



Clerk : Mrs A J Brooks, 5 West Way, Slinfold, West Sussex, RH13 0SB
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WARNHAM PARISH COUNCIL

Councillors are summoned to attend the Ordinary Council Meeting of Warnham Parish Council to be held in the Parish Room, Church Street, Warnham on Tuesday 21st January 2020 at 7.30 pm

A period of 15 minutes will be allowed for members of the public to raise issues of concern or to ask questions. Individual speakers will be limited to 2 minutes each

Agenda

1. Matters raised by Members of the Public
2. Apologies for Absence
3. Declarations of Interests
4. Reports from WSCC and HDC Representatives
5. To approve the minutes of 3rd December 2019
6. To note Progress Report
7. Finance and Agenda Group Update (attached)
8. 2020-21 Budget and Precept (attached)
9. Traffic Matters update
10. Financial Regulations Update 2020
11. Interim Internal Audit Report
12. 2019 Tree Survey results and actions (attached)
13. Recreation Advisory Group Update (attached)
14. CAGNE donation request and Gatwick (attached)
15. Planning Committee (attached)
16. To approve Payments and Financial Report (attached)
17. Correspondence
18. Reports and Matters raised by Members

Dated January 2020 – Mrs A Brooks, Parish Clerk

ITEM 7: Finance and Agenda Group Update

WARNHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND AGENDA ADVISORY GROUP HELD AT 6.30 PM ON TUESDAY 7th JANUARY 2020 IN THE HODGSON ROOM AT THE VILLAGE HALL

PRESENT: Mrs A Lloyd (Chairman), Mr G Read, Mrs S Pavey, Mr P Bickford, Mr C Gould, Mr T Bickford and the Clerk Ashley Brooks.

	ACTION
1. APOLOGIES FOR ABSENCE - Mr S Ritchie.	
2. DECLARATIONS OF INTEREST – None.	
3. MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 3 rd DECEMBER 2019 - The Progress Report was circulated with the agenda and was noted. - Clerk to ask Mr Maughan to re-spray the Farebrothers noticeboard and to remind him about the zip wire. A lot of litter has been dropped on Tilletts and Mayes Lane. - Clerk to email Jules Barnes and Michael Burgess about the wildflower planting in the church yard.	Clerk Clerk
4. FINANCIAL REPORT A Financial Report up to 31 st December 2019 was circulated with the agenda and was noted.	
5. PAYMENT AND INVOICE APPROVAL The bank statements for November and December were checked and the balances matched against the bank reconciliations. All were signed and approved. All invoices (above £500) received during November and December were checked and authorised for payment.	
6. 2020-21 BUDGET The Budget Plan, Potential Projects List and Draft Budget was circulated with the agenda. The Playground expenditure does not have to be listed as an expenditure item, as it is to come out of earmarked reserves. Other projects to be paid for out of non-earmarked reserves include: Replacement of street lamps to LED £4875 Cycle path contribution (£8333/ yr for 3 years) £25,000 A24 VAS and TRO £17,000 Cricket field nets to protect the playground £6000 Village welcome gates £3893.11 Supporting the village hall £5000 Total: £61,768 <u>RECOMMENDATION:</u> For the Precept to be increased by 15% to £84,199.61, this is to allow for increasing operating costs and to cover the cost of the above projects over a 3-year period. This also allows for an increased reserve amount of £42,000 which is 50% of the new precept. The traffic calming projects for Friday Street and Bell Road will be taken as far as possible to the 'ready to implement' stage. Once funds are received through Sct 106 or CIL funds they will then be implemented.	

<p>7. CORRESPONDENCE</p> <p><u>SSALC Survey</u> on their Strategy Review. Clerk to complete and then fill in answers to final questions at the January meeting.</p> <p><u>Val Golden</u> – Wild flowers in the Churchyard. To be discussed at RAG. Clerk to speak with Jules Barnes and Michael Burgess.</p> <p><u>ClIr Conduct Training at HDC</u> – Forwarded to all.</p> <p><u>CAA Consultation</u> – use of controlled airspace. Mrs Pavey to look at this and report back.</p> <p><u>Mr Macfarlane</u> – email regarding increased traffic on Strood Lane. Recent data shows traffic through the village is fairly steady, but traffic has increased on the outer lanes. Once BBH roadworks have completed, will reassess the situation. Clerk to respond.</p>	
<p>8. AGREE AGENDA ITEMS FOR PARISH COUNCIL MEETING:</p> <ul style="list-style-type: none"> - FAAG Update - Draft Budget and Precept - Interim Internal Audit Report - Tree works – latest tree report - Traffic Matters Update - RAG Update - Financial Regulations Update - Gatwick and CAGNE donation request 	
<p>9. AOB</p> <ul style="list-style-type: none"> - Northlands Road traffic monitoring, Clerk to chase up and arrange next meeting with Chris Stark. 	Clerk

The meeting closed at 7.31pm.

