

## STOKE ST. MICHAEL PARISH COUNCIL

### To all Members of Stoke St Michael Parish Council

You are hereby summoned to attend a meeting of Stoke St Michael Parish Council for the purpose of transacting the following business

**Kate Egan Clerk to the Council**

### Agenda for the Meeting of STOKE ST MICHAEL PARISH COUNCIL

To be held on Thursday 9<sup>th</sup> January 2025 at Stoke St Michael War Memorial Hall, Stoke Hill, Stoke St Michael Starting at 7.30pm

1. **Welcome by the Chairman.**
2. **Apologies for absence**
3. **Absent**
4. **Declarations of Interest and Dispensations**
  - (a) **To receive declaration of interest from Councillors on items on the agenda**
  - (b) **To receive written requests for dispensations for disclosable pecuniary interests**

Cllr Anna Mears has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires October 2025). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028)
  - (c) **To grant any requests for dispensation as appropriate.**
5. **Public Session.** The period designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes.
6. **Somerset Councillor Reports**
7. **To consider the approval of the minutes of the Parish Council Meeting held on 28<sup>th</sup> November 2024 and 12<sup>th</sup> December 2024, previously circulated**
8. **Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.**
  - (a) **SCC/4079/2023** Application to vary planning conditions 1, 7, 37 and 38 of Planning Permission ref: IDO/M/24/B dated 11<sup>th</sup> July 1995 to amend the working plans, restoration requirements and end dates to facilitate the Extension of Stoke Quarry (Notice of determination of conditions to which an Interim Development Order (IDO) Permission is to be subject relating to IDO-M-24-B- Section 73 Planning. Moons Hill Quarry, Stoke St Michael.

- (b) **SCC/4080/2023** Section 73 Planning Application to vary Planning Conditions 1, 7, 37 and 38 of Planning Permission ref: IDO/M/26/B dated 11th July 1995 to amend the working plans, restoration requirements and end dates to facilitate the Extension of Stoke Quarry. Moons Hill Quarry, Stoke St Michael.
  - (c) **SCC/4081/2023** Section 73 Planning Application to vary Planning Conditions 2, 8, 49, 50 and 51 of Planning Permission ref: M25/1/76 dated 9th December 2003 to amend the working plans, restoration requirements and end dates to facilitate the Extension of Stoke Quarry. Moons Hill Quarry, Stoke St Michael.
  - (d) **SCC/4082/2023** Planning Application for the Extension of Stoke Quarry. Moons Hill Quarry, Stoke St Michael.
- 9. Planning Applications – Responses to be noted from Somerset Council**
- (a) **2024/2056/HSE** Proposed double garage. Mendip Farmhouse, Mendip Road, Stoke St Michael. **Decision** Somerset Council have granted approval.
  - (b) **2024/1854/APP** Approval of details reserved by condition 8 (construction management plan) 11 (landscape and ecological management plan) and 16 (construction ecological environmental management plan) on consent 2025/1606/FUL. Land at 366731 146471 Burges Hill, Stoke St Michael. **Decision** Somerset Council have granted approval.

#### **10. Policies**

- (a) To consider and approve the amended Grant Policy for 2024-2025.

#### **11. To Be Resolved / Discussed**

- (a) To consider the request from the PCC for the Parish Council to cover costs for tree works within the Churchyard.
- (b) To consider and approve the increased burial fees in relation to the Cemetery for 2025.
- (c) To consider the approval of the increase in the Home Working Allowance for the Parish Clerk from £6.50 a month to £13.00 a month from 1<sup>st</sup> April 2025.
- (d) To ratify the request to cover the cost of replacement pads and battery for the Defibrillator outside the Village Hall.
- (e) To consider the tender for the rebuilding of the bridge on Millennium Green and approve the wording and times before publishing.
- (f) To consider whether Parish Council creates a Neighbourhood Plan to protect future development within the Parish.
- (g) To consider and approve the annual budget for 2025-2026.
- (h) Following approval of the annual budget for 2025-2026, to consider and approval the precept for 2025-2026
- (i) To consider and approved the Projected Use of Reserves (Ear Marked Reserves) for 2025/2026.

## **12. Clerk / Councillors Report**

- (a) A signed letter has been received from the Stoke St Michael War Memorial Hall confirming the Parish Council has responsibility for the Defibrillator situated in the porch of the War Memorial Hall.
- (b) To note the incident on 22<sup>nd</sup> December when a vehicle hit the concrete bollards protecting the culvert at speed and several requests on social media for the culvert to be fixed.
- (c) Correspondence has been received from Somerset Council stating the provision charge for emptying of litter and dog waste bins is £6.50 + VAT per bin, per collection. This will be confirmed following the Somerset Council Full Council meeting in January. The charge is for bins on non-council owned land only. Somerset Council will be in touch in the new year to confirm whether this is a service the Parish Council wishes to continue with and arrangements for invoicing etc if it is.
- (d) Update on the enhanced maintenance scheme being provided by Kier
- (e) Update from Cllr Peter Rhoes on the Withybrook Traffic Issues

## **13. Reports from the Working Parties**

- (a) Update from the Youth Services Working Party
- (b) Update from the Emergency Plan Working Party

## **14.. Finance**

Bank Balances as at: - 2<sup>nd</sup> January 2024

Unity Current Account – £2,749.71

Unity Savings Account – £41,890.67

Approval of the quarterly Bank Reconciliations

To note the Budget Review as at the end of December 2024

### **Receipts**

- (a) Bank Interest £301.46 – received 31.12.24

### **Payments**

- (b) Clerks' salary and expenses – December salary £452.42 including £72.00 for PIALC course
- (c) Stoke St Michael War Memorial – Hall Hire - £40.00
- (d) Unity Trust Bank – Bank Charges - £6.00 pd by DD 31.12.24
- (e) J Murtagh – tree services within the churchyard - £2640.00 – pd 08.12.2024
- (f) Ionos – Website hosting - £13.80 – pd by DD 31.12.24
- (g) Auto Speed Watch – purchase of two licences - £358.00 – pd 17.12.24

### **Transfers**

- (h) Transfer of £3,000 from the Savers Account to the Current Account, authorised by the Chair and Vice Chair by email, transferred on 08.12.24.
- (i) Transfer of £5,000 from the Savers Account to the Current Account

**15. Correspondence**

- (a) External training events for Councillors (Winter 24/24) – forwarded 11.12.24
- (b) Government publishes revised National Planning Policy Framework (NPPF) – forwarded 17.12.24
- (c) Proposed Housing Need Assessment to be undertaken in Cranmore and its neighbouring parishes – forwarded 02.01.25

**16. Matters to report / items for next agenda**

**17. Date and time of next meeting:** Thursday 13<sup>th</sup> February 2025 starting at 7.30pm. Stoke St Michael War Memorial Hall.

**18. Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

- (a) To note the Annual Appraisal of the Parish Clerk

**STOKE ST MICHAEL PARISH COUNCIL**  
**Minutes from the meeting held at Stoke St Michael War Memorial Hall on**  
**12<sup>th</sup> December starting at 7.30pm**

Present: Cllrs Peter Rhodes, Phil Howard, John McEntee (Chair), Dan White, Amanda Taylor, Keith Hambly, and Simon Collins

Also, in Attendance – The Parish Clerk sent apologies and the minutes were taken by Cllr Keith Hambly

**1. Welcome by the Chairman.**

The Chair of the Parish Council welcomed everyone to the meeting

**2. Apologies for absence**

**3. Absent**

Cllrs Matthew Rice and Anna Mearns

**4. Declarations of Interest and Dispensations**

**(a) To receive declaration of interest from Councillors on items on the agenda**

There were no declarations of interest from Councillors on items on the agenda

**(b) To receive written requests for dispensations for disclosable pecuniary interests**

Cllr Anna Mearns has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires October 2025). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028)

**(b) To grant any requests for dispensation as appropriate.**

There were no requests for dispensation as appropriate.

**5. Public Session.**

There was one member of the public in attendance.

