



**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**26 June 2023**  
**19:30 East Woodhay Village Hall**

**Chairman:** Cllr Hurst (Chair)

**Present:** Councillors M Hainge, G Dick, M Rand, S Cooper, K Titcomb, S Bowden, J Mitchell

**Clerk:** Amy White

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**Item 1: 25/23 Apologies**

Apologies received and accepted from Cllr Roots, Cllr Watson, Cllr Falconer.

**Item 2: 26/23 Declarations of Interest**

None.

**Item 3: 27/23 Actions arising from Annual Parish Meeting held on 22 May 2023**

Item	Action	Owner
119/22	Cllr Hainge to progress grant request for SID to Greenham Trust <b>In action.</b>	Cllr Hainge
	Parishioner concern about antisocial behaviour raised at APM. See item 5.	All Cllrs

**Item 4: 28/23 Borough and County Councillor Reports**

Cllr Falconer and Cllr Thacker were not present.

**Item 5: 29/23 Police Update- new PCSO and current ASB issues- decision on action**

There is a new PCSO, Kieron Venn. The Clerk has had a conversation with him and informed him of the ASB issues in Woolton Hill. Kieron confirmed the best way of reporting is via 101. He has promised to do some patrols over the next couple of weeks. Clerk will continue to collate any ASB reports to share with Kieron.

**Action:** Clerk will invite Kieron Venn to the next PC meeting.

Clerk will ask Graham Falconer which ward councillor has the policing portfolio, to engage further support and understanding.

Cllr Bowden will contact the Chief Constable of Hampshire and the Isle of Wight, Scott Chilton, to propose a piece of work around community engagement with parishes. He will generate a project briefing note for the council.

**Item 6: 30/23 Planning**

Please see planning Minutes on the website.

**Item 7: 31/23 Amenities- to decide whether to upgrade CCTV**

(Please also see the Amenities Minutes on the website).

The war memorial in East End has been cleaned.

Cllr Rand explained the Cybertronix quote received by the Clerk for the necessary upgrade required for EWPC's current 5 cameras covering the recreation ground, playground and car park.

Full council agreed that the quote of £4000 was reasonable for what is required. However, the Clerk will pursue another local supplier of CCTV equipment for an extra quote.

There is the possibility of grant funding from BDBC (through Community Infrastructure Fund) which the Clerk will pursue alongside obtaining the new quote. Should CIF not be possible, the council could use the CIL funding received in 2022/23 financial year.

**Action:** Clerk will contact local CCTV supplier for an extra quote for CCTV.

**Item 8: 32/23 Councillor roles- to update and reassess positions**

Cllr Hurst asked each councillor how they see their role progressing this year. Roles were discussed and will be updated on the table currently held on the website. Cllr Hurst reminded councillors of the expectations of being on the council and the need for ownership of roles.

**Action:** All Councillors to update the wording on the table by next meeting for the Clerk to add to the website.

**Item 09: 33/23 Highways**

Cllr Dicks' report can be found on the EWPC website.

Village gateways: Council decided not to move forward on pursuing gateways but to review at a later date, pending the speed indicator grant award update. Council wishes to thank Hampshire Highways Team for their support and hard work in generating information.

**Item 10: 34/23 Speed Data**

No update from Cllr Hainge on speed data.

**Item 11: 35/23 Finance Update**

Please see Cllr Mitchell's report at the end of the minutes.

**a. Accounts for payment:**

The Clerk presented the following amounts for payment:

Date invoiced	Budget line	Explanation	Total
25-May-23	Misc Maintenance	WeiMedical batteries and padds for defibs at Tampant Cat and EWWH	£ 342.90
25-May-23	VAT	WeiMedical batteries and padds for defibs at Tampant Cat and EWWH	£ 70.57

