

NEW BUCKENHAM PARISH COUNCIL

Councillors are summoned and the public and press are invited to attend a meeting of New Buckenham Parish Council on Tuesday 8th June 2021 at 7.30pm at New Buckenham Village Hall

COVID-19 social distancing restrictions still apply at this time. Members of the public will be required to wear face coverings whilst inside the building (unless exempt) and remain socially distanced from anyone outside their household or support bubble. If you intend to attend the meeting, please contact the Chairman, Cllr Karen Hobley to allow for arrangements to be made appropriate to the number attending.

*Trevor Wenman,
Clerk to the Council
3rd June 2021*

Agenda

1. Apologies: To consider apologies for absence

2. Minutes:

(a) To approve the minutes of the Annual **Parish Council** Meeting held on 11th May 2021

(b) To note the draft minutes of the Annual **Parish** Meeting held 11th May 2021 and consider any actions for the Parish Council arising therefrom.

3. Matters Arising: To receive reports on matters arising from the Parish Council minutes (for update and information only)

4. Declarations of Interest: To record declarations of interests not already recorded in the current Members' Register of Interests and to consider requests for dispensation.

5. Public participation: To suspend the meeting to enable public participation, including:

(a) District Councillor/County Councillor Report

(b) Parish Councillor Reports

(c) Parishioners' Comments & Questions

6. Financial Matters:

(a) To receive a financial report for the month to 31st May 2021

- (b) To approve or note payments for June 2021
- (d) To receive the Annual Internal Audit Report 2020/21
- (e) To approve the Annual Governance Statement in the 2020/21 Annual Return
- (f) To approve the Accounting Statements in the 2020/21 Annual Return
- (g) To approve the signing of the 2020/21 Annual Return
- (h) To adopt the Accounts for 2020/21

7. Planning

To consider planning applications received since the last meeting, and to note planning decisions notified since the last meeting (report attached)

8. Neighbourhood Plan

To receive an update on progress.

9. Councillors Responsibilities

To review responsibilities of Councillors. (Amended current list attached)

10. The Phone Box

11. Amenities

To consider any issues raised regarding the following:

- (a) Grounds Maintenance
- (b) Closed Churchyard
- (c) Cemetery
- (d) Allotments
- (e) Play area/Cricket Pitch - Complaints re dog excrement

12. Next Meeting The next meeting will be held on Tuesday 13th July 2021 at 7.30pm at the Village Hall.

Circulation: **Parish Councillors** Andrew Bingham, Don Crossman, Mary Dowson, Steve Highton, Karen Holey, Mary Manning, Andrew Nettleton.
District and County Councillor Stephen Askew

NEW BUCKENHAM PARISH COUNCIL

Minutes of a meeting of New Buckenham Parish Council held at New Buckenham Village Hall on Tuesday 11th May 2021 7.00 – 730pm

Present: Cllrs Karen Hobley (Chair) Andrew Bingham (Vice-Chair), Don Crossman, Mary Dowson, Steve Highton, Mary Manning, Andrew Nettleton

Also in attendance: County/District Councillor Steve Askew, Trevor Wenman (Clerk), three members of the public

2122/1 Chairman

Resolved: That Cllr Karen Hobley be elected Chairman of the Council for the Municipal Year 2021/22

2122/2 Apologies for absence: There were none

2122/3 Vice Chairman

Resolved: That Cllr Andrew Bingham be elected Vice-Chairman of the Council for the Municipal Year 2021/22

2122/4 Minutes: Resolved: that, subject to the addition of the words “The Chair had asked for work to be suspended to allow this to be discussed at the meeting” after the first sentence of minute 2021/138 (f), the minutes of the Parish Council Meeting held on 13th April 2021 2021 be approved as a correct record.

2122/5 Matters Arising:

Any matters arising would be dealt with in the Annual Parish Meeting following this meeting.