Mrs Ashley Brooks
8th January 2020

ITEM 8: 2020-21 Budget and Precept



Warnham Parish Council Budget Plan

Term 2019-2023

The Parish Council will produce a budget each year to include all the operational and committed expenditure required to undertake its duties and functions. This includes running costs such as staff costs, office administration and parish maintenance (grass cutting, tree work, fence repair).

Projects will no longer be allocated under 'Discretionary expenditure', as their implementation dates are difficult to predict and they often do not take place in the year they are budgeted for. Instead the Parish Council will maintain a 'Project List' with approximate costings and timescales. These projects will then be implemented as and when council reserves allow, once a project has reached implementation stage. The current projects are listed below, however a 'Working Project List' will be maintained throughout the term. The Parish Council seeks to maintain the recommended reserves of 50% of the precept and will set the Precept to ensure funds are built up to undertake the identified projects.

Planned expenditure/projects for 2020-2023

Project/Expenditure out of non-earmarked reserves:	unit cost	total cost (exc Vat)	Timescale
Replacement of street lamps to LED lamps	£325.00	£4,875.00	by 2023
Cricket field nets to protect the playground		£6,000.00	2021
Cycle path contribution to WSCC		£25,000.00	over 3 years
A24 VAS and TRO		£17,000.00	2020-21
Supporting the village hall		£5,000.00	
Village welcome gates (Bell Road and School Hill)		£3,893.11	by 2023
	TOTAL	£61,768.11	

Earmarked reserves:

Hodgson donation	£15,747.07
Gregsons woodland	£4,345.00
Hollands Way play area donation WVFC	£764.00
Hollands Way play area donation village show	£1,000.00
Conservation work donation village show	£500.00
Total	£22,356.07

WARNHAM PARISH COUNCIL DRAFT BUDGET 2020-21				
	LAST YEAR ACTUAL (£) 2018/19	CURRENT YR PROJECTION 2019-20	BUDGET for 2020-21	
DRAFT BUDGET PROPOSAL 2020-21				Reasoning
Income				
Precept	63,667.00	73217.05	84,199.61	15% inc
HDC Environmental Cleansing Grant	3,058.88	3104.76	3,050.00	Assumed amount (not confirmed)
Interest receivable	328.19	250	200.00	
VAT refund	5,861.13	5000	5,000.00	Predicted
Operation watershed funding	36,837.50	0	0	
Sundry Income	7,838.27	150	100.00	Predicted
TOTAL INCOME	117,590.97	81,721.81	92,549.61	
Expenditure - Committed				
Staff costs (Clerk and Env. Off & pensions)	26,978.00	26,500.00	26,950.50	1.7% inc
Street lighting (electricity and maintenance)	1,154.10	1,320.00	1,168.00	£500 for maint contract, £668 for elec
Grass cutting	4,752.00	5,171.00	5,171.00	Same as 19/20 as 2 yr contract
Playground (maintenance and inspections)	5,691.89	850.00	1,300.00	
Football ground rent and maintenance	3,886.03	1,383.72	1,407.24	1.7% increase
Trees and fences	60.00	3,000.00	10,000.00	tree work following 2019 survey, play area fence repair
Cleansing (telephone box)	120.00	120.00	120.00	Same budget as 2019/20
General Parish Maintenance	211.52	400.00	400.00	Same budget as 2019/20
Grants	570.00	1,000.00	1,000.00	Same budget as 2019/20
Insurance	643.54	746.72	750.00	
Youth work	8,610.41	0.00	0.00	Youth contract cancelled
Purchases assets	1,335.00	1,577.00	1,500.00	Purchase of assets (benches etc)
Website and IT	233.00	1,870.80	1,120.00	Includes website hosting and support, email addresses, Office 365 licence for Clerk
Printing, postage and stationary	2,520.03	500.00	1,000.00	
Office/General administrative expenditure	1,701.48	1,500.00	1,500.00	Based on 19/20 expenditure
Royal Mail licence	412.15	400.00	406.80	1.7% inc
Subscriptions	644.60	700.24	671.00	Subs confirmed by WSALC
Other operational expenditure	1,113.44	2,000.00	1,000.00	Based on 19/20 budget
Data protection & GDPR	485.00	385.00	385.00	DPO service and registration fee
Section 137 payments	525.00	25.00	25.00	Based on 19/20 budget
Training	145.00	500.00	500.00	Increased to cover new councillor training
Election costs	0.00	0.00	0.00	
TOTAL COMMITTED EXPENDITURE	61,792.19	49,949.48	56,374.54	
Expenditure - Discretionary				
Village Hall	14,866.04	7,659.59	0.00	
Village Hall Car Park	0.00	0.00	0.00	
Neighbourhood Plan	2,945.17	2,923.78	0.00	
Cycle route	0.00	0.00	0.00	
Bell Road highways project	0.00	1,240.00	0.00	
Friday Street highways project	0.00	0.00	1,850.00	S278 agreement preparation
Consultancy (Non NDP)	0.00	0.00	0.00	
Highways Other	341.50	0.00	0.00	
Operation Watershed	36,837.50	0.00	0.00	
TRO A24	0.00	508.40	0.00	
Road signs	0.00	3,300.50	0.00	
Playground equipment	0.00	0.00	0.00	
Contingency	0.00	0.00	10,000.00	
Events		0.00	2,000.00	VE day event?
TOTAL DISCRETIONARY EXPENDITURE	54,990.21	15,632.27	13,850.00	
TOTAL EXPENDITURE	116,782.40	65,581.75	70,224.54	
Net expenditure (income-expenditure)	808.57	16,140.06	22,325.07	

