



SIMPSON AND ASHLAND PARISH COUNCIL

To: The Chair and Members of Simpson and Ashland Parish Council

Dear Councillor,

You are summoned to attend a meeting of the Full Council to be held on Monday 7th February 2022 at 8.00pm at Simpson Village Hall, when the business set out in the following agenda will be transacted. Members of the public are also invited to attend.

Katherine Harmsworth, Clerk to Simpson & Ashland Parish Council

AGENDA

1) Welcome, Introductions and Apologies for Absence

To receive and record apologies from members.

2) Specific Declarations of Interest

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

3) Minutes of Last Meeting

To receive and approve as a correct record the minutes of the meeting held on Monday 1st November 2021.

4) Public Forum

To allow questions and comments from the public.

5) Finance Report and Discussion

- a) To review spend from 22nd October until 28th January.
- b) To agree budget for 2022/23.
- c) To agree regular financial payments for 2022/23.
- d) To agree that financial payments should be made via BACS where possible.
- e) To agree to research Scribe Accounts as a new accounting system and booking system for both Simpson Village Hall and Ashland Meeting Place. With a view to implement from the new financial year.

6) Ashland Meeting Place Update

- a) To update on building progress and current spend.

7) Simpson Village Hall Update

- a) To receive update from working group, including the planned events on 19th February and 19th/20th March.
- b) To receive an update on the table tennis sessions.

c) To agree spend on an external emergency light.

8) Open Space Update

- a) To receive update on Open Space Management, including;
 - (a) hedge planting behind Warren Bank/along Canal Towpath.
 - (b) planting in Lissel Road.
 - (c) towpath repairs.

9) Energy Efficiency Project

- a) To receive an update on the energy efficiency project including the recent online workshop.

10) Website

- a) To agree to have a new website built, to comply with WCAG 2.1AA, once the PC has obtained 3 quotes to compare.

11) Planning Applications

- a) (21/02173/FUL) 426 Simpson
- b) (21/03108/FUL) Five Acres
- c) (21/03416/FUL) 2 Millholm Rise
- d) (21/03502/FUL) 39 Newington Gate
- e) (22/00018/FUL) 368 Simpson
- f) (20/03226/FUL) Little Bears Day Nursery Appeal

12) Review of Financial Regulations

13) Review of Delegated Decisions

14) To note that the next meeting of the Full Council will be held on a date to be agreed at this meeting.

Financial Report

Simpson & Ashland PC - Financial Summary

28/01/2022

28/01/2022

Category	Budget	Actual	EOY Projection
Income			
Precept (2% increase on 2020/21)	£ 56,900.00	£ 56,900.00	
MKC Grant income	£ -	£200.00	
Village Hall hire	£ 4,000.00	£ 1,165.00	
VAT reclaim	£ 1,500.00	£4,009.84	
Other	£ -	£ 5,700.00	
Total income	£ 62,400.00	£ 67,974.84	

Expenditure

Admin and expenses	£2,000.00	£ 265.86	
ICT	£1,000.00	£ 562.63	
Audit	£750.00	£ 900.00	
Dog bin cleaning	£2,200.00	£1,239.58	
Insurance	£1,800.00	£ 2,913.11	Increase in cost to cover AMP
Memberships/Subs	£450.00	£ 430.11	
Newsletter	£2,500.00	£ 1,485.00	
Salaries	£18,000.00	£ 5,502.58	
Community Involvement Resource	£1,000.00	£ 17.00	
Climate Change Initiatives	£3,000.00	£ -	
Community events	£4,000.00	£ -	
Community projects	£4,000.00	£ 1,023.00	
Youth Focussed Activities	£4,000.00	£ 1,000.00	
Village Hall maintenance	£3,000.00	£ 6,040.99	New Boiler
Village Hall utilities	£2,800.00	£ 1,313.84	
Meeting Place Maintenance	£1,000.00	£ -	
Meeting Place Utilities	£2,000.00	£ -	
Devolved Services		£ -	
Grants	£3,300.00	£ 489.11	
Purchase of asset	£2,000.00	£ -	
Ashland Meeting Place Costs	£0.00	£ 10,993.92	
Total expenses	£58,800.00	£ 34,176.73	

Surplus/Deficit	£ 3,600.00	£ 33,798.11	£ -
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Contribution to devolution

Reserves **Actual**
28/01/2022

Bank accounts	£178,042.07
Current account	96,842.85
Savings account	79,696.93
S106	1,502.29

Earmarked reserves	
Devolved services	£54,611.00
Village Hall maintenance	£10,000.00
Election costs	£5,000.00

Operational float	£17,000.00
Ashland meeting place costs	£51,161.13

General reserves **£ 40,269.94**

Payments

The following table shows all payments made from the current account between 22.10.21 and 28.01.22.

