



WEST HOATHLY PARISH COUNCIL

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

West Hoathly Parish Council Clerks Report April 2025

Actions Taken and points of information not on the agenda

- Following the resignation of Cllr Sinead Young, the Notice of Vacancy has been issued. The Notice of Vacancy will expire on the 13th May at 5:15pm. MSDC will then advise whether a by-election has been called or whether we are free to co-opt.
- Following the discussion at the last meeting, Cllr Martin Robinson & Cllr Bob Darvill agreed (as delegated) the proposal that a member of the public will construct two new planters to be positioned at the bottom of Finche Field steps, to replace the existing ones.
- The annual grant application process will open in May, applications will be reviewed by the Finance Committee on Monday 9th June, with the recommendation going to Parish Council for approval, on Monday 30th June
- The End of Year Audit will take place on Monday 28th April and the report will be circulated once available.

Information relating to items on the agenda

Item 7- Horncastle Care Centre

On Tuesday 8th April, Cllr Douglas Denham St Pinnock, Cllr Martin Robison and the Clerk attended a remote meeting with Fairthorne Consultancy to receive details on the proposal to develop Horncastle Care Centre, ahead of the public consultation event on Thursday 10th April.

Council members were advised that the applicant has previously attended a couple of meetings with the MSDC Design Review Panel, where some minor suggestions were made.

Following these meetings, the proposal as presented, is to demolish the fire damaged remains of Horncastle House, but retain Maple Lodge and build a new care home with 80 bedrooms over two floors. The communal lounge areas will face towards the south, to benefit from the far-reaching views and courtyard areas.

A formal travel plan will be in place, which will include the provision of a minibus to transport staff locally, as well as a car sharing scheme and other travel measures.

There is expected to be approximately 60-70 staff overall with 25-30 on site at one time, and the changeover of staff will be outside of peak times.

The planning application is expected to be submitted towards the end of April / early May.

Item 12- Parish Tree work

Following the recommendation from the arboricultural survey a quote has been obtained for the tree work adjacent to the upper allotments. For this work to be completed Church Hill will need to be closed and the overhead power lines will need to be turned off.

The quotation, which included two options has been circulated to councillors and Cllr Martin Robinson will provide more detail when the agenda item is discussed.

Item 16- Correspondence – circulated to Cllrs via email

Trustees of West Hoathly Village Hall

Expenditure to approve on 28th April 2025

Name	Details	£ Gross	£
1st April 2025	Opening Balance a/c 9051		12772.22
WHPC	DF VH Cleaning	-293.00	
Spa Oil	Oil	-317.52	
Lopez	Window cleaning	-35.00	
WHPC CC	Spa Oil Feb	-683.87	
EDF	Electric	-156.46	
Business Stream	Waste Water	-74.33	
Maurice Rodwell	Electrical works	-308.40	
Castle Water	Supply	-20.54	
	Total expenditure for WHPC	-1889.12	

Receipts from 1st April 2024

Name	Details	Amount	
D Tsagkogeorga	Flat Rent	600.00	
GirlGuides	Hall Hire	75.00	
RU2508	Hall Hire	1344.00	
St Margarets PCC	Hall Hire	90.00	
Richardson	Hall Hire	29.50	
Mitchell	Hall Hire	44.50	
	Total Receipts	2183.00	
	Balance following above payments and receipts		13,066.10

1st April 2024	Opening Balance a/c 9064	£ 8,455.08
	As per bank statement 25.4.2025	8,455.08

West Hoathly Parish Council

Bank - Cash and Investment Reconciliation as at 24 April 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

25/04/2025	Current Account	2,621.16
25/04/2025	Deposit Account	35,313.37
25/04/2025	Cambridge Building Society	74,279.53

112,214.06

Other Cash & Bank Balances

21,005.48

133,219.54

Unpresented Payments

5,938.89

127,280.65

Receipts not on Bank Statement

0.00

Closing Balance

127,280.65

All Cash & Bank Accounts

1	Current Bank A/c	-3,317.73
2	Deposit Account	35,313.37
3	Cambridge Building Society	74,279.53
	Other Cash & Bank Balances	21,005.48
	Total Cash & Bank Balances	127,280.65

Detailed Receipts & Payments by Budget Heading 24/04/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	0	103,636	103,636			0.0%	
1090 Interest Received	0	200	200			0.0%	
Income :- Receipts	0	103,836	103,836				0
Net Receipts	0	103,836	103,836				
<u>110 Administration</u>							
4000 Salaries	2,452	33,034	30,582		30,582	7.4%	
4001 Hall Cleaning	293	0	(293)		(293)	0.0%	
4002 Handyman Salary	0	1,726	1,726		1,726	0.0%	
4030 Employer On Costs	596	9,781	9,185		9,185	6.1%	
4070 Training/Courses	0	600	600		600	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	3	250	247		247	1.2%	
4110 Audit Fees	0	900	900		900	0.0%	
4130 Premises Licence Fee	0	80	80		80	0.0%	
4140 Subscriptions & Memberships	1,161	1,500	339		339	77.4%	
4150 Insurance	0	2,500	2,500		2,500	0.0%	
4160 Stationery	7	300	293		293	2.3%	
4170 Telephone & Broadband	0	900	900		900	0.0%	
4180 Website	0	800	800		800	0.0%	
4190 IT	0	500	500		500	0.0%	
4230 TWHVH CREDIT CARD expenses	684	0	(684)		(684)	0.0%	
4240 Grants & Donations	0	7,500	7,500		7,500	0.0%	
5001 Village Hall Grant	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Payments	5,196	62,471	57,275	0	57,275	8.3%	0
Net Payments	(5,196)	(62,471)	(57,275)				
<u>120 Allotments</u>							
1500 Allotments Rent	0	600	600			0.0%	
Allotments :- Receipts	0	600	600			0.0%	0
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Payments	0	1,250	1,250	0	1,250	0.0%	0
Net Receipts over Payments	0	(650)	(650)				

