



## WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### West Hoathly Parish Council Clerks Report November 2022

#### Actions Taken and points of information not on the agenda

- Road Closure Sunday 11<sup>th</sup> December for Carols in the Square (North Lane, from The Cat Inn car park to Luctons, From the Queens Square to outside the Strakes in Churchill) The closure will be between the hours of 16:30 to 19:30.
- The Legionnaires risk assessment visit took place on Wednesday 23<sup>rd</sup> November- report to follow

#### Information for items on the agenda-

##### Item 10- Recommendation from Asset & Highways Committee

At the Asset & Highways Committee meeting held on the 14<sup>th</sup> November, the committee agreed to make a recommendation to Council that allocated S106 funds should be used to purchase a parish owned portable speed indicator device.

##### Item 11- Additional Information sent to councillors via email

Link to consultation:

<https://boundarycommissionforengland.independent.gov.uk/2023-review/>

##### Item 12- Draft Mid Sussex District Plan 2021-2039 Consultation

#### Mid Sussex Consultation Draft District Plan 2021-2039 (Regulation 18) November 2022

We are writing to inform you that Mid Sussex District Council has published a draft Mid Sussex District Plan 2021-2039 for consultation for six weeks from the 7th of November, **closing at 23:59 on the 19th of December 2022.**

The Mid Sussex District Plan 2014-2031 was adopted in March 2018. In accordance with legislation and national policy, Local Plans must be reviewed every five years and updated as necessary. The adopted District Plan commits the Council to reviewing the Plan with submission to the Secretary of State in 2023. The draft District Plan 2021-2039 is published for Regulation 18 consultation which is the first formal stage in its preparation.

The Mid Sussex District Plan 2021-2039 aims at achieving the adopted vision and strategic objectives while implementing a revised strategy to guide growth during the plan period. It provides updated and new policies to ensure that the Plan remains

effective and in accordance with National Policy. It also includes new housing allocations to meet identified housing needs. The drafting of the Plan is supported by a proportionate, up-to-date and robust evidence base available alongside the consultation documents.

All of the consultation documents can be viewed on the Regulation 18 Consultation webpage at <https://midsussex.inconsult.uk/districtplanreg18/>. Supporting evidence is accessible from this webpage.

Comments are invited directly from the Regulation 18 Consultation webpage to ensure efficiency and increase accuracy in future reporting. Detailed guidance on how to submit comments is included. Alternatively, representations will be accepted via:

**Post to:** Planning Policy, Mid Sussex District Plan 2021-2039, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

**E-mail to:** [policyconsultation@midsussex.gov.uk](mailto:policyconsultation@midsussex.gov.uk)

### **Item 16- Bluebell Woods**

The Bluebell Woods working group met on Monday 21<sup>st</sup> November. At the meeting the group discussed the results of the ecology report and next steps to progress the project.

The results of the ecology survey showed that there is an active badger set on the site. The current state of the pond and dryness (in October) made it impossible to determine whether great crested newts were on the site. The recommendation is that further Surveying work should be carried out in Spring 2023.

After discussion, the working group agreed to make a recommendation to full council that the Bluebell Woods site should be infilled.

Leanne Andrews – November 2022

## Current Bank A/c

## List of Payments made between 01/11/2022 and 22/11/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2022	Dorian Fretwell VH Cleaning	222388	240.00		Dorian Fretwell VH Cleaning
22/11/2022	Colin Gibbs Handyman Salary	222389	170.02		Colin Gibbs Handyman Salary
22/11/2022	HMRC PAYE NIC Mth 8	222390	786.45		HMRC PAYE NIC Mth 8
22/11/2022	WSSC Local Govt Pension Scheme	222391	627.03		WSSC Local Govt Pension Scheme
22/11/2022	Salaries November	222392	2,187.53		Salaries November
22/11/2022	MULBERRY & CO	222393	300.06		MULBERRY & CO Interim Audit
22/11/2022	Quills Office Supplies	222394	36.22		Quills Office Supplies
22/11/2022	British Telecom	222395	46.72		British Telecom
22/11/2022	JW Environscapes Ltd (Steps)	222396	12,888.00		JW Environscapes Ltd (Steps)
22/11/2022	Monitor Cleaning	222397	232.73		Monitor Cleaning
<b>Total Payments</b>			<b>17,514.76</b>		

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## West Hoathly Parish Council

### Bank - Cash and Investment Reconciliation as at 22 November 2022

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

22/11/2022	Current Account	2,566.86	
22/11/2022	Deposit Account	117,529.66	
			<b>120,096.52</b>

