

Drayton Parslow Parish Council

PO Box 6444
Leighton Buzzard
LU7 6FX

Tel: 07516 344248

Email: draytonparslowclerk@gmail.com

Website: www.draytonparslowparishcouncil.org.uk

Dated: 24th May 2023

MINUTES OF FULL PARISH COUNCIL MEETING – 22nd May 2023

Name	Position	Present	Absent	Tally
James Bruce	Chairman	✓		1/1
Dave Wheeler	Vice Chairman	✓		1/1
Steven Colborne-Baber	Councillor	✓		1/1
Joanne Bruce	Councillor	✓		1/1
David Perry	Councillor	✓		1/1
Sue Spavin	Councillor	✓		1/1
Vacancy	Councillor			
Vacancy	Councillor			
Jilly Jordan	Unitary Councillor	✓		
Chloe Collins	Clerk	✓		N/A
Huw Perry	RFO	✓		N/A
Members of Public		0		
Representative of Cricket Club		✓		

Papers circulated in advance of meeting

- May 2023 Agenda
- Draft April 2023 Minutes
- May 2023 Meeting Bundle

Meeting Opened: 19:46

Closed: 21:04

The meeting was opened. Cllr Sue Spavins informed members that it was her intention to submit her resignation after 9 years. She was thanked by the members for her contribution.

23/071 Election of officers and councillors

71.1 Election of Chairman for 2023/24

RESOLVED

Cllr James Bruce confirmed his willingness to continue as Chairman. He was unanimously elected unopposed.

The Chairman signed his acceptance of office before the Clerk.

71.2 Election of Vice-Chairman for 2023/24

Nominations are required for the position of Chairman. Vice-Chairman to sign acceptance of office.

Signature:

Date:.....

RESOLVED

CLlr Dave Wheeler confirmed his willingness to continue as Vice-chairman. He was unanimously elected unopposed.
The Vice-chairman signed his acceptance of office before the Clerk.

71.3 Co-option of new councillor

Councillors to vote on co-opting a new councillor. If passed by a majority, said new councillor to sign acceptance of office.

RESOLVED

To note no applications received – **Action:** New Candidates required Clerk to advertise

71.4 To review Councillor Responsibilities

RESOLVED

To review once council is at full capacity

23/072 Apologies for Absence

RESOLVED

To note no apologies received

23/073 Declarations of Interest

RESOLVED

To note CLlr Sue Spavins declared an interest in item 23/079 Allotments on the agenda

23/074 Dispensations for Disclosable Pecuniary Interests

None received

23/075 Public Participation

RESOLVED

To adjourn the formal business of the meeting to allow members of the public to make representation on the business items on the agenda and to register public comments received via email.

None received

23/076 Reports from District Councillors

RESOLVED

To receive report from CLlr Jilly Jordan (copy of report attached).

23/077 Minutes

RESOLVED

That the draft minutes of the ordinary parish council meeting held on 24th April 2023 be accepted as a true record and be signed by the Chairman. A copy of the minutes are available on the website:
<https://draytonparslowparishcouncil.org.uk/meetings/>

Signature:

Date:.....

23/078 Planning and Licensing Matters

RESOLVED

- 1) To make no comment to the planning application received
- 2) To note planning decisions from Buckinghamshire Council

23/079 Allotments

RESOLVED

- 1) To note update on Accounts for the Allotments and that two allotments are vacant
- 2) To agree the new tenancy of plot 3B
- 3) To instruct Alan Burden to clear only the vacant plot

23/080 Neighbourhood Plan

RESOLVED

To note update that no update received.

Cllr Jordan has been asked to chase Rachael Riach as the NP coordinator regarding neighbourhood plan, as we have not heard from her despite repeated requests since submitting the last version in response to feedback on the consultation document.

23/081 Finance

81.1 Payments Schedule

RESOLVED

To approve the schedule of payments and receipts as tabled or presented at the meeting that require authorisation for payment in accordance with the Financial Regulations (enclosed) and to note the payments authorised in accordance with the delegation to the RFO.