**6. To Be Resolved**

**(a) To consider the recommendation to renew the licence for renew the data licence for the two speed cameras from the 7<sup>th</sup> January and subsequent years at a cost of £358 per year.**

There was some discussion on whether the cameras can be moved to alternative sites in the village and what would be involved. Cllr Peter Rhodes will follow this up.

The Council **RESOLVED** to renew the data licence for the two speed cameras from the 7<sup>th</sup> January and add a line into the budget for subsequent years.

**7. Matters to report / items for next agenda**

There were no matters to report

**8. Date and time of next meeting:** Thursday 9<sup>th</sup> January starting at 7.30pm. Stoke St Michael War Memorial Hall.

Meeting closed 7.50pm

**STOKE ST MICHAEL PARISH COUNCIL**  
**Minutes from the meeting held at Stoke St Michael War Memorial Hall on**  
**28<sup>th</sup> November starting at 7.30pm**

Present: Cllrs Peter Rhodes, Phil Howard, John McEntee (Chair), Dan White,  
Amanda Taylor, Keith Hambly, Anna Mearns

Also, in Attendance – Kate Egan – Parish Clerk

Items were out of order from the agenda

**1. Welcome by the Chairman.**

Cllr John McEntee welcomed everyone to the meeting

**2. Apologies for absence**

Cllrs Simon Collins and Matthew Rice

**3. Absent**

No Councillors were absent

**4. Declarations of Interest and Dispensations**

**(a) To receive declaration of interest from Councillors on items on the agenda** Cllr Amanada Taylor declared declaration of interest in planning application 2024/2124/HSE (item 8b)

**(b) To receive written requests for dispensations for disclosable pecuniary interests**

Cllr Anna Mearns has a written request for dispensation in relation to the Millennium Wood for four years (expires September 2027). Cllr Keith Hambly has a written request for dispensation in relation to Stoke St Michael Community Field for one year (expires October 2025). Cllr Amanda Taylor has a written request for dispensation in relation to Stoke St Michael Community Field, Stoke St Michael Community Events and Stoke St Michael Woodland Group for four years (expires January 2028) **(b) To grant any requests for dispensation as appropriate.**

Cllrs John McEntee and Keith Hambly were granted a dispensation regarding the grant application from the Stoke St Michael Woodland Group

**5. Public Session.**

There was one member of the public in attendance, he spoke the budget proposals for 2025-2026.

**6. Somerset Councillor Reports**

Somerset Councillor Barry Clarke was in attendance and gave a verbal update on the current Somerset Council finances including the current budget and deficit. Other topics mentioned were devolution of service down to Town and Parish Council from Somerset Council, winter fuel payments and council tax discounts and exemptions.

**7. To consider the approval of the minutes of the Parish Council Meeting held on 17<sup>th</sup> October, previously circulated**

The Council **RESOLVED** to accept the minutes of the Parish Council meeting held on 17<sup>th</sup> October as a true record, this was signed and dated by the Chair.

**12.To Be Resolved / Discussed**

- (c) **To consider and review the draft budget for 2025-2026 for any additions or deletions with a recommendation the budget is approved at the Parish Council meeting being held on Thursday 9<sup>th</sup> January.**

Cllr Keith Hambley as the Councillor responsible for Finance talked through the budget and asked for any additions. This will be brought to the next meeting for approval of the budget for 2025-2026 and the precept application.

**8. Planning Applications – If other planning applications are received between the date of this notice and the date of the meeting, they may be considered.**

- (a) **2024/2056/HSE** Proposed double garage. Mendip Farmhouse, Mendip Road, Stoke St Michael. **Recommendation** Stoke St Michael Parish Council recommended approval.

Cllr Amanda Taylor remained in the room and but did comment or vote on the recommendation for the planning application below.

- (b) **2024/2124/HSE** Erection of two-storey side extension and porch. Stoke Lodge, Susannas Lane to Dark Lane, Stoke St Michael. **Recommendation** Stoke St Michael Parish Council recommended approval.

**9. Planning Applications – Responses to be noted from Somerset Council**

- (a) **2024/100/APP** Approval of details reserved by condition 15 (drainage) and 16 (oil interceptor) on planning consent 067818/010 (revised drainage strategy received 27/9/24). Cooks Wood Quarry, Bector Lane, Stoke St Michael. **Decision** Somerset Council granted approval.

**10. Policies**

- (a) **To consider the recommendation to approve the Terms of Reference for the Staffing Committee.**

The Council **RESOLVED** to approve the Terms of Reference for the Staffing Committee.

**11. Grants**

- (a) **To consider the grant application from the Stoke St Michael Woodland Group for £2,000.**

The Council **RESOLVED** to approve the grant application from the Stoke St Michael Woodland Group for £2,000.

**12.To Be Resolved / Discussed**

- (a) **To ratify the request to cover the cost replacement pads and battery for the Defibrillator outside the village hall.**

This was deferred to the next meeting.

- (b) **To consider the Parish Council having responsibility for the village defibrillator, adding it to the Asset List, insurance and covering any maintenance costs.** The Council **RESOLVED** to accept responsibility for the village defibrillator, adding it to the Asset List, insurance and covering any maintenance costs.

- (d) **To consider any recommendations regarding the Enhancement Scheme following a meeting with Nathan Turnbull from Keir.**

Following a meeting between Cllrs Simon Collins, Peter Rhodes and Nathan Turnbull from Kier the Council are still unsure of what services will be devolved down from Somerset Council, a list is due to be forwarded with details. There are still lots of questions to be answered before a commitment can be made.

### 13. Clerk / Councillors Report

- (a) Bulbs have been ordered for planting at Moonshill Green and a couple have kindly come forward to help with the planting. **Update** The bulbs have been delivered and given to a couple of residents who have offered to plant the bulbs.
- (b) Following a post on the Parish Council Facebook page asking for volunteers to help create the Emergency Plan, unfortunately no replies were received.
- (c) Confirmation has been received that the measurements for the bridge are all within the drawings, so a tender document will be created and sent out to interested parties.
- (d) Following a request for S106 monies from Somerset Council regarding the development at Yellowgate the request was denied as the site already has outline consent and planning obligations (and conditions) can only be attached to a consent if the application would be unacceptable without them. During the appeal the inspector made specific reference to the highways in his decision letter and was of the view that it was not an issue that could result in a refusal (also noting the absence of any objection from the Highway Authority).
- (e) The national pay award was released at the end of October, this is reflected in the November salary with backpay until the 1<sup>st</sup> of April.
- (f) Tree work in the churchyard is scheduled for the first week of December, this is dependent on the weather.
- (g) Following a meeting with Niall Robertson (Asset Maintenance Officer from Somerset Council) and members of the PCC regarding the ongoing maintenance of the churchyard. A discussion was held about the current repairs such as repointing the wall and repairs to the tomb crypts – Somerset have requested this work is carried out first before they become responsible for the maintenance of the Churchyard. Following an email, they were happy to take this forward on an agreed maintenance / repair plan if the expenditure is a bit too much in one year.
- (h) Update from Cllr Peter Rhodes on the Withybrook Traffic Issues. **Update** Cllr Peter Rhodes has chased Sara Davies from Somerset Council and including photographs of pedestrians and horses using the road. The reduction in the speed limit has been added to the potential works from Somerset Council but no date has been agreed.

### 14. Reports from the Working Parties

- (a) **Update from the Youth Services Working Party** There was nothing to report
- (b) **Update from the Emergency Plan Working Party**  
Cllr Phil Howard had spoken to the local PCSO, local quarry and Somerset Council for advice. A template has been received for a resilience plan which will be sent out to all.

