

Snetterton Parish Council

An Ordinary Parish Council Meeting will be held on 30th September 2024 starting at 6.30pm at Shropham Village Hall

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Members of the public and press are welcome to attend.

Sharon Sweet Clerk to Snetterton Parish Council

23rd Sept 2024

AGENDA

1. To receive apologies for absence
2. To receive Declaration of Interests and any requests for dispensation
3. To agree the [minutes of the last meeting on 8th August 2024](#)
4. Public forum for members of the public to comment on agenda items and updates from District and County Councillors.

Members of the public may address the Council, with contributions limited to 5 minutes per person and a total maximum session time of 20 minutes.

5. Administrative and Governance Matters

- a. Clerk Report – update for ongoing matters (information only)
- b. To note exemption certificate for the AGAR 2023-24 received and logged by the external auditors
- c. To reappoint Internal Auditor Carol Bailey for 2024-25
- d. To approve the Snetterton Parish Council Public Engagement Questionnaire and agree distribution and reply method
- e. To consider transitioning to .gov.uk domains for Council communications and emails
- f. To receive and consider the Internal Controls Statement

6. Biodiversity

- a. To adopt the Snetterton Parish Council Biodiversity Policy
 - b. To consider the establishment of a Biodiversity Working Group
 - c. To adopt the Terms of Reference for the Biodiversity Working Group
 - d. To appoint a Councillor representative to the Biodiversity Working Group
 - e. To invite and appoint residents to join the Biodiversity Working Group
 - f. To clarify details for Hedgehog Signage Purchase - confirm size, reflectiveness, and installation specifications (see [JAF Graphics. Slow Hedgehog Road Safety Sign](#))
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7. Correspondence and External Meetings

- a. To note correspondence received from the Chief Executive of Breckland Council regarding engagement events across the district
- b. To consider arranging a meeting with G Freeman MP to discuss key local issues
- c. To note feedback from the open meeting with the Director of Planning Breckland DC at 7.30 Great Hockham Village Hall and agree any further actions required

- d. To note feedback from meeting with Nature's Menu regarding light pollution and agree any further actions
 - e. To note concerns have been raised with Norfolk County Council about inadequate transport infrastructure, including speeding issues on local roads and the A11
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8. Strategy and Future Planning

- a. To consider drafting a Council Action Plan (2025/26) to focus on defining the council's goals and objectives
 - b. To consider the potential benefits of a subscription to Parish Online to better understand and map out the parish
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9. Finance

- a. To authorise payments and note any monies received
 - b. To review and sign cash book reconciliation
 - c. To receive budget monitoring document and consider recommendations
 - d. To consider any new items or projects for inclusion in the draft budget 2025/26
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Planning

10. To consider planning applications received from Breckland District Council:

- a. **3PL/2024/0701/H** - Hybrid planning application for a Hotel, Café, Offices, Industrial Units, Garages, and associated open space, parking, and landscaping. Land Off Heath Road, North of Snetterton Motor Circuit
- b. **3PL/2024/0552/F** - Extension to an industrial building or a warehouse. Snetterton Park (Plot 29C) Harling Road
- c. Considered between meetings under delegated authority - **3PL/2024/0552/F** - Extension to an industrial building or a warehouse. Snetterton Park (plot 29C) Harling Road. Application changed to a full application. Council response – **NO COMMENT**

11. To note planning decisions and other planning information from Breckland District Council:

- a. **3PL/2024/0601/F** - Proposed double-stacked portacabins for use as offices, meeting room, and changing room, ancillary to Nature's Menu factory - APPROVED
 - b. **3PL/2024/0132/D** - Application for approval of Reserved Matters (Plot 5A) for all items including appearance, layout, scale, and landscaping. Plot 5A, Snetterton Business Park - APPROVED
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12. To receive items for inclusion on the next agenda

13. To confirm the finalised meeting dates for 2024-25 at Shropham Village Hall as: 25th November, 13th January, 24th March, 12th May

To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 14 on the grounds that it could involve the likely disclosure of private and confidential information

14. Staffing Matters

Clerk Report

Sept 2024

Barclays Bank Standing Order

The Standing Order for clerk wages submitted to Barclays has been rejected due to signature discrepancies with those held on file. As an interim measure, cheques have been written for salary payments Sept and Oct.

