

# Public Document Pack Twywell Parish Council

Contact:- [clerk@twywellparishcouncil.co.uk](mailto:clerk@twywellparishcouncil.co.uk)  
[www.twywellparishcouncil.co.uk](http://www.twywellparishcouncil.co.uk)

**To members of the Council:** Cllr Wendy Brackenbury (Chair), Cllr David Brackenbury, Cllr Peter Moynehan, Cllr Geoff Shacklock.

You are summoned to attend the **Meeting of Twywell Parish Council** to be held on **Thursday 20 January 2022 at 7.00pm**, at **MacQueen House, Twywell, Kettering NN14 3AH**, for the purpose of transacting the following business.

## Agenda

- 21/015      **Apologies** - members to approve apologies for absence
- 21/016      **Declaration of Interests** – members to declare any pecuniary or prejudicial interests in relation to items on the agenda
- 21/017      **Minutes of Meeting** - 8<sup>th</sup> September 2021- Subject to approved amendments, the minutes of the meeting to be confirmed as a correct record **(attached – pages 3 to 8)**
- 21/018      **Public Session\*** - The council welcomes the participation of residents and will receive and process comments and questions from members of the public/press in accordance with the Standing Orders.
- 21/019      **Co-option of councillors-** to consider next steps as a result of no applicants having applied for co-option to the Council following advertisement during October 2021, and one expression of interest having been received following the advertised period.
- 21/020      **Clerk vacancy** – to recommend the appointment of Emily Scott as the new clerk following a recruitment process undertaken in accordance with minute 3 of the annual meeting held on 8 September 2021.
- 21/021      **Festival Committee** – to consider its future membership in accordance with terms of reference approved by the Parish Council on 28<sup>th</sup> April 2021 **(attached – pages 9 to 10)**
- 21/022      **To Consider Parish Council Accounts and Proposed Budget for 2022/23**  
a) To receive and approve a monthly account of financial situation **(attached – pages 11 to 17)**  
  
b) To approve the following payments once bank account duly updated

Recipient	Description of Payment	Total	Payment Via	Legislation
E on	Street Lighting Quarter 2 Invoice, July to October 2021	£252.00	BACS	Highways Act 1980
Tata Steel	Allotment rent – September 2021 to March 2022	£164.80	BACS	Allotment Act 1908

\*Members of the public are encouraged to address the Council at this point in the meeting through the Chair in relation to any item on the Agenda. The maximum time limit for this item is 15 mins, in accordance with the Standing Orders adopted by the Council.

Marilyn McGrath	Purchase of replacement pads for community defibrillator	£55.20	BACS	Local Government Act, Section 137
Ben Smith	Extension of parish council web domain for 2 years	£20.51	BACS	Local Government Act, Section 142

- c) To note amendment to Unity Trust Bank Mandate
- d) To note change in electricity provider from e-on to npower Business Solutions
- e) To consider budget report and proposal, and to set precept demand for 2022-2023 (**attached – page 19**)

21/023

**Community Matters**

- a) To consider current highway issues
- b) To consider current planning issues  
*NE/21/01597/FUL: Demolition of existing dwelling and the construction of a replacement dwelling house at 4 The Lawns, Twywell, Kettering, NN14 3AU*
- c) To consider current position regarding neighbourhood plan
- d) To make residents aware of the availability of community grants from North Northamptonshire Council  
[Community grants now available to help transform lives in North Northants | North Northamptonshire Council](#)

21/024

**Items for next meeting or for general interest** - any matters arising from this meeting which need to be carried forward

21/025

**Dates for future meetings** - To take place during March and May 2022, dates TBC

21/026

**Close of meeting.**

## **Minutes of the Annual Meeting of Twywell Parish Council**

At 7.00 pm on Wednesday 8th September, 2021

Held as MacQueen House, Twywell, Kettering, NN14 3AH

### **Present:-**

#### Members

Councillor David Brackenbury  
Councillor Wendy Brackenbury

Councillor Peter Moynehan

#### Officers

Ben Smith (North Northamptonshire  
Council/Temporary Clerk)

### **1 Election of Chairman**

RESOLVED:-

That Cllr Wendy Brackenbury be elected chairman of Twywell Parish Council for the 2021/22 municipal year.

