

Strumpshaw Parish Council Minutes

Parish Council Meeting held Thursday 6 October 2022 at 8:00 p.m. at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Sheila Ashford (Chairman), Martin (Olly) Page (Vice-Chairman), Michael Green, Martin Kentish, Paul Kitley and Tina McAulay.

In attendance: Tanya Rowlandson (Clerk), Hilary Hammond (Chairman Buckenham Wood Project Committee), Sarah Cartwright (Chairman, Community Hall Committee), Bob Hunt, Lynda Hunt (Community Hall Committee Members) and 3 members of the public.

The meeting commenced with a minute's silence in memory of Her Majesty Queen Elizabeth II.

1. Apologies and approvals for absence

Apologies received from Paul Dexter, Alasdair Fraser, Andrew Proctor (County Councillor), Jan Davis (District Councillor) and Eleanor Laming (District Councillor).

2. Declarations of interest in any items on the agenda - none.

3. It was unanimously resolved to approve the minutes of the parish council meeting held 27 July 2022.

4. Suspend standing orders for public participation and receipt of reports from County and District Councillors.

A copy of the district councillors report submitted by Cllr Laming is filed with these minutes.

Cllr Proctor's summary report to follow. The chairman read out Cllr Proctor's recent email highlighting potential future road safety community fund projects, (a copy is filed with these minutes), applications to be submitted by 25 November.

It was resolved that the parish council reply to Cllr Proctor's email to thank him, reiterating that our top priority remains the completion of the footpath along Norwich Road and that the parish council would welcome his assistance in this matter.

Items raised by members of the public:

4.1. Norfolk County Council's new level access car park at the landfill site:

The chairman acknowledged the concerns of the member of public regarding the potential misuse of the car park site but advised that the responsibility remains with Norfolk County Council as landowner. Their aim was to make the site more accessible for all users.

4.2. Potential purchase of additional land at Buckenham wood by the parish council:

The chairman advised the member of public that the parish council also shared their concerns with the ongoing maintenance costs of maintaining an additional site, as the parish council remains committed to keeping a low precept for our

residents. The chairman informed the meeting that the parish council was exploring the setting up of a trust to raise the purchase funds, cover future site safety costs and administration of the site and that this would be discussed in further detail under item 13 and 15 later in the meeting.

5. Allotments

The problems of the water provision for the allotments were discussed, it was resolved that Martin Kentish be the allotment liaison councillor for future contact in case of any problems and that Stephen Trevors be the allotment holder representative.

It was further resolved MK would carry out a check of the pump and trip switch to the underground tank and that the allotment representative ST, be shown how to reset the pump.

6. CHC operational update

This was presented by the CHC chairman (SC), a copy is filed with these minutes.

Approval was sought to accept quote 3.3 in the CHC update for the redecoration works to the community hall. Paul Kitley proposed, and Martin Kentish seconded that the parish council accept the quote 3.3. It was unanimously resolved that the redecoration works be awarded to Carl Bezant.

7. SAM2 update:

The full £3,319 (exc vat) required to purchase a portable Speed Awareness Message unit (SAM 2) with a data collection unit has now been successfully secured through generous donations from private individuals, charitable donations, and Cllr Andrew Proctor for his £2,000 county highways division fund contribution. Thank you letters from the chairman on behalf of the parish council have been sent to all donors.

A site meeting was held 3 August with Paul Sellick (County Highways Engineer) Olly Page and Martin Kentish, to agree the locations for the SAM 2 unit. PS agreed to arrange a 30mph carriageway line marked roundel from the Lingwood direction and to have a look at the Long Lane end as well. NCC will require a completed Memorandum of Understanding to be submitted.

It was unanimously resolved that the order now be placed with Westcotec Ltd. Delivery is anticipated within 6-8 weeks, a data collection training session would need to be arranged with Westcotec. It was further agreed that Olly Page and Martin Kentish would be responsible for the moving of the SAM2 and recharging the battery.

**cost of charging batteries to be reviewed.*

8. Annual reviews of the terms of reference for BWPC, CHC and Finance Committee.

The recommended revisions to all terms of reference were circulated to all councillors in advance of the meeting.

The chairman discussed the role of the finance committee and proposed that the next scheduled meeting of the parish council to be held on 15 November be set aside to discuss and agree the budget for 23/24 as the chairman strongly

believed that the budget and agreement of the precept should be a whole council decision.

It was unanimously resolved to accept the revised terms of references for the Buckenham Wood Project Committee, Community Hall Committee and Finance Committee.

9. Poppy wreath

It was unanimously resolved to pay the £25.00 donation to the Royal British Legion for or the parish council's poppy wreath for Remembrance Day (already allocated in the budget). *The PCC have ordered on our behalf.

10. Finance report and agree payments:

- 10.1. Review of payments and income against budget
- 10.2. To approve payments and income received
- 10.3. To check the bank reconciliations
- 10.4. Reserves

All reports were previously circulated to members (copies are filed with these minutes), 1 comment was raised by the chairman concerning the service charge for the defibrillator unit, the CHC chairman advised we were locked into a 5-year service scheme.

