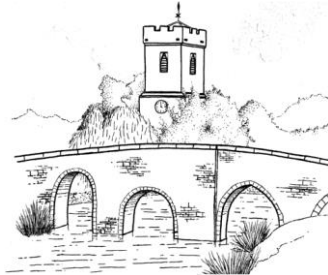


# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



Minutes of the Parish Council Meeting held on Wednesday 30th June 2021 @ 7.30pm at the Crawford Memorial Hall, Salford Road, B50 4EZ under Covid 19 restrictions

### **PRESENT**

Chairman                      Cllr. Fleming – Chairman of the Parish Council

Cllrs.                              Cullum, Deacon, Knight and Meredith

Also present:                Becca Thompson and David Moore – invited to be co-opted during the meeting

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

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

Apologies received and accepted from Cllrs Hiscocks and Taylor. Cllr Williams was absent.

### **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 ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 4<sup>TH</sup> MAY 2021(Via Zoom)**

Cllr Knight proposed the Minutes be accepted as being accurate

**RESOLVED** that the Minutes be accepted and were signed by the Chairman

**4. TO CONSIDER AND APPROVE THE ANNUAL ACCOUNTS**

**i. Annual Statement of Accounts to 31<sup>st</sup> March 2021 (circulated)**

Two concerns had been raised prior to the meeting

- Under “Tenancies” where the Council is the landlord it should be *Bidford Sports Association* not Bidford Cricket Club  
This had been duly updated and the amended version presented at the meeting
- The amount shown as the rent paid by the Bidford Sports Association did not take into account the discount made by Council due to Covid 19.

This is because the amount shown is that which is agreed, the actual amount paid would show under Income

**RESOLVED** unanimously to accept the Statement of Accounts for the year ending 31<sup>st</sup> March 2021 which were duly signed by the Chairman and Responsible Financial Officer

**ii. The Annual Governance Statement 2020/21 –to be completed and the meeting**

Template had been circulated and the Clerk referred to each point for Council to consider its reply.

**RESOLVED** by a unanimous vote, to reply YES to points 1-8 and N/A to point 9 and Chairman and Clerk to sign

**iii. The Annual Accounting Statement 2020/21**

These had been circulated and it was proposed they be approved

**RESOLVED** to approve the figures by a unanimous vote and Chairman and Responsible Financial Officer to sign

**5. TO CO-OPT AND WELCOME NEW COUNCILLORS**

**i.** Rebecca Thompson

**ii.** David Moore

**RESOLVED** to confirm the co-option and welcome the new members who duly signed the Acceptance of Office

The meeting closed at approx. 7.45 pm



To Period: Month 2, May 2021

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
0100	Debtors Control	213.12	
0105	VAT Control A/c	4,294.26	
0112	Other Debtors	15.00	
0201	Current Bank A/c	137,806.85	
0204	CCLA PSDF	875,341.57	
0310	General Reserves		161,832.17
0315	EMR Rolling Projects Fund		291,600.51
0326	EMR Allotments		5,398.41
0329	EMR CPCPP -Cycle Paths		3,000.00
0330	EMR S106 fund		116,617.23
0331	EMR - Jacksons Meadow		23,500.00
0332	EMR Election		3,500.00
0333	EMR S106 Miller Homes		245,000.00
0501	Creditors Control		27,982.58
0502	VAT Liability	16,613.67	
0515	PAYE Control		1,258.34
1000	Carparking Fees		270.00
1121	Sundry Receipts		363.10
1130	Burials		1,680.00
1131	Memorials		308.34
1176	Precept		143,601.50
1195	CCLA PSDF Interest received		35.04
3200	Profit and Loss Account		53,258.34
4001	Salary & Wages	7,656.60	
4006	Rent for Room	400.00	
4008	Training Costs	155.00	
4009	Travelling	18.90	
4010	Janitorial	696.21	
4011	Business Rates	1,555.70	
4012	Water Rates		20.37
4015	Electricity	625.14	
4017	Waste Disposal	765.85	
4018	Electricity Streetlights		367.00
4020	Sundry Expenses	32.73	
4021	Telephone	62.44	
4023	Office Stationery	35.00	
4024	Subscriptions	1,485.98	
4025	Insurance	510.11	
4026	Broadband and Internet	40.06	
4027	Equipment Rental	111.15	
4028	Accounts Support		85.00
4029	IT & Computer Support	47.95	
4032	Publicity & Special Events	190.00	
4035	Village Improvement	450.00	
4038	Vandalism Repairs	881.57	
4039	General Maintenance	2,535.29	
4042	Equipment Maintenance	171.41	
4046	Grass Cutting	7,204.00	
4047	Play Area Maintenance	2,529.87	
4048	Footpath & Verge Mtce	3,902.00	
4050	Street Furniture & Signs	1,895.50	
4051	Flower Boxes	1,415.00	