Payment Ref	Recipient	Service	Amount (£ + VAT)
D/debit	Npower	Streetlighting (MPAN1) 1/3/23-31/3/23	£538.67 (448.89 + 89.78)
D/debit	Npower	Streetlighting (MPAN2) 1/3/23-31/3/23	£27.58 (22.98 + 4.60)
D/debit	BT	Broadband & Telephone 1/3/23-31/5/23	£539.03 (449.19 + 89.84)
167 (Poor)	Buckingham & River Ouzel IDB	Drainage rates 1/4/23-31/3/24	£11.67
1147	HMRC	April PAYE	£85.40
U016	A. Burden	Mowing play area & MUGA area	£112.00
U017	REDACTED	Website & Warden training reimbursement	£376.95
U018	BMKALC	BALC & NALC subs	£105.68
U019	Bucks Best Kept Village Competition	Entry fee	£25.00
U020	SEA	March admin fees	£267.20
U021	REDACTED	Clerk Salary; WHA	£360.10
U022	REDACTED	RFO Salary	£63.65
U023	REDACTED	Warden Salary	£168.48

Signature:

Date:.....

81.2 **VAT**

RESOLVED

81.2.1 To note that the VAT refund for 2021/22 has been requested in the amount of £ 2264.98

81.2.2 To note that the VAT refund for 2022/23 has been requested in the amount of £3940.08

81.3 **Asset Register**

RESOLVED

To approve the updated Asset Register.

81.4 **Internal Audit**

RESOLVED

To note

- 1) the Internal Audit took place on 18th April 2023 and all was in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in “Governance and Accountability for Local Councils in England & Wales: A Practitioners’ Guide”.
- 2) the Council was found to satisfy all the procedural standards and no significant issues were found.
- 3) Given the above the Auditors have signed first section of the AGAR (Annual Governance and Accountability Return), the ‘Annual Internal Audit Report’
- 4) Accuracy of Section 2 – Accounting Statements were confirmed based on the information supplied and ready to be signed

81.5 **AGAR**

81.5.1 **Annual Governance Statement**

Section 1 Governance

- Given the Internal Auditors report and the Clerk’s observations, the Council was recommended to agree (tick ‘Yes’) all the assertions in Section 1 of the AGAR and the Chairman & Clerk are to sign the document

81.5.2 **Accounting Statements for 2022/23**

Section 2 Accounts

- Given the Internal Auditors report and the Clerk’s observations, the figures presented in Section 2 Accounting Statements were recommended to the Council as a fair representation of the Council’s finances for 2022/23 and the Chairman & Clerk to sign the document
- The RFO has prepared the necessary supplementary information required by the External Auditors to explain any significant variances from the prior year - Total Other Receipts (Box 3), All Other Payments (Box 6) and Balances (Box 7 - the level of reserves).

81.5.3 **Confirmation of the dates for the Exercise of Public Rights**

- A copy of the completed formal notice was circulated prior to the meeting
- The dates will commence on Monday 5th June 2023 and ending on Friday 14th July 2023.
- This was a legal requirement and it would be put on the notice boards and made available on the website to satisfy the legislation

RESOLVED:

- 1) That the Council approve agreeing to all the assertions in Section 1 Annual Governance Statement of the AGAR and for the Chairman to sign the section

Signature:

Date:.....

- 2) That the Council approve Section 2 Annual Accounting Statements of the AGAR and the Chairman sign the section
- 3) That the RFO presents to the external auditors the explanation of variances as drafted
- 4) To note the level of reserves at 31st March 2022 as presented
- 5) To note the completion of the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return and to approve its posting in compliance with the relevant legislation

81.6 Approval of Quotations/Costs

RESOLVED

- 81.6.1 To approve the repair costs of the noticeboard approximately £200.00 approximate
- 81.6.2 To approve the rebuild cost of the community noticeboard £300 with cork backing and plaque £40.00
- 81.6.3 To approve the increase in labour cost for SEA Contract - Approved
- 81.6.4 To approve additional hours for RFO for preparation of the internal audit – 5 hours

23/082 Recreation Ground/Cricket Pitch

RESOLVED

- 82.1 To note funding options explored and project to go out to tender. **Action** Clerk to host zoom with the DPCC
- 82.2 Report received that vacant spaces have been observed when users are present despite spaces being available in upper car park. **Action** Clerk contact users to remind them to park considerately when using the hall and social club.

