streetlights                       | 0                      | 11,500                | 11,500             |
| CP Big Meadow Electrical Suppl            | 17,238                 | 0                     | -17,238            |
| Rolling Projects Provision                | 50,000                 | 50,000                | 0                  |
| Funding from Rolling Projects             | -16,562                | -11,500               | 5,062              |
| Capital & Projects :- Expenditure         | <b>76,354</b>          | <b>50,000</b>         | <b>-26,354</b>     |
| <b>Net Expenditure over Income</b>        | <b>76,354</b>          | <b>50,000</b>         |                    |
| <u>Parks and Outside Areas</u>            |                        |                       |                    |
| Casual & agency workers                   | 1,800                  | 2,000                 | 200                |
| Travelling                                | 59                     | 0                     | -59                |
| Janitorial                                | 280                    | 1,000                 | 720                |
| Water Rates                               | 648                    | 440                   | -208               |
| Rent Paid Parks                           | 5,800                  | 12,000                | 6,200              |
| Rent Paid Play Areas                      | 100                    | 0                     | -100               |
| Electricity                               | -143                   | 0                     | 143                |
| Waste Disposal                            | 3,038                  | 8,000                 | 4,962              |
| Gatekeepers Commission                    | 7,500                  | 6,000                 | -1,500             |
| Sundry Expenses                           | 112                    | 500                   | 388                |
| Office Stationery                         | 605                    | 0                     | -605               |
| Village Improvement                       | 500                    | 0                     | -500               |
| Building Maintenance                      | 472                    | 1,000                 | 528                |
| Vandalism Repairs                         | 0                      | 1,800                 | 1,800              |
| General Maintenance                       | 13,233                 | 10,000                | -3,233             |
| Equipment Maintenance                     | 3,661                  | 500                   | -3,161             |
| Tree Maintenance                          | 450                    | 2,000                 | 1,550              |
| Grass Cutting                             | 13,670                 | 15,000                | 1,330              |
| Play Area Maintenance                     | 14,559                 | 15,000                | 441                |
| Street Furniture & Signs                  | 1,898                  | 250                   | -1,648             |
| Grants and Donations                      | 4,150                  | 3,600                 | -550               |
| Tfr frm EMR Millers Bank Maint            | -4,320                 | 0                     | 4,320              |
| Parks and Outside Areas :- Expenditure    | <b>68,072</b>          | <b>79,090</b>         | <b>11,018</b>      |

## Bidford on Avon Parish Council

Detailed Income & Expenditure by Budget Heading 31/01/2018

Page No 3

### Cost Centre Report

|                              | Actual Year<br>To Date | Current<br>Annual Bud | Funds<br>Available |
|------------------------------|------------------------|-----------------------|--------------------|
| Carparking Fees              | 15,783                 | 12,500                | 0                  |
| Lease,Rent,Hire pitches/land | 4,475                  | 2,500                 | 0                  |
| Fishing Rights               | 0                      | 1,100                 | 0                  |
| Moorings Income              | 0                      | 1,325                 | 0                  |
| Concessions                  | 2,092                  | 2,080                 | 0                  |
| Precept                      | 3,104                  | 0                     | 0                  |
| Grants Received              | 550                    | 0                     | 0                  |

|                                   |               |               |  |
|-----------------------------------|---------------|---------------|--|
| Parks and Outside Areas :- Income | <b>26,004</b> | <b>19,505</b> |  |
|-----------------------------------|---------------|---------------|--|

|                                    |               |               |  |
|------------------------------------|---------------|---------------|--|
| <b>Net Expenditure over Income</b> | <b>42,068</b> | <b>59,585</b> |  |
|------------------------------------|---------------|---------------|--|

#### Allotments

|                       |       |       |       |
|-----------------------|-------|-------|-------|
| Water Rates           | 0     | 550   | 550   |
| General Maintenance   | 1,100 | 260   | -840  |
| Tfr to EMR Allotments | 0     | 1,590 | 1,590 |

|                           |              |              |              |
|---------------------------|--------------|--------------|--------------|
| Allotments :- Expenditure | <b>1,100</b> | <b>2,400</b> | <b>1,300</b> |
| Allotment Rents           | 1,679        | 2,400        | 0            |

|                      |              |              |  |
|----------------------|--------------|--------------|--|
| Allotments :- Income | <b>1,679</b> | <b>2,400</b> |  |
|----------------------|--------------|--------------|--|

|                                    |             |          |  |
|------------------------------------|-------------|----------|--|
| <b>Net Expenditure over Income</b> | <b>-579</b> | <b>0</b> |  |
|------------------------------------|-------------|----------|--|

