

HINDLIP, MARTIN HUSSINGTREE AND SALWARPE PARISH COUNCIL

Clerk to the Council: Mrs E Meredith, PO Box 823, Worcester WR1 9BP
Tel: 01905 754086 Email: hindlipmartinandsalwarpepc@yahoo.co.uk

Minutes of the Meeting of Hindlip Martin Hussingtree & Salwarpe Parish Council held at 7.30 p.m. on Monday 17th May 2010 at Salwarpe Village Hall.

Public Question Time – No members of public attending

The Parish Council meeting convened at 7.30pm

PRESENT: Councillors:
Ms B Meddings - Chairman;
Mrs M Armitage; Mr Jim Brodrick; Cllr John Brodrick; Mrs P Edwards; Mr R Hatfield; Mr J Hill; Mr A Thomas

IN ATTENDANCE: District Councillor A Miller
Mrs E Meredith (Clerk)

1. Apologies:

Were received from Mrs C Hughes; Mr D Luscombe County Cllr E. Sheldon, District Councillor A Fisher

2. Election of Chairman

Cllr A Thomas proposed Cllr. B Meddings; this was seconded by Cllr R Hatfield and carried unanimously. Cllr. Meddings accepted the role and signed the declaration of office.

3. Election of Vice Chairman

Cllr John Brodrick proposed Cllr Armitage and Cllr R Hatfield proposed Cllr C Hughes. Following a private ballot, Cllr C Hughes was duly elected Vice Chairman.

4. Declarations of Interest:

Councillors were reminded of the need to:

- a. update their register of interest
- b. to declare any Personal interests in items on the agenda and their nature
- c. to declare any prejudicial interests in items on the agenda and their nature.

Personal Interests Declared:

Cllr J Hill	Brown Heath Common	Landowner of adjacent farmland
Cllr A Thomas	Copcut Scoping Document	Farming of land covered by Scoping Document

5. Code of Conduct:

Councillors attention was drawn to the Code of Conduct adopted 17th September 2007 for the business of the Council for the coming year.

6. Appointment of Councillors/Members to working groups:

i. Finance Working Group

Cllrs Mrs C Hughes, A Thomas, G Harrison, Co-opted Cllr D Luscombe, Jim Brodrick, Chairman (ex-officio), Clerk/Responsible Finance Officer Mrs E Meredith

ii. Staffing Committee

Cllrs Mrs C Hughes (Chairman), Mrs M Armitage, Ms P Edwards, Chairman (ex-officio)

iii. Village Hall Committee - Cllr J Hill

Cllr R Hatfield gave a vote of thanks for all the support Cllr Hill has given to this community facility and in recognition of the high esteem he is held by the Village Hall Committee.

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- iv. **Policing Matters Committee** - Cllr R Hatfield
- v. **Footpath Officers** -
Hindlip - Ms J Grotefeld (Agreed to continue with at Annual Parish Meeting 15-03-10)
Salwarpe and Martin Hussingtree – Mr D Cullom (Agreed to continue at Annual Parish Meeting 15-03-10).
- vi. **Tree Warden for the three parishes** - Mr E Showell (Agreed to continue at Annual Parish Meeting 15-03-10).
- vii. **Internal Auditor**
Mr John Hughes FCA. Clerk to write to Mr Hughes confirming terms of appointment.

7. Standing Orders

There were no procedural amendments and the existing Standing Orders for business of the Council were accepted.

Cllr John Brodrick questioned procedures for planning applications being considered. It was agreed the existing 'brown envelope' process for circulating routine planning applications to Councillors of the relevant parish, remained the most effective arrangement. Large or controversial planning applications would continue to be referred to a full planning meeting of all councillors, as and when these are received. Both these procedures comply with current Standing Orders.

The Clerk will send a weekly update to all Councillors on email, of any new planning applications received.

Councillors were once again reminded to respond to planning documents within 3 days of receipt, in order that the Clerk may respond to the Planning Department within the deadlines set.

Following considerable discussion, it was agreed that the frequency of meetings would be added as an agenda item for the next meeting on 19th July 2010. Clerk to present a report on the feasibility and cost implications of additional meetings, for Councillors to consider at the meeting.

8. Minutes:

- i. The minutes of the Parish Council Meeting held 15th March 2010 were approved and signed as being a correct record.
- ii. The draft minutes of the 2010 Annual Parish Meeting were approved 'pro temp', and noted for information and considered for items requiring future action. No items were put forward for future Agenda.

