



MINUTES OF THE MEETING OF BUNTINGFORD TOWN COUNCIL HELD VIRTUALLY VIA ZOOM AT 7.00PM ON THURSDAY 28TH JANUARY 2021.

Present: Councillors, G. Waite (Chairman), G. Bonner, Mrs P. Furness, M.Furness, J. Ling, S. Bull, B. Lemay, S. Bowman (Deputy Chairman) and D.Wallace.

Officer Present: J. Jones (Town Clerk) & A. Georgiou (Admin Officer)

Also present: CI Stuart Orton, Two members of the public, County Councillor Jones.
The Chairman led prayers.

224. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies from Councillors Basra, Mrs T.Bonner and Mrs S.Cootte.

225. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST.

S. Bull - Norfolk Road Playing Fields

226. TO RECEIVE A REPORT FROM THE POLICE.

CI Orton introduced himself and explained that he looks after all towns and rural parishes, 24/7 policing and neighbourhood policing. He stated that because of current restrictions he had been unable to meet with everyone in person and asked if there were any questions.

In response to a question from Councillor Bonner, CI Orton responded that he was gaining 167 Officers by March 2022, he had that day met with the Home Secretary in relation to this. He currently has 111 additional officers and on target for receiving 303 to the end of the 2023 financial year. For East Herts there are an additional 14 officers, increasing the 24/7 response team by 2 and increasing established numbers on four neighbourhood teams. There are also two Police Now students.

Buntingford and Rural has now gone to seven officers plus a Police Now student. Also as of 1/3, two officers per shift to work from Buntingford.

In response to a question from Councillor Mrs Furness regarding the reports of violence against a person, CI Orton responded that there is not a huge increase in this in Buntingford, there is an increase in public order offences, similar to the rest of the County. There is also an increase in reports of drug dealing, now people are working from home and noticing strange behaviour in neighbours. There has been a lot of reports of breach of lock down. There has been a very slight decrease in violence offences in the Buntingford Ward.

There has been an increase in domestic abuse indicative of the rest of the County. The biggest increase is in areas with the highest concentration of housing and more social housing, there were 26 reports in Buntingford last year and 39 this year. Councillor Mrs Furness said she was particularly concerned with the impact this may have on children.

In response to questions from Councillor Jones, CI Orton responded that there was already a defibrillator installed at Buntingford Police Station prior to the press release from David Lloyd. There were no plans to merge premises with the Fire Station as there is room for development at the Buntingford Police Station but the parking area needs to be used more efficiently.

In response to a question from Councillor Bull, CI Orton stated that there will be a push towards officers on the front line.

The Chairman thanked CI Orton for attending. CI Orton left the meeting.

227. TO APPROVE AS A TRUE RECORD AND AUTHORISE THE CHAIRMAN TO SIGN THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 26TH NOVEMBER 2020.

Following a proposal, second and a unanimous vote it was
RESOLVED

That the Minutes are approved as a true record and the Chairman was authorised to sign them.

228. TO APPROVE AS A TRUE RECORD AND AUTHORISE THE CHAIRMAN TO SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 26TH NOVEMBER 2020.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the Minutes are approved and the Chairman was authorised to sign them.

229. TO RECEIVE ANNOUNCEMENTS FROM THE CHAIRMAN.

The Chairman reported that it has been a busy two months with time spent mainly on the cemetery, where we are getting to the point where we can accept interments. The CCTV is up and running. Focus has also been on the S106 Outdoor Sports Working Party, although this has been difficult not being able to meet face to face.

230. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE AMENITIES COMMITTEE HELD 7TH JANUARY 2021 AND ANY RECOMMENDATIONS CONTAINED WITHIN.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the report of the meeting of the Amenities Committee held on 7th January 2021 be adopted.

No recommendations.

231. TO RECEIVE AND CONSIDER THE REPORT OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 14TH JANUARY 2021 AND ANY RECOMMENDATIONS CONTAINED WITHIN.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the report of the meeting of the Resources Committee held on 14th January 2021 be adopted.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the report on Manor House Security be referred to Full Council with the recommendation that all recommended work is undertaken, but prioritised.

232. TO RECEIVE REPORT OF PAYMENTS MADE DECEMBER 2020/ JANUARY 2021.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the reports of payments made December 2020 and January 2021 accepted. (Copy attached).

