

# MINUTES OF THE ORDINARY MEETING OF

## Effingham Parish Council

Tuesday 28<sup>th</sup> July 2020, 8pm.

**This meeting was held during the Coronavirus, COVID-19 pandemic, lockdown period and was held virtually over Zoom. For the purpose of this virtual meeting, the Council recorded the proceedings.**

**Present:**

Councillors Cornwell, Hackett, Muscat, Roscoe, Symes (Chairman) & Thorne.  
County Councillor Iles

**Also in attendance:**

Parish Clerk  
5 local government electors  
Charlotte Grant (representative for Effingham Place residents)

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| <b>230/20</b> | <b>Absence:</b><br>Apologies for absence were received from:<br>Cllr's Hogger, Moss & Pindar.   |
| <b>231/20</b> | <b>Declarations of Interest:</b><br>Cllr Hackett declared an interest as a director of Roundabout Facilities CIC (RFC); publisher of the Roundabout Effingham |
| <b>232/20</b> | <b>Minutes:</b><br>The Minutes of the previous meeting of 30 <sup>th</sup> June 2020 were approved, and will be duly signed by the chairman.                  |
| <b>233/20</b> | <b>Matters arising from the Minutes not otherwise on the Agenda:</b><br>None.   |

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| <b>234/20</b> | <b>MATTERS raised by Effingham organisations and residents:</b><br>Sue Morris (EVRT Managing Trustee) confirmed that the charities Managing Trustees would be writing to the parish council soon, regarding a recent incident at the KGV Playing Field's car park. |
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## GOVERNANCE

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| 235/20 | <p><b>Items relating to governance:</b></p> <p><b><u>Standards in Public Life Consultation:</u></b><br/>Cllr Symes confirmed that an update from Cllr Pindar regarding a parish council response to the Standards in Public Life Consultation (CSPL) would be available shortly.</p> <p><b><u>GBC Consultation on Statement of Licensing Act 2003 Policy:</u></b><br/>Cllr Roscoe agreed to review and make recommendations on a parish council response to the GBC Consultation on Statement of Licensing Act 2003 Policy. (deadline 04/09/2020)<br/><b>Action: Cllr Roscoe</b></p> <p><b><u>External Audit</u></b><br/>Result of the SU0032 2019/20 Annual Governance Accountability Return (AGAR) Section 3 External Audit Report:</p> <p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met</i></p> <p>PKF Littlejohn LLP      23.07.2020</p> <p><b><u>Website &amp; Electronic Communication Policy (13):</u></b></p> <p>The newly drafted Website and Electronic Communication Policy was considered and then approved for adoption.</p> <p><b><u>Parish Councillor Vacancy:</u></b></p> <p>The clerk reported that they had received confirmation from Guildford Borough Council Electoral Services, that the Parish Council is now free to co-opt, for the councillor vacancy in the South Ward of the parish.</p> |
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## PLANNING APPLICATIONS

