

Healing Parish Council

**ANNUAL REPORT &
ACCOUNTS
FOR THE
YEAR 2016/17**

Published May 2017

ANNUAL REPORT

For Year 16/17

Councillors' Attendances

Councillors were present at the full meetings of the Parish Council called 11 times for the year as detailed below:

Cllr. Hasthorpe <i>(Chairman for year)</i>	8 out of possible 11
Cllr. Dickerson	10 out of possible 11
Cllr. Wilson	11 out of possible 11
Cllr. Smith	8 out of possible 10
Cllr. Hubbard	8 out of possible 10

Former Councillors Dolan and Blanchard started the year but left in June and April 2016 respectively. New members joining during the year were Cllrs. Ian Smith and Matthew Hubbard, both of whom joined in May 2016.

The Council has 10 available seats but started the year with only 5 members and completed the year with only 2 members having to miss the meeting in March 2017 due to being inquorate. The two remaining members at the end of the year in March 2017 were Cllrs. Smith and Hubbard.

Councillors also attended extra meetings such as Planning Meetings and Committees of the Parish Council, including the Personnel Committee.

Councillors also served and represented Healing on various outside bodies and at their meetings. These included the Town and Parish Liaison Committee held in conjunction with North East Lincolnshire Council; the East Riding and Northern Lincolnshire Local Councils' Association District Meetings; the Friends of the Moated Site Group meetings and Healing Youth Council.

The public has been in regular attendance at meetings throughout the year along with representatives from development teams for planning applications, a representative of the Friends of Healing Moated Site, representatives from the local policing team and also a representative from the Barton and Cleethorpes Community Rail Partnership.

Parish Clerk

The Parish Clerk for the year was Kathy Peers, a CiLCA qualified Clerk.

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Planning Matters

The Parish Council is a statutory consultee of the local Planning Authority, which is North East Lincolnshire Council. The Parish Council is consulted on every planning application within the Parish and also those which are on its boundary or close to its boundary within a neighbouring Parish.

During the course of the year, 47 planning applications and/or planning appeals were considered which is an increase of 1 on the number for the previous year.

There were no major planning applications during the year with regard to housing development.

During the end of the Council year, the Parish Council was also consulted on the new local plan from North East Lincolnshire Council.

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Healing Village Newsletter

The Parish Council oversees, organises and publishes the Healing Village News each month throughout the year, with a double edition at Christmas time to incorporate December and January together. The Newsletter is delivered to every household in the village and this is carried out by a team of local Healing-based young people who act as a distribution team for the Parish Council.

Although village groups advertise their events for free and publish monthly reports, advertising space is professionally sold within the magazine and this income helps to support the cost of producing the Newsletter.

The Parish Council is grateful to all those who have advertised their services or business during 16/17 through the Newsletter and also to the local village groups who submit their articles for each edition.

Newsletter finance:

- Expenditure totalled £6,553 for the year (including distribution) – a slight increase on the previous year's costs;
- Revenue from advertising totalling £1,900 – which is a significant increase on the previous year's revenue.

This means a real cost of £4,653 which equates to £423 per edition of the Newsletter, which is a decrease in costs of approx. £100 per edition. This in turn equates to roughly 38 pence per edition per household – again being a significant decrease on the previous year.

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Healing Village Hall

The Parish Council owns and runs the Village Hall on behalf of the residents of Healing. The Hall continues to maintain its long-term, regular hirings for a significant percentage of its use but also take spot hire bookings on an individual basis.

Groups who use the Hall each week include the Healing Carpet Bowling Club; Line Dancing and Keep Fit Classes; the Brownies; Kumon Classes; Limelight Dance school; Pilates and Metafit classes; Vibe Musical Theatre Group; Healing Jelly Tots for Mums and Toddlers; Yoga Classes; Dog Training and Puppy Classes; Dressmaking/Sewing and the Parish Council meetings. There are also bookings at weekends for children's parties, christenings, family parties etc.

During the year, the kitchen was completely refurbished, energy saving measures were completed on all lighting at the hall and minor repairs carried out as required.

The Parish Council employs three part-time members of staff as Caretakers/Cleaners for the village hall.

As with all public buildings, the Parish Council has to ensure the Hall operates within all current guidelines and is appropriately licensed for use with all of the local authorities.

There are separate hiring rates for users – community/charitable/not-for-profit groups are charged at a lower rate than those organisations and groups who use the Hall on a commercial basis. There is also a separate hiring rate for residents who wish to use the Hall for private parties etc.