**15.. Finance**

Bank Balances as at: - 21<sup>st</sup> November 2024

Unity Current Account – £6,604.90

Unity Savings Account – £44,589.21

**Receipts**

(a) Burial Fees - £18.00 – chq received

**Payments**

(b) Clerks Salary and expenses October and November £927.54

(c) Stoke St Michael War Memorial – Hall Hire - £30.00

(d) Primrose Garden Maintenance – Grass Cutting - £729.05

(e) SLCC – Annual Membership - £99.00

(f) RBL – Remembrance Wreath - £50

(g) Unity Trust Bank – Bank Charges - £5.40

(h) Ionos – Web Hosting - £13.80 – pd by DD

The Council **RESOLVED** to approve the above receipts and payments.

**17. Correspondence**

(a) Free SALC Training Events – forwarded 22.10.24

(b) Publication of Shepton Mallet Neighbourhood Plan – forwarded 30.10.24

(c) Invitation to the Parishes Conference on 13<sup>th</sup> November – forwarded 30.10.24

(d) Early Engagement on the Local Plan for Somerset Council – forwarded 30.10.24

(e) Letter from Cllr Bill Revan's to Somerset Parishes – forwarded 13.11.24

**18. Matters to report / items for next agenda**

An extra ordinary meeting will be held on Thursday 12<sup>th</sup> December to discuss the licence for the Auto Speed Cameras.

**19. Date and time of next meeting:** Thursday 9<sup>th</sup> January starting at 7.30pm. Stoke St Michael War Memorial Hall.

Meeting closed 9.05pm

# **Stoke St Michael Parish Council Grant Policy**

Adopted on: -

## **Grant Policy**

### **Objective**

Stoke St Michael Parish Council wishes to support activities and causes which benefit the parish of Stoke St Michael. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well-being of the community.

### **Eligibility**

Any grant made by the Parish Council must directly benefit some or all the residents of the parish of Stoke St Michael. Applicants must set out how the community of Stoke St Michael will benefit for the work funded by the grant.

The following criteria must be met for a group to be considered for a grant: -

- The group must be a charity, voluntary or community organisation. The group must be formally constituted and have a management committee made up of volunteers. Individuals and businesses, Political Parties or organisations affiliated thereto are not eligible for grant funding.
- Grants will not be made to individuals
- Grants will not be made retrospectively
- An organisation should have a bank account in its own name
- Ongoing commitments to award grants or subsidies in the future years will not be made. A fresh application will be required each year.

Applications can be made at any time of the year but if possible before October to assist in the Parish Councils financial planning.

### **Condition**

Whilst there is no upper limit the Council as a public authority will award grants according to its budget. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Parish Council reserves the right to verify that the expenditure incurred is entirely in accordance with the grant application and purposes. Proper evidence of estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded. Grants cannot be awarded after the relevant project or event has been completed. An acknowledgement on receipt of the grant payment is required.

## Application Process

- Applications should be made by completing the Grant Awarding Application Form.
- Applicants are required to attend a Parish Council meeting prior to submission of their application to outline their request.
- The organisation must be able to demonstrate that it is properly managed and able to run its affairs responsibly.
- Written constitution that has been formally adopted by the members of that organisation (or a similar document of agreement between individuals where their association is less formal) must be appended to the application form, **plus any relevant policies (e.g. health and safety, inclusivity policies)**.
- **The organisation must supply full details of the project or activity including photographs and plans if applicable.**
- **The organisation must supply a copy of the previous year's accounts, or for new initiatives, a detailed budget and business plan.**
- **The organisation must supply a copy of the organisation's latest bank statement.**
- Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole grant provider, the applicant must explain the reason for this.
- Applicants are usually informed of the outcome of their application within two weeks of the meeting.
- Grant recipients are required to attend the next Annual Parish Meeting which is held in the month of May after the grant has been awarded to make a presentation on the achievement of the purposes of the grant.

## **Proposal for Parish Council Consideration: Churchyard Tree work Request Background**

The Parochial Church Council (PCC) has approached the Parish Council with a request to assist in addressing necessary tree work in the churchyard. While the Parish Council is not responsible for the routine maintenance of the churchyard, it is willing to consider supporting one-off items where there is a clear community benefit or safety concern. The PCC has provided two quotes for the required tree work:

1. **Contractor A:** 3 Yew Trees on North West boundary of the churchyard. Reduce all 3 trees by approx. 30% in height and reshape, trim growth overhanging neighbouring properties. Process waste into wood chips and remove from site £2,340 including VAT
2. **Contractor B:** Significant reduction of Yews, removal of dead leylandii, removal or weak yew, allowing space and improving health of surrounding yew. £4,994.40 including VAT.

The work primarily concerns the health and safety of the churchyard visitors and the wider community, ensuring the area remains safe for public use and mitigating potential liabilities from falling branches or unstable trees.

### **Proposal**

The Parish Council is invited to consider the following options:

#### **Option 1: Contribute to the Cost of Tree work**

- Approve a one-time financial contribution to cover part or all the costs of the selected contractor.
- This option demonstrates the Parish Council's support for community safety and preservation of the churchyard as a community asset.

#### **Option 2: Decline Financial Support**

- Advise the PCC that the maintenance of the churchyard, including tree work, falls outside the Parish Council's responsibilities.
- Encourage the PCC to seek alternative funding sources, such as grants or community fundraising.

### **Considerations**

- **Budget Impact:** The Parish Council's current financial position should be reviewed to determine the feasibility of any contribution.
- **Community Impact:** Supporting the tree work could enhance public safety and demonstrate the Parish Council's commitment to community well-being.
- **Precedent:** Any decision should consider how it aligns with the Parish Council's established policies and responsibilities.

## STOKE ST MICHAEL CEMETERY TABLE OF FEES

With effect from January 2025

The fees stated do not include digging the grave/plot. These fees apply only where the interment is made between the hours of 10am and 4pm, not on Sundays or Bank Holidays

All the items below are to be approved by the incumbent.

<b>INTERMENT</b>	<b>2024 Fees</b>	<b>2025 Fees</b>
Still born child or child whose age at death did not exceed 16 years of age	Free	Free
Burial of <b>body</b> in Cemetery <b>immediately before or after Church Service</b>	£349	£357
Burial of <b>ashes</b> in Cemetery <b>immediately before or after* Church service</b>	£142	£146
Burial of <b>ashes</b> in Cemetery on separate occasion <b>when original service was held in the Church</b>	£142	£146
Burial of ashes in Cemetery on a separate occasion if no service (priest might be attending committal only)	£142	£146
Burial of ashes in Cemetery on separate occasion <b>when the original service was at a Crematorium</b>	£142	£146
Funeral service (including the burial of <b>body</b> ) at graveside in <b>Cemetery</b>	£349	£357
Funeral service (including the burial of <b>ashes</b> ) at graveside in <b>Cemetery</b>	£142	£146
Burial of <b>body</b> in <b>Cemetery</b> only – no priest	£349	£357
Burial of <b>ashes</b> in <b>Cemetery</b> only – no priest	£144	£146
<b><u>MEMORIALS</u></b>		
Small cross of wood	£38	£39
Small vase not exceeding 305 x 203mm (12" x 8" x 8") or tablet, plaque or another marker commemorating a person whose remains have been cremated	£72	£74
Any other monument	£150	£154
Additional inscription to existing monument	£18	£19

\*. *Immediately before or after = day of service, day before or day after*

All enquiries to:

Cemetery Clerk, Kate Egan,

Uphill Cottage, Church Street, Croscombe, Somerset, BA5 3QS, Tel: 01749 343910

Email: [clerk@stokestmichaelpc.org](mailto:clerk@stokestmichaelpc.org)

Fees to the Parish Council be made via bacs (please contact the Cemetery Clerk for details) and by cheque made payable to Stoke St Michael Parish Council

# Tender for the Construction of a Stone Bridge

## 1. Introduction

This tender invites submissions for the construction of a stone bridge to be installed on the Millennium Green in Stoke St. Michael. The bridge will enhance pedestrian access while complementing the natural and aesthetic character of the green. Design and structural specifications will be guided by the accompanying drawings and structural report.

## 2. Scope of Work

The project will include:

- Site preparation on the Millennium Green, including excavation and levelling.
- Construction of robust foundations and supporting structures in accordance with the design.
- Building of stone walls and the placement of a deck structure using precast concrete or equivalent materials.
- Paving and sealing the bridge deck to ensure durability and safety.
- Adherence to all applicable environmental and safety regulations.

