

Clerk's Report for Burley Parish Council Meeting

Wednesday 7th December 2022

Myrtle Hall Wi-Fi

A 4G modem has been installed in the Myrtle Hall. The modem is on loan from Todeka Ltd (at no charge). Todeka Ltd is a company owned by the clerk. It is powered by a SIM (currently from Sky, using the 3 network, again on loan from Todeka Ltd) at a cost to the council of £8.33 per month. The original SIM from GiffGaff would not work with the modem (not sure why). Over the next month I will swap the SIM for one in the council's name.

Little Deers Day Nursery

I have not yet been advised as to chair of the trustees. If this name is not readily available, I will send the letter regarding the lease roll-over just addressed to the Chair of Trustees, rather than a named individual.

Finance (Agenda Item 10b)

Account Reconciliation

Balance of accounts 30th November 2022 (To be checked by Cllr Egerton) See Annexe 1.

War memorial 30/11/2022	1,367.27
Deposit 30/11/2022	16,368.66
Current 30/11/2022	10,638.82
Total 31/10/2022	28,374.75

NFDC Grant passported to Burley Charities

We received £400 from NFDC which was to be passported to Burley Charities as part of the warm space initiative. I loaded the payment onto NatWest Bankline and asked Cllr Egerton to be the second approver. When Cllr Egerton tried to approve, it said it had been cancelled. I therefor entered it a second time. We now find it has been processed twice. I have requested a refund of £400 from Burley Charities which is being processed.

Deposit Account

We are now receiving a reasonable interest rate (£9) this month on the deposit account, so I have moved £5000 from the current account to the deposit account.

Payments List (Agenda Item 10a)

New payments since last meeting, including those pre-approved, paid under contract or to be authorised at the meeting:

The NALC training fee is for an online communications seminar which I and Cllr Hedge would like to attend. The Annual grants represent the balance of grants included in the 2022/23 budget. I am unsure as to the validity of the PCSO lunch. Perhaps members can advise on the history of this. Has this been approved by the police? Is it a taxable payment? How many PCSOs are included? I am only aware of one PCSO covering Burley

Payee	Description	Cost Centre	Cost Code	Method	Net	Vat	Gross	Pwr	Approved Contract Delegate
Burley WI	Hall hire	Admin	Hall hire	BnkL	36.00	-	36.00	4	Contract
HMRC	PAYE	Salary	Salaries	BnkL	130.00	-	130.00	5	Contract
Microsoft	MS365	Admin	Software	DC	4.50	0.90	5.40	4	Contract
T Brindley	Salary	Salary	Salaries	BnkL	520.00	-	520.00	5	Contract
ICO	Annual fee	Admin	Admin	DD	35.00		35.00		Contract
T Brindley	Expenses	Admin	Clerk x's	BnkL	69.27	0.83	70.10	5	Contract

NALC	Training	Cllr Expenses	Training	DC	64.88	12.98	77.86	4		
ANNUAL GRANTS										
NF Disability	Grant	Grant	Grant	BnkL	50.00	0.00	50.00	6		
R&B band	Grant	Grant	Grant	BnkL	75.00	0.00	75.00	6		
CAB	Grant	Grant	Grant	BnkL	150.00	0.00	150.00	6		
First responders	Grant	Grant	Grant	BnkL	100.00	0.00	100.00	6		
PSCO Xmas lunch	Grant	Grant	Grant	BnkL	100.00	0.00	100.00	6		
Total					1334.65	14.71	1349.36			

Method: DC (Debit card) IB (Internet banking) DD (Direct Debit) BnkL (Bankline)

Powers: 1 Grass cutting: Open Spaces Act 1906 s.10, 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19, 3 HALC membership: LGA 1972 s.143, 4 Audit, Insurance, Training: LGA 1972 s.111, 5 Salary/expenses: LGA 1972 s.112(2), 6 Other, Localism Act 2011, 7 S137: LGA 1972 s137 8 War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133.

Asset List

At the request of Cllr Cook, I have included the asset list as Annexe 2 of this report.

Remembrance Sunday

The Remembrance Sunday ceremony went well, was well attended and completed safely. I retrieved the surplus orders of service and if anyone know of more can they collect them ready for reuse at next year's event.

I made the following observations for consideration ahead of next year's ceremony.

- The road closure could be delayed until 5 minutes before. This would reduce the ques of traffic with the knock on effect of making the road opening safer.
- The band only had a few minutes of music to play and public were standing, largely in silence, for ten minutes.
- Before re-opening the roads, an announcement should be made to warn the public that traffic is about to flow. There were still a lot of the public in the road as cars and motorcycles tried to get through.
- An announcement to retain or return the Orders of Service.
- Better co-ordination between the council (via the clerk) and the Royal British Legion in advance of the ceremony.