233. TO RECEIVE THE BUDGET MONITORING REPORT DATED 12/1/21.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the Budget Monitoring report dated 12/1/21 be accepted (copy attached).

234. TO RECEIVE AND CONSIDER REPORT FROM THE TOWN CLERK.

Councillors acknowledged receipt of a report from the Town Clerk (copy attached).

235. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR.

Councillor Bull reported that the recently reported rubbish that had collected at the back of Skipps Meadow had very kindly been cleared by volunteer, Chris Newman. Councillor Bull asked if the Council could send a letter of thanks to Mr Newman.

Councillor Jones reported that EHDC has agreed to implement a green waste charge of £49 , with an early bird offer of £45, Councillor Jones stated that he had found it difficult to support this. In response to a question from Councillor Ling, Councillor Jones stated that the litter on the southbound verge of the A10 had been reported by the Clerk to EHDC. Hopefully in the autumn, community litter picking can resume. Councillor Waite asked if there would be any discounts on the green waste charge

for single households or people on benefits. Councillor Jones responded that there will be an explanatory leaflet delivered in February.

236. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR.

Councillor Jones stated that at the last Council meeting the cycle rack at the top of Church Street had been discussed and he thought that equal funding of £1k had been agreed towards a pod system in black. He now understands that the funding hadn't been formally agreed. Councillor Jones stated that he was keen to order the new system as EHDC are to re-locate the existing two tier rack to Freman College. Because of this, Councillor Jones will fund the new rack from his Locality Budget with EHDC funding a contribution of £450. He asked if the Town Council would agree to apply for the Locality Grant.

In response to a question from Councillor Lemay, Councillor Jones explained that the new rack was preferable to a toast rack style structure as we want to encourage people to cycle and the pod system is more visible and Secured by Design, people will notice them more.

Following a proposal, second and vote of 8 in favour and 1 abstention it was

RESOLVED

That the Town Council applies for a Locality Grant for £2k towards the new pod system cycle rack.

Councillor Jones reported that the London Road scheme is still going forward, although not yet agreed. The next stage in the consultation is postcards to London Road residents. There is talk of a pre-consultation with stake holders including the Town Council, Councillor Jones has asked if they would come along to a Council meeting, perhaps half an hour before the meeting for a briefing and presentation. Councillor Jones stated that he is keen that the Phoenix Project links in. The scheme will go to public consultation in June.

Councillor Jones referred to a letter from the Town Council to Councillor Bibby regarding support for the 20mph restrictions in Buntingford. He stated that he had been surprised that this letter had not been directed through him. Councillor Ling explained that the Council sees this letter as support for the scheme. Councillor Jones responded that there is £7m set aside for such schemes and he was putting Buntingford forward for consideration.

237. TO APPROVE THE ABSENCE OF COUNCILLOR BASRA DUE TO ILL HEALTH FOR AN AGREED PERIOD FROM 28.1.2021 - LGA 1972 SECTION 85 (1).

Following a proposal, second and a unanimous vote it was

RESOLVED

That in view of his long service to the Council, an absence of six months to the end of July 2021 be approved for Councillor S.Basra.

238. TO AGREE THE 2021/2022 BUDGET.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the 2021/2022 budget be approved.

239. TO APPROVE THE 2021/2022 PRECEPT REQUEST.

Following a proposal, second and a unanimous vote it was

RESOLVED

That the Precept in the sum of £ 307,152.00 representing a band D equivalent of £ 97.92 be approved.

240. TO INVITE MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING.

Member of the Public - Referred to the approval of the cycle rack at the top of Church Street and suggested signage indicating where the cycle rack was located. Councillor Jones state that he would speak with EHDC regarding this.

Councillor Lemay reported that his wife, ex Councillor Debbie Lemay had undergone surgery and was in hospital. The Clerk was asked to send a card to Mrs Lemay wishing her a speedy recovery.

Meeting closed 8.34pm.

Next scheduled meeting of the Full Council - Thursday 25th February 2021 at 7pm - venue or link to be confirmed.