Date	Description	Expense	Category
26/10/2021	British Gas	£ 69.03	VH utilities
01/11/2021	Deposit Return	£ 50.00	VH Hire
01/11/2021	DNH Contracts	£ 103.30	Dog Bin Emptying
04/11/2021	Prontaprint	£ 50.90	Newsletter
09/11/2021	Splash Window Cleaning	£ 12.00	VH maintenance
10/11/2021	EE Broadband	£ 33.44	VH utilities
10/11/2021	ICO	£ 35.00	Memberships/Subs
19/11/2021	Gill Needham Expenses for SVH	£ 90.19	VH maintenance
19/11/2021	Peter Barnes Expenses for Wreath	£ 17.00	Community Involvement Resource
19/11/2021	Sheila Thornton Expenses for SVH	£ 126.01	VH maintenance
19/11/2021	SMS Ltd (Carpet Cleaning)	£ 72.00	VH maintenance
19/11/2021	CVS	£ 621.00	Salaries
22/11/2021	Post Office (Postage)	£ 1.29	Admin
22/11/2021	Fasthosts	£ 12.00	ICT
25/11/2021	British Gas	£ 98.25	VH utilities
06/12/2021	MK Marking - SVH Signs	£ 327.60	VH maintenance
06/12/2021	Monica Shelley Expenses for SVH	£ 35.99	VH maintenance
06/12/2021	MK Marking - SVH Signs	£ 63.60	VH maintenance
06/12/2021	DNH Contracts	£ 129.12	Dog Bin Emptying
06/12/2021	Churches Fire	£ 144.00	VH maintenance
07/12/2021	Hall Deposit Return	£ 50.00	VH Hire
07/12/2021	British Gas Meter Installation	£ 120.59	Ashland Meeting Place Build
08/12/2021	Home Counties Toilet Hire (Stolen toilet)	£ 1,080.00	Ashland Meeting Place Build
13/12/2021	EE Broadband	£ 33.44	VH utilities
14/12/2021	CVS	£ 712.65	Salaries
14/12/2021	Hall Deposit Return	£ 50.00	VH Hire
17/12/2021	SLCC E-Learning GDPR	£ 36.00	Admin
17/12/2021	Buckingham Nursery (Donation of Hedge V	£ 289.11	Grant
20/12/2021	Hall Deposit Return	£ 50.00	VH Hire
21/12/2021	Hall Deposit Return	£ 50.00	VH Hire
22/12/2021	Janus Safety (PAT Testing)	£ 61.68	VH maintenance
22/12/2021	Fasthosts	£ 12.00	ICT
22/12/2021	Anglian Water	£ 30.83	VH utilities
29/12/2021	British Gas	£ 103.07	VH utilities
05/01/2022	DNH Contracts	£ 103.30	Dog Bin Emptying
06/01/2022	Microsoft	£ 11.28	ICT
10/01/2022	EE Broadband	£ 33.44	VH utilities
12/01/2022	HP (Printer Purchase)	£ 113.99	ICT
13/01/2022	British Gas (Electric)	£ 35.39	VH utilities
17/01/2022	BHIB Insurance	£ 2,063.22	Insurance
17/01/2022	Bedford Bi-folds	£ 4,760.82	Ashland Meeting Place Build
18/01/2022	Bitdefender	£ 19.99	ICT
21/01/2022	CVS	£ 528.35	Salaries
24/01/2022	Hall Deposit Return	£ 50.00	VH Hire
24/01/2022	Fasthosts	£ 12.00	ICT
24/01/2022	Fasthosts	£ 30.00	ICT
27/01/2022	British Gas (Gas)	£ 158.62	VH utilities
28/01/2022	DNH Contracts	£ 103.30	Dog Bin Emptying