14-Jun-23	Footpaths	Brushcutter Training: Stihl support cushion, belt, holster from Sam Turner for volunteer ranger (Clerk paid)	£ 203.32
14-Jun-23	VAT	Brushcutter Training: Stihl support cushion, belt, holster from Sam Turner for volunteer ranger (Clerk paid)	£ 40.65
26-May-23	Highways	SID Movement by Premier Grounds x 4 Inv 2056	£ 140.00
26-May-23	VAT	SID Movement by Premier Grounds x 4 Inv 2056	£ 28.00
6-Jun-23	Audit	Internal Audit by Do the Numbers, Eleanor Greene	£ 320.00
1-Jun-23	Administration	WHCH hire for EWPC meetings	£ 48.00
31-May-23	Misc Maintenance	Scofell Heath End hedge reduction 30853	£ 650.00
31-May-23	VAT	Scofell Heath End hedge reduction 30853	£ 130.00
31-May-23	Annual Maint Agmnt	Scofell Maintenance and grass cuts 30790	£ 615.91
31-May-23	VAT	Scofell Maintenance and grass cuts 30790	£ 123.18
27-May-23	Payroll Admin	Red76 Payroll for May 23 Inv 6129	£ 16.00
27-May-23	VAT	Red76 Payroll for May 23 Inv 6129	£ 3.20
25-May-23	Administration	ArtofData website hosting annual fee	£ 126.00
27-Jun-23	Litter Warden Salary		£ 451.53
27-Jun-23	Litter Warden Exps		£ 35.00
27-Jun-23	Clerk's Salary		£ 693.53
22-Jun-23	Misc Maintenance	BDBC Annual playground inspection	£ 858.33
22-Jun-23	VAT	BDBC Annual playground inspection	£ 171.67
22-Jun-23	Misc Maintenance	Replacement perspex for Ball Hill phone box	£ 30.00
22-Jun-23	VAT	Replacement perspex for Ball Hill phone box	£ 6.00
23-Jun-23	Administration	ICO yearly registration	£ 35.00
27-Jun-23	PAYE	HMRC Month 3	£ 177.56
27-Jun-23	Pension Contribution	Nest Direct Debit	£ 70.27
			<b>£</b>
			<b>Total: <u>5,386.62</u></b>

**Natwest Current Account Balance as at 31/05/2023: £22824.42**

**36/23** The councillors all confirmed no financial conflict of interest for the financial year 2022/23.

**37/23** The Clerk had shared a draft of the Internal Audit report received from the auditor. After discussion, the Clerk will seek clarification from the auditor on some of the wording. The audit report will be published once it has been revised /agreed. Going forward, Council agreed that the Finance Committee will review the audit report each year and make recommendations /liaise with the auditor prior to publication.

**Item 12: 38/23 Items to carry forward to next meeting**

Usual items, CCTV, audit report

### Actions 26/06/23

Item	Action	Owner
<b>29/23</b>	Clerk will invite Kieron Venn to the next PC meeting.	<b>Clerk</b>
	Clerk will ask Graham Falconer which ward councillor has the policing portfolio, to engage further support and understanding.	<b>Clerk</b>
	Cllr Bowden will contact the Chief Constable of Hampshire and the Isle of Wight, Scott Chilton, to propose a piece of work around community engagement with parishes. He will generate a project briefing note for the council.	<b>Cllr Bowden</b>
<b>31/23</b>	Clerk will contact local CCTV supplier for an extra quote for CCTV.	<b>Clerk</b>
<b>32/23</b>	All Councillors to update the wording on councillor roles on the table by next meeting for the Clerk to add to the website.	<b>All Cllrs</b>

### Reports/Documents June 2023

Finance Report, Cllr Mitchell, below:

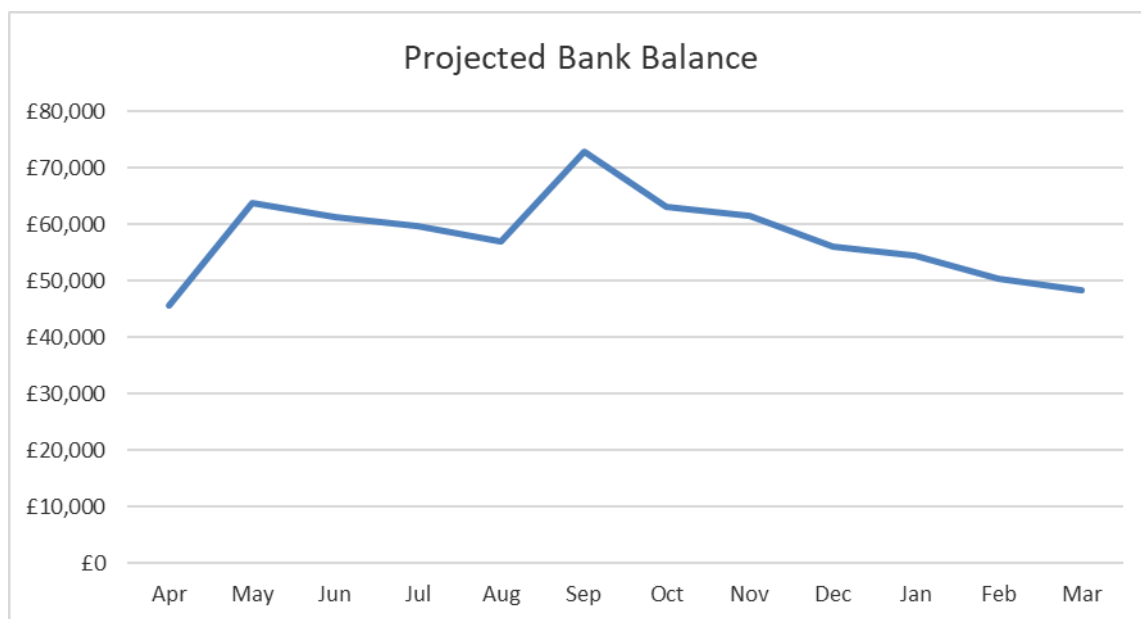
**EAST WOODHAY PARISH COUNCIL  
FINANCE TEAM UPDATE  
Presented to EWPC 26<sup>th</sup> June 2023**

