

Draft Minutes

Cold Ashby Parish Council

Minutes of the Extraordinary General Meeting held on Wednesday January 8th, 2025 at 7.30pm at Cold Ashby Pavilion.

Present: Councillors Roper (Chair, SR), Harpham (Vice-Chair, NH), Bailey (RB), Taylor (AT), Rachel Williams (RIW) and Richard Williams (RdW). Jonathan Ward-Langman (Clerk, JBW-L). Two members of the public.

The meeting was recorded by a member of the public.

25.01.1 - Apologies: Councillor Peel (AP).

25.01.2 - Minutes: the minutes of the Ordinary Meeting of the Council held on Wednesday December 4th, 2024 were approved (Proposed NH, seconded RB).

25.01.3 - Matters arising: none.

25.01.4 - Open forum: no speakers.

25.01.5 - Accounts:

- Accounts for December (below, Annex A) were approved unanimously (Proposed NH, seconded RdW).
- Payments below, Annex A were also authorised; it was agreed to pay the Npower invoice and three invoices from Thompsons Groundcare immediately as the Council is contracted to do so (Proposed SR, seconded NH).

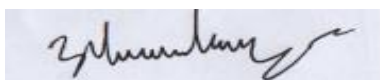
25.01.6 – The budget and precept setting for 2025-25 were discussed:

- The budget as amended below (Annex B), and a precept £12,000 for 2025-26 were agreed unanimously (proposed RdW, seconded SR).
- It was agreed to keep Cemetery charges unchanged (see below).
- RdW noted the potential for grants from the nearby Wind Farm development to support community projects.
- The Clerk confirmed that Alan Chantler had agreed to undertake the audit for the Council for 2024-25.

25.01.7 Planning matters: None

25.01.8 - Post: the Clerk reported an email from Councillor Jonathan Harris regarding the Bus Service. SR to reply (**Action Clerk, SR**).

Date of next meeting: Wednesday February 5th, 2025, at 7.30p.m. in the Playing Field Pavilion



Jonathan Ward-Langman January 13th 2025

Annex A: Cold Ashby Parish Council accounts December 2024								
Date	Account	Category	Desc	Credit/ Debit	£	VAT	Total	Notes
28/11/2024	Main	Opening Balance					£15,680.97	
28/11/2024	Savings	Opening Balance					£9,817.36	
29/11/2024	Savings	Interest on reserve	Interest	Credit	£10.53	£0.00	£10.53	
06/12/2024	Main	S136 Grasscutting (NNC)	NNC payment	Credit	£682.73	£0.00	£682.73	
09/12/2024	Main	Cemetery charges	Inv Cem 261124 Kevin Matthews	Credit	£80.00	£0.00	£80.00	
11/12/2024	Main	Special Projects	Brixworth Parish Council	Debit	£742.56	£0.00	£742.56	
11/12/2024	Main	Payroll	DCK solutions (24811)	Debit	£20.00	£4.00	£24.00	
11/12/2024	Main	Cemetery maintenance	Raybell & Sons	Debit	£1,280.00	£256.00	£1,536.00	
11/12/2024	Main	Payroll	DCK solutions (24899)	Debit	£30.00	£6.00	£36.00	
11/12/2024	Main	Room hire	CAPFA (meeting 28112024)	Debit	£30.00	£0.00	£30.00	
11/12/2024	Main	Clerk's salary & PAYE	Jonathan Ward-Langman (Q9, inc back pay)	Debit	£946.80	£0.00	£946.80	
11/12/2024	Main	Clerk's salary & PAYE	HMRC (PAYE Q9)	Debit	£181.20	£0.00	£181.20	
11/12/2024	Main	Cemetery Maintenance	Thompsons Groundcare 0863	Debit	£660.00	£132.00	£792.00	
18/12/2024	Main	Consumables/IT	IONOS (DD)	Debit	£3.00	£0.60	£3.60	
	Main	Total					-£3,529.43	
	Savings	Total					£10.53	
Accounts authorised:								
	Clerk	Jonathan Ward-Langman						
	Councillor			Main Account			£12,151.54	
	Councillor			Savings account			£9,827.89	
				Month Balance			£21,979.43	
	Date:							