1	2	3	4	5	6	7	8
1	Accounts paid:	Jan-21	Full Council Meeting:	28th January 2021			
2	Committee	Budget	Payee	Details	Amount	Budget total	Budget Bal.
3	Expenditure						
4							
5	Resources	Grants	Trophy Brands	Trophies Unsung Heros	66.67		
6	Resources	Grants	Cheese Plate	Prizes Unsung Heros	200.00	5000.00	3188.33
7	Resources	Salaries	Barclays	November salaries	5827.04		
8	Resources	Salaries	HMRC	Tax NIC Nov	1923.72		
9	Resources	Salaries	HCC	S,Ann Nov	2052.48		
10	Resources	Salaries	Barclays	Dec salaries	5827.04		
11	Resources	Salaries	HCC	S,Ann Dec	2052.48		
12	Resources	Salaries	HMRC	Tax/NIC Dec	1923.72		
13	Resources	Salaries	B.Stepney	Litter picking cover Xmas	95.00		
14	resources	salaries	A.Jones	Cleaning cover	90.00	115500.00	25232.75
15	Resources	Communications	Barclaycard	Mobile top up	10.00		
16	Resources	Communications	BT	Landline/Broadband	63.39		
17	Resources	Communications	BT	Landline/Broadband	63.39	750.00	94.18
18	Resources	Advertising	Civic Society	Advertising Journal	264.00	300.00	36.00
19	Resources	Electricity	British Gas	Electricity	451.12		
20	Resources	Electricity	British Gas	Electricity	609.74	4500.00	1011.92
21	Resources	Contingency	Barclaycard	Frame certificate	31.08		
22	resources	Contingency	Chamber of Commerce	Subs 2021	30.00	500.00	128.02
23	Amenities	Dog/Litter	Barclaycard	Dispenser bags	57.92		
24	Amenities	Dog/Litter	Barclaycard	Dispenser bags	122.45		
25	Amenities	Dog/Litter	Complete Gardening	Install dog bin	176.78		
26	Amenities	Dog/Litter	Barclaycard	Dog bin/dispenser bags	352.20	3000.00	864.62
27	Resources	Stationery	Barclaycard	Stationery	15.38	1000.00	422.97
28	Resources	Cleaning	Barclaycard	Cleanibg materials	37.84		
29	Resources	Cleaning	Barclaycard	Cleaning materials	20.26	900.00	563.80
30	Resources	Software	Barclaycard	Anti virus software	49.99	300.00	170.02
31	Resources	Water	Castle Water	Water MH	208.90	800.00	365.90
32	Resources	Fire precautions	RDS	Service alarm	210.00	1000.00	790.00
33	Amenities	Trees	Complete Gardening	Clear Bovis land	310.00		
34	Amenities	Trees	Complete Gardening	Trees SWCC	355.00		
35	Amenities	Trees	Complete Gardening	Tree maintnance	120.00	5000.00	1232.90
36	Amenities	Contingency	Complete Gardening	Install hand sanitisers	100.00	500.00	400.00
37	Amenities	Pavilion Maint	B&M Installations	Install floodlights	720.00	1500.00	574.50
38	Amenities	LCG Water	Castle Water	LGC Water	30.41	60.00	-9.49
39	Amenities	Cemetery Dev	Barclaycard	Granite sets for crem plots	420.10		NHB
40	Amenities	Cemetery Dev NHB	Complete Gardening	Build crem plots	260.00		NHB
41	resources	postage	Pitney Bowes	Franking machine	43.77	450.00	274.92
42	Resources	MH Principal	PWLB	MH principal	4500.00	9000.00	0.00
43	resources	MH Interest	PWLB	MH Interest	360.00	1080.00	180.00
44	Resources	Other Principal	PWLB	Other loans principal	1700.00	3410.00	10.00
45	resources	Other Interest	PWLB	Other loans interest	585.71	1317.00	95.94
46							
47							
48	INCOME						
49	14/11/2020	Kashec	rent		351.00	04/01/2021	Ecomal/rent
50	19/11/2020	JMAS	Rent		240.00		
51	30/11/2020	Brainstorm	rent		295.00		
52	01/12/2020	Ecomal	rent		145.00		
53	02/12/2020	Nutrition Consultant	rent		265.00		
54	02/12/2020	AK Comms	Rent		391.00		
55	07/12/2020	JWS	rent		240.00		
56	15/12/2020	HCC	Reimburse Bond S278		6605.17		
57	15/12/2020	Kashec	Rent		351.00		
58	15/12/2020	JMAS	rent		240.00		
59	31/12/2020	Brainstorm	rent		295.00		
60	04/01/2021	P.leonard	rent		185.00		

