



## **WEST HOATHLY PARISH COUNCIL**

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

### **West Hoathly Parish Council Clerks Report September 2023**

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

- The first Neighbourhood Plan working group meeting has been arranged for Monday 9<sup>th</sup> October at 7:30pm on Zoom. At the last meeting it was agreed that Cllr Will Buckley will join the working group and will chair the meetings.
- The Cambridge & Counties investment bond has now been set up and £20,000 has been transferred to the account.
- Annual allotment invoices have been issued to plot holders.
- The Clerk will be on leave the 2<sup>nd</sup> and 3<sup>rd</sup> October and the 24<sup>th</sup> and 26<sup>th</sup> October.

#### **Information for items on the agenda-**

##### **Item 10- Conclusion of Audit for the year ending 31<sup>st</sup> March 2023**

The external auditor has now signed off the audit, the Notice of Conclusion of Audit has been posted on the noticeboard and website.

##### **Item 11- Neighbourhood Plan**

Planning Consultant Steve Tilbury has agreed to attend the initial meeting on Monday 9<sup>th</sup> October, his fees are £60 per hour.

##### **Item 12- Mulberry & Co**

At the meeting held on the 26<sup>th</sup> of June, Mulberry & Co were confirmed as the auditor for 2023-24.

Mulberry & Co are now offering a long-term 3-year agreement for the provision of internal audit services. The £65 rate will be fixed for the three-year period of the updated engagement letter. Additional T&C's circulated vi email.

##### **Item 13- Gatwick Airport Northern Runway**

#### **YOU CAN NOW COMMENT ON LONDON GATWICK'S GROWTH PLANS**

London Gatwick's application to bring its Northern Runway into routine use, alongside its Main Runway, was accepted for examination by the Planning Inspectorate on 03 August 2023.

Members of the public have until 23:59 on 29 October 2023 to make their views on the airport's growth plans known to the Planning Inspectorate.

By doing so, people will be able to provide a summary of their views on the airport's application by submitting a 'Relevant Representation' to become an 'Interested Party'.

Relevant Representations must be made on the Planning Inspectorate's Registration and Relevant Representation Form, which can be found on [their website here](#).

Those who register will be kept informed of progress of the examination and will have the opportunity to provide further representations during the examination phase.

The Planning Inspectorate provides further guidance on how to register and make a relevant representation on [their website here](#).

[Register to have your say about a national infrastructure project - National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

**Item 15- Bluebell Woods – notes circulated to councillors via email**

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## West Hoathly Parish Council

### Bank - Cash and Investment Reconciliation as at 20 September 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

20/09/2023	Current Account	3,029.94	
20/09/2023	Deposit Account	87,670.14	
			<b>90,700.08</b>

##### Other Cash & Bank Balances

**20,000.00**

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**110,700.08**

##### Unpresented Payments

**4,626.02**

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**106,074.06**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

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**106,074.06**

##### All Cash & Bank Accounts

1	Current Bank A/c	-1,596.08	
2	Deposit Account	87,670.14	
	Other Cash & Bank Balances	20,000.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>106,074.06</b>

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**List of Payments made between 30/08/2023 and 20/09/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2023	Dorian Fretwell VH Cleaning	232471	220.80		Dorian Fretwell VH Cleaning
20/09/2023	Colin Gibbs	232472	179.42		Colin Gibbs Handyman salary
20/09/2023	Salaries	232473	1,721.05		Salaries
20/09/2023	WSSC Local Govt Pension Scheme	232474	472.48		WSSC Local Govt Pension Scheme
20/09/2023	HMRC	232475	481.75		HMRC Mth 6
20/09/2023	Fosters Landscapes	232476	515.81		Fosters Land playpark repairs
20/09/2023	British Telecom	232477DD	65.94		British Telecom
20/09/2023	Ahs Ltd	232478	337.50		Ahs Ltd - playpark
20/09/2023	Derek Shurvell	232479	262.50		Derek Shurvell 6/12 mowing
20/09/2023	Southern Electric	232480DD	112.57		Southern Electric NLR
20/09/2023	Southern Electric	232481DD	66.84		Southern Electric toilets
20/09/2023	Monitor Cleaning	232482	255.30		Monitor Cleaning
20/09/2023	Cambridge & Counties 1yr Bond	232483	20,000.00		Cambridge & Counties 1yr Bond
<b>Total Payments</b>			<b>24,691.96</b>		

