

# Tibberton Parish Council

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Website: [Tibberton Parish Council – Worcestershire, England](http://Tibberton Parish Council – Worcestershire, England)

## NOTICE OF ORDINARY MEETING

The next meeting of Tibberton Parish Council  
will be held on Thursday 14<sup>th</sup> March 2024  
starting at 7.30pm at The New Village Hall, Vardroe Way,  
off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG

Members of the public are welcome to address the Council at agenda item 5 'Public Forum', when comments and questions may be put to the Parish Council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chair's discretion. Unless invited, no further representations may be made at any other time during the meeting.

### Summons

Tibberton Parish Councillors are hereby summoned to attend this meeting for the purpose of transacting the business detailed below and on the following pages.

Signed: *R Hinton-Jones*

Date: 9<sup>th</sup> March 2024

Rachel Hinton-Jones,  
Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

## AGENDA

1. Chair's welcome.
2. Code Of Conduct

### General Conduct

1. Respect

#### As a Councillor and as a member of the public:

- 1.1 We treat other councillors and members of the public with respect.
- 1.2 We treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

**Respect means politeness and courtesy in behaviour, speech, and in the written word.** Debate and having different views are all part of a healthy democracy. As a councillor or member of the public engaging in a political debate with, or asking questions of, councillors you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

As a Councillor in your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, we have a right to expect respectful behaviour from the public. If members of the public are being or perceived to being, abusive, intimidatory or threatening we are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. Were such behaviour occurs at a meeting of the Council, the Chair of the meeting can require the individual(s) concerned leave the meeting and if necessary request that the police be called to assist. .

3. Apologies. Cllr Robbie Hazlehurst, Cllr Liz Morton
4. Declarations of Interest

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –

- a) Keep their Register of Interests form up to date, and
- b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and their nature.

**5. To consider written requests from Councillors seeking dispensation.**

Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak, and vote. When granting a dispensation members should bear in mind the possibility of adverse public perception and likely harm that may accrue from the particular interest that has been declared. Having been granted a dispensation it is up to the individual councillor to decide whether to remain or leave the meeting. Written requests for the granting of a dispensation must be made to the Clerk before the meeting starts.

**6. Public Forum**

- a) Update regarding matters raised by Members of the Public at previous Council Meetings
  - I. Bridge Signage Audit and other Highways matters: The Chair has again requested an update from the Highways regarding the placing of the additional bridge weight limit signs. The potential for the temporary weight limit to become permanent is currently being discussed by the Canal & River Trust and Worcestershire Highways
  - II. Other matters raised are dealt with in the minutes of the previous meeting
- b) An opportunity for parish residents to raise matters of interest or concern.
- c) To receive a report or update from any community representatives.
  - I. County Council
  - II. District Council
  - III. Police - SNT Droitwich Town East and Rural East
  - IV. Canal & River Trust
  - V. Neighbourhood Watch
  - VI. Speed Watch
  - VII. Public Rights of Way (To include an update regarding the footpath at the Forge, Plough Road)

**7. To approve the draft minutes** of the Council meeting held 8<sup>th</sup> February 2024, to then be signed as a true record by the Chair (**Appendix A p4-8**)

**8. Planning**

- a) To comment on any planning application consultations notified by the Planning Authority and note any updates.

**9. Updates to previous Parish Council business**

- a) Litter bin provision in Tibberton Village **Note:** A meeting request has been sent to the officer at Wychavon Council to discuss the proposals.
- b) Official Opening of the New Village Hall
- c) Update and feedback on the Spring Edition of the Tibby Times
- d) A Community Safety event is being organized with Wychavon Council Community Safety team for either Monday 15<sup>th</sup> or 22<sup>nd</sup> April from 6pm – 8pm in the Village Hall

**10. Finance:**

- a) The next Strategy & Finance meeting is at **7:00pm on Thursday 4<sup>th</sup> April 2024.**
- b) To approve the payments schedules for 01/03/24 (**Appendix B p9-15**).

**11. Committees:**

- a) Communications & PR Committee verbal update
- b) Neighbourhood Plan Working Group verbal update.

