

# ROTHERWICK PARISH COUNCIL

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You are summoned to attend the MEETING of ROTHERWICK PARISH COUNCIL as detailed below:

*Susan Richardson*

Susan Richardson

Dated this 13th day of JULY 2018

Clerk, Rotherwick Parish Council

TIME, DATE AND LOCATION	7.30 p.m. WEDNESDAY 18th July 2018 Rotherwick Village Hall, The Street, Rotherwick.
MEMBERS:	Cllrs H Radesk (Chairman), L. Bardwell (Vice Chairman), S. Burrige, K. Fox & D. Margetson

## AGENDA

- 32/18 Apologies** - To receive any apologies for absence.
- 33/18 Councillor Resignation** - To Receive & Acknowledge the resignation of Cllr David Dibbin.
- 34/18 Declarations of Interest** arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 35/18 Public Participation** -The meeting will recess for not more than 15 minutes so as to allow any members of public to address the meeting. To Receive District and County Councillors' Reports.
- 36/18 Receive and Approve** the accuracy of the Minutes of the Parish Council Meeting held on the 20th June 2018 (previously circulated).

## **ROUTINE BUSINESS & ADMINISTRATION**

### **37/18 Action List Progress Reports**

- (a) To Receive the Clerk's verbal update on her Action List (for information only).
- (b) To Receive each Councillors' verbal updated on their Action Lists (for information only).

## **FINANCE**

### **38/18 To Receive and Approve:**

- (i) Payments on account (Appendix One)
- (ii) Bank Reconciliation to the 30th June (Appendix Two)
- (iii) Quarter One Accounts (Appendix Three)

## **PLANNING**

### **39/18 Applications - To Consider and make Comments** on the following planning matters received from Hart District Council.

- (i) **18/00805/PRIOR** Agricultural Grain Store, Frog Lane, Rotherwick, Hook to review and discuss current status.
- (ii) **18/01460/HOU** The Briars, Wedmans Lane, Rotherwick. Hook RG27 9BN for single storey front, side and rear extensions, removal of chimneys, insertion of three roof lights, insertion of three velux windows, alterations to fenestration and conversion of garage to habitable accommodation.

## **PROPOSALS & RESOLUTIONS**

### **40/18 To Receive & Resolve**

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- (i) Additional quotation to sand down and oil 5 extra footpath signs around the village earlier omitted.

## ADMINISTRATION

### 41/18 **General Council Administrative Matters**

- (i) **To Receive & Resolve** the Amended Financial Regulations, Adopted in May 2018 as follows;
  - (a) Item 4.1 to include Vice Chairman as agreed at the June meeting.
  - (b) Item 5.5 (c) to include an additional payment process as agreed at the June meeting.
  - (c) Item 6.15 the Clerk now has Delegate Access, so this item can be introduced in full.
- (ii) **To Receive** an update on the Lengthsman hours and discuss any other identified jobs.
- (iii) **To Receive & Approve** the quotations for the annual safety inspections of the Playing Field and Playground equipment and Hudson Copse's trim trail equipment due in September.
- (iv) **GDPR Update**
  - (a) To Receive the Document Retention Policy 2018/19 and the Data Audit 2018/19.

## PAVILION, PLAYING FIELDS & PLAYGROUND

### 42/18

- (i) **To Receive & Record** the date of the latest RPC inspection and discuss any action(s).
- (ii) **To Receive, Discuss & Approve quotations** received for identified areas within the Pavilion:
  - (a) External Paint, Kitchen & Toilets
  - (b) Rebuild of the plank bench.
  - (c) Securing of the new bench previously sited.
- (iii) **To Discuss & Agree** what might be required to the upright walking station following the unauthorised painting.

## HUDSON COPSE

### 43/18

- (i) **To Receive & Record** the date of the latest RPC Inspection, discuss any action(s) identified.
- (ii) **To Receive & Agree** fencing quotations as discussed at the last meeting and previously.
- (iii) **To Review & Agree** the positioning of the upright posts previously agreed.