It was unanimously resolved to accept the finance reports and approve the payments and income received, these were signed at the end of the meeting by Olly Page and Martin Kentish.

11. Correspondence and clerk update.

11.1. 13 September PKF Littlejohn notice of completion of the limited assurance review for the year ended 31 March 2022 "in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting our opinion which we draw to the attention of the authority: None."

11.2. Email from SAAA (Smaller Authorities' Audit Appointments) Option to opt out of the SAAA central external auditor appointment arrangements. Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. this is to advise you of the option to opt-out of the next round of 5-year audit appointments. * **NALC recommendation that we stay opted in.** During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.

- 11.3. Second half of our precept (£5,260) received 30 September from Broadland District Council.
- 11.4. Quarter 2 VAT refund claim submitted on 30 September for reimbursement of £1,270.70.
- 11.5. Invitation from the CHC to attend the tree planting of the two trees purchased by the residents of Mill Meadow Sunday 9 October at 2pm, followed by refreshments in the hall.
- 11.6. Broads Authority have a drop in event at Brundall Memorial Hall Monday 10 October, 4-8 pm for The Local Plan for The Broads and Design Guide. Online link on our Facebook page deadline for responses 9 December.
- 11.7. Email received today from Strumpshaw Coffee Break asking if the parish council would want to do a flyer/poster inviting people to consider taking up the baton of caring for the Community Orchard, when they celebrate our Apple Day event on October 22nd. Richard Codling will be there from the Community Orchard in Blofield and would be able to answer questions if anyone is wondering about it. He also knows the site so he has a good idea of what would be involved.

12. Tree Preservation Order 2022 No.11 land rear 14 Norwich Road, Strumpshaw

Three members of the public had emailed the parish council in advance of the meeting, expressing their support for this tree preservation.

It was unanimously resolved that the parish council submit a response to the conservation team at Broadland District Council “strongly supporting” Tree Preservation Order 2022 No.11. land rear 14 Norwich Road, Strumpshaw.

13. Buckenham Woods

- 13.1. Hilary Hammond, (chairman BWPC) advised members that the contractor had commenced the works for the new gravel pathway and steps to the slope area on the parish council owned part of Buckenham Woods. It’s anticipated that the contractor will be on site for 2 weeks to complete these works.
- 13.2. Michael Green and Paul Kitley reported back on their second meeting held on 3 August with Malcolm Savory. They felt it was a positive meeting. MS is now aware that any purchase would need to be for the full 7.4 acres.

MG and PK advised MS that the parish council was not in a financial position to purchase the site but was exploring the formation of a trust to raise the purchase funds, cover all legal costs and ongoing future maintenance costs of the site.

The benefits of a trust included more potential avenues of funding sources and partnership collaborations which are not available to

parish councils and vice versa. The whole of Buckenham Wood could potentially be managed as a single entity under a common management plan agreed between the respective landowners, then zoned into areas, such as educational, conservation priority, and public enjoyment priority areas.

MG advised that they had approached both the Woodland Trust and Norfolk Wildlife Trust to see if they would be interested in joining this initiative, and their initial responses are encouraging. Potentially seen as pilot for Norfolk. The RSPB were indirectly approached and the advice received was to approach the Wildlife Trusts given their local (county) approach.

PK said the crowd funding side to raise funds seemed relatively straightforward. All parties fully aware that the setting up of a trust can take many months to complete. MG and PK both felt that MS seemed open to the idea of a trust purchasing and administering the woodland.

- 13.3. To consider excluding the public and press for item 15 because their presence would be prejudicial to the public interest due to confidential nature, in accordance with the Public Bodies (admissions to meetings) Act 1960 s1(2).

14. Date of next meeting 15 November 2022 at 7:30 p.m.

The public part of the meeting closed at 9:02 p.m.

Broadland District Councillor Report for Strumpshaw Parish Council Meeting – 6 October 2022

Changes were agreed at Main Council on 28 July to combine the 2 existing committees (Wellbeing and Place Shaping) into one which will be called the Communities, Housing and Planning Policy Development Panel.

A letter from the government Chief Planner regarding Nutrient Neutrality was received by BDC on 21 July. Action is being taken for sewerage companies to upgrade their wastewater treatment works in areas affected by nutrient neutrality by 2030. Mitigation schemes to address nutrient pollution will still be required for planning applications. To ensure mitigation is available for development to demonstrate neutrality, Natural England will establish a Nutrient Mitigation Scheme providing funding for mitigation projects, including wetland and woodland creation. The possibility of adverse effects from additional nutrient loads will need to be considered in planning applications as part of a Habitat Regulations Assessment (HRA). Developers can then purchase 'nutrient credits' which will discharge the requirements to provide mitigation.

