

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

# West Hoathly Parish Council Clerks Report January 2023

#### Actions Taken and points of information not on the agenda

- The Legionnaires training session has been booked for Thursday 2<sup>nd</sup> February at 10.30 – Sharpthorne Hall
- SE Water's Head of Operations for Sussex will attend the Parish Assembly on the 6<sup>th</sup> March, along with their Community Engagement Manager.
- The Village Hall Annual Return has been submitted to the Charity Commission

#### **Bluebell Woods- Dormouse Nut Survey**

The Bluebell Woods dormouse nut search has now been completed. Many thanks to the volunteers involved.

Findings were as follows: -

"Just to confirm that our dormouse nut search yielded no evidence of presence of Hazel Dormice (Muscardinus avellanarius).

We spent an hour combing the understory of the hazel coppice area within Bluebell Wood, Sharpthorne collecting and examining hazelnuts looking for the distinctive markings left by dormouse teeth marks.

It looks like a survey has been carried out previously in relation to another development as we found left behind nest tubes, and it may be worth looking at that planning application to see.if anything was found then.

However, I am fairly certain there are no Dormice currently using the site that would be threatened by any proposed works (i.e. cleaning up/improving access).

#### Information for items on the agenda-

Item 8- Details circulated to councillors via email

Item 9a- Details circulated to councillors via email

#### Item 14- Budget for 2023-24

The proposed budget is £88,018- the breakdown has been sent via email and is available to view on the website.

#### Item 15- Precept for 2023-24

The budget of £88,018 is approximately an 11.59% rise, an increase from £82.02 to £91.52 per annum on a tax band D property.

#### Correspondence -

#### **Letter from Royal British Legion**

A letter of thanks has been received from The Royal British Legion for the £50 donation payment for the Poppy Appeal. The total amount raised in the village was £7,836.48

#### **Email from Governors of QVH**

Dear Parish clerk

I am writing to you on behalf of the governors of QVH to ask if your councilors or parishioners have any views they would wish to address directly to Governors in relation to the services provided by QVH, or the development of these services. Please do feel free to share this email with your councilors.

Councilors and some Parishioners may be interested in a <u>newsletter our governors</u> <u>have prepared for members</u>, this includes views from the governors on the decision made in 2022 not to continue work on a possible merger, the sustainability of QVH, and the role of Integrated Care Boards.

If you would be interested I or one of our other Governors would be pleased to attend an upcoming parish meeting to briefly introduce QVH, our role as Governors and to hear your thoughts on the services QVH provides.

If you do have any comments you would like to address directly to QVH governors please email <a href="mailto:qvh.governors@nhs.net">qvh.governors@nhs.net</a>.

Kind regards Antony Fulford-Smith

Chair of QVH Governors working group on patient engagement

#### **Email from PROW team**

Dear Leanne

Many thanks for your message.

Co-incidentally I came to inspect these issues with one of my colleagues yesterday. It was very useful to see these paths after the prolonged overnight rain.

Our assessment is as follows:

1WH. Surface affected by earlier mains water leak (now fixed). The damage cause by the water leak is clearly visible but the path is easily passable and not in a muddy or hazardous condition. There was a small amount of water flowing down the path following the prolonged overnight rain. However, there is no obvious solution to this since the path is sunken and there are no drainage channels into which this water can be redirected. It would not be appropriate to redirect this water into neighbouring

properties. In the absence of a solution to this drainage problem, there is really no point resurfacing this steep section of path as the surfacing material would quickly get washed down the path.

It could be possible for us to address the moderate step (presumably caused by erosion during the mains leak) at the top of the path where it meets The Hollow using crushed aggregate (Type 1) – this could perhaps be done as part of a future WSCC volunteer task - see below.

43WH. Water is clearly flowing down this path following heavy rain and causing erosion of the path surface. It could be helpful to clear the drainage ditch/channel which runs alongside (to the north west) of this path and add some small ridges &/or channels in the path to redirect water into this drainage channel. It could also be possible to "re-grade" the surface of the path in order to fill the channel cut by the flood water and level the surface. At the same time the encroaching side-vegetation can be managed. I have asked for this to be assessed as a potential future task for WSCC volunteers.

The drain at the bottom of the path (where it meets Bluebell Lane) was clearly functioning well and coping very adequately with the water flowing down the path.