## Detailed Receipts &amp; Payments by Budget Heading 20/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	44,009	88,018	44,009			50.0%	
1090 Interest Received	558	200	(358)			278.9%	
1300 Other Income	62	0	(62)			0.0%	
1301 TWHVH CC Income	622	0	(622)			0.0%	
1310 JUBILEE	1,605	0	(1,605)			0.0%	1,605
1610 S106 Receipts	3,243	0	(3,243)			0.0%	
1800 TWHVH Employee Costs	1,518	0	(1,518)			0.0%	
	<u>51,617</u>	<u>88,218</u>	<u>36,601</u>			<u>58.5%</u>	<u>1,605</u>
Income :- Receipts							
	<u>51,617</u>	<u>88,218</u>	<u>36,601</u>				
<b>Net Receipts</b>							
6001 less Transfer to EMR	1,605						
<b>Movement to/(from) Gen Reserve</b>	<u>50,012</u>						
<u>110 Administration</u>							
4000 Salaries	13,313	28,289	14,976		14,976	47.1%	
4001 Hall Cleaning	1,794	0	(1,794)		(1,794)	0.0%	
4002 Handyman Salary	1,018	1,726	708		708	59.0%	
4030 Employer On Costs	3,131	7,965	4,834		4,834	39.3%	
4070 Training/Courses	75	1,200	1,125		1,125	6.3%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	33	120	87		87	27.5%	
4110 Audit Fees	464	900	436		436	51.5%	
4120 Professional Fees	2,715	0	(2,715)		(2,715)	0.0%	
4130 Premises Licence Fee	70	80	10		10	87.5%	
4140 Subscriptions & Memberships	1,173	1,500	327		327	78.2%	
4150 Insurance	1,631	2,000	369		369	81.6%	
4160 Stationery	23	400	377		377	5.8%	
4170 Telephone & Broadband	494	800	306		306	61.7%	
4180 Website	48	800	752		752	6.0%	
4190 IT	220	650	430		430	33.8%	
4200 Office Expenses	3	0	(3)		(3)	0.0%	
4230 TWHVH CREDIT CARD expenses	620	0	(620)		(620)	0.0%	
4240 Grants & Donations	4,900	5,000	100		100	98.0%	
4260 PWLB	0	2,134	2,134		2,134	0.0%	
5000 Jubilee Payments only	1,462	0	(1,462)		(1,462)	0.0%	1,462
	<u>33,185</u>	<u>53,664</u>	<u>20,479</u>	<u>0</u>	<u>20,479</u>	<u>61.8%</u>	<u>1,462</u>
Administration :- Indirect Payments							
	<u>(33,185)</u>	<u>(53,664)</u>	<u>(20,479)</u>				
<b>Net Payments</b>							
6000 plus Transfer from EMR	1,462						
<b>Movement to/(from) Gen Reserve</b>	<u>(31,723)</u>						