Cllr Davis and Cllr Laming together with members of Brundall parish council and interested parties attended an informative workshop at Broom Boats, Brundall on 1st August. A vision was outlined for the development of the site to grow the business in a greener way and provide employment opportunities through tourism and leisure.

Cllr Davis has continued to highlight the lack of a safe footpath and cycle crossing from Lingwood to Burlingham Woods in the plans for the A47 dualling from Blofield to North Burlingham. He spoke at Lingwood and Burlingham Parish Council about the matter on 9 August, and on BBC Radio Norfolk on 15 September 2022.

The two councils, Broadland and South Norfolk, will jointly run a series of Business Breakfasts at venues in the two districts. Meetings will give council officers and members the opportunity to update businesses on council services relevant to businesses and give businesses the chance to ask questions of the council. Businesses are invited to raise topics they would like to see covered.

The discretionary element of the Energy Rebate Scheme for residents continues to be available until 30 November 2022. Money is provided in partnership with the Warm Homes Team and the Benefits service and is to provide top-up payments to residents on low incomes who are struggling with their household energy bills. Residents can email: financialsupport@southnorfolkandbroadland.gov.uk

A new dog fouling and dog restrictions Public Space Protection Order under the Antisocial Behaviour Crime and Policing Act 2014 has been agreed by Cabinet which will cover the whole geographical area of Broadland for 3 yrs. This requires people in control of dogs to clear up after them if they foul in/on any public/private land open to the air which the public have access to. Officers will conduct patrols in areas where fouling is reported to be occurring.

BDC has appointed Community Capacity Builders, who are available to provide support to community groups.

Community Safety priorities and issues have been looked at by BDC together with Norfolk Police. Mental Health is to be added as a priority.

BDC have reviewed Digital Connectivity in Norfolk. In Summer 2022, 96% of Norfolk properties had superfast broadband. Ultrafast fibre to the premises is gradually being rolled out and Norfolk have received government funding (Project Gigabit) to target approximately 11,000 properties that would otherwise be left behind. To check if you are an eligible homeowner or business for a Gigabit Broadband Voucher see:

<https://gigabitvoucher.culture.gov.uk/>

It is important to note the UK landline system is changing. The old system will be phased out by December 2025. Landline phones will continue to operate, with modifications, connected through your existing broadband. If you do not have an internet connection or do not want a connection, you should be given the option to use a simple connection just for making calls. In the event of a power cut you will not be able to make calls. If you do not have a mobile, live somewhere where there's no or poor signal, or depend on your landline, (e.g. telecare, personal alarms) your phone provider should offer you a solution like a battery-operated handset to make emergency calls during a power cut.

The food waste service is being expanded to individual households within the whole of Broadland District from 3 October. It will be further expanded to cover all communal properties from November. An information leaflet is being delivered to residents together with a social media campaign. Residents joining the scheme will be issued with a 23L green outdoor food container and kitchen caddy with liners from 5 September. Some residents will have changes to their rubbish and recycling collections (there are no changes to garden waste (brown bin) collections). Affected households will receive a letter in the post informing them of any changes relating to them.

Cllr Davis met with the Police and Crime Commissioner on 2 September and discussed speeding in rural villages and residents' dissatisfaction with the lack of enforcement of speed limits. Limitations on resources are an issue and the police are promoting Community Speedwatch teams. There are 27 fixed-speed cameras across Norfolk, 2 large mobile speed vans and 2 smaller mobile speed vans for operating in rural villages. 2 additional small mobile speed vans will be purchased to respond to expressed concerns over speeding. Data from mobile SAM2 digital speed signs used by parish councils will be used more effectively to identify priority locations. Cllr Davis also raised the issue of crime statistics and the lack of Fraud and Scams figures in Norfolk data. Apparently fraud is dealt with by the City of London Police force centrally through "Action Fraud."

There are plans to offer asylum seekers more accommodation in the Eastern region. Broadland and S Norfolk plan to use hotels in their districts to provide contingency accommodation.

A Love Local, Spend Local Christmas Campaign will launch early in October.

There has been a rise in the numbers of people contacting the BDC Help Hub for assistance with the cost of living. BDC is administering the Energy Rebate scheme, issues food bank vouchers and provides payments from the Household Support Fund in conjunction with Norfolk County Council. The Financial Wellbeing Team also provides support. The Warm Homes Programme can install insulation and renewable heating systems to low-income residents living in energy inefficient homes. It also gives advice on saving energy and can mediate with energy companies on behalf of vulnerable residents. BDC aims to identify households who are in most need and to respond quickly to that need.

The updated Norfolk Strategic Flood Alliance Strategy has been ratified by cabinet at BDC. The strategy was created by the Norfolk Strategic Flood Alliance (NFSA) in 2021 to bring relevant agencies together and identify actions (problem solving and preventative) to be taken to tackle flooding. Lists of priority flooding sites have been identified which includes Norwich Road, Strumpshaw. BDC has a Flood and Water Management Officer, Nathan Harris and will be appointing a Riparian Responsibilities Officer.