**12. Tibberton Village Hall**

- a) To receive any update requiring the Parish Council's input.
  - o Fencing to southern boundary
  - o Main Hall lighting
  - o Committee and Meeting room lighting

- External car park lighting sensor
- External Collection storage lockers

**13. Items for decision or further consideration**

- a) School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to a future meeting of the Council.

**14. Review of correspondence** including emails received not mentioned elsewhere:

**15. Parish Hall Conversion to Community Hub and Shop Update.**

- a) Following communication received from the Charity Commission a meeting has been called with key partners on Monday 25 March to determine the next steps.

**16. Members to put forward items for discussion at future meetings.**

**17. Date and time of next meeting** – 11<sup>th</sup> April 2024 @ 7:30pm

**18. Programme of Committee and Working Groups for April 2024 (Appendix C p16)**

**Tibberton Parish Council Members**

Cllr Robbie Hazlehurst, Chair. Cllr Sarah Harfield, vice-Chair.

Cllr Trevor Knight, Cllr Liz Morton, Cllr Margaret Rowley, Cllr Helen Savage, Cllr June Woodland.

All minutes are draft until agreed  
at the next or subsequent meeting.

## TIBBERTON PARISH COUNCIL

### MINUTES OF MEETING HELD THURSDAY 8<sup>th</sup> FEBRUARY 2024, 7.30PM The New Village Hall, Vardroe Way, Off Hawthorn Rise, Tibberton, Droitwich, WR9 7TG.

**Council Members present:** Cllr Robbie Hazlehurst, Chair  
Cllr Sarah Harfield, vice-Chair  
Cllr Liz Morton  
Cllr Margaret Rowley  
Cllr Helen Savage

**Council Members absent:** Cllr Trevor Knight & Cllr June Woodland

**In attendance:** Rachel Hinton-Jones Clerk and Responsible Finance Officer (RFO)

1. **Chair's Welcome**

The Chair opened the meeting and welcomed two members of the public.

2. **Apologies.** Cllr Trevor Knight, Cllr June Woodland, Cllr Marc Bayliss (Worcs CC) Rich Minor (Neighbourhood Watch) & Rob Grimer (Public Rights of Way Officer & Parish Hall Chair)

3. **Declarations of interest.**

None.

4. **Written requests for dispensation.**

Cllr Margaret Rowley has declared Other Registerable Interests. The request was clearly set out and understood by full members of the Council. Dispensation was considered and granted at this meeting, with consideration to the following:

- a. The nature of the Councillor's declared interest.
- b. The need to maintain public confidence in the Council's conduct of business.
- c. The possible outcome of the proposed vote.
- d. The need for efficient and effective conduct of the Council's business.
- e. Any other relevant circumstances.

Having been granted a dispensation Cllr Margaret Rowley remained in the meeting.

**(Appendix A p6)**

5. **Public forum.**

a) To receive an update on the SmartWater kit distribution progress.

- The target of 70% of households registered has now been achieved, with a drive to register a further 28% of the remaining households. The signage for the village is due to be installed on the 8<sup>th</sup> of February 2024 in accordance with the highway's guidelines throughout the village.

b) Update regarding matters raised by Members of the Public at previous Council Meetings

Bridge Signage Audit and other Highways matters:

- The Chair reported that he had again chased the Highways Manager regarding the promised provision of additional Bridge weight limit restriction signage which are scheduled to be positioned before the Crowle turn and before the turn into Green Lane coming from Droitwich.

- Hawthorn Rise Open Space - Parish Council will consult with residents regarding the use of the area as part of the consultation to take place regarding the Neighbourhood Plan in April 2024
- Works to footpath between Hawthorn Rise & Plough Road. Despite Taylor Wimpey having been chased by the Chair we are still awaiting a copy of the annual schedule of maintenance.

c) An opportunity for parish residents to raise matters of interest or concern.

- A member of the public asked if the ICO certificate can be displayed within the visible notice boards.

**The ICO certificate has been published on the Parish Council website. It is not a requirement for it to be published anywhere else**

- It was asked what the likelihood would be that the bridge weight remains at the 3 Ton weight.

**This is currently under discussion by the Canal & River Trust and Worcestershire Highways.**

- A member of the public asked why the Public Liability insurance certificate for the Village Hall is not currently on display in the hall notice boards.