23/083 Insurance

RESOLVED

- 83.1 To approve the Parish Council Insurance Policy
- 83.2 To review and discuss our Public Liability insurance and any advice needing to be given to organisers of events held on Parish Council land.

23/084 Reports from Representatives on Outside Bodies/Working Parties/Warden

RESOLVED

To note report received from the Warden

23/085 Clerk Correspondence

RESOLVED

To note items of correspondence or communication brought forward by the Clerk (report enclosed).

23/086 Any items of Discussion for a Future Meeting

RESOLVED

To note the following items for the next agenda:
Streetlights to Change to LED
BT
FOI discuss the change of speed and stop sign

Signature:

Date:.....

23/087 Date of Next Parish Council Meeting

RESOLVED

To note the date, time and venue of the next council meeting scheduled for 26th June 2023 7:30PM at the Sports and Social Club.

As there was no further business the Chairman closed the meeting.

Signature:

Date:.....

Councillor Responsibilities

List to be reviewed and councillors re-appointed as required

Area	Councillor
Finance, audit & internal controls	X1 vacancy & the RFO
Outdoor spaces - Rec	(play equipment) x1 vacancy and Warden
Highways	X1 Vacancy
Housing	X1 vacancy
Human Resources	X3 (Staffing Matters)
Environment	
Footpaths	Warden
Planning	
IT/Training	X1 Vacancy & the Clerk
Website/community Engagement	X1 Vacancy & the Clerk
Grass Cutting, Hedges, Verge	Clerk
Allotments	Clerk and RFO
Streetlights	Clerk

Representatives on Outside Bodies

Sports and Social Club Liaison	X1 Vacancy
Greenacre Hall Liaison	X1 Vacancy
Church Liaison	X1 Vacancy
Cricket Club Liaison	X1 Vacancy
Community Board Liaison	X1 Vacancy
North Bucks Parishes Planning Consortium	X1 Vacancy
Allotment Committee Liaison	X1 Vacancy
School Liaison	X1 Vacancy

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	22 nd May 2023
SUBJECT:	Allotments
REPORT AUTHOR:	Chloe Collins

Agenda item No: 9

9.1 To consider Allotment requests

9.2 To agree maintenance of current unused vacant plots

9. Allotments

9.1 Request to lease allotment Plot 3B from 1st June 2023 – willing to undertake clearance.

9.2 To agree maintenance of vacant unused plots

Two plots are vacant Council agreed quotation for works at previous meeting. Council are asked to vary the order of approved works as one plot has now been leased.

Annual Internal Audit Report 2022/23

Drayton Parslow Parish Council

www.draytonparslowparishcouncil.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ n/a
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/04/2023

Name of person who carried out the internal audit

B Fludgate

Signature of person who carried out the internal audit

B. Fludgate

Date

18/04/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

- 2) **Quote 2** – Zurich Municipal – They specialise in insurance cover for parish councils and community groups.

Pricing:

The annual cost for your policy with Zurich Insurance is detailed below, including the price for a 3-year Long Term Agreement (LTA), which offers a further saving.

Policy Term	Annual Premium including Insurance Premium Tax @ 12% (VAT @ 20% on Engineering Inspection if applicable)
1 Year	£1,391.60
3 Year LTA	£1,270.64

- 3) Quote 3- BHIB Insurance –

LOCAL COUNCIL INSURANCE QUOTATION

We have pleasure in enclosing your renewal invite and terms for your Local Councils Insurance policy, together with a Schedule of Insurance and Statement of Fact. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Aviva Insurance Ltd
Inception Date:	01 June 2023
Premium:	£917.17
Arrangement Fee:	£25.00 non-refundable in the event of cancellation
TOTAL PREMIUM	£942.17

Please note the premium above is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

They provide specialist insurance cover for town and parish councils. A premium of **£942.17** including insurance premium tax was quoted based on a 3 year Long Term

This has presented a cost saving of **£1031.61** against the existing cover costs over a three year period due to the long term agreement. This premium may increase if for example the parish council purchase and insure more items in the future or decide to take out any additional cover.