Date: 28/06/2021  
Time: 16:17:28

Bidford on Avon Parish Council  
Period Trial Balance

Page: 2

To Period: Month 2, May 2021

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
4056	Legal and Professional	590.00	
4057	Audit Fees External & Internal		1,800.00
4062	Recreational Strategy & Leisure/Youth Act	1,080.00	
4063	New Furniture - Big Meadow	10,150.00	
	Totals:	<u>1,081,477.93</u>	<u>1,081,477.93</u>

**Bidford on Avon Parish Council**  
**List of Sales Receipt and Bank Receipts By Bank**

Date From: 01/05/2021

Date To: 31/05/2021

Bank Code: 0201

Bank Name: Current Bank A/C

No	Date	Type	N/C	Ref	Details	Net	Tax	Gross
3333	04/05/2021	BR	0505	FPI	R Williams - Joy	10.00	0.00	10.00
3334	07/05/2021	BR	1130	BGC	The Co-op receipt 888	760.00	0.00	760.00
3335	12/05/2021	BR	1131	FPI	G & SN Clifford - Coulson 468	154.17	30.83	185.00
3336	13/05/2021	BR	1131	FPI	G & SN Clifford - Baker 467	154.17	30.83	185.00
3382	25/05/2021	BR	1000	BGC	Card Txns - Car Parking Income	15.00	0.00	15.00
3383	26/05/2021	BR	1000	BGC	Card Txns - Car Parking Income	6.00	0.00	6.00
3384	26/05/2021	BR	1000	BGC	Card Txns - Car Parking Income	36.00	0.00	36.00
3385	26/05/2021	BR	1000	BGC	Card Txns - Car Parking Income	39.00	0.00	39.00
3386	27/05/2021	BR	1000	BGC	Card Txns - Car Parking Income	60.00	0.00	60.00
3387	28/05/2021	BR	1000	BGC	Card Txns - Car Parking Income	114.00	0.00	114.00
3446	24/05/2021	BR	1130	BGC	Burial Income	260.00	0.00	260.00
						<u>1608.34</u>	<u>61.66</u>	<u>1670.00</u>