**Whilst this is not a statutory requirement the Chair of the Village Hall**

**Management Committee stated that she would review the position.** A member of the public asked why apologies have been noted for non councillors. **The Chair stated this has been done to ensure transparency for all known/expected attendees.**

- It was asked what the payroll provider charges, and why this is not on the payment schedule.

**It was confirmed this is a fixed monthly direct debit cost of £16.68 for the period of the contract, and therefore does not appear on the payment schedule the Councillors are requested to approve monthly.**

- Point raised regarding the Lengthsman duties, and the time taken to clean out drains of ½ hour

This was noted.

- A member of the public shared that the new Rev Richard Sandmond had now been appointed. The official licensing will take place at Hanbury Church on Sunday 3<sup>rd</sup> March 2024. An official invitation will be issued to the Parish Council for the Chair to attend.

**Chair received a verbal invitation and attended the Licensing of Rev Richard Sandmond to represent the Council.**

d) To receive a report or update from any community representatives.

**i. County Council**

Application for the divisional fund grant of £3k has been submitted. The Parish Council are looking to allocate these funds to a new solar powered VAS sign and a Defibrillator to be located at the New Village Hall.

**ii. District Council**

Cllr Margaret Rowley updated on the following:

Director of Planning and Infrastructure, Ian Macleod (formerly with Birmingham City Council) has now started.,

Council Tax Increase- There will be a 2% increase in the District Council's budget.

Act on Energy, Home Upgrade Grant (Phase 2) The Home Upgrade Grant (HUG2) is for people who don't have access to mains gas to heat their homes. However, households are still eligible for the scheme if they are connected to mains gas for something other than heating (such as cooking). The Grant will pay for a range of energy efficiency measures including insulation and heating upgrades. This scheme is now OPEN.

More information can be found at: <http://www.actonenergy.org.uk/>

- iii. **Police** - SNT Droitwich Town East and Rural East- PCSO Vicky Elliott confirmed nothing to report this month.
- iv. **Canal & River Trust**- It was reported that it is brown hairstreak butterfly egg survey time again and that the Canal & River Trust are also going to be at the orchard planting a few more fruit trees and would love it if anyone from the village (and beyond!) might like to join us.  
Please share the below Eventbrite links with anyone who might be interested in coming along to either survey for the brown hairstreak eggs on Friday 9<sup>th</sup> February or to plant trees with us on Saturday 17<sup>th</sup> February.

<https://www.eventbrite.co.uk/e/tibberton-orchard-brown-hairstreak-egg-survey-tickets-803827037307>

<https://www.eventbrite.co.uk/e/tibberton-orchard-fruit-tree-planting-tickets-803866284697>

- v. **Neighbourhood Watch**- Membership of NHW is static at around 40% of households. Further drives to increase membership will take place throughout the year but the more members the village has, the stronger the collaboration & support it receives from NHW. An early meet up with WM police is planned, to establish the best routes for action & liaison for certain incidents. Feedback to follow.  
Following a successful roll out of the SmartWater initiative, the 'free' signage, funded by the Police & Crime Commissioner has been erected around the village. This is a proven visual deterrent and has been possible, thanks to Parish Council funding & a positive start by the village. A big thank you to everyone that invested time & effort in getting this over the line. Packs are still available if households want to receive a free kit, they should send a request to [communiitysafety@wychavon.gov.uk](mailto:communiitysafety@wychavon.gov.uk).
- vi. **Speed Watch**- Due to the poor weather the scheme has not been operating for the last couple of months.
- vii. **Public Rights of Way**- Rob Grimer to review the alleged blocked footpath at the rear of The Forge in Plough Road which restricts access to the footpath leading to Foredraught Lane.

6. **To approve the draft minutes** of the Council meeting held 11<sup>th</sup> January 2024, to then be signed as a true record by the Chair, **all proposed and agreed** (**Appendix B p7-11**)

7 **Planning To comment on any planning application consultations notified by the Planning Authority and note any updates.**

- a) To comment on any planning application consultations notified by the Planning Authority and note any updates. [Planning Weekly List - Wychavon District Council](#)
- b) **Potential Plough Road Application:** A discussion took place regarding the potential planning application from Rural Planning for a site in Plough Road adjacent to Romsley (**see attached Item 1 page 12**) following which it was agreed to await the application prior to making any formal comments on behalf of the PC.
- c) The latest planning list from Wychavon did not impact on the village.
- d) It was reported that a planning application was not required for the New Village Hall brown signage. This will be installed as soon as possible.