The BDC Standards Committee will be reviewing 15 best practice recommendations from the Committee on Standards in Public Life and looking to recommend that the Council adopts the Local Government Association's (LGA) new model Councillor Code of Conduct. The matter of Civility in Public Life will also be considered.

Cllr Laming attended the Accession Ceremony at Thorpe Lodge on 11 September.

Cllr Davis attended the Norfolk Climate Change Partnership conference and workshop on 23 September. This was arranged by Annie Sommazzi, the new Broadland and South Norfolk Climate Change Officer.

In an interview on BBC Radio Norfolk on 27th September, Cllr Davis stressed the importance of reinstating the Park & Ride service at Postwick. In a press release released on 29 September, Norfolk County Council states that it will open Postwick Park and Ride from Monday 21 November until Christmas, giving residents another travel option for getting to Norwich during the festive season. Buses will run every 20 minutes starting from 8.30am Monday to Saturday with the last bus back from the bus station at 18.10. The group saver ticket costs £5.50 for up to five people.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming, 4/10/22)

Agenda item 6 - Community Hall Update

1. Financial update

Cost Centre	Reserves at 1/4/2022	Receipts YTD	Payments YTD
CH Improvement & Development	£8,956	£0	£2,234
CH Operation & Maintenance	£12,679	£5,518	£2,992

2. Operational matters

- Graham Varley has completed the path to the shed and moved the excess gravel from the car park which has solved two problems.
- No exceptions to hire charge policy.
- Water meter being read monthly, and usage being recorded.
- Scribe annual review meeting held with Tanya.
- Code of conduct for all hall users in place as suggested by the Safeguarding training.
- Hooks on external fire exit doors installed to resolve safety issue.
- Fire alarm system serviced 5/9/22.
- Dorguards installed on internal fire doors and tested successfully by the fire alarm service engineer.
- We've been unable to find a satisfactory resolution to the front door issue. Investigations continue and hirers have been made aware that they need to take care on windy days.

3. Paper for Decision – Appendix A attached – Redecoration of Hall

4. Planned activity

- CHC Budget for 23/24 will be agreed at formal CHC meeting in October ready for November PC meeting.
- CHC organised events
 - 30th September Macmillan Coffee Morning
 - 7th October Cold Case Talk
 - 19th Nov Music evening by Yare Folk

Appendix A

Redecoration of the inside of the Community Hall



1. Introduction

- We want to keep the quality of the hall and its facilities high and regular redecoration will be a key element of this.
- 2022/23 budget includes £1,000 for redecorating.
- The Hall was handed over to the PC April 2020 and it has now been in use over two years. Shrinkage cracks need filling and the woodwork and walls redecorating.

2. Work Specification

- Hall to be left clear for hirers to use in the evenings
- All internal rooms:
 - Ceilings – finish in Trade white matt emulsion
 - Walls – prepare and apply 2 coats of Tikkurila Optiva 5 matt emulsion
 - Woodwork – prepare and apply 2 coats of Tikkurila Intact 40

3. Contractors

3.1 **Jonathan Miller** – not VAT registered £2,200

3.2 **Jan Beckett** – not VAT registered £5,475

3.3 **Carl Bezant** – not VAT registered £1,500 labour, PC to purchase the paint so we can claim the VAT back £234.67 (cost at 2/9/22 may increase by the time we purchase) total cost £1,735

3.4 **HGS Painting & Decorating** – £3,220+vat

4. Recommendation

4.1 The above quotes are above the amount budgeted for the work. However, as the report shows we are well under budget for our cost centre in this financial year. A key saving has been £1,080 for the antimicrobial spraying.

4.2 Carl is happy to work around hall bookings, so we don't have to cancel classes, and is happy to work weekends. As he is cheapest, and the quality of his work is known we recommend that we accept his quote

Strumpshaw Parish Council
Summary of Receipts and Payments

28 September 2022 (2022-2023)

All Cost Centres and Codes

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
500	Allotment rental income	78.00	71.50	-6.50				-6.50 (-8%)
501	Allotment Grant income							(N/A)
502	Allotment S106 income							(N/A)
503	Allotment other income							(N/A)
504	Allotment reserve - general							(N/A)
505	Allotment reserve - earmarked							(N/A)
520	Allotment Shed maintenance							(N/A)
521	Allotment Water Reservoir							(N/A)
522	Allotment shed purchase							(N/A)
523	Allotment maintenance				70.00		70.00	70.00 (100%)
SUB TOTAL		78.00	71.50	-6.50	70.00		70.00	63.50 (42%)

Buckenham Wood Improve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	BWD Green Infrastructure grant	5,000.00	6,265.73	1,265.73		2,165.73	-2,165.73	-900.00 (-18%)
702	BWD grants							(N/A)
703	BWD donations income							(N/A)
704	BWD other income							(N/A)
705	BWD reserve - general							(N/A)
706	BWD reserve - earmarked							(N/A)
721	BWD Notice Boards							(N/A)
722	BWD Cycle Stands							(N/A)
723	BWD Improvements to paths and				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		5,000.00	6,265.73	1,265.73	5,000.00	2,165.73	2,834.27	4,100.00 (41%)