**Bidford on Avon Parish Council**  
**List of Supplier and Bank Payments By Bank**

Date From: 01/05/2021

Date To: 31/05/2021

Bank Code: 0201

Bank Name: Current Bank A/C

Bank: 0201

No	Date	Type	N/C	Ref	Details	Net£	Tax£	Gross
3337	04/05/2021	BP	0505	BGC	S Merredith - Joy	70.00	0.00	70.00
3325	04/05/2021	PP	O2	DD	O2 Line Rental Charge	53.62	0.00	53.62
3326	07/05/2021	PP	E.ON	DD	EON- Elec Charge 23/03/21-22/04/21	251.03	0.00	251.03
3330	14/05/2021	BP	4018	DD	Scottish Power	33.00	0.00	33.00
3331	14/05/2021	BP	4024	DD	ICO	35.00	0.00	35.00
3327	14/05/2021	PA	STRATFO	DD	Stratford -on-Avon District Council-DD	56.00	0.00	56.00
3328	14/05/2021	PA	STRATFO	DD	Stratford -on-Avon District Council-DD	100.00	0.00	100.00
3329	14/05/2021	PA	HAVEN	DD	Electricity charge for April 2021	497.97	0.00	497.97
3332	14/05/2021	PA	STRATFO	DD	Stratford -on-Avon District Council-DD	56.00	0.00	56.00
3447	19/05/2021	BP	0112	DD	Worldpay - Incorrect DDR (To be refunded)	15.00	0.00	15.00
3372	20/05/2021	BP	0516	DD/STO	E Uggerloese	2,400.29	0.00	2,400.29
3445	20/05/2021	PA	WATER	DD	Water + Plus - DD	5.89	0.00	5.89
3338	24/05/2021	PP	BASFORD	BACS	Machine Repair - Cub Tractor	205.69	0.00	205.69
3339	24/05/2021	PP	CANON	BACS	Copier hire 01/06/21 to 31/08/21	116.88	0.00	116.88
3340	24/05/2021	PP	GRU	BACS	Waste Collection March & April 21	1413.63	0.00	1413.63
3341	24/05/2021	PP	F Parr Ltd	BACS	F Parr Ltd - Plastic Chain	86.40	0.00	86.40
3342	24/05/2021	PP	RAGLEY	BACS	Ragleys - 14 x Logs	1176.00	0.00	1176.00
3343	24/05/2021	PP	SMITH	BACS	Big Meadow Facilities Operative-May 21	300.00	0.00	300.00
3344	24/05/2021	PP	SPR	BACS	50 Heavy duty metal stakes - Meadow	900.00	0.00	900.00
3345	24/05/2021	PP	STRATDC	BACS	Stratford -on-Avon District Council-DD	100.00	0.00	100.00
3346	24/05/2021	PP	UGGER	BACS	Clerks expenses May 2021	40.95	0.00	40.95
3347	24/05/2021	PP	WARWICK	BACS	Traffic survey Vitoria & Waterloo Roads	708.00	0.00	708.00
3374	24/05/2021	PA	WATER	DD	Water + Plus - DD	112.89	0.00	112.89
3375	26/05/2021	PP	VODA	DD	Monthly Phone & Broadband	35.22	0.00	35.22
3376	27/05/2021	PP	LIBRARY	SO	Licence Agreement - May 2021	200.00	0.00	200.00
3373	30/05/2021	BP	0517	DD/STO	Warks PS	798.74	0.00	798.74
						<b><u>9,768.20</u></b>	<b><u>0.00</u></b>	<b><u>9,768.20</u></b>

**Bidford on Avon Parish Council**  
**Income & Expenditure by Cost Centre (Advanced Budget and Variance)**

Period From: Month 1, April  
 Period To: Month 2, May

Year: 2021/22

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Income</b>			
Room Hire & Letting Fees	0.00	500.00	-500.00
Sundry Receipts	363.10	0.00	363.10
Precept	143,601.50	287,200.00	-143,598.50
CCLA PSDF Interest Received	35.04	2,000.00	-1,964.96
	<b>143,999.64</b>	<b>289,700.00</b>	<b>-145,700.36</b>