8. **Updates to previous Parish Council business**

- a) **Request from the School for additional parking restrictions on Plough Road.** Note: A meeting took place on Thursday 1st February 2024 with the school to understand their concerns more fully prior to formally submitting the Parish Council's response to the consultation. County Cllr Marc Bayliss was also in attendance. Tibberton Parish Council fully support the proposal for:
  - 1. Additional double yellow lines opposite the school from Evelench Lane until the end of the Medes.
  - 2. Double yellow lines by the bus stop
  - 3. The Parish Council does not support double yellow lines along the western stretch of Plough Road from Hawthorn Rise to the school.

9. **Finance:**
- a. Budget position for 2024/25 was agreed and confirmed by the Parish Council on 11th January 2024
  - b. The next Strategy & Finance meeting is at **7.00pm on Thursday 4<sup>th</sup> April 2024.**
  - c. To approve the payments schedules for 21/01/24 & 26/01/24. **Approved**  
**(Appendix C p13-14).**
10. **Committees:**
- a. Neighbourhood Plan Working Group verbal update-  
Neighbourhood Plan meeting will be held on Monday 26th February at 7pm. A further invitation to join this working group will be published in the next edition of the Tibby Times. The event boards are currently being reviewed for the consultation event to be held on **20th April 2024, 2pm to 5pm**
11. **Tibberton Village Hall (New)**
- Still waiting for information regarding the installation of the village hall signage on Plough Road from Worcestershire Highways.
  - Chair Robbie Hazelhurst and Cllr Helen Savage have now met to review works that are the responsibility of TPC, which include; securing the site on the southern boundary with fencing, improving the lighting in the main hall to ensure its suitability for private functions and parties, provision of override switches in the meeting rooms to allow the lighting to be controlled for presentations, the provision of an external sensor for the car park lighting. . These works will be prioritized as required in conjunction with the Village Hall Management Committee. The lighting is a priority to support future events. Helen Savage is currently obtaining a quote. The fencing at the rear of the village hall is a concern around security. Quotes have been received from HFN, the existing Landscape company, who have also provided competitive quotes to the Village Hall Committee as part of their Rural Fund application to Wychavon Council.
  - **To consider a request from the Village Hall Management Committee (VHMC) to install external collection storage lockers on site.** Following discussions, concerns were shared about the potential traffic, and impact on neighboring properties in Hawthorn Rise and Vardoe Way particularly late at night as this is a 24-hour facility where parcels can be collected or dropped off. It was agreed that the VHMC should arrange for the Storage company to carry out a site survey to enable further detailed discussions with the Parish Council to take place. As a minimum there is an expectation from the Parish Council that a survey of residents likely to be impacted in Hawthorn Rise and Vardoe Way would need to be undertaken by the VHMC before any agreement could be agreed by the Council.
12. **Items for decision or further consideration**
- a. School Transport – Representatives from Worcestershire County Council including Cllr Marc Baylis to be invited to a future meeting of the Council.
  - b. To update on the litter bin provision in Tibberton Village following proposals and suggestions from residents. Further collaboration to take place with Wychavon District Council on what is required and to propose a further review.
13. **Review of correspondence** including emails received not mentioned elsewhere:
- FOI request received on 21<sup>st</sup> January 2024. Response issued on 28<sup>th</sup> January 2024. Reference No: **TPC 21.01.24-01**
  - ICO renewal and certificate published on website.
14. **Parish Hall Conversion to Community Hub and Shop**
- The Charity Commission has reported that the Objects of the Charity are in the process of being changed. Rob Grimer confirmed that this is still in progress and will follow up at the end of February 2024. There is a 3 month timeline to do this.
15. **Members to put forward items for discussion at future meetings.**

- Litter Bin Update
- Official Opening of the New Village Hall
- Update on the Spring Edition of the Tibby Times
- Police update
- Community Safety event- To be organized by Wychavon Community Safety Team. Faye to confirm dates. To also incorporate the Bike marking scheme.