Councillor Wendy Brackenbury – in the chair

### **2 Election of Vice Chairman**

RESOLVED:-

That consideration of the election of a vice-chairman be deferred until the Council is in a position where there are more councillors from within the parish area.

### **3 Clerk Vacancy**

It was noted that the council had been inquorate and had no parish clerk since the middle of May 2021, following the ordinary elections, with informal support currently being provided by North Northamptonshire Council officers.

In order that the business of the council could be conducted in between meetings and so that new bank mandates could be created and bills paid etc, members were informed that North Northamptonshire Council was proposing to facilitate the duties of the parish clerk, on a short term basis, whilst a new parish clerk was sought.

RESOLVED:-

- a) That Ben Smith (Democratic Services, North Northamptonshire Council) be appointed Proper Officer (including the posts of Parish Clerk and Responsible Financial Officer) in accordance with Standing Order 15a;
- b) That delegated authority be given to the clerk to appoint a locum clerk/support and/or advertise the permanent clerk vacancy, in consultation with the

Chairman of the Parish Council and Northamptonshire County Association of Local Councils (NCALC) in terms of appointment, appropriate hours and salary;

- c) Subject to successful recruitment, the proposed appointee be presented to the next meeting of the Parish Council for formal approval.

#### **4 Declaration of Acceptance of Office**

Declarations of office were signed by the following councillors, and counter-signed by the clerk, as follows:-

Councillor Wendy Brackenbury  
Councillor David Brackenbury  
Council Peter Moynehan

RESOLVED:-

- a) That the declarations of office duly signed be accepted;
- b) That the period allowed for acceptance of declarations of office be extended to 30 September 2021.

#### **5 Apologies**

Apologies for absence were received and accepted from Councillor Geoff Shacklock, who was unable to attend due to illness.

#### **6 Declarations of Interest**

The Chairman invited those who wished to do so to declare interests in respect of items on the agenda.

No declarations were made.

#### **7 Co-option of Councillors**

The clerk informed members of the current position in terms of co-option of councillors:-

- i. There were seven councillor seats on Twywell Parish Council;
- ii. Five candidates had sought election in May and were returned unopposed, four of which subsequently notified North Northamptonshire Council they would not be taking up their seats; the remaining councillor, Peter Moynehan had taken up his seat;
- iii. Under Section 91 of the Local Government Act 1972, due to the parish council being inquorate, North Northamptonshire Council, as the principal authority in the area had appointed three temporary parish councillors Cllrs David Brackenbury, Wendy Brackenbury, Geoff Shacklock, who were all ward councillors for Thrapston, of which Twywell Parish was a part;

- iv. This meant that four of the current seven seats were now filled. Of the remainder, two were vacant and able to be co-opted by the Parish without advertising, the final remaining seat then needing to be declared as a vacancy and if ten electors were to require a poll within 14 days of notice being given, a by-election would take place - if not, a further co-option would be able to take place;
- v. There had already been two informal expressions of interest received for co-option by the clerk, from Keith Sawford and Michael Mayes.

RESOLVED:-

- a) That delegated authority be provided to the clerk, in consultation with the Chairman, to advertise for expressions of interest on the parish website and noticeboards, inclusive of writing to the four councillors that had not taken up their seats following the May 2021 election, and also to the two parishioners already expressing interest;
- b) Any expressions of interest received should be presented to the next meeting of the Council, for consideration and approval.

## **8 Minutes of Extraordinary Virtual Meeting - 28 April 2021**

It was noted that none of the councillors present had been in attendance at the 28<sup>th</sup> April extraordinary meeting, and so were not in a position to formally declare the minutes as a correct record.

RESOLVED:-

That minutes of the Extraordinary Virtual Meeting held on 28 April 2021 be noted and accepted, for the record.

## **9 Governance Policies**

The clerk informed the Council that several governance policies (as attached to the agenda) were required to be re-confirmed on an annual basis.

In noting that North Northamptonshire Council and NCALC were proposing that all town and parish councils adopt the new Local Government Association (LGA) Model Councillor Code of Conduct, this was also presented for consideration (subject to some small amendments made by the Monitoring Officer of North Northamptonshire Council and NCALC), to replace the current code.