2122/6 Declarations of Interest: There were none

2122/7 Financial Matters:

(a) Financial report for the month ending 30th April 2021

Resolved that the report be noted

(b) Payments for May 2021

Resolved: That the following payments for May 2021 be approved/noted as appropriate

Payments marked DDR or STO are for information only			
Payments marked OL/Chq will be paid by online banking, or cheque if the payee's payment details are not known.			
	Net	VAT	Gross expenditure
11/05/2021			
Broadland Tree Services	1,264.96	253.00	1,517.96
Grounds Maintenance March 2021 (blank)	632.48	126.50	758.98
Grounds Maintenance April 2021 (blank)	632.48	126.50	758.98
EON	25.78	1.29	27.07
Street lights electricity April 2021 DDR	25.78	1.29	27.07
V Baker	65.00	0.00	65.00
Closed churchyard gardening May 2021 OL/Chq	62.50	0.00	62.50
Closed churchyard gardening April (backdated increase) OL/Chq	2.50	0.00	2.50
Norfolk Association of Local Councils	131.21	0.00	131.21
Subscription 2021-22 OL/Chq	131.21	0.00	131.21
28/05/2021			
Norfolk Pension fund	108.67	0.00	108.67
May 2021 pension contributions STO	108.67	0.00	108.67
T Wenman	318.32	0.00	318.32
Clerk's Office Expenses contribution May2021 STO	35.00	0.00	35.00
Salary for May 2021 (net of tax and pension contribution) STO	283.32	0.00	283.32
Grand Total	1,913.94	254.29	2,168.23

2122/8 Planning

There were no new applications for consideration

2122/9 Litter bins on the Market Place and Play Area.

Cllr Highton reported that he and Cllr Nettleton had inspected the litter bins. He had been able to repair the litter bin on the play area. The bins on the market place were of a different design but it was concluded that the hinge and metalwork could be repaired and, where necessary the wooden slats replaced. Cllr Highton agreed to obtain quotes with a view to completing the work by July.

2122/10 Next Meeting. The next Parish Council meeting would be held on Tuesday 8th June 2021 at the Village Hall.

Cllr Karen Hobley Chair

PARISH OF NEW BUCKENHAM

MINUTES OF THE ANNUAL PARISH MEETING OF New Buckenham held on Tuesday 11th May 2021
at 8.00 -8.31pm in the Village Hall, Moat Lane

Present: Councillors Karen Hobley (Chair), Andrew Bingham, Don Crossman, Mary Dowson Steve Highton, Mary Manning, Andrew Nettleton

In Attendance: Trevor Wenman (Clerk), Steve Askew (County and District Councillor)

Public: Four

1. Welcome:

The Chair welcomed everyone to the 2021 Annual Parish Meeting.

2. To consider accepting apologies for absence:

There were none

3. To approve the Minutes of the Annual Parish Meeting held on 9th April 2019

The draft Minutes of the 2019 Annual Parish Meeting held on 9th April 2019 had been circulated; **The MEETING RESOLVED** to approve the Minutes as true and accurate record

4. To receive the Chairman's Report:

The Chairman of the Parish Council, Cllr Karen Hobley gave a report on the Parish Council's activities over the previous year.

The previous year had, of course been dominated by the COVID-19 pandemic, and from April 2020 to April 2021 all Parish Council meetings had been held remotely via Zoom. The Chair thanked the Councillors and Parishioners for their support during this period. The Chair welcomed Cllr Andrew Nettleton, who had been co-opted onto the Council following the resignation of Paul Martin.

The Chair paid particular tribute to Violet Highton, who had sadly passed away during the year. Violet had for many years been a stalwart of the village, managing the Community Car Scheme for 13 years and being a regular attendee of Parish Council meetings. Violet would be sadly missed.

Progress on the Neighbourhood Plan had been slowed by the Pandemic restrictions but the Parish Council had been able to provide support to several aspect of village life, including the installation of Adult exercise equipment at the Play Area and providing financial support to Parish News and to the snowdrops on the Market Place. Vicky and Alan Baker had continued their maintenance of the ornamental garden in the Churchyard, whilst Phil Anderson continued to maintain the grassed part of the Churchyard, Cemetery, play area and Cricket pitch as the Council's Grounds maintenance contractor.

During the lockdowns there had been renewed interest in the allotments which were now flourishing.

There were as always some issues to be resolved, such as the resurfacing of Marsh Lane, flood amelioration at the Dam Brigg and the formation of a wildlife management plan for the area around the Moat and the Cricket Pitch in consultation with Norfolk Wildlife Trust .

5.

6. District and County Councillor's Report:

Cllr Askew had circulated a comprehensive written report regarding both the County and District Council activities. On two issues already raised, he had been active in pushing for both the Marsh Lane resurfacing (which had been delayed, but was now due to be done this summer) and the Dam Brigg flooding issues. A very useful site meeting had been held with highways staff, and options were being examined. Solving the Dam Brigg problems was not, however, likely to be a quick job.