## 3. Reference Documents

The following documents are provided to guide the project:

- **Architectural and Structural Drawings** outlining the bridge design and placement.
- **Structural Calculation Report** detailing load considerations and material specifications.

## 4. Location Details

The bridge is to be installed on the Millennium Green in Stoke St. Michael, a community space requiring careful attention to preserve its environmental and aesthetic integrity. Site visits prior to submission are encouraged to ensure a full understanding of the project context.

## 5. Project Timeline

- **Tender Submission Deadline:** [Insert Date]. *needs dates, how long would you like to give*
- **Commencement of Work:** [Insert Date].
- **Completion Deadline:** [Insert Date].

## 5. Submission Requirements

Interested contractors must include the following in their submission:

- A detailed construction plan, including methodology and timeline.
- Technical drawings that demonstrate the proposed design and construction approach.
- A comprehensive cost breakdown, including materials, labour, and contingencies.
- Evidence of experience with similar projects, including references.
- Confirmation of compliance with health, safety, and environmental regulations.

## 6. Evaluation Criteria

Tenders will be evaluated on the following factors:

- Alignment with the design specifications and environmental considerations.
- Quality and completeness of technical drawings.
- Cost-effectiveness and clarity of the budget.
- Demonstrated experience and expertise in similar projects.
- Ability to meet the project timeline.

## 7. Submission Instructions

Tenders must be submitted to:

Parish Clerk, Email [clerk@stokestmichaelpc.org](mailto:clerk@stokestmichaelpc.org)

By [Insert Deadline]. **What date would you like?**

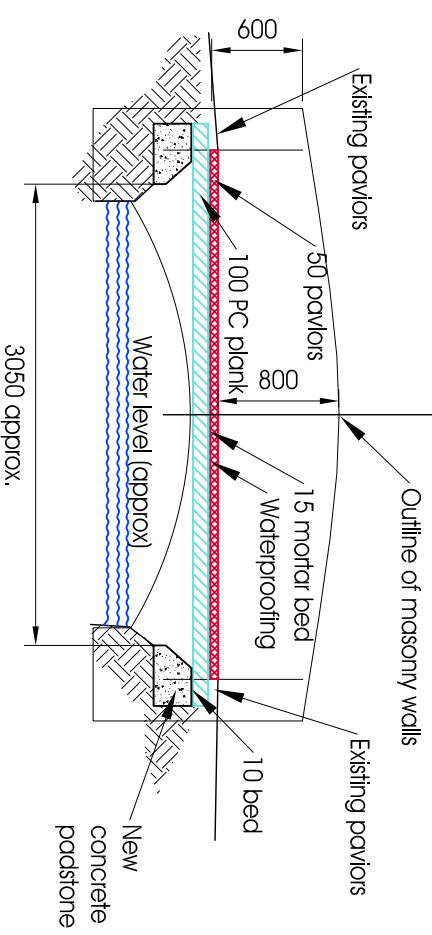
Late submissions will not be considered.

## 8. Contact for Queries

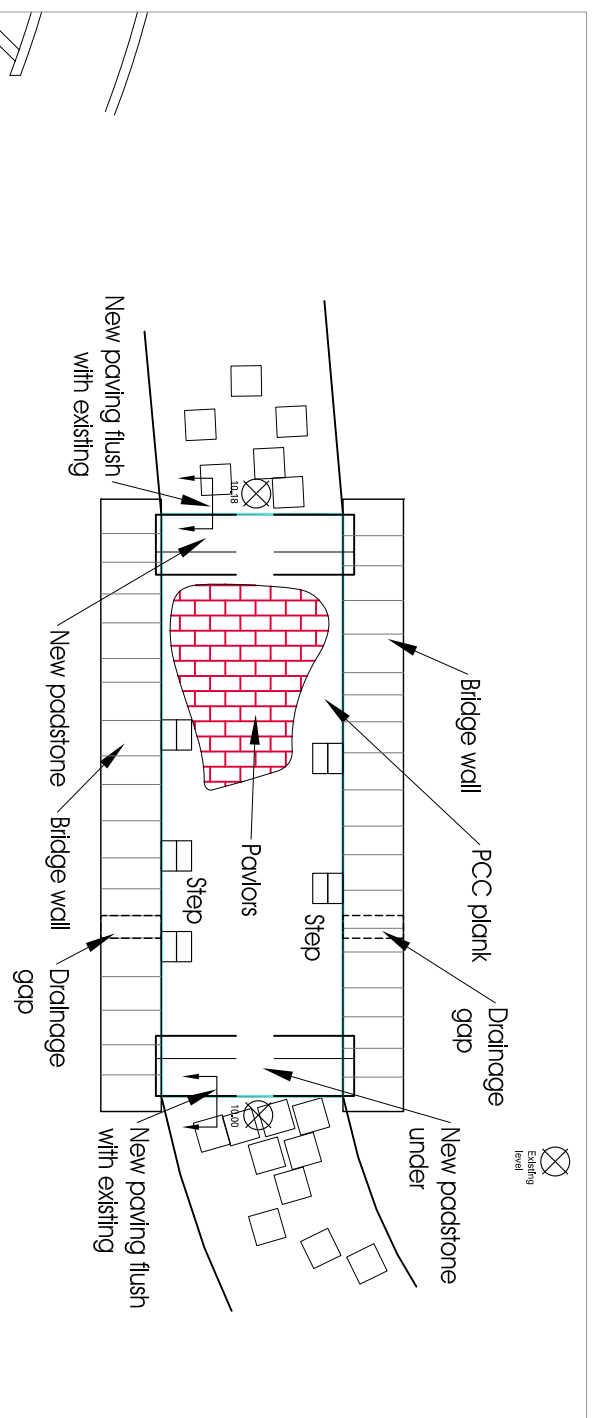
For questions or to arrange a site visit, please contact: **don't really need this part as it is in open space.**

[Project Manager Name]

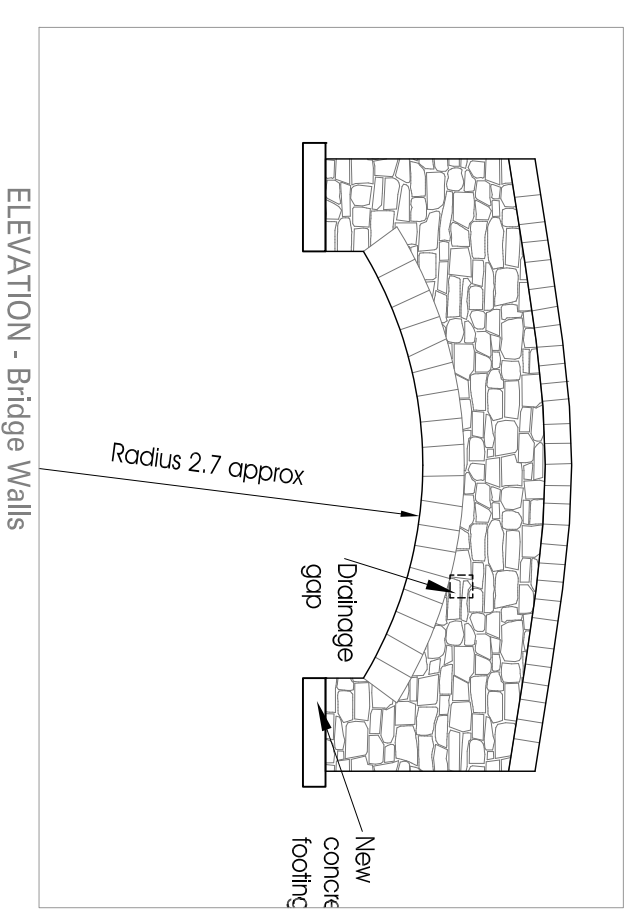
[Phone Number/Email Address]



SECTION - Basic Construction



PLAN - Basic Construction &amp; Bridge Walls



ELEVATION - Bridge Walls

## NOTES

1. A solid platform to be constructed across stream to prevent dust and debris from entering the stream during demolition and construction. The platform to be cleaned up at the end of each working day.
2. Levels and dimensions to be verified before construction and ordering of materials.
3. The finished surface level of paving of the new bridge to be flush with the existing paving. Any necessary adjustments to top of new padstone, bedding of PCC plank, bedding of pavlois to be made to ensure finished surfaces are flush with existing. Concrete block paving on flexible bed (Marshalls guidance).
4. Existing paving to be undisturbed. Protect as necessary.
5. Stainless steel frame type wall ties to be fixed to edge of PCC plank and tied into new wall, at say 600mm c/s.
6. Waterproofing layer to top of PCC plank (eg liquid brush applied or self-adhesive membrane).
7. Lifting equipment will be necessary for offloading and positioning of PCC plank.
8. Local limestone rubble walling stone to be used for new bridge walls. Lime mortar. Centering for new arch.
9. Stream banks either side of bridge to be re-inforced with a) geo-textile, b) stone revetments, or c) suitable planting.