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| 236/20 | <p>The Planning Review Group report was received.</p> <p><b>Planning Applications received and considered, as of 21st July:</b></p> |
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| <p><b>20/P/01007</b></p> <p><b>20/P/1009</b></p> <p><b>20/P/01013</b></p> <p><b>20/P/01052</b></p> <p><b>20/P/01065</b></p> <p><b>20/P/01171</b></p> <p><b>20/P/01174</b></p> <p><b>20/T/00191</b></p> | <p><b>32 Orchard Gardens</b>, Effingham, Leatherhead. KT24 5NR<br/>Replace an existing Leylandii hedge with a closed board fence.<br/><b>OBJECTION</b> (see appendix 3)</p> <p><b>Windy Ridge</b>, Effingham Common Road, Effing. KT24 5JG<br/>Proposed two storey side and rear extension and demolition of existing garage and construction of a replacement garage together with replacement windows and rendering.<br/><b>OBJECTION</b> (see appendix 3)</p> <p><b>26 Middle Farm Place</b>, Effingham, Leatherhead. KT24 5LA<br/>Erection of a single storey rear extension following demolition of existing conservatory.<br/><b>No comment.</b></p> <p><b>Blossden Cottage</b>, Salmons Road, Effingham. KT24 5QJ<br/>Erection of a part single/two storey rear extension including first floor Juliet balcony.<br/><b>No comment.</b></p> <p><b>Bramshaw</b>, Lower Farm Road, Effingham, Leatherhead. KT24 5JJ<br/>Proposed single/two storey front/side extension, two storey rear extension, addition of a chimney .....<br/><b>OBJECTION</b> (see appendix 3)</p> <p><b>Crocknorth Farm</b>, Crocknorth Road, East Horsley. KT24 5TG<br/>To convert the ancillary outbuilding to an ancillary annex.<br/><b>No comment.</b></p> <p><b>Land at the entrance of Effingham Pl.</b>, Effingham Pl. KT24 5JT<br/>Erection of black painted metal automated vehicle access gates and separate side pedestrian access gate on Effingham Place, set back a minimum of 15m from Lower Road<br/><b>No comment.</b></p> <p><b>Farmside</b>, The Street, Effingham, Leatherhead. KT24 5LP<br/>T1 – Norman Fir – fell (Effingham Conservation Area)<br/><b>No comment.</b></p> |
| <p><b>237/20</b></p>   | <p><b>Previous planning applications:</b><br/>Notification of results are set out in <b><u>Appendix 1</u></b></p>   |
| <p><b>238/20</b></p> <p><b>20/P/01167</b></p>  | <p><b>Late received planning applications:</b></p> <p><b>Taplow Farm</b>, Salmons Road, Effingham, Leatherhead. KT24 5QH<br/>Erection of a single storey rear extension and terrace following the demolition of the existing conservatory.<br/>Request extension to comment from GBC.<br/><b>Action:</b> Clerk</p>  |

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| <p><b>239/20</b></p> <p><b>19/P/01247</b></p> | <p><b>Other Planning Matters:</b></p> <p><b><u>Three Acre Barn, Guildford Road, Effingham. KT24 5QQ</u></b></p> <p>It was noted that a barbed wire fence had been erected along the public highway and public footpath. It was noted that it is usual practice for a barbed wire fence along a public footpath to have the barbed wire shielded from the public, in this case there is no shielding for pedestrians using the footpath and the Clerk was asked to report this to GBC.</p> <p><b><u>Wisley Airfield, Hatch Lane, Ockham. GU23 6NU</u></b><br/>(purchase of land by Taylor Wimpey)</p> <p>It was noted that Ian Smith, Vice Chairman EFFRA, had asked EPC whether a joint EPC/EFFRA group should respond on behalf of the two organisations to the developer's consultation. It was felt that it was premature at this stage to respond. Rather it was felt that we needed to monitor the situation and to look out for any planning applications and to form a joint group at that stage.</p> |
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#### GENERAL PLANNING MATTERS

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| <p><b>240/20</b></p> | <p><b>Neighbourhood / Local Plans</b><br/>Reports on the Neighbourhood &amp; Local Plans:<br/><b>None.</b></p> |
| <p><b>241/20</b></p> | <p><b>Berkeley Homes /Howard Of Effingham</b><br/>Updates on the development:<br/><b>None.</b></p>             |

#### WORKING GROUPS

|                      |  |
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| <p><b>242/20</b></p> | <p><b>EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR)</b><br/>Updates from the Trustee Appointments Working Group:<br/><b>None.</b></p>                                  |
| <p><b>243/20</b></p> | <p><b>Finance &amp; General Purposes Working Group: (AP/KC/IS/JS/CT)</b><br/>Reports and recommendations from the Finance &amp; General Purposes Working Group:<br/><b>None.</b></p> |

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| 244/20 | <p><b>Transport Group:</b><br/> Reports and recommendations from the Transport &amp; Highways Working Group:<br/> Cllr Roscoe (W/G Chair) reported that she had made a good start on listing potential projects for the working group to consider and take forward. Once all submissions have been received, it is planned to shortlist the most popular 5 projects for acting upon.</p> |
| 245/20 | <p><b>Parish Council Website Working Group</b><br/> Updates:<br/> <b>None.</b></p>   |
| 246/20 | <p><b>Climate Change Working Group</b><br/> Updates:<br/> Cllr Muscat (W/G Chair) reported that there had been good progress recruiting local residents &amp; local organisations to join the working group. He also reported briefly on funding opportunities and project ideas. i.e. SCC / Electric Car charging points.</p>   |

#### HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

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| 247/20 | <p><b>Highways, Transport &amp; Countryside Access matters:</b><br/> Reports from Parish Councillors and any correspondence relating to highways matters:<br/> <b>None.</b></p>   |
| 248/20 | <p><b>Reports &amp; updates from SCC County Councillor Iles:</b><br/> Cllr Iles spoke regarding the central government funding that was now available for infrastructure projects that would enable the reduction of car use in the future. The parish council were invited to make proposals for future rounds of funding. She then reported on available funding for EV charging points and that an unauthorised banner within the parish had been removed by SCC Highways. It was reported that SCC services were returning to normal, and that all schools should be open for the start on the new school year in September. There was also an update on a Government Capital Project fund to improve communities and bolster local economies – further details will be available in September/October.<br/> Cllr Iles updated the parish council regarding Surrey County Council submitting a unitary authority business case, due to the government intending to issue a white paper.</p> |

#### FINANCIAL MATTERS

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| 249/20 | <p><b>Invoices for payment:</b><br/> Invoices were received and approved for payment. <b>Appendix 4</b></p> |
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| 250/20 | <p><b>Bank reconciliations:</b><br/>The new procedure of the clerk leaving bank reconciliations for Cllr Thorne to collect from the parish room, and then check and sign off, was confirmed as still working well.</p>  |
| 251/20 | <p><b>Other Financial matters</b><br/>The clerk reported that the parish council had received a donation of £5000 from St.Lawrence church, with the request it be used for community projects. Cllr Thorne suggested that the decision for the final location of the donation, in the account, should be taken at August's parish council meeting. In the meantime the £5k donation would be held in the parish council's general reserves account.</p> |

## COMMUNITY AND ENVIRONMENT

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| 252/20 | <p><b>Community Fund:</b><br/>Updates on previous grant applications:</p> <p><b><u>1<sup>st</sup> Effingham Scouts</u></b><br/>A grant application for replacement fire exit doors was approved. (£2148). Cllr's Hackett &amp; Muscat agreed to contact the applicant for further clarification on the other elements of the application.</p> <p><b><u>Effingham Cricket Club</u></b><br/>A grant application for a replacement mower and Covid insurance was considered but not agreed. Cllr's Muscat &amp; Roscoe agreed to make contact with the applicant to clarify the requirement and required level of grant.</p> <p><b><u>Community Fund Working Group:</u></b><br/>It was agreed that a working group would be formed asap to consider the current Community Fund application process, and make recommendations at August's parish council meeting.</p> |
| 253/20 | <p><b>Concurrent Functions Grant Aid (CFGGA)</b><br/>The clerk highlighted the fast approaching deadline for 2021/22 CFGGA project applications. (07.09.2020)<br/>He went on to confirm that EVRT had been approached and invited to contact the parish council, with any projects they would like considered.</p>  |
| 254/20 | <p><b>Other Community Matters</b><br/>Reports from Parish Councillors and any correspondence relating to other community or environmental matters:<br/><b>None.</b></p>   |

## COUNCIL ADMINISTRATIVE MATTERS

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| <b>255/20</b> | <b>Council Administrative Matters:</b><br>Updates received:<br><b>None.</b> |
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## REPORTS

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| <b>256/20</b> | To RECEIVE reports on:<br><br><b><u>Police and community issues - May 2020</u></b> <b>Appendix 2</b><br><br><b><u>Allotments</u></b><br><br><b><u>Burial Ground</u></b><br><br><b><u>KGV Hall and Fields</u></b><br><br><b><u>Home Farm West - Calvert and Chester Roads</u></b><br><br><b><u>Effingham Common</u></b><br><br><b><u>Parish Room</u></b> |
| <b>257/20</b> | <b>Other Parish Matters</b><br>Reports from Parish Councillors and any correspondence relating to other parish matters:<br><b>None.</b>   |

## CORRESPONDENCE

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| <b>258/20</b> | <b>Any Other Correspondence:</b><br>The parish council has been approached by residents to support a proposal for the removal of the waste bin from outside the entrance to St.Lawrence Church. (GBC would have ultimate power to decide)<br>The clerk agreed to research options and report back to the parish council at a future date.<br><b>Action:</b> Clerk |
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## NEXT AGENDA

