



Wednesday 8th May 2024 at 7.00pm – at Utterby Village Hall

1 Elections

- a. It was **RESOLVED** to elect Cllr Matthew Wright as the Chairman of Utterby Parish Council.
- b. It was **RESOLVED** to elect Cllr Robert Newton as Vice Chairman of Utterby Parish Council.

NB: Cllr Buckley was not present for the election of the Chair and Vice Chairman arriving at 7:03pm

PUBLIC FORUM

- Nothing raised.

Record of Members Present:

Present - Cllr Matthew Wright (MW) (Chair), Cllr Tina Bryan (TTB), Cllr Terry Buckley (TB), Cllr Robert Newton (RN), Cllr Marc Traves (MT).

Not Present – None.

In Attendance – Clerk: Maria Vincent and 3 members of the public.

2 Apologies Received

None.

3 To receive any Declarations of Interest under the Localism Act 2011

None.

4 Minutes

- a) It was **RESOLVED** to approve the minutes of Parish Council Meeting 3rd April 2024 as correct and the Chairman signed them.

5 Council Matters, Actions and Communications

- a) **Chairman's Remarks** The Chair had no remarks.
- b) **Clerk's Report** – The Clerk confirmed that there had been two Councillor resignations following the publishing of the agenda – that of Cllr John Mackin and Cllr Nicol Mackin and that ELDC had published the notices. It was noted that the Bank Mandate would have to be changed again and included on the next agenda. It was reported that the precept had been received.
- c) **What's App Group** It was **RESOLVED** that a What's App group would be formed for internal notifications only.
- d) **Asset Register** – It was **RESOLVED** that the figure for insurance purposes for the assets would be increased by 10% across the board, but that this would not be accounted for in the 2024/25 insurance as the quotes for these had already been received and to be considered.
- e) **Civility and Respect Pledge** It was **RESOLVED** that the council would keep to the statement currently agreed to as they could not agree to some of the conditions stated on the pledge (ie receiving training).
- f) **Standing Orders.** It was **RESOLVED** to change the contractual amounts **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904.00 for a public service or supply contract or in excess of £5,372,609.00.**



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- g) **Financial Regulations** It was **RESOLVED** to change contractual amounts For public supply and public service contracts £214,904.00 as of January 2024 and For public works contracts £5,372,609. The Clerk also notified the council that a new edition of Module Finance Regulations had now been published and that once checked through it would be brought to council.
- h) **Code of Conduct** – No updates required.
- i) **Complaints Procedure.** It was **RESOLVED** to update of change of email address.
- j) **Consultations:** None
- k) **Communications:** The Clerk advised the Council of an email received on leaving for the meeting regarding an incident that the grass cutting contractors had damaged some plants in a resident's garden and that they would contact the contractors in the first instance.

6 Finance and Budgets

- a) **Quarterly Monitoring Checking** - It was **RESOLVED** that Cllr TTB and Cllr MT would undertake the quarterly monitoring 4 times per year.
- b) **Quarterly Monitoring** - Following Cllr TTB checking the quarterly monitoring from Dec-end March 24 and it was **RESOLVED** to approve it.
- c) **Insurance:** It was **RESOLVED** to accept the quotation from Zurich Insurance for the Parish Council's Insurance policy (3 year term) at a cost of £491.04 for year one.
- d) **Payments** - It was **RESOLVED** to accept the payments :
 1. Dave Skells Traffic Management Ltd 2 cuts to village green and verges £372.00 ref 702
 2. DW Gibbs May cleaning of Bus Shelters and Tel box £30.00 ref 703
 3. HM Revenue and Customs Only120PX00376161 April Tax £8.80 ref 704
 4. Clerk Salary, home expenses and mileage April £243.28 ref 705
 5. Clerk Landscaping items expenses £57.93 ref 706
 6. Zurich Insurance for 2024/25 £491.04 ref 707 TOTAL £1,203.05
- e) **Annual Governance and Accountability Return** – The Clerk reported that the Council had been one of a 5% sample to be included for an intermediate review but as we were declaring to be Exempt, this would not effect us, and therefore we would send the Auditors just the Exemption Certificate.