Buckenham Wood Operation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
604	BW Operational Reserve - gener							(N/A)
605	BW operational reserve - earmar							(N/A)
621	BW Dog Bin Emptying & Mainte				272.00		272.00	272.00 (100%)
622	BW Administration							(N/A)
623	BW Hedge cutting				100.00		100.00	100.00 (100%)
624	BW Grant Payments to others				350.00		350.00	350.00 (100%)
625	BW general maintenance				800.00		800.00	800.00 (100%)
SUB TOTAL					1,522.00		1,522.00	1,522.00 (100%)

CH Improvement & Developm

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201	CHD grants							(N/A)

Strumpshaw Parish Council
Summary of Receipts and Payments

28 September 2022 (2022-2023)

All Cost Centres and Codes

202	CHD Reserve - general							(N/A)
203	CHD Reserve - earmarked							(N/A)
220	CHD New Equipment		1,110.00	593.20	516.80	516.80	516.80	(46%)
250	CHD Outside Furniture		2,225.00	1,641.33	583.67	583.67	583.67	(26%)
251	CHD Outside Lighting		500.00		500.00	500.00	500.00	(100%)
252	CHD North Boundary Fence		1,000.00		1,000.00	1,000.00	1,000.00	(100%)
253	CHD Hall Storage Shed			36.49	-36.49	-36.49	-36.49	(N/A)
254	CHD Boundary fences and grass							(N/A)
SUB TOTAL			4,835.00	2,271.02	2,563.98	2,563.98	2,563.98	(53%)

CH Operation & Maintenance

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
101	CH Deposit - Ad hoc Users		-250.00	-250.00				-250.00 (N/A)
102	CH Hire Charges - Ad Hoc Users	718.00	484.50	-233.50				-233.50 (-32%)
103	CH Hire Charges - Regular User	10,725.00	4,850.09	-5,874.91				-5,874.91 (-54%)
104	CH Storage Charges	318.00	52.00	-266.00				-266.00 (-83%)
105	CH Events organised by CHC		283.00	283.00				283.00 (N/A)
106	CH Additional Services							(N/A)
107	CH Partner Services		73.00	73.00				73.00 (N/A)
108	CH Grants Income							(N/A)
109	CH S106 Income							(N/A)
110	CH Operational Reserve - gener							(N/A)
111	CH Operational Reserve - earm							(N/A)
121	CH Electricity				1,094.00	264.21	829.79	829.79 (75%)
122	CH Sewerage				200.00	56.40	143.60	143.60 (71%)
123	CH Water				200.00		200.00	200.00 (100%)
124	CH Broadband				300.00	144.69	155.31	155.31 (51%)
125	CH Insurance				394.94	410.03	-15.09	-15.09 (-3%)
131	CH PAT Inspections				30.00		30.00	30.00 (100%)
132	CH Defibrillator Servicing				135.00		135.00	135.00 (100%)
133	CH Fire Alarm & Em Lighting Ser				350.00	105.00	245.00	245.00 (70%)
134	CH Fire Extinguisher Servicing &							(N/A)
135	CH Air Source Heat Pump Servic				150.00	120.00	30.00	30.00 (20%)
136	CH Intruder Alarm Servicing & M				70.00		70.00	70.00 (100%)
137	CH Misc Equipment Repairs				600.00	356.44	243.56	243.56 (40%)
138	CH Misc Equipment Replaceme		25.00	25.00	300.00	12.49	287.51	312.51 (104%)
141	CH Cleaner				1,457.50	575.00	882.50	882.50 (60%)
142	CH Antimicrobial Spraying				1,080.00		1,080.00	1,080.00 (100%)
143	CH Cleaning Consumables				100.00	116.73	-16.73	-16.73 (-16%)
144	CH Sanitary Unit				55.00		55.00	55.00 (100%)
161	CH IT Costs				65.00		65.00	65.00 (100%)
162	CH Film Licence and DVDs				365.00		365.00	365.00 (100%)
163	CH Scribe Booking				382.80	348.00	34.80	34.80 (9%)
164	CH Subscriptions				30.00		30.00	30.00 (100%)
165	CH Committee Training				300.00		300.00	300.00 (100%)
166	CH Cloud Storage				320.00		320.00	320.00 (100%)
167	CH Organised Events				1,150.00	341.50	808.50	808.50 (70%)
168	CH Redecoration				1,000.00		1,000.00	1,000.00 (100%)
181	CH strimming & grass cutting				550.00	125.00	425.00	425.00 (77%)
182	CH grounds maintenance consu				150.00	33.99	116.01	116.01 (77%)
184	CH tree & hedge maintenance				550.00		550.00	550.00 (100%)