9. Progress Reports:

a. Clerk:

- i. **Insurance damage claims The Green**
 - a) Accident 5th Oct 2009. The total claim of £215.75 has now been settled in full by Chartis Insurance.
 - b) Accident 10th Nov 2009. Our Insurers, Allianz, have confirmed they will reimburse the £125.00 excess deducted from the initial claim payment, if they are successful in recovering this from the third party insurer. Clerk to monitor progress.
- ii. **Highways, Hedges, Potholes**
 - a) The highway sign "Not Suitable for HGV's", at the junction of Strand Lane and Ladywood Road, Martin Hussingtree, has now been reinstated.

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- b) Overgrown hedge Copcut Lane / Chawson Lane – Highways Dept. have responded 'The overgrown vegetation was inspected and no highway safety issues were identified. In some instances it appeared that some vehicles had 'encroached' to the side of the road (probably over a period of months/years), thus giving the impression the vegetation was encroaching on to the carriageway'.

Clerk to add to list of works for consideration under the Lengthsman Scheme. (See note 9.a.iii)

- c) Erosion to bank corner of Copcut Lane / Chawson Lane – Work has been carried out on this junction. Situation to be monitored.
- d) Overgrown hedge at Pear Tree, Smite – the clerk is to write to owners as this hedge is now extremely overgrown into the roadway.
- e) The missing name plate at the junction of the north Drury Lane junction to the A38 has been reported to Wychavon District Council. Clerk to chase progress.
- f) Parking in Offerton Lane – vehicles have been parking within the fenced and gated area on the left hand side of Offerton Lane. Response still awaited. Clerk to chase progress.
- g) Potholes – All potholes reported to date have been repaired as part of Highways Department post winter maintenance.
- h) Salwarpe Bridge - The Droitwich Barge Canal Bridge, Salwarpe Village is a Grade II Listed Building, built by James Brindley c1771.

In 2006 the Parish Council requested County Highways to inspect a large crack in the southwest parapet of Salwarpe Bridge.

A second inspection request took place on 31st May 2008 (Incident 1825793) and the defect report stated the crack had been noted and it will be monitored.

The gradual deterioration of the bridge as a Listed Building is of concern. The Clerk is to request that an Officer inspect the bridge to ascertain what repair/maintenance is required and whether Highways are aware of the historical importance of the bridge within Salwarpe Village Conservation area.

- i) Damage has been caused to the railway bridge over the rail track in Strand Lane, Martin Hussingtree. It appears a vehicle has collided with the bridge at some point.

On 25th April 2010, Network Rail workmen placed a metal barrier at the opening created by the collision at the side of the bridge.

Clerk to contact Network Rail to confirm when repairs will be carried out.

- j) Grit Bins – The Highways Department have commenced a programme of replenishing grit bins. They are also now compiling a log of bins to facilitate easier identification and reporting. Requests for new grit bins can be submitted. All councillors to report on own parishes for Clerk to advise Highways of requirements.

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- iii. **Lengthsman Scheme** – The Chairman and Clerk attended a meeting with David Hunter, Highways Liaison Engineer on 4th May 2010. Parish Councils do not have the power to carry out highways work and the Lengthsman Scheme is an annual agreement permitting the undertaking of minor highway maintenance works as a devolved function, thus allowing works to be delegated in a strictly controlled and monitored manner.

An approved budget of £2,517 for the current financial year is available under the scheme for the three parishes. Costs of administering the scheme (i.e. clerks administration time) is also covered by the scheme.

It was agreed the Parish Council would adopt the Lengthsman Scheme. All councillors are to identify areas of work within their parishes, that are covered by the terms of the scheme, in order that estimates can be obtained for consideration at the next meeting.

Clerk to obtain copies of valid insurance certificates for Employers and Public Liability Insurance from the contractor Top Cut Mowing Services.

- iv. **Droitwich Canals** – Once works are completed on the top locks restoration works to damage verges and pathways will be carried out. Clerk to monitor and follow up in July 2010.
- v. **Fly tipping adjacent to Smite Gypsy site** – Worcs County Council have reported that work has been carried out at the entrance of the site (including filling a 20 ton skip and the removal of 150 tyres). Quotes are now being obtained by Worcs CC for the clearance of the bottom part of the site. Clerk to monitor progress.
- vi. **Brownheath Common** Planning Application W/06/02244 - Cllr J Hill declared an interest in this item and left the meeting at this point.

As part of this application, the County Council, as Highways Authority, are requiring two conditions to be attached to any planning permission issued relating to access to the track to the property. The Parish Council have assumed responsibility for this land under s9 of the Commons Registration Act 1965.