## Detailed Receipts &amp; Payments by Budget Heading 20/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>120 Allotments</b>							
1500 Allotments Rent	90	600	510			15.0%	
Allotments :- Receipts	<b>90</b>	<b>600</b>	<b>510</b>			<b>15.0%</b>	<b>0</b>
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	0	250	250		250	0.0%	
Allotments :- Indirect Payments	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>90</b>	<b>100</b>	<b>10</b>				
<b>130 Finche Field</b>							
4400 Grass Cutting	1,575	1,350	(225)		(225)	116.7%	
4410 Finche Field Mowing	250	350	100		100	71.4%	
4420 Maintenance	73	500	427		427	14.5%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	<b>1,898</b>	<b>2,400</b>	<b>502</b>	<b>0</b>	<b>502</b>	<b>79.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,898)</b>	<b>(2,400)</b>	<b>(502)</b>				
<b>140 North Lane Recreation Ground</b>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4300 Water Charges	16	0	(16)		(16)	0.0%	
4420 Maintenance	94	250	156		156	37.6%	
4500 NLR Maintenance Contract	1,650	3,200	1,550		1,550	51.6%	
North Lane Recreation Ground :- Indirect Payments	<b>1,760</b>	<b>3,450</b>	<b>1,690</b>	<b>0</b>	<b>1,690</b>	<b>51.0%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(1,260)</b>	<b>(2,950)</b>	<b>(1,690)</b>				
<b>150 Sharpthorne Old Playground</b>							
4400 Grass Cutting	0	250	250		250	0.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	<b>0</b>	<b>350</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(350)</b>	<b>(350)</b>				
<b>160 Playgrounds</b>							
4420 Maintenance	533	1,000	467		467	53.3%	
4550 Playbark	281	300	19		19	93.8%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	<b>814</b>	<b>2,050</b>	<b>1,236</b>	<b>0</b>	<b>1,236</b>	<b>39.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(814)</b>	<b>(2,050)</b>	<b>(1,236)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 20/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	<u>0</u>	<u>46</u>	<u>46</u>			<u>0.0%</u>	<u>0</u>
4420 Maintenance	455	2,000	1,545		1,545	22.8%	
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	0	150	150		150	0.0%	
4640 Tree Work and Surveys	310	2,500	2,190		2,190	12.4%	
4641 Bluebell Wood Management	170	2,800	2,630		2,630	6.1%	
4650 Selsfield Common	0	100	100		100	0.0%	
4660 Sharpthorne Green	0	300	300		300	0.0%	
4670 Vinols Cross Area	120	600	480		480	20.0%	
4680 Cookhams Wood Verge	0	400	400		400	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	0	750	750		750	0.0%	
4740 Verge alongside Courtlands	0	500	500		500	0.0%	
5010 S106 Expenditure	3,243	0	(3,243)		(3,243)	0.0%	
Infrastructure :- Indirect Payments	<u>4,298</u>	<u>12,250</u>	<u>7,952</u>	<u>0</u>	<u>7,952</u>	<u>35.1%</u>	<u>0</u>
<b>Net Receipts over Payments</b>	<u>(4,298)</u>	<u>(12,204)</u>	<u>(7,906)</u>				
<u>180</u> <u>Premises</u>							
4300 Water Charges	22	750	728		728	3.0%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	1,258	3,000	1,742		1,742	41.9%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	637	1,000	363		363	63.7%	
Premises :- Indirect Payments	<u>2,248</u>	<u>5,700</u>	<u>3,452</u>	<u>0</u>	<u>3,452</u>	<u>39.4%</u>	<u>0</u>
<b>Net Payments</b>	<u>(2,248)</u>	<u>(5,700)</u>	<u>(3,452)</u>				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	5,580	0	(5,580)			0.0%	
VAT Data :- Receipts	<u>5,580</u>	<u>0</u>	<u>(5,580)</u>				<u>0</u>
515 VAT on Payments	2,178	0	(2,178)		(2,178)	0.0%	
VAT Data :- Indirect Payments	<u>2,178</u>	<u>0</u>	<u>(2,178)</u>	<u>0</u>	<u>(2,178)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>3,402</u>	<u>0</u>	<u>(3,402)</u>				

## Detailed Receipts &amp; Payments by Budget Heading 20/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	57,787	89,364	31,577			64.7%	
Payments	46,380	80,364	33,984	0	33,984	57.7%	
<b>Net Receipts over Payments</b>	<u>11,407</u>	<u>9,000</u>	<u>(2,407)</u>				
plus Transfer from EMR	1,462						
less Transfer to EMR	1,605						
<b>Movement to/(from) Gen Reserve</b>	<u>11,264</u>						



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**Trustees of West Hoathly Village Hall**

**Bank - Cash and Investment Reconciliation as at 20 September 2023**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

20/09/2023	Unity Trust Current	11,266.58	
20/09/2023	Deposit Account	6,812.07	

**18,078.65**

Other Cash & Bank Balances

**0.00**

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**18,078.65**

Unpresented Payments

**864.55**

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**17,214.10**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

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**17,214.10**

All Cash & Bank Accounts

1	Current Bank A/c	10,402.03	
2	Deposit Account	6,812.07	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>17,214.10</b>

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**List of Payments made between 30/08/2023 and 20/09/2023**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2023	HQ Plumbing	232427	241.40		HQ Plumbing system drain rad
20/09/2023	West Hoathly Parish Council DF	232428	276.00		WHPC Dorien Fretwell cleaning
20/09/2023	Southern Electric	232429	168.47		Southern Electric
20/09/2023	Lopez WIndow Cleaning	232430	35.00		Lopez WIndow Cleaning
20/09/2023	HQ Plumbing	232431	203.40		HQ Plumbing Boiler service
20/09/2023	Colin Gibbs expenses	232432	15.18		Colin Gibbs expenses hob switc
20/09/2023	West Hoathly Parish Council	232433	22.50		WHPC Besthost credit card
20/09/2023	Action in Rural Sussex	232434	144.00		Action in Rural Sussex Subs