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| <b>259/20</b> | <b>New items of business for the Agenda of the next meeting:</b><br><b>None.</b> |
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|  | <p><b>Next meeting –</b><br/> <b>Ordinary Meeting of the Parish Council:</b><br/> Tuesday 25<sup>th</sup> August 2020, 8pm</p> |
|  | <p><b>Next Planning Review Group meeting:</b><br/> Tuesday 18<sup>th</sup> of August 2020. (7.30pm).</p>                       |

**APPENDIX 1**      **Planning Results**      **237/20**

- 20/P/00776**    **82 Strathcona Avenue**, Bookham, Leatherhead, Surrey. KT23 4HR  
Erection of a 2 storey rear extension  
**Approved.**
- 20/P/00796**    **Lime Kiln Farm**, High Barn Road, Ranmore Common. RH5 6SS  
Conversion of existing stables to farm office and tack room with a proposed entrance porch and li.....  
**Approved.**
- 20/P/00803**    **1 Post Office Cottage**, The Street, Effingham. KT24 5LS  
Part single-storey and part two-storey rear extension; first floor \ extension to front of side ele.....  
**Refused.**
- 20/T/00126**    **2 Ranmore Cottages**, Crocknorth Road, Dorking. RH5 6SL  
T1 – Mature Horse Chestnut – reduce height by 2m and bring laterals In by 1.5m to reduce.....  
**Permission granted.**
- 20/T/00146**    **5 The Steps**, The Street, Effingham, Leatherhead. KT24 5LT  
T1 – Ash tree, remove 4 lower limbs. T2 – Yew tree, reduce to a height of approx. 8ft. T3 – Beech .....  
**No objection.**
- 20/T/00149**    **8,9 & 13 The Crossroads**, Effingham, Leatherhead. KT24 5PD  
Cherry (T1) – Crown reduction to achieve a height of 3.5m and a width of 4m; Birch (T2) – crown reduc.....  
**No objection.**

**Late received:**

- 19/P/01636**    **Badgers Farm**, High Barn Road, Effingham. KT24 5PP  
Erection of an indoor riding school and associated works.  
**Approved.**



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**APPENDIX 2****256/20**

| <b>Crime Figures</b>    | <b>(x17)</b>                   | <b>May 2020</b> |
|-------------------------|--------------------------------|-----------------|
| Chester Road            | Anti-social behaviour (x2)     |                 |
| Chester Road            | Violence and sexual offences   |                 |
| Critten Lane            | Anti-social behaviour (x2)     |                 |
| Effingham Common Road   | Anti-social behaviour          |                 |
| Howard of Effingham Sch | Anti-social behaviour          |                 |
| KGV Playing Fields      | Anti-social behaviour          |                 |
| Lower Road              | Anti-social behaviour (x2)     |                 |
| Lower Road              | Other theft                    |                 |
| Lutchens Close          | Criminal damage and arson (x2) |                 |
| Lutchens Close          | Burglary                       |                 |
| Mount Pleasant          | Public order                   |                 |
| Mount Pleasant          | Violence and sexual offences   |                 |
| Orestan Lane            | Anti-social behaviour          |                 |

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Crime types –

<https://www.police.uk/pu/contact-the-police/what-and-how-to-report/what-report/>

**APPENDIX 3****Planning Applications****236/20****20/P/01007****32 Orchard Gardens, Effingham, Leatherhead, KT24 5NR**

Replace an existing leylandii hedge with a wooden closed board fence. |

**Object**

The height and construction of the proposed wooden fence will be out of character with the area. Although the present hedge is high and overhangs the public footpath it is a match to a hedge on the other side of the road and in character with the road.

Effingham Neighbourhood Plan policy ENP-G2 at point 2 states that development proposals should:

*“3. Maintain the character of the built environment by ensuring that the scale and height of new buildings are proportionate to their surroundings, and that attractive features and boundary walls, fences, trees, hedges, and parkland are retained to ensure that new developments blend in with the landscape. Native species should be used for hedges and tree planting.”*

The proposed wooden fence would set an unfortunate precedent in the road for its height and length and diminish the character and appearance of the area.