##### Other Cash & Bank Balances

**20,579.42**

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**140,675.94**

##### Unpresented Payments

**17,468.04**

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**123,207.90**

##### All Cash & Bank Accounts

1	Current Bank A/c	-14,901.18	
2	Deposit Account	117,529.66	
	Other Cash & Bank Balances	20,579.42	
	<b>Total Cash &amp; Bank Balances</b>		<b>123,207.90</b>

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## Detailed Receipts &amp; Payments by Budget Heading 22/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1076 Precept	78,862	78,862	0			100.0%	
1090 Interest Received	214	191	(23)			112.0%	
1300 Other Income	266	0	(266)			0.0%	
1310 JUBILEE	5,850	0	(5,850)			0.0%	
1800 TWHVH Employee Costs	1,860	0	(1,860)			0.0%	
1850 TWHVH Vat	498	0	(498)			0.0%	
<b>Income :- Receipts</b>	<b>87,550</b>	<b>79,053</b>	<b>(8,497)</b>			<b>110.7%</b>	<b>0</b>
<b>Net Receipts</b>	<b>87,550</b>	<b>79,053</b>	<b>(8,497)</b>				
<b>110 Administration</b>							
4000 Salaries	17,714	25,000	7,286		7,286	70.9%	
4001 Hall Cleaning	2,148	0	(2,148)		(2,148)	0.0%	
4002 Handyman Salary	856	1,000	144		144	85.6%	
4030 Employer On Costs	4,324	5,760	1,436		1,436	75.1%	
4070 Training/Courses	460	1,200	740		740	38.4%	
4080 Chairman's Allowance	75	0	(75)		(75)	0.0%	
4100 Bank Charges	57	120	63		63	47.5%	
4110 Audit Fees	693	900	207		207	77.0%	
4130 Premises Licence Fee	0	80	80		80	0.0%	
4140 Subscriptions & Memberships	1,331	1,200	(131)		(131)	110.9%	
4150 Insurance	1,492	1,400	(92)		(92)	106.6%	
4160 Stationery	139	400	261		261	34.7%	
4170 Telephone & Broadband	431	800	369		369	53.9%	
4180 Website	48	750	702		702	6.4%	
4190 IT	0	650	650		650	0.0%	
4200 Office Expenses	(0)	0	0		0	0.0%	
4230 TWHVH CREDIT CARD expenses	219	0	(219)		(219)	0.0%	
4231 Credit card exp to reallocate	23	0	(23)		(23)	0.0%	
4240 Grants & Donations	3,550	5,000	1,450		1,450	71.0%	
4260 PWLB	0	2,134	2,134		2,134	0.0%	
5000 Jubilee Payments only	6,034	0	(6,034)		(6,034)	0.0%	
<b>Administration :- Indirect Payments</b>	<b>39,593</b>	<b>46,394</b>	<b>6,801</b>	<b>0</b>	<b>6,801</b>	<b>85.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(39,593)</b>	<b>(46,394)</b>	<b>(6,801)</b>				
<b>120 Allotments</b>							
1500 Allotments Rent	589	600	11			98.2%	
<b>Allotments :- Receipts</b>	<b>589</b>	<b>600</b>	<b>11</b>			<b>98.2%</b>	<b>0</b>