16. **Date and time of next meeting** – 14<sup>h</sup> March 2024 @7:30pm  
 Apologies received from Cllr Robbie Hazlehurst, Chair, for this meeting. Cllr Sarah Harfield, Vice-Chair, will Chair this meeting.

17. **Programme of Committee and Working Groups for March 2024 (Appendix D p15)**

**This meeting ended at 8:28pm**

.....  
 Signed as a true and accurate record by the Chair

.....  
 Date

**Tibberton Parish Council Members**

Cllr Robbie Hazlehurst, Chair. Cllr Sarah Harfield, vice-Chair.

Cllr Trevor Knight, Cllr Liz Morton, Cllr Margaret Rowley, Cllr Helen Savage, Cllr June Woodland.



**Payment sheet 1<sup>st</sup> March 2024**

<b>Invoices for payment to be approved at meeting: 14th March 2024</b>					
<b>Voucher no.</b>	<b>Invoice ref</b>	<b>Payee</b>	<b>Reason for payment</b>	<b>Gross amount</b>	<b>VAT reclaimable</b>
V76	PCL-MTEJ4T1WF	<b>Direct Debit</b> (PAYE CLOUD LTD) 01/03/2024	Jan 24 Payroll run	16.68	
V77	PCL-MTEJ4T1WF	<b>Direct Debit</b> (PAYE CLOUD LTD) 01/02/2024	Dec 23 Payroll Run	16.68	
V78	PE 27/02/24	Jeremy Moore	Worksheet period ending 27/02/24	256.00	
V79	Month 10 120/SE70709	HMRC	P32 PAYE R Hinton-Jones Month 10 Jan 24	95.80	
V80	Month 10 Pay	Rachel Hinton-Jones	Month 10 Jan 24	383.32	
V81	EXPTPC01	Rachel Hinton-Jones	Aug 23 to Jan 24 expenses	92.90	
V82	19895	Home Farm Nurseries	Clearance plant & turf NVH	8008.03	1334.67
V83	Month 11 120/SE70709	HMRC	P32 PAYE R Hinton-Jones Month 11 Feb 24	100.40	
V84	Month 11 Pay	Rachel Hinton-Jones	Month 11 Feb 24	401.53	
<b>Invoices now awaiting payment for work carried out since</b>					

<b>Date</b>	<b>Payee</b>	<b>UTB Transaction reference no.</b>
V76	Direct Debit (PAYE CLOUD LTD) 01/03/2024	N/A
V77	Direct Debit (PAYE CLOUD LTD) 01/02/2024	N/A
V78	Jeremy Moore	762408322
V79	HMRC Mth 10	951063756
V80	Rachel Hinton-Jones Mth 10	644444530
V81	Rachel Hinton-Jones Expenses	859348316
V82	Home Farm Nurseries	823546626
V83	HMRC Mth 11	213055681
V84	Rachel Hinton-Jones Mth 11	443267227

Checked Unity Trust Bank system.

Rachel Hinton-Jones

Clerk/RFO

01/03/24

Council signatory.....

Council signatory.....

## LENGTHSMAN Invoice & Worksheet 2023-2024

**WCC official use only - Please do not write in this shaded box**

<b>Framework Order No:</b>		Customer & Community
<b>Amount Payable:</b>		Worcestershire County Council
<b>Authorised by:</b>		County Hall, Spetchley Road
<b>Date:</b>		Worcester WR5 2NP

**Below To be completed by Parish Clerk**

<b>Parish Council:</b>	TIBBERTON PARISH COUNCIL
<b>Clerk's Name:</b>	Rachel Hinton-Jones
<b>Address:</b>	Tibberton Village Hall, Vardroe Way Off Hawthorn Rise, Tibberton, Droitwich, WR9 7NU
<b>Telephone:</b>	07841 048167
<b>Email Address:</b>	<a href="mailto:clerk@tibbertonparishcouncil.gov.uk">clerk@tibbertonparishcouncil.gov.uk</a>
<b>Period Ending:</b>	27th February 2024