Draft Budget for 2022/23

Simpson & Ashland PC - Budget 2022/23		
2022-2023	Estimate	Notes
Income		
Precept (2% increase on 2021/22)	£ 59,150.00	
MKC Grant income	£ -	
Village/community Hall hire	£ 6,000.00	£4000 for SVH based on reduced usage due to covid and £2000 for AMP.
VAT reclaim	£ 850.00	Based on our reclaim for 20/21
Other	£ -	
Total income	£ 66,000.00	
Expenditure		
Admin and expenses	£ 2,200.00	General office costs, training, travel expenses. New accounting software?
ICT	£ 2,500.00	Website and email hosting, mobile phone, software and security licence etc. New website?
Audit	£ 900.00	
Dog bin cleaning	£ 2,200.00	Inline with last years budget
Insurance	£ 2,100.00	Increase in cover for Ashland Meeting Place.
Memberships/Subs	£ 500.00	Bucks ALC, SLCC, Community Buildings, ICO, MKPA
Newsletter	£ 2,500.00	3 x Newsletters a year
Salaries	£ 15,000.00	Clerk (30hrs/month inc overtime), cleaner Simpson 17.33 hrs/month, cleaner Ashland 8.66 hrs/month, Facilities Manager (20hrs/month)
Community Involvement Resource	£ 3,000.00	For engagement of residents in Ashland and promoting use of AMP
Climate Change Initiatives	£ 2,000.00	
Community events	£ 3,000.00	Pre-pandemic we held exercise classes and pop up cafes.
Youth Focussed Activities	£ 3,000.00	Weekly summer activities and after school youth club
Village Hall maintenance	£ 5,000.00	Aging Building needing more maintenance
Village Hall utilities	£ 4,000.00	VH, Gas, Electric, Water, Broadband, fire alarm
Legal Fees	£ 2,000.00	Possibility of leasing SVH to charity.
Meeting Place maintenance	£ 1,000.00	Estimate
Meeting Place utilities	£ 2,500.00	Estimates until we know more about Electric, Water, Broadband, fire alarm
Devolved Services		Can use funds from devolved reserves.
Grants	£ 3,000.00	
Purchase of assets	£ 2,000.00	Purchase of equipment for AMP.
Total	£ 58,400.00	

Contribution to reserves £ 7,600.00 Rebuilding reserves after AMP went over budget, to secure the future of SVH.

Surplus/deficit £0.00

Regular Financial Payments for 2022/23

Monthly Payments

1. Simpson Village Hall Gas Bill – by variable direct debit.
2. Simpson Village Hall Electricity Bill – by variable direct debit.
3. Simpson Village Hall Water Bill – by variable direct debit.
4. Simpson Village Hall Broadband Bill – £33.44 by direct debit.
5. Ashland Meeting Place Electricity Bill – by variable direct debit.
6. Ashland Meeting Place Water Bill – by variable direct debit.
7. Microsoft 365 Subscription for Clerks laptop - £11.28 by direct debit.
8. Salary payments for Clerk and Cleaner to CVS – variable amounts paid via BACS.
9. DNH Contracts for Dog bin emptying - £21.52 per week, paid monthly via BACS.
10. Fasthosts for hosting the Parish Council emails - £12 by direct debit.
11. HP instant ink payments – from August 2022 up to £9.99 per month by direct debit.

Yearly Payments

1. Insurance for the Parish Council and assets.
2. Weebly for hosting the Parish Council website - \$144 per year, at applicable exchange rate.
3. Fasthosts for website security certificate - £30 per year.
4. Membership for the Clerk to the SLCC - £103.
5. Membership to Community Impact Bucks - £60.
6. Membership to BMKALC – £231.

Variable Payments

1. Return Deposit payments for the hire of Simpson Village Hall and Ashland Meeting Place.
2. Mobile phone top-ups to Tesco Mobile for the Clerks phone - £10 when needed.

DELEGATED DECISIONS

Period Covered: 23rd October 2021 – 28th January 2022

Decisions related to the following matters were made under the Council's Scheme of Delegated Powers.

1. Agreed to donate up to £315 in hedge whips to Warren Bank, to plant on the boundary with the canal towpath.
2. Agreed to partner with the Canals and River Trust to adopt a section of the Canal.
3. Agreed for CE and PB to attend Planning Workshop at MKC offices on 21st January at a cost of £130. Postponed until 18th March.
4. Agreed to purchase replacement printer for Clerk at a cost of £100, including 7 months' worth of HP instant ink subscription. Additional £13.99 payment for a 3 year warranty.
5. Agreed to pursue the idea of a table tennis club to encourage the use of Simpson Village Hall. These will be taster sessions by donation only.
6. Agreed for the Simpson Village Hall working group to put on social events on 19th February and 19th and 20th March. They hope to encourage more local residents to become involved in the running of Simpson Village Hall.
7. Agreed to cover expenses for ST for ink, as there has been a lot of printed materials needed for the community energy project.
8. Agreed to renew insurance for the PC, including both Simpson Village Hall and Ashland Meeting Place at a cost of £2063.22.