

HENHAM PARISH COUNCIL

Minutes (unapproved) of a Council Meeting

Date: Tuesday 12th January 2021

Time: 10.00am

Venue: Virtual Meeting

Present: Cllrs N. Baker, S. Lee, M. Fisher and clerk M.Dacey

FINANCE

In light of COVID-19 the HPC expenditure, budget and precept has been reviewed and updated by the Clerk and Chair and circulated to all Councillors for review and approval by email in December 2020. The precept has been approved by email by Councillors and the purpose of this meeting is to formally approve the precept and budget for 2021/22.

1. HPC expenditure March- December 2020 – Cllr Fisher proposed and Cllr Lee seconded the formal approval of the HPC expenditure, approved nem con.

Receipts				
<u>From Whom</u>	<u>Description</u>	<u>Amount</u>		
UDC	Precept	£19,389.50		
Various	Cemetery fees	£960.00		
HMRC	VAT refund	£5664.18		
SOV 100 Club	February and March draws	£769.00		
SOV	Village shop donations	£100.00		
SOV 100 Club	April and May draws	£780.00		
donation	Linda Peake	£200.00		
Various	Cemetery fees	£1560.00		
SOV 100 Club	June draw	£390.00		
Peasgood and Skeates	Burial fees	£1560.00		
J Day & Son	Cemetery fees	£110.00		
UDC	Precept (Sept 20)	£19,389.50		
EPC	Contribution towards Fairfield professional fees	£2000.00		
Expenditure				
<u>To Whom</u> <u>(Invoice no.)</u>	<u>Description</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>
M. Dacey	Clerks salary (March)	£386.31	£0.00	£386.31
Jenny Wigley (180833)	Barrister fees (1 st tranche) re Fairfield	£5,000.00	£1,000.00	£6,000.00
LM Peake (01102)	Treecology village tree works	£3,000.00	£0.0	£3,000.00
Affinity for Business Ltd	Allotment water bill Oct'19 to Mar'20	£23.09	£4.62	£27.71
Uttlesford District Council (0000072956)	PSCO HPC contribution (Oct-Dec 2019)	£1203.75	£0.00	£1203.75

Simon Lee (0000172471)	Refund for New Village Flag	£61.94	£12.39	£74.33
P. Knott (60793)	Grass Cut 11/3 & 25/3	£870.00	£0.00	£870.00
L. Beresford (2)	Village windows and signs cleaning	£60.00	£0.00	£60.00
M. Dacey	Statutory home working allowance (April'20 to July'20)	£78.00	£0.0	£78.00
Stanley Tee LLP (307885)	Legal advice re Wyndies & Cedar Cottage	£203.00	£40.00	£243.00
JRB Enterprise Ltd (21077)	Dog poo bags	£58.04	£11.61	£69.65
EALC (12476)	EALC Affiliation fees 20-21	£296.58	£73.51	£370.09
Uttlesford District Council (0000072960)	PSCO HPC contribution (Jan-march 2020)	£1,203.75	£0.0	£1,203.75
Gardner Planning	1 st tranche of professional planning advice re Fairfield Appeal	£9,000.00	£0.0	£9,000.00
Alison Farmer Associates (478/2420/01)	Landscape and Visual expert advice re Fairfield Appeal	£6025.00	£1250.00	£7230.00
Affinity for Business Ltd	Allotment water bill	£5.39	£1.08	£6.47
Paul Mower	Village gardening Jan- March '20	£100.00	£0.0	£100.00
The Community Heartbeat Trust (Solutions) Ltd (5646)	Defibrillator battery and test kit	£245.00	£47.00	£292.00
SW Transport Planning Ltd (0052)	Professional transport advice Fairfield	£3,708.00	£741.60	£4,449.60
P. Knott (60820)	Grass cut 8/4 & 22/4	£870.00	£0.0	£870.00
Henham Village Shop Association Ltd (H00050)	Post Office Fees Feb-May' 20	£2083.50	£0.0	£2083.50
Treecology (01109)	Treecology (01109)	£400.00	£0.0	£400.00
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BHIB Ltd (LCO00320- 361378)	HPC Insurance renewal	£313.26	£0.0	£313.26
Information Commissioner (Z2259172)	Data Protection fee renewal	£40.00	£0.0	£40.00
Old School Community Association	HPC OSCA meeting fees	£144.00	£0.0	£144.00
M Dacey	Clerk's April Salary	£392.88	£0.0	£392.88
Pat Doughty	Village furniture repair works	£500.00	£0.0	£500.000
JRB Enterprise Ltd (20882)	Dog poo bags	£58.04	£11.61	£69.65
Treecology (01114)	Lime Tree High Street works	£60.00	£0.0	£60.00
Stanley Tee LLP (310669)	Starr House legal advice	£152.00	£28.00	£180.00
P. Knott (60872)	Grass cut 6/5 & 21-21/5	£870.00	£0.0	£870.00