The Parish Council unanimously approved the following conditions:

Z010 – Before any other works hereby approved on the application site are commenced, the existing entrance shall be set back 5 metres from the nearside edge of the adjoining carriageway. On each side of the set back entrance, splays shall be formed at an angle of 45 degrees with the highway boundary and the whole splayed areas shall be graded and cleared so that no part thereof exceeds a height of 0.6m above the level of the adjoining carriageway.

Z011 – prior to the occupation of the development hereby approved, the driveway leading to the site from Brown Heath Lane and the vehicular turning area shall be consolidated, surfaced and drained in accordance with details to be submitted to and approved in writing by the Local planning Authority at a gradient not steeper than 1 in 8.

Clerk to write to Carol Roberts, Principal Solicitor, Wychavon District Council, to confirm the Parish Councils approval of these conditions.

Cllr John Hill rejoined meeting.

- vii. **Ramped kerbs at new junction to A38 – Martin Court**
Ramped kerbs have now been installed although the angle onto the highway is acute and causing danger to users of mobility scooters who are forced into the main A38 carriageway. Clerk to report to Highways Department.

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- viii. **3rd Parish Conference** – The Clerk attended this conference on 30th March 2010. A useful networking event, with some helpful guides for use of the Parish Council websites on the Wychavon Hub.
- ix. **Council Tax Bills – Precept Description**
Wychavon DC confirmed that Council Tax Bills for future years will have the correct description.
- x. **Copcut Scoping Report**
A Parish Council Response to this report was submitted to the project consultants Capita Lovejoy on 22nd March 2010.
- Capita Lovejoy and William Davis, the developer, are arranging a meeting for Parish Council members and local residents who have responded to the report, for an initial viewing and discussion of the plans. They are also arranging a Public Exhibition in June for local residents.
- xi. **Tree Officer** – Maps of the parishes where tree preservation orders exist, had been received from Ted Showell, Tree Officer, and were circulated to the meeting for information.
- b. **Chairman**
- i. **The Pond Repairs** – Damage to the edge of the entrance to Ash Lane has been repaired although the works carried out had not fully complied with the schedule of works agreed with Davids Nurseries.
- Chairman to arrange an inspection of the site with Davids Nurseries. Cllr John Hill agreed to attend meeting if required.
- ii. **Meetings and Planning Consultations** – Discussions regarding the frequency, format and type of meetings was covered under Agenda Item 7 – Standing Orders.
- iii. **Green Belt Review** – The full South Worcestershire Green Belt Review is still awaited.
10. **Correspondence**
- i. **Allianz / AON – Annual Insurance Renewal** – The Clerk reported the annual insurance premium commencing 1st June 2010 was £553.02. This represents an overall increase of 6.9% over 2009/10. It was agreed this premium is to be paid for 2010/11 but further quotes are to be obtained for next year's renewal. Clerk to consult CALC and other Parish Clerks to assess competitiveness of AON as insurance provider.
- ii. **Worcs CC –Temporary Closure Drury Lane** - Notification has been received of works to the highway creating a footpath to the new Hatchery site development, resulting in the temporary closure of Drury Lane at the traffic light junction. The Clerk has requested additional signage for the concealed entrance opposite M&M Motors.
- iii. **Worcs CC - Planning Validation Document Update** - Information supplied to Councillors if they wished to attend.

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- iv. **Valerie Moore – Memorial bench.** The family of Reginald Fildes, a past Chairman of the Parish Council, have enquired if it would be possible for a memorial bench to be placed in the parish in his memory.

Any such gift becomes the property of the Parish Council in perpetuity and consideration of the statutory obligations to administer, insure and maintain the bench, needs to be assessed and considered, along with the safety and protection of users, and the required access for the disabled.

It was concluded that this kind offer must be declined by the Parish Council.

During the course of discussion it was suggested the family may wish to contact Droitwich Canal Trust to enquire if a bench may be sited adjacent to the Lock Keepers Cottage at Lock 8, Ladywood of the Droitwich Canal.

Clerk to write to Valerie Moore.

- v. **Wychavon District Council - Community Planning Event, 7th June 2010**
- vi. **Worcs CC - Droitwich Spa Area Forum** – Clerk notified Councillors of the Area Forum to be held at Ombersley Village Hall on 16th June 2010. Clerk will be attending.
- vii. **Wychavon District Council – Tree Preservation Order Martin Hussingtree No 001 2006** – Documentation for this TPO had been received. No further action required.
- viii. **Worcs CC – Disposal of archived documents** – Clerk to request return of documents relating to TPO's. All other documents listed do not need to be retained.

11. District Councillors Report

i. District Cllr Tony Miller

Cllr Miller advised he had recently been appointed Vice Chairman of the Wychavon District Council.