Defibrillator Project

Progress on the defibrillator project has been delayed due to other priorities. This will be actioned as soon as time allows.

Amenity Land

Regarding the land transfer, quotes are being obtained for a conveyancer to act on behalf of the Council.

Items Carried Forward

The following items were intended for inclusion in this agenda but have been delayed due to other priorities:

- Annual review of the Risk Assessment
- Updates to GDPR policies



Snetterton Parish Council

Public engagement questionnaire

Your Views Matter

Snetterton Parish Council has recently been offered a **land transfer of approximately 1.5 acres** at North End from Breckland District Council. This is likely to take place in 2025. We are excited about the potential for this land and would love to hear your thoughts on how it could be used.

1. Do you live in the parish of Snetterton?

- Yes
- No, but I live in a neighbouring parish (please specify which parish)

2. The Council is considering creating a small nature reserve area on the North End land. Do you support this idea?

- Yes, I support the creation of a nature reserve
- No, I do not support the creation of a nature reserve
- I am unsure

3. If you do not support the creation of a nature reserve, or if you have other ideas, please share what you would like to see on the North End land:

(Please provide your suggestions below)

4. Are there any other projects or initiatives that you would like Snetterton Parish Council to consider in the coming years?

(Please share your ideas below)

5. Additional Comments:

(Is there anything else you would like to add?)

Thank You for Your Feedback

Please return your completed paper questionnaire to ???, or you can complete it online at [insert link] or by scanning the QR code below. Your feedback is invaluable and will be used to inform the council's decisions. The anonymous results will be shared on the Snetterton Parish Council website and noticeboards.

Closing Date: [insert date]

Notes – this survey will have an online version with a QR code



Transition to .gov.uk Domains for Council Communications

Decision Required: Whether to transition to .gov.uk domains and emails for Council business

Introduction

Councillors have a primary responsibility to mitigate risks to the parish council and ensure operations are compliant with current laws and best practices. This report highlights the risks of using personal email accounts for council business and the strengthened guidance in the 2024-25 Practitioners' Guide, which emphasises the importance of adopting .gov.uk domains for council websites and emails.

Risks of Using Personal Emails for Council Business

- **Lack of Control:** Personal email accounts are outside the council's IT control, making it difficult to enforce security measures and ensure compliance with GDPR. The council must control its data.
- **Increased Risk of Data Breaches:** Personal email accounts may be less secure than .gov.uk accounts. If compromised, sensitive council information could be exposed, leading to data breaches and potential GDPR violations. The ICO can fine a council for these breaches.
- **Challenges in Fulfilling Legal Obligations:** Storing council data in personal emails complicates compliance with legal obligations like responding to Freedom of Information (FOI) requests and Subject Access Requests (SARs).
- **Professional Boundaries:** Using personal emails blurs the line between personal and professional communications, leading to confusion about the capacity in which councillors are acting.
- **Reputational Risks:** The community, partners, and suppliers expect a certain level of professionalism. Using personal emails may undermine the council's image and erode trust.

Best Practices from the 2024-25 Practitioners' Guide

- **Adoption of .gov.uk Domains:** Councils are advised to use .gov.uk domains for websites and emails to enhance credibility and trustworthiness.
- **Provision of Official .gov.uk Emails:** Councillors should use official .gov.uk email accounts for council business to ensure data security and GDPR compliance.
- **Increased Security and Professionalism:** .gov.uk domains undergo regular security checks by the Cabinet Office, reducing cyber risks and clearly separating personal and professional communications.
- **Control Over Council Data:** Using .gov.uk emails enables better management of council data, particularly during personnel changes or when responding to FOI requests.
- **Future-Proofing:** .gov.uk domains and emails are likely to become mandatory for councils soon.

Funding and Support from Norfolk ALC

The government currently offers £100 + VAT in funding to offset initial costs, but this is limited and available on a first-come, first-served basis. Funding is predicted to last until February 2025.

Costs

- **Standard cost:** £112 + VAT for two years of domain registration (renewable every two years).
- **Government funding:** £100 + VAT.
- **Currently the total cost to council:** £12 + VAT.

Conclusion

Adopting .gov.uk domains for the council's website and emails is currently best practice but will likely become a mandatory Proper Practice of the AGAR in the near future. It is recommended that the council act now to take advantage of the available funding and support from Norfolk ALC.