**1. SUMMARY**

- Bank Accounts £63,818 (Current £22,754 Redwoods £41,064)
  
- a. INCOME STATEMENT
  - 50% Precept £16,811
  - Grass cutting Grant £2,072
  - Litter Warden Grants £5,418
  - Grant for Brushcutter training £1,051
  - CIL Funding £4,164
  -
  
- b. EXPENSE STATEMENT EXEC SUMMARY (Following list not conclusive)
  - £1,456 Insurance
  - £1,075 Annual Maintenance
  - £820 HALC Affiliation
  - £550 Gate repair WH Rec
  
- c. CAPITAL STATEMENT EXECUTIVE SUMMARY
  - £9,837 S106 from 2019/20 for spend on Community Orchard

## 2. CASHFLOW PROJECTIONS

Including ring fenced projects in (c)



Further details can be found further down this report.

CATEGORY	Sum of INCOME	Sum of EXPENSE	Sum of BALANCE
ANNUAL	£ 26,101	£ 11,941	£ 14,160
GRANTS	£ 5,216	£ 1,259	£ 3,956
<b>Grand Total</b>	<b>£ 31,317</b>	<b>£ 13,201</b>	<b>£ 18,116</b>

### 3. FISCAL YEAR COMPARED TO BUDGET

#### EAST WOODHAY PARISH COUNCIL

Receipts and Payments - 2023/24

INCOME	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 16,811.50												£ 16,811.50	£ 31,720.00	53%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant	£ 5,418.40												£ 5,418.40	£ 4,818.00	112%
Rental Income													£ -	£ 601.00	0%
S106 Grant													£ -		#DIV/0!
Other Grants		£ 5,215.76											£ 5,215.76		#DIV/0!
Grass Cutting	£ 2,072.84												£ 2,072.84	£ 2,300.00	90%
VAT Recovered	£ 1,798.34												£ 1,798.34	£ -	#DIV/0!
Bank Interest													£ -	-	#VALUE!
	£ 26,101.08	£ 5,215.76	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 31,316.84	£ 39,439	79%
PAYMENT	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's Salary	£ 1,148.65	£ 658.61											£ 1,807.26	£ 7,761.00	23%
Pension Contribution	£ 70.27	£ 70.27											£ 140.54	£ 4,819.00	3%
Litter Warden Salary	£ 451.53	£ 451.53											£ 903.06	£ 500.00	181%
Clerk's Expenses	£ 164.99	£ 800.00											£ 964.99	£ 500.00	193%
Litter Warden Expenses	£ 35.00	£ 35.00											£ 70.00	£ 1,924.00	4%
PAYE	£ 441.06	£ 162.50											£ 603.56	£ 200.00	302%
Payroll Admin	£ 14.00	£ 16.00											£ 30.00	£ 500.00	6%
Administration	£ 141.90	£ 30.00											£ 171.90	£ 2,000.00	9%
Insurance		£ 1,456.46											£ 1,456.46	£ 700.00	208%
Audit													£ -	£ 720.00	0%
Subscriptions	£ 820.81	£ 198.00											£ 1,018.81	£ 2,000.00	51%
Grass Cutting													£ -	£ 2,000.00	0%
Misc Maintenance	£ 550.00	£ 855.00											£ 1,405.00	£ 3,378.00	42%
Annual Maint Agmnt	£ 1,075.82	£ 554.04											£ 1,629.86	£ 3,000.00	54%
Footpaths		£ 748.57											£ 748.57	£ 4,000.00	19%
Highways	£ 720.00												£ 720.00	£ 1,250.00	58%
CCTV													£ -	£ 2,000.00	0%
Grants & Sec 137	£ 500.00												£ 500.00	£ 300.00	167%
Chairmans Allowance		£ 98.82											£ 98.82	£ 2,500.00	4%
Planning													£ -		#DIV/0!
VAT	£ 397.94	£ 534.02											£ 931.96	£ -	#DIV/0!
S106 spend													£ -	£ -	#DIV/0!
	£ 6,531.97	£ 6,668.82	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 13,200.79	£ 40,052	33%

