

# MINUTES OF THE MEETING OF HINTS WITH CANWELL PARISH COUNCIL

Held at Hints Village Hall on Tuesday 14<sup>th</sup> November 2023 at 7:30pm

**Present:** Cllr. S Petford (Chair), Cllr. S Clarke (Vice-Chair), Cllr. G Kynaston, Cllr. P Kynaston, Cllr. P.D Lucas & Cllr. S Shepherd

**Guests in Attendance:** None

**Public in Attendance:** Four

**Minute Taker & Clerk** Gemma Burgess, [clerk@hintswithcanwellpc.co.uk](mailto:clerk@hintswithcanwellpc.co.uk)

**23/56. Apologies:** None, all present.

**23/57. Declarations of Interest and Dispensations:** Cllr. G Kynaston declared a non-pecuniary interest in item 23/61f as a Canwell Church PCC member. Cllr. S Petford and Cllr. S Clarke declared non-pecuniary interests in the same item as St Bartholomew's Church PCC members.

**23/58. Minutes: RESOLVED:** *That the Minutes of the Parish Council meeting held on Tuesday 12<sup>th</sup> September 2023, having been circulated, be confirmed and signed as a correct record.*

- It was noted that a representation from a member of the public had been misunderstood and that the landowner has not cut back the encroaching vegetation behind Lamb Farm.

**23/59. Public Participation:** Residents spoke to raise issues regarding:

- Current planning application appeals
- Speeding
- Litter on Old London Road.
- Blocked gullies

**23/60. An opportunity to address the Council for invited guests:**

Apologies were received from SCC Cllr. D Smith.

**23/61. Finance, Staffing and Administration:**

- Bank reconciliation:** The reconciliation at October 31<sup>st</sup> 2023 was checked and approved.

Reconciliation at		31st October 2023	
<b>Accounts</b>		<b>Bank balances</b>	
a. Balance b/f 1st April	26,972.81	Stat 263 Deposit Account	25,107.59
b. Total Receipts	11,080.67	Stat 522 Current Account	9,329.00
c. Total Payments	3,616.89	Add unrepresented income	0.00
d. Profit / Loss on year to date (b-c)	7,463.78	Less unrepresented cheques	0.00
e. Closing Balance (a+d)	34,436.59		34,436.59

- The receipts and payments list to 31<sup>st</sup> October 2023 was noted. (attached at p3)
- The NJC Pay Award for 23-24 was noted. (attached at pp4-7)
- The backpay of £151.67 due to Clerk was approved.
- The list of payments for November and December was approved as below:

**Payments to authorise at this meeting 14th November 2023**

Invoice Date	Doc #	Type	Payee	Details	TOTAL Gross	VAT Element	Employee Costs	General Admin	Grounds Maint	Grants	Other
23/10/2023	2324-037	DD	IONOS	Webhosting 24.10-24.11	8.40	1.40		7.00			
23/11/2023	TBC	DD	IONOS	Webhosting 24.11-24.12	8.40	1.40		7.00			
21/11/2023	TBC	DD	HSBC	Account charges to 28.10.23	8.00			8.00			
21/12/2023	TBC	DD	HSBC	Account charges to 28.11.23	8.00			8.00			
14/11/2023	2324-039	BACS	Clerk	Salary M8	406.39		406.39				
17/12/2023	2324-040	BACS	HMRC	M8 Deductions	95.20		95.20				
12/12/2023	TBC	BACS	Clerk	Salary M9 (£349.92 less deductions)	349.92		349.92				
17/01/2024	TBC	BACS	HMRC	M9 Deductions (TBC)	0		0				
14/11/2023	2324-041	BACS	SJL	Canwell Field mowing September	112.32	18.72			93.60		
14/11/2023	2324-042	BACS	Clerk	Reimburse: Kaspersky Anti-Virus	54.99	9.16		45.83			
				TOTALS:	1,051.62	30.68	851.51	75.83	93.60	0.00	0.00

**f. Grant Applications:**

Grant applications under s137 from Canwell Church for £500 and St Bartholomew’s Church for £700 were considered. It was noted that there is £800 in the current budget for grant applications but that financial pressure on both churches was heavy and that the wider community benefit from enjoying the open spaces around each church.

Cllrs. S Petford, G Kynaston and S Clarke abstained from voting due to non-pecuniary interests that could present a conflict of interest.

**RESOLVED:**

- That £400 be moved from the general reserve to the 23-24 grant budget.
  - That £500 be granted to Canwell Church.
  - That £700 be granted to St Bartholomew’s Church
  - That each recipient provide evidence that the grant money has been spent on open spaces that benefit the wider community.
- g. It was noted that £1027.78 has been received under the neighbourhood CIL programme. The money needs to be spent in a specific and approved way within 5 years on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area. It was agreed that projects would be sought out and clarity would be gained on exactly what would be eligible.
- h. It was noted that the recent interim internal audit had taken place and was positive with no recommendations made.
- i. The budget performance year-to-date was noted. (attached at p8)
- j. The draft budget for 24-25 was considered. It was agreed that new Ear Marked Reserves for CIL and defibrillator costs of £1500 should be approved in January.

**23/62. Reports from Chairman, Councillors and Clerk:**

- The Hints defibrillator will be out of action for the near future as it has been sent off to be remapped. Residents in need of assistance should ring 999 to be directed to the nearest location.
- Cllr. G Kynaston will enquire about a servicing plan for the defibs.
- The visit to HD Ricketts quarry was very well received. Councillors were pleased to see how environmentally friendly the plant is and how conscientious the owners are to rewilding, regulations and being a good neighbour.
- Cutting the hedges and verges has been delayed due to the weather; the wet conditions also prohibit another cut of the grass due to the heavy machinery used.
- There has been one vehicle theft in Canwell in October.
- Responses from SCC regarding gully cleaning, footpath clearing and potholes are unsatisfactory and will be chased for progress.

**23/63. Meetings:** The next meetings, all at Hints Village Hall were agreed as:  
 January 9<sup>th</sup> 2024, March 12<sup>th</sup>, May 14<sup>th</sup>, July 9<sup>th</sup>, Sep 10<sup>th</sup>, Nov 12<sup>th</sup>  
 The Clerk was directed to confirm hall bookings.

***The Chairman thanked all those present for their attendance and declared the meeting closed at 8.35pm.***

..... Signed ..... Date