Standard Cover in Place – Quoted from BHIB

Here at BHIB Councils Insurance we structure our insurance policy as a ‘package’ providing a set minimum level of cover depending on your population size. We do this to try and ensure that Councils have adequate cover and don’t have to tell us every time there is a change to a sum insured, as long as it is within the cover limit, saving you time on administration. You will see on your quotation schedule that we have provided this minimum level of cover for the following items even if you don’t have them on your asset register/current insurance schedule:

- Contents; Street Furniture
- Walls, Gates and Fences ; Playground Equipment
- War Memorials ; Mowers and Machinery
- Sports Equipment

We can increase your cover at any time beyond these minimum policy limits if they are not adequate for your Council’s needs. Please rest assured that it is quite normal to offer a package policy to ease the administration burden of the person arranging the Council’s insurances.

Mandatory Cover - Please note below our standard mandatory covers and their limits of indemnity. We feel that they are adequate for a Council of your size. If, however, you require increased limits please let us know and we can look to source the additional cover for you.

Public Liability	£10,000,000
Employers Liability	£10,000,000
Officials Indemnity	£500,000
Libel and Slander	£250,000
Legal Expenses	£250,000
Money – Cash in Transit, on Premises in Business Hours, In Bank Night Safe and Cash in Safe	£2,500

Recommendation

Members are recommended to approve a three year LTA with BHIB as per the quotation provide in May 2023.

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Report to Members of the Parish Council

TO:	Members of the Parish Council
MEETING DATE:	22 nd May 2023
SUBJECT:	Clerk Correspondence
REPORT AUTHOR:	Chloe Collins

Agenda item No: 15

The Clerk presents the below items of correspondence:



Gmail - Notification of Planning Application



Gmail - Consultation Buckinghamshire



Gmail - Consultation CMursley Neighbourhood



Gmail - BMKALC - Employee Assistance

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Drayton Parslow Parish Council**

County Area (local councils and parish meetings only): **Buckinghamshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Monday 5th June 2023

