

UPPER CLATFORD PARISH COUNCIL  
 MINUTES OF THE EXTRAORDINARY MEETING  
 HELD ON WEDNESDAY 30<sup>TH</sup> NOVEMBER 2022  
 AT 7.30 PM IN  
 THE KING EDWARD VII MEMORIAL HALL

MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING

<b>Present</b>	Parish Cllrs P Heslop (Chairman) R Bennett MVO (Deputy Chairman), D Coole, C Eyre, S Kennedy, A Lockhart, N Shah, C Williams, A Wilson TVBC Cllr M Flood and HCC Cllr D Drew. Minutes – C Emmett Clerk & RFO
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1.	<b>Apologies for Absence</b> Cllr H Folkard-Tapp.	
2.	<b>To receive and accept declarations of interest</b> None received.	
3.	<b>Public Participation</b> No members of the public in attendance.	
4.	<p><b>Financial Overview – Clerk &amp; RFO</b></p> <p><b>1. Current Year's Budget</b></p> <p>1.1. FY22/23 Budget set at £50,483. This was an increase of £8,659 from £41,824. Much of the increase was attributable to a line for Reserves and Earmarks of £7500</p> <p>1.2. Precept at £32,195 was an increase of +25% or £3.79 for band D based on 645 dwellings.</p> <p>1.3. Forecast of Outturn – FY 22/23 – Not clear. Currently we are just over 50% spent/committed but that includes all salary and contracted GM to the end of the year. It was suggested that there may be an underspend of between £6,000 – £10,000 underspent (Trees, Sports Fd GM (contingency element), Pav maint (boiler)).</p> <p>2. Inflation. The Sep 22 fig for CPI was 10.1% and forecasts for Apr 23 suggest it will be 14%. It was suggested that Cllrs may wish to consider applying a similar percentage all lines where no other information is available. Fortunately, the Clerks revised hours and salary up to Jun 23 has been agreed. A reduced margin for overtime and a post probation rate were recommended. The Clerk had also been advised that contracts with TVBC Environmental Services GM and dog bins) will be uplifted by only 5%.</p>	
5.	<p><b>Council Plans and Aspirations</b></p> <p>1. <b>Additional Speed Indicator Device (SID).</b> Cllr Wilson had asked for funding for an additional SID as there are several main roads in/out of the parish (Foundry Rd, Balksbury Bridge Rd, Watery Lane, Village St, Red Rice Rd and Fullerton Rd). He was particularly concerned the impact of the 'Bury Hill Meadows' development and felt there was a need to monitor traffic on Red Rice Rd more constantly. After some discussion regarding management, licence terms, locations allowed (Watery Lane and Fullerton Rd are not permitted sites as they are at the</p>	