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Burtingford Town Council Budget 2021/2022

Final Draft	Budget	Budget	Predicted	Budget	
	2019/2020	2020/2021	2020/2021	2021/2022	
RESOURCES COMMITTEE					
RESOURCES EXPENDITURE					
Salaries	111,000.00	115,500	115,500.00	119,000	5% increase
MH Loan Principal	9000	9000	9000	4500	Final payment on Manor House mortgage
MH Loan Interest	1620	1080	1080	540	Interest decreases each year
Other Loans principal	3410	3410	3410	3410	
Other Loans Interest	1517	1317	1270	1072	Interest decreases each year
Manor House Rates	7400	7500	7485	7600	
Manor House Electricity	4500	4500	4000	4500	
Manor House Oil	5000	5000	5000	5000	
Manor House Water	800	800	800	800	
Manor House Communications	750	750	750	750	
Insurance	6500	6000	5500	6000	
Legal & other fees	200	200	200	200	
Advertising	300	300	300	300	
Town Promotion	100	100	100	100	
Travelling Clerk	200	200	100	100	
Travelling Councillors	0	0	0	0	
Training	200	200	200	200	
Audit Fee	2000	2000	2400	2200	
Mayoral Allowance	1250	1250	1250	1250	
Stationery	1000	1000	1000	1000	
Computer Software	300	300	300	300	
Computer Hardware	200	500	500	500	
Office equipment	200	200	200	200	
Copier Maint/Lease	300	500	350	400	
Postage	450	450	450	450	
Subscriptions	1200	1400	1400	1400	
Publications	50	25	25	25	
MH Maintenance	10500	10500	10500	10500	
MH reserves	750	750	750	1000	security upgrade
Refuse Collection	2000	2000	2000	2100	
Cleaning Materials	900	900	900	900	
Window cleaning	400	400	400	400	
Fire precautions/ Alarms	500	1000	1000	1000	
Neighbourhood Plan	0	0	0	0	
TC prizes	100	100	100	100	
Grants	5000	5000	5000	5000	
Electrons	750	250	250	250	
Hospitality	1500	1500	500	1500	
Contingency	500	500	500	500	
Chain of Office	100	100	100	100	
Reserve Fund	30000	30000	30000	20000	
Youth Council	50	0	0	0	
Newsletter/Website	3000	3000	2000	2000	
Christmas Lights	6500	7500	7500	7500	
CAB grant	2914	3000	3000	3000	
PCSO Funding	16000	16000	16,000	16000	
CCTV Servicing (Existing)	1000	1000	1000	1000	
CCTV Servicing (New)	1000	1000	0	1000	
Total Resources Expenditure	249,663	254,732	250,620	244,737	
RESOURCES INCOME					
Agency Services	10650	10850	9580	9580	
Manor House rental	48,000	52000	46,000	49000	
Interest Investment Account	240	360	400	400	
Interest Bank	1250	1850	2500	2500	
Hire of Council Chamber	1000	1000	500	750	
Total Resources Income	61,090	66,060	58,980	62,230	
COMMUNITY CENTRE					
Community Centre Expenditure					
Capital reserves	6000	17000	17,000	20000	possible kitchen upgrade
Subsidy	7500	7500	7,500	7500	
TOTAL	12,500	24,500	24,500	27,500	
AMENITIES COMMITTEE					
Amenities Expenditure					
L&G Maintenance	15000	15000	15000	15000	*
L&G Water	60	60	60	60	