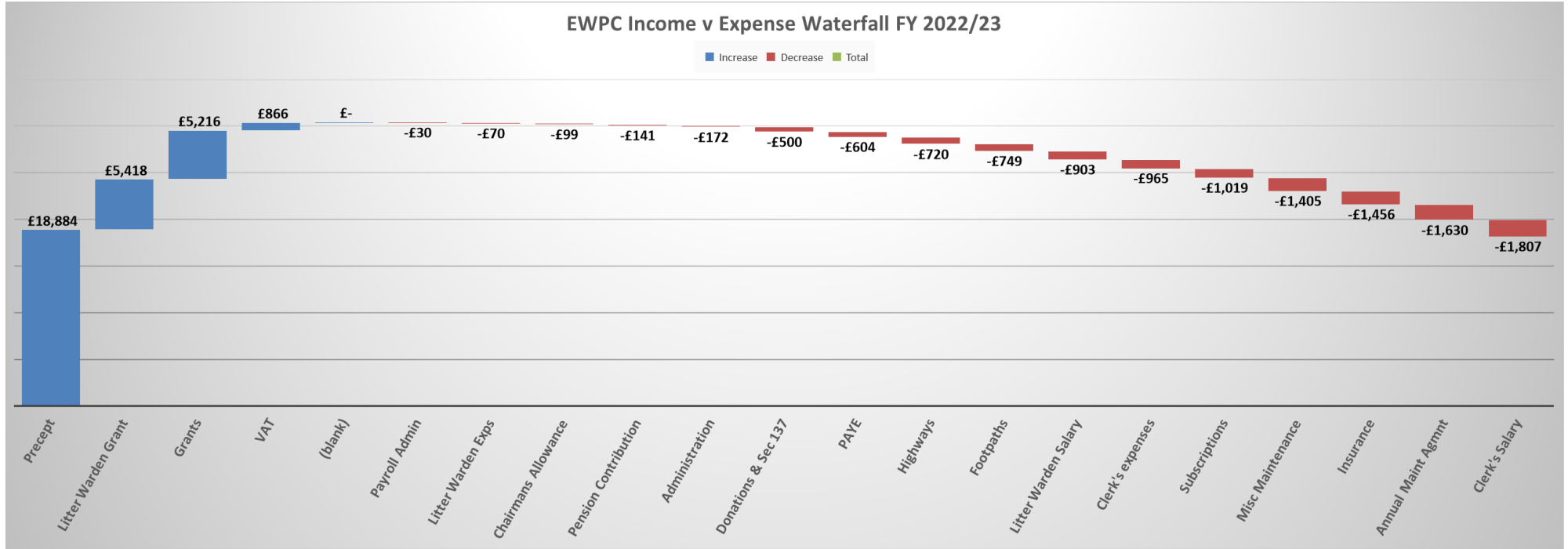
Printed : 12/06/2023

## 4. FORCAST FOR REMAINDER OF THE FINANCIAL YEAR

EAST WOODHAY PARISH COUNCIL		FORECAST													
Receipts and Payments - 2023/24															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 16,811.50					£ 16,811.60							£ 33,623	£ 33,623.20	100%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant	£ 5,418.40												£ 5,418	£ 5,100.00	106%
Rental Income						£ 600.00							£ 600	£ 650.00	92%
CTS Grant													£ -		
Other Grants		£ 5,215.76											£ 5,216	£ 1,984.00	263%
Grass Cutting	£ 2,072.84												£ 2,073	£ 2,052.00	101%
VAT Recovered	£ 1,798.34												£ 1,798	£ -	#DIV/0!
Bank Interest												£ 750.63	£ 751	£ -	#DIV/0!
	£ 26,101.08	£ 5,215.76	£ -	£ -	£ -	£ 17,411.60	£ -	£ -	£ -	£ -	£ -	£ 750.63	£ 49,479	£ 43,409	114%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's Salary	£ 1,148.65	£ 658.61	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 900.00	£ 10,807	£ 12,452.00	87%
Litter Warden Salary	£ 70.27	£ 70.27	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 4,257	£ 5,000.00	85%
Clerk's Expenses	£ 451.53	£ 451.53	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 71.50	£ 1,618	£ 700.00	231%
Litter Warden Expenses	£ 164.99	£ 800.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 1,315	£ 500.00	263%
PAYE	£ 35.00	£ 35.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 176.00	£ 1,830	£ 2,000.00	92%
Payroll Admin	£ 441.06	£ 162.50											£ 604	£ 200.00	302%
Admininstration	£ 14.00	£ 16.00											£ 30	£ 500.00	6%
Insurance	£ 141.90	£ 30.00					£ 500.00		£ 500.00				£ 1,172	£ 1,350.00	87%
Audit		£ 1,456.46							£ 600.00				£ 2,056	£ 600.00	343%
Subscriptions													£ -	£ 750.00	0%
Grass Cutting	£ 820.81	£ 198.00					£ 750.00						£ 1,769	£ -	#DIV/0!
Misc Maintenance													£ -	£ 6,000.00	0%
Annual Maint Agmnt	£ 550.00	£ 855.00	£ 1,000.00		£ 1,000.00		£ 1,000.00		£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 7,405	£ 7,000.00	106%