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Expenditure</b>			
Salary & wages	7,656.60	61,600.00	53,943.40
Rent for Room	200.00	2,450.00	2,250.00
Training Costs	105.00	3,950.00	3,845.00
Travelling	8.10	1,000.00	991.90
Janitorial	12.88	100.00	87.12
Business Rates	280.00	400.00	120.00
Electricity	415.95	0.00	-415.95
Sundry Expenses	0.00	100.00	100.00
Telephone	8.88	1,000.00	991.12
Postage & Carriage	0.00	150.00	150.00
Office Stationery	7.98	500.00	492.02
Subscriptions	46.99	2,000.00	1,953.01
Insurance	0.00	3,100.00	3,100.00
Broadband and Internet	20.47	250.00	229.53
Equipment Rental	111.15	500.00	388.85
Accounts Support	220.00	3,600.00	3,380.00
IT & Computer Support	47.95	2,850.00	2,802.05
Website	0.00	2,000.00	2,000.00
Publicity & Special Events	0.00	100.00	100.00
New Office Equipment	0.00	250.00	250.00
General Maintenance	0.00	250.00	250.00
Legal and Professional	0.00	1,000.00	1,000.00
Audit Fees - External & Internal	0.00	1,300.00	1,300.00
	<b>9,141.95</b>	<b>88,450.00</b>	<b>79,308.05</b>

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Expenditure</b>			
Training Costs	50.00	1,000.00	950.00
Insurance	0.00	0.00	0.00
Broadband and Internet	0.00	0.00	0.00
Equipment Rental	0.00	0.00	0.00
Accounts Support	0.00	0.00	0.00
Newsletter	0.00	1,650.00	1,650.00
Election Costs	0.00	1,000.00	1,000.00
	<b>50.00</b>	<b>3,650.00</b>	<b>3,600.00</b>

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Expenditure</b>			
Insurance	0.00	0.00	0.00
Accounts Support	0.00	0.00	0.00
Election Costs	0.00	0.00	0.00
Legal and Professional	0.00	0.00	0.00
Grants and Donations	13,500.00	25,000.00	11,500.00
	<b>13,500.00</b>	<b>25,000.00</b>	<b>11,500.00</b>

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Expenditure</b>			
Village Improvement	0.00	1,000.00	1,000.00
Grants and Donations	1,887.08	0.00	-1,887.08
Rolling Projects Provision	0.00	50,000.00	50,000.00
Funding from Rolling Projects	0.00	-73,900.00	-73,900.00
Streetlight Replacement	0.00	72,900.00	72,900.00
	<b>1,887.08</b>	<b>50,000.00</b>	<b>48,112.92</b>

**Bidford on Avon Parish Council**  
**Income & Expenditure by Cost Centre (Advanced Budget and Variance)**

Period From: Month 1, April      Year: 2021/22  
 Period To: Month 2, May

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
<b>Income</b>				
Carparking Fees	270.00	18,000.00	-17,730.00	
Lease,Rent,Hire Pitches/Land	0.00	1,600.00	-1,600.00	
Fishing Rights	0.00	1,200.00	-1,200.00	
Moorings Income	0.00	1,600.00	-1,600.00	
	<b>270.00</b>	<b>22,400.00</b>	<b>-22,130.00</b>	
<b>Expenditure</b>				
Janitorial	383.33	5,000.00	4,616.67	
Water Rates	0.00	900.00	900.00	
Rent Paid - Parks	0.00	12,500.00	12,500.00	
Rent Paid - Play Areas	0.00	200.00	200.00	
Electricity	209.19	750.00	540.81	
Waste Disposal	765.85	8,000.00	7,234.15	
Gatekeepers Commission	0.00	8,000.00	8,000.00	
Sundry Expenses	32.73	0.00	-32.73	
Building Maintenance	0.00	1,000.00	1,000.00	
Vandalism Repairs	0.00	1,800.00	1,800.00	
General Maintenance	1,668.80	20,000.00	18,331.20	
Equipment Maintenance	0.00	200.00	200.00	
Tree Maintenance	0.00	4,000.00	4,000.00	
Tools & Equipment Purchases	0.00	200.00	200.00	
Grass Cutting	6,076.00	20,000.00	13,924.00	
Play Area Maintenance	2,402.87	15,000.00	12,597.13	
Footpath & Verge Maintenance	0.00	250.00	250.00	
Street Furniture & Signs	1,895.50	500.00	-1,395.50	
Funding from Rolling Projects	0.00	0.00	0.00	
New Furniture - Big eadow	6,720.00	0.00	-6,720.00	
	<b>20,154.27</b>	<b>98,300.00</b>	<b>78,145.73</b>	

