


# BROADHEMBURY PARISH COUNCIL

Colliton | Dulford | Kerswell | Luton

I hereby give notice of the **Annual Meeting of the Parish Council** to be held on **TUESDAY 16th MAY 2023** following the **Annual Parish Meeting at 7.30pm** to which you are summoned to attend so that you may deal with the business shown on the attached agenda. This meeting will be held at the **Broadhembury Memorial Hall**.

  
Jakki Henderson  
Clerk to the Council

**ALL COUNCIL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC & THE PRESS**

## AGENDA

1. Election of Chair and Vice-Chair of the Council
  2. Declaration of Acceptance of Office by elected Councillors.
  3. Co-option of new parish Councillor(s) and Declaration(s) of Acceptance of Office.
  4. Members to declare any interests they may have in agenda items.
  5. Apologies for absence
  6. To consider and approve the minutes of previous meeting: Ordinary Meeting of *BPC Minutes on 21.03.2023*.
  7. Organisational structure:
    - i) Planning Committee
    - ii) Way Warden
  8. Public session - in relation to items on this agenda.
  9. Review and adopt Policies as listed on our website:  
[www.broadhembury-pc.gov.uk](http://www.broadhembury-pc.gov.uk)  
Includes Standing Orders and Financial Regulations.
  10. Financial report: To consider and approve the following -
    - a) Financial statements to the end March '23
    - b) Retrospective payments
    - c) Insurance invoice paid on autorenewal - BHIB (2nd year of three year agreement)
    - d) Budget
    - e) Internal auditors report for the year ending March 31st 2023
    - f) Conclusion of the Annual Audit for year ending March 31st 2023 and publication of the Notice of Public Rights
  11. To consider and approve Exemption Notice re: External Audit
- ANNUAL MEETING OF PARISH COUNCIL ENDS -  
ORDINARY MEETING OF PARISH COUNCIL TO COMMENCE  
(see separate agenda)

# MINUTES

ORDINARY MEETING OF THE PARISH  
COUNCIL at the MEMORIAL HALL  
on 21st MARCH 2023 - 7.30pm

**PRESENT:** Cllrs. B Nelson (Chairman), Mrs E Bradshaw (Deputy), N Howgill, R Dunford-Brown, V Game, Mrs J Rock and Ms S-A. Bird

**IN ATTENDANCE:** Mrs J. Henderson (Clerk), DCC Cllr I Chubb, EDDC Cllr P Skinner, and 6 members of the public.

## AGENDA

- 1. Apologies accepted by the Council:** The Council accepted apologies for absence from Cllr Ledward.
- 2. Members to declare any interests:**  
**Resolved:** None declared
- 3. To receive and sign the minutes of the last meeting held on 17.01.2023:**  
**Resolved:** that they were a true record of the meeting's decisions, proposed by Cllr Bradshaw, Seconded Cllr Game
- 4. Matters arising:**  
i) Local Plan letter has now been sent to EDDC
- 5. Correspondence:**  
**Resolved:** Two letters were received from David Hinshelwood regarding footpaths. Cllrs Rock and Dunford-Brown are looking into the issues.
- 6. Public discussion, Reports, DC, EDDC, Police:**  
The Chair invited Cllr I Chubb (DCC) to speak - In addition to his report emailed and previously circulated, Cllr Chubb announced DCC's new Chief Executive Officer, Donna Manson, previously of the Highlands Council, Inverness, has now taken over from Dr Phil Norrey.  
From the Budget meetings, Children and Social Services have been kept topped up with money and Highways were given an additional £1million. On top of this, £9.3million is coming from the Government to the Devon area and will be used specifically for potholes. Cllr Howgill congratulated the work done on potholes at Orway Cross to the top of the hill, commenting it was the best stretch of road in England.  
Cllr Game highlighted the poor state of the road going out of the village to Dunkeswell, pointing out that many school children travelled by bus on that road and felt it really should now be a priority. Cllr Chubb said he would contact Highways (Darren).  
The Chair thanked Cllr Chubb and invited Cllr Skinner (EDDC) to make his report: Cllr Skinner said he'd been working with Cllr Bird on the Dulford Speedwatch project and was horrified after their last meeting at some of the near misses between pedestrians and drivers and, that children were unable to cross the road safely. A meeting toward the end of the month is to be held with Police & Crime Commissioner for Devon and Cornwall, Alison Hernandez, to highlight the seriousness of this issue.

The Local Plan is now on hold until after the elections.

Cllr Skinner reminded everyone this is held on 4th May and in order to vote you will need to take photo ID with you.

There were no further questions and no public discussion or police report.

The Chair thanked Cllrs Chubb and Skinner, who then departed the meeting at 19:50.