Breakdown of Council Reserves

Virgin savings account	£55,911.37
Lloyds savings account	£0.00
Lloyds current account	£2,329.19
Total Cash balance at 31 March 2019	£58,240.56
Plus: current year precept	£73,217.05
Plus: current year Env. Cleansing grant	£3,104.76
Less: balance of budgeted precept expenditure	£65,581.75
End of year predicted Total Cash Balance	£68,980.62
<i>Earmarked reserves:</i>	
Hodgson donation	£15,747.07
Gregsons woodland	£4,345.00
Hollands Way play area donation WVFC	£764.00
Hollands Way play area donation village show	£1,000.00
Conservation work donation village show	£500.00
Total	£22,356.07
Less: recommended reserves for operating costs (half of proposed precept)	£42,000.00
<i>Remaining non-earmarked reserves</i>	
For projects	£4,624.55
Total	£4,624.55

Council tax band breakdown with proposed precept increase of 15%:

Full Breakdown by Band			
<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£49.33	Band A	£56.01	£0.13
£57.55	Band B	£65.34	£0.15
£65.77	Band C	£74.68	£0.17
£73.99	Band D	£84.01	£0.19
£90.44	Band E	£102.68	£0.24
£106.88	Band F	£121.35	£0.28
£123.32	Band G	£140.02	£0.32
£147.99	Band H	£168.03	£0.39

ITEM 12: 2019 Tree Survey results and actions

Village Hall Oak Tree Survey – November 2019

Summary of report findings:

- The results justify the reduction of the crown carried out last year.
- Vigorous regrowth appears to be developing, suggesting the tree may successfully withstand the pruning.
- Further reduction will be necessary in future to improve the likelihood that the tree remains suitable for retention in this sensitive location.
- The cycle of assessment should be maintained, to monitor any sign of deterioration, particularly in root buttresses, and to advise when further crown reduction becomes appropriate.
- The fungal outgrowths do not need to be removed as they are no significant toxic risk to children
- Two pendulous limbs hang down from the crown on the north west side; these could be subject to fracture in future and they should be reduced in length or indeed removed if reduction is not practicable.

Recommendations:

- Repeat an assessment of the structural and physiological condition in no more than three years
- Any future removal of fungal brackets should avoid damage to the bark of the tree; preferably they should be left *in situ*
- Reduce or remove two slender pendulous limbs on the north west side of the crown
- The tree should be subject to periodic visual inspection by site staff and specialist assistance sought if any significant alterations in its apparent condition or appearance become apparent.

Proposed actions:

- 1. Invite tenders for the removal of the two slender pendulous limbs on the north west side of the crown.**
- 2. Diarise visual inspection of tree every 3 months. Take photos and complete inspection form for insurance purposes.**

Tree Survey – JPC Trees – December 2019

Summary of the survey findings:

Tree Condition Report

Village Green – There are opportunities for additional ‘planned’ tree planting with sufficient space (excluding the potential removal of ash trees) for approximately 10-15 medium-large trees. This tree planting should focus on increasing diversity of species and in particular, diversity of genera on the site, in order to mitigate against climate change and future pest and diseases.