RESOLVED that:-

- a) the following governance policies be re-confirmed for the municipal year 2021/22:-
  - Financial regulations
  - Standing Orders
  - GDPR Regulations (including Access Request, Data Breach, Data Protection, Model Publication Scheme and Records Retention Policies)

- b) the LGA Model Councillor Code of Conduct (as amended) be adopted, to replace the existing Twywell Parish Council Code of Conduct;
- c) the parish website be updated accordingly.

## 10 Dates for Next Meetings - TBD

RESOLVED:-

- a) That for the 2021/22 municipal year, further parish council meetings be held in the following months:-
  - November 2021;
  - January 2022;
  - March 2022;
  - May 2022 (annual parish meeting)
- b) That following consultation with parish councillors and Girl Guiding (for availability of MacQueen House), the clerk confirm dates on the parish website and noticeboards.

## 11 Public Session

The Chairman declared the public session of the meeting open and invited any comments and/or queries in relation to parish activities.

Arising from discussion the following principal points were noted:-

### Highway Issues

- i. Concern was raised that the hedges on either side of the road on High Street (from the Slipton Lane end to the edge of the village) were significantly overgrown and a danger to highway safety;
- ii. The hedge on the path opposite the Old Butcher's Shop on High Street and the adjacent verge also needed cutting back;
- iii. The ditch running alongside Lower Street (opposite Rectory Close) was overgrown and the pipe required cleaning – this was a concern as it was used to help to stop flooding during periods of heavy rainfall;
- iv. 5 lightbulbs had previously been changed to energy efficient lighting in the village, but it was not known when the remainder would be carried out;
- v. The magnesium light outside Shrublands House, opposite The Gables had not been working for some time and required fixing;

### Planning Issues

- vi. It was claimed that land outside of The Gables property on The Green was common land, but that this had been incorrectly allocated to the property in recent times, via the land registry;

- vii. As the parish council was a statutory planning consultee, consideration of planning applications affecting the parish area should be resumed and placed on the agenda for future meetings.

**RESOLVED:-**

- a) That Councillor Moynehan approach the farmer who usually cut the hedges to see if this could be undertaken urgently;
- b) Subject to a response being received regarding a) above, the clerk pass on the concerns raised to highways and planning officers for actioning (where North Northamptonshire Council is identified as the responsible body) and provide an update at the next meeting;
- c) That a standing item be added to future parish meetings, for consideration of any planning applications affecting the parish area.

**12 Accounts**

- 1) In accordance with financial regulation 6.4, the clerk sought approval for three new member bank signatories, in order that accounts could be reviewed, monitored and bills paid.

**RESOLVED:-**

- a) That Councillors Wendy Brackenbury, David Brackenbury, Peter Moynehan, and the clerk be named bank signatories for the Unity Trust bank account;
  - b) That the clerk liaise to set up the new bank mandates and provide a review of the current accounts to the next parish meeting.
- 2) The clerk presented an appraisal of the financial situation as of May 2021, noting that current expenditure in the 2021/22 financial year was £2,9741.45, with a cash book balance of £5,812.97 (of which £5,254.72 was ringfenced, variously for the Lottery Grant, Transparency Code, and Allotments).

**NOTED:-**

The latest available financial accounts of May 2021.

- 3) Consideration was given to the latest payments which had been made by the Parish Council.

**NOTED:-**

That six payments had been made via BACS as approved as part of the National Lottery Grant, as per minute 20.11.24 April under section 145 of the Local Government Act 1972, totalling £667.27.

- 4) Members were then updated with the following payments required to be made once the bank account mandate had been updated:-

- as per the agenda, previous clerk overtime and accrued holiday of £308.00
- Annual Village Fete Small Society Lottery Registration (June 2021) £20
- Electricity account statement (July 2021) of £237.69
- Hire fee for village hall of this meeting of £25

RESOLVED:-

That the payments now highlighted, plus an additional £25 for hire of facilities for the next meeting of the Parish Council, totalling £615.69 be authorised to be paid from the Unity Trust bank account.

**13 Items for next meeting or for general interest**

RESOLVED:-

That the following items be added to the agenda for the next meeting of the Parish Council:-

- a) Update on Parish Assets;
- b) Update on the parish defibrillator and exploration of further training opportunities for its use;
- c) Update on planning matters;
- d) Update on highways matters.

**14 Close of Meeting.**

The Chairman thanked members and parishioners for their attendance and declared the meeting closed.