## Detailed Receipts &amp; Payments by Budget Heading 22/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Water Charges	31	250	219		219	12.4%	
4420 Maintenance	0	250	250		250	0.0%	
Allotments :- Indirect Payments	<b>31</b>	<b>500</b>	<b>469</b>	<b>0</b>	<b>469</b>	<b>6.2%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>558</b>	<b>100</b>	<b>(458)</b>				
<u>130 Finche Field</u>							
4400 Grass Cutting	810	1,350	540		540	60.0%	
4410 Finche Field Mowing	250	375	125		125	66.7%	
4420 Maintenance	55	500	445		445	11.0%	
4430 Bramble Clearing	0	200	200		200	0.0%	
4440 Comm Orchard/Tree purchases	517	0	(517)		(517)	0.0%	517
Finche Field :- Indirect Payments	<b>1,632</b>	<b>2,425</b>	<b>793</b>	<b>0</b>	<b>793</b>	<b>67.3%</b>	<b>517</b>
<b>Net Payments</b>	<b>(1,632)</b>	<b>(2,425)</b>	<b>(793)</b>				
6000 plus Transfer from EMR	517						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,115)</b>						
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	<b>500</b>	<b>500</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4420 Maintenance	0	250	250		250	0.0%	
4500 NLR Maintenance Contract	870	3,000	2,130		2,130	29.0%	
North Lane Recreation Ground :- Indirect Payments	<b>870</b>	<b>3,250</b>	<b>2,380</b>	<b>0</b>	<b>2,380</b>	<b>26.8%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(370)</b>	<b>(2,750)</b>	<b>(2,380)</b>				
<u>150 Sharpthorne Old Playground</u>							
4400 Grass Cutting	80	250	170		170	32.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	<b>80</b>	<b>350</b>	<b>270</b>	<b>0</b>	<b>270</b>	<b>22.9%</b>	<b>0</b>
<b>Net Payments</b>	<b>(80)</b>	<b>(350)</b>	<b>(270)</b>				
<u>160 Playgrounds</u>							
4420 Maintenance	1,027	700	(327)		(327)	146.7%	
4550 Playbark	0	250	250		250	0.0%	
4560 Inspections	0	700	700		700	0.0%	
Playgrounds :- Indirect Payments	<b>1,027</b>	<b>1,650</b>	<b>623</b>	<b>0</b>	<b>623</b>	<b>62.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,027)</b>	<b>(1,650)</b>	<b>(623)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 22/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	3	46	43			7.5%	
Infrastructure :- Receipts	<u>3</u>	<u>46</u>	<u>43</u>			<u>7.5%</u>	<u>0</u>
4420 Maintenance	887	1,500	613		613	59.1%	283
4421 Step refurbishment	9,240	0	(9,240)		(9,240)	0.0%	4,894
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4610 Asset Review	0	650	650		650	0.0%	
4620 Hanging Baskets	36	50	14		14	72.0%	
4630 Sharpthorne Christmas Tree	0	110	110		110	0.0%	
4640 Tree Work and Surveys	1,700	5,500	3,800		3,800	30.9%	
4641 Bluebell Wood Management	150	2,800	2,650		2,650	5.4%	
4650 Selsfield Common	75	100	25		25	75.0%	
4660 Sharpthorne Green	150	300	150		150	50.0%	
4670 Vinols Cross Area	485	600	115		115	80.8%	
4680 Cookhams Wood Verge	340	400	60		60	85.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	460	750	290		290	61.3%	
4740 Verge alongside Courtlands	0	400	400		400	0.0%	
Infrastructure :- Indirect Payments	<u>13,523</u>	<u>15,260</u>	<u>1,737</u>	<u>0</u>	<u>1,737</u>	<u>88.6%</u>	<u>5,177</u>
<b>Net Receipts over Payments</b>	<u>(13,519)</u>	<u>(15,214)</u>	<u>(1,695)</u>				
6000 plus Transfer from EMR	5,177						
<b>Movement to/(from) Gen Reserve</b>	<u>(8,342)</u>						
<u>180</u> <u>Premises</u>							
4300 Water Charges	206	750	544		544	27.4%	
4420 Maintenance	207	500	293		293	41.5%	
4750 Toilets Cleaning Contract	1,620	2,500	880		880	64.8%	
4760 Toilets Equipment Contract	297	350	53		53	85.0%	
4770 Electricity	469	1,000	531		531	46.9%	
Premises :- Indirect Payments	<u>2,800</u>	<u>5,100</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>	<u>54.9%</u>	<u>0</u>
<b>Net Payments</b>	<u>(2,800)</u>	<u>(5,100)</u>	<u>(2,300)</u>				
<u>999</u> <u>VAT Data</u>							
115 VAT on Receipts	3,261	0	(3,261)			0.0%	
VAT Data :- Receipts	<u>3,261</u>	<u>0</u>	<u>(3,261)</u>				<u>0</u>
515 VAT on Payments	3,453	0	(3,453)		(3,453)	0.0%	
VAT Data :- Indirect Payments	<u>3,453</u>	<u>0</u>	<u>(3,453)</u>	<u>0</u>	<u>(3,453)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>(192)</u>	<u>0</u>	<u>192</u>				

## Detailed Receipts &amp; Payments by Budget Heading 22/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	91,903	80,199	(11,704)			114.6%	
Payments	63,008	74,929	11,921	0	11,921	84.1%	
<b>Net Receipts over Payments</b>	<u>28,895</u>	<u>5,270</u>	<u>(23,625)</u>				
plus Transfer from EMR	5,694						
<b>Movement to/(from) Gen Reserve</b>	<u>34,589</u>						



**List of Payments made between 01/11/2022 and 22/11/2022**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2022	Maurice Rodwell PAT/Fire Alarm	222336	806.40		Maurice Rodwell PAT/Fire Alarm
22/11/2022	Business Stream	222337DD	66.79		Business Stream
22/11/2022	WHPC D Fretwell Hall cleaner	222338	300.00		WHPC D Fretwell Hall cleaner
22/11/2022	Colin Gibbs expenses	222339	529.31		Colin Gibbs expenses
22/11/2022	Lopez Window Cleaning	222340	35.00		Lopez Window Cleaning
<b>Total Payments</b>			<u>1,737.50</u>		