## 7. Finance - to review and approve the following

### Resolved:

i) retrospective payments, (*Appendix A*)

Proposed: Cllr Bradshaw, seconded: Cllr Game

ii) Bank reconciliation (*Appendix B*)

Proposed: Cllr Game, seconded: Cllr Bradshaw

iii) the Budget (*Appendix C*)

There were no additional comments regarding the budget, and it remains approved.

iv) ratify increase in Clerk's wages from Oct 2022 (agreed via email)

Proposed: Cllr Bradshaw, seconded: Cllr Game

v) grant request from the Church for maintenance/grass cutting

The Treasurer was unable to send latest accounts, as not as yet examined, so the previous submitted accounts were used (already circulated). The PCC Treasurer made the case for requesting funds of £350 to help with grass cutting. The PCC last received funding from the Council in 2020 when a sum of £350 was paid. In 2021 a request for funds to help pay for the tower roof was made, but not forthcoming due to prohibitive legislation. Ear-marked funds are held by the Council for this capital spend as and when the law permits. Cllr Bradshaw proposed a payment of 50% of previous grants and the sum of £175 was seconded Cllr Dunford-Brown and all agreed.

vi) subscription request from BlackdownHills Parish Network

The Chair proposed to reduce the subscription from £120 to £60, seconded Cllr Bradshaw.

vii) purchase of Infrared Camera (document previously circulated)

The project (applied for by the BHPN) takes thermal images of people's homes to show where heat loss is occurring, and has funding from the AONB to purchase the camera. The Council was being asked to make the initial outlay for the camera and be its owners as the BHPN couldn't. Once purchased, the camera is to be loaned out to other parishes (with the necessary additional insurance cover where needed).

The Chair took questions from the floor:

Q1) Is it legal to take thermal images of peoples homes without permission?

A1) Home-owners will be asked first.

Q2) A thermal image won't register heat loss if that person is not able to afford to heat their home?

A2) True. The camera works best on a cold night and will provide the evidence required for parishioners to improve their homes efficiency and grants are available to this end.

Q3) Who will administer the lending out of the equipment

A3) Cllr D Lazar from Membury PC.

Proposed: Cllr Bradshaw, seconded Cllr Game

**ACTION:** Clerk to purchase the camera, and complete the claim and ensure BHIB insurance cover and add item to the asset register.

## 8. **May Elections update**

The Chair understood that only Cllr Game would be stepping down after many years service. Hard copies of the nomination packs were given to remaining Councillors and the Chair offered to take them to Honiton before the deadline. It was hoped more prospective Councillors would step forward, as the Chair didn't think it was viable to run a council with just six Councillors.

## 9. **King's Coronation celebration update - Cllr Bradshaw**

A work still in progress, but on the morning of Saturday 6th May the church bells will ring (time tbc). A parade of Kings & Queens of the parish (children) is planned and a crown making workshop being organised. The children are to arrive by decorated coach (wheelbarrows etc) followed by a children's tea party. There will possibly be a Church service on the Sunday. Also a Bring a Chair party with the Broadhembury singers - road closures have been requested. Further ideas were being sought for permanent mementos for the children.

Monday 8th May - Volunteer Week day and a Churchyard Spring Clean was suggested for this by Cllr Bradshaw.

The Chair asked Cllrs what other celebrations were planned in the parish:

Cllr Dunford-Brown said an event was being planned for Kerswell on the Sunday (7th) at 2pm possibly in the playground.

Cllr Bird was unsure of any events being planned at the time for Dulford.

Cllr Bradshaw made known that all the parish were welcome to the celebrations planned for the King's Coronation in Broadhembury.

## 10. **Dulford Speedwatch report - Cllr Bird**

Progress was slow and results from SCARF (Speed Compliance Action Review) of 32mph for majority of drivers in both directions, meant no further action by way of road signs, would be forthcoming. Cllr Bird felt this wasn't representative of their experience of speeding traffic and could be different times of year would yield different results. Police data recorder information from February may also back this up when it comes through. The roadside visit planned for the 31st March and to be attended by Alison Hernandez, Cllrs Chubb and Skinner, is hoped, will provide first hand evidence of the day to day problems residence experience of dangerously close vehicles speeding by children, and their parents, who can not cross the road in safety. Cllr Bird thanked the Council for the purchase of the GoPro camera which will help with safety of the volunteers measuring the speed of passing cars and record any aggressive behaviours by some motorists, towards them.

**11. BHPN meeting with MP Richard Foord report - Cllr Nelson**

BHPN meets annually with three MP's; new MP Richard Foord (Tiverton & Honiton), Rebecca Powell (Taunton Deane) and Marcus Fysh (Yeovil). At the last meeting held in March, there were 10 BHPN members along with MP Richard Foord. The four main issues discussed were Traffic and related speeding, Water quality monitoring, Rural cost of living and Broadband. The discussions were considered helpful and promising by the Chair. A meeting with MP Rebecca Powell is scheduled for later in April and the Chair will report back at the next Council meeting.

**12. Planning - report Cllr Bradshaw**

22/2671/ful - LOCATION: Broadhembury Barton, EX14 3LP

PROPOSAL: proposed new slurry cover store.

SUPPORT

22/2836/FUL - LOCATION: Victoria Cottage, Kerswell EX15 2EJ

PROPOSAL: rebuilding of garage outbuilding on existing site. The proposed building will have 3 garage/storage areas on the ground floor and a home office room/space above with a pitched roof.

SUPPORT

23/0165/LBC - LOCATION: Old Chapel, Kerswell, EX15 2EL

PROPOSAL: Replace 3 no. windows on front (north) elevation W2, W2 & W3; replace 3 no. windows on rear (south) elevation W4, W5 & W6; replace porch door on front (north) elevation and replace 8 no. porch casement panes on front (north) elevation.

SUPPORT

22/2749/AGR - LOCATION: Courtlands, Dulford EX15 2EQ

PROPOSAL: Creation of 2 no. earth bank irrigation reservoirs and associated infrastructure for water harvesting.