Date	Task Code	Road Location	Task Description - if not covered by a Task Code (see Key)	No. of Hours. Minutes
05-02-24	A1 A2 B5	Plough Road		
	C1 C2			
05-02-24	A1	Crowle Road		
13-02-24	A1	Church Lane		
13-02-24	A1 A2	Plough Lane		
13-02-24	A1 A2	Green Lane		
13-02-24	A1 A2	Plough Road		
13-02-24	A1 A2	Crowle Road		
19-02-24	A1 C1 B5	Plough Road		
19-02-24	A1	Church Lane		
19-02-24	A1 A2 C2	Plough Lane		
19-02-24	A1	Green Lane		
27-02-24	A1	Green Lane		
27-02-24	A1	Church Lane		
27-02-24	A1 B5	Plough Road		
27-02-24	A1 C2	Plough Lane		
<i>Continue overleaf if required - include subtotal here</i>				

Total no.of miles:		Total Hours:Minutes	16:00
Rate per Hour:	£16.00	Total Labour Cost £	<b>256.00</b>
Rate per Mile:		Total Mileage Cost £	
			<b>£ 256.00</b>

*I, the undersigned, agree that this worksheet is a true and accurate record of the work undertaken and that this work has been completed to the satisfaction of the Parish/Town Council under the Terms of the Lengthsman Scheme Annual Agreement.*

**Clerk Signature:** *R Hinton-Jones*

**Date:** 01/03/2024

Please email this form, fully completed & signed, to: [lengthsmanscheme@worcestershire.gov.uk](mailto:lengthsmanscheme@worcestershire.gov.uk)

By 13th of the month to ensure prompt payment

14:20:04

**Tibberton Parish Council**  
**Form P32 - Employer Payment Record**

**Tax Month From:** 10  
**Tax Month To:** 10

**Date From:** 06/01/2024  
**Date To:** 05/02/2024

**Tax District/Reference:** 120/SE70709  
**Accounts Office Reference:** 120PB03050243

1 - PAYE Income Tax:	95.80
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	95.80 ( 1 + 2 )
4 - Gross National Insurance:	0.00
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	0.00
7 - NIC Compensation on SMP (if due):	0.00
8 - Total SPP Recovered:	0.00
9 - NIC Compensation on SPP (if due):	0.00
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00
12 - Total SAP Recovered:	0.00
13 - NIC Compensation on SAP (if due):	0.00
14 - Total SPBP Recovered:	0.00
15 - NIC Compensation on SPBP (if due):	0.00
16 - Total NIC Deductions:	0.00
17 - Net National Insurance:	0.00
18 - Apprenticeship Levy:	0.00 ( 4 minus 5 minus 16 )
19 - Termination Payments Class 1A NICs	0.00
20 - Employer NI to Pay:	0.00
21 - Total Amount Due:	95.80 ( 3 + 17 + 18 + 19 )

Note: If there is a value in box 16 displayed above you must submit an Employer's Payment Summary (EPS) to HMRC.

Tax Refund Received	0.00
SMP/SPP/ShPP/SAP/SPBP Funding Receive	0.00
Total SMP	0.00
Total SPP	0.00

**Payment Summary (Part 1) Portrait**

Tax Month : 10      Week : 43      Payment Frequency: Monthly

Employee Ref	Employee Name	Total Taxable Gross	Gross	Other Payments	Student/Postgrad Loan	PAYE	Employee Payments	Employer Payments	Employee Deductions	Statutory	Other	NIC	NIC	Pension*	Net Pay
1	RJ Hinton-Jones	479.12	479.12	479.12	0.00	95.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	383.32
<b>1</b>	<b>Employees</b>	<b>479.12</b>	<b>479.12</b>	<b>479.12</b>	<b>0.00</b>	<b>95.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