## VILLAGE AMENITIES

### 44/18 **To Receive & Record**

- (i) The date of the latest RPC inspection of the defibrillator located at the village hall and discuss any action(s) identified.
- (ii) **To Discuss & Agree** requirement and methodology of telephone box repaint.
- (iii) **To Receive & Agree** quotation received for repairs to the bus shelter.
- (iv) **To Discuss & Agree** what action, if any, should be undertaken following the damage caused to fencing within Chicken Farm by the recently escaped bull.

## HIGHWAYS

- 45/18 **To Receive & Discuss** any Highways update.

## FOOTPATHS & VERGES

- 46/18 **To Review & Discuss** any Footpath and/or Verges update.

- 47/18 **DATE OF THE NEXT MEETING** Wednesday 15th August 2018 at Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB commencing at 7.30 p.m.

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## APPENDIX ONE - Accounts for Payment Approval - Agenda Item 38/18 (i)

Payee	Nett £	VAT £	Total £	Details	Cheque No.
Petticoat Painters	1390.00	0.00	1390.00	Treatment of wooden furniture throughout the village.	Transfer

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## APPENDIX TWO - Agenda Item 38/18 (ii)

### BANK RECONCILIATION

To 30/06/2018

#### Lloyds Bank

Current Bank Account 43763468

Balance per statement number 8 £ 37,807.59

#### Natwest Bank

Business Reserve Account 86551256

Balance per statement number 59 £ 63,145.51

#### Less unpresented cheques as at 30/06/2018

Cheque numbers 33, Transfers £98.51, £27.36 £ -139.91

Error Cheque 000020 against what was debited £ 5.00

**Total cash at bank £100,818.19**

*Susan Richardson*

Responsible Financial Officer to Rotherwick Parish Council

Dated 13/07/2018

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## APPENDIX THREE - Agenda Item 38/18 (iii)

<b>SUMMARY RECEIPTS &amp; PAYMENT ACCOUNT</b>					
<b><u>1st QUARTER ENDED 30 JUNE 2018</u></b>					
Annual Budget	Actual-v-Budget			Figures shown exclusive of VAT	
				£	£
<b>RECEIPTS</b>					
24997.5	100%	Precept (1st instalment)		24,997.50	
30	27%	Bank Interest		7.96	
2500	40%	Playing Fields Trust		1,000.00	
3500	31%	VAT Reclaim		1,079.35	
0	#DIV/0!	Grants		-	
0	#DIV/0!	Other		29.90	
<b>TOTAL RECEIPTS</b>					<b>27,114.71</b>
<b>PAYMENTS</b>					
6,200	23%	Net Salaries & Allowances		1,452.00	
0	#DIV/0!	HCC - Pension Contributions (e'ers & e'ees		-	
600	16%	Clerk's Expenses Net VAT		93.03	
200	49%	Chairman's Allowance		98.92	
4000	8%	Repairs & Maintenance		321.01	
1700	0%	Insurance Premium		-	
500	7%	Grants & Donations:		33.00	
1600	0%	Training		-	
450	44%	Audit Fees		200.00	
450	92%	Subscriptions		415.00	
15000	6%	Projects		960.00	
3200	12%	Playing Fields Pavilion		392.04	
600	26%	General Expenses		158.78	
3500	3%	VAT on payments		117.98	
38,000		<b>TOTAL PAYMENTS</b>			<b>4,241.76</b>
BALANCE BROUGHT FORWARD on 01/04/17					77,945.24
ADD Total Receipts (as above)					27,114.71
LESS Total payments (as above)					4,241.76
<b>Balance Carried forward 30/06/17</b>					<b>100,818.19</b>
These cumulative funds are represented by:					
Current Account Balance at at 30/06/18 (Statement No. 8)				37,807.59	
Less: Cheques drawn but not debited as 30/06/18*				- 139.91	
Incorrect account -v-a cheque value Cheque No. 000020				5.00	
Deposit Account Balance as at 30/06/18 (Statement No. 59)				63,145.51	
Other Account				-	
					<b>100,818.19</b>
* Cheque 33 £14.04, Transfers £98.51, £27.36					
<i>Susan Richardson</i>					
<b>Responsible Finance Officer to Rotherwick Parish Council</b>				<b>Dated :</b>	13/07/2018