JRB Enterprise Ltd (21205)	Dog Poo Bags	£58.04	£11.61	£69.65
L. Beresford (3)	Window and signs cleaning	£50.00	£0.0	£50.00
M. Dacey	Clerk's salary (May)	£392.88	£0.0	£392.88
Gardner Planning (069.1)	Planning advice re Vernons/Mill Road	£2000.00	£0.0	£2000.00
Alison Farmer Associates (484/2720/01)	Professional Landscape Advice re Mill Road	£2000.00	£400.00	£2400.00
M. Dacey	Refund for stamps	£33.84	£0.0	£33.84
P. Mower	Village gardening	£140.00	£0.0	£140.00
P. Knott (60909)	Grass cut 3/6 & 17/6	£870.00	£0.0	£870.00
Henham Village Shop Association Ltd (H00051)	Post office fees May to August 2020	£2083.50	£0.0	£2083.70
Castle Water Ltd (0001081728)	Allotment water bill April to Sept 2020	£141.14	£28.22	£169.36
M Dacey	June Salary	£392.88	£0.0	£392.88
Stop Stansted Expansion	donation	£250.00	£0.0	£250.00
Rural Community Council of Essex	Renewal annual membership	£60.50	£12.10	£72.60
SW Transport Planning Ltd (0055)	Mill Road transport advice	£1300.00	£260.00	£1560.00
M Dacey	Statutory working from home allowance (Jul to Oct)	£78.00	£0.0	£78.00
Treecology (01157)	Village tree works	£1645.00	£0.0	£1645.00
M.Dacey	Clerk's salary (July) and one month's bonus	£785.76	£0.0	£785.76
P. Knott (60987)	Grass Cut 1/7, 15/7, 29/7	£1230.00	£0.0	£1230.00
JRB Enterprise Ltd (21379)	Dog Poo Bags	£58.04	£11.61	£69.65
Jonathan Leech (20-07-619)	Concrete bollard repairs by School House	£187.00	£37.40	£224.40
L. Beresford (4)	Village windows and signs cleaning	£50.00	£0.0	£50.00
JRB Enterprise Ltd (21450)	Dog Poo Bags	£58.04	£11.61	£69.65
Treecology (01171)	Cherry tree removal	£220.00	£0.0	£220.00
P. Knott (61016)	Grass cut 12/8 23-24/8	£625.00	£0.0	£625.00
M Dacey	Clerk's salary (August)	£392.88	£0.0	£392.88
Uttlesford District Council (0000079244)	PCSO salary April to June 2020	£1218.21	£0.0	£1218.21
Treecology (01179)	Removal of fallen trees from pond	£350.00	£0.0	£350.00
M Dacey	Clerk's salary (Sept)	£392.88	£0.0	£392.88
M Dacey	Statutory working from home allowance (Oct 20 – Jan 21)	£78.00	£0.0	£78.00
Henham village Shop Association Ltd (H0052)	Post Office Fees Aug-Nov '20	£2083.50	£0.0	£2083.50

P. Knott (61056)	Grass Cut 2/9, 16/9 & 29/9	£1305.00	£0.0	£1305.00
Gardner Planning (039.7)	Planning advice re UDC planning policy	£1500.00	£0.0	£1500.00
L. Beresford (9)	Village windows and sign cleaning	£50.00	£0.0	£50.00
Mark Fiddler (0647)	Winter 2019 salt delivery & distribution	£160.00	£0.0	£160.00
Linda Peake	Refund for cemetery topsoil	£35.00	£7.00	£42.00
CW Low & Son LTd	Pledgdon Hedge cutting	£64.00	£12.80	£76.80
JRB Enterprise LTD (21725)	Dog poo bags	£58.04	£11.61	£69.65
Uttlesford District Council (0000079456)	PCSO (July to Sept 2020)	£1218.21	£0.0	£1218.21
Old School Community Association	OSCA room hire 26/9/20 re Fairfield meeting	£15.00	£0.0	£15.00
M Dacey	Clerk's salary October	£392.88	£0.0	£392.88
P Knott (61096)	Grass cut 19/10	£435.00	£0.0	£435.00
The Royal British Legion Poppy Appeal	HPC wreath donation	£25.00	£0.0	£25.00
Gardner Planning (068.2)	Cedar Cottage Appeal planning advice	£2000.00	£0.0	£2000.00
Jenny Wigley (180833)	Fairfield Barrister fees (2 nd and 3 rd tranches)	£20,000.00	£4000.00	£24,000.00
Popcorn Web Design Ltd (POP 5136)	Village website annual hosting fee	£165.00	£33.00	£198.00
Andre Lees (91336)	Refund for SOV Website domain name	£38.76	£7.75	£46.51
Andre Lees (91007)	Refund for SOV website disk space	£24.00	£4.80	£28.80
PKF Littlejohn LLP (SB20202404)	External Auditor fees	£300.00	£60.00	£360.00
Paul Mower	War memorial and bus shelter gardening July-Oct	£326.50	£0.0	£326.50
Gardner Planning (014.14)	Fairfield planning advice fees final instalment	£9,000.00	£0.0	£9,000.00
Ricki Shelsher (RJS346)	Village windows and signs cleaning	£50.00	£0.0	£50.00
Alison Farmer Associates (AF/2420)	Fairfield Landscape advice final instalment	£4345.40	£869.08	£5214.48
SW Transport Planning Ltd (0058)	Fairfield Transport advice final instalment	£2519.70	£503.94	£3023.64
M Dacey	Clerk's salary (Nov)	£392.88	£0.0	£392.88
Castle Water Ltd (0003040511)	Allotment Water bill Oct 20- Mar 21	£158.35	£31.67	£190.02
JRB Enterprise Ltd (21959)	Dog poo Bags	£58.04	£11.61	£69.65

- 2. 2021-2022 Draft Budget/Expenditure Forecast and Precept** -Setting of Precept – deadline for submission to UDC is 23 January 2021. The Clerk distributed a draft budget and draft expenditure forecast to all councillors for their appraisal during December 2020. Councillors

were previously advised by the clerk to consider the draft expenditure forecast for Henham for the 2021-2022 period and this would help them arrive at an income requirement for the coming financial year. The Councillors agreed by email in December 2020 to increase the precept by 3% having held its precept for a number of years. With the 3% increase (£1,163.37) means an increase from £38,779 to £39,942. Cllr Lee proposed and Cllr Fisher seconded the proposal to increase the precept by 3%, approved nem con.

Mareike Dacey, Clerk