Footpaths	£ 1,075.82	£ 554.04					£ 1,000.00		£ 1,000.00		£ 500.00		£ 4,130	£ 2,500.00	165%
Highways		£ 748.57					£ 1,000.00						£ 1,749	£ 1,000.00	175%
CCTV	£ 720.00						£ 1,700.00						£ 2,420	£ 1,700.00	142%
Donations & Sec 137							£ 500.00		£ 500.00		£ 500.00		£ 1,500	£ 1,500.00	100%
Chairmans Allowance	£ 500.00												£ 500	£ 300.00	167%
Planning		£ 98.82					£ 1,000.00		£ 1,000.00		£ 500.00		£ 2,599	£ 2,500.00	104%
VAT													£ -	£ -	#DIV/0!
S106 spend	£ 397.94	£ 534.02											£ 932	£ -	0%
	£ 6,531.97	£ 6,668.82	£ 2,594.17	£ 1,594.17	£ 2,594.17	£ 1,594.17	£ 9,644.17	£ 1,594.17	£ 5,594.17	£ 1,594.17	£ 4,094.17	£ 2,594.17	£ 46,692	£ 46,552	100%
Printed : 12/06/2023															
Total Receipts	£ 26,101.08	£ 5,215.76	£ -	£ -	£ -	£ 17,411.60	£ -	£ -	£ -	£ -	£ -	£ 750.63			
Total Payments	£ 6,531.97	£ 6,668.82	£ 2,594.17	£ 1,594.17	£ 2,594.17	£ 1,594.17	£ 9,644.17	£ 1,594.17	£ 5,594.17	£ 1,594.17	£ 4,094.17	£ 2,594.17			
Actual bank balance (EOM)	£4,643	£22,754	£20,160	£18,566	£15,971	£31,789	£22,145	£20,551	£14,956	£13,362	£9,268	£7,425			
Redwoods	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064	£41,064			
Projected balance	£45,707	£63,818	£61,224	£59,630	£57,035	£72,853	£63,209	£61,615	£56,020	£54,426	£50,332	£48,489			
Printed : 12/06/2023															



5. Waterfall To Date for FY 2023/24



## 1. ANALYSIS BY SUB CATEGORY FY2023/24

ANNUAL	INCOME	Precept	£ 24,303		£ 24,303
		VAT	£ 1,798		£ 1,798
	<b>INCOME Total</b>		<b>£ 26,101</b>		<b>£ 26,101</b>
	PAYMENT	Administration		£ 2,746	-£ 2,746
		Maintenance		£ 4,503	-£ 4,503
		Payroll		£ 3,371	-£ 3,371
		VAT		£ 821	-£ 821
Donations			£ 500	-£ 500	
<b>PAYMENT Total</b>			<b>£ 11,941</b>	<b>-£ 11,941</b>	
<b>ANNUAL Total</b>			<b>£ 26,101</b>	<b>£ 11,941</b>	<b>£ 14,160</b>
GRANTS	INCOME	Grants	£ 5,216		£ 5,216
		<b>INCOME Total</b>		<b>£ 5,216</b>	
	PAYMENT	Payroll		£ 1,149	-£ 1,149
		VAT		£ 111	-£ 111
		<b>PAYMENT Total</b>			<b>£ 1,259</b>
<b>GRANTS Total</b>			<b>£ 5,216</b>	<b>£ 1,259</b>	<b>£ 3,956</b>
<b>Grand Total</b>			<b>£ 31,317</b>	<b>£ 13,201</b>	<b>£ 18,116</b>