Financially, the village hall is subsidised by the Parish Council as its revenue generated does not cover the cost of running the Hall and the Hall staff required. During 16/17, the Hall generated £8,674 of income

for the year. This is approximately the same as the revenue generated during the previous financial year.

Expenditure on the Hall, excluding staffing costs but including all insurances, power, water rates, business rates and cleaning materials, as well as minor repairs, totalled approximately £7,102 showing that the day to day maintenance and management of the Hall has been covered for the last year by the revenue generated from hirings. The expenditure figure has been reduced due to being exempt from business rates for the year by using a specialist company to ensure the rates were exempted.

The Parish Council also spent the sum of £6,393 refurbishing the kitchen totally, including a new flooring and all new equipment.

The Parish Council also installed some further energy saving measures to help reduce running costs at the Hall and the cost of these was incorporated into the day to day running costs shown above.

The outside space at the Hall was maintained by a grounds maintenance Contractor with a contract awarded each year.

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Land ownership

The Parish owns the Moated Manor Site and works closely with the Friends Group to look after the site. The Council continues to be part of a Higher Level Stewardship with Natural England as part of a forward 10-year plan and receives two stewardship payments of £205 each per year for the scheme. This income stream has been agreed by the Parish Council to be donated to the Friends Group to help with their operations.

The Parish Council sends a representative to the meetings of the Friends of Healing Moated Site group meetings, although none have been held during this last year. The Parish Council also owns and maintains the servicing of the mowing and strimming equipment each year. The Parish Council also insures the site as part of its own insurance policies.

The Parish Council also owns Cornflower Copse, a small wooded copse next to the Public Right of Way. Routine maintenance is built in each year for the maintenance of the Copse.

Also, the Parish Council holds the lease for Porri's Wood on Fords Avenue, which is owned by NELC and again ongoing maintenance has been carried out through the year and the Wood is being used regularly by pupils of the Primary School as part of its curriculum activities.

The Council had arranged, as part of a planning condition to accept the transfer of ownership of the green space land at the end of Stallingborough Road where the remainder of the site is currently undergoing housing development. This was hoped to have been completed during the year 16/17 but the current owners of the site have been considering and applying for further housing development on the site, although at the time of the publication of this report, those plans have not been granted. The Parish Council has expressed its wish for the area to remain as total green space and so is now waiting for further contact from the development team which owns the site. A

commuted sum of money to assist with its maintenance has been agreed and will come to the Parish Council once the transfer has been completed which hopefully be during the coming year.

Healing Parks – Poplar Road and Fords Avenue

The Parish Council spent the year negotiating with NELC to take over the management of both of the Parks at local level and an agreement was reached which means that for the year 17/18, NELC will pay the Parish Council the sum of £9,000 for the year which the Parish Council will then use to maintain both of the Parks.

The maintenance and management of the two sites includes the tennis courts, the bowling green and the Pavilion building on the Poplar Road site.

This is an experimental scheme, with the Parish Council able to break the lease agreement after one year if it wishes to do so. The scheme will not incur any extra costs on the residents of Healing for the year, as NELC will be transferring the funding requested by the Parish Council to cover the estimated costs.

At the year end, the Parish Council will review the situation, NELC will review its funding levels and the future management will then be discussed again.

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Finance

The precept set by the Parish Council for 16/17 was £38,000, a figure maintained from the previous financial year. A grant was also given by NELC as part of the changes of Council-based funding to local authorities, and this was approximately £1,743.

Other income came from the following sources:

- Revenue from hirings of Healing Village Hall – approx. £8,674
- Advertising revenue (as detailed under Newsletter) - £1,900
- Stewardship funding from Natural England - £410 (two payments of £205 from Rural Payments Agency)
- VAT reclaimed from the previous year (as is allowed to local authorities and affiliated bodies) - £1,781
- Refund from previous energy costs £455
- Refund of previous business rates paid - £5,101

Basic expenditure was as follows:

- £4,684 - general administration such as annual subscriptions to local council bodies such as ERNLLCA, general insurances, including public liability for the year, stationery and office expenses, as well as training for Cllrs. This is a slight increase on the previous year's figure
- £3,576 – highways/footpaths/land expenditure during the year including provision of a Christmas Tree for the village, all

expenditure on land areas owned by the Parish Council such as the Moated Site, Cornflower Copse and the Chapel Footpath, as well as the leased area of Porri's Wood from NELC.