It was **RESOLVED** to accept to approve the Annual Governance and Accountability Return and give permission to the Clerk to send it to the auditors, PKF Littlejohn LLP.

 - i. Certificate of Exemption
 - ii. Annual Governance Statement
 - iii. Accounting Statements
- f) It was **RESOLVED** to approve the bank reconciliation and explanation of variances.
- g) It was **RESOLVED** to approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
- h) It was noted that the contact information to be sent to PKF Littlejohn LLP.
- i) It was noted that the Internal Auditor's report was accepted at the April meeting.

7 Planning

- a) No urgent applications to consider.
- b) The Clerk reported that the family of a resident was currently going to the ombudsman regarding the drainage at the development between Grange Lane and Chapel Lane. It was **RESOLVED** that the



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Clerk would contact ELDC to see what the situation was regarding the drainage at the development, and also ask if there was a drains map for the village that we could access.

c) No update on previous planning permissions.

8 Parish Council Amenities (bus shelters, village green, etc)

a) **Utterby Village Projects 2024** – The Clerk reported that they had been in contact with Alvingham regarding their recent installation of a defib. Cllr MW would check the Kissing gate fences to see whether these needed completely replacing.

b) **Utterby wooden structures** – It was noted that the benches and Millennium bench required re-oiling and that it was **RESOLVED** that the Clerk would contact Skells to see what they would quote to undertake the work.

c) **Verges and Village Green** – It was noted that the grass have been cut twice and Skells had confirmed a 'collect' had been undertaken on the village green. The Kissing Gate had recently been strimmed.

d) **Planters** – Due to a car reversing over a planter, a new trough had been purchased to replace the broken one. It was **RESOLVED** that a budget of £200 would be set for the plants in the troughs and that each person could spend £30 on plants for the trough. The following people would take care of each planter: Chapel Lane Cllr MW, Grange Lane resident G, Holywell Lane Cllr TTB, Church Lane resident A, Main Road resident J.

e) Bus shelters – Nothing to report.

f) **Utterby Voice** – This would be eight pages and contain the annual reports. Due to be published early July. If anyone had an article they should bring it to the June meeting.

9 ELDC/LCC Services (Streetlights, Bins, Highways, Verges, Footpaths, etc)

a) **Benson Court update** – there had been no updates on the building.

b) **Benson Court wooden benches** – Cllr Mossop had been assured that none of the benches would be thrown away. The Council also noted that plants and bushes should also be collected if the land was to be flattened at any point.

c) **Any urgent issues or updates.** Cllr MT had spoken to both the parent who had written to the Council regarding speeding and to the Headteacher and understood that a few years earlier an assessment had been undertaken and was now trying to access this information from LCC. Cllr Hall had emailed to confirm the 30mph speed limit would be implemented.

10 Notifications

None.

11 Date and time of Next Meeting

It was noted that that the next Parish Council Meeting was at 7pm on June 5th in the Village Hall, Utterby.

Meeting finished at 8:25pm.

Signed _____

Date _____

Quarterly Monitoring Checklist – for 1st January to 31st March 2024

Three examples of each

1. Check online payments made against schedule -

Nos 699 700 701

2. Check payment against invoice Ref

Nos 699 700 701

Then check

1. All bank statements filed and up to date **Yes / No**
2. Bank Reconciliation completed for month **Yes / No**
3. Bank reconciliation tallies with overview of budget sheet and payments page **Yes / No**
4. Folder has invoices in (except those being signed at meeting) **Yes / No**

Please sign and date each sheet.