#### Cemetery

|                          |       |        |        |
|--------------------------|-------|--------|--------|
| Business Rates           | 762   | 750    | -12    |
| Water Rates              | 57    | 500    | 443    |
| Office Stationery        | 0     | 100    | 100    |
| Subscriptions            | 90    | 90     | 0      |
| General Maintenance      | 5,346 | 10,000 | 4,654  |
| Equipment Maintenance    | 340   | 750    | 410    |
| Tree Maintenance         | 400   | 500    | 100    |
| Grass Cutting            | 2,233 | 0      | -2,233 |
| Street Furniture & Signs | 99    | 0      | -99    |

|                             |              |               |              |
|-----------------------------|--------------|---------------|--------------|
| Cemetery :- Expenditure     | <b>9,327</b> | <b>12,690</b> | <b>3,363</b> |
| Burials                     | 3,605        | 5,000         | 0            |
| Memorials                   | 1,108        | 2,000         | 0            |
| Cemetery Maintenance Income | 1,388        | 686           | 0            |

|                    |              |              |  |
|--------------------|--------------|--------------|--|
| Cemetery :- Income | <b>6,101</b> | <b>7,686</b> |  |
|--------------------|--------------|--------------|--|

|                                    |              |              |  |
|------------------------------------|--------------|--------------|--|
| <b>Net Expenditure over Income</b> | <b>3,226</b> | <b>5,004</b> |  |
|------------------------------------|--------------|--------------|--|

#### Street Lighting

|                          |       |       |       |
|--------------------------|-------|-------|-------|
| Electricity              | 671   | 0     | -671  |
| Electricity Streetlights | 4,428 | 7,400 | 2,972 |
| General Maintenance      | 72    | 1,800 | 1,728 |
| Streetlights R & M       | 529   | 0     | -529  |

|                                |              |              |              |
|--------------------------------|--------------|--------------|--------------|
| Street Lighting :- Expenditure | <b>5,700</b> | <b>9,200</b> | <b>3,500</b> |
|--------------------------------|--------------|--------------|--------------|

|                                    |              |              |  |
|------------------------------------|--------------|--------------|--|
| <b>Net Expenditure over Income</b> | <b>5,700</b> | <b>9,200</b> |  |
|------------------------------------|--------------|--------------|--|

**Bidford on Avon Parish Council**

**Detailed Income & Expenditure by Budget Heading 31/01/2018**

Page No 4

**Cost Centre Report**

Village Management

|                                    |               |               |              |
|------------------------------------|---------------|---------------|--------------|
| Janitorial                         | 34            | 0             | -34          |
| Waste Disposal                     | 0             | 500           | 500          |
| Sundry Expenses                    | 35            | 0             | -35          |
| Subscriptions                      | 150           | 0             | -150         |
| Village Improvement                | 10,191        | 6,500         | -3,691       |
| Building Maintenance               | 60            | 0             | -60          |
| General Maintenance                | 877           | 500           | -377         |
| Equipment Maintenance              | 110           | 0             | -110         |
| Tree Maintenance                   | 0             | 550           | 550          |
| Lengthman                          | -53           | 1,000         | 1,053        |
| Footpath & Verge Mtce              | 10,445        | 11,400        | 955          |
| War Memorial Maintenance           | 0             | 500           | 500          |
| Street Furniture & Signs           | 0             | 3,000         | 3,000        |
| Flower Boxes                       | 4,400         | 5,100         | 700          |
| Neighbourhood Plan                 | 1,948         | 0             | -1,948       |
| Legal and Professional             | 0             | 250           | 250          |
| Tfr fm EMR Village Improvement     | -320          | 0             | 320          |
| Tfr from EMR N'hood Plan           | -1,948        | 0             | 1,948        |
| <br>                               |               |               |              |
| Village Management :- Expenditure  | <b>25,929</b> | <b>29,300</b> | <b>3,371</b> |
| Agency Income                      | 0             | 3,000         | 0            |
| <br>                               |               |               |              |
| Village Management :- Income       | <b>0</b>      | <b>3,000</b>  |              |
| <br>                               |               |               |              |
| <b>Net Expenditure over Income</b> | <b>25,929</b> | <b>26,300</b> |              |