and ending on Friday 14th July 2023

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: _____

Role: _____

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

DRAYTON PARSLow PARISH COUNCIL BANK RECONCILIATION													
	31/03/2023	30/04/2023	31/05/2023	30/06/2023	31/07/2023	31/08/2023	30/09/2023	31/10/2023	30/11/2023	31/12/2023	31/01/2024	28/02/2024	31/03/2024
Lloyds Current A/c 30-91-39 xxxx0441	4,653.86	22,544.39											
Lloyds Deposit A/c 30-91-39 xxxx0557	86,990.75	87,047.43											
Unity Current A/c 60-83-01 xxxx8415	896.38	300.41											
Unity Savings A/c 60-83-01 xxxx8428	8,048.23	5,048.23											
Total	100,589.22	114,940.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Change in Bank Balance (A)		14,351.24	-114,940.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Receipts		19,558.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payments		2,081.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference(B)		17,476.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference (A-B)		-3,125.31	-114,940.46	0.00									
Cheques now paid	Cheque 1139 £139.99 Cheque 1140 £80.00 Cheque 1144 £76.60 U001 £192.00 U002 £88.68 U003 £192.00 U004 £88.20 U005 £45.00 U006 £360.10 U007 £33.72 U008 £80.65	Cheque 1145 £1000.00 Cheque 1146 £93.80 U009 £192.00 U010 £18.00 U011 £1176.20 U012 £189.00 U013 £359.90 U014 £80.65 U015 £101.16											
TOTAL	£1,356.94	£3,210.71											
Cheques not yet presented	Cheque 1046 £0.60 Cheque 1122 £12.50 Cheque 1145 £1000.00 Cheque 1146 £93.80 U009 £192.00 U010 £18.00 U011 £1176.20 U012 £189.00 U013 £359.90 U014 £80.65 U015 £101.16	Cheque 1147 £85.40											
TOTAL	£3,223.81	£85.40											
NET TOTAL AGREES TO DIFFERENCE (A-B above)		-£3,125.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Drayton Parslow Parish Council	279.40		278.85	
	127.95		128.21	0.2%
	2022/23	2022/23	2023/24	2023/24
	Budget	Year End 31/03/23	Budget	YTD 2023/24
Opening Bank Balance	100,404.76	100,404.76	100,589.22	100,589.22
Unpresented chq	4,205.27	4,205.27	3,223.81	3,223.81
Opening Book Balance	96,199.49	96,199.49	97,365.41	97,365.41
Mower replacement fund earmarked	10,000.00		11,000.00	
Street Lighting replacement fund	9,000.00		10,000.00	
Cluster services BCC shortfall - longterm post 2022	8,000.00		8,000.00	
Cluster Equipment replacement fund	2,500.00		3,000.00	
Cricket Pitch levelling contingency	2,000.00		2,000.00	
MUGA netting replacement	6,000.00		8,000.00	
MUGA surface replacement	9,000.00		2,000.00	
Legal Costs Rec lease renewal	1,500.00		1,500.00	
Legal Costs - gen reserve	4,430.00		4,430.00	
Upper Rec access repair reserve	7,500.00		9,000.00	
Neighbourhood Plan	1,832.00		1,832.00	
War Memorial	0.00		0.00	
Election fund	880.00		880.00	
Opening book balance available for spend	33,557.49		35,723.41	
RECEIPTS				
Precept	35,750.00	35,750.00	35,750.00	17,875.00
Greenacre Hall	0.00	0.00	0.00	0.00
Interest	9.00	222.51	40.00	56.68
Allotment Rent	250.00	226.75	250.00	0.00
Cluster Allowance for Devolved Services	1,449.00	1,492.19	1,449.00	1,626.49
Grants & donations	0.00	0.00	0.00	0.00
Neighbourhood Plan Grant from DCLG	0.00	0.00	0.00	0.00
Miscellaneous	0.00	303.38	0.00	0.00
Reclaimable VAT	0.00	0.00	0.00	0.00
TOTAL	37,458.00	37,994.83	37,489.00	19,558.17
ROUTINE PAYMENTS				
Rec & Play Area maintenance/grass cutting	1,800.00	526.86	1,800.00	112.00
Recreation Ground & Playground rent Carington	2,100.00	2,091.34	2,200.00	0.00
Playground equipment and maintenance	1,500.00	7,483.00	1,500.00	0.00
Burial Ground footpath maintenance GPC	750.00	1,000.00	750.00	0.00
Expenses for Cluster Devolved Services	2,000.00	1,629.98	2,000.00	267.20
War Memorial	1,100.00	1,170.00	500.00	
Allotment rent and maintenance	400.00	119.36	400.00	0.00
Upper rec Mower servicing & repairs (Tractor mower)	2,000.00	1,202.77	2,000.00	0.00
Purchase of equipment/servicing for Cluster Services	600.00	270.83	600.00	0.00
Clerk/RFO/Warden's Pay	4,500.00	4,943.53	7,000.00	574.23
HMRC PAYE	500.00	788.40	750.00	85.40
Office Expenses	800.00	432.47	800.00	18.00
Insurance	1,200.00	1,286.04	1,300.00	0.00
Subscriptions / publications / training	750.00	999.38	750.00	174.08
Website	240.00	23.98	240.00	308.55
Hire of DPSSC (PC Meetings)	200.00	0.00	200.00	0.00
Audit Fee	250.00	250.00	250.00	0.00
Street lighting (power and repairs)	3,000.00	4,441.63	3,000.00	430.96
Dog Bin collection (AVDC)	550.00	0.00	550.00	0.00
Post Office - use of DPSSC	600.00	0.00	600.00	0.00
Parish Elections	0.00	0.00	0.00	0.00
BT/Broadband	1,762.00	1,016.00	800.00	0.00
Cllr Expenses/Training	360.00	390.78	360.00	0.00
Document Storage Greenacre	25.00	0.00	25.00	
Repairs/Sundries	2,500.00	0.00	2,500.00	0.00
VAT	0.00	3,940.08	0.00	86.20
TOTAL	29,487.00	34,006.43	30,875.00	2,056.62