**20/P/01009****Windy Ridge, Effingham Common Road, Effingham, Leatherhead, KT24 5JG**

Proposed two storey side and rear extension, part single storey rear extension, pitched porch extension and demolition of existing garage and construction of a replacement garage, together with replacement windows and re-rendering. |

**Object**

The proposed dwelling will have a footprint that will be over 95% larger than the footprint of the original house.

NPPF Paragraph 89 states that an extension in the Green Belt should not result *“in disproportionate additions over and above the size of the original building.”*

This proposal would result in a disproportionate extension and a gross over-development based on the size of the original building.

**20/P/01171****Crocknorth Farm, Crocknorth Road, East Horsley, Leatherhead, KT24 5TG**

To convert the ancillary outbuilding to an ancillary annex.

**Object**

The boundary between Effingham and East Horsley seems to pass within the curtilage of the property.

The proposals are contrary to NPPF Paragraph 89 which states *“the local planning authority should regard the construction of new buildings as inappropriate in the green belt”*, and the exclusions for this Paragraph do not allow, validate or support this planning application. No special circumstances are mentioned to justify the harm to the Green Belt that would result from these proposals.

This building along with another, are both within the AONB and new habitable accommodation in this area should only be allowed in exceptional circumstances, which have not been demonstrated in this planning application.

**APPENDIX 4****Payments approved:****249/20**

|            | <b>To</b>               | <b>Description</b>                              | <b>£</b> | <b>Authority / Notes</b>                        |
|------------|-------------------------|---|----------|---|
| 30.06.2020 | Cornwell (HBP) Ltd      | Annual service charge (security etc)            | 0300.00  | LGA 1972 s.133                                  |
| 01.07.2020 | Surrey Community Action | Payroll fees<br>Setup fees                      | 0048.00  | LGA 1972 s.112                                  |
| 01.05.2020 | Norris & Fisher         | Insurance for Effingham Volunteer Drivers (C/F) | 0173.12  | Charities Act 2011 s.297<br>LGA 1972 s139(1)(b) |
| 30.06.2020 | BTS                     | Parish Room copier charges                      | 0086.14  | LGA 1972 s.111                                  |
| 30.06.2020 | Beckley Garden Services | Burial Ground maintenance                       | 0215.00  | Open Spaces Act 1906, ss.9 & 10                 |
| 01.07.2020 | SLCC                    | Membership fees                                 | 0227.00  | LGA 1972 s.111                                  |
| 22.07.2020 | St.Lawrence Church      | C/F Grant – advertising for market              | 0030.00  | Charities Act 2011 s.297<br>LGA 1972 s139(1)(b) |

## Regular agreed payments - (standing orders)

| <u>DATE</u> | <u>To</u>               | <u>Description</u>                          | <u>£</u> | <u>Authority</u>  |
|-------------|-------------------------|---|----------|---|
| 01.07.2020  | EVRT                    | Capital replacement (quarterly)             | 0750.00  | 4 year agreement commencing 01.04.2019<br>The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) |
| 01.07.2020  | EVRT                    | Facilities funding (quarterly)              | 7750.00  | 4 year agreement commencing 01.04.2019<br>The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) |
| T.B.C       | Dobbe Garden Services   | Burial Grounds Mnce (Monthly)               | 0225.00  | Contract is £225 per calendar month, from March to October, 2 visits per month.<br>Open Spaces Act 1906, s.9 and 10   |
| 20.07.2020  | advansys                | Website hosting and support (monthly)       | 0078.00  | LGA 1972 s.111 (from pre-charged debit card)  |
| 27.07.2020  | HMRC                    | Clerk TAX/NI (Quarterly)                    | xxxxxx   | LGA 1972 s.112  |
| 20.07.2020  | The Surrey Pension Fund | Clerk / Employer Pension Payments (Monthly) | xxxxxx   | LGA 1972 s.112  |
| 25.07.2020  | Jon Short               | Clerk Salary (Monthly)                      | xxxxxx   | LGA 1972 s.112  |