Cricket field - There is some significant space along the perimeter of the cricket ground for additional ‘planned’ tree planting, with the potential for 12-18 medium-large trees. As with the village green, this tree planting should focus on increasing diversity of species and in particular diversity of genera on the site, in order to mitigate against climate change and future pest species.

Gregsons Woodland - Ash is the most abundant species making up approximately 60%-70% of the main canopy cover. The ash trees are likely to succumb to Ash Dieback Disease in the short to medium term, with several currently showing very early signs of this disease (they were disease free in 2017). The management of these trees should focus on a risk-based approach that is currently being implemented, to manage the threats from

Ash Dieback Disease, with trees being felled/removed when the disease has become significant for any individual tree and/or when tree become hazardous and are a risk to the public. Recommended that this area be resurveyed in the summer (June-July 2020) to ascertain the progression of this disease and to identify trees that are clearly showing signs of infection.

A small area of ash could be selected to initiate tree planting. Where space is created from removal of trees, areas should be re-planted with field maple, wild cherry, hornbeam and English oak. The trees would need to be thinned once established (5-10 yrs).

The hazel coppice should be cut and rotated as per the 2017 Management Report. Bramble would benefit from being cleared/cut to the ground, in small manageable areas >5m² (yearly) across the woodland to stop the bramble from dominating and to create a mosaic of different successional habitat.

Tree Safety Survey:

Village Green – Fell 3 x ash trees, other work includes removing weeds, mulching in spring, removing deadwood, raising crown on some trees and pruning.

Cricket Field – Work includes removing deadwood, crown raising, pruning and cutting ivy.

Gregsons – Mainly cutting ivy and removing deadwood.

Proposed actions:

- 1. Invite tenders for the required work on the village green, Gregsons and the cricket field.**
- 2. Ask Env. Officer to undertake smaller tasks such as weeding. Mulching and removing tree stakes.**
- 3. Diarise for re-survey of all tree stock in December 2022.**
- 4. Diarise for re-survey of ash trees in Gregsons Wood for July 2020.**
- 5. Produce a tree planting plan and liaise with David Bridges.**

ITEM 13: Recreation Advisory Group Update

WARNHAM PARISH COUNCIL

MINUTES OF THE RECREATION ADVISORY GROUP MEETING HELD ON 7th JANUARY 2020 AT 7.30PM IN THE VILLAGE HALL (HODGSON ROOM)

PRESENT: Mr G Read (Chair), Mrs A Lloyd, Mr C Gould, Mr B Mclaughlin, Mr I Gurling and the Clerk Ashley Brooks

	ACTION
1. APOLOGIES: Mrs F Robinson	
2. DECLARATIONS OF INTEREST - None	
3. MINUTES OF 8 th OCTOBER 2019 Minutes were agreed to be a correct record. The Clerk updated on actions from previous meeting: <u>Cricket nets</u> : The English and Sussex Cricket Boards are investigating a cricket ball strike on one of the properties on Caryll Place last summer. Labosport (hired by Shanly Homes) are taking new measurements from the cricket square to the gardens and new houses as well as the Village Hall and playground to reassess their calculations. <u>Cableway/zip wire</u> : Cost of new Eibe 20m zip wire is £4703. Estimated total cost of £8000 with labour and surfacing.	
4. WILD ABOUT WARNHAM REPORT – DAVID BRIDGES The new sub-group met on 5 th December 2019. Minutes are to be circulated to all. The following topics were discussed: Role of the parish council, publicity, proposals for the project and funding. The content of the proposed article in the Warbler was discussed. Mr Gurling to speak to Mr Bridges about the changes.	Clerk Mr Gurling
5. WICKSTEED/HDC INSPECTION REPORT The latest inspection report (Nov 2019) was provided with the agenda. There is one medium/high priority action: Cableway – Corrosion at cable housing – recommend repair. Clerk to contact Reynolds and Sons in Barns Green and mobile welding specialist in Broadbridge Heath to enquire if the housing can be replaced.	Clerk
6. CRICKET FIELD NETS/FENCING OPTIONS Discussed under Item 3.	
7. BULB PLANTING – PLANS FOR AUTUMN 2020 Licence granted by WSCC for Bell Road junction. Risk Assessment is required for Kingsfold location. Have the licences prepared for June RAG meeting ready for organising the planting in September. Clerk to contact KRA to ask for volunteers for planting in Kingsfold.	Clerk
8. HOLLANDS WAY PLAYGROUND REVAMP Donations are coming in from residents. Further chasing is required for donations from businesses. Should find out about the National Lottery funding by the beginning of March. Clerk to chase up HDC about Sct 106 funding. Clerk to ask Natalie Burton if she can design a banner and Mr Read to speak to Kangarooz about pricing. Banner to be displayed on the playground fence.	Clerk Clerk
9. MATTERS RAISED BY MEMBERS None.	