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
<b>Income</b>				
Allotment Rents	0.00	2,600.00	-2,600.00	
	<b>0.00</b>	<b>2,600.00</b>	<b>-2,600.00</b>	
<b>Expenditure</b>				
Water Rates	35.29	0.00	-35.29	
General Maintenance	85.00	1,000.00	915.00	
Street Furniture & Signs	0.00	0.00	0.00	
	<b>120.29</b>	<b>1,000.00</b>	<b>879.71</b>	
<b>Transfer Funds</b>				
Tfr to EMR Allotments	0.00	1,600.00	1,600.00	
	<b>0.00</b>	<b>1,600.00</b>	<b>1,600.00</b>	

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
<b>Income</b>				
Burials	1,490.00	5,000.00	-3,510.00	
Memorials	308.34	1,500.00	-1,191.66	
Cemetery Maintenance Income	0.00	720.00	-720.00	
	<b>1,798.34</b>	<b>7,220.00</b>	<b>-5,421.66</b>	
<b>Expenditure</b>				
Business Rates	1,275.70	970.00	-305.70	
Water Rates	14.34	100.00	85.66	
Office Stationery	0.00	50.00	50.00	
Subscriptions	0.00	100.00	100.00	
General Maintenance	0.00	5,000.00	5,000.00	
Equipment Maintenance	171.41	750.00	578.59	
Tree Maintenance	0.00	1,000.00	1,000.00	
Grass Cutting	548.00	9,500.00	8,952.00	
Street Furniture & Signs	0.00	0.00	0.00	
	<b>2,009.45</b>	<b>17,470.00</b>	<b>15,460.55</b>	



**Bidford on Avon Parish Council**  
**Income & Expenditure by Cost Centre (Advanced Budget and Variance)**

Period From: Month 1, April  
 Period To: Month 2, May

Year: 2021/22

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Expenditure</b>			
Electricity - Streetlights	33.00	6,000.00	5,967.00
General Maintenance	0.00	2,000.00	2,000.00
Streetlights R & M	0.00	2,000.00	2,000.00
	<b>33.00</b>	<b>10,000.00</b>	<b>9,967.00</b>

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Income</b>			
Lease,Rent,Hire Pitches/Land	0.00	50.00	-50.00
Agency Work Income	0.00	3,050.00	-3,050.00
	<b>0.00</b>	<b>3,100.00</b>	<b>-3,100.00</b>

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<b>Expenditure</b>			
Gatekeepers Commission	0.00	700.00	700.00
Subscriptions	0.00	125.00	125.00
Publicity & Special Events	0.00	450.00	450.00
Village Improvement	0.00	9,100.00	9,100.00
Vandalism Repairs	0.00	500.00	500.00
General Maintenance	0.00	1,000.00	1,000.00
Equipment Maintenance	0.00	800.00	800.00
Tree Maintenance	0.00	1,000.00	1,000.00
Lengthman	0.00	1,000.00	1,000.00
Footpath & Verge Maintenance	3,902.00	13,000.00	9,098.00
War Memorial Maintenance	0.00	500.00	500.00
Street Furniture & Signs	0.00	3,000.00	3,000.00
Flower Boxes	1,415.00	5,100.00	3,685.00
Streetlights R & M	0.00	0.00	0.00
Legal and Professional	590.00	0.00	-590.00
Streetlight Replacement	0.00	0.00	0.00
CCTV Maintenance	0.00	2,000.00	2,000.00
	<b>5,907.00</b>	<b>38,275.00</b>	<b>32,368.00</b>