Cllr Miller offered apologies from Cllrs Sheldon and Fisher.

Cllr Miller confirmed his support of the Parish Council joining the Lengthsman Scheme and would be pleased to assist with advice if required.

Cllr Miller confirmed his ongoing support in resolving the fly tipping issues at the Smite Gipsy site.

Cllr Miller confirmed the Highways Team are currently reviewing the positioning and condition of all grit bins in the district. Bins are to be numbered for identification purposes. Parish Councillors are advised to report on empty and damaged bins. (See note 9.a.ii.j)

Cllr Miller confirmed the Droitwich to Bevere section of the restored canal system was formally opened in June 2010. The Salwarpe section is due for completion in September.

12. Finance

- i. The Clerk presented a review of receipts/payments made since last meeting. See Appendix 3.
- ii. The clerk presented the Full Year 2009/10 accounts see Appendix 4, which have been given an unqualified report provided by the internal auditor.

The accounts were approved and the report was accepted.

The Clerk will write to the internal auditor to thank him for his assistance.

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8. Development Control Consultations

- i. Updated applications – see Appendix 1
- ii. Enforcements – See Appendix 2:
Clerk to obtain updates on all active Enforcements.

9. Councillors Reports & Future Agenda Items:

- i. The Clerk is to review the format and timings of meetings for discussion at the next council meeting – per Item 7 – Standing Orders.

10. The date of the next meeting:

Monday 19th July 2010 at Salwarpe Village Hall.

There being no further business the Chairman closed the meeting at 10.00pm

Signed Date: 17th May 2010
Ms B Meddings, Chairman

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Appendix 1 - Development Control (15th March – 8th May 2010)

New Applications				
Dev No	Location	Proposal	Council	Action
W/10/00381/PN	MM 4x4 – Martin Motors, Droitwich Road	Removal of existing container units and erection of 2 storey warehouse	Martin Hussingtree	General Observations – Application withdrawn 29/04/10
W/10/00524/PP	4 Pershore Lane Cottage	2 storey extension and single storey rear garden room	Hindlip	General Observations
W/10/00769/OU	Land off, Pershore Lane, Tibberton	Worcester Bosch – outline planning application	Tibberton-consulted as neighbouring parish	General Observations
W/10/00996/PP	The Byre, Copcut Lane, Salwarpe	Change of use of part garage into habitable accommodation	Salwarpe	Pending Consideration

Awaiting Decisions				
Dev No	Location	Proposal	Council	Action
W/09/01357	Four Acres Nursery	Demolition of existing bungalow and erection of new two storey dwelling	Martin Hussingtree	Pending Consideration
W/06/02244	Old Forge, Brown Heath	Conversion of the Old Forge into a single residential unit	Martin Hussingtree	Pending Consideration

Amended Applications				
None				

Decisions				
Dev No	Location	Proposal	Council	Action
W/09/02551/CU	1 Laundry Cottages	Change of use from equestrian to blinds manufacturing unit	Martin Hussingtree	Approved
W/10/00005/PP	3 Sling Lane, Hindlip	Single Storey rear extension and loft conversion	Hindlip	Approved
W/10/00273/AA	Worcester Warriors, Sixways, Hindlip	Temporary Totem Sign (retrospective)	Hindlip	Approved

Appeals				
Dev No	Location	Proposal	Council	Action
None				

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Appendix 2 - Enforcements (15th March – 8th May 2010)

Enforcements				
Dev No	Location	Description of alleged breach	Council	Status
IN/08/00132	Court Farm, Hindlip Lane	Unauthorised activities.	Hindlip	Active
IN/08/00142	Court Farm, Hindlip Lane	Storage of road planings	Hindlip	File closed
IN/08/00276	Copcut House, Copcut Lane	Incomplete external rendering	Salwarpe	Active
IN/09/00472	Ashford House,	Removal of container in Conservation Area	Martin Hussingtree	Active
IN/09/00577	Court Farm	Listed Dairy Building. Removal of roof tiles	Hindlip	Active
IN/10/00062	Field, Drury Lane	Stable block erected in field	Martin Hussingtree	File closed

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APPENDIX 3 - Payments and Receipts made since 15th March 2010

Payments

Date	Chq no	Payee	Description	Amount
31/03/2010	321	Parochial Church Council	Contribution to Graveyards	850.00
31/03/2010	322	B J Meddings	Chairmans Expenses	27.77
31/03/2010	323	E Meredith	Clerk - Mar 2010	325.20
09/04/2010		Bank Charges	Overdrawn account charge	60.32