ITEM 14: Gatwick Expansion Plans, Development Consent Order (DCO) for the emergency runway and CAGNE request for funds towards legal costs of opposing the second runway.

CAGNE
Communities Against Gatwick
Noise and Emissions
The umbrella aviation community and
environment group

5th January 2019

Secretary of State for Transport
Greater Minster House
33 Horseferry Road
London SW1P 4DR

Dear Secretary of State

Gatwick Airport's significant expansion plans for the main runway are simply unsustainable for the planet and for communities surrounding Gatwick in Sussex, Surrey and Kent.

We ask you to subject the growth plans for Gatwick Airport's main runway to a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008 examination as it will add approximately 55,000 extra flights a year - 340,000 ATMs by 2033 with 61m passengers added to the meagre infrastructure.

This would be over the 10m air passenger level identified in the 2008 Planning Act, which specifically relates to major infrastructure projects - <http://www.legislation.gov.uk/ukpga/2008/29> Thus there is a requirement to inspect via planning is in the government document 'Making Best Use of Existing Runways' - <https://www.gov.uk/government/publications/aviation-strategy-making-best-use-of-existing-runways>

We believe that these plans are neither compatible with the current climate emergency, nor with achieving the government 's net zero carbon target.

Gatwick already presents an unprecedented burden on our roads and a single railway line that cannot be expanded. The predicted increase in road/ freight traffic will inevitably result in a further decline in air quality as Gatwick continues to breach air quality monitoring and has done since 2015.

The prime issues surrounding Gatwick's growth plans:

- Growth from the main runway will not be part of the Development Consent Order (DCO) unlike the emergency runway
- We believe an increase in aircraft movements will be predominantly from the main runway and with emergency runway, once reconstructed as a new runway, brings 390,000 ATMs a year with 74m passengers, nearly 40% increase;
- Lack of any funding to meet the huge increases in migrating workers into areas currently with low unemployment; lack of affordable housing; lack of healthcare, school provision and amenities;

- And a significant increase in noise for all as any reduction with new technology will be lost due to the substantial increase in aircraft movements as with CO2 reduction - Gatwick takes its carbon growth in isolation and only up to 3,000ft.

Local Area - The South East is facing unparalleled growth in house building. This is accompanied by a serious lack of affordable housing. Crawley is already built to its boundaries and neighbouring local authorities are struggling to meet Crawley's housing need. Along with a serious lack of healthcare, funding, school places and a general lack of amenities.

Noise - Rural communities and areas of outstanding natural beauty (AONB) surround Gatwick. The airport has not addressed the current issues of aircraft noise and an overall increase of 105,000 flights with 2 runways would substantially increase the noise levels citizens are objecting to now.

1. The Gatwick Noise Management Board failed due to a lack of geographical representation resulting in some communities absorbing greater noise closer to the runway.
2. The reduction in noise contours by Gatwick is a clear illustration of their lack of understanding of their noise footprint as the majority of complaints come from outside the noise contour areas but within 45 decibel contour substantially increasing the number of residents already impacted by noise

Local Authorities - CAGNE has raised with local authorities that this proposed growth should be called in due to the huge burden on surrounding areas and lack of consideration to the impact on the planet; many local authorities have declared a climate emergency but feel powerless against such a commercial organisation as Gatwick.

Without your intervention, the proposed growth at Gatwick from the main runway will receive no parliamentary inquiry, as it purports to be in line with government policy of 'making the best use of current facilities'. However, we do not believe that Gatwick should be permitted to implement growth on this scale without proper public scrutiny or consultation.

The Gatwick proposal to use the emergency runway to the north of the main runway as a second runway is not in keeping with government policy, 'to make best use of current facilities' as such it is constructing a new runway.

The emergency runway cannot currently be used in conjunction with the main runway, as it would be unsafe so the emergency runway will have to be moved and re-built.

The proposed daily usage of the emergency runway as a second runway will pass through a planning process, Development Consent Order, but our concern is that this process does not address the key impact Gatwick is already having on surrounding areas in noise, lack of surface access, affordable housing, healthcare, schools and amenities.

Most importantly the two runways would add nearly one million tonnes of extra carbon each year for leisure travel.

We ask for your action and ensure that both runways plans are given transparency and inspection under your powers as Secretary of State.

Thank you for your consideration.