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Chair

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Date

The meeting closed at 8.23 pm



## Festival Committee – Terms of Reference April 2021

### Introduction

Parish Councils may only do what legislation requires or permits them to do. The Local Governments Act 1972, s101, allows the Council to delegate functions to committees, officers, or other authorities. The Parish Council secured a grant of £9230 from the National Lottery for the provision of a village event. Due to Covid-19, (2020) this was prevented from occurring and was only partially organised. To bring this project to fruition, a sub-committee of Twywell Parish Council is to be formed to organise this.

### **1. Membership:**

- a. A minimum of three members, one of which should be a member of the Parish Council. Non councillors may also be members of the committee and will have voting rights<sup>1</sup>
- b. The Clerk of the Council will attend to support and administer the committee as required
- c. Election of the Committee Chair will be the first business of the initial committee meeting
- d. The Committee may appoint representatives to liaise with any organisation that may assist the Committee & its purpose.

### **2. Purpose of the committee:**

- a. The Festivals Committee will oversee the organisation of any festivals or entertainment in the village utilising equipment purchased with the National Lottery Grant.
- b. To ensure all residents have the opportunity to enjoy the festival facilities
- c. To consider the provision of facilities for people of all ages

### **3. Meetings.**

- The Committee will meet as and when required commensurate with the volume of business. These will not be public meetings
- The decisions of the Committee will be reported by the Committee to the Full Council at the next available meeting and recorded in the Minutes.

### **4. Expenditure/Finances**

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<sup>1</sup> Local Government and Housing Act 1989 Pt 1 13(3)(a) and 4(g) and  
The Parish and Community Councils (Committees) Regs 1990 3(d)

# Twywell Parish Council

- a. The committee can facilitate the purchase of any future equipment/and or services that may be required to discharge (a) within the remaining budget of the Grant- of £4585. These purchases will be authorised by two parish councillors and the Clerk.
- b. The finances of the Festival Committee will be administered by the Parish Council RFO. The, remaining Grant monies of £4585 must be ringfenced within the Parish Council account.

## **5. The Equipment.**

- a. The Committee will administer any hiring agreement and hiring charges and provide Risk Assessments for same
- b. The Committee will consider any disciplinary action required by users of the facilities who breach the cause damage to the property / do not abide by the instructions or terms and conditions set
- c. The Committee will consider all complaints received and take necessary action to placate / resolve the situation. The decision of the committee will be final.
- d. All equipment will be insured under the Parish Council insurance policy



**Budget Statement 2021-2022**

**Projected End of Year Expenditure (excluding VAT) 2021/22  
(As of 7 December 2021)**

Cost Centres	Agreed amount	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
<b>Personnel</b>														
Clerks salary	£2,324		£646.41							£404.83	£193.67	£193.67	£193.67	£1,632.25
<b>Administration</b>														
Admin Expenses	£75									£20.51				£20.51
Insurance	£520		£397.06											£397.06
Room Hire	£200									£50.00			£25.00	£75.00
Audit	£180													£0.00
NCALC subs	£200		£364.39											£364.39
ICO Annual Fee	£40													£0.00
Data Protection Officer	£10													£0.00
Training	£170													£0.00
Accountants	£0													£0.00
<b>Allotments</b>														£0.00
Tata Allotment	£330		£164.80							£164.80				£329.60
Allotment Costs	£0													£0.00
<b>Lighting</b>														
EON Electricity	£900		£247.62							£489.69		£255.00		£992.31
<b>Community Activities</b>														
Room Hire	£0													£0.00
Verge & Hedge cutting	£600													£0.00
Asset maintenance (benches/noticeboards)	£0													£0.00
Sundries	£0													£0.00
<b>Misc. Expenses</b>														
Elections May 2020 £1/elector	£200										£200.00			£200.00
Dog Bins	£120		£74.72											£74.72
Defibrillator	£100									£55.20				£55.20
ENC licences	£20													£0.00
Capital Expenditure (lighting)	£0													£0.00
<b>Expenditure</b>	<b>5989</b>	£0.00	£1,895.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,185.03	£393.67	£448.67	£218.67	£4,141.04

