



Westhampnett Parish Council

Serving the villages of Westhampnett, Maudlin & Westerton

Minutes of the extraordinary meeting of Westhampnett Parish Council held on Tuesday 23rd January 2024 which took place in Westhampnett Community Hall commencing at 7:00pm

Present: Cllr W Holden (Chairman), Cllr Plummer (Vice-Chairman), Cllr Ashcroft, Cllr S Burborough, Cllr S Hannafin, Cllr S James and Cllr C McLeish.

In attendance: Paul Richards (Locum Clerk).

22. Public Session – no members of the public were present.

23. Apologies for absence – none.

24. Declarations of interest - Cllr Burborough as an employee of Rolls-Royce.

25. Minutes – Cllr Ashcroft proposed that the draft Minutes of the ordinary Parish Council meeting held on 9th January 2024, circulated previously, be accepted as a true record. This was seconded by Cllr Hannafin and **AGREED** unanimously. The Chairman duly signed the approved Minutes.

26. Finance.

- a) **To approve a proposed change to the Financial Regulations policy** – Cllr McLeish proposed that the suggested changes, circulated previously, to the Financial Regulations be adopted. This was seconded by Cllr Plummer and **AGREED** unanimously.
- b) **To approve payments schedule** – the schedule, circulated previously was reviewed by Members and **AGREED** unanimously. The schedule is attached at Appendix A.
- c) **To approve the 2024/25 draft budget and precept** – the Chairman referred to the revised draft budget, circulated previously. After review and discussion, Cllr James proposed that the draft be accepted and that the 2024/25 precept be set accordingly. This was seconded by Cllr Burborough and **AGREED** unanimously. Therefore, the precept for 2024/25 was set at £74,482.70. The Budget is attached at Appendix B.

27. Recruitment of a new Clerk - The Chairman reported that:

- The recruitment advert is now on the WSALC website with a closing date of 16th February 2024;
- The appointed sub-committee will review and then interview likely candidates by the end of February; and
- The Clerk was asked to enquire if WSALC would advertise the vacancy in Surrey and Hampshire.

28. Date of next meeting – An Ordinary meeting to be held on 11th March 2024 at 7pm commencing 7pm in the Community Hall.

Meeting closed at 19:13.

Signed

Date

APPENDIX A – PAYMENTS SCHEDULE

Payments -23rd Jan 2024			
Approved and paid since the last meeting	Invoiced Services	Chq Nos	Amount
None			£ -
	TO APPROVE		£ -
BALANCES ON ACCOUNT	AMOUNT		
Current Account - Barclays	£ 112,685.01	As at 04/12/2023	
Village Hall Account - Lloyds	£ 52,553.05	As at 28/09/2023	
CIL account - NS&I	£ 328,304.22	As at 30/04/2023	
TOTAL BALANCES	£ 493,542.28		
EARMARKED RESERVES	AMOUNT		
CIL	£ 328,304.22		
Others - TBA	£ -		
TOTAL ALLOCATIONS	£ 328,304.22		
TO APPROVE AND PAY AFTER THIS MEETING	INVOICED SERVICES	Chq Nos	Amount
Motion Consulting Limited	Initial review of RR planning application	101759	£ 1,800.00
Motion Consulting Limited	Transport review - RR planning application	101760	£ 600.00
Storage on site	Container hire - Jan 2024	101761	£ 52.56
George Ede LLP	Legal fees - allotment transfer - 7/22 to 11/23	101762	£ 1,800.00
Project CPR	AED outdoor signage and installation	101763	£ 79.99
Paul Richards	Locum Clerk - weeks 1 to 3	101764	£ 1,448.10
Mark McLeish	Fuel for volunteers	101765	£ 87.82
		TO APPROVE	£ 5,868.47

