

## BODIAM PARISH COUNCIL

**Clerk:** Christine Burgess  
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Please note these are draft minutes until formally approved at the next Parish Council Meeting.

### Minutes of the Zoom Meeting of the Parish Council held on Monday 11<sup>th</sup> January 2020, at 7.00 p.m.

**Present:**

Councillors: Richard Mitchell (Chairman), Linda Stevens(Vice chair), Graham Peters, Barbara Napper, Michael Weddle,  
 In Attendance: Christine Burgess (Clerk).

**1/2021            Apologies for Absence**

None

**2/2021            Disclosure of Interests**

Cllr Peters declared a personal interest as a Trustee of the Parker& Ashcombe Trust, also a personal interest as the Church Warden and a personal interest as a Trustee of the Rural Rother Trust.

Cllr Stevens declared a personal interest as a Trustee of St Michaels Hospice

**3/2021            Minutes of Meeting 14<sup>th</sup> December 2020**

The minutes, which had previously been distributed were approved and signed by the Chairman as a true record.

**4/2021            Annual Reviews**

**(a)            Risk Assessment**

The risk assessment on all assets and activities was reviewed and updated. The extended risk assessment for the Recreation Ground was updated and the Fire risk assessment reviewed and updated. Electrical Check was carried out in May 2019. The fire extinguishers were serviced in the Pavillion March 2020.

Actions: Clerk to check Zurich Insurance policy for Pavillion Value in June.

Cllr Mitchell will arrange for the fire extinguishers to be checked in March and will check whether it is 2 or 5 year gap between electrical inspections. 2 years would make the inspection due in May 2021

**(b) Employees**

The Council reviewed the contract of the Clerk and the Caretaker/Cleaner wage. The wage for the clerk was discussed privately by e mail the following morning and the Clerk notified.

Resolution: The Clerks rate of pay to be increased by £0.20p per hour to £15.80.

The Caretaker/Cleaner's rate of pay to be increased by £0.20p to £10.60 per hour.

**(c) Quotes and appointments**

**i Grass Cutting**

Landscape Services have been contracted for a further year, quote £2936.60 is still than cheaper than quotes obtained in January 2019

**ii Internal Audit**

The Clerk has been in contact with Mr T Barrett who is happy to continue to internally audit the Parish Council Accounts at a rate of £27.00 per hour. Mr Barrett will conduct a preliminary examination of the accounts as soon as possible, before the final audit in April.

**(d) Income and Charges for Recreation Ground Bookings**

The Council looked at the Sources of Income and reviewed the charges for 2021/22. The recommendations were for them to be kept at the same amount:

Village Sports Clubs:-Single match £40, Series Match £30, Evening Game £20.

Juniors:-£12.50 per match, £5 per practice, at the Councils discretion.

National Trust Bookings, £250.00 per day.

Sedlescombe Rangers FC, £40.00 per match, £125.00 per tournament day, £500 per season.

Bodiam Church of England Primary School to have free use of the Ground.

The cost of purchasing copies of documents from the Council, 20p per sheet.

**(e) Asset Register**

The Asset Register was reviewed and to be updated in June when the Insurance would be up for renewal.

**5/2021 To Draw up Schedule of Works 2021/2**

The following works were identified: - Finance to come from the CIL payment received from Rother District Council.

Notice Boards	To be repaired, board opposite the Parish rooms	£750.00
Finger Sign Posts	Top and bottom of the Alms House to the Pub footpath	£500.00

**6/2021 Budget and Precept for 2020/21**

The Council resolved to make recommendations to be presented to the meeting on 25<sup>th</sup> January 2019.

When the fee for the hire of halls was considered, the donation to the Churchyard and the donation for the Rural Rother Trust was discussed Councillor Peters did not contribute to the discussion and did not hear when the donation was decided upon.

Councillor Stevens did not take part in the conversation and donation for the St Michaels Hospice.

Item	£	Power
Gen Admin:Subs	220	S 143
Churchyard	240	S215
Footpaths	40.00	S130
RFO/Clerk	5751	S151, 112(1)
Hire of Halls	12	S111
Admin	500	S111
Insurance	750	S111,143,114
Audit	180	S21(6)
Village Green	500	LGA 1894 1894 S8
War Memorial	275	S133
Notice Boards	0	
Recreation Ground	2700	S44
Pavillion Repairs	0	S44
<b>Section137</b>	546	S137
<b>TOTAL</b>	<b>£11714</b>	

### Section 137

It was resolved that the Council, in accordance with its powers under sections137 and 139 of the Local Government Act of 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of, or will directly benefit, the area or its inhabitants, or part of it, or some of it in a manner commensurate with the expenditure.

Beneficiary	£
Bodiam C of E Primary School	75
Rural Rother Trust	80
Hawkhurst League of Friends	75
St Michael's Hospice	135
Bodiam Pre School	65
Rother Citizen's Advice	80
CPRE	36
<b>TOTAL</b>	<b>£546</b>

An allocation of £546 in the budget was recommended.

### Income

The Council recommended allowing for an income of £500

### Balances

£11,714-£500= £11,214.00

**Precept**

The Council recommended setting a Precept of £10,550, an increase of just under 2.5%. The remaining £664 to be taken from reserves if required. The Precept is to be set at the next Council Meeting on the 25<sup>th</sup> January 2019.

**7/2021 Councillors Travel and Subsistence Allowances**

The mileage allowance remained at 45p per mile. Subsistence allowance for meals would be in line with NJC recommendations.

**There had been no claims made by the Councillors during the year.**

**8/20201 Finances****(a) To Authorise Payments**

CHQ no	Payee	Amount	Description
1954	EDF	23.91	Electricity
1955	P Marsh	46.80	Caretaker, Pavillion
1956	C Burgess	436.80	Clerk/RFO Salary

**9/2021 Information for Councillors**

None

**10/2021 Date of Next Meetings –By Zoom****Monday 25<sup>th</sup> January 2021**

There being no further business, the Chairman thanked everyone for attending and closed the meeting .