Cllr Askew complimented the Parish Council on their well organised approach. He emphasised that he was always on hand to help with problems that might arise. He also pointed out that as County Councillor he had £10,000 this financial year to allocate for small highways projects in the Division, which could be combined with Parish Partnership funds for a suitable project.

7. New Buckenham Neighbourhood Plan:

Cllr Mary Manning and Charles Oxley gave a report on progress on the Neighbourhood Plan. The project had been launched in 2017, and as its fourth anniversary approached the following landmarks were worth noting:

- The Residents survey had achieved an 83% response rate
- Three workshops held with the Parish Councillors
- 40+ Social Media Posts
- Every household in the village had received a physical copy of the consultation version of the Plan

The current status of the plan was as follows:

- The revised Neighbourhood Plan document of 76 pages was with the proof-readers
- The Consultation Statement was now complete
- The Basic Condition Statement was awaiting final comment from the Steering Group's Town Planner
- The end was therefore in sight.

8. New Buckenham Community Grant Fund:

Councillor Bingham gave a report on the Community Grants Fund

The year had, been, understandably quiet, but support had been given during the year to:

- Junior Football Club (new nets)
- New Buckenham Climate Action Now (CAN)

9. Community Car Scheme

Gerry Walsh had taken on management of the scheme pro tem, from Violet Highton. The scheme had been in abeyance for most of the last year. There were currently 8 drivers available, but all needed their DBS checks re-done and their insurance and health checks updated before the service could resume. Gerry and the Clerk were liaising on the process.

10. Open Session for Residents:

Gerry Walsh pointed out that the "Helping Hands" services organised by volunteers in the village had been immensely important to the Community over the last year and should be acknowledged.

It was also pointed out that a number of villagers had found the adult exercise equipment really useful. This was being well used.

11. Close:

There being no further business the meeting closed at 8.31pm.

Cllr Karen Hobley
Chair

New Buckenham PC

08 June 2021 Item 6 (a)

New Buckenham PC - Bank Reconciliation May 2021

	30/04/2021 Community Account			15,444.86
	30/04/2021 Base Rate Reward			102,267.64
Total B/fwd 1/5			£	117,712.50
Cashbook balance at 30/4/21			£	117,712.50
	Income May	interest April 2021	0.92	
			£	0.92
	less Expenses May		-£	2,170.10
	add Cheques not cleared		£	-
	less receipts not credited		£	-
Total carried forward 1/5/21				£115,543.32
	Closing Bank Balances 31/5/21 Community Account			13,274.76
	Base Rate Reward			102,268.56
				£115,543.32

Payments marked DDR or STO are for information only

Payments marked OL/Chq will be paid by online banking, or cheque if the payee's payment details are not known.

	Net	VAT	Gross expenditure
08/06/2021			
Broadland Tree Services	632.48	126.50	758.98
Grounds Maintenance May 2021			
OL/Chq	632.48	126.50	758.98
V Baker	62.50	0.00	62.50
Closed churchyard gardening June 2021			
OL/Chq	62.50	0.00	62.50
Playdale Playgrounds	1,693.08	377.62	2,070.70
Invoice 41716 (VAT outstanding on Annual inspection fee paid by Cllr Crossman)			
OL/Chq	0.00	39.00	39.00
Invoice 41159 - site visit for engineer to inspect the Roundabout			
OL/Chq	105.00	21.00	126.00
invoice 41987 - repairs to Roundabout			
OL/Chq	1,588.08	317.62	1,905.70
R Canwell	55.00	0.00	55.00
Internal Auditor's fee 2020/21			
OL/Chq	55.00	0.00	55.00
11/06/2021			
EON	26.64	1.33	27.97
Street lights electricity May 2021			
DDR	26.64	1.33	27.97
28/06/2021			
Norfolk Pension fund	108.67	0.00	108.67
June 2021 pension contributions			
STO	108.67	0.00	108.67
T Wenman	318.32	0.00	318.32
Salary for June 2021 (net of tax and pension contribution)			
STO	283.32	0.00	283.32
Clerk's Office Expenses contribution June 2021			
STO	35.00	0.00	35.00
Grand Total	2,896.69	505.45	3,402.14

Annual Internal Audit Report 2020/21

New Buckenham Parish Council

<https://www.newbuckenhampc.info/home>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		✓	N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")		✓	
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/06/2021