Undertaken by (name) T.M. BRYAN

Signed

T.M. Bryan

Date 8/3/24

Budget for Financial Year 2023/24- UTTERBY PARISH COUNCIL

Item	Reserves in bank as of 1st April 2023
SPECIFIC RESERVES HELD IN BANK	
TPOs and Green Structures	1,000.00
Reserve for Asset Replacement	3,000.00
Reserve for Elections	1,900.00
Contingency reserves in bank as of 1st April 2023	9,662.44
Reserves carried forward from balance of 2022/23 budget	1,482.31
Total Reserves in Bank	£ 17,044.75

Item	Budget for 2023/24	Still Expected
INCOME		
Precept 2023/24	8843.84	
LCC Verges Parish Agreement contribution 23/24	898.04	
EXPECTED VAT reclaim 23/24	£213.25	
TOTAL INCOME BUDGET EXPECTED	9955.13	£0.00

Item	Budget for 2023/24	Total Spent to date	Current budget Balance
MEMBERSHIP & INSURANCE EXPENDITURE			
Insurance	500.00	511.54	-11.54
Audit Fees	100.00	0.00	100.00
LALC Membership -234 electorate	90.00	86.06	3.94
LALC Training scheme	0.00	0.00	0.00
Data Controller Reg / DPO	40.00	40.00	0.00
Election costs	180.00	48.50	131.50
Room Rental	400.00	258.00	142.00
Membership /Insurance TDOTAL	1,310.00	944.10	365.90

RUNNING COSTS & EXPENDITURE			
Salary Clerk including HMRC	2,900.00	2,897.13	2.87
Other expenses including domain/bank charges/home/office use /course refreshments	600.00	606.81	-6.81
Mileage	130.00	153.90	-23.90
Stationery & postage	110.00	43.35	66.65
Office Equipment	100.00	71.83	28.17
Admin Expenses TDOTAL	3,840.00	3,773.02	66.98

Village Projects	803.00	136.22	666.78
Utterby Voice	350.00	272.21	77.79
Grants including S137	30.00	30.00	0.00
Grass Cutting - Village Green	700.00	278.65	421.35
Verge Cutting	1000.00	426.00	574.00
Bus Shelter Cleaning	367.00	360.00	7.00
Asset Repair & Maintenance (wooden structures)	500.00	226.16	273.84
Other Green Structures Maintenance	500.00	435.00	65.00
General Contingency	570.00	88.50	481.50
Specific Reserve Additions	0.00	2500.00	-2,500.00
General Expenses TDOTAL	4,820.00	2,252.74	2,567.26

** paid from HSBC into Trinity account not included in budget

Budget 2023-24	9,970.00		
Budget spend to date 23-24		6,969.86	2897
Less budget income shortfall		14.87	
Reserves from above	17,044.75		
	27,014.75	6,984.73	20,030.02

Total available in bank 20,301.64 less £271.62 **20030.02**

2023/24	
precept for 23/24	8843.84
tax base 23/24	134
Band D Council Tax Charge per year	£ 66.00