Our volunteer team always have a long list of tasks but do let me know if you would be happy for them to do this work and I will keep you informed if the work can be scheduled.

Many thanks

Mike

#### **Email from Sussex Police**

Good afternoon.

Sussex Police are hosting a Summer Road Safety Virtual Briefing event on Monday 13<sup>th</sup> March 2023. This will be facilitated by ACC Simon Dobinson, alongside colleagues from our Local Divisions and Roads Policing Unit.

For this event, we would like to invite an appropriate representative from all Town and Parish Councils across Sussex. We will look to record this event and share if you are unable to attend or wish to share afterwards. Due to the number of potential attendees, we ask that numbers are limited to one representative from each Council.

The event times are 1800-1900hrs and will be held on the MS Teams platform. Please use this link at the bottom of this email to join the meeting.

Where possible we will attempt to address any questions raised, during the event at the time using the comments sidebar. If we are not able to answer in the meeting (data not readily available) we will provide an answer in due course to the requestor.

Following the event, if there are any questions that you would like to ask please can you email <a href="mailto:summerroadsafety2022@sussex.police.uk">summerroadsafety2022@sussex.police.uk</a>. This specific event email address will be monitored until Friday 24<sup>th</sup> March.

We look forward to seeing you then.

ACC Simon Dobinson Operations Command

Leanne Andrews – January 2023

Time: 14:53

# **West Hoathly Parish Council**

#### **Current Bank A/c**

# List of Payments made between 20/12/2022 and 26/01/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
26/01/2023	Colin Gibbs Handyman	2223115	101.59	Colin Gibbs Handyman
26/01/2023	Dorian Fretwell VH Cleaner	2223116	240.00	Dorian Fretwell VH Cleaner
26/01/2023	Salaries Jan	2223117	1,938.46	Salaries Jan
26/01/2023	HMRC PAYE/NIC Jan	2223118	654.56	HMRC PAYE/NIC Jan
26/01/2023	WSCC Local Govt Pension Scheme	e2223119	551.16	WSCC Local Govt Pension Scheme
26/01/2023	Leanne Andrews expenses	2223120	8.25	Leanne Andrews expenses
26/01/2023	Barcombe Landscapes Ltd	2223121	2,226.00	Barcombe Landscapes Ltd
26/01/2023	BestHost hosting package	2223122CC	102.00	BestHost hosting package
26/01/2023	Besthost domain renewal	2223123CC	98.00	Besthost domain renewal
26/01/2023	Lloyds bank cc charge	2223124CC	3.00	Lloyds bank cc charge
26/01/2023	VH CC expenditure	2223125CC	42.36	VH CC expenditure
26/01/2023	Lloyds credit card charge Dec	2223126CC	3.00	Lloyds credit card charge Dec
26/01/2023	British Telecom	2223127	46.72	British Telecom
26/01/2023	Gary Coxall various work	2223128	210.00	Gary Coxall various work
26/01/2023	Fosters Landscapes	2223129	756.00	Fosters Landscapes
26/01/2023	SLCC LA Training	2223130	18.00	SLCC LA Training
26/01/2023	Sharpethorne Hall Hire	2223131	25.00	Sharpethorne Hall Hire
26/01/2023	Open Spaces Society Subs	2223132	45.00	Open Spaces Society Subs
26/01/2023	Monitor Cleaning	2223133	232.73	Monitor Cleaning
26/01/2023	John Smith Fund Xmas Tree Dona	2223134	50.00	John Smith Fund Xmas Tree Dona
26/01/2023	Unity Bank	CHGS	18.00	Unity Bank

**Total Payments** 

7,369.83

# **West Hoathly Parish Council**

# Bank - Cash and Investment Reconciliation as at 26 January 2023

Confirmed Ba	ink & Investment Balances		
Bank Statement Balances			
26/01/2023	Current Account	5,444.07	
15/12/2022	Deposit Account	92,880.49	
			98,324.56
Other Cash & Bank Balances			
			20,579.42
			118,903.98
Unpresented Payments			
			7,259.75
			111,644.23
Receipts not on Bank Statemen	<u>t</u>		
			0.00
Closing Balance			111,644.23
All Cash & Bank Accounts			
1	Current Bank A/c		-1,815.68
2	Deposit Account		92,880.49
	Other Cash & Bank Bala	nces	20,579.42
	Total Cash & Bank Bala	ances	111,644.23