Annex A: BANK RECONCILIATION FOR COLD ASHBY PARISH COUNCIL MEETING January 8th 2025

Name of smaller authority:	Cold Ashby Parish Council					
County area (local councils and parish meetings only):				West Northamptonshire		
Financial year ending 31 March 2025						
Prepared by (Name and Role):	Jonathan Ward-Langman Clerk/ RFO					
Date:	26/12/2024					
					£	£
Balance per bank statements as at 26/12/2024						
Business Current Account 1045	account 1				£12,151.54	
Business Reserve Account 2605	account 2				£9,827.89	
	account 3					
Petty cash float (if applicable)						£0.00
Less: any unpresented cheques as at 26/12/2024 (enter these as negative numbers)						£0.00
Net balances as at 26/12/2024						£21,979.43

Annex A: Invoices for approval Cold Ashby Parish Council December 4 th 2024							
Date	Account	Category	Description	Credit/Debit	£	VAT	Total
11/12/24	Main	Street Lights	EON Highway Lighting	Debit	£192.00	£38.40	£230.40
30/09/24	Main	Grass cutting	Thompson Ground Care	Debit	£407.96	£81.59	£489.55
31/10/24	Main	Grass cutting	Thompson Ground Care	Debit	£407.96	£81.59	£489.55
06/01/25	Main	Grass cutting	Thompson Ground Care	Debit	£407.96	£81.59	£489.55
04/01/25	Main	Street Lights	NPower	Debit	£246.08	£12.30	£258.38
Above payments authorised:							
	Clerk	Jonathan Ward- Langman					
	Councillor						
	Councillor						
	Date:						

Annex A: Cold Ashby Parish Council Forecast 2024-25 (N.B. Payments net of VAT where this will be reclaimed)					
-	Actual to December 26th 2024	Full year forecast	Budget 2024-25	Variance (budget vs forecast)	Notes
OPENING BALANCE MAIN	£13,090.28				
OPENING BALANCE RESERVE	£8,726.34				
RECEIPTS					
Precept	£12,000.00	£12,000.00	£12,000.00	£0.00	
Cemetery charges	£340.00	£600.00	£0.00	£600.00	
S136 Grasscutting (NNC)	£682.73	£682.73	£0.00	£682.73	
Recharge CAPFA insurance	£1,853.40	£1,853.40	£0.00	£1,853.40	
Interest on reserve	£102.19	£132.00	£0.00	£132.00	
Other grants and payments	£1,030.00	£1,030.00	£2,600.00	-£1,570.00	Insurance payment (cemetery wall)
VAT reclaim (Apr 2022- Mar 25)	£0.00	£859.26	£0.00	£859.26	
Transfer to reserve	£1,000.00	£1,000.00	£0.00	£1,000.00	Shown as receipt AND as payment
TOTAL	£17,008.32	£18,157.39	£14,600.00	£3,557.39	
PAYMENTS					
Clerk's salary & PAYE	£2,893.20	£3,800.00	£2,350.00	-£1,450.00	Incl. home office payment.
Payroll	£70.00	£100.00	£100.00	£0.00	
Office costs	£0.00	£50.00	£150.00	£100.00	
Stationery	£0.00	£50.00	£200.00	£150.00	
Insurance	£2,471.32	£2,471.32	£2,500.00	£28.68	
NCALC/ ACRE subscription	£254.87	£290.00	£285.00	-£5.00	
HMRC	£0.00	£0.00	£1,200.00	£1,200.00	
Grass cutting	£1,864.80	£2,950.00	£2,950.00	£0.00	
Audit	£25.00	£25.00	£100.00	£75.00	
Room hire	£292.50	£500.00	£250.00	-£250.00	Includes payment for 2023-24
Data protection	£35.00	£35.00	£75.00	£40.00	ICO fee