Refund from 2018

Carried over from 2017/18

Carried over from 2020 Elections
General Reserve

Fully paid until 2100

EXCEPTIONAL PAYMENTS	2022/23	2022/23	2023/24	2023/24
GPC: Poppy Wreath	20.00	25.00	25.00	0.00
MUGA & Rec Security	250.00	0.00	250.00	0.00
Youth Amenity Projects/New play equip/MUGA refurb	500.00	0.00	500.00	
Misc bins	50.00	67.85	50.00	
Legal costs re. Recreation Ground leases	0.00	0.00	0.00	
Legal Costs	0.00	0.00	0.00	
Defibrillator replacement battery & pads	350.00	142.00	350.00	0.00
Neighbourhood Planning expenses	0.00	136.90	0.00	0.00
Kerbing project	3,400.00	0.00	1,500.00	
Best Kept Village			25.00	25.00
Misc payments	0.00	2,450.73	4,500.00	
Recreation ground access / car park security	0.00	0.00	0.00	
TOTAL	4,570.00	2,822.48	7,200.00	25.00
Street Lighting Reserve Fund	1,000.00		1,000.00	
Tractor/Mower replacement fund	1,000.00		1,000.00	
Cluster Equipment replacement fund	500.00		500.00	
Devolved Services 2020 and beyond	1,500.00		1,500.00	
Recreation ground access - replacement reserve	1,500.00		1,500.00	
MUGA surface replacement 2021/22	1,500.00		1,500.00	
MUGA netting replacement	2,000.00		2,000.00	
TOTAL PAYMENTS	34,057.00	36,828.91	38,075.00	2,081.62
Incl Reserve payments	43,057.00		47,075.00	
TOTAL RECEIPTS LESS TOTAL ACTUAL PAYMENTS & RESERVE ACCRUALS	-5,599.00	1,165.92	-9,586.00	17,476.55
CLOSING BOOK BALANCE	99,600.49	97,365.41	96,779.41	114,841.96
Cheques/Payments not yet presented		0.60		£0.60
		12.50		£12.50
		1,000.00		£85.40
		93.80		
		2,116.91		
CLOSING BANK BALANCE	99,600.49	100,589.22	96,779.41	114,940.46

1046

1122

1147

				Expenditure		Income															
2023 DRAYTON PARSLow PARISH COUNCIL				Lloyds	Unity																
31st Mar	balances	current	£4,653.86	£896.38																	
		deposit	£86,990.75	£8,048.23																	
		total	£91,644.61	£8,944.61	£100,589.22																
date	description	ref	Lloyds current ac	Unity current ac	Lloyds current ac	Lloyds deposit ac	Unity current ac	Unity savings ac	Precept	Rents	Allotments	VAT	Interest	Devolved Services	Grants / donation	Neighbourhood Plan Grant	Receipts misc				
04-Apr	Bucks Devolution payment	Deposit			£1,626.49									£1,626.49							
14-Apr	Precept payment (1/2)	Deposit			£17,875.00				£17,875.00												
11-Apr	Interest	Deposit				£56.68							£56.68								
17-Apr	Npower MPAN1 (1/2/23-28/2/23)	D/Debit	£492.16																		
17-Apr	Npower MPAN2 (1/2/23-28/2/23)	D/Debit	£25.00																		
24-Apr	HMRC - April PAYE	1147	£85.40																		
24-Apr		U016		£112.00																	
24-Apr		U017		£376.95																	
24-Apr	BMKALC - BALC & NALC subscriptions	U018		£105.68																	
24-Apr	Best Kept Village - Entry fee	U019		£25.00																	
24-Apr	SEA - Admin fees & Insurance	U020		£267.20																	
24-Apr		U021		£360.10																	
24-Apr		U022		£63.65																	
24-Apr		U023		£168.48																	
	Expenditure		£2,081.62						£17,875.00	£0.00	£0.00	£0.00	£56.68	£1,626.49	£0.00	£0.00	£0.00				
	Income		£19,558.17		£19,501.49	£56.68	£0.00	£0.00													