Receipts

16/04/2010		Worcs County Council	Lengthsman Grant	925.00
30/04/2010		Wychavon District Council	Precept – 1st half year	5,665.00

Balances as at 8th May 2010

Current
Account £2,019.64

Deposit
Account £12,155.72

Total
Reserves £14,175.36

Creditors

E Meredith	Clerk – Apr 2010	approx	£400.00
CALC	Annual Subscription		£268.32

Debtors

VAT Recovery			£660.10
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Statement date - 8th May 2010

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APPENDIX 4 - Page 1
Financial Summary for Year Ended 31st March 2010

Financial Summary 2009/10	Current A/c	Money Manager A/c
Opening balance as at 1st April 2009	-1,340.85	8,888.18
Receipts		
1 Precept	10,800.00	
2 VAT Recovery 2008/9 expenses	472.72	
3 Grant - E Sheldon 2008/9 flood remedial work	1,000.00	
4 Insurance recovery	242.75	
5 Net Transfers Current / Money Manager	738.25	-738.25
6 Interest received		5.79
Current A/c Total receipts	13,253.72	
Payments		
1 Clerk salary	-3,553.95	
2 Clerk - Home office allowance	-519.96	
3 Mileage (clerk & Chairman)	-403.95	
4 Office consumables	-401.21	
5 Insurances	-552.20	
6 CALC Fees	-225.29	
7 CALC Training	-27.50	
8 Audit - External	-135.00	
9 Audit - Internal	-100.00	
10 Councillors expenses/ training	-15.00	
11 Chairmans allowance	-100.00	
12 Meeting Room Hire	-100.00	
13 War memorial	-200.00	
14 Maintenance Green & pond	-1,385.00	
15 Additional maintenance - securing Green	-989.75	
16 Lengthsman works	-925.00	
17 Burial Grounds	-850.00	
18 Notice board repairs	-478.00	
19 Green repairs - road accidents	-465.00	
20 Section 137 / 139	-61.00	
21 Section 144	-275.00	
22 VAT paid	-660.10	
Current A/c Total payments	-12,422.91	
Closing balance as at 31st March 2010	-510.04	8,155.72

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APPENDIX 4 - Page 2 Financial Summary for Year Ended 31st March 2010

BANK BALANCES	01 April 2009	31 March 2010	Movement in Year
Current A/C	-£1,340.85	-£510.04	£830.81
Money Mgr A/C	£8,888.18	£8,155.72	-£732.46
TOTAL RESERVES	£7,547.33	£7,645.68	£98.35

Surplus / (Deficit) for the year 2009/10 per accounts	98.35
Receipts relating to 2009/10 received after 31/03/10:	
- Lengthsman Grant received April 2010	925.00
- VAT recovery to be claimed May 2010	<u>989.75</u>
True Surplus / (Deficit) for Year	<u>2,013.10</u>

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APPENDIX 4 - Page 3 Financial Summary for Year Ended 31st March 2010

BUDGET COMPARISON 2009/10 - £		Actual	Budget	Variance	Notes - Negative variance shows under spend to budget
1	Clerk salary	3,554	3,699	-145	
2	Clerk - Home office allowance	520	520	0	
3	Mileage (clerk & Chairman)	404	704	-300	
4	Office consumables	401	250	151	Over claim of £87 - See notes to accounts. Includes £126 for PO Box
5	Insurances	552	530	22	
6	CALC Fees	225	233	-8	
7	CALC Training	28	285	-258	No cost for induction training, no clerks gatherings
8&9	Audit	235	232	3	
10	Councillors expenses/ training	15	150	-135	
11	Chairmans allowance	100	100	0	
12	Meeting Room Hire	100	100	0	
13	War memorial	200	225	-25	
14	Maintenance Green & pond	1,385	1,580	-195	
15	Additional maintenance - securing Green	990	825	165	Budget for tree works not required - utilised for securing Green instead
16	Lengthsman works	925		925	Grant recovery received financial year 2010/11
17	Burial Grounds	850	850	0	
18	Notice board repairs	478	110	368	Actual cost of repairs to notice boards higher than anticipated
19	Green repairs - road accidents	465		465	Part offset by £203 recovery. Further claim for £ in progress
20	Section 137 / 139	61	20	41	
21	Section 144	275	300	-25	
22	VAT paid	660		660	VAT recovery received financial year 2010/11
		12,423	10,714	1,709	
<u>Adjust payments - recovery received after 31/03/10:</u>					
16	Lengthsman works	-925		-925	
22	VAT paid	-660		-660	
FULL YEAR COMPARISON TO BUDGET		10,838	10,714	124	