**TIBBERTON PARISH COUNCIL**  
**REIMBURSEMENT CLAIM FORM**

Date	Purchase	Postage	Stationery	Miscellaneous	Mileage	Shipping	VAT	Total
<b>NAME</b> <span style="float: right;"><b>Rachel Hinton-Jones</b></span>								
02/08/2023	HOMEBASE- Extension cable for monitor & projector		12.50				2.50	15.00
15/10/2023	HOBBYCRAFT- Card for notice boards		3.33				0.67	4.00
11/12/2023	POST OFFICE LTD- Postage for paying in book	1.95					-	1.95
14/09/2023	HP-Printer printing 05/08/23 to 05/09/23		3.74				0.75	4.49
06/10/2023	HP-Printer ink and printing 05/09/23 to 05/10/23		19.57				3.92	23.49
06/11/2023	HP-Printer ink and printing 05/10/23 to 05/11/23		16.66				3.33	19.99
07/12/2023	HP-Printer printing 05/11/23 to 05/12/23		11.66				2.33	13.99
07/01/2024	HP-Printer printing 05/12/23 to 05/01/24		8.32				1.67	9.99
								-
								-
	<b>Totals:</b>	<b>£ 1.95</b>	<b>£ 75.78</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>15.17</b>	<b>£ 92.90</b>
<b>Valid receipts must be provided including VAT receipts where applicable</b>								
Clerk's signature: <i>Rachel Hinton-Jones</i>					Check/Authorised signature: <i>Robbie Hazlehurst</i>			
Date: <b>21/01/24</b>					28/01/2024			
Office Use:								
Date paid 21/01/24					<b>1st claim</b>			

GRANGE COTTAGE  
 BIRMINGHAM ROAD  
 HOPWOOD  
 BIRMINGHAM  
 B48 7AJ

# Invoice



## Clearance, Planting & Turfing

Document 19895

Document Date 14 Feb 2024

Purchase Order 23/24-01

Account Number TIB001

HFN Contract Number T87

Tibberton Village Hall

ref	Item / Description	Contract Value	Value	TotalVAT
	<b>Clearance, Planting &amp; Turfing</b>			
01	23/24-01 - Clearance, Planting & Turfing	18,165.73	18,165.73	17,048.68
			TOTAL TO DATE	17,048.68
			SUB TOTAL	17,048.68

Until paid for in full, all goods remain the property of Home Farm Nurseries (pinvin) Ltd

**Home Farm Nurseries (pinvin) Ltd**

Allens Hill

**GOODS TOTAL 6,673.36**

Pinvin VAT Vat Rate Goods Amt

**VAT 1,334.67**

Pershore

Worcs WR10 2DU

**TOTAL 8,008.03**

VAT Reg. 327 1797 40

Co Reg Number: 1452743

Disputes should be notified in writing within 7 days of Document date due

Due for payment by 14/02/2024

**E. & O.E.**

12:43:19

**Tibberton Parish Council**  
**Form P32 - Employer Payment Record**

**Tax Month From:** 11  
**Tax Month To:** 11

**Date From:** 06/02/2024  
**Date To:** 05/03/2024

**Tax District/Reference:** 120/SE70709  
**Accounts Office Reference:** 120PB03050243

1 - PAYE Income Tax:	100.40
2 - Student/Postgraduate Loan Deductions:	0.00
3 - Net Income Tax:	100.40 ( 1 + 2 )
4 - Gross National Insurance:	0.00
5 - Employment Allowance:	0.00
6 - Total SMP Recovered:	0.00
7 - NIC Compensation on SMP (if due):	0.00
8 - Total SPP Recovered:	0.00
9 - NIC Compensation on SPP (if due):	0.00
10 - Total ShPP Recovered:	0.00
11 - NIC Compensation on ShPP (if due):	0.00
12 - Total SAP Recovered:	0.00
13 - NIC Compensation on SAP (if due):	0.00
14 - Total SPBP Recovered:	0.00
15 - NIC Compensation on SPBP (if due):	0.00
16 - Total NIC Deductions:	0.00
17 - Net National Insurance:	0.00
18 - Apprenticeship Levy:	0.00 ( 4 minus 5 minus 16 )
19 - Termination Payments Class 1A NICs	0.00
20 - Employer NI to Pay:	0.00
21 - Total Amount Due:	100.40 ( 3 + 17 + 18 + 19 )

Note: If there is a value in box 16 displayed above you must submit an Employer's Payment Summary (EPS) to HMRC.

Tax Refund Received	0.00
SMP/SPP/ShPP/SAP/SPBP Funding Receive	0.00
Total SMP	0.00
Total SPP	0.00

# Meeting Calendar

# 2024/25