**Barrie Christian Architect**

1-2 Allington Row, Stoke St Michael, Bath BA3 5JW 01749 840602

**Millenium Bridge Rebuild, Stoke St Michael**

Drg. No. A224/05/01b

Scale 1:50

**General Arrangement**

June 2024

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# STRUCTURAL CALCULATION REPORT

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**JOB TITLE: MILLENNIUM BRIDGE, STOKE ST MICHAEL, RADSTOCK, BA3**  
**JOB NO: 356**

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**22 July 2024**

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**AND DESIGN BATH LTD**


Authored by: Jenni Radford  
MEng (Dist) CEng, MStructE, MICE



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	Structural Calculations	Created by/Date JMR/ 22/07/24	
		Checked by/Date	

### Introduction


These calculations provide member sizing for the rebuilding of the Millennium Footbridge in Stoke St Michael, as reflected on the architect's GA drawing A224/05/01 (produced by Barrie Christian Architect).

They should be read in conjunction with marked up structural notes on this drawing to fully explain the proposals.

### Loading

A summary of the design loading assumed is as follows:

<b>Bridge Foot Deck</b>		<b>Make-up (assumed)</b>	<b>Load (kN/m<sup>2</sup>)</b>
	<b>Dead Load</b>	50 stone paviors, 15 mortar bed, membrane	1.50
		100 precast concrete plank	2.50
		<b>total</b>	<b>4.00</b>
	<b>Imposed Load</b>	<b>pedestrian traffic</b>	<b>3.00</b>
<b>Bridge Walls</b>		<b>Make-up (assumed)</b>	<b>Load (kN/m<sup>2</sup>)</b>
	<b>Dead Load</b>	400 stone (2200kg/m <sup>3</sup> )	8.80
		<b>total</b>	<b>8.80</b>

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References used for the element design within these calculations are given in Figures 1-3 below:

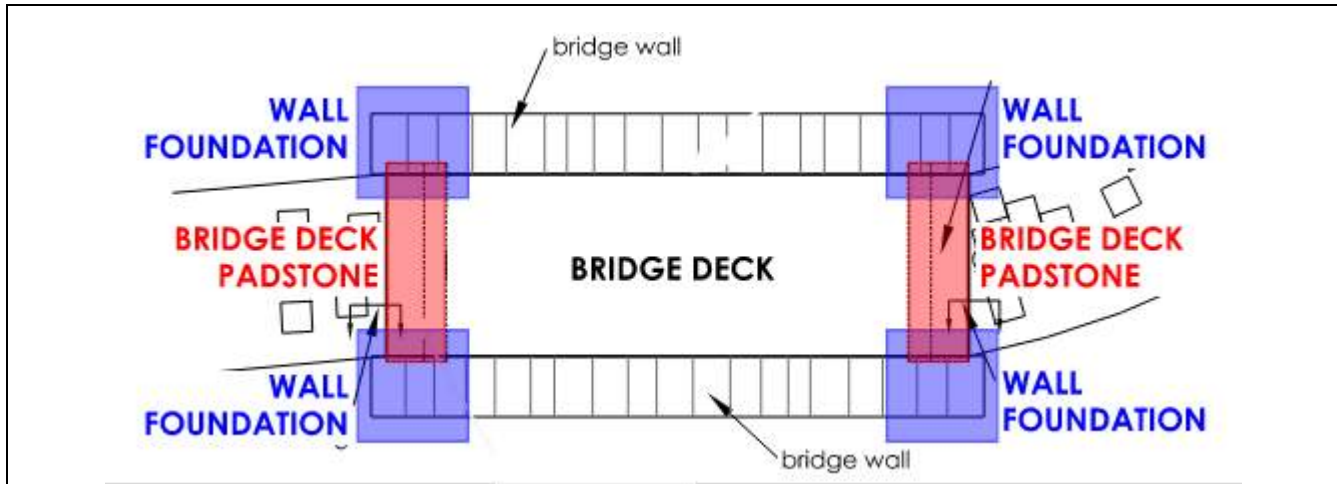


Figure 1: Plan: Bridge Deck, Wall, Padstone and Foundation References

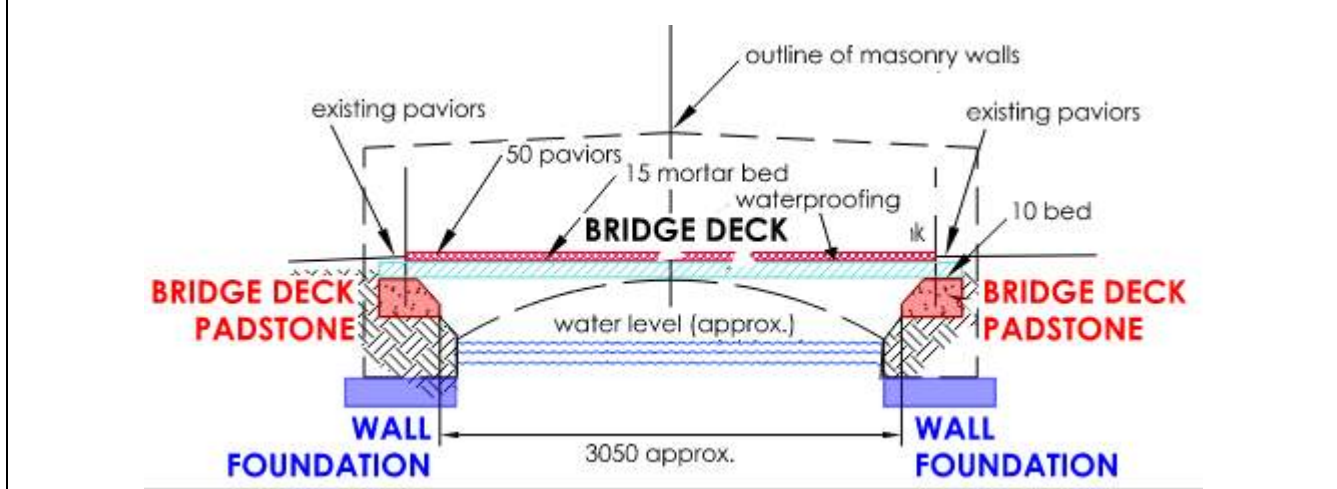


Figure 2: Section: Bridge Deck, Wall, Padstone and Foundation References

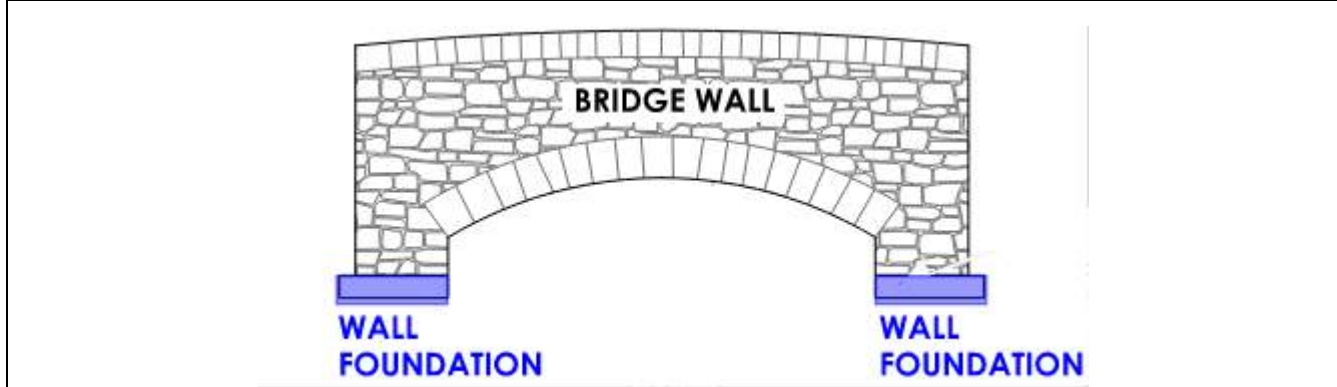



Figure 3: Elevation: Bridge Deck, Wall, Padstone and Foundation References

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## **BRIDGE DECK**

### **Precast Deck (1.2m wide planks)**

max span = 3.50m (centre to centre of supports)

superimposed DL,  $w_{DL} = 1.50\text{kN/m}^2$  (ie not including s/wt plank)

imposed LL,  $w_{LL} = 3.00\text{kN/m}^2$

From safe load/span tables (see extract from Coltman Precast Concrete below):

### **▲ COLTMAN PRE-STRESSED CONCRETE SOLID AND HOLLOW CORE SLABS**

Coltman Pre-stressed Concrete Solid and Hollow Core Slabs • Imposed Live Load vs Clear Span Tables •  
Design to Eurocode EC2 • 60 Minutes Fire Resistance


Type	Depth of precast unit (mm)	Self weight including infill ( $\text{kN/m}^2$ )	Allowable clear span (m) for imposed live load ( $\text{kN/m}^2$ ) and floor usage										
			Domestic/Residential/Offices						Retail/Congregation		Storage		
			0.75	1.50	2.00	2.50	3.00	4.00	5.00	7.50	10.00	15.00	
Solid K75	75	1.76	3.80	3.79	3.69	3.61	3.53	3.39	2.83	2.50	2.05	1.78	
Solid L100	100	2.35	5.30	5.30	5.18	5.07	4.97	4.78	3.87	3.37	2.77	2.40	
Solid Z150	150	3.53	7.69	7.47	7.34	7.13	6.90	6.49	5.87	5.11	4.20	3.66	
Solid X200	200	4.71	9.66	9.43	9.28	9.14	8.88	8.41	7.69	6.85	5.64	4.91	
Hollow Core A150	150	2.35	7.80	7.80	7.80	7.70	7.54	7.20	5.64	4.92	4.04	3.52	
Hollow Core high Density D150	150	2.96	7.80	7.80	7.76	7.61	7.47	7.09	5.83	5.08	4.18	3.64	
Hollow Core C200	200	2.94	10.30	10.16	9.96	9.76	9.58	9.26	7.43	6.48	5.33	4.64	
Hollow Core E250	250	3.66	11.80	11.80	11.79	11.59	11.40	11.05	9.21	8.03	6.61	5.76	

Data include 1.75  $\text{kN/m}^2$  for finishes

Using solid L100 unit (as highlighted); with  $\text{SDL} = 1.75\text{kN/m}^2$  and  $\text{LL} = 3.00\text{kN/m}^2$

max. safe span = 4.97m > 3.50m ∴ OK

USE: 100dp PRESTRESSED CONCRETE PLANKS  
(SOLID L100, BY COLTMAN PRECAST CONCRETE, OR EQUAL APPROVED)

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### **FOUNDATION LOADS**

Foundation loads have been assessed based on available data from BGS geology maps and existing boreholes. The site lies on the boundary between the Avon Group Formation (limestone) and Black Rock Formation (limestone subgroup) with no superficial deposits. The nearest boreholes with any detailed strata description (ref [ST64NE17/A-1](#)) indicate approx. 0.30-0.40m topsoil overlying between 0.7m-1.6m firm sandy clay overlying weathered limestone. The boreholes were terminated between 1.0m-2.0m depth on the weathered limestone formation. No water was encountered. Due to the proximity of the stream, a maximum allowable bearing pressure of 50kN/m<sup>2</sup> has been adopted for the design of the bridge bearings and wall footings

#### **Load Take Down: New Bridge Bearing/Padstone: considering 1.0m width**

Element	width / height m	DL		LL	
		kN/m <sup>2</sup>	kN	kN/m <sup>2</sup>	kN
Bridge deck	2.0	4.00	8.0	3.00	6.0
s/wt 250 deep padstone	0.5	6.25	0.3	-	-
<b>Total (SLS)</b>			<b>8.3</b>		<b>6.0</b>

Assuming safe bearing pressure of 50kN/m<sup>2</sup>  
width req'd = (8.3+6.0)/50 = 0.286m

USE: MIN. 400w x 250dp MASS CONCRETE FOOTING

#### **Load Take Down: New Bridge Wall Footing**

Element	width / height m	DL		LL	
		kN/m <sup>2</sup>	kN	kN/m <sup>2</sup>	kN
s/wt stone wall	2.0 x 1.25	8.80	22.0	-	-
s/wt 200 deep footing	0.75	4.80	3.6	-	-
<b>Total (SLS)</b>			<b>25.6</b>		-

Assuming safe bearing pressure of 50kN/m<sup>2</sup>  
Area req'd = 25.6/50 = 0.512m<sup>2</sup>

Width/Length of pad req'd =  $\sqrt{0.512\text{m}^2} = 0.716\text{m}$

USE: MIN. 750 x 750 x 200dp MASS CONCRETE PAD FOOTING

## **Proposal for Developing a Neighbourhood Plan**

### **Introduction**

This document outlines the concept of developing a neighbourhood plan for Stoke St Michael Parish Council. A neighbourhood plan is a community-led framework that guides future development, regeneration, and conservation within a designated area. It empowers residents to have a direct influence on planning and development in their community. This proposal invites the parish council to consider the idea and its potential benefits.

### **What is a Neighbourhood Plan?**

A neighbourhood plan is a statutory planning document prepared by the local community and adopted through a public referendum. It provides a vision and policies for:

- Housing development, including type, location, and design.
- Preservation of green spaces and heritage assets.
- Community facilities and infrastructure needs.
- Economic development and local services.

### **Benefits of a Neighbourhood Plan**

1. **Community Leadership:** Provides an opportunity for residents to shape the future of their parish.
2. **Influence on Planning:** Ensures local priorities are considered in planning decisions.
3. **Increased Funding:** Raises the parish's share of Community Infrastructure Levy (CIL) contributions from 15% to 25%. To note Somerset has S106 monies which are treated differently to CIL money.
4. **Preservation and Growth Balance:** Enables the community to balance preservation of local character with sustainable development.
5. **Proactive Approach:** Offers a structured way to address development challenges rather than reacting to external pressures.

### **Challenges and Considerations**

1. **Resource Commitment:** Developing a plan requires time, effort, and funding.
2. **Engagement:** Active participation from residents and stakeholders is crucial.
3. **Process Complexity:** The process involves several stages, including consultation, drafting, examination, and referendum.
4. **Budget Implications:** External expertise may be required, adding to costs.

### **What It Might Involve for Councillors and Residents**

- **For Councillors:**
  - Overseeing the overall process and ensuring alignment with the parish's strategic objectives.
  - Attending and supporting community engagement events.
  - Approving key documents and making decisions at each stage of the plan's development.
  - Liaising with the Somerset council and external consultants as necessary.