14:54

# **West Hoathly Parish Council**

# Detailed Receipts & Payments by Budget Heading 26/01/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	Income							
1076	Precept	78,862	78,862	0			100.0%	
1090	Interest Received	565	191	(374)			295.7%	
1300	Other Income	266	0	(266)			0.0%	
1301	TWHVH CC Income	23	0	(23)			0.0%	
1310	JUBILEE	5,850	0	(5,850)			0.0%	
1800	TWHVH Employee Costs	2,340	0	(2,340)			0.0%	
1850	TWHVH Vat	498	0	(498)			0.0%	
	Income :- Receipts	88,403	79,053	(9,350)			111.8%	0
	Net Receipts	88,403	79,053	(9,350)				
<u>110</u>	Administration							
4000	Salaries	22,328	25,000	2,672		2,672	89.3%	
4001	Hall Cleaning	2,580	0	(2,580)		(2,580)	0.0%	
4002	Handyman Salary	1,018	1,650	632		632	61.7%	
4030	Employer On Costs	5,434	5,760	326		326	94.3%	
4070	Training/Courses	475	1,200	725		725	39.6%	
4080	Chairman's Allowance	75	0	(75)		(75)	0.0%	
4100	Bank Charges	84	120	36		36	70.0%	
4110	Audit Fees	693	900	207		207	77.0%	
4130	Premises Licence Fee	0	80	80		80	0.0%	
4140	Subscriptions & Memberships	1,376	1,200	(176)		(176)	114.7%	
4150	Insurance	1,492	1,400	(92)		(92)	106.6%	
4160	Stationery	147	400	253		253	36.8%	
4170	Telephone & Broadband	509	800	291		291	63.6%	
4180	Website	708	750	42		42	94.4%	
4190	IT	0	650	650		650	0.0%	
4200	Office Expenses	25	0	(25)		(25)	0.0%	
4230	TWHVH CREDIT CARD expenses	261	0	(261)		(261)	0.0%	
4231	Credit card exp to reallocate	23	0	(23)		(23)	0.0%	
4240	Grants & Donations	3,640	5,000	1,360		1,360	72.8%	
4260	PWLB	0	2,134	2,134		2,134	0.0%	
4261	VAT due to TWHVH	498	0	(498)		(498)	0.0%	
5000	Jubilee Payments only	6,184	0	(6,184)		(6,184)	0.0%	
	Administration :- Indirect Payments	47,549	47,044	(505)	0	(505)	101.1%	0
	Net Payments	(47,549)	(47,044)	505				

# **West Hoathly Parish Council**

# Detailed Receipts & Payments by Budget Heading 26/01/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Allotments							
1500	Allotments Rent	627	600	(27)			104.5%	
	Allotments :- Receipts	627	600	(27)			104.5%	
4300	Water Charges	31	250	219		219	12.4%	
	Maintenance	0	250	250		250	0.0%	
	Allotments :- Indirect Payments	31	500	469		469	6.2%	
	Net Receipts over Payments	596	100	(496)				
130	Finche Field							
	Grass Cutting	810	1,350	540		540	60.0%	
	Finche Field Mowing	250	375	125		125	66.7%	
	Maintenance	55	500	445		445	11.0%	
	Bramble Clearing	0	200	200		200	0.0%	
4440	Comm Orchard/Tree purchases	517	0	(517)		(517)	0.0%	517
	Finche Field :- Indirect Payments	1,632	2,425	793		793	67.3%	517
	Net Payments	(1,632)	(2,425)	(793)				
6000	plus Transfer from EMR	517						
	Movement to/(from) Gen Reserve	(1,115)						
140	North Lane Recreation Ground							
1600	NLR Hire Fees	500	500	0			100.0%	
	North Lane Recreation Ground :- Receipts	500	500				100.0%	0
4420	Maintenance	0	250	250		250	0.0%	
4500	NLR Maintenance Contract	2,725	3,000	275		275	90.8%	
North L	ane Recreation Ground :- Indirect Payments	2,725	3,250	525	0	525	83.8%	0
	Net Receipts over Payments	(2,225)	(2,750)	(525)				
150	Sharpthorne Old Playground							
	Grass Cutting	80	250	170		170	32.0%	
	Maintenance	0	100	100		100	0.0%	
Shar	othorne Old Playground :- Indirect Payments	80	350	270		270	22.9%	
	Net Payments	(00)	(250)	(070)				
	Net Fayments	(80)	(350)	(270)				