NO OBJECTION

23/0023/AGR - LOCATION: Four horseshoes, Dulford EX15 2BY

PROPOSAL: prior notification for an agricultural storage building.

NO OBJECTION

**13. Flood report - Cllr Game:**

Remedial work carried out in Kerswell by R Batten.

The Wilderness Lane issue had been cleared by R Batten - should run clearly for next few years. Cllr Game stressed this should be maintained periodically. The landowner, Mr M Drewe was very amenable in allowing access to land.

14. **AOB** - The Chair thanked Cllr Game for his long service and the substantial changes he has made to the parish in terms of reducing flooding, as well as work with highways. Cllr Game mentioned the help he received from K. Bone who was instrumental in getting some of the main projects off the ground and is the person to notify us of when more works are required. Cllr Game expects that both himself and K Bone, will still help with the ditches.
  
15. **DATE OF NEXT MEETING:** The Annual Parish Meeting will be followed by the AGM of the Parish Council, and an Ordinary Meeting of the Parish Council on 16th May 2023 at 7.30pm

The Chair closed the meeting at 8.45pm

DRAFT

# BROADHEMBURY PARISH COUNCIL:

## Receipts & Payments Statement for year ended 31 March 2023

							AGAR form 22/23
Balances brought forward at 01.04.22							
Current account	15,047.44						
less uncleared cheque	0	15047.44					
Reserve account 32022110		3764.89					
Reserve account 5813100		1.34					
Cash in hand		6.62			18820.29		Page 6, Box 1
<b>Income</b>							
EDDC Precept		8682.66	8682.66				Page 6, Box 2
DEVON CC P3 Footpaths		600.00					
CIL		0.00					
HMRC VAT reclaim		437.91					
DEVON CC AONB (£4,390 relates to 2021)		5059.00					
Repair Cafe Income		929.27					
Electric Charge point		40.59					
SLCC membership share with Beer PC		85.50					
			7152.27				
					15834.93		Page 3 - Income
					34655.22		
Interest on Reserve Account 3202210		13.48					
			7165.75				Page 6, Box 3
					34668.70		
<b>Expenses</b>							
Parish clerk - salary		3606.48	3606.48				Page 6, Box 4
Parish clerk - expenses		400.00					
Google		637.72					
DALC - subs		168.45					
SLCC - subs (incl Beer PC)		171.00					
BHIB - Insurance		458.99					
ROSPA - Playsafety		168.00					
Broadhembury Memorial Hall - Hire		150.00					
Broadhembury Memorial Hall - EV charge energy use		170.52					
D Downing		300.00					
BHPN		120.00					
ZOOM (INCL. REIMBUSE Henderson/Nelson)		259.00					
Fasthosts - Gmail		73.20					
Devon Communities Together		50.00					
Community Heartbeat		120.00					
ICO subs		35.00					
Bob Barnes (concrete base payment)		100.00					
RBL - Poppy shop		20.99					
Fenny Signs (repair cafe)		90.00					
TRIP donation		100.00					
Test Meter Grp - Infrared Camera		802.80					
South Creative - C Ledward (annual site maintenance)		199.99					
PCC Grant		175.00					
B Arscott (reimburse GoPro Dulford Speedwatch)		189.99					
Royalwood (biodiversity project)		855.00					
Keeling (Jubilee reimbursement - refreshments)		100.00					
R Broad (Jubilee reimbursement - refreshments)		69.50					
T Grey (Jubilee reimbursement - face paints)		21.32					
Axminster printers (newsletter + flyers)		147.50					
Blackfriars Insurance (repair cafe)		230.93					
United Response (Jubilee mugs)		320.00					
Ottery Refuge Response (repair cafe donation)		72.12					
Amazon (repair cafe)		26.49					
Parker Bell (repair cafe pat test)		85.80					
Audit		135.00	7024.31				Page 6, Box 6
					10630.79		Page 3 - Expenses
<b>Net</b>							
					<b>24037.91</b>		Page 6, Box 7
Represented by							
Current account		20251.58					
Reserve account 32022110		3778.37					
Reserve account 5813100		1.34					
Cash in hand		6.62					
		24037.91					Page 6, Box 8
<b>Prepared on 14.04.2023</b>							

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## BANK RECONCILIATION

### **BROADHEMBURY PARISH COUNCIL**

Financial Year beginning 31.03.2022 to 31.03.2023

Prepared by: Jakki Henderson, Parish Clerk & RFO

Date 10.04.23

BANK RECONCILIATION UP TO 31.03.2023

<b>Bank per bank statements as at 31.03.2023</b>		
No 1 Current Account		20,251.58
No 2 Reserve Account		3,778.37
No 3 Reserve Account		1.34
Cash in Hand		6.62
Less: Un-presented cheques/BACS payments as at 31.03.2023		0
<b>Net Bank Balance as at 31.03.2023</b>	<b>TOTAL</b>	<b>24037.91</b>
<b>Cash Book</b>		
Opening Balance		15,047.44
Receipts		15,834.93
Payments		-10630.79
<b>Closing Balance as at 31.03.2023</b>	<b>TOTAL</b>	<b>20251.58</b>

Approved by Bob Nelson, Chair:

Date:



BROADHEMBURY PARISH COUNCIL: VAT REFUND PERIOD MAY 31 2022 - MARCH 31 2023

DATE OF INVOICE	SUPPLIER'S VAT REGISTRATION	DESCRIPTION OF GOODS/ SUPPLIES	GOODS/ SUPPLIES FOR:	VAT AMOUNT		SUPPLIER
16.06.2022. 16.07.2022 16.08.2022	GB373142903	Zoom subscription	BROADHEMBURY PARISH COUNCIL	7.20		ZOOM
31.05.2022	GB1900236639	Face Paints	BROADHEMBURY PARISH COUNCIL	1.06		AMAZON EU S.a.r.l Foshanshi
11/08/2022	187551082	Emergency Telephone system Yr 7	BROADHEMBURY PARISH COUNCIL	20.00		COMMUNITY HEARTBEAT
24.10.2022	240800405	Poppy Wreath	BROADHEMBURY PARISH COUNCIL	3.50		RBL POPPY SHOP
18.03.2023	GB1900236639	GoPro camera	BROADHEMBURY PARISH COUNCIL	31.66		AMAZON EU S.a.r.l Gadget and Game Zone
23.03.2023	GB842701640	Thermal Camera	BROADHEMBURY PARISH COUNCIL	133.80		TEST METER GRP
			<b>TOTAL VAT</b>	197.22		

# BROADHEMBURY PARISH COUNCIL - CASHBOOK

CURRENT ACCOUNT								
DATE & NAME	PAYMENT TYPE	NET	VAT	CARRIAGE	WITHDRAWN	£100 PLUS ITEMS	PAID IN	NOTES
<b>31 MARCH/APRIL 2022</b>								
<b>EDDC</b>	AUTO CREDIT	0.00	0.00	0.00	0.00		4,341.33	Precept
<b>GOOGLE</b>	D/D	52.66	0.00	0.00	52.66		0.00	Cloud/G Suite
<b>DCC</b>	AUTO CREDIT	0.00	0.00	0.00	0.00		4,390.00	Biodiversity Project** GRANT
<b>AMAZON</b>	VISA	22.08	4.41	0.00	26.49		0.00	Repair Cafe Project
<b>REPAIR CAFE DONATION</b>	AUTO CREDIT	0.00	0.00	0.00	0.00		20.00	Repair Cafe Project P ROBERT
<b>REPAIR CAFE DONATION</b>	AUTO CREDIT	0.00	0.00	0.00	0.00		67.00	Repair Cafe Project A POWELL
<b>REPAIR CAFE DONATION</b>	AUTO CREDIT	0.00	0.00	0.00	0.00		12.30	Repair Cafe Project A POWELL
<b>DCC</b>	AUTO CREDIT	0.00	0.00	0.00	0.00		600.00	P3 Footpaths
<b>May 2022</b>								
<b>ROSPA PLAYSAFETY</b>	ONLINE TRANS	140.00	28.00	0.00	168.00		0.00	Play inspection
<b>J HENDERSON</b>	ONLINE TRANS	57.56	8.80	0.00	57.56		0.00	Zoom
<b>FENNY SIGNS</b>	ONLINE TRANS	90.00	0.00	0.00	90.00		0.00	Sign for Repair Cafe
<b>J HENDERSON</b>	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary April
<b>DALC</b>	ONLINE TRANS	168.45	19.45	0.00	168.45		0.00	DALC renewal membership
<b>J HENDERSON</b>	ONLINE TRANS	200.00	0.00	0.00	200.00		0.00	Clerk expenses 2nd Instalment
<b>DEBS DOWNING</b>	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll April

CURRENT ACCOUNT								
DATE & NAME	PAYMENT TYPE	NET	VAT	CARRIAGE	WITHDRAWN	£100 PLUS ITEMS	PAID IN	NOTES
GOOGLE	D/D	55.20	0.00	0.00	55.20		0.00	Cloud/G Suite
OTTERY REFUGEE RESPONSE	ONLINE TRANS	72.12	0.00	0.00	72.12		0.00	Donation to ORR from Repair Cafe
ZOOM	VISA	11.99	2.40	0.00	14.39		0.00	Zoom
UNITED RESPONSE	VISA	266.67	53.33	0.00	320.00		0.00	Jubilee Mugs
REPAIR CAFE DONATION	AUTO CREDIT	0.00	0.00	0.00	0.00		155.00	Repair Cafe Project
REPAIR CAFE DONATION	AUTO CREDIT	0.00	0.00	0.00	0.00		20.00	Repair Cafe Project
REPAIR CAFE DONATION	AUTO CREDIT	0.00	0.00	0.00	0.00		5.00	Repair Cafe Project
BHIB	ONLINE TRANS	458.99	0.00	0.00	458.99		0.00	Insurance
SLCC	ONLINE TRANS	171.00	0.00	0.00	171.00		0.00	Membership renewal
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary May
BHPN	ONLINE TRANS	120.00	0.00	0.00	120.00		0.00	Subscription
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll May
BLUECHIP	ONLINE TRANS	135.00	0.00	0.00	135.00		0.00	Auditor
<b>June 2022</b>								
FASTHOSTS	VISA	61.00	12.20	0.00	73.20		0.00	Gmail
GOOGLE	D/D	51.48	0.00	0.00	51.48		0.00	Cloud/G Suite
AXMINSTER PRINTERS	ONLINE TRANS	100.00	0.00	0.00	100.00		0.00	Printing Chair's Newsletter
T GRAY - JUBILEE	ONLINE TRANS	17.76	3.56	0.00	21.32		0.00	Reimburse for B'Hembury Facepaints - Jubilee