ROGER F. CANWELL

Signature of person who carried out the internal audit



Date

03/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

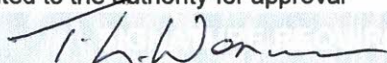
Section 2 – Accounting Statements 2020/21 for

New Buckenham Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	122,535	115,244	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	18,327	18,772	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,319	2,456	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,570	5,961	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	23,367	20,768	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	115,244	109,742	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	115,244	109,742	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	62,690	66,802	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

04/06/2021

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Explanation of variances

Name of smaller authority:

New Buckenham Parish Council
Norfolk

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	122,535	115,244				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	18,327	18,772	445	2.43%	NO		
3 Total Other Receipts	4,319	2,456	-1,863	43.14%	YES	Due to an oversight, the VAT reclaim for 2019/20 was not submitted during the financial year. VAT payments of £2,919.68 were made during 2019/20, which more than accounts for the variation.	
4 Staff Costs	6,570	5,961	-609	9.27%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	23,367	20,769	-2,598	11.12%	NO		
7 Balances Carried Forward	115,244	109,742			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	115,244	109,742				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	62,690	66,802	4,112	6.56%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted b New Buckenham Parish Council
Box 7 is more than twice Box 2 bec Norfolk

	£	£	£
Earmarked reserves:			
Project Grant Fund	83,560.74		
Play Area	2,068.13		
Street Lighting	500.00		
Disaster Fund	1,000.00		
Closed Churchyard	800.00		
Neighbourhood Plan	2,306.03		
Transparency Grant	1,166.06		
Community Car Scheme	600.00		
		<hr/>	
		92,000.96	
General reserve	17,741.04		
		<hr/>	
		17,741.04	
Total reserves (must agree to Box 7)			<hr/> <hr/> 109,742.00

Notes

Project Fund - ringfenced capital sum set aside for community projects

Neighbourhood Plan - ringfenced grant for ongoing Neighbourhood Plan work which is expected to reach its conclusion in the 2021/22 financial year

Community Car Scheme - The Council holds the balances for the Community Car Scheme, ringfenced for use solely on the Scheme.

New Buckenham Parish Council

Annual Accounts 2020/21

Parish Council Meeting 8th June 2021

Income and Expenditure Statement 2020/21

Bank Reconciliation Statement to 31 March 2021

Budget Monitoring Report to 31 March 2021

**New Buckenham Parish Council
Income and Expenditure 2019/20**

	Actuals 2019/20	Actuals 2020/21
RECEIPTS		
Precept	18,327.00	18,772.00
Allotment rents	457.50	416.00
Cemetery fees	738.00	708.00
Bank Interest received	393.18	127.90
Cricket Club rent	-	600.00
Community car (Breckland Grant and transfer from V Highton_	440.00	604.00
Vat refund received	2,290.25	-
	22,645.93	21,227.90
EXPENDITURE		
Administration		
Audit Fees	250.00	250.00
Councillors' and Clerk's Expenses	223.44	192.90
Hall Hire	120.00	166.89
Insurance	546.76	550.02
Legal/Professional Fees	110.00	144.00
Salaries	6,570.41	5,961.68
Subscriptions	508.05	452.26
Training Fees	-	-
Maintenance		
Allotments	467.75	332.48
Cemetery	1,713.32	2,166.07
Cricket Field/Common	4,021.47	2,619.77
Play Area	1,459.78	1,916.09
Street Lighting	538.10	374.26
St Martin's Closed Churchyard	2,884.65	1,963.95
Projects		
Disaster Fund	-	-
Neighbourhood Plan	3,126.87	1,043.37
Grants		
Community Car Scheme	579.12	375.00
Project Fund	3,948.34	5,156.00
Miscellaneous grants	400.00	500.00
VAT deducted	2,469.33	2,564.96
	29,937.39	26,729.70
Surplus of Income over expenditure	- 7,291.46 -	5,501.80
Balance b/f from previous year	122,535.86	115,244.40
	115,244.40	109,742.60
Reserves		
General Reserves	19,007.98	17,741.64
Play Area	2,068.13	2,068.13
Street Lighting	500.00	500.00
Disaster Fund	1,000.00	1,000.00
Project and Grant Fund	89,103.74	83,560.74
Closed Churchyard	1,280.00	800.00
Neighbourhood Plan	678.49	2,306.03
Transparency Grant	1,166.06	1,166.06
Community Car Scheme	440.00	600.00
Totals	115,244.40	109,742.60
Represented by		
Barclays Community Account	13,480.53	7,475.83
Barclays Business Saver Account	102,138.87	102,266.77
	115,619.40	109,742.60
Less unrepresented Cheques	- 375.00 -	-
	115,244.40	109,742.60