APPENDIX B

WESTHAMPNETT PARISH COUNCIL	Budget for	Budget for
Budget forecast 2024/25	2023-24	2024-25
INCOME		
Brought forward	80,000.00	26,652.30
Precept	69,610.00	74,482.70
VAT Reclaim	3,000.00	12,000.00
Grants & Donations Received		1,000.00
CIL Received		17,240.00
Hall income		25,000.00
Operation Watershed Received		0.00
Interest Received		1,500.00
Sub Total	152,610.00	157,875.00
EXPENDITURE		
Salaries	18,000.00	39,975.00
Audit Internal & External	2,500.00	1,750.00
Public Liability & General Parish Insurance	4,000.00	5,000.00
Subscriptions	600.00	750.00
Website x PC	300.00	315.00
Office Expenses/admin	1,000.00	1,000.00
Legal / Professional Services	5,000.00	30,000.00
Neighbourhood Plan	5,000.00	1,000.00
Training	2,000.00	4,000.00
Richmond Rd Play Area Rent	100.00	105.00
Richmond Rd Play Area Grass Cutting / Strimming	2,500.00	3,000.00
Richmond Rd Play Area Repairs	1,000.00	5,000.00
Richmond Rd Play Area Equipment Replacement	2,000.00	500.00
Richmond Rd Play Area Inspection	100.00	105.00
Bus Shelter Maint	500.00	500.00
Bin Emptying	600.00	600.00
New Litter Bin x 2 - where?	1,000.00	0.00
Grants Section 137?	1,200.00	1,200.00
Grant - Churchyard	1,000.00	1,000.00
Volunteers Village maintenance	2,500.00	2,500.00
Volunteers Village maintenance - Equip Purchase	2,000.00	2,500.00
Volunteers Village maintenance - Storage Container Hire	2,000.00	1,500.00
Environment Maintenance	500.00	500.00
Chairman's Allowance	200.00	200.00
Operation Bridge (Royal Mourning)	500.00	0.00
Operation Watershed *		0.00
NHB *		0.00
Community Hall Maintenance	3,700.00	3,885.00
Community Hall Personnel Costs	9,250.00	9,712.50
Community Hall Licences / annual	500.00	525.00
Community Hall Insurance	1,300.00	0.00
Community Hall Running Costs inc Servicing	7,000.00	7,350.00
Community Hall Website	250.00	262.50
Community events inc Ann. Parish Meeting	3,000.00	4,000.00
Special project: upgrade footpath 417 Maudlin/Westerton	30,000.00	5,000.00
Special project: Village "gates" supply & fit	8,000.00	1,500.00
Special project: Supply Electricity & base Village Green	1,000.00	0.00
Special project: Renovate/Replace Noticeboards	5,000.00	0.00
Special project: Daffs around parish	2,000.00	1,000.00
Special project: Provision of Post Box in Madgwick Ln area	1,000.00	0.00
Special project: Set up an Allotment Society	500.00	3,000.00
Special project: Kings Coronation Commemoration Asset	1,000.00	0.00
Special project: Finger sign for Hall from Stane Street	1,000.00	0.00
Special project: VAS / SID for Madgwick Lane	4,000.00	0.00
Special project: Bunding village green	0.00	0.00
Special project: Outdoor Table Tennis Table	1,000.00	0.00
Newsletter/Other Communication to Residents - 3 or 4 py	600.00	1,000.00
Village Green maintenance	0.00	17,240.00
Election Costs	0.00	400.00
Valuation of Land	0.00	0.00
Net Expenditure Total	136,200.00	157,875.00
VAT Expenditure	1,000.00	0.00
Gross Expenditure	137,200.00	157,875.00
* possible grants?		20,675.00
Village Green - Separate Funds		
Village Green Mowing / Strimming / Weedkilling	3,500.00	3,500.00
Village Green Bin x 1	500.00	500.00
Village Green Seat x 2	1,500.00	0.00
Village Green Signage & Padlock	0.00	0.00
Village Green Provision of Trees & Shrubs	2,000.00	2,000.00
Village Green Play Area Insurance	250.00	250.00
Village Green Play Area Inspection	120.00	120.00
Village Green Play Equipment Repairs	500.00	1,500.00
Village Green Lighting	500.00	750.00
	8,870.00	8,620.00
	Green costs	17,240.00