CURRENT ACCOUNT								
DATE & NAME	PAYMENT TYPE	NET	VAT	CARRIAGE	WITHDRAWN	£100 PLUS ITEMS	PAID IN	NOTES
R BROAD - JUBILEE	ONLINE TRANS	69.50	0.00	0.00	69.50		0.00	Reimburse for Kerswell Jubilee refreshments
KEEELING - JUBILEE	ONLINE TRANS	100.00	0.00	0.00	100.00		0.00	Reimburse for Dulford Jubilee refreshments
ZOOM	VISA	11.99	2.40	0.00	14.39		0.00	Zoom
A POWELL	AUTO CREDIT	0.00	0.00	0.00	0.00		45.00	Repair Cafe Project A POWELL
A POWELL	AUTO CREDIT	0.00	0.00	0.00	0.00		15.00	Repair Cafe Project A POWELL
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary June
<b>July 2022</b>								
HMRC	AUTO CREDIT	0.00	0.00	0.00	0.00		437.91	VAT repay
GOOGLE	D/D	50.60	0.00	0.00	50.60		0.00	Cloud/G Suite
SLCC BEER PC	AUTO CREDIT	0.00	0.00	0.00	0.00		85.50	SLCC BEER PC
ZOOM	VISA	11.99	2.40	0.00	14.39		0.00	Zoom
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary July
<b>August 2022</b>								
GOOGLE	D/D	50.60	0.00	0.00	50.60		0.00	Cloud/G Suite
T NELSON	ONLINE TRANS	119.90	23.98	0.00	143.88		0.00	ZOOM Reimburse
ZOOM	VISA	11.99	2.40	0.00	14.39		0.00	Zoom
PODPOINT	AUTO CREDIT	0.00	0.00	0.00	0.00		40.59	ELEC CAR CHARGE
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary August

CURRENT ACCOUNT								
DATE & NAME	PAYMENT TYPE	NET	VAT	CARRIAGE	WITHDRAWN	£100 PLUS ITEMS	PAID IN	NOTES
HEARTBEAT	ONLINE TRANS	100.00	20.00	0.00	120.00		0.00	Defib
DEVON COMMS SUBS	ONLINE TRANS	50.00	0.00	0.00	50.00		0.00	Subscription
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
<b>Sept. 2022</b>								
EAST DEVON DC	AUTO CREDIT	0.00	0.00	0.00	0.00		4341.33	Precept
GOOGLE	D/D	53.26	0.00	0.00	53.26		0.00	Cloud/G Suite
ROYALWOOD	ONLINE TRANS	855.00	0.00	0.00	855.00		0.00	Biodiversity Project** GRANT
ICO	D/D	35.00	0.00	0.00	35.00			Data subs
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary September
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
<b>October 2022</b>								
BOB BARNES	CHQ	100.00	0.00	0.00	100.00		0.00	RECYCLE BIN CNCRETE BASE
GOOGLE	D/D	55.20	0.00	0.00	55.20		0.00	Cloud/G Suite
ADAM POWELL	BACS	0.00	0.00	0.00	0.00		51.00	Repair Cafe Project A POWELL
THE POPPY SHOP RBL	VISA	20.99	3.50	3.99	20.99		0.00	Wreath for Remembrance Day
AXMINSTER PRINTERS	ONLINE TRANS	47.50	0.00	0.00	47.50		0.00	Flyers Recycle cafe
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary October
J HENDERSON	ONLINE TRANS	200.00	0.00	0.00	200.00		0.00	1st install expenses
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
<b>November 2022</b>								

CURRENT ACCOUNT								
DATE & NAME	PAYMENT TYPE	NET	VAT	CARRIAGE	WITHDRAWN	£100 PLUS ITEMS	PAID IN	NOTES
GOOGLE	D/D	55.20	0.00	0.00	55.20		0.00	Cloud/G Suite
ADAM POWELL	BACS	0.00	0.00	0.00	0.00		82.00	Repair Cafe Project
Repair cafe	CHQ	0.00	0.00	0.00	0.00		20.00	Repair Cafe Project
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary November
<b>December 2022</b>								
ADAM POWELL	BACS	0.00	0.00	0.00	0.00		117.41	Repair Cafe Project
GOOGLE	D/D	55.20	0.00	0.00	55.20		0.00	Cloud/G Suite
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
J HENDERSON	ONLINE TRANS	228.25	0.00	0.00	288.25		0.00	Salary December
<b>January 2023</b>								
GOOGLE	D/D	55.20	0.00	0.00	55.20		0.00	Cloud/G Suite
ADAM POWELL	BACS	0.00	0.00	0.00	0.00		142.57	Repair Cafe
PARKER BELL	ONLINE TRANS	52.50	14.30	19.00	85.80		0.00	Pat test for repair cafe (Can't claim back VAT)
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll
J HENDERSON	ONLINE TRANS	288.25	0.00	0.00	288.25		0.00	Salary January
CHRIS LEDWARD	ONLINE TRANS	199.99	0.00	0.00	199.99		0.00	Annual web maintenance/support/security
<b>February 2023</b>								
GOOGLE	D/D	52.52	0.00	0.00	52.52		0.00	Cloud/G Suite
TRIP DONATION	ONLINE TRANS	100.00	0.00	0.00	100.00		0.00	Trip donation
B'HEMBURY HALL	ONLINE TRANS	170.52	0.00	0.00	170.52		0.00	EV Charge point energy usage fee
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll

CURRENT ACCOUNT								
DATE & NAME	PAYMENT TYPE	NET	VAT	CARRIAGE	WITHDRAWN	£100 PLUS ITEMS	PAID IN	NOTES
J HENDERSON	ONLINE TRANS	411.15	0.00	0.00	411.15		0.00	Salary February
<b>March 2023</b>								
GOOGLE	D/D	50.60	0.00	0.00	50.60			Cloud/G Suite
A POWELL	BACS	0.00	0.00	0.00	0.00		176.99	Repair Cafe
TEST METER GRP	VISA	669.00	133.80	0.00	802.80		0.00	Infrared Camera
MEMORIAL HALL	ONLINE TRANS	150.00	0.00	0.00	150.00		0.00	Hall Hire (6 sessions)
PCC GRANT	ONLINE TRANS	175.00	0.00	0.00	175.00		0.00	Church grant for grass cutting
BLACKFRIARS INSURANCE	ONLINE TRANS	230.93	0.00	0.00	230.93		0.00	Repair Cafe Insurance
J HENDERSON	ONLINE TRANS	312.83	0.00	0.00	312.83		0.00	Salary March
DEBS DOWNING	ONLINE TRANS	25.00	0.00	0.00	25.00		0.00	Payroll March
DEVON CC	BACS	0.00	0.00	0.00	0.00		669.00	Grant for Infrared Camera
BRONWYN ARSCOTT/ SPEEDWATCH DULFORD	ONLINE TRANS	158.32	31.66	0.00	189.99		0.00	Reimburse cost of GoPro for Dulford Speedwatch
<b>TOTAL:</b>		<b>10142.2</b>	<b>366.59</b>	<b>22.99</b>	<b>10630.79</b>	<b>29 ITEMS</b>	<b>15834.93</b>	
<b>BALANCE of CURRENT ACCO as of 1.04.2022</b>		<b>PAID IN' minus 'WITHDRAWN'</b>		<b>NEW BALANCE of CURRENT ACCO: 31.03.2023</b>		<b>TOTAL VAT RECLAIM</b>		
15,047.44		5204.14		20251.58		366.59		

# BROADHEMBURY PARISH COUNCIL

## REGISTER OF ONLINE BANKING PAYMENTS

PERIOD: 13.03.2023 - 01.05.2023

For Retrospective Approval: at Parish Council Meeting on 16th May 2023 at the Memorial Hall

### ONLINE PAYMENTS MADE THROUGH BPC CURRENT ACCOUNT (NATWEST)

DATE ONLINE	DATE OF INVOICE	INVOICE NO.	PAYEE	DESCRIPTION	VAT	TOTAL	£100 + NETT (Y/N)
27/04/2023	31/03/2023	69527	ROSPA	PLAYSAFETY REPORTS	30.00	180.00	Y
27/04/2023	27/04/2023	09A	DebsDowning	Payroll	0.00	25.00	N
27/04/2023	27/04/2023	N/A	J Henderson	Clerk salary	0.00	354.92	Y
27/04/2023	27/04/2023	N/A	J Henderson	Clerk expenses	0.00	200.00	Y
27/04/2023	11/04/2023	69678	ROSPA	On site meeting	8.40	50.40	N
27/04/2023	03/04/2023	4548	DALC/NALC	Subscription	24.89	204.89	Y
27/04/2023	29/09/2022	7041620	Woofenden	Work on the War Memorial project	770.00	4620.00	Y
27/04/2023	31/03/2023	1256237	Podpoint	2YR Warranty agreement	100	600	Y
<b>DIRECT DEBITS</b>							
11/04/2023	31/03/2023	4690856829	Google	Workspace/Domain	0.00	50.60	N
<b>DEBIT CARD</b>							
24/04/2023	22/04/2023	R10673039	SITEGROUND HOSTING	2 YR Hosting Plan	57.55	354.31	Y
<b>TOTAL</b>					933.29	6285.81	

Signed:

Date:



# BROADHEMBURY PARISH COUNCIL

Three year Operating Budget: 2020/21 : 2021/2022 : 2022/2023 : 2023/2024

1. INCOME	BUDGET	ACTUAL 2020-2021	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2021-2022	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2022-2023	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2023-2024	VARIANCE	EXPLAIN
Precept	£8,264	£8,264	£0	1.5% increase on previous year	£8,471	£8,471	-£0	2.5% increase	£8,683	£8,683	£0	2.5% increase	£8,683			Agreed at Nov '22 meeting for no increase
P3 (Footpaths)	£0	£0	£0		£500	£500	£0		£600	£600	£0		£600			
CIL	£0	£101	-£101	£41 carry over from cottage purchase + £142.75 rec.	£0	£340	-£340	£340.08 rec.	£0	£0	£0		£0			
HMRC Vat reclaim	£0	£1,046	-£1,046		£0	£538	-£538		£500	£438	£62		£500			
Grants	£0	£5,000	-£5,000	CLT (EDDC) Locality (DCC)	£0	£1,000	-£1,000	Locality fund	£4,390	£5,059	-£669	DCC Biodiversity grant from 2021/22, £669 infrared camera	£0			
Electric Vehicle Charge payments	£0	£0	£0		£0	£0	£0		£0	£41	-£41		£100			
Transfers	£0	£3,663	-£3,663	CLT transfer	£0	£0	£0		£0	£0	£0		£0			
Other	£0	£30	-£30	BHIB refund / carpark fee / plus net refund / payment for old PC	£0	£151	-£151	Repair cafe donations + for Ukraine	£0	£1,015	-£1,015	Repair cafe donations £929.27 and Beer PC SLCC contrib £85.50	£0			
<b>Total</b>	<b>£8,264</b>	<b>£18,104</b>	<b>-£9,840</b>		<b>£8,971</b>	<b>£11,000</b>	<b>-£2,029</b>		<b>£14,173</b>	<b>£15,835</b>	<b>-£1,662</b>		<b>£9,883</b>			