SNETTERTON PARISH COUNCIL

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2025

1. INTRODUCTION

Snetterton Parish Council is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its systems of financial control. This is informed by the work of the internal auditor and the Council as the body corporate who has responsibility for the development and maintenance of the internal audit environment and any comments made by the Council's appointed internal and external auditors in their respective interim and annual reports.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives throughout the year and approves budgets for the following year at its January meeting. The January meeting of the council is also when the council approves the level of precept for the next financial year.

The full council meets 6 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Parish Clerk.

Clerk to the council/responsible finance officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is also the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to. The Council ensures that the Clerk, who is CiLCA qualified, receives regular training to remain up to date with best practices and regulatory requirements.

Payments:

All payments are reported to the council for approval. Two members of the council must sign every cheque or authorise every online payment. The signatories should consider each cheque or online payment against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques.

Online Payments:

Snetterton Parish Council currently make payments by traditional cheques. Snetterton Parish Council may decide to facilitate, in the future, online payments for greater efficiency and convenience.

Online payments will be initiated and set up by the Clerk to the Council, who acts as the Responsible Financial Officer. Before any online payment would be authorised, two members of the council, appointed as authorised signatories, would independently review and authorise each online payment. This process would include a thorough examination of the relevant invoices, ensuring accuracy and adherence to the council's financial policies. The authorised signatories would council members, and no officer of the Council would have the authority to authorise online payments.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually, and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on the adequacy of its:

- | | |
|---------------|--------------------|
| • Records | • Procedures |
| • Systems | • Internal control |
| • Regulations | • Risk management |

External Audit:

Providing the council is able to certify that it meets the various qualifying criteria set out on the Certificate of Exemption, and the higher of its annual gross income and gross expenditure was £25,000 or less, the council will declare itself exempt from a limited assurance review by the external auditor by **resolution** at a meeting of the council after the conclusion of a financial year. The Certificate of Exemption will then be completed, signed and returned to the external auditor.

Where the council does not meet the exemption criteria, the council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

A Skinner

S Sweet

Chairman

RFO/Clerk

Draft Sept 2024

Review Sept 2025

SNETTERTON BIODIVERSITY POLICY

Draft September 2024

Review September 2025

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Snetterton Parish Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.

Land and property management

For Council property and land owned, the Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and Shropham Grove newsletter.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

Biodiversity Working Group

The scope of Biodiversity Working Group will include the following:

- Map what biodiversity is already taking place.
- Carry out a biodiversity audit of council landholdings (amenity land 2025).
- Gather expert advice on possible actions in support of biodiversity.
- Identify potential issues and opportunities, including those relating to flooding from the River Thet.

Adherence to Policy

It is the responsibility of the Clerk to notify and provide copies of this policy to contractors and councillors.

Review

Snetterton Parish Council will re-consider their actions annually and update the action plan with details of how the policy has been implemented in the previous twelve months

SNETTERTON PARISH COUNCIL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Website, Shropham Grove newsletter, Mapping software
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping software
Amenity Land (2025)	Consult the public on potential use	Gain local support and involvement in biodiversity efforts	2024/25	Publish summary in Shropham Grove newsletter and on the parish website
	After land transfer carry out a biodiversity audit	Identify and protect existing habitats	2025	
	Consider expert advice on possible actions in support of biodiversity	Develop informed strategies to sustain and enhance natural habitats.	2025/26	Share expert advice and proposed actions with the community through public meetings and website updates
	Adopt a biodiversity-focused land management plan, that aligns with the intended future use of the land	Implement measures to sustain and enhance natural habitats on the amenity land	2025/26	Publish progress in the parish annual report and on the website
The Built Landscape	Ensure that planning consultations consider the environment.	Protecting/enhancing habitats	Ongoing	Website Newsletter
	Encourage hedgehog/small animal highways with permeable boundaries	Extending habitats.		
Increase community awareness of biodiversity	Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.	Promote biodiversity.	Ongoing	

	Create a page on the parish council website for photographs / information / links Encourage local farmers to contribute. Provide seed bombs / bulbs etc.for residents' use. Discourage floodlighting.	Promote biodiversity. Promote biodiversity. Extending habitats. Protect nocturnal animals.		
Support Community Projects	Support hedge/tree planting in any appropriate areas. Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats. Promote biodiversity.	Ongoing	

SNETTERTON PARISH COUNCIL

BIODIVERSITY WORKING GROUP

TERMS OF REFERENCE

Adopted: September 2024

1. Purpose

The Biodiversity Working Group (hereinafter referred to as "the Working Group") is established to advise and support Snetterton Parish Council in developing and implementing biodiversity initiatives within the parish.

