



## Minutes of Cobham Parish Council Budget Meeting

Monday 3<sup>rd</sup> December 2023 at 7.30pm

Meeting took place at the Meadow Rooms

Present

Cllr Steve Dyer (Vice Chair), Cllr Rosemary Dymond, Cllr Kirsty Lane

Cllr Robert Pryor, Cllr Russ Nichols, Cllr Julie Wilder

Present

Charles Amis (Clerk)

**1. Apologies for Absence** – Cllr Mike Booth (Chair), Cllr Matt Mason, Cllr Bennett Smith

**2. Declarations of Interest** – None

**3. The Parish Council to consider the amount spent so far for 2024/25 and to produce a budget until the end of the financial year March 2025**

CPC has spent £25,038.75 so far in 2024-25 and is projected to spend £29,652 up to the end of March 2025. It was suggested that CPC should invest £20,000 of their reserved accounts into high interest account or bonds.

CPC had not received an invoice from Mazars for the external audit carried out for 2023/24. Mazars had been due to invoice CPC during October. The internal auditor had charged £80 for auditing CPC's accounts. **Action:** Clerk to check through their emails.

The Clerk has asked Zurich Municipal to give a breakdown of the insurance costs to enable CPC to share insurance costs with the Sports Association. The Sports Association had been added to CPC's insurance when their own insurer refused to insure the cricket pavilion. **Action:** Clerk to chase Zurich for a breakdown of the insurance costs. Clerk to provide Chris Broadley with the cost of insurance for the Cricket Pavilion.

**Action:** Clerk to prepare an invoice for their Home Office Allowance of £300. It had been suggested that the Clerk obtain a new mobile phone with the costs shared three ways between the Clerk, CPC and Luddesdown Parish Council (the Clerk's other employer).

CPC had given a grant of £5000 to The Sports Association towards the running of the Public Toilets. A further grant payment was due in May 2024. CPC was still responsible for repairs to the fabric of the Toilets and £800 had been budgeted for this. Cllr Booth had been liaising with a plumber who was due to install a new washbasin in the Gents Toilets as the mechanism for the foot pedal operated tap was broken.

The issues with payments for the water supply to Business Stream were still ongoing. Business Stream has said that CPC owe £6187.11 for the supply of the water to the Toilets and Bowls club. It was agreed to add £1000 to the budget for Business Stream.

CPC had cancelled the grass cutting of the Children's Corner that had been carried out by Smooth & Rugged at the beginning of 2024. It had been suggested that The Sports Association would cut the grass but there appeared to be nobody at The Sports Association to take this on. Cllr Dyer had cut the grass in the summer and so had another individual. The cutting of the grass during the summer still needed to be resolved. The trees also needed to be cut back at the Children's Corner.

It was agreed to budget £7000 for a new fence around the Children's Corner and beside the Bowls Club. **Action:** Clerk to get another quote for the fence.

The Japanese Knotweed by Meadow Cottage had been cut back in 2023 but had not needed any attention in 2024. Greene King had been advised about the Japanese Knotweed growing by the Ship PH.

It was suggested that the current grant application process be changed so that all applicants apply for a grant from April to June as this will help CPC to plan their budget. It was suggested that £5000 be set aside for all of the grant applications.

The work on the flint wall behind the village pump had been due to start in 2023. It was suggested that the most urgent repairs should start by March 2025. It was asked if the low wall to the side of the main flint wall could be replaced by 'park' fencing. **Action:** Clerk to obtain revised quotes from the companies who had already quoted. Clerk to apply for a grant from Lower Thames Crossing Heritage Fund towards the work.

Baylis Landscapes will be charging CPC £732 for maintaining Sweeps Hole Pond for 2024-25.

The Village Signs for Sole Street and Cobham will cost £4,500 approximately in total. **Action:** Clerk to speak to Rev Alyson Davey, Priest in Charge at Cobham, for permission for the location of the village sign in the flower bed by St Mary Magdalene Church. Clerk to send Cllr Prior the dimensions of the wooden post to support the village sign. Clerk to ask Chris Broadly for a contact who can produce a wooden post for the village sign.

It was agreed to budget £5000 for the Village Gateways for the remainder of 2024-25 and £15,000 for 2025-26. These figures will need to move to the Traffic Management budget. CPC would like wooden gateways that show the boundaries of the village and encourage motorists to slow down. The supplier would need to be approved by KCC who will need to carry out a site visit.

It was agreed to budget £4000 for the replacement of 7 benches at the playing fields. CPC needs to adopt the memorial bench policy that had been forwarded by Cllr Lane. **Action:** Need to speak to the Sports Association.

CPC needs a new website to meet the current accessibility regulations. A new website is likely to cost £700 but there are grants of £100 are available towards the website upgrade.

It was decided to budget £500 towards the Community Celebrations. There is likely to be an event to celebrate the 80<sup>th</sup> Anniversary of VE Day in June 2025. There may be grants available to contribute towards the funding of the celebrations. Cobham Cricket Club will also be celebrating 175 years.

Cllr Dymond had asked for £1500 towards the maintenance of the 31 flower troughs for the South & South East in Bloom competition. Cllr Dymond had used her own money when replacing the troughs and buying new plants. It was suggested that local businesses could be approached to sponsor a trough. It was agreed to set aside £1000 for the South and South East in Bloom competition. £300 had been added for re-seeding the grass around the war memorial.

**4. To compare spending throughout 2024/25 with the budgetary predictions of 2025/26 and that budgetary needs are met when requesting the precept for 2025/26.**

It was suggested that the precept could be £75,000. This would mean that a Property Band D household would see a decrease of £111.76 per annum or £2.15 per week.

**5. Requests for consideration from Parish Councillors**

The Community Pay Back Team had painted the pavilion and planted bulbs and will be helping the older residents with their allotments.

The parish Councillors were asked to consider who to nominate for the Annual KALC Award for 2025-26.

All of the Parish Councillors received a copy of the cash flow spreadsheet and the payment report prior to the meeting.

**Payments made since the 5th November Meeting**

Date of payment	Company	Reason	Amount
3/12/2024	Clerk	Salary 1 <sup>st</sup> -30 <sup>th</sup> November 2024	£1192.01
3/12/2024	Clerk	Mileage	£38.41
3/12/2024	Clerk	Rail Fare to Clerk's Conference	£6.60
3/12/2024	Clerk	Reimburse for 1 Defibrillator Pad & 2 Prep kits	£120
4/12/2024	Cobham PCC	Grant application for the St Mary's Church Rooms	£2500

**Payments to be made after the 3<sup>rd</sup> December Meeting**

Date of Payment	Company	Reason	Amount
12/2024	Baylis Landscape Contractors Ltd	Maintenance of Sweeps Hole Pond	£732
12/2024	Information Commissioners Office	Subscription for 2025	£40
12/2024	Society of Local Council Clerks	Subscription for 2025	£190

**Payments received since the 5<sup>th</sup> November Meeting**

Date of payment	Organisation	Reason	Amount
3/12/2024	HMRC	VAT Claim 2023-24	£963.86

Cllr Dyer proposed the payment report and Cllr Dymond seconded.

The next parish council meeting will be at 7.30pm on Tuesday 14th January 2024 at the Meadow Rooms.

Meeting closed at 10pm