Yours sincerely

Sally Pavey
Chair of CAGNE
On behalf of CAGNE committee

Cc Aviation Minister
Prime Minister
Jeremy Quin MP
Gillian Keegan MP
Claire Coutinho MP
Angela Richardson MP
Crispin Blunt MP
Maria Caulfield MP
Gus Ghani MP
Peter Bottomley MP
Tom Tugendhat MP
Greg Clarke MP
Henry Smith MP
Huw Merriman MP
Andrew Griffith MP


Est Feb 2014

www.cagne.org

cagnetatwick@gmail.com

ITEM 15: Planning Committee

PLANNING APPLICATIONS – REPORT FOR WPC MEETING 21st JANUARY 2020

 Decision has been made by HDC or WSCC

REFERENCE	LOCATION	DESCRIPTION	COMMENTS SUBMITTED	DECISION
DC/18/1480	The Old Coach House, Warnham Lodge, Northlands Road	Change of use of existing detached annexe (use class C3) to holiday accommodation (use class C1).	The Parish Council has no objection, subject to the holiday accommodation use being ancillary to the occupation of the main building and that it continues to be part of the principal premises.	Awaiting decision
DC/18/2202	Gramercy, School Hill	Removal of the existing substandard, modern entrance door and frame and replacement with a new doorset complying with current standards for security and thermal performance. (Listed Building Consent)	No objection	Application permitted
WSCC/015/18/NH	Former Wealden Brickworks (Site HB), Langhurstwood Road	Notification of Appeal.	Amended representation sent to Planning Inspectorate.	Ongoing
DC/19/0168	Nonsuch Cottage	Installation of replacement windows and doors (Listed Building Consent)	No objection.	Awaiting decision
DC/19/1274	Westbrook Lodge, Bognor Road	Installation of dormers to both sides and hip to gable to both ends with the erection of a first floor extension.	No objection however CIL calculations need to be checked by HDC.	Registered
WSCC/051/19	Biffa Waste Services Ltd, Brookhurst Wood Landfill Site Langhurstwood Road	Planning application for a soil washing facility	No objection	Application permitted
WSCC/050/19	Biffa Waste Services Ltd, Brookhurst Wood Landfill Site Langhurstwood Road	Planning application for a Soil Heat Treatment Facility	No objection	Application permitted

DC/19/1999	Bluebells, Byfleets Lane	Erection of a rear and first floor extension to existing garage to provide ancillary accommodation.	No objection	Application permitted
DC/19/2103	Pump House, Dorking Road	Change of use of building for residential holiday let.	No objection	Registered
DC/19/2091	Tanners Farm, Mayes Lane	Partial demolition of existing extensions and demolition of existing outbuildings. Erection of a two-storey side and rear extension with pitched roof.	No objection	Application permitted
DC/19/2288	Kingscote, Dorking Road	Erection of a single storey rear conservatory.	No objection	Application permitted
DC/19/2166	Oakridge, Knob Hill	Fell 4 x Ash trees (works to trees in a conservation area).	No objection	Application permitted
DC/19/2574	Bodywise Gym and Studios 16 Church Street	Variation of Condition 4 of previously approved application WN/40/85 (Removal of condition 1 on WN/5/83 and c/u of 2nd floor massage room and gym in association with dance studios) to allow for a change to the opening times of the premises to 6.30 - 21.30 Monday to Friday, 8.30am to 21.30 Saturday and 9.00 - 18.00 on Sunday	Recommend a 12 month temporary permission	Registered
DC/19/2561	The Old Barn Northlands Road	Variation of condition 1 of previously approved application DC/18/0410 (Conversion of existing detached garage into ancillary accommodation. Erection of link between proposed ancillary accommodation and main existing dwelling.) Relating to change of glazed screens on the front elevation to 1200mm deep windows with infill horizontal boarding to match the existing and the removal of window on side elevation and new door opening formed with part of window infilled in horizontal boarding to match the existing	No objection	Registered

DC/19/2505	Warnham Cricket Club	Surgery to 1 x Oak (Works to Trees in a Conservation Area).	Objection – the tree does not require works for health reasons	Registered
DC/19/2520	Land at Overmarl Dorking Road	Overhead Electricity Lines	No objection	Registered
DC/19/2378	Commercial storage building, Maxland Farm, Land North of Peartree Farm, Northlands Road	Retrospective Application for the Change of Use of an existing building to a B8 (storage or distribution) building for commercial usage		Awaiting decision