2. Membership

- The Working Group will consist of a minimum of 1 Councillor and up to 4 other members, which may include residents and local experts.
- The Council will approve members of the Working Group at its full council meetings.
- Should a Councillor resign, a new Council member will be appointed by the Council to join the Working Group at the next full council meeting.

3. Quorum

- For meetings, at least 3 members must be present, including at least one Councillor.
- If the number present falls below the quorum, the meeting shall be adjourned, and the business transacted at the next meeting. Brief notes of the meeting will be taken and forwarded to the Clerk for filing.

4. Objectives and Responsibilities

- **Mapping Existing Biodiversity:** Identify and document current biodiversity activities and habitats within Snetterton.
- **Biodiversity Audit of Parish Assets:** Conduct an audit of existing parish council assets, focusing on opportunities to enhance biodiversity, particularly around the bus shelter area.
- **Amenity Land Audit and Management:**
 - After the land transfer in 2025, conduct a biodiversity audit.
 - Collaborate with local experts to develop a biodiversity-focused land management plan, that aligns with the intended future use of the land.
- **Identify Issues and Opportunities:** Assess potential challenges, such as flooding, and opportunities for nature recovery in the parish.
- **Draft Action Plan:** Develop an action plan to propose new biodiversity initiatives and outline steps for implementation within the council's authority and control.
- **Community Engagement:** Consider organising community events to raise awareness and involve residents in biodiversity projects.

5. Reporting and Recommendations

- The Working Group does not have decision-making powers and cannot commit to any financial expenditure.

- The Working Group will make recommendations to the Parish Council, which will be discussed and decided upon by the Full Council.
- All recommendations must be submitted in written form to the Clerk at least 10 days before the next council meeting for inclusion in the agenda pack.

6. Clerk's Role

- The Clerk will assist the Working Group by providing guidance on drafting the action plan, and advising on insurance liabilities and financial risks.

7. Meetings

- The Working Group will meet as necessary.

8. Review

- These Terms of Reference will be reviewed annually or as required to ensure they remain relevant and effective.
- The Council reserves the right to disband the working group by resolution at a Full council meeting.

Adopted: Sept 2024

Reviewed: Sept 2025

Agenda Item: Meeting with MP G Freeman**Purpose:**

To discuss arranging a meeting with the new MP G Freeman to provide updates on key local issues.

Background:

It would be beneficial to organise a meeting with the MP G Freeman to discuss the following topics:

- Current Snetterton issues
- Available development land south of the A11
- Planning permissions for industry granted north of the A11, including AgriMill
- Cumulative impacts related to lighting and traffic

Action Required:

Council to agree on the proposal to contact the MP's Chief of Staff, Fiona Whiting, to assess the MP's availability for a meeting.

Payment and receipts Sept 2024 Meeting

Note receipts:

Bank interest received from Barclays £6.09

Payments to authorise:

Description	Type	Payee	Amount
Meeting room hire (Nov – May 25)	chq	Shropham VH	£120.00
ICO (renew membership)	DDM	ICO	£ 35.00
Clerk salary and PAYE (Sept & Oct)	chq	S Sweet	£614.25
WFH allowance (Sept & Oct) and expenses (stamps & envelopes)	chq	S Sweet	£ 34.30
Hedgehog signs*	chq	TBC at the meeting	
Gov.uk domain registration*	chq	Norfolk ALC	£ 14.40

**these payments are only requiring approval if the agenda item is approved*



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Current Account Reconciliation as at: 05/08/2024

Balance per bank statement at 05/08/2024				2206.72
Uncleared payments				
Date	Customer / supplier	Reference	Amount	
25/07/2024	D M Payroll Services	100103	-60.00	
31/07/2024	SLCC	100101	-99.50	
				-159.50
TOTAL NET BANK BALANCES at 05/08/2024				2047.22
The total net balances reconcile to the Cash Book (receipts and payments) as follows				
Opening balance at 01/04/2024				1789.51
Total receipts				3046.83
Total payments				-2789.12
Total transfers				-
Closing balance per cash book as at 05/08/2024 (must equal net bank balances above)				2047.22