- **For Residents:**
  - Participating in surveys, workshops, and public consultations to share their views.
  - Volunteering to join the working group to help draft the plan and coordinate activities.
  - Reviewing draft documents and providing feedback to refine the plan.
  - Voting in the final referendum to adopt the neighbourhood plan.

### **Support and Funding Options**

- **Grants:** Up to £10,000 is available through Locality's neighbourhood planning program.
- **Technical Assistance:** Expert support for complex planning issues is accessible.
- **District Council Support:** Guidance and resources may be provided by the local planning authority.

### **Key Questions for Consideration**

1. **Development Pressure:** Are there current or anticipated developments that warrant a formal plan?
2. **Community Willingness:** Is there sufficient interest and capacity to lead the initiative?
3. **Strategic Alignment:** How will the neighbourhood plan complement existing policies?
4. **Resource Availability:** Does the parish have the financial and human resources to support the process?

### **Conclusion**

A neighbourhood plan represents an opportunity for Stoke St Michael Parish Council to take control of its future development and address local priorities in a structured and legally binding manner. While it requires commitment and resources, the potential benefits for the community could be significant.

The parish council is invited to consider this proposal as a first step towards empowering residents and shaping the parish's future.

Stoke St Michael Parish Council Budget 2025/2026								
	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	2025-2026	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Notes
						actual & projected until 31.03.25		
<b>Receipts</b>								
Precept	25,977.00	25,977.00	27,275.85	27,276.00	28,730.85	28,731.00	30,012.65	
<i>Increase %</i>				5.00	5.33		4.46	
Burial Ground	1,250.00	1,937.00	1,250.00	1,638.00	1,500.00	1,033.00	1,500.00	1
Bank Interest	5.00	16.21	-	-	-	1,186.11	750.00	2
Wayleave Payment	30.00	30.15	30.00	30.15	30.15	30.15	30.15	3
VAT Reclaim	2,000.00		2,000.00	2,274.22	2,000.00	1,937.58	2,500.00	4
Transfer from reserves	2,000.00						5,500.00	5
Other Receipts		4,471.76	-			5,285.00		6
<b>Sub Totals</b>					<b>3,530.15</b>	<b>9,471.84</b>	<b>10,280.15</b>	
<b>Total Receipts</b>	<b>31,262.00</b>	<b>32,432.12</b>	<b>30,555.85</b>	<b>31,223.37</b>	<b>32,261.00</b>	<b>38,202.84</b>	<b>40,292.80</b>	
<b>Payments</b>								
Clerks Salary	4,250.00	3,263.92	4,300.00	1,883.48	4,730.00	4,464.44	4,600.00	7
Burial Ground Clerks Salary & Admin	300.00	476.00	330.00		330.00		-	8
Lychgate Cleaner					-		-	9
HMRC Payments	50.00		100.00	441.40	-	740.20	-	10
Home Working Allowance				32.50	78.00	91.00	156.00	11
Insurance	400.00	397.25	450.00	433.23	450.00	471.93	500.00	12
Annual Membership & Fees	420.00	375.49	374.00	60.00	410.00	379.43	360.00	13
Internal Audit	276.00	276.00	250.00	250.00	250.00	250.00	280.00	14
External Audit	240.00	240.00	250.00	252.00	252.00	252.00	252.00	15
Hire of Hall PC Meetings	250.00	440.00	275.00	160.00	270.00	360.00	270.00	16
Zoom - Virtual Meetings			-		-		-	17
Stationery		54.19			-		-	18
Website Hosting	150.00	144.00	150.00	72.00	144.00	165.60	168.00	19
Election Costs	2,000.00	100.00	100.00		-		-	20

Donations (section 137)	50.00	160.95	50.00		50.00	50.00	50.00	21
Training (Councillors & Clerk)	250.00	194.96	250.00	174.00	750.00	687.96	750.00	22
Clerks Expenses	150.00	25.90	150.00	70.42	150.00	169.93	150.00	23
Parish Clerk Recruitment	150.00		-		-		-	24
Bank Charges		26.02	72.00	36.00	72.00	71.40	72.00	25
War Memorial Hall Maintenance Grant	2,500.00	3,300.00	3,000.00	2,500.00	3,000.00	3,000.00	3,000.00	26
Playing Field Grant	5,000.00	5,000.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	27
Baby & Toddler Group	750.00		800.00	780.00	800.00	920.00	1,000.00	28
Millennium Wood Grant					2,000.00		2,000.00	29
Other Grants	2,000.00		2,000.00	2,074.25	500.00	175.00	500.00	30
Parish Grass Cutting	4,666.00	4,665.64	4,762.00	3,401.15	5,105.00	5,103.35	5,404.80	31
Licences for Auto Speed Cameras					-	358.00	360.00	32
Village Maintenance	2,000.00	2,748.55	2,000.00	487.50	2,000.00	9,833.74	2,000.00	33
Millennium Wood Maintenance		750.00			-		-	34
Burial Ground Maintenance	350.00		350.00		350.00		350.00	35
Hire of compost bin (Burial Ground)	60.00	57.20	65.00	63.50	70.00	68.00	70.00	36
Misc. Maintenance								37
Parish Project	5,000.00	9,476.91	5,000.00	1,871.33	5,000.00	3,384.00	4,500.00	38
<u>Possible extras</u>								
Devolutions of services from Somerset							5,000.00	
Emptying of litter and waste bins							3,000.00	
<b>Total Payments</b>	<b>31,262.00</b>	<b>32,172.98</b>	<b>30,578.00</b>	<b>20,542.76</b>	<b>32,261.00</b>	<b>36,495.98</b>	<b>40,292.80</b>	
Bank Balance as at 1st January 2025		44,640.38			Tax Base 25-26	385.37		
Less Projected Income until end of March		300.00			Band D Precept 25-26	77.88		
Less projected expenses until end of March		4,793.00			Increase	2.02%		
<b>Projected Reserves at end of Year</b>		<b>£ 40,147.38</b>						
Suggested amount of reserves to hold is three to 12 months. 12 months is £30,000 (amount of precept)								
This leaves an excess of £10,000 which is recommended to allocate to ear marked reserves								
otherwise the External Audit will question the amount of precept requested.								
The suggested ear marked reserves are £18,776 which will still leave plenty of general reserves								

## Notes on the Budget for 2025-2026

### Receipts

1. Very difficult to enter a figure as it depends on the number of burials but it has been about £1500 for the last three years.
2. Bank Interest is now received on the savers account, the interest rate has just dropped but over the last six months £584 has been received so have allowed a small increase for 2025-2026
3. Kept the same as this is a standard payment.
4. If a VAT claim was put in today, the claim would be for £2022, this will increase slightly over the next six months so have allowed for £2500
5. Could use £5,000 from the general reserves to balance the budget so allowing for some further expenditure and keeping the increase to about 5% which is similar to previous years.
6. Difficult to budget for other receipts

### Expenses

7. The pay award for 2024-2025 has been received, it was a 2.5% increase, the annual salary is about £4,487.00 per annum, but another pay award will be issued in 2025-2026, have allowed for another 2.5% which brings the amount to £4599.22
8. Haven't claimed this for the last year as have just included them within the hours. If this is to be separate a cemetery contract needs to be written or the normal contract could just be amended to show an annual amount, so kept the same as last year
9. No longer needed, need to remove.
10. These are included in the clerk's salary amount; it just gets broken down in the cashbook so they can be added together. With the new national budget out regarding an increase in the percentage for employers NI, it is possible there may be a small charge but the annual salary is under the limit.
11. £6.50 a month which is £78.00 a year, the monthly rate is £26 a month, it was split between four councils but can be claimed from each one, a suggestion would be to raise the two councils to £13 a month which is £156 a year
12. Have increased slightly to £500 as it goes up slightly every year.
13. ICO £35, SALC £280, SLCC £45, totals £360. Lower as CPRE was not renewed this year.
14. Just appointed the internal auditor costing £280
15. Prices are set by the government; it went up by 10% in 23-24 but these will be the same for the next four years
16. £30 a meeting, about 9 meetings a year totalling £270
17. No longer needed, can be removed
18. Now comes under clerks' expenses, this can be removed
19. The website costs just under £14 a month which totals £168 a year
20. Not an election year, but could put some aside for election costs?
21. £50 which is usually the wreath for Remembrance Day
22. Kept the same, within this figure is £500 for the second year of community governance
23. Kept the same
24. Not needed, could be removed
25. Bank Charges are £6 a month which totals £72 a year
26. Kept the same
27. Kept the same
28. Have increased to £1,000 as they asked for extra last year.
29. Kept the same, although they have not yet requested any money this year
30. Kept the same