Grass cutting	7560	7560	7560	8000	*
Garden equip purchase	0	0	0	0	
Garden equip maintenance	200	200	200	200	
Fuel	0	0	0	0	
Pavilion Maintenance	1500	1500	1500	1500	
Protective clothing	250	200	200	100	
Tree Maintenance	5000	5000	5000	5000	
Churchyard maintenance	7000	9000	8000	8000	
Contingency	600	500	500	500	
MEA Refurbishment	7500	7500	7500	7500	
Pitches	5000	5000	5000	5000	*
NRPF Car Park	500	500	500	500	
Repairs non specific	300	300	300	300	
PG Equip& Ramp Maint	2000	2000	2000	2000	
War Memorial	1000	1000	1000	1000	Allocation for future replacement
Dog/Litter bins & Litter picking	2000	3000	3000	3000	
Wildlife Area maintenance	1400	1400	1500	1500	*
Clock Maintenance	155	155	155	160	
Playground/Ramp refurb	14000	15000	15000	15000	Replenishing reserves following SWCC upgrade
Reserves	500	500	500	500	
MUSA Running/Maintenance	0	0	0	0	
Bovis Amenity Land/RO Post Off.	4000	4000	4000	4000	*
L&G Footpath	500	500	500	500	
SWCC Conservation Area	3000	3000	3000	3000	*
Town Planning	0	3000	2000	2000	
Contingency for Tender process	0	0	0	11000	*Included as contingency awaiting tender figures
Total Amenities Expenditure	78,925	85,875	84,025	95,370	
Amenities Income					
MUSA Hiring Income	0	0	0	0	
Deans Fair Circus	225	225	0	225	
Total Amenities Income	225	225	0	225	
MARKET					
Market Expenditure					
Market Overseer	0	0	0	0	
Refuse Collection (Market)	0	0	0	0	
Other expenses	100	0	0	0	
Total Market Expenditure	100	0	0	0	
Market Income					
Pitch Hire	0	0	0	0	
Total Market Income	0	0	0	0	
CEMETERY					
Cemetery Expenditure	0	9000	5,000	5000	An allocation has been included for the new cemetery, at this point inc. & exp is unknown.
Cemetery Income	0	9000	5,000	5000	
SUMMARY OF TOTALS					
EXPENDITURE					
RESOURCES COMMITTEE	249,663	254,732		244,737	
COMMUNITY CENTRE	12500	24500		27500	
AMENITIES COMMITTEE	78925	85875		95,370	
MARKET	100	0		0	
NHB Spend	82378	120000		5000	
Cemetery	0	9000		5000	
TOTAL EXPENDITURE	423,566	490,107	0	372,607	
INCOME					
RESOURCES	60760	66060		62230	
COMMUNITY CENTRE	0	0		0	
AMENITIES COMMITTEE	225	225		225	
MARKET	0	0		0	
New Homes Bonus	103822	120000		0	
Cemetery	0	3000		3000	
TOTAL INCOME	164,807	189,285	0	65,455	
Precept Requirement	£279,473.00	300,822.00		307,152	
	2019/2020	2020/2021		2021/2022	Final Precept request
Band D Burtingford	15/16 = £98.70	16/17 = £ 98.70	17/18 = £98.70	18/19 £ 98.55	Representing 0.15% decrease
15/16 Tax Base	£2,067.84			19/20 £ 98.20	Representing 0.35% decrease
16/17 Tax Base	£2,161.75			20/21 £ 97.94	Representing 0.26% decrease
17/18 Tax Base	£2,398.25			21/22 £ 97.94	No change
18/19 Tax Base	£2,650.92				
19/20 Tax Base	£2,845.81				
20/21 Tax Base	£3,071.25				
21/22 Tax Base	£3,136.50				