March 2021	Current Account- Grant Money £9230				Sheet 3	
Projected End of Year Expenditure (excluding VAT) 2021/22						
Date	Payee	Gross Amount	Receipt	VAT	VAT Reclaimed	
17 June 2020	MK Containers metal 2x4 side door green Lottery	£1,791.47	x	358.29	y	
22 June 2020	Suregreen Ltd Sleepers for Lottery	£89.80	x			
03/07/20	Thrapston Farmers shop paint for sleepers	£12.49	x	2.50	y	
23/07/20	Böhmer-AG AG-Petrol Generator -	£433.32	x	86.67	y	
23/07/20	PA system QTX QT15PA incl 1 year warranty	£200.16	x			
24/07/20	Gr8 Garden New Compact Foldable 6ft HeavyTable x6	£199.92	x	40.02	y	
23/07/20	CosmoGrill Barbecue	£249.99	x	50.00	y	
01/08/20	Thrapston Farm n Garden Storage boxes	£58.00	x	11.60	y	
18/08/20	BED electrical	£47.09		9.43	y	
18/08/20	Toolstation	£53.32		10.67	y	
21 August 2020	TFH Gazebos	£1,215.01	x	243.00	y	
04/11/20	Mad4Tools- Festoon Lighting	£107.52		21.51	y	
16/11/20	Gazebo shop- Marquee weights (LG)	£86.97	x			
16/11/20	Mike O'Dwyer- Chairs (LG)	£756.00	x	126.00	y	
19/11/20	Argos Laminator/Sheets	£37.98				
19/11/20	Argos-Urn	£84.99				
01/04/21	Gazebo guttering	£1,777.95	x	29.66		
	3 x extension cables	£84.00	x	14.00		
	Fire Extinguisher	£39.50	x			
	3 x cool boxes	£162.15	x	27.03		
	2 x Mic stands	£41.70	x	6.96		
	Marquee Heaters	£161.97	need	26.99		
	Christmas Tree	£216.00	x	36.00		
		<b>£7,907.30</b>		<b>1100.33</b>		
Dec-21	9230 - 7907.30 = £1322.70 Ringfenced					



# Allotment Account

TWYWELL PARISH COUNCIL			As of 7 December 2021		Current Account			
1st April 2021			Projected End of Year Expenditure (excluding VAT) 2021/22					
Date	Source	Amount	Date	Payee	Cheque No	Amount	Receipt	Bank
01 April 2013	Allotment Balance B/F	£511.28	23rd Oct 2013	Tata - Allotment Rent	100742	£156.00	x	x
22 April 2013	Allotment Rents	£526.00	3rd March 2014	Tata - Allotment Rent	100753	£156.00	x	x
25 June 2013	Allotment rents	£35.00	16th September 2014	Tata - Allotment Rent	100768	£156.00	x	x
14 April 2014	North Northamptonshire Council (Precept)	£382.00	26th March 2015	Tata - Allotment Rent	100785	£156.00	x	x
25 April 2014	Allotment Rent	£120.00	17th June 2015	Thomas & Briggs	100797	£331.97	x	x
29 April 2014	Allotment Rent	£48.00	3rd September 2015	P Warren	100807	£0.00		
15th April 2015	Allotment Rent	£33.60	5th October 2015	Tata - Allotment Rent	100810	£156.00	x	x
28th April 2015	Allotment Rent	£576.80	24/03/16	Tata - Allotment Rent	100824	£156.00	x	x
19th May 2016	Allotment Rent	£638.00	8th March 2017	Tata - Allotment Rent	100825	£312.00	x	x
28th April 2017	Allotment Rent	£538.00	8th March 2017	S Flanagan Lock Keys for allotmen	100826	£41.00	x	x
5th May 2017	Allotment Rent	£60.00	23/10/17	Tata - Allotment Rent	100879	£156.00	x	x
03 June 2017	Allotment Rent	£20.00	15/03/18	Tata - Allotment Rent	100886	£156.00		x
12 July 2018	Allotment Rent	£484.80	05/11/18	Tata - Allotment Rent	100908	£156.00		x
02 April 2019	Allotment rent 2 DCs	£67.20	07/11/18	Adrian Eyles JCB hire	100911	£240.00		x
10 May 2019	Allotment rent DC	£21.00	01/03/19	Tata - Allotment Rent	100916	£156.00		x
06 June 2019	Allotment rent 100028	£307.00	27/09/19	Tata - Allotment Rent	100937	£156.00	x	
30 August 2019	Allotment rent R H transfer	£42.00	18/03/20	Tata - Allotment Rent	100968	£164.80		
5th May 2020	Allotment Rent Direct Transfers	£164.20	30/09/20	Tata - Allotment Rent	BACS	£164.80		
31 July 2020	Allot Rent pay in 100030	£189.00	09/04/21	Tata - Allotment Rent	BACS	£164.80		
01-Apr-21	Allotment rent in	£374.25						
01-May-21	Allotment rent in	£26.20						
28-May-21	Allotment rent in	£154.00						
					<b>Total</b>	<b>£3,135.37</b>		
	<b>Income total</b>	<b>£5,318.33</b>						
	<b>Balance of Account</b>	<b>£2,182.96</b>						