31. Primrose has a three-year contract, this will be the second year., there is a small increase from last year.
32. An extra line has been added in for the renewal of the licences for the Auto Speed Cameras
33. Kept the same
34. No longer needed as it covered by the millennium wood grant, can be removed
35. Kept the same but not used against over the last couple of years but the vegetation is growing again and the tree may need some work.
36. Kept the same
37. Not needed
38. Have reduced by £500 to keep the increase roughly the same as discussed at the last meeting, if it is kept at £5,000 the increase in precept is 6.2%

### **Extras**

Possible extras to include

- There should be something extra in the budget for the services that Somerset are devolving down such as drain clearance, hedge cutting and verge clearance, etc, a figure of £4,500 has been included
- Costs of emptying the dog waste bins and litters bins, allowing for all would be £2846.48. This is based on all bins being emptied weekly at £7.82 per bin per emptying. If the bins are on Somerset land, they are free to empty but still waiting to hear which bins are on their land. £3,000 has been included within the budget. **Update** the cost of emptying the bins is now £6.50 but this has yet to be confirmed following the budget approval of Somerset Council
- £5,000 for work on the Churchyard. Following a meeting with the church wardens and Somerset Council, although the responsibility has been passed to them, they will accept the liability if the churchyard is in good condition so are asking for the works to be carried out first such as the repair of the chest tombs and pointing the wall plus crowning some of the trees and tidying them up. **Note** This has been put into Ear Marked Reserves

### **Ear Marked Reserves**

The Parish Council has plenty of reserves and allowing for nine months general reserves (the recommended amount to hold is three to twelve months), this leaves about £24,000 to put into Ear Marked Reserves or Projected Use of Reserves.

Extract from the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide.

“5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. “

## Stoke St Michael Parish Council Projected Use of Reserves for 2025/2026

<b>Planned Project</b>	<b>Budget</b>	<b>Detail of Project</b>	<b>Projected Timescales</b>
Repair / Replacement of Bridge on the Millennium Green	£10,000.00	Repair or replacement of the Wooden Bridge on the Millennium Green, to cover consultant fees, surveys and final costs	2024-2025
Projects for the Youth	£3,766.75	Ringfenced for projects involving the youth within the village. This money was donated from the Youth Club when it shut down on the provision that money is spent on projects for youth aged between 11 and 18.	Ongoing
Works in the churchyard	£5,000	The PCC need to carry out various works in the churchyard such as repointing the wall, repairs to tombstones and tree work, they may come to the Parish Council for help with costs	2024-2025
Totals	£18,766.75		

Approved:-

Bank Reconciliation

Authority Name - Stoke St Michael Parish Council

Prepared by Kate Egan (RFO)

Date: 31st December 2024

Approved by:

Date:

Balance per bank statements as at 31st December 2024

£

Unity Bank Account (Current Account)

2,749.71

Unity Bank Accounts (Savings Account)

41,890.67

Less: any un-presented cheques

Cheque number

Add any unbanked cash / cheques

Net Bank Balances as at 31st December 2024

**£44,640.38**

Stoke St Michael Parish Council Budget 2023-2024								
		Budget		1st Qtr Review	2nd Qtr Review	3rd Qtr Review	4th Qtr Review	Running
	Code			01/04/2024 to	01/07/2024 to	01/10/2024 to	01/01/2025	Totals
				30/06/2024	30/09/2024	31/12/2024	31/03/2025	
<b>RECEIPTS</b>								Projected
Precept	R1	28,730.85		28,731.00				28,731.00
Burial Ground	R2	1,500.00		581.00	434.00	18.00		1,033.00
Wayleave Payment	R3	30.15			30.15			30.15
VAT Reclaim	R4	2,000.00		1,937.58				1,937.58
Other Receipts	R5			5,285.00				5,285.00
Bank Interest	R6			244.04	340.61	301.46	300.00	1,186.11
<b>Total Receipts</b>		<b>32,261.00</b>		<b>36,778.62</b>	<b>804.76</b>	<b>319.46</b>	<b>300.00</b>	<b>38,202.84</b>
<b>PAYMENTS</b>								
1. Employees								
Clerks Salary	P1.1	4,730.00		1,148.80	861.60	958.36	1495.68	4,464.44
<i>HMRC Payments</i>	<i>P1.3</i>			<i>286.40</i>	<i>214.80</i>	<i>239.00</i>		<i>740.20</i>
<i>Home Working Allowance</i>	<i>P1.4</i>	<i>78.00</i>		<i>26.00</i>	<i>19.50</i>	<i>19.50</i>	<i>26.00</i>	<i>91.00</i>
Burial Ground Clerks Salary & Admin	P1.2	330.00						0.00
2. Insurance								
	P2	450.00		471.93				471.93
3. Annual Membership & Fees								
	P3	410.00			280.43	99.00		379.43
4. Audit Fees								
Internal Audit	P4.1	250.00		250.00				250.00
External Audit	P4.2	252.00			252.00			252.00
5. Hire of Premises								
Hire of Hall PC Meetings	P5.1	270.00		60.00	120.00	90.00	90.00	360.00
6. General Administration								

Website Hosting	P6.1	144.00		41.40	41.40	41.40	41.40	165.60
Election Costs	P6.2							0.00
Donations (section 137)	P6.3	50.00				50.00		50.00
Training (Councillors & Clerk)	P6.4	750.00		524.96	56.00	35.00	72.00	687.96
Clerks Expenses	P6.5	150.00		60.80	59.13		50.00	169.93
Bank Charges	P6.6	72.00		18.00	18.00	17.40	18.00	71.40
<b>7. Grants</b>								
War Memorial Hall Maintenance Grant	P7.1	3,000.00			3000.00			3,000.00
Playing Field Grant	P7.2	5,500.00		5,500.00				5,500.00
Baby & Toddler Group	P7.3	800.00		920.00				920.00
Other Grants	P7.4	500.00		175.00				175.00
Millennium Wood Grant	P7.5	2,000.00				2000.00		
<b>8. Maintenance</b>								
Parish Grass Cutting	P8.1	5,105.00		1,458.10	2187.15	1458.10		5,103.35
Village Maintenance	P8.2	2,000.00			7117.76	2715.98		9,833.74
Burial Ground Maintenance	P8.3	350.00						0.00
Hire of compost bin (Burial Ground)	P8.4	70.00		68.00				68.00
<b>9. Parish Project</b>								
	P9	5,000.00			384.00	358.00	3000.00	3,742.00
							(possible treework)	
<b>Total Payments</b>		<b>32,261.00</b>		<b>11,009.39</b>	<b>14,611.77</b>	<b>8081.74</b>	<b>4793.08</b>	<b>36,495.98</b>
		Budget		1st Qtr Review	2nd Qtr Review	3rd Qtr Review	4th Qtr Review	
		2022/23		01/04/2022 to	01/07/2022 to	01/10/2022 to	01/01/2023 to	
				30/06/2022	30/09/2022	31/12/2022	31/03/2023	
Total Receipts		32,261.00		36,778.62	804.76	319.46	300.00	38,202.84
Total Payments		32,261.00		11,009.39	14,611.77	8081.74	4,793.08	38,495.98
<b>Total Receipts less Payments</b>		<b>0.00</b>		<b>25,769.23</b>	<b>-13,807.01</b>	<b>-7762.28</b>	<b>-4,493.08</b>	<b>-293.14</b>