2. EMPLOYMENT COSTS.	BUDGET	ACTUAL 2020 - 2021	VARIANCE	EXPLAIN	BUDGET 2021-2022	ACTUAL 2021 - 2022	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2022-2023	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2023-2024	VARIANCE	EXPLAIN
Clerk Salary	£2,000	£2,552	-£552		£3,000	£3,453	-£453	Salary increase + incl March 2021 pay	£3,520	£3,606	-£86	Salary increase + back dated	£3,850			CILCA and Salary increase
Expenses	£400	£649	-£249		£400	£400	£0		£400	£400	£0		£400			
Payroll Costs	£120	£165	-£45		£300	£325	-£25	Incl March 2021	£350	£300	£50		£350			
HMRC	£0	£0	£0		£0	£68	-£68	In relation to previous Clerk	£0	£0	£0		£0			
<b>Total</b>	<b>£2,520</b>	<b>£3,366</b>	<b>-£846</b>		<b>£3,700</b>	<b>£4,246</b>	<b>-£546</b>		<b>£4,270</b>	<b>£4,306</b>	<b>-£36</b>		<b>£4,600</b>			

3. EXPENDITURE	BUDGET	ACTUAL 2020-2021	VARIANCE	EXPLAIN	BUDGET 2021-2022	ACTUAL 2021-2022	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2022-2023	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2023-2024	VARIANCE	EXPLAIN
Auditor	£250	£120	£130		£250	£135	£115		£150	£135	£15		£165			
Memorial Hall Hire	£100	£0	£100	Not billed	£150	£180	-£30	2020-2022	£200	£150	£50		£250			

3. EXPENDITURE	BUDGET	ACTUAL 2020-2021	VARIANCE	EXPLAIN	BUDGET 2021-2022	ACTUAL 2021-2022	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2022-2023	VARIANCE	EXPLAIN	BUDGET	ACTUAL 2023-2024	VARIANCE	EXPLAIN
ITC	£600	£800	-£200	Inc zoom + google	£600	£2,036	-£1,436	Website + 2yr site ground (host fee) + Zoom + google	£650	£1,170	-£520	Google + Zoom + Fasthost 2yr fee + Web Annual maintenance	£800			
Membership/Subs	£330	£329	£1		£415	£486	-£71		£450	£509	-£59	Not incl Beer PC cont. £85.50	£375			
Insurance	£400	£481	-£81		£400	£463	-£63		£500	£494	£6	BHIB + ICO	£500			
ROSPA	£165	£164	£1		£165	£164	£1		£200	£168	£32		£200			
CLT	£75	£4,310	-£4,235	GRANT	£300	£510	-£210	Legal fees	£0	£0	£0		£0			
Training	£0	£226	-£226		£710	£842	-£132		£100	£0	£100		£100			
Play Areas	£0	£0	£0		£0	£400	-£400	Cottage (CIL)	£500	£0	£500		£500			
Defibrillator	£0	£954	-£954		£500	£500	-£0		£500	£120	£380		£500			
Grass Cutting	£0	£30	-£30		£500	£448	£52		£500	£0	£500		£500			
Hall car park	£0	£87	-£87	PLANTS	£0	£361	-£361		£200	£0	£200		£200			
War Memorial	£0	£0	£0		£1,973	£0	£1,973		£2,500	£0	£2,500		£2,500			
Podpoint maintenance / related charges	£0	£0	£0		£0	£360	-£360	EV Charge (paid to hall)	£500	£171	£329	Hall EV fee	£500			
Litter Pick Campaign	£0	£0	£0		£0	£165	-£165		£100	£0	£100		£100			
Purchase of Assets	£0	£154	-£154	GRIT	£0	£851	-£851	Dulford Sign + B'hembury Noticeboard	£250	£0	£250		£250			
Printing	£0	£112	-£112	SURVEYS	£0	£0	£0		£300	£100	£200	Newsletter	£150			
Repair Cafe	£0	£0	£0		£0	£267	-£267	Locality fund	£150	£553	-£403	Locality Fund	£150			
Biodiversity Project	£0	£0	£0		£0	£4,712	-£4,712	Grant to follow and reclaim VAT	£750	£855	-£105	Final spend from Biodiversity	£0			
Grants	£0	£350	-£350	CHURCH	£0	£0	£0		£500	£786	-£286	Jubilee £510.82 and TRIP £100 + PCC grant £175.00	£500			
Other	£0	£30	-£30	ROSEBUSH	£0	£20	-£20	Wreath reimburse	£100	£1,114	-£1,014	Wreath and Concrete base £100 + Dulford speed watch	£100			
<b>4. DESIGNATED RESERVES</b>	<b>EMR</b>	<b>EMR 2020-2021 ACTUAL</b>	<b>VARIANCE</b>	<b>EXPLAIN</b>	<b>EMR</b>	<b>EMR 2021-2022 ACTUAL</b>	<b>VARIANCE</b>	<b>EXPLAIN</b>	<b>EMR</b>	<b>EMR 2022-2023 ACTUAL</b>	<b>VARIANCE</b>	<b>EXPLAIN</b>	<b>EMR</b>	<b>EMR 2023-2024 ACTUAL</b>	<b>VARIANCE</b>	<b>EXPLAIN</b>
Insurance Excess Provision	£750	£750	£0		£750	£750	£0		£1,000	£1,000	£0		£1,000			
Total expenses	£1,320	£6,146	-£6,226		£5,963	£12,900	-£6,937		£3,100	£6,324	-£2,776					
Minor Works Consumables	£500	£500	£0		£500	£500	£0		£750	£500	£250		£500			
Tech Equipment (to include Computer & Printer future provision for Clerk)	£250	£250	£0		£250	£250	£0		£1,000	£1,000	£0		£1,000			
Printing/Communication	£500	£500	£0		£500	£500	£0		£300	£200	£100	Chair's Newsletter	£200			
Grants	£500	£150	£350	Church grant	£500	£500	£0		£500	£389	£111		£389			
Election Costs (held in case of contested Casual Vacancy)	£0	£0	£0		£0	£0	£0		£1,500	£1,500	£0		£1,500			
Church Roof Grant Fund	£0	£0	£0		£2,500	£2,500	£0	Grant for Church roof when legally permitted	£2,500	£2,500	£0	Awaiting clarity on legality of grant	£2,500			