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**Total Payments**      1,105.95

## Detailed Receipts &amp; Payments by Budget Heading 20/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1100 Flat Rent	3,500	6,600	3,100			53.0%	
1200 Hall Hire	4,923	8,675	3,752			56.8%	
1400 Interest Received	33	0	(33)			0.0%	
1500 Grants & Donation Received	1,000	0	(1,000)			0.0%	
<b>Income :- Receipts</b>	<b>9,456</b>	<b>15,275</b>	<b>5,819</b>			<b>61.9%</b>	<b>0</b>
<b>Net Receipts</b>	<b>9,456</b>	<b>15,275</b>	<b>5,819</b>				
<b>120 Cleaning</b>							
4100 Cleaning	1,794	3,590	1,796		1,796	50.0%	
4110 Cleaning Supplies	92	300	208		208	30.5%	
4120 Window Cleaning	140	350	210		210	40.0%	
4130 Garden Maintenance	44	200	156		156	22.0%	
<b>Cleaning :- Indirect Payments</b>	<b>2,070</b>	<b>4,440</b>	<b>2,370</b>	<b>0</b>	<b>2,370</b>	<b>46.6%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,070)</b>	<b>(4,440)</b>	<b>(2,370)</b>				
<b>130 Fire Safety</b>							
4200 Pat Testing	0	150	150		150	0.0%	
4210 Emergency Lighting Testing	0	150	150		150	0.0%	
4220 Fire Safety	0	300	300		300	0.0%	
<b>Fire Safety :- Indirect Payments</b>	<b>0</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(600)</b>	<b>(600)</b>				
<b>140 General Maintenance</b>							
4300 Hall Repairs and Maintenance	1,040	4,700	3,660		3,660	22.1%	
4310 Flat Repairs and Maintenance	292	800	508		508	36.5%	
4330 Piano Tuning	75	80	5		5	93.8%	
<b>General Maintenance :- Indirect Payments</b>	<b>1,408</b>	<b>5,580</b>	<b>4,172</b>	<b>0</b>	<b>4,172</b>	<b>25.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,408)</b>	<b>(5,580)</b>	<b>(4,172)</b>				
<b>150 Heating</b>							
4400 Boiler Servicing	170	300	131		131	56.5%	
4410 Heating Oil	523	2,500	1,977		1,977	20.9%	
<b>Heating :- Indirect Payments</b>	<b>693</b>	<b>2,800</b>	<b>2,107</b>	<b>0</b>	<b>2,107</b>	<b>24.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(693)</b>	<b>(2,800)</b>	<b>(2,107)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 20/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>Utilities &amp; Contracts</u>							
4320 PHS Contracts	346	400	54		54	86.4%	
4500 Electricity	289	1,200	911		911	24.1%	
4520 Water Charges	195	800	605		605	24.4%	
4530 General	18	200	182		182	9.0%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	169	210	41		41	80.6%	
4560 Website	45	100	55		55	45.0%	
4580 Planning & Fees (Flat staircas	0	3,900	3,900		3,900	0.0%	
Utilities & Contracts :- Indirect Payments	<u>1,182</u>	<u>6,960</u>	<u>5,778</u>	<u>0</u>	<u>5,778</u>	<u>17.0%</u>	<u>0</u>
<b>Net Payments</b>	<u>(1,182)</u>	<u>(6,960)</u>	<u>(5,778)</u>				
<u>999</u> <u>VAT Data</u>							
515 VAT on Payments	352	0	(352)		(352)	0.0%	
VAT Data :- Indirect Payments	<u>352</u>	<u>0</u>	<u>(352)</u>	<u>0</u>	<u>(352)</u>		<u>0</u>
<b>Net Payments</b>	<u>(352)</u>	<u>0</u>	<u>352</u>				
Grand Totals:- Receipts	<u>9,456</u>	<u>15,275</u>	<u>5,819</u>			<u>61.9%</u>	
Payments	<u>5,704</u>	<u>20,380</u>	<u>14,676</u>	<u>0</u>	<u>14,676</u>	<u>28.0%</u>	
<b>Net Receipts over Payments</b>	<u>3,751</u>	<u>(5,105)</u>	<u>(8,856)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>3,751</u>						