Strumpshaw Parish Council

Summary of Receipts and Payments

28 September 2022 (2022-2023)

All Cost Centres and Codes

199 CH misc spend (N/A)

SUB TOTAL	11,761.00	5,517.59	-6,243.41	11,379.24	3,009.48	8,369.76	2,126.35 (9%)
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PC Administration

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
801	PCA Clerk Salary				4,928.00	2,110.96	2,817.04	2,817.04 (57%)
802	PCA Clerk Pension				1,158.00	662.82	495.18	495.18 (42%)
803	PCA Clerk NI Contributions							(N/A)
804	PCA Clerk Gratuities & Severanc							(N/A)
821	PCA Training				123.00	109.00	14.00	14.00 (11%)
841	PCA Scribe Accounts				228.00	288.00	-60.00	-60.00 (-26%)
842	PCA Software Licenses				141.00		141.00	141.00 (100%)
861	PCA Parish Council Insurance				484.00		484.00	484.00 (100%)
881	PCA Stationery					2.58	-2.58	-2.58 (N/A)
882	PCA Subscriptions				321.00	350.20	-29.20	-29.20 (-9%)
883	PCA Internal Audit Fee				123.00	130.00	-7.00	-7.00 (-5%)
884	PCA External Audit Fee				330.00	200.00	130.00	130.00 (39%)
885	PCA Hall Hire for Meetings		-87.50	-87.50	180.00		180.00	92.50 (51%)
886	PCA General Administration Exp				480.00	53.83	426.17	426.17 (88%)
887	PCA Mileage				90.00	102.60	-12.60	-12.60 (-14%)
SUB TOTAL			-87.50	-87.50	8,586.00	4,009.99	4,576.01	4,488.51 (52%)

PC Services

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	PC Precept Income	10,520.00	10,520.00					(0%)
1001	PC Stone Pit Rent Income	100.00		-100.00				-100.00 (-100%)
1002	PC Grants Income	3,575.00		-3,575.00				-3,575.00 (-100%)
1004	PC Bank Interest Income		2.86	2.86				2.86 (N/A)
1005	PC VAT Refund Income							(N/A)
1006	PC Sundry Income							(N/A)
1007	PC Donations Income							(N/A)
1008	PC CIL Mill Road Income							(N/A)
1009	PC CIL Hall Income							(N/A)
1010	PC General Reserve				400.00	200.00	200.00	200.00 (50%)
1101	PCS SAM Speed Camera Renta				41.00		41.00	41.00 (100%)
1121	PCS Bus Shelter Maintenance				25.00		25.00	25.00 (100%)
1122	PCS Bus Shelter purchase		3,575.00	3,575.00	4,150.00	4,240.00	-90.00	3,485.00 (83%)
1132	PCS Notice board maintenance				70.00		70.00	70.00 (100%)
1141	PCS Remembrance day & Oth				25.00		25.00	25.00 (100%)
1142	PCS Strumpshaw & Hassinghar				750.00		750.00	750.00 (100%)
1143	PCS - SAM2		2,800.00	2,800.00				2,800.00 (N/A)
SUB TOTAL		14,195.00	16,897.86	2,702.86	5,461.00	4,440.00	1,021.00	3,723.86 (18%)

Strumpshaw Parish Council
Summary of Receipts and Payments

28 September 2022 (2022-2023)

All Cost Centres and Codes

Summary

NET TOTAL	31,034.00	28,665.18	-2,368.82	36,853.24	15,896.22	20,957.02	18,588.20 (27%)
V.A.T.		902.65			2,111.20		
GROSS TOTAL		29,567.83			18,007.42		