# **West Hoathly Parish Council**

# Detailed Receipts & Payments by Budget Heading 26/01/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u>	Playgrounds							
4420	Maintenance	1,027	700	(327)		(327)	146.7%	
4550	Playbark	0	250	250		250	0.0%	
4560	Inspections	630	700	70		70	90.0%	
	Playgrounds :- Indirect Payments	1,657	1,650	(7)	0	(7)	100.4%	0
	Net Payments	(1,657)	(1,650)	7				
170	Infrastucture							
_	Wayleave	49	46	(3)			107.3%	
	Infrastucture :- Receipts	49	46	(3)			107.3%	
4420	Maintenance	1,102	1,500	398		398	73.5%	283
4421	Step refurbishment	9,240	0	(9,240)		(9,240)	0.0%	4,894
4600		0	1,850	1,850		1,850	0.0%	,
4620	Hanging Baskets	36	50	14		14	72.0%	
	Sharpthorne Christmas Tree	50	110	60		60	45.5%	
4640	Tree Work and Surveys	1,700	5,500	3,800		3,800	30.9%	
4641		150	2,800	2,650		2,650	5.4%	
4650	Selsfield Common	75	100	25		25	75.0%	
4660	Sharpthorne Green	150	300	150		150	50.0%	
4670	Vinols Cross Area	530	600	70		70	88.3%	
4680	Cookhams Wood Verge	0	400	400		400	0.0%	
4690	Grit Bins	0	250	250		250	0.0%	
4720	Work on Bank Broadfield	460	750	290		290	61.3%	
4740	Verge alongside Courtlands	340	400	60		60	85.0%	
	Infrastucture :- Indirect Payments	13,833	14,610	777	0	777	94.7%	5,177
	Net Receipts over Payments	(13,784)	(14,564)	(780)				
6000	plus Transfer from EMR	5,177						
	Movement to/(from) Gen Reserve	(8,606)						
<u>180</u>	Premises							
4300	Water Charges	296	750	454		454	39.4%	
4420	Maintenance	612	500	(112)		(112)	122.4%	
4750	Toilets Cleaning Contract	2,008	2,500	492		492	80.3%	
4760	Toilets Equipment Contract	297	350	53		53	85.0%	
4770	Electricity	638	1,000	362		362	63.8%	
	Premises :- Indirect Payments	3,851	5,100	1,249		1,249	75.5%	0

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# **West Hoathly Parish Council**

#### 14:54

# Detailed Receipts & Payments by Budget Heading 26/01/2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
999 VAT Data							
115 VAT on Receipts	3,261	0	(3,261)			0.0%	
VAT Data :- Receipts	3,261	0	(3,261)				
515 VAT on Payments	4,151	0	(4,151)		(4,151)	0.0%	
VAT Data :- Indirect Payments	4,151	0	(4,151)	0	(4,151)		0
Net Receipts over Payments	(890)	0	890				
Grand Totals:- Receipts	92,841	80,199	(12,642)			115.8%	)
Payments	75,509	74,929	(580)	0	(580)	100.8%	•
<b>Net Receipts over Payments</b>	17,331	5,270	(12,061)				
plus Transfer from EMR	5,694						
Movement to/(from) Gen Reserve	23,026						

Date: 26/01/2023

**Trustees of West Hoathly Village Hall** 

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# Time: 17:41 Current Bank A/c

# List of Payments made between 20/12/2022 and 26/01/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
26/01/2023	HQ Plumbing Boiler service	222348	179.40	HQ Plumbing Boiler service
26/01/2023	Lopez WIndow Cleaning	222349	35.00	Lopez WIndow Cleaning
26/01/2023	West Hoathly Parish Council DF	222350	300.00	West Hoathly Parish Council DF
26/01/2023	HQ Plumbing boiler fault call	222351	84.60	HQ Plumbing boiler fault call
26/01/2023	Identify Drainage jetting	222352	120.00	Identify Drainage jetting
26/01/2023	M Rodwell flat cooker repair	222353	190.80	M Rodwell flat cooker repair
26/01/2023	Business Stream	222354DD	30.36	Business Stream
26/01/2023	WHPC - Screwfix credit card	222355	15.79	WHPC - Screwfix credit card
26/01/2023	WHPC - Broom credit card	222356	19.86	WHPC - Broom credit card
26/01/2023	Colin Gibbs expenses	222357	4.99	Colin Gibbs expenses
26/01/2023	Spa Oil Services	222358	665.94	Spa Oil Services
26/01/2023	Unity Trust	CHG	18.00	Unity Trust Bank charge