## Direct Debit Payments:

|            | <u>To</u>                        | <u>Description</u>            | <u>£</u> | <u>Authority</u>  |
|------------|----------------------------------|-------------------------------|----------|---|
| 28.07.2020 | The Phone Co-op                  | Parish room broadband & phone | 0045.76  | LGA 1972 s.111  |
| 22.07.2020 | SES Business Water               | PR Water - supply             | 0000.00  | LGA 1972 s.133<br><i>Payments to be taken on 22<sup>nd</sup> of the month</i>                                   |
| 22.07.2020 | SES Business Water               | Allotment Water - supply      | 0005.00  | Small Holdings & Allotment Act 1908, ss.23, 25 & 42<br><i>Payments to be taken 22<sup>nd</sup> of the month</i> |
| 07.12.2020 | Information Commissioners Office | Data protection registration  | 0035.00  | LGA 1972 s.111<br><i>Payments to be taken annually on the 8th December</i>                                      |
| 23.07.2020 | Bulb                             | PR Electricity                | 0079.42  | LGA 1972 s.133<br><i>Payments 23<sup>rd</sup> of month</i>  |

### Purchases using pre-charged debit-card:

| <u>Date</u> | <u>To</u> | <u>Description</u>                                    | <u>£</u> | <u>Balance</u>        | <u>Authority</u> |
|-------------|-----------|---|----------|-----------------------|------------------|
|             |           | Balance brought forward at 25 <sup>th</sup> June 2020 |          | <b>0071.84</b>        |                  |
| 26.06.20    |           | Credit  | 0178.16  | 0250.00               |                  |
| 04.07.20    | Zoom      | Video conferencing software                           | 0014.39  | 0235.61               | LGA 1972 s.111   |
| 15.07.20    | Microsoft | Microsoft 365   | 0005.99  | 0229.62               | LGA 1972 s.111   |
|             |           | Balance as of 20 <sup>th</sup> July 2020              |          | <b><u>0229.62</u></b> |                  |

### Monies received:

| <u>Date</u> | <u>From</u>            | <u>Description</u>             | <u>£</u> | <u>Authority</u>                       |
|-------------|------------------------|--------------------------------|----------|--|
| 29.06.20    | Co-op Funeral Services | Burial charges                 | 1400.00  | n/a                                    |
| 14.07.20    | L.Hawkins & Sons       | Additional inscription charges | 0100.00  | n/a                                    |
| 23.07.20    | St.Lawrence Church     | Donation to Community Fund     | 5000.00  | Power to accept gifts<br>LGA 1972 s139 |

### Community Fund:

| <u>Item:</u>  | <u>Allocated</u> | <u>Balance</u> |
|---|------------------|----------------|
| 2020/21 Opening balance   |                  | £20,013        |
| Temporary Village Store grant (paid)  | £5,000           | £15,013        |
| Kent Surrey Sussex Air Ambulance (paid)   | £0,250           | £14,763        |
| CFGA commitment – EVRT path (outstanding)   | £3,234           | £11,529        |
| Effingham Volunteer Drivers (£173 paid 01.07.20 – balance to pay £77)             | £0,250           | £11,279        |
| St.Lawrence Church – Farmers Market (£30 paid 22.07.20 – balance to pay £600)     | £0,630           | £10,649        |
| 1 <sup>st</sup> Effingham Scouts – repl.doors (outstanding / agreed in principal) | £3,376           | £07,273        |
| EVRT – Defib service parts (outstanding / agreed)                                 | £0,833           | <b>£06,440</b> |
| Effingham Cricket Club £2850 ??? (outstanding – to be considered)                 |                  |                |