Sage code	Description	Cost Centre	Budget	Allocated Reserves	spent	Budget left	Total Left
1030	Hiring - fairs, etc.	Norfolk RPF	-225.00		0.00	-225.00	-225.00
1040	Income & grants	Revenue - misc			0.00	0.00	0.00
1050	Layston Cemetry income	Revenue - misc	-3,000.00	0.00	0.00	-3,000.00	-3,000.00
1515	Layston Cemetry expenditure	Revenue - misc	5,000.00	0.00	-296.35	4,703.65	4,703.65
1061	P3 Footpaths	Miscellaneous - Amen		250.00	0.00	0.00	250.00
1505	Garden maintenance	Layston Court Gardens	15,000.00	12,518.00	-10,532.70	4,467.30	16,985.30
1507	Water	Layston Court Gardens	60.00	27.00	-69.49	-9.49	17.51
1514	LCG Footpath	Layston Court Gardens	500.00	6,050.00	0.00	500.00	6,550.00
1510	Grass cutting	Miscellaneous - Amen	7,560.00	3,086.00	-8,640.00	-1,080.00	2,006.00
1511	Pitches	Miscellaneous - Amen	5,000.00	2,340.00	-3,120.00	1,880.00	4,220.00
1512	Clock maintenance	Miscellaneous - Amen	155.00	540.00	-155.00	0.00	540.00
1513	Reserves	Miscellaneous - Amen	500.00	33,293.00	0.00	500.00	33,793.00
1520	Litter/dog bins	Miscellaneous - Amen	3,000.00	0.00	-2,135.38	864.62	864.62
1525	Equip. maintenance	Gdn. Equip, etc.	200.00	1,194.00	0.00	200.00	1,394.00
1530	Mower fuel, etc.	Gdn. Equip, etc.		834.00	0.00	0.00	834.00
1535	Misc. repairs	Miscellaneous - Amen	300.00	1,157.00	0.00	300.00	1,457.00
1540	Protective clothing	Gdn. Equip, etc.	200.00	832.00	0.00	200.00	1,032.00
1545	Tree maintenance	Miscellaneous - Amen	5,000.00	7,597.00	-3,767.00	1,233.00	8,830.00
1550	Grant	Layston Church	9,000.00	1,858.00	-6,048.00	2,952.00	4,810.00
1555	Contingency	Miscellaneous - Amen	500.00		-100.00	400.00	400.00
1560	Pavilion maint	Norfolk RPF	1,500.00	18,189.00	-925.50	574.50	18,763.50
1051	MUGA hire	Norfolk RPF			132.01	132.01	132.01
1589	MUGA exp & maint	Norfolk RPF		17,770.00	-660.01	-660.01	17,109.99
1562	Play equip. & ramp maint	Playgrounds	2,000.00	11,133.00	-869.32	1,130.68	12,263.68
1565	Play equip & ramp refurb	Playgrounds	15,000.00	19,832.00	0.00	15,000.00	34,832.00
1575	Multi-games refurb	Norfolk RPF	7,500.00	69,377.00	-140.00	7,360.00	76,737.00
1580	War memorial	Miscellaneous - Amen	1,000.00	14,815.00	0.00	1,000.00	15,815.00
1587	Wildlife area	Hare Street RPF	1,400.00	0.00	-2,100.00	-700.00	-700.00
1596	Car park	Norfolk RPF	500.00	6,100.00	-100.00	400.00	6,500.00
1597	Bovis Amenity Land	Miscellaneous - Amen	4,000.00	3,920.00	-4,396.00	-396.00	3,524.00
1599	SWCC Conservation area	Miscellaneous - Amen	3,000.00	0.00	-3,000.00	0.00	0.00
1585	Town Planning	Miscellaneous - Amen	3,000.00		-456.55	2,543.45	2,543.45
2583	Major repairs	Miscellaneous - Comm.C	17,000.00	64,700.00	0.00	17,000.00	81,700.00
2584	Subsidy	Miscellaneous - Comm.C	7,500.00		-7,408.91	91.09	91.09
3510	Refuse & misc exp.	Miscellaneous -Market	0.00	700.00	0.00	0.00	700.00
4000	Precept	Revenue - misc	-300,822.00		300,822.00	0.00	0.00
4003	New homes bonus	Revenue - misc	120,000.00	0.00	0.00	120,000.00	0.00
4004	Community Transport	Revenue - misc		0.00	131.29	131.29	131.29
4009	New homes balance out	Revenue - misc	-120,000.00	316,716.07	107,236.10	-12,763.90	423,952.17
4010	Misc. Income -gov grant	Revenue - misc			-205.38	-205.38	-205.38
4011	Agency fees	Revenue - misc	-10,850.00		4,790.15	-6,059.85	-6,059.85
4012	Cemetery	Revenue - misc			0.00	0.00	0.00
4020	Rent	Manor House	-52,000.00		29,790.50	-22,209.50	-22,209.50
4021	Car park	Manor House			0.00	0.00	0.00
4025	Chamber bookings	Manor House	-1,000.00		0.00	-1,000.00	-1,000.00
4050	PO interest	Revenue - misc	-360.00		0.00	-360.00	-360.00
4051	Bank interest	Revenue - misc	-1,850.00		0.00	-1,850.00	-1,850.00
4060	Civil Ceremonies	Revenue - misc			650.00	650.00	650.00
4500	Wages	Salaries & Wages	70,500.00		-53,078.75	17,421.25	17,421.25
4501	Tax & nic	Salaries & Wages	24,000.00		-17,308.66	6,691.34	6,691.34