Date issued	To/From	Ref	Item description	Cheque no/payment date	Receipts £	Payments inc vat	Section 137 expenditure	VAT £	Balance	S'ment sheet
05/01/2024	Clerk	683	Salary and expenses for December 23	IB 03/01/2024		£ 237.87		£ 0.33	£ 21,374.49	u008
09/01/2024	HM Revenue and Customs Only120PX00	684	Tax for December 23	IB 09/01/2024		£ 9.00			£ 21,365.49	u008
05/01/2024	DW Gibbs	685	Bus shelter cleaning January 24	IB 03/01/2024		£ 30.00			£ 21,335.49	u008
05/01/2024	Utterby Village Hall	686	Hire of hall and Christmas tree don	IB 03/01/2024		£ 111.00	30.00		£ 21,224.49	u008
07/02/2024	Utterby Village Hall	687	Hall hire Feb and March 2024	IB 07/02/2024		£ 54.00			£ 21,170.49	u009
07/02/2024	Clerk	688	January salary and expenses £250.82	IB 07/02/2024		£ 395.68		£ 0.33	£ 20,774.81	u009
07/02/2024	Clerk	689	reimbursement for Utterby Voice £144.86			0.00			£ 20,774.81	see above
09/02/2024	HM Revenue and Customs Only120PX00	690	January 2024 tax	IB 09/02/2024		£ 9.00			£ 20,765.81	u009
07/02/2024	DW Gibbs	691	Feb 24 Bus shelter and phone box	IB 07/02/2024		£ 30.00			£ 20,735.81	u009
23/02/2024	HM Revenue and Customs VTR		Tax Refund		£ 213.25				£ 20,949.06	u009
06/03/2024	(David Buckley) D H B Gardening Service	692	Village Green hedge November	IB 08/03/2023		£ 90.00			£ 20,859.06	u010
06/03/2024	DW Gibbs	693	March 24 Bus shelter and phone box	IB 08/03/2023		£ 30.00			£ 20,829.06	u010
06/03/2024	Dave Skells Traffic Management	694	Erection of notice board	IB 08/03/2023		£ 210.00		£ 35.00	£ 20,619.06	u010
06/03/2024	Clerk	695	February salary and expenses	IB 08/03/2023		£ 290.42		£ 0.33	£ 20,328.64	u010
09/03/2024	HM Revenue and Customs Only120PX00376161	696	February 2024 tax	IB 11/03/2023		£ 9.00			£ 20,319.64	u010
31/03/2024	Unity Trust Bank		Quarterly Service charge Unity	IB 31/03/2024		£ 18.00			£ 20,301.64	u010
31/03/2024	HM Revenue and Customs Only120PX00376161		March 2024 tax			£ 8.80			£ 20,292.84	u011
31/03/2024	Clerk		March salary and expenses			£ 262.82		£ 0.33	£ 20,030.02	u011
					9955.13	£ 6,969.86		£ 224.76		

17044.75

26999.88

less payments

6969.86

Balance

20030.02

Insurance	Audit Fees	LALC Membership		DATA Protection Officer	Room Rental	Clerk salary	Office/Home Use/bank charges	Mileage	Stationery/postage	Office Equipment	Village Projects	Utterby Voice	Grants and S.137	Grass cutting	Verge Cutting	Bus Shelter Clearing	Asset repair/maintenance wooden structures	Other Green Structures Maintenance	Elections	General Contingency	Special Reserve	Income
						£ 210.68	£ 18.00	£ 7.20		£ 1.99												
						£ 9.00																
																	£ 30.00					
						£ 81.00							£ 30.00									
						£ 54.00																
						£ 210.68	£ 18.00	£ 7.20		£ 14.94		£ 144.86										
						£ 9.00																
																						£213.25
						£ 210.68	£ 18.00	£ 24.75		£ 36.99												
						£ 9.00																
							£ 18.00															
						£ 8.80																
						£ 210.88	£ 18.00	£ 31.95		£ 1.99												
£ 511.54	£ -	£ 86.06	£ -	£ 40.00	£ 258.00	£ 2,897.13	£ 608.81	£ 153.90	£ 43.35	£ 71.83	£ 136.22	£ 272.21	£ 30.00	£ 278.65	£ 426.00	£ 360.00	£ 228.16	£ 435.00	£ 48.50	£ 88.50	£ 2,500.00	£ 25,999.88

not including bank payments from old to new account

Bank Reconciliation

Unity Bank Balance as of 31/3/24		£20,301.64
outstanding payments		
March 2024 tax	£	8.80
March salary and expenses	£	262.82
Actual funds available		£20,030.02

March 2024 - Payment Schedule

		Payment	Ref
2023/24 Budget			
HM Revenue and Customs Only120PX00376161		£ 8.80	697
Clerk		£ 262.82	698
Total payment 23/24		£ 271.62	