

**Bonsall Annual Parish Meeting**  
**Minutes of the Annual Parish Meeting held on Tuesday 16th May 2017 from 7.00pm to 7.30pm at**  
**Bonsall Village Hall.**

Clerk: Tony Payne 27 High St Bonsall DE4 2AS Telephone: 01629 822311 email: bonsallclerk@gmail.com

**Present**

Parish Councillors Harris, Addis, Grover and Pountain. Mr T Payne (Clerk) and 1 member of the public.

**1. Appointment of Clerk:** Mr T Payne

**2. Report from the Chair of the Bonsall Parish Council for 2016/17**

Councillor Mark Harris delivered his report which was also circulated.

The last 12 months have been an extremely busy year for the Parish Council (PC). There have been a number of significant developments that have been completed and a number that we are still very much engaged with (for example the Park Bottom and Vehicle park discussions we are having with Derby Diocese). Overall, I believe we have made significant improvements and I would like to thank all my fellow Councillors and staff as well as the many Bonsall residents who have supported us during the year. I would particularly like to recognise our RFO Tony Payne for stepping up to take over as Bonsall PC Clerk role and RFO during the year.

In no particular order, I would like to highlight the following key developments over the last 12 months:

- Further to a review earlier in the year several of the village street signs have been replaced
- Two new benches were installed last summer in Uppertown and at the end of The Dale
- Creation of the Bonsall PC Policy Group who defined the terms of reference for reviewing existing policies and creating new policies where needed:
  - Burial policy, Grants policy and Appraisal policy completed and approved
  - Health and Safety, Complaints policy and Cemetery Inspection policy awaiting approval
  - Financial Regulations previously approved and to be confirmed at the May meeting
  - Standing Orders – awaiting review
  - Employment, Environment, Data Protection and Publications policy still be completed
- New Burial Policy and revised Burial Fees scale adopted 1<sup>st</sup> March 2017
- Staffing Group Meeting has taken place and provided clarity over the Health and Safety requirements of the PC staff.
- Handrail, steps and pathways by the Church have been repaired to a high standard
- Sixteen villagers were nominated and received vouchers in recognition for their contribution to the village for the previous year. This received very positive feedback
- Joint Group was set-up during the year to look at trying to establish clearer responsibilities for St James Churchyard (including burial sites, grounds, boundaries and trees). The group comprised Phil Heasman of the Parochial Church Council, myself, Tony Payne and Phil Addis of the PC. A joint letter was recently sent to the DDDC, Parochial Church Council and Derby Diocese highlighting the gaps in clarity around responsibility and some significant risks associated with 3 Lime Trees in the churchyard
- Public consultation has commenced on the future of the Park Bottom and vehicle park. This has arisen further to the previous lease having expired and not wanting to be taken back up again by the DDDC
- Speed Watch (traffic speed awareness scheme) is to be introduced at some point this year
- The Parish Council has also had to respond to the proposal to close the Via Gellia for up to seven weeks at the beginning of May. Working with District and County officers and Councillors, the Parish Council with the businesses and residents most affected helped secure a deferral of the work until the Autumn and on a shorter timetable. Progress on that is still being monitored.

The report was received with thanks by the meeting.

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**3. Report from the Finance officer of Bonsall Parish Council Income and Expenditure 2016/17 and Precept:**

**BONSALL PARISH COUNCIL FINANCIAL STATEMENT (Period 12 2016-17 ending 31/03/17)**

<b><u>INCOME</u></b>	<b><u>Month</u></b> £		<b><u>YTD</u></b> £	<b><u>Variation</u></b> £
Precept		10,934.00	10,934	0
DDDC Churchyard Maintenance		1,363.05	1,363	163
DCC p3 agreement - Footpaths		495.00	495	0
Bank Interest	0.10	5.10	5	-1
Burial Fees		620.00	620	-80
VAT refund		409.01	409	259
Miscellaneous		0.00	0	0
<b>Income for month</b>	<b>0.10</b>	<b>13826.16</b>		
<b>Total Income</b>			<b>13,826</b>	<b>341</b>

<b><u>EXPENDITURE</u></b>	<b><u>Month</u></b> £	<b><u>YTD</u></b> £	<b><u>Budget V2</u></b> £	<b><u>Variation</u></b> £
Clerk's Salary	317.39	2811	2650	161
RFO's Salary	54.65	1328	1370	-42
Footpath Maintenance (Salary)		824	1414	-590
Footpath Maintenance Materials		193	306	-113
Churchyard Maintenance (Salary)		970	1162	-192
Churchyard Maintenance Materials	192.00	363	100	263
Village Handyman (Salary)		268	404	-136
Payroll and Accounts		238	230	8
PAYE	283.20	1968	2700	-732
Admin Expenses	15.10	213	150	63
Lighting	17.39	215	250	-35
Insurance		769	769	0
Training		40	1500	-1460
DALC / Subscriptions		457	430	27
Machinery & service		10	800	-790
Village Hall Rent		144	200	-56
Web site fee		115	200	-85
Plants		80	150	-70
Christmas lights		62	155	-93
Grit, litter bins benches and signs		840	1200	-360
WC cleaning		894	750	144
General grants and Donations		1500	2000	-500
Works to Park		504	1600	-1096
Funding available for new projects		0	0	0
<b>Month Expenditure</b>	<b>879.73</b>			
<b>Total Expenditure</b>		<b>14805</b>	<b>20490</b>	<b>-5685</b>
<b>Projected Budget Surplus</b>			<b>-7,005</b>	

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(Deficit)

Surplus/(Deficit) for the Year to date

-978.62

**BANK RECONCILIATION**

£

£

Opening balance from previous year b/f

11935.08

Add: Surplus/Deficit to date

-978.62

Sub total 10956.46

Add unpresented cheques:

	N				
	o.	1722	361.13		
		1723	283.20		

Current Account

500.00

Deposit Account

11100.79

**Total 11,600.79**

**11,600.79**

**Precept:** it was reported that the precept for 2017-18 had increased from £10,934 to £14,134 in order to accommodate the potential cost of taking over management responsibility of the Park Bottom and vehicle park during the course of the financial year. The accounts were approved by the meeting.

**4. Discussion on the Park Bottom play area and vehicle park:** it was reported that the consultation process on the future of the park was still ongoing and that returns to date (28) indicated 100% support for retention of the vehicle park in it's current use. There was discussion on how to encourage further responses to be submitted, and it was noted that the results would be reported to the Parish Council meeting on 20<sup>th</sup> June 2017.

**5. To Consider any other Parish Matter that may be brought forward by the Council or local government electors:** none.

Signed .....