# 1<sup>st</sup> Quarter EPC accounts – detailed receipts and payments by budget

23/07/2020  
14:47

## Effingham Parish Council Current Year

Page 1

### Detailed Receipts & Payments by Budget Heading 23/07/2020

#### Cost Centre Report

|                                     | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>100 Staff</b>                    |                        |                       |                          |                          |                    |              |                         |
| 4000 Salaries                       | 4,904                  | 19,744                | 14,840                   |                          | 14,840             | 24.8%        |                         |
| 4010 Employer's TAX & NI            | 1,616                  | 7,061                 | 5,445                    |                          | 5,445              | 22.9%        |                         |
| 4015 Employer's Pension             | 1,583                  | 8,224                 | 6,641                    |                          | 6,641              | 19.3%        |                         |
| Staff :- Indirect Payments          | <b>8,104</b>           | <b>35,029</b>         | <b>26,925</b>            | <b>0</b>                 | <b>26,925</b>      | <b>23.1%</b> | <b>0</b>                |
| <b>Net Payments</b>                 | <b>(8,104)</b>         | <b>(35,029)</b>       | <b>(26,925)</b>          |                          |                    |              |                         |
| <b>110 Administration</b>           |                        |                       |                          |                          |                    |              |                         |
| 1076 Precept                        | 60,885                 | 121,770               | 60,885                   |                          |                    | 50.0%        |                         |
| 1077 Council Tax Support Grant      | 781                    | 1,561                 | 781                      |                          |                    | 50.0%        |                         |
| 1090 Bank Interest                  | 32                     | 0                     | (32)                     |                          |                    | 0.0%         |                         |
| Administration :- Receipts          | <b>61,698</b>          | <b>123,331</b>        | <b>61,633</b>            |                          |                    | <b>50.0%</b> | <b>0</b>                |
| 4050 Training                       | 0                      | 800                   | 800                      |                          | 800                | 0.0%         |                         |
| 4055 Stationery                     | 98                     | 100                   | 3                        |                          | 3                  | 97.5%        |                         |
| 4060 Photocopier                    | 104                    | 750                   | 646                      |                          | 646                | 13.9%        |                         |
| 4065 Phone/Broadband                | 127                    | 473                   | 346                      |                          | 346                | 26.9%        |                         |
| 4075 Microsoft 365                  | 15                     | 65                    | 50                       |                          | 50                 | 23.0%        |                         |
| 4077 Website mnce / hosting         | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4085 Cleaning Materials / Tea, Coff | 0                      | 90                    | 90                       |                          | 90                 | 0.0%         |                         |
| 4090 Members Expenses               | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4095 Insurance                      | 944                    | 936                   | (8)                      |                          | (8)                | 100.9%       |                         |
| 4110 Bank Charges                   | 25                     | 110                   | 85                       |                          | 85                 | 22.4%        |                         |
| 4115 Audit Fees                     | 144                    | 1,160                 | 1,016                    |                          | 1,016              | 12.4%        |                         |
| 4120 Office Equipment               | 0                      | 400                   | 400                      |                          | 400                | 0.0%         |                         |
| 4125 Contingency                    | 311                    | 0                     | (311)                    |                          | (311)              | 0.0%         |                         |
| 4130 Postage                        | 0                      | 110                   | 110                      |                          | 110                | 0.0%         |                         |
| 4135 Subscription Membership        | 823                    | 1,250                 | 427                      |                          | 427                | 65.8%        |                         |
| 4140 Printing - out sourced         | 0                      | 800                   | 800                      |                          | 800                | 0.0%         |                         |
| Administration :- Indirect Payments | <b>2,590</b>           | <b>8,144</b>          | <b>5,554</b>             | <b>0</b>                 | <b>5,554</b>       | <b>31.8%</b> | <b>0</b>                |
| <b>Net Receipts over Payments</b>   | <b>59,107</b>          | <b>115,187</b>        | <b>56,080</b>            |                          |                    |              |                         |
| <b>180 Parish Room</b>              |                        |                       |                          |                          |                    |              |                         |
| 4070 Electricity                    | 227                    | 1,100                 | 873                      |                          | 873                | 20.6%        |                         |
| 4080 Water                          | 0                      | 233                   | 233                      |                          | 233                | 0.0%         |                         |
| 4190 Parish Room security           | 0                      | 314                   | 314                      |                          | 314                | 0.0%         |                         |
| 4250 Repairs & Maint                | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| Parish Room :- Indirect Payments    | <b>227</b>             | <b>3,647</b>          | <b>3,420</b>             | <b>0</b>                 | <b>3,420</b>       | <b>6.2%</b>  | <b>0</b>                |
| <b>Net Payments</b>                 | <b>(227)</b>           | <b>(3,647)</b>        | <b>(3,420)</b>           |                          |                    |              |                         |