4. DESIGNATED RESERVES	EMR	EMR 2020-2021 ACTUAL	VARIANCE	EXPLAIN	EMR	EMR 2021-2022 ACTUAL	VARIANCE	EXPLAIN	EMR	EMR 2022-2023 ACTUAL	VARIANCE	EXPLAIN	EMR	EMR 2023-2024 ACTUAL	VARIANCE	EXPLAIN
Floods/Ditches	£0	£0	£0		£500	£500	£0		£500	£500	£0	Not including Res. Acc 1	£500			
Asset Maintenance	£0	£0	£0		£1,973	£1,973	£0	For War Memorial	£2,500	£2,500	£0		£2,500			
Contingency EMR	£0	£0	£0		£0	£0	£0		£1,000	£1,000	£0	Over budget items. i.e. to complete a project	£1,000			
Emergency EMR	£0	£0	£0		£0	£0	£0		£1,000	£1,000	£0	Immediate urgent expense ie COVID,	£1,000			
CIL (Community Infrastructure Levy)	-£42	£101	-£143	£400 for cottage prev. deducted	£441	£441	£0	inc. £340.08	£441	£441	£0		£441			
P3 - Parish Partnership Partnership (Footpaths fund)	-£603	£367	-£970		£867	£639	£228		£639	£1,239	-£600		£1,239			
Repair Cafe Locality Fund	£0	£0	£0		£1,000	£884	£116	inc. insurance donations hall hire	£884	£1,491	-£607	Inc donations and expenses	£1,491			
<b>SUMMARY</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	
BALANCE (1-2-3)	£3,824	£6,592	-£2,768		-£692	-£6,147	£5,111		£803	£5,204	-£4,402		-£3,057			
	<b>Total Payments</b>	£11,512			<b>Total Payments</b>	£17,147			<b>Total Payments</b>	£10,631			<b>Total Payments</b>			
	<b>Total Receipts</b>	£18,104			<b>Total Receipts</b>	£11,000			<b>Total Receipts</b>	£15,835			<b>Total Receipts</b>			
	<b>Total EMR's</b>	£2,618			<b>Total EMR's</b>	£9,437			<b>Total EMR's</b>	£15,260			<b>Total EMR's</b>			
<b>STATEMENT OF ACCOUNTS</b>		<b>YR END 2021</b>				<b>YR END 2022</b>				<b>YR END 2023</b>				<b>YR END 2024</b>		
Current Account		£21,194				£15,047				£20,252						
Reserve 1		£3,765				£3,765				£3,778						
Reserve 2		£1				£1				£1						
Cash		£7				£7				£7						
<b>TOTAL</b>		<b>£24,967</b>				<b>£18,820</b>				<b>£24,038</b>						

Smaller authority name: **BROADHEMBURY PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> _____ <b>17 May 2023</b> _____(a)</p> <p><b>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Jakki Henderson - Parish Clerk/RFO 1 Brockfield Cottage, Chardstock, Nr Axminster, DEVON EX13 7DD EMAIL: <a href="mailto:clerk@broadhembury-pc.gov.uk">clerk@broadhembury-pc.gov.uk</a> TEL: 01460 220738</p> <p>commencing on (c) <b>Monday 5 June 2023</b> and ending on (d) <b>Friday 14 July 2023</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <b>(<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</b></p> <p><b>5. This announcement is made by (e)</b> <b>Jakki Henderson - Parish Clerk/RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>