ITEM 16: To approve Payments and Financial Report

PAYMENTS FOR APPROVAL AT PARISH COUNCIL MEETING 21st January 2020

Date of transaction	Beneficiary	Purpose of Expenditure	Net Amount (£)	Gross Amount (£)	VAT that cannot be recovered (£)
01/11/2019	Nest Pension	Payroll	54.97	54.97	
04/11/2019	Business espresso website	Operational cost	690.00	828.00	
06/11/2019	Intuit Quickbooks	Operational cost	27.00	32.40	
08/11/2019	Payroll	Payroll	676.00	676.00	
11/11/2019	Streetlights	Operational cost	219.76	263.71	
11/11/2019	Netcom IT (it support)	Operational cost	27.50	33.00	
11/11/2019	Horsham DC (playground insp)	Operational cost	72.00	86.40	
13/11/2019	Speed device	Asset purchase (Speed gun)	428.68	514.42	
20/11/2019	Go Cardless (Spacehive setup)	Operational cost	0.01	0.01	
26/11/2019	Village Hall Room Booking	Operational cost	16.85	16.85	
26/11/2019	Royal Mail (licence)	Operational cost	113.29	135.95	
26/11/2019	SSALC training	Operational cost	140.00	168.00	
26/11/2019	Village Hall Room Booking	Operational cost	16.85	16.85	
27/11/2019	Grasstex	Parish maintenance	742.00	890.40	
27/11/2019	John Harraway (oak survey)	Parish maintenance	475.00	570.00	
29/11/2019	Payroll	Payroll	1,151.25	1,151.25	
02/12/2019	Payroll	Payroll	472.00	472.00	
02/12/2019	Payroll	Payroll	104.20	104.20	
02/12/2019	Payroll	Payroll	5.89	5.89	
05/12/2019	Payroll (Pensions)	Payroll	54.97	54.97	
06/12/2019	Royal British Legion (Wreath)	Sct 137 payment	25.00	25.00	
06/12/2019	E.ON	Operational Cost	74.83	78.57	
09/12/2019	Intuit Quickbooks	Operational Cost	27.00	32.40	
23/12/2019	Atlas Direct Mail (Leaflets)	Printing	164.43	197.32	
23/12/2019	Royal Mail (licence)	Operational Cost	100.64	120.77	
23/12/2019	J.R. Print (Agendas and Ltrs)	Printing	27.60	33.12	
23/12/2019	Netcom IT (computer licence)	Operational Cost	11.30	13.56	
23/12/2019	Village Hall Room Booking	Operational Cost	16.85	16.85	
23/12/2019	Village Hall Room Booking	Operational Cost	16.85	16.85	
23/12/2019	Business espresso website mainten	Operational Cost	25.00	30.00	
23/12/2019	Mulberry and Co (Int Audit)	Operational Cost	181.95	218.34	
30/12/2019	Payroll	Payroll	1,151.25	1,151.25	
31/12/2019	Payroll	Payroll	37.60	37.60	
31/12/2019	Payroll	Payroll	500.00	500.00	
31/12/2019	Payroll	Payroll	135.30	135.30	
31/12/2019	HMRC (Payroll taxes)	Payroll	327.61	327.61	
		Total	8,311.43	9,009.81	