Legal matters and Licensing applications (Agenda Item 17)

NFDC Ref:	TEN 10282 / LICTE/22/15462 - KS	TEN 10275 / LICTE/22/15393 - BD
Date:	05 December 2022	28 November 2022
Application Type:	Temporary Events Notice	Temporary Event Notice (LATE)
Date(s) Of Proposed Event:	21/12/2022 12:00:00 to 23/12/2022 22:00:00	09/12/2022 16:00:00 to 09/12/2022 23:00:00
Premise Address:	Shappen Stores And Cafe, The Cross, Burley, Ringwood, BH24 4AB	Noohn, The Cross, Burley, Ringwood, BH24 4AB
Applicant Details:	Nigel Blow	Judith Swayne
Event Details:	Christmas Event. The sale by retail of alcohol. The provision of regulated entertainment 21 December 2022 - 12:00 hrs to 23:00 hrs 22 December 2022 - 12:00 hrs to 22:00 hrs 23 December 2022 - 12:00 hrs to 22:00 hrs 50 persons	Christmas Pop Up Shop. The sale by retail of alcohol. The provision of regulated entertainment. The giving of a late Temporary Event Notice 09 December 2022 16:00hrs to 23:00hrs 30 persons

Tom Brindley

5th December 2022

Annexe 1 Bank Reconciliation

Annexe 2 Asset List

Burley Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/11/2022		
	Cash in Hand 01/04/2022		27,669.46
	ADD		
	Receipts 01/04/2022 - 30/11/2022		18,203.91
			45,873.37
	SUBTRACT		
	Payments 01/04/2022 - 30/11/2022		17,613.82
			28,259.55
A	Cash in Hand 30/11/2022 (per Cash Book)		28,259.55
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2022	0.00
	War memorial	30/11/2022	1,367.27
	Deposit	30/11/2022	16,368.66
	Current	30/11/2022	10,638.82
			28,374.75
	Less unrepresented payments		115.20
			28,259.55
	Plus unrepresented receipts		
B	Adjusted Bank Balance		28,259.55
	A = B Checks out OK		

BURLEY PARISH COUNCIL FIXED ASSET REGISTER 2022-2023

Description	Date acquired	Location Held	Book Value/	Insurance Value	
			Purchase cost	Zurich 01/10/22-30/09/23	
Deer Hall			74,540	171,077	
Hut			5,000	11,255	
TOTAL BUILDINGS			79,540		
War Memorial *	1919		1	112,457	
Office Contents inc:	Various	Clerk's address	801	1,687	
Milestones/Bus shelters/Street Furniture			1	54,899	
Burley Street noticeboard	11/05/2016	Burley Street	1,200	1,500	
General contents inc BLH	2011-2013	Hut	10,667	12,000	
Jubilee Clock	04/02/2014	Village Centre	2,956	3,606	
Cycle Racks	01/03/2014	NFDC Car Park, Burley	2,200	2,476	
DEFIBRILLATOR	01/10/2014	Village Hall	1,680	5,628	
Burley Street benches x2	12/10/2017	Burley Street	1,050	1,694	
Pound Lane bench	10/01/2018	Pound Lane	500		
5 x Councillor Laptops (Lenovo ideapad 120s 14")	21/06/2018	Clerk's home, Cllr Bram	1,100	1,508	
1 x laptop (Lenovo Ideapad 320s 15")	21/06/2018	Cllr Clarke's home	280	350	
Cumulative			101,976	379,787	
2019-20:					
HP Officejet Pro 7740 Wide		06/05/2019	Cllr Clarke's home	162	250
Second village defibrillator		09/11/2019	near Shappen Stores	1,250	2,000
Noticeboard at Post Office		22/10/2019	near Shappen Stores	1,650	2,000
hp all-in-one printer		09/02/2020	Clerk's address	40	50
Cumulative			105,078	384,087	
2020-21:					
Bench Seat		15/09/2020		540	600
Cumulative			105,618	384,687	

2021-22:						
Litter Pick equipment: 29 Tabards, 1 x Medium, 17 x Large, 10 x Xlarge, 1 x 2XLarge, 35 Litter Pickers, 4 Bag Rings, 4 Protective Glasses.			10/06/2021	Cllr Egerton's home	458	500
New Dell laptops x4				Cllrs Hedge, Cook, The Clerk	2,636	3,000
Cumulative					108,711	388,187

2022-23:

Gazebo				Aug-22 Cllr Clarke's home	83	
--------	--	--	--	---------------------------	----	--

Cumulative

108,794	388,187
----------------	----------------

Details of Land and Building Assets					
Description	Location	Owner/	Date of Acquisition	Cost of Acquisition	Present Use
Deer Hall	Ringwood Road, Burley	BPC	unknown	unknown	Little Deers Day Nursery
Old Red Cross Hut	Ringwood Road, Burley	BPC	unknown	unknown	Storage
War Memorial	The Cross, Burley	BPC	1919	unknown	War Memorial

*reinstatement values adjusted following assessment by building surveyor April 2017