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## Detailed Receipts &amp; Payments by Budget Heading 22/11/2022

## Year to Date Accounts

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1100 Flat Rent	4,400	6,600	2,200			66.7%	
1200 Hall Hire	4,157	7,000	2,844			59.4%	
1300 Equipment Hire	66	0	(66)			0.0%	
1400 Interest Received	12	0	(12)			0.0%	
1500 Grants & Donation Received	1,334	0	(1,334)			0.0%	
Income :- Receipts	<b>9,969</b>	<b>13,600</b>	<b>3,631</b>			<b>73.3%</b>	<b>0</b>
<b>Net Receipts</b>	<b>9,969</b>	<b>13,600</b>	<b>3,631</b>				
<b>120 Cleaning</b>							
4100 Cleaning	2,160	3,150	990		990	68.6%	
4110 Cleaning Supplies	103	300	197		197	34.2%	
4120 Window Cleaning	175	300	125		125	58.3%	
4130 Garden Maintenance	400	400	0		0	100.0%	
Cleaning :- Indirect Payments	<b>2,838</b>	<b>4,150</b>	<b>1,312</b>	<b>0</b>	<b>1,312</b>	<b>68.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,838)</b>	<b>(4,150)</b>	<b>(1,312)</b>				
<b>130 Fire Safety</b>							
4200 Pat Testing	150	100	(50)		(50)	150.0%	
4210 Emergency Lighting Testing	150	100	(50)		(50)	150.0%	
4220 Fire Safety	457	250	(207)		(207)	182.7%	
Fire Safety :- Indirect Payments	<b>757</b>	<b>450</b>	<b>(307)</b>	<b>0</b>	<b>(307)</b>	<b>168.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(757)</b>	<b>(450)</b>	<b>307</b>				
<b>140 General Maintenance</b>							
4300 Hall Repairs and Maintenance	2,840	3,680	840		840	77.2%	
4310 Flat Repairs and Maintenance	80	500	421		421	15.9%	
4330 Piano Tuning	70	70	0		0	100.0%	
General Maintenance :- Indirect Payments	<b>2,989</b>	<b>4,250</b>	<b>1,261</b>	<b>0</b>	<b>1,261</b>	<b>70.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,989)</b>	<b>(4,250)</b>	<b>(1,261)</b>				
<b>150 Heating</b>							
4400 Boiler Maintenance	140	250	111		111	55.8%	
4410 Heating Oil	1,324	1,900	576		576	69.7%	
Heating :- Indirect Payments	<b>1,463</b>	<b>2,150</b>	<b>687</b>	<b>0</b>	<b>687</b>	<b>68.1%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,463)</b>	<b>(2,150)</b>	<b>(687)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 22/11/2022

## Year to Date Accounts

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>160 Utilities &amp; Contracts</b>							
4320 PHS Contracts	330	350	20		20	94.4%	
4500 Electricity	317	1,200	883		883	26.4%	
4520 Water Charges	177	800	623		623	22.2%	
4530 General	36	500	464		464	7.2%	
4540 AIRS Hall Service Subscription	120	150	30		30	80.0%	
4550 Performing Rights	209	150	(59)		(59)	139.3%	
4560 Website	45	100	55		55	45.0%	
Utilities & Contracts :- Indirect Payments	<b>1,235</b>	<b>3,250</b>	<b>2,015</b>	<b>0</b>	<b>2,015</b>	<b>38.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,235)</b>	<b>(3,250)</b>	<b>(2,015)</b>				
Grand Totals:- Receipts	<b>9,969</b>	<b>13,600</b>	<b>3,631</b>			<b>73.3%</b>	
Payments	<b>9,282</b>	<b>14,250</b>	<b>4,968</b>	<b>0</b>	<b>4,968</b>	<b>65.1%</b>	
<b>Net Receipts over Payments</b>	<b>687</b>	<b>(650)</b>	<b>(1,337)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>687</b>						

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**Trustees of West Hoathly Village Hall**

**Bank - Cash and Investment Reconciliation as at 22 November 2022**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

22/11/2022	Unity Trust Current	12,072.69
22/11/2022	Deposit Account	5,237.22

**17,309.91**

Other Cash & Bank Balances

**0.00**

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**17,309.91**

Unpresented Payments

**1,737.50**

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**15,572.41**

Receipts not on Bank Statement

**497.63**

**Closing Balance**

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**16,070.04**

All Cash & Bank Accounts

1	Current Bank A/c	10,832.82
2	Deposit Account	5,237.22
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>16,070.04</b>

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