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
65	16/07/2022		Santander Business A		Misc	Sarah Cartwright	S	66.67	13.33	80.00
66	17/07/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
68	23/07/2022		Santander Business A		Sewage	Wave	Z	28.86		28.86
67	28/07/2022		Santander Business A		Electric Bill	EDF	L	21.18	1.06	22.24
70	29/07/2022		Santander Business A		Salary	Tanya Rowlandson	X	278.98		278.98
71	29/07/2022		Santander Business A		PAYE	HMRC	X	69.80		69.80
72	29/07/2022		Santander Business A		Pension	Norfolk Pension Fund	X	108.88		108.88
73	29/07/2022		Santander Business A		Administration	Tanya Rowlandson	X	12.60		12.60
74	29/07/2022		Santander Business A		Administration	Tanya Rowlandson	X	8.91		8.91
75	29/07/2022		Santander Business A		Subscription Admin	The Society of Local Council	X	120.00		120.00
76	29/07/2022		Santander Business A		training	Norfolk Parish Training & Sup	X	65.00		65.00
77	01/08/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
80	04/08/2022		Santander Business A		Administration	Tanya Rowlandson	S	24.95	4.99	29.94
82	08/08/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
83	10/08/2022		Santander Business A		Misc	NBB Recycled Furniture	S	380.00	76.00	456.00
81	12/08/2022		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
84	14/08/2022		Santander Business A		Misc	Tina McAulay	S	12.08	2.42	14.50
85	14/08/2022		Santander Business A		Misc	Tina McAulay	S	3.25	0.65	3.90
86	14/08/2022		Santander Business A		Misc	Tina McAulay	S	27.48	5.50	32.98
88	15/08/2022		Santander Business A		Misc	Safelincs	S	172.98	34.60	207.58
89	15/08/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
69	17/08/2022		Santander Business A		Misc	Westcotec Ltd	S	4,240.00	848.00	5,088.00
87	17/08/2022		Santander Business A		Information Commissioners Of	Information Commissioners (X	35.00		35.00
95	23/08/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
96	26/08/2022		Santander Business A		Electric Bill	EDF	L	17.99	0.90	18.89
90	30/08/2022		Santander Business A		Salary	Tanya Rowlandson	X	291.26		291.26
91	30/08/2022		Santander Business A		PAYE	HMRC	X	72.80		72.80
92	30/08/2022		Santander Business A		Pension	Norfolk Pension Fund	X	113.65		113.65
93	30/08/2022		Santander Business A		Administration	Tanya Rowlandson	X	12.60		12.60
94	30/08/2022		Santander Business A		Administration	Tanya Rowlandson	X	3.70		3.70
98	05/09/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
99	05/09/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
97	12/09/2022		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
100	12/09/2022		Santander Business A		Fire Alarm	1st Class Fire Protection Luin	S	105.00	21.00	126.00
101	14/09/2022		Santander Business A		External Financial Audit	PKF Littlejohn LLP	S	200.00	40.00	240.00
102	19/09/2022		Santander Business A		training	Norfolk Parish Training & Sup	X	44.00		44.00

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
103	19/09/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
104	22/09/2022		Santander Business A		Electrical Maintenance	J. G. Electrical	S	298.37	59.67	358.04
106	24/09/2022		Santander Business A		Misc	Tina McAulay	S	39.87	7.97	47.84
78	24/09/2022		Santander Business A		Software licence	Starboard Systems Ltd (Scrib	S	348.00	69.60	417.60
79	24/09/2022		Santander Business A		Software licence	Starboard Systems Ltd (Scrib	S	288.00	57.60	345.60
105	24/09/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
107	30/09/2022		Santander Business A		Salary	Tanya Rowlandson	X	278.98		278.98
108	30/09/2022		Santander Business A		PAYE	HMRC	X	72.80		72.80
109	30/09/2022		Santander Business A		Pension	Norfolk Pension Fund	X	113.65		113.65
110	30/09/2022		Santander Business A		Administration	Tanya Rowlandson	X	2.46		2.46
111	30/09/2022		Santander Business A		Administration	Tanya Rowlandson	X	2.58		2.58
113	30/09/2022		Santander Business A		Hall Storage Shed	Bob Hunt	S	36.49	7.30	43.79
Total								8,291.94	1,260.21	9,552.15

