

GREAT WITCHINGHAM PARISH COUNCIL

Finance Officer's Report for Council Meeting – 12 September 2019

Account – Transactions for period from 1 April 2019.

Bank Statement – Transactions to 5 August 2019

Receipts	£	Payments	£
Precept	5500.00	Admin Expenses incl training	252.03
Donations/Grants	0.00	Insurance & Subscriptions	475.91
Other	3342.00	Grants/Donations	0.00
		Village Maintenance	3689.00
VAT reclaim	0.00	Play area	515.08
		S137	0.00
		E'ee Contractual Payments	3635.38
		VAT - Current	666.69
		VAT - Fund	0.00
Receipts – Current A/C	8842.00	Payments – Current A/C	9234.09
A/C Interest	1.01		
Receipts – Reserve A/C	1.01	Payments – Reserve A/C	0.00
A/C Interest	4.49		
Fundraising	220.00		
Receipts – Fund A/C	224.49	Payments – Fund A/C	0.00
Total – Receipts	9067.50	Total – Payments	9234.09

	Current	Reserve	Fund
	£	£	£
Balances b/fwd at 1 April 2019	2874.58	2019.67	8967.26
ADD receipts	8842.00	1.01	224.49
SUBTRACT payments	9234.09	0.00	0.00
Plus unpresented cheques	2109.40	0.00	0.00
Less uncashed receipts	3342.00	0.00	20.00

STATEMENT should be **£1249.89** **£2020.68** **£9171.75**

Patricia Kirby Clerk & RFO

Great Witchingham Parish Council - Budget Review 1 April - 31 July

INCOME	Description	Budget	Actual to END July 2019	
		2019/2020		
PRECEPT	BDC Precept	11000.00	5500.00	
	Self funded Expenditure shortfall	350.00	350.00	
Category				
Donations/Grants	Play Area Equipment Project FUND	0.00	220.00	Raised income/donations held in FUND A/C
Other	New Homes Bonus	0.00	0.00	
	Miscellaneous	0.00	0.00	
	Bus shelter claim for replacement	4000.00	3342.00	income from Third party (Inclusive of VAT!!)
From Reserve	Parish Partnership Scheme	0.00	0.00	Declined 19/20
Bank Interest	Precept A/C	2.00	1.01	4 March - 2 June
	Fund A/C	3.00	4.49	4 March - 2 June
TOTAL		15355.00	9417.50	
EXPENDITURE				
Category				
Administration	General Reserve reimbursement FUND	0.00	0.00	Est End March 2019 Max £5000 (£2690.70 to be t/fd)
	Room hire	200.00	44.00	
	Internal audit	30.00	0.00	Always paid in next financial year
	Chairman/Councillor expenses	50.00	0.00	
	Consumable exps (Clerk/Cllr reimbursmts)	150.00	68.83	
	External Audit	200.00	0.00	Always paid in next financial year
	Parish Council By-Election FUND	0.00	0.00	Est End March 2019 Max £2500
	Parish Council Ordinary Election	0.00	0.00	May 2019 uncontested. Next due 2023
	Payroll Service (invoiced Sept)	60.00	0.00	
	General/Contingency	50.00	0.00	
Training	Members & Staff	100.00	0.00	
Insurance and Subscriptions	Annual Insurance (June)	400.00	323.10	
	NALC (May)	155.00	152.81	
	SLCC (Sept)	70.00	0.00	
	Data Protection (March)	40.00	0.00	
Village Maintenance	Litter picks	50.00	22.00	Pick(s) 6 April
	Annual dog bin emptying - bin near Lake	190.00	182.00	Privately owned - PC goodwill paymt

	Bus shelter maintenance	50.00	0.00	
	Bus shelter replacement	4000.00	2785.00	Reimbursed by third party re damage
	Church grounds grass cutting contribution	700.00	700.00	
	War memorial	50.00	0.00	
	Notice boards	100.00	0.00	
	SAM2 signs repairs	0.00	0.00	FACILITY REMOVED from 2019
	SAM2 signs 3x addnl brackets	0.00	0.00	FACILITY REMOVED from 2019
	SAM2 signs deployment	0.00	0.00	FACILITY REMOVED from 2019
	NCC Parish Partnership Scheme	0.00	0.00	Declined 19/20
	Contingency	25.00	0.00	
Play Area	Grounds maintenance	1090.00	643.85	2019 season
	Play Area inspection	0.00	0.00	Initial inspection(s) from FUND
	Play Area Equipment Project (FUND)	0.00	220.00	Matches income - held in Fund A/C
Donations/Grants Ex 137	CAB	0.00	0.00	
Contractual Payments	Clerk Salary GROSS	5800.00	2147.75	includes addnl payments for 18/19 x's hours
	Clerk Home Working Expenses	300.00	161.00	Est omitted use of personal computer & consumeables
	Clerk Mileage	170.00	45.90	
	HMRC - EER NI Conts	0.00	0.00	
	NPF - EER PS Conts	1305.00	483.23	19/20 22.5%
Section 137	Remembrance wreath	20.00	0.00	18/19 7.57x509 electorate = £3830.42 19/20
	Donations	0.00	0.00	8.12x509 electorate = £4133.08
	TOTAL EXPENDITURE	15355.00	7979.47	

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2019	Tel No.:	0344 800 8020
	Email:	martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2020/21. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6 December 2019. If you need any advice in developing your ideas, especially around the practicalities and cost estimates, please consult your local Highway Engineers based at your local Area Office.

Once all bids have been received we will assess them and inform you of our decision in March 2020 following approval by the ETD Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes, and would be owned and maintained by the Parish/Town Council**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council trialed these in 2008/9, and generally had a favourable community response, with some moderate reductions in average speeds during peak times. Whilst the County Council supports the aspiration to have part-time 20mph speed limits outside each school in Norfolk, to do this would cost in the region of £3,750,000.

“Keep Clear” carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or off the highway provided they are linked to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. Any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions or any Traffic Regulation Order will not qualify.
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway

What information should you include in your bid?

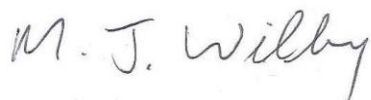
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- How it supports the objectives of the Local Transport Plan.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			