- £7,102 - Village Hall expenditure, excluding the costs of staffing- it includes business and water rates, the Performing Rights Society licence, heating and lighting and general everyday maintenance and repairs and a proportion of the insurance cover of the Council.
- £19,944 staffing costs - there are 5 permanent staff positions – the Parish Clerk, three staff positions at the Village Hall and 1 position for a litter picker. The expenditure includes staff salaries, relief/holiday cover for the village hall, administration and all Inland Revenue and Employer's Liability cover. This figure shows a slight increase due to increases in national living wage and national salary scales for Council Officers and also a doubling of the hours granted to the Litter Picker from 3 hours to 6 hours per week to provide a better service.
- £900 - Grants and donations to fund the grass cutting in the Churchyard for the year for St. Peter and Paul Church and the Poppy Appeal
- £6,393 for total refurbishment of kitchen at village hall
- £6,553 for Newsletter (as detailed in Newsletter section)
- £3,966 was incurred on VAT during the year but this is reclaimed during the following financial year
- £764 on equipment for maintenance of the bowling green in anticipation of the Park management for 17/18

As with each year, the Parish Council met to set the precept and agree its budget in January 2017 for the coming year 17/18 and during the year the Council complied with its statutory requirements to have both an internal and external audit carried out. Fees for this totalled £1,050 and are contained in the general admin expenditure figure shown above. The Council's internal auditor for the year was Mr. Richard Dixon and the external auditor (appointed through the DCLG) was PKF Littlejohn, based in Canary Wharf, London.

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General Matters

The main project during the financial year 2016/17 was the refurbishment of the kitchen at Healing Village Hall and preparation for the taking over of the management of both the Village's parks from NELC.

The Royal British Legion carried out a project during the year to install decorative railings at the Cenotaph to provide housing for the poppy wreaths, which is now completed. The Legion stood all the costs involved and totally oversaw the project and the Parish Council thanks them for their work on this.

The Parish Council continues to maintain a dialogue with the local policing team, although there were again changes in the dedicated PCSO for Healing Village. The end of the year saw a return to the Community Policing Strategy with a named PCSO for Healing Village.

Again, the Parish Council were in attendance at the Remembrance Day Parade in November and the Young People's Council also attended and laid a wreath. The Young People's Council also put on its usual Pantomime in January of 2017.

The Ward Councillors for the Wolds Ward, which includes Healing Village, were Cllr. Melanie Dickerson and Cllr. David Hasthorpe who were also Parish Council members for the majority of the year, leaving the Parish Council in February 2017.

Healing Parish Council

BANK RECONCILIATION FOR FINANCIAL YEAR 16/17

Full year from 01.04.16 to 31.03.17

ACCOUNT RECONCILIATION

Bank Balance/Cash in Hand as at 31.03.17	25,295.09
Clubs and Societies	2,896.09
Post Office Savings	1,141.86
No. 2 Account	62.98
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	£29,396.02

Current Account

Opening Balance as at 01.04.16		£23,115.45
LESS Unpaid cheques from prev. year	£ 371.82	
ADD Uncleared credits from prev. year	£ 118.50	£22,862.13
ADD Receipts for year	£62,320.64	£85,182.77
LESS Payments for year	£59,887.68	£25,295.09
LESS Uncleared credits	£ 124.00	£25,171.09
ADD Unpaid cheques as listed	£ 989.32	£26,160.41
ADD Adjustment for mis-cleared cheque	£ 5.25	£26,165.66
	(as at bank statement No. 497 dated 30.03.17)	
Amount to go forward to reconciliation		£25,295.09

Unpaid Cheques:

Total £989.32 (shown highlighted in grey on cash book)

Uncleared Credits:

Total £124.00

(highlighted in grey on cash book)

Cheque mis-cleared – cheque no.6723 £15.00 – showing cleared as £9.75

RESERVE/DEPOSIT ACCOUNT

Balance as at 01.04.16		£ 2,895.36
Withdrawals/transfers for 6 months	£ 0.00	
Deposits for 6 months	£ 0.00	
Interest for 6 months	<u>£ 0.73</u>	£
Balance as at 29.07.16		<u>£ 2,896.09</u>

NATIONAL SAVINGS ACCOUNT

Balance as at 01.04.16		£ 1,141.86
Add Interest	£0.00	
Balance as at 30.09.16		<u>£1,141.86</u>

No. 2 ACCOUNT

Balance as at 01.04.16		£ 62.98
Withdrawals/Deposits	0.00 as yet	
Balance as at 30.09.16		<u>£ 62.98</u>