Total Payments

1,664.74

# Trustees of West Hoathly Village Hall

# Bank - Cash and Investment Reconciliation as at 26 January 2023

Confirmed Ba	ank & Investment Balanc	es_	
Bank Statement Balances			
26/01/2023	Unity Trust Current	11,134.46	
26/01/2023	Deposit Account	5,752.52	
			16,886.98
Other Cash & Bank Balances			
			0.00
			16,886.98
Unpresented Payments			
			950.44
			15,936.54
Receipts not on Bank Statemen	<u>t</u>		
			0.00
Closing Balance			15,936.54
All Cash & Bank Accounts			
1	Current Bank A/c		10,184.02
2	Deposit Account		5,752.52
	Other Cash & Bank	< Balances	0.00

**Total Cash & Bank Balances** 

15,936.54

# Trustees of West Hoathly Village Hall

# Detailed Receipts & Payments by Budget Heading 26/01/2023

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1100	Flat Rent	5,500	6,600	1,100			83.3%	
1200	Hall Hire	6,774	7,000	227			96.8%	
1300	Equipment Hire	66	0	(66)			0.0%	
1400	Interest Received	30	0	(30)			0.0%	
1500	Grants & Donation Received	1,334	0	(1,334)			0.0%	
	Income :- Receipts	13,704	13,600	(104)			100.8%	0
	Net Receipts	13,704	13,600	(104)				
120	Cleaning							
	Cleaning	2,640	3,150	510		510	83.8%	
	Cleaning Supplies	103	300	197		197	34.2%	
	Window Cleaning	210	300	90		90	70.0%	
	Garden Maintenance	400	400	0		0	100.0%	
	Cleaning :- Indirect Payments	3,353	4,150	797		797	80.8%	0
	Net Payments	(3,353)	(4,150)	(797)				
130	Fire Safety							
4200	Pat Testing	150	100	(50)		(50)	150.0%	
	Emergency Lighting Testing	150	100	(50)		(50)	150.0%	
4220	Fire Safety	457	250	(207)		(207)	182.7%	
	Fire Safety :- Indirect Payments	757	450	(307)	0	(307)	168.2%	0
	Net Payments	(757)	(450)	307				
140	General Maintenance							
4300	Hall Repairs and Maintenance	3,729	3,680	(49)		(49)	101.3%	
	Flat Repairs and Maintenance	409	500	92		92	81.7%	
4330	Piano Tuning	70	70	0		0	100.0%	
	General Maintenance :- Indirect Payments	4,207	4,250	43	0	43	99.0%	0
	Net Payments	(4,207)	(4,250)	(43)				
150	Heating							
	Boiler Maintenance	289	250	(39)		(39)	115.6%	
	Heating Oil	1,958	1,900	(58)		(58)	103.0%	
4410								
4410	Heating :- Indirect Payments	2,247	2,150	(97)	0	(97)	104.5%	0

# Trustees of West Hoathly Village Hall

# Detailed Receipts & Payments by Budget Heading 26/01/2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMI
160 Utilities & Contracts							
4320 PHS Contracts	330	350	20		20	94.4%	
4500 Electricity	554	1,200	646		646	46.2%	
4520 Water Charges	208	800	592		592	26.0%	
4530 General	54	500	446		446	10.8%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	209	150	(59)		(59)	139.3%	
4560 Website	68	100	33		33	67.5%	
4570 Surveys	770	0	(770)		(770)	0.0%	
Utilities & Contracts :- Indirect Payments	2,313	3,250	937		937	71.2%	
Net Payments	(2,313)	(3,250)	(937)				
Grand Totals:- Receipts	13,704	13,600	(104)			100.8%	1
Payments	12,877	14,250	1,373	0	1,373	90.4%	
Net Receipts over Payments	827	(650)	(1,477)				