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Savings Account Reconciliation as at: 05/08/2024

Balance per bank statement at 05/08/2024	1629.23
TOTAL NET BANK BALANCES at 05/08/2024	1629.23
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	1623.16
Total receipts	6.07
Total payments	-
Total transfers	-
Closing balance per cash book as at 05/08/2024 (must equal net bank balances above)	1629.23



Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Current Account Reconciliation as at: 05/09/2024

Balance per bank statement at 05/09/2024	1761.22
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TOTAL NET BANK BALANCES at 05/09/2024	1761.22
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2024	1789.51
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Total receipts	3046.83
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Total payments	-3075.12
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Total transfers	-
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Closing balance per cash book as at 05/09/2024 (must equal net bank balances above)	1761.22
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Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Savings Account Reconciliation as at: 05/09/2024

Balance per bank statement at 05/09/2024	1635.32
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TOTAL NET BANK BALANCES at 05/09/2024	1635.32
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2024	1623.16
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Total receipts	12.16
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Total payments	-
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Total transfers	-
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Closing balance per cash book as at 05/09/2024 (must equal net bank balances above)	1635.32
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BUDGET 2024-25

Forecast

	NET Budget 24-25	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	NET Actual	Variance
Payments															
Council Administration															
Staff Costs - Clerk Salary incl. PAYE	£ 3,670.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,335.89	-£ 665.89
Staff Costs - PAYE arrears	£ -	£ -	£ -	£ 85.43	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 85.43	-£ 85.43
PAYE arrears interest	£ -	£ -	£ -	£ 9.13	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9.13	-£ 9.13
Clerk expenses (WFH; mileage)	£ 200.00	£ -	£ 52.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 182.00	£ 18.00
Office supplies (paper;ink;stamps)	£ 140.00	£ -	£ -	£ -	£ 6.80	£ -	£ 8.30	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ 75.10	£ 64.90
Council website & email costs	£ 100.00	£ -	£ -	£ 93.33	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 93.33	£ 6.67
Council phone	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training including books	£ 120.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 120.00
Insurance	£ 460.00	£ -	£ 447.69	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 447.69	£ 12.31
Subscriptions (ICO;NALC;SLCC;CPRE)	£ 180.00	£ -	£ 56.85	£ -	£ 99.50	£ -	£ 35.00	£ -	£ 60.00	£ 60.00	£ -	£ -	£ -	£ 311.35	-£ 131.35
Payroll services (incl PAYE arrears)	£ 120.00	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 60.00	£ 120.00	£ -
Audit	£ 110.00	£ -	£ -	£ 110.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 90.00	£ -	£ -	£ 200.00	-£ 90.00
Meeting room hire	£ 90.00	£ -	£ -	£ -	£ -	£ 24.00	£ 120.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 144.00	-£ 54.00
Grants & donations															
Community grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
S137	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ -	£ 50.00	£ -
Open spaces															
Asset - maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - replacement	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds & Tree Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - new	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other															
Contingency - unplanned spend	£ 500.00													£ -	£ 500.00
Reserve build -EMR elections	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00
TOTAL PAYMENTS	£ 5,940.00	£ -	£ 991.42	£ 1,025.73	£ 771.97	£ 310.00	£ 449.30	£ 354.25	£ 524.25	£ 414.25	£ 444.25	£ 354.25	£ 414.25	£ 6,053.92	-£ 113.92
Receipts															
Other Income															
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
VAT reclaimed	£ -	£ -	£ -	£ -	£ -	£ 46.83	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 46.83	
Other Income	£ -	£ -	£ -	£ 6.07	£ -	£ 6.09	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 12.16	
Precept															
Precept	£ 6,000.00	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 6,000.00	
TOTAL RECEIPTS	£ 6,000.00													£ 6,058.99	

KEY: Grey italics = forecast figures

Possible items for consideration in the 2025-26 budget

These suggestions are meant to inspire your own ideas for possible projects, grants and priorities that could be included in the 2025-26 budget.

- VE Day 80 yrs May 2025 - <https://www.veday80.org.uk/> On Thursday 8th May 2025 communities are being encouraged to take part in the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

- parish partnership 2025-26

- Local Council Awards Scheme Foundation Level -

<https://www.nalc.gov.uk/localcouncilawardscheme#which-award-level-should-we-apply-for>