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the "Year ending 31 March 2021" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2021

Prepared by (Name and Role):

Date: 29/05/2021

	£	£
Balance per bank statements as at 31/3/2021		
Community Account	7,475.83	
Rate Reward Account	<u>102,266.77</u>	
		109,742.6
Petty cash float (not applicable)		
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
	0.00	-
	<hr/>	
Add: any un-banked cash as at 31/3/21	-	
	<hr/>	
	-	
		<hr/>
		-
Net balances as at 31/3/21 (Box 8)		<u><u>109,742.6</u></u>

New Buckenham Parish Council					
Budget Monitoring 2020-21					
Expenditure/Income Heading	Budget adjusted 2020/21	Total Expenditure 2020/21	Transfers (from) /to reserves	Adjusted total	over (under) - spend
Administration					
Audit Fees	306.00	250.00		250.00	(56.00)
Councillors' and Clerk's Expenses	1,000.00	292.90		292.90	(707.10)
Hall Hire	244.80	156.94		156.94	(87.86)
Insurance	714.00	550.02		550.02	(163.98)
Legal/Professional Fees	510.00	144.00		144.00	(366.00)
Salaries	6,936.00	5,961.00		5,961.00	(975.00)
Subscriptions	510.00	452.26		452.26	(57.74)
Training Fees	400.00	0.00		0.00	(400.00)
Maintenance					
Grounds Maintenance	7,648.98	9,470.16	(1,706.48)	7,763.68	114.70
Street Lighting	521.26	396.72		396.72	(124.54)
Projects (Funded from grant or reserves)					
Neighbourhood Plan	250.00	43.37		43.37	(206.63)
Community Car Scheme	306.00	375.00		375.00	69.00
Project Fund	0.00	170.00		170.00	170.00
Grants					
Miscellaneous grants	275.00	500.00		500.00	225.00
Total Expenditure	19,622.04	18,762.37	(1,706.48)	17,055.89	(2,566.15)

New Buckenham Parish Council 8th June 2021 Item 7

(a) New planning applications notified since the last meeting: none

REFERENCE:	3PL/2021/0612/HOU
PROPOSAL:	Two Storey Side Extension Garage Garden Room Extension and conversion front parking access area and Side access area
LOCATION:	NEW BUCKENHAM: Ivydene Chapel Road New Buckenham

(b) Planning Decisions notified since the last meeting:

The following applications have all been **approved**

REFERENCE:	3PL/2021/0195/LB
PROPOSAL:	Replacement of 11 windows, patio doors and 2 rear doors.
LOCATION:	NEW BUCKENHAM: Beech House Norwich Road

REFERENCE:	3PL/2021/0335/VAR
PROPOSAL:	Variation of Condition No 2 on 3PL/2020/0417/HOU -Change of materials to cover existing brickwork and roof light to light the roof space.
LOCATION:	NEW BUCKENHAM: 13 St Martins Gardens New Buckenham

REFERENCE:	3PL/2021/0366/LU
PROPOSAL:	Replacement of windows and doors to the front and side of the property (certificate of lawfulness)
LOCATION:	NEW BUCKENHAM: Chapel Cottage Chapel Street

REFERENCE:	<u>3PL/2021/0418/LB</u> & <u>3PL/2021/0417/HOU</u>
PROPOSAL:	Demolition of existing shed to create parking area & installation of EV charging point, erection of new shed in rear garden, open up historic access by removing part of hedge
LOCATION:	NEW BUCKENHAM: Wisteria House Market Place

REFERENCE:	<u>3PL/2021/0469/LB</u>
PROPOSAL:	Strengthening of timber support beam in lounge, it is proposed to install a 125 x 65 pfc steel support above the existing beam.
LOCATION:	NEW BUCKENHAM: Kings Cottage King Street

Details of planning applications can be found online at the Breckland Council website. Go to <https://www.breckland.gov.uk/planningsearch> and follow the instructions, inserting the relevant reference number for the planning application you are interested in. Alternatively, if you are viewing this report on the Parish Council's website, just click on the highlighted planning application number above to go straight to the application details on the Breckland website.