4502	Superannuation	Salaries & Wages	21,000.00		-19,877.81	1,122.19	1,122.19
4791	PCSO Funding	Salaries & Wages	16,000.00		-7,647.50	8,352.50	8,352.50
4510	MH principal	Manor House	9,000.00		-4,500.00	4,500.00	4,500.00
4511	MH interest	Manor House	1,080.00		-540.00	540.00	540.00
4512	Other principal	Loans	3,410.00		-1,700.00	1,710.00	1,710.00
4513	Other interest	Loans	1,317.00		-635.35	681.65	681.65
4520	Audit fee	Miscellaneous - Res	2,000.00	906.00	-2,740.00	-740.00	166.00
4530	Staff expenses	Salaries & Wages	200.00	1,876.00	-69.29	130.71	2,006.71
4540	Stationery	Administration	1,000.00	1,049.00	-577.03	422.97	1,471.97
4541	Computer software	Administration	300.00	0.00	-129.98	170.02	170.02
4542	Office equipment	Administration	200.00	776.00	-35.01	164.99	940.99
4543	Computer hardware	Administration	500.00	191.00	-385.00	115.00	306.00
4550	Postage	Administration	450.00	0.00	-175.08	274.92	274.92
4560	Publication	Administration	25.00	202.00	0.00	25.00	227.00
4570	Telephone	Administration	750.00	181.00	-655.82	94.18	275.18
4571	Electricity	Manor House	4,500.00	2,000.00	-3,488.08	1,011.92	3,011.92
4572	Oil	Manor House	5,000.00	2,000.00	-1,944.70	3,055.30	5,055.30
4573	Rates	Manor House	7,500.00		-7,485.00	15.00	15.00
4574	Water	Manor House	800.00	607.00	-434.10	365.90	972.90
4575	Insurance	Administration	6,000.00		-5,531.93	468.07	468.07
4576	Refuse collection	Manor House	2,000.00	0.00	-1,594.74	405.26	405.26
4580	Restoration	Manor House	7,500.00	34,176.00	0.00	7,500.00	41,676.00
4581	Maintenance	Manor House	10,500.00	10,524.00	-1,499.49	9,000.51	19,524.51
4582	Window cleaning	Manor House	400.00	640.00	-255.00	145.00	785.00
4583	Fire precautions & Alarms	Manor House	1,000.00	0.00	-210.00	790.00	790.00
4585	Cleaning mats	Manor House	900.00	1,801.00	-336.20	563.80	2,364.80
4600	Mayoral allowance	Councillors	1,250.00	389.00	0.00	1,250.00	1,639.00
4601	Councillors travel	Councillors	0.00	300.00	0.00	0.00	300.00
4602	Training	Councillors	200.00	4,393.00	0.00	200.00	4,593.00
4603	Mayors chain	Councillors	100.00	811.00	0.00	100.00	911.00
4604	Elections	Councillors	250.00	6,511.00	0.00	250.00	6,761.00
4610	Hospitality	Miscellaneous - Res	1,500.00	1,604.00	0.00	1,500.00	3,104.00
4630	Photocopier	Administration	500.00	3,559.00	-208.11	291.89	3,850.89
4635	Subscriptions	Administration	1,400.00	0.00	-1,176.88	223.12	223.12
4640	Legal fees	Administration	200.00	5,200.00	0.00	200.00	5,400.00
4662	Grant	Grants and Loans	5,000.00	0.00	-1,811.67	3,188.33	3,188.33
4002	Senior Xmas lunch	Miscellaneous - Res		642.00	750.00	750.00	1,392.00
4663	TC Prizes	Grants and Loans	100.00		0.00	100.00	100.00
4685	Contingency	Miscellaneous - Res	500.00		-341.98	158.02	158.02
4012	Cemetery	Administration			0.00	0.00	0.00
4686	Reserves	Miscellaneous - Res	30,000.00	110,900.52	0.00	30,000.00	140,900.52
4740	Advertising	Miscellaneous - Res	300.00	0.00	-264.00	36.00	36.00
4770	Youth Council	Youth Council	0.00	896.00	0.00	0.00	896.00
4792	CAB grant	Miscellaneous - Res	3,000.00		-3,000.00	0.00	0.00
4799	CCTV Servicing and New	Miscellaneous - Res	2,000.00		0.00	2,000.00	2,000.00
4793	Newsletter	Miscellaneous - Res	3,000.00	3,212.00	-770.00	2,230.00	5,442.00
4794	Christmas Lights	Miscellaneous - Res	7,500.00	0.00	0.00	7,500.00	7,500.00
4795	Town Plan	Miscellaneous - Res		316.00	0.00	0.00	316.00
4796	Wedding promotion	Miscellaneous - Res		3,661.00	0.00	0.00	3,661.00
4797	Town Promotion	Miscellaneous - Res	100.00	1,487.00	0.00	100.00	1,587.00
6000	Misc. income	Miscellaneous - Youth C			16.32	16.32	16.32
6500	YC expenditure	Miscellaneous - Youth C			-102.00	-102.00	-102.00
6501	Miscellaneous	Miscellaneous - Youth C		4,646.98	0.00	0.00	4,646.98
				820,285.57	248,683.62		1,068,969.19