May 2023 Update – Finance items

Finance

Account Balances:

The balances for the Lloyds Bank accounts are as follows:

Treasurers Account	£ 22,544.39 (as of 30 April 2023)
BIA Account	£ 87,047.43 (as of 30 April 2023)
Poor Land Treasurers Account	£ 1,250.34 (as of 30 April 2023)
Poor Land Call Account	£ 6,732.85 (as of 30 April 2023)

The balances for the Unity Bank accounts are as follows:

Current Account	£ 300.41 (as of 30 April 2023)
Savings Account	£ 5,048.23 (as of 30 April 2023)

Payments:

April 2023 (Agreed at April meeting)

Payment Ref	Recipient	Service	Amount (£ + VAT)
D/debit	Npower	Streetlighting (MPAN1) 1/3/23-31/3/23	£538.67 (448.89 + 89.78)
D/debit	Npower	Streetlighting (MPAN2) 1/3/23-31/3/23	£27.58 (22.98 + 4.60)
D/debit	BT	Broadband & Telephone 1/3/23-31/5/23	£539.03 (449.19 + 89.84)
167 (Poor)	Buckingham & River Ouzel IDB	Drainage rates 1/4/23-31/3/24	£11.67
1147	HMRC	April PAYE	£85.40
U016			£112.00
U017			£376.95
U018	BMKALC	BALC & NALC subs	£105.68
U019	Bucks Best Kept Village Competition	Entry fee	£25.00
U020	SEA	March admin fees	£267.20
U021			£360.10
U022			£63.65
U023			£168.48

[U00x denotes new Unity online bank code assigned for each payment made this way]

Income

Interest: £56.68

Allotments/rent: £0.00

Precept: £17,875.00

Devolved services payment: £1,626.49

Total: £19,588.17 (YTD)

Income & Expenditure Reports

Members are asked to review and confirm the reports dated 30/4/22.

General Information

Standing Orders

Recipient	Frequency	Service	Method
NPower	2 plans monthly	Lighting	D/Debit
BT	Quarterly	Broadband/Telephone [to be modified]	D/Debit
Anglian Water	Quarterly	Allotment water	D/Debit
SEA	Monthly (usually)	Mowing	Cheque/BACS
McAfee	Yearly	Antivirus	Expensed
Microsoft 365	Yearly	Office	Expensed
BMKALC	Yearly	Various subs	Cheque/BACS
Carington	Half yearly	Rent	Cheque/BACS
Willowbridge Marina	Monthly (usually)	Tractor mower fuel	Cheque/BACS
Playsafety	Yearly	Playground inspection	Cheque/BACS
Came & Co./Gallagher	Yearly	Insurance	Cheque/BACS
SLCC	Yearly	Clerk membership	Cheque/BACS
PKF Littlejohn	Yearly	External audit	Cheque/BACS
Internal auditor	Yearly	Internal audit	Cheque/BACS
ICO	Yearly	Data protection	D/Debit
RBL	Yearly	Remembrance wreath	Cheque/BACS
DP SSC	Yearly	SSC hire for meetings; post office use	Cheque/BACS
Bucks Council	Yearly	Dog bin emptying	Cheque/BACS
NSALG	Yearly	Affiliation membership	Cheque/BACS
(Poor) Bucks & River Ouzel	Yearly	Drainage rates	Poor Land Cheque
Glasdon	When we need	Bin bags	Cheque/BACS after receiving proforma
Broxap	When we need	Wetpour for playground	Cheque/BACS after receiving proforma