Detailed Receipts & Payments by Budget Heading 24/04/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Finche Field</u>							
4410 Finche Field Mowing	0	250	250		250	0.0%	
4420 Maintenance	0	500	500		500	0.0%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	0	950	950	0	950	0.0%	0
Net Payments	0	(950)	(950)				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	0	500	500			0.0%	
North Lane Recreation Ground :- Receipts	0	500	500			0.0%	0
4420 Maintenance	0	250	250		250	0.0%	
4500 NLR Maintenance Contract	0	3,200	3,200		3,200	0.0%	
North Lane Recreation Ground :- Indirect Payments	0	3,450	3,450	0	3,450	0.0%	0
Net Receipts over Payments	0	(2,950)	(2,950)				
<u>150 Sharpthorne Old Playground</u>							
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Playgrounds</u>							
4420 Maintenance	0	1,500	1,500		1,500	0.0%	
4550 Playbark	0	300	300		300	0.0%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	0	2,550	2,550	0	2,550	0.0%	0
Net Payments	0	(2,550)	(2,550)				
<u>170 Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	0	46	46			0.0%	0
4420 Maintenance	0	2,000	2,000		2,000	0.0%	
4422 DS Grass and hedge maintenance	0	3,700	3,700		3,700	0.0%	
4600 Dog & Litter Bins	0	1,500	1,500		1,500	0.0%	
4620 Hanging Baskets	0	50	50		50	0.0%	

Detailed Receipts & Payments by Budget Heading 24/04/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4630 Sharpthorne Christmas Tree	0	250	250		250	0.0%	
4640 Tree Work and Surveys	400	2,500	2,100		2,100	16.0%	
4641 Bluebell Wood Management	0	2,800	2,800		2,800	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4790 Planters	0	1,200	1,200		1,200	0.0%	
4800 Picnic Benches	0	1,000	1,000		1,000	0.0%	
Infrastructure :- Indirect Payments	400	15,250	14,850	0	14,850	2.6%	0
Net Receipts over Payments	(400)	(15,204)	(14,804)				
<u>180 Premises</u>							
4300 Water Charges	38	400	362		362	9.5%	
4420 Maintenance	0	1,500	1,500		1,500	0.0%	
4750 Toilets Cleaning Contract	188	3,000	2,812		2,812	6.3%	
4760 Toilets Equipment Contract	0	450	450		450	0.0%	
4770 Electricity	49	1,500	1,451		1,451	3.3%	
Premises :- Indirect Payments	275	6,850	6,575	0	6,575	4.0%	0
Net Payments	(275)	(6,850)	(6,575)				
<u>999 VAT Data</u>							
515 VAT on Payments	120	0	(120)		(120)	0.0%	
VAT Data :- Indirect Payments	120	0	(120)	0	(120)		0
Net Payments	(120)	0	120				
Grand Totals:- Receipts	0	104,982	104,982			0.0%	
Payments	5,990	92,871	86,881	0	86,881	6.4%	
Net Receipts over Payments	(5,990)	12,111	18,101				
Movement to/(from) Gen Reserve	(5,990)	12,111	18,101				

List of Payments made between 01/04/2025 and 24/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/04/2025	Salaries April	252601	2,011.18		Salaries April
24/04/2025	Dorian Fretwell	252602	234.44		Dorian Fretwell
24/04/2025	HMRC	252603	629.63		HMRC Mth 1
24/04/2025	WSSC Local Govt Pension	252604	465.50		WSSC Local Govt Pension Scheme
24/04/2025	CAGNE Parish Forum	252605	10.00		CAGNE Parish Forum subs
24/04/2025	TC Facilities Management	252606	225.77		TC Facilities Management WC's
24/04/2025	Derek Shurvell	252607	400.00		Derek Shurvell FF tree plantin
24/04/2025	Rialtas Software	252608	243.60		Rialtas Software annual subs
24/04/2025	EDF Energy	252609DD	51.30		EDF Energy Pavilion
24/04/2025	Business Stream	252610DD	37.81		Business Stream
24/04/2025	West Sussex ALC	252611	754.01		West Sussex ALC annual subs
24/04/2025	Microsoft 365 Software	CC	233.28		Microsoft 365 Software
24/04/2025	Trustees West Hoathly Village	CC	683.87		TWHVH CC
24/04/2025	Post Office	CC	6.80		Post Office (stamps)
24/04/2025	Lloyds CC	CC	3.00		CC charges
Total Payments			<u>5,990.19</u>		