Warnham Parish Council						
Financial Activities						
1st April 2019 - 31st December 2019						
	Q1	Q2	Q3	Q4		Budget set for 2019/20
	Apr - Jun, 2018	Jul - Sep, 2018	1 Oct - Dec, 2018	Jan-Mar 2019	Total	
INCOME						
HDC Env Cleansing Grant	£1,552.38	£1,552.38	£0.00	£0.00	£3,104.76	£3,000.00
Precept	£36,608.52	£36,608.53	£0.00	£0.00	£73,217.05	£73,217.05
Other Grants	£0.00	£0.00	£0.00	£0.00	£0.00	
Other Income	£28.80	£80.00	£1,900.00	£0.00	£2,008.80	£100.00
Interest earned	£204.54	£1.61	£193.41	£0.00	£399.56	£200.00
VAT refund HMRC	£0.00	£8,445.94	£0.00	£0.00	£8,445.94	£3,000.00
TOTAL INCOME	£38,394.24	£46,688.46	£2,093.41	£0.00	£87,176.11	£79,517.05
EXPENDITURE						
Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£17,000.00
Bell Road project	£1,240.00	£0.00	£0.00	£0.00	£1,240.00	£2,000.00
Friday Street project	£0.00	£0.00	£0.00	£0.00	£0.00	£2,000.00
Road signs	£87.50	£0.00	£1,462.00	£0.00	£1,549.50	£0.00
Operation Watershed	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Highways	£1,327.50	£0.00	£1,462.00	£0.00	£2,789.50	£21,000.00
Parish Maintenance						
Cleansing	£30.00	£20.00	£10.00	£0.00	£60.00	£120.00
General	£20.49	£300.00	£6.00	£0.00	£326.49	£250.00
Grass cutting	£0.00	£3,856.00	£3,255.00	£0.00	£7,111.00	£5,171.00
Street lighting maintenance	£346.26	£0.00	£219.76	£0.00	£566.02	£306.00
Trees and fences	£113.97	£110.99	£475.00	£0.00	£699.96	£2,700.00
Total Parish Maintenance	£510.72	£4,286.99	£3,965.76	£0.00	£8,763.47	£8,547.00
Playground						
Playground maintenance	£10.75	£0.00	£0.00	£0.00	£10.75	
Playground inspections	£207.00	£0.00	£72.00	£0.00	£279.00	
Playground project costs	£0.00	£0.00	£186.83	£0.00	£186.83	
Total Playground	£217.75	£0.00	£258.83	£0.00	£289.75	£5,000.00
Staff costs						
Employee expenses	£558.00	£527.79	£436.47	£0.00	£1,522.26	
Payroll taxes	£615.44	£1,300.04	£690.22	£0.00	£2,605.70	
Salaries and Wages	£2,273.31	£4,638.44	£3,599.07	£0.00	£10,510.82	
General maintenance	£48.00	£176.00	£316.00	£0.00	£540.00	
Litter work	£1,196.00	£1,152.00	£1,180.00	£0.00	£3,528.00	
Play area	£24.00	£104.00	£32.00	£0.00	£160.00	
Speed sign	£156.00	£156.00	£156.00	£0.00	£468.00	
Pensions	£140.22	£159.60	£164.91	£0.00	£464.73	
Total Staff costs	£5,010.97	£8,213.87	£6,574.67	£0.00	£19,799.51	£24,134.20
Other operational costs						
Grants	£0.00	£500.00	£0.00	£0.00	£500.00	£1,000.00
Office/General Administrative Expenditure	£598.58	£214.92	£814.16	£0.00	£1,627.66	£1,500.00
Printing, Postage and Stationery	£172.44	£8.96	£68.88	£0.00	£250.28	£2,500.00
Purchases - Assets	£0.00	£87.00	£1,918.68	£0.00	£2,005.68	£1,500.00
Royal Mail licence	£0.00	£99.00	£213.93	£0.00	£312.93	£412.00
Sct 137 payments	£0.00	£0.00	£25.00	£0.00	£25.00	£25.00
Street light electricity	£181.18	£181.18	£133.91	£0.00	£496.27	£800.00
Training	£40.00	£90.00	£140.00	£0.00	£270.00	£500.00
Football Ground	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website & IT	£215.00	£817.44	£715.00	£0.00	£1,747.44	£1,680.00
Youth work contract	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Development Plan	£1,561.62	£69.16	£93.00	£0.00	£1,723.78	£5,000.00
Subscriptions	£683.24	£17.00	£0.00	£0.00	£700.24	£650.00
Insurance premium	£0.00	£0.00	£746.72	£0.00	£746.72	£720.76
Other expenditure	£0.00	£0.00	£2,000.00	£0.00	£2,000.00	£1,000.00
Football field lease	£0.00	£0.00	£1,383.72	£0.00	£1,383.72	£1,328.60
Village Hall (Grant and CCLA dividends)	£7,659.59	£0.00	£0.00	£0.00	£7,659.59	£7,630.79
Village Hall (CCLA Shares sale)	£0.00	£0.00	£0.00	£0.00	£0.00	
GDPR	£0.00	£0.00	£0.00	£0.00	£0.00	£350.00
Total Other operational costs	£11,111.65	£2,084.66	£8,253.00	£0.00	£21,449.31	£26,597.15
TOTAL EXPENDITURE (not inc. VAT)	£18,178.59	£14,585.52	£20,514.26	£0.00	£53,278.37	£85,278.35
Net Income-Expenditure	£19,507.34	£31,105.43	-£20,423.17	£0.00	£30,189.60	
VAT paid	708.31	997.51	2,002.32	0.00	£3,708.14	
						£0.00
Precept	£73,217.05			All accounts	Lloyds current	
Precept spent	£53,278.37	Starting cashbook balance		£58,240.56	£2,329.19	
Precept remaining	£19,938.68	Net Income-Expenditure		£30,189.60		
% of precept remaining	27%	Total remaining		£88,430.16	21,177.92	
Reserves	£68,491.48					
Reserves include:						
Hodsgon Family Donation remaining: £15,747.07 (£33,750)						
Gregsons Woodland remaining: £4345 (£11,600)						
Hollands Way play area - donation from WVFC: £764.00 (£764.00)						