Continued over page

Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>200 Projects</b>                   |                        |                       |                          |                          |                    |              |                         |
| 4127 Legal & Planning Contingency     | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |                         |
| 4345 Community Fund                   | 5,250                  | 12,000                | 6,750                    |                          | 6,750              | 43.8%        | 5,250                   |
| 4500 Facilities Funding               | 8,500                  | 34,000                | 25,500                   |                          | 25,500             | 25.0%        |                         |
| 4501 Management Support Funding       | 0                      | 22,000                | 22,000                   |                          | 22,000             | 0.0%         |                         |
| Projects :- Indirect Payments         | <u>13,750</u>          | <u>72,000</u>         | <u>58,250</u>            | <u>0</u>                 | <u>58,250</u>      | <u>19.1%</u> | <u>5,250</u>            |
| <b>Net Payments</b>                   | <u>(13,750)</u>        | <u>(72,000)</u>       | <u>(58,250)</u>          |                          |                    |              |                         |
| 6000 plus Transfer From EMR           | 5,250                  |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(8,500)</u>         |                       |                          |                          |                    |              |                         |
| <b>250 Allotments</b>                 |                        |                       |                          |                          |                    |              |                         |
| 4080 Water                            | 15                     | 311                   | 296                      |                          | 296                | 4.8%         |                         |
| 4250 Repairs & Maint                  | 25                     | 1,500                 | 1,475                    |                          | 1,475              | 1.7%         |                         |
| Allotments :- Indirect Payments       | <u>40</u>              | <u>1,811</u>          | <u>1,771</u>             | <u>0</u>                 | <u>1,771</u>       | <u>2.2%</u>  | <u>0</u>                |
| <b>Net Payments</b>                   | <u>(40)</u>            | <u>(1,811)</u>        | <u>(1,771)</u>           |                          |                    |              |                         |
| <b>270 Burial Ground</b>              |                        |                       |                          |                          |                    |              |                         |
| 4250 Repairs & Maint                  | 762                    | 2,500                 | 1,738                    |                          | 1,738              | 30.5%        |                         |
| 4385 Rates                            | 96                     | 0                     | (96)                     |                          | (96)               | 0.0%         |                         |
| Burial Ground :- Indirect Payments    | <u>858</u>             | <u>2,500</u>          | <u>1,642</u>             | <u>0</u>                 | <u>1,642</u>       | <u>34.3%</u> | <u>0</u>                |
| <b>Net Payments</b>                   | <u>(858)</u>           | <u>(2,500)</u>        | <u>(1,642)</u>           |                          |                    |              |                         |
| <b>300 Highways</b>                   |                        |                       |                          |                          |                    |              |                         |
| 4405 Salt Bins                        | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| Highways :- Indirect Payments         | <u>0</u>               | <u>200</u>            | <u>200</u>               | <u>0</u>                 | <u>200</u>         | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Payments</b>                   | <u>0</u>               | <u>(200)</u>          | <u>(200)</u>             |                          |                    |              |                         |
| <b>999 VAT</b>                        |                        |                       |                          |                          |                    |              |                         |
| 115 VAT Refund                        | 2,029                  | 0                     | (2,029)                  |                          |                    | 0.0%         |                         |
| VAT :- Receipts                       | <u>2,029</u>           | <u>0</u>              | <u>(2,029)</u>           |                          |                    |              | <u>0</u>                |
| 515 VAT on Payments                   | 184                    | 0                     | (184)                    |                          | (184)              | 0.0%         |                         |
| VAT :- Indirect Payments              | <u>184</u>             | <u>0</u>              | <u>(184)</u>             | <u>0</u>                 | <u>(184)</u>       |              | <u>0</u>                |
| <b>Net Receipts over Payments</b>     | <u>1,845</u>           | <u>0</u>              | <u>(1,845)</u>           |                          |                    |              |                         |

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|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Receipts               | 63,726                 | 123,331               | 59,605                   |                          |                    | 51.7%   |                         |
| Payments                              | 25,753                 | 123,331               | 97,578                   | 0                        | 97,578             | 20.9%   |                         |
| <b>Net Receipts over Payments</b>     | <u>37,974</u>          | <u>0</u>              | <u>(37,974)</u>          |                          |                    |         |                         |
| plus Transfer From EMR                | 5,250                  |                       |                          |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>43,224</u>          |                       |                          |                          |                    |         |                         |