Agreed as a true record:

Update to Council for December 2020/January 2021

Report to Council updating Councillors on events since the report made to Council in November 2021

Manor House.

The Manor House remains very quiet with most tenants working from home and very few, if any, members of the public visiting. Shutters in Regency House Publishing have now been installed and the tenant is ready to move back in.

Quotes are being sought for various work to the Manor House including draft proofing the French doors in the Clerk's office, work to the front porch and possible refurbishing of the front gates. Recommendations from resources re. Manor House Security to be ratified at Council at the end of January.

The Council Chamber remains booked for May elections. A wedding booked for March, may be cancelled depending on restrictions at that time.

Community Centre

Alex continues to manage the Centre in Jackie's absence. The centre is currently closed due to lockdown restrictions. There was an enquiry to use the centre as a vaccination centre for one day but this didn't happen. A quote has been accepted to run hot water to the upstairs bar.

Office

Alex and I have been mainly working from home during lockdown, I visit the office on most days either for appointments or to check the building. The previous arrangements will resume when lockdown is finished.

Other

The outdoor gym is currently closed in line with Government restrictions. Layston Court Gardens is open as are the playgrounds, although this is under review.

Cemetery almost finished, we are probably in a position to accept interments if required to do so.

Planning

See below minor planning applications received during the period all of which have been looked at by the Clerk and the Chairman of the Planning Committee. Details below.

Date	Application number	Details	BTC Comments
9/10/20	3/20/1950/FUL	Construction of 23 dwellings, Land East of Aspenden Road.	Response sent 2/12 as agreed at FC
11/12/20	3/20/2479/HH	Double storey side and rear xtn - 25, Vicarage Road	No obs in principle but concerned re. loss of amenity to neighbour
16/12/20	3/20/2521/HH	Garage conversion - 26, Campbell Close	No obs
15/12/20	3/20/2516/LBC	Removal of brick pier and insertion of window - 52, High Street	No obs
23/12/20	3/20/2572/HH	Single storey side and rear xtn and front parking space - 32, Snells Mead	No obs
14/1/21	3/21/0009/HH	Summer House - 2, Ansell Close	No obs
13/11/20	3/20/2246/FUL	Retention of temporary portakabin - Buntings Nursery	No obs
25/11/20	3/20/2269/HH	Ground floor rear etx - 2, Neale Drive	No obs

Planning Decisions		
3/20/2246/FUL	Buntings Nursery	Granted
3/20/0901/FUL	70a, High Street	Appealed to Sec of State
3/20/1844/HH	97, Snells Mead	Granted
3/20/1869/HH	20, Campbell Close	Granted
3/20/2046/HH	14, White Hart Close	Granted
3/20/1354/LBC	50, High Street	Granted
PL/0167/20	Millfield School	Granted