**Bidford on Avon Parish Council**  
**List of Purchase Payments & Bank Payments by Bank**

Date From: 01/06/2021  
Date To: 28/06/2021

Bank: 0201 Bank Name: Current Bank A/C

No	Date	Type	N/C	Ref	Details	Net	Tax	Gross
3448	01/06/2021	PP	MICRO	SO	Microshade VSM - SO	57.54	0.00	57.54
3449	01/06/2021	PA	DCKB	SO	DCK Accounting Solutions Ltd - SO	252.00	0.00	252.00
3450	01/06/2021	PP	LIMEBRID	SO	Limebridge Rural Services Ltd - SO	3,252.00	0.00	3,252.00
3451	01/06/2021	PA	STRATFO	SO	Stratford -on-Avon District Council-DD	100.00	0.00	100.00
3452	03/06/2021	PA	O2	DD	O2 - Monthly phone charge	53.62	0.00	53.62
3459	14/06/2021	BP	4018	DD	Scottish Power 16061138656	33.00	0.00	33.00
3453	14/06/2021	PA	STRATFO	DD	Stratford -on-Avon District Council-DD	56.00	0.00	56.00
3454	14/06/2021	PA	STRATFO	DD	Stratford -on-Avon District Council-DD	56.00	0.00	56.00
3455	14/06/2021	PA	STRATFO	DD	Stratford -on-Avon District Council-DD	100.00	0.00	100.00
3456	15/06/2021	PP	HAVEN	DD	Haven Power Ltd	514.45	0.00	514.45
3457	16/06/2021	PP	GPUKLLP	DD	Global Payments - Car Parking Charge	32.73	0.00	32.73
3458	21/06/2021	PA	WATER	DD	Water + Plus - DD	5.89	0.00	5.89
3468	22/06/2021	BP	1130	FPO	Christopher O'Brie-Burial Deed Return	280.00	0.00	280.00
3469	22/06/2021	BP	1130	FPO	S.B. DE Kersey - Burial Deed Return	275.00	0.00	275.00
3470	23/06/2021	BP	0516	SO	Mrs E Uggerloese	2,400.49	0.00	2,400.49
3412	28/06/2021	PP	ASTLEYS	BACS	Refuse sacks Viking LD 38	140.04	0.00	140.04
3413	28/06/2021	PP	AXA01	BACS	Annual premises insurance 2021/22	3262.11	0.00	3262.11
3414	28/06/2021	PP	GRU	BACS	Disposal - Front loading container	394.72	0.00	394.72
3415	28/06/2021	PP	KOMP01	BACS	Sheave-replace carriage, retension cable	1659.44	0.00	1659.44
3416	28/06/2021	PP	MGS001	BACS	Grass cutting Apr, May, June + Gen Maint	13837.00	0.00	13837.00
3417	28/06/2021	PP	PRICKETT	BACS	Play area inspection - April & May 2021	1105.00	0.00	1105.00
3418	28/06/2021	PP	UGGER	BACS	Clerk expenses	57.96	0.00	57.96
3419	28/06/2021	PP	WALC	BACS	Course - Data Protection	90.00	0.00	90.00
3539	30/06/2021	PP	CANON	BACS	Photo Copier usage 01/03/21 to 31/05/21	16.50	0.00	16.50
3540	30/06/2021	PP	LIMEBRID	BACS	Flower box maintenance	534.00	0.00	534.00
3541	30/06/2021	PP	LPS001	BACS	Supply, install & manage pay machine	8064.00	0.00	8064.00
3542	30/06/2021	PP	MAN001	BACS	Screened topsoil	56.16	0.00	56.16
3543	30/06/2021	PP	SLCC	BACS	Community engagement & Leadership	126.00	0.00	126.00
3544	30/06/2021	PP	SPACE	BACS	4 x signs Ass car parking, 1 sign Fishing Rights	198.60	0.00	198.60
						<u>37,010.25</u>	<u>0.00</u>	<u>37,010.25</u>