**Bidford on Avon Parish Council**  
**Cash Book No : 1**  
**Bank Current Account**

Payments made between 01/02/2018 and 26/02/2018

|             |                                |               |                |                    |              | <b>Nominal Ledger Analysis</b> |               |                 |                                   |
|-------------|--------------------------------|---------------|----------------|--------------------|--------------|--------------------------------|---------------|-----------------|-----------------------------------|
| <u>Date</u> | <u>Payee Name</u>              | <u>Cheque</u> | <u>£ Total</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/C</u>                     | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Details</u>        |
|             |                                |               | <u>Amnt</u>    |                    |              |                                |               |                 |                                   |
| 07/02/2018  | Gocardless Ltd, Omnicapital    | DD            | 30.01          |                    |              | Telephone Administration       |               | 30.01           | Gocardless Ltd, Omnicapital       |
| 08/02/2018  | EDF Energy - DD                | DD            | 634.32         | 634.32             |              | Creditors Control              |               |                 | Jan-18                            |
| 08/02/2018  | NPower - DD                    | DD            | 109.86         | 109.86             |              | Creditors Control              |               |                 | 2 Nov 17 to 10Jan 18              |
| 26/02/2018  | The Alcester Connection        | 6959          | 72.80          | 72.80              |              | Creditors Control              |               |                 | Connection mag -Feb 18            |
| 26/02/2018  | Bidford Hardware & DIY         | 6960          | 12.45          | 12.45              |              | Creditors Control              |               |                 | Batteries                         |
| 26/02/2018  | Bloomfield Limited             | 6961          | 455.00         | 455.00             |              | Creditors Control              |               |                 | Newsletter BIG Jan                |
| 26/02/2018  | Building & Plumbing Supplies L | 6962          | 14.16          | 14.16              |              | Creditors Control              |               |                 | WD40 x 2                          |
| 26/02/2018  | Canon UK Ltd                   | 6963          | 89.30          | 89.30              |              | Creditors Control              |               |                 | photocopier 1/2 to 30/4/18        |
| 26/02/2018  | Bidford Church Cottage Trust   | 6964          | 28.00          | 28.00              |              | Creditors Control              |               |                 | Use Chuch Hall 19 & 26 Jan        |
| 26/02/2018  | Cleansing Service Group Ltd    | 6965          | 193.00         | 193.00             |              | Creditors Control              |               |                 | Ptoilets sludge dispoal           |
| 26/02/2018  | Angela Deacon                  | 6966          | 14.40          | 14.40              |              | Creditors Control              |               |                 | Angela Deakon - Wellsbourne       |
| 26/02/2018  | Grundon Waste Management Ltd   | 6967          | 355.20         | 355.20             |              | Creditors Control              |               |                 | Containers January                |
| 26/02/2018  | Limebridge Rural Services Ltd  | 6968          | 26.00          | 26.00              |              | Creditors Control              |               |                 | Footpaths & Amenities maintenance |
| 26/02/2018  | The Play Inspection Company Lt | 6969          | 390.00         | 390.00             |              | Creditors Control              |               |                 | Annual Inspection                 |
| 26/02/2018  | Arrowscape                     | 6970          | 335.25         | 335.25             |              | Creditors Control              |               |                 | Updates 1/10 to 30/12/17          |
| 26/02/2018  | D J Prickett                   | 6971          | 460.00         | 460.00             |              | Creditors Control              |               |                 | play area Check Jan 18            |
| 26/02/2018  | Proplant (UK) Ltd              | 6972          | 210.74         | 210.74             |              | Creditors Control              |               |                 | hire 5.7T excavator 23/1          |

|                         |                      |      |                 |                 |                   |                               |
|-------------------------|----------------------|------|-----------------|-----------------|-------------------|-------------------------------|
| 26/02/2018              | SLCC Enterprises Ltd | 6973 | 298.80          | 298.80          | Creditors Control | Practitioners conference      |
| 26/02/2018              | Mark Smith           | 6974 | 5045.00         | 5045.00         | Creditors Control | Powerwash Footpaths & Benches |
| 26/02/2018              | Steelfast Ltd        | 6975 | 400.20          | 400.20          | Creditors Control | 1.5"bore Galv/tubeclaps       |
| 26/02/2018              | StickyM Ltd          | 6976 | 154.12          | 154.12          | Creditors Control | Gate sign board               |
| 26/02/2018              | Elisabeth Uggerloese | 6977 | 162.27          | 162.27          | Creditors Control | 12m Rolling Duck              |
| 26/02/2018              | WALC                 | 6978 | 125.00          | 125.00          | Creditors Control | planning,design & reserve     |
| <b>Total Payments :</b> |                      |      | <u>9,615.88</u> | <u>9,585.87</u> | <u>0.00</u>       | <u>30.01</u>                  |