Training	£0.00	£250.00	£700.00	£450.00	
Website & email accounts	£49.59	£150.00	£705.00	£555.00	
Cemetery maintenance	£1,940.00	£1,940.00	£500.00	-£1,440.00	Repairs to wall
Consumables/IT	£0.00	£50.00	£300.00	£250.00	
Street Lights	£1,022.79	£1,400.00	£1,400.00	£0.00	
Sundry	£0.00	£0.00	£0.00	£0.00	
Water charges	£54.10	£80.00	£80.00	£0.00	
General maintenance	£332.45	£500.00	£500.00	£0.00	Defibrillator battery & pads
S137	£0.00	£0.00	£500.00	£500.00	Query category
Grants	£2,835.00	£2,835.00	£2,500.00	-£335.00	Underspend 2023-24
Small Works/lengthsman	£0.00	£0.00	£500.00	£500.00	
Special projects	£742.56	£742.56	£500.00	-£242.56	Bus subsidy
Contested election	£0.00	£400.00	£200.00	-£200.00	
Transfer to reserve	£1,000.00	£1,000.00	£0.00	-£1,000.00	Shown as receipt AND as payment
Total Variance				-£1,073.88	
TOTAL PAYMENTS	£15,883.18	£19,618.88	£18,545.00		
<u>TOTAL (Surplus/overspend)</u>	<u>£1,125.14</u>	-£1,461.49	-£3,945.00		
-	-				
F'CAST CLOSING BALANCE MAIN		£11,628.79			
F'CAST CLOSING BALANCE RESERVE		£9,858.34			

Annex B: Cold Ashby Parish Council Budget 2025-26 (N.B. Payments net of VAT as this will be reclaimed)				
	Budget 2024-25	Full year forecast 2024-25	Draft Budget 2025-26	Notes
OPENING BALANCE MAIN				
OPENING BALANCE RESERVE				
RECEIPTS				
Precept	£12,000.00	£12,000.00	£12,000.00	
Cemetery charges	£0.00	£600.00	£400.00	
S136 Grasscutting (NNC)	£0.00	£682.73	£682.73	
Recharge CAPFA insurance	£0.00	£1,853.40	£1,900.00	
Interest on reserve	£0.00	£132.00	£140.00	
Other grants and payments	£2,600.00	£1,030.00	£0.00	
VAT reclaim (Apr 2022- Mar 25)	£0.00	£859.26	£0.00	
Transfer to reserve	£0.00	£1,000.00	£0.00	
TOTAL	£14,600.00	£18,157.39	£15,090.00	
PAYMENTS				
Clerk's salary & PAYE	£2,350.00	£3,800.00	£3,600.00	Pay award pending
Payroll	£100.00	£100.00	£60.00	
Office costs	£150.00	£50.00	£25.00	
Stationery	£200.00	£50.00	£25.00	
Insurance	£2,500.00	£2,471.32	£2,550.00	
NCALC/ ACRE subscription	£285.00	£290.00	£290.00	
HMRC	£1,200.00	£0.00	£0.00	
Grass cutting	£2,950.00	£2,950.00	£3,000.00	
Audit	£100.00	£25.00	£250.00	
Room hire	£250.00	£500.00	£300	
Data protection	£75.00	£35.00	£50.00	ICO fee
Training	£700.00	£250.00	£200.00	
Website & email accounts	£705.00	£150.00	£150.00	
Cemetery maintenance	£500.00	£1,940.00	£350.00	
Consumables/IT	£300.00	£50.00	£50.00	
Street Lights	£1,400.00	£1,400.00	£1,450.00	
Sundry	£0.00	£0.00	£0.00	
Water charges	£80.00	£80.00	£100.00	
General maintenance	£500.00	£500.00	£250.00	Defibrillator battery & pads
S137	£500.00	£0.00	£0.00	Query category
Grants	£2,500.00	£2,835.00	£1,000.00	
Small Works/lengthsman	£500.00	£0.00	£0.00	
Bus subsidy	£0.00	£0.00	£750.00	
Special projects	£500.00	£742.56	£500.00	Bus subsidy in 2024-25 from special projects
Contested election	£200.00	£400.00	£500.00	
Transfer to reserve	£0.00	£1,000.00	£0.00	
Total Variance				
TOTAL PAYMENTS	£18,545.00	£19,618.88	£15,060.00	
TOTAL (Surplus/overspend)	-£3,945.00	-£1,461.49	-£577.27	