Strumpshaw Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
79 CH Hire Charges - Ad Hoc Us	26/07/2022		Santander Business Ar		Hall Hire fees	Andrea Leggett	E	58.00		58.00
80 CH Hire Charges - Regular U:	26/07/2022		Santander Business Ar		Hall Hire fees	Wensum Arts	E	62.50		62.50
81 CH Hire Charges - Regular U:	26/07/2022		Santander Business Ar		Hall Hire fees	Wensum Arts	E	62.50		62.50
82 CH Hire Charges - Regular U:	26/07/2022		Santander Business Ar		Hall Hire fees	Wensum Arts	E	62.50		62.50
83 CH Hire Charges - Regular U:	27/07/2022		Santander Business Ar		Hall Hire fees	Yare Folk	E	100.00		100.00
84 CH Deposit - Ad hoc Users	01/08/2022		Santander Business Ar		Hall Hire fees	Andrea Leggett	X	-50.00		-50.00
86 CH Hire Charges - Regular U:	15/08/2022		Santander Business Ar		Hall Hire fees	Alex Goodson	E	50.00		50.00
87 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	12.50		12.50
88 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	25.00		25.00
89 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	25.00		25.00
90 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	50.00		50.00
91 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	12.50		12.50
92 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Wensum Arts	E	125.00		125.00
93 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Wensum Arts	E	156.25		156.25
94 CH Hire Charges - Regular U:	19/08/2022		Santander Business Ar		Hall Hire fees	Wensum Arts	E	156.25		156.25
95 CH Hire Charges - Regular U:	23/08/2022		Santander Business Ar		Hall Hire fees	Pam Horrex	E	25.00		25.00
97 CH Hire Charges - Regular U:	25/08/2022		Santander Business Ar		Hall Hire fees	Yare Folk	E	75.00		75.00
103 PCS Bus Shelter purchase	31/08/2022		Santander Business Ar		Misc	Norfolk County Council	Z	3,575.00		3,575.00
104 CH Hire Charges - Regular U:	01/09/2022		Santander Business Ar		Hall Hire fees	BADCOG	E	75.00		75.00
105 CH Storage Charges	05/09/2022		Santander Business Ar		Shed storage	Gigglefit	E	13.00		13.00
106 CH Hire Charges - Regular U:	05/09/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	25.00		25.00
107 CH Hire Charges - Regular U:	05/09/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	50.00		50.00
108 CH Hire Charges - Regular U:	05/09/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	50.00		50.00
109 CH Hire Charges - Regular U:	05/09/2022		Santander Business Ar		Hall Hire fees	Gigglefit	E	25.00		25.00
110 PCS - SAM2	13/09/2022		Santander Business Ar		Donation	unknown	X	200.00		200.00
111 CH Partner Services	13/09/2022		Santander Business Ar		Misc	Wensum Arts	X	7.50		7.50
112 PCS - SAM2	17/09/2022		Santander Business Ar		Donation	unknown	X	500.00		500.00
113 PCS - SAM2	19/09/2022		Santander Business Ar		Donation	unknown	X	100.00		100.00
114 CH Hire Charges - Regular U:	21/09/2022		Santander Business Ar		Hall Hire fees	Alex Goodson	E	50.00		50.00
116 CH Hire Charges - Ad Hoc Us	22/09/2022		Santander Business Ar		Hall Hire fees	Pam Horrex	E	37.50		37.50
115 PCS - SAM2	22/09/2022		Santander Business Ar		Donation	Norfolk County Council	X	2,000.00		2,000.00
124 PCS - SAM2	25/09/2022		Santander Business Ar		Donation	unknown	X	250.00		250.00
123 CH Hire Charges - Regular U:	26/09/2022		Santander Business Ar		Hall Hire fees	Yare Folk	E	100.00		100.00
125 PCS - SAM2	27/09/2022		Santander Business Ar		Donation	unknown	X	-250.00		-250.00
117 CH Hire Charges - Regular U:	27/09/2022		Santander Business Ar		Hall Hire fees	Strumpshaw Brownies	E	9.38		9.38
118 CH Hire Charges - Regular U:	27/09/2022		Santander Business Ar		Hall Hire fees	Strumpshaw Brownies	E	18.76		18.76

Strumpshaw Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
119	CH Hire Charges - Regular U:	27/09/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.38		9.38
120	CH Hire Charges - Regular U:	27/09/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.38		9.38
121	CH Hire Charges - Regular U:	27/09/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.38		9.38
122	CH Storage Charges	27/09/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	13.00		13.00
Total									7,885.28		7,885.28

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

From Accounts	£445.42
Payments not cashed Add	£1,223.07
Receipts not entered Subtract	£207.50
<hr/>	
Statement should be	£1,460.99

Bank reconciliation report as at:	8 September 2022
To be checked and confirmed by ONE Councillor (other than the Chair)	
Signature:	Date:
Prepared and checked by Clerk & RFO	
Signature:	Date: 16 September 2022

Strumpshaw Parish Council
RECONCILIATION - Santander Savings Account

From Accounts £41,785.79

Payments not cashed Add
 Receipts not entered Subtract

Statement should be £41,785.79

Bank reconciliation report as at:	2 September 2022
To be checked and confirmed by ONE Councillor (other than the Chair)	
Signature:	Date:
Prepared and checked by Clerk & RFO	
Signature:	Date: 12 September 2022

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

From Accounts	(£5,445.85)
Payments not cashed Add	£6,336.07
Receipts not entered Subtract	
<hr/>	
Statement should be	£890.22

Bank reconciliation report as at:	8 August 2022
To be checked and confirmed by ONE Councillor (other than the Chair)	
Signature:	Date:
Prepared and checked by Clerk & RFO	
Signature:	Date: 11 August 2022

Strumpshaw Parish Council
RECONCILIATION - Santander Savings Account

From Accounts	£44,310.79
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£44,310.79

Strumpshaw Parish Council
Reserves Balance up to 30th Sep 2022
2022-2023

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Buckenham Wood Maintenance	2,018.00				2,018.00
Community Hall Operation & m:	12,678.60		3,009.48	5,505.09	15,174.21
Com Hall Grounds Improvemen	8,956.45		2,271.02		6,685.43
Allotments Reserve	1,336.00			71.50	1,407.50
Parish Council General Reserve	400.00	400.00	200.00		600.00
Buckenham Wood Green Infrs	10,772.00		2,165.73	6,265.73	14,872.00
Bus Shelter		665.00	4,240.00	3,575.00	0.00
SAM2		535.00		2,800.00	3,335.00
Total Capital	36,161.05	1,600.00	11,886.23	18,217.32	44,092.14
TOTAL RESERVE	36,161.05	1,600.00	11,886.23	18,217.32	44,092.14
GENERAL FUND					28.35
TOTAL FUNDS					44,120.49