Page 15

Village Halls Fund Accounts as of 7 December 2021								
Supersaver account 50008516								
Date	Payee	Amount						
1st April 2021	Last balance Dec 2009	<b>£3,695.47</b>	Projected End of Year Expenditure (excluding VAT) 2021/22					
31/12/10	CCLADividends	£489.11						
31/12/11	Dividends	£503.73						
31/12/12	Dividends	£507.82						
31/12/13	Allotment rents	£154.00	estimate					
31/12/14	North Northamptonshire Council (Precept)	£6,240.90						
31/12/15	Dividends	£533.87						
31/12/16	Dividends	£540.00	estimate					
31/12/17	Dividends	£553.03						
31/12/18	Dividends	£564.71						
31/12/19	Dividends	£570.00	estimate					
31/12/20	Dividends	£587.60						
		<b>£14,940.24</b>	plus interest??					
Balance Rate Tracker Account- 80267686								
14/08/09	last known balance	<b>£8,211.19</b>						
31/12/20	CCLA Investments Fund	<b>20,411.60</b>						



Budget Proposal 2022/2023				Sheet 7	
Cost Centres - Expenditure					
1st April 2021	2021/2022 Agreed	2022/2023 Proposed	2022/2023 Agreed	Cost Centres - Income	Actual
<b>Personnel</b>				<b>Allotments</b>	
Clerks salary	£2,324	£2,324		Rents Collected	£350.00
<b>Aministration</b>					
Clerk's Admin Expenses	£75	£75			
Insurance	£520	£520			
Room Hire	£200	£200			
Audit	£180	£180			
NCALC subscription	£200	£200			
ICO annual fee	£40	£40			
Data protection officer role	£10	£10			
Training	£170	£170			
Accountants	£0	£0			
<b>Allotments</b>					
Tata Allotment rent	£330	£330			
Allotment Costs					
<b>Lighting</b>					
EON Electricity	£900	£1,200			
Lighting repairs					
<b>Community Activities</b>					
Room hire	£0	£0			
Verge and hedge cutting	£600	£600			
Asset maintenance (benches/noticeboards)	£0	£0			
Sundries	£0	£0			
<b>Misc. Expenses</b>					
Elections May 2020 £1/elector	£200	£0			
Dog Bin emptying	£120	£120			
Defibrillator	£100	£100			
NNC Licences	£20	£20			
Capital expenditure- lighting	£0	£0			
<b>Expenditure</b>	<b>£5,989</b>	<b>£6,089</b>			
<b>Precept for</b>	<b>£6,240</b>	<b>£6,240</b>			

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# Twywell Parish Council

Clerk to the Council - Ben Smith  
[clerk@twywellparishcouncil.co.uk](mailto:clerk@twywellparishcouncil.co.uk)  
[www.twywellparishcouncil.co.uk](http://www.twywellparishcouncil.co.uk)

8<sup>th</sup> December 2021

To all councillors

## **Draft budget proposal**

Please see the budget forecast (Sheet 2) on the Cash book spreadsheet, and the budget proposal (Sheet 7) for discussion

## **Figures**

Current up to 07/12/21 (Sheet 1)	£12,171.87
Ringfenced amounts (Sheets 3,4 and 5 - Transparency/Lottery/Allotments)	- £4336.62
Subtotal	£7835.25
Committed spending (budget projection to March 2022 Sheet 2)	£4141.04
Forecast Balance at end of March 2022	<b>£3694.21</b>

***This budget proposal will support maintaining the precept at the same level as last year i.e. £6240.***

If you require any further clarification, please do not hesitate to ask.

Kind regards

Ben Smith  
Parish Clerk

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