	<p>National Speed Limit), and rotation of device required, Cllr Wilson proposed:</p> <p><b>Proposal</b> <i>A second SID be purchased if reduced rotation is permitted by licence.</i> Seconded by Cllr Eyre. Agreed by all.</p> <p>2. <b>Coronation Event/Tree.</b> Cllr Bennett spoke about an idea to plant a Coronation Tree on Highways land on Balksbury Bridge Rd as part of the event suggested at the last Parish Council Meeting. This was to be assessed at item 7.</p> <p>3. <b>Aspirational Projects.</b> There are aspirations to develop projects for a new pavilion, improvement to the play parks and perhaps to acquire land for allotments. Outlines are still being developed with a view to obtaining co-funding from Cowdown Solar and approval by Council.</p> <p>4. <b>The Project Expenditure Survey</b> (of Public Appetite) proposed in Dec 21 has not yet taken place however the project team is planning to send out a survey shortly to parishioners. Cllr Heslop suggested that there may be costs associated with this survey to assess the appetite for the projects. This may include feasibility studies. Cllr Shah stated that he was developing a proposal for the meeting on 14 December regarding the future of the Pavilion and Sports Field that he would appreciate being included in the survey. Agreed.</p>	<p>CCE/ PH/RB</p> <p>NS</p>																
<p>6.</p>	<p><b>Earmarks and Reserves</b></p> <p>1. The Clerk stated there was £3750 to allocate from the last Precept income payment plus £500 unallocated in Jun 22. The current position is:</p> <table border="1" data-bbox="280 1167 1230 1509"> <tr> <td>1. Playground Maintenance (incl wetpour) Tgt £24,000</td> <td><b>£12,000.00</b></td> </tr> <tr> <td>2. Pavilion. Tgt £5,000</td> <td><b>£4,361.00</b></td> </tr> <tr> <td>3. Elections Fund. Tgt £2,500</td> <td><b>£2,625.00</b></td> </tr> <tr> <td>4. Community Projects (Minor items) Tgt £2,000</td> <td><b>£2,000.00</b></td> </tr> <tr> <td>5. Asset Refurbishment/Replacement. Tgt £30,000-£50,000</td> <td></td> </tr> <tr> <td><b>(a) TOTAL EARMARK</b></td> <td><b>£20,986.00</b></td> </tr> <tr> <td><b>GENERAL RESERVE</b></td> <td><b>£14,837.72</b></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£35,823.72</b></td> </tr> </table> <p>2. The Clerk suggested that the state of the buildings in the Chalk Pit indicated a strong need to build up Earmark 5 Asset Refurbishment/Replacement. That said, the probability of a renewed maintaining lease on the Chalk Pit being agreed, the immediacy of need may not be there. It was decided that:</p> <p>2.1. An Asset Management Committee needs to review all items within Earmark 5 (Chalk Pit – Buildings and Fencing, Fences around parks, fence line with parish land at Brook Way with footpath 3) to identify timelines for potential costs.</p> <p>2.2. <b>Decisions:</b></p> <p>2.2.1. The £4250 to remain in General Reserve pending the above review.</p>	1. Playground Maintenance (incl wetpour) Tgt £24,000	<b>£12,000.00</b>	2. Pavilion. Tgt £5,000	<b>£4,361.00</b>	3. Elections Fund. Tgt £2,500	<b>£2,625.00</b>	4. Community Projects (Minor items) Tgt £2,000	<b>£2,000.00</b>	5. Asset Refurbishment/Replacement. Tgt £30,000-£50,000		<b>(a) TOTAL EARMARK</b>	<b>£20,986.00</b>	<b>GENERAL RESERVE</b>	<b>£14,837.72</b>	<b>TOTAL</b>	<b>£35,823.72</b>	
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	<p>2.2.2. Earmark targets to remain unchanged.</p> <p>3. <b>Future:</b> It was agreed that £10,000 should be raised through the budget in FY 23/24. Allocations will be reviewed early in the new financial year when FY 22/23 outturn is known.</p>	
7.	<p><b>Budget Expenditure Lines and Recommendations</b> Cllrs discussed proposals made by the Clerk and provisionally determined an expenditure budget of £51,804 as detailed at Annex A. The Clerk was requested to look into:</p> <ol style="list-style-type: none"> <li>1. Cllr Expenses £350 of which £150 was the Chairman’s Fund.</li> <li>2. Street Lighting. Possible savings options such as turning the 30 units off.</li> <li>3. Subscriptions. Discontinue CPRE</li> <li>4. Events. This was for a possible Coronation event and a tree. To be grant matched (see income)</li> <li>5. Projects. 50% for SID. To be grant matched (see income)</li> <li>6. Reserves Allocation. TBC in May 23.</li> </ol>	
8.	<p>Income Review and Recommended Precept</p> <ol style="list-style-type: none"> <li>1. Income. <ol style="list-style-type: none"> <li>1.1. Reserves. Last year it was resolved to build reserves and not use them to moderate the precept. Re-affirmed</li> <li>1.2. Income streams. Income streams were reviewed and determined at £20,485 as at Annex A. Significant considerations were: <ol style="list-style-type: none"> <li>1.2.1. Chalk Pit. Lease currently under negotiation.</li> <li>1.2.2. Sports Field. Pre-negotiation debate ongoing regarding fees for Sports Field and Pavilion is ongoing as Council costs are not (significantly) offset by income. No income assured.</li> <li>1.2.3. Grants. Normally require matched funding.</li> <li>1.2.4. Band D dwellings. The number of band D dwellings in the parish has not yet been determined by TVBC. This impacts on payments towards precept by households</li> </ol> </li> </ol> </li> <li>2. Precept. To balance this provisional budget a Precept of £31,319 will be needed.</li> <li>3. Approval. In view of the factors above it was agreed that this budget would be reviewed at the Jan 23 prior to final agreement and submission of the Precept requirement to TVBC.</li> </ol>	

The Meeting Closed at 10.10pm

<b>Expenditure</b>	<b>30 Nov PC Figs</b>
Office Expenses	£1,246.00
Clerk Salary	£7,644.00
Training	£350.00
Councillor Expense/Chairman's Fund	£350.00
Legal Fees	£2,000.00
Insurance	£1,326.00
Audit Charges	£500.00
Section 137	£150.00
Grounds Maintenance	£9,600.00
Footpaths	£100.00
Tree Maintenance	£5,000.00
Dog Bins	£1,727.00
Street Lighting	£4,000.00
Pavilion(running costs)	£1,500.00
Sports Field (GM)	£1,756.00
BBPF and AVPF	£500.00
Subscriptions	£765.00
Events (Jubilee/Coronation)	£500.00
Projects	£1,250.00
Website	£40.00
Pavilion (Essential Maint)	£1,500.00
Reserves Funding	£10,000.00
<b>TOTAL</b>	<b>£51,804.00</b>
<b>Income</b>	
Precept (See Below)	£0.00
Bank Interest	£15.00
Ant Structures Rent (Contract Rate)	£15,000.00
Grants (Require matched funding)	£1,750.00
Jubilee Profit (BBPF)	£0.00
Website Sponsorship	£0.00
Pav. Running Cost Contributions	
Section 106 Contributions	
VAT Repayment	£3,500.00
Miscellaneous Income	
Transfer from Reserve	
Transfer from Earmarks	
Village Hall (Grass)	£220.00
<i>Covid-19 Grant (Apr 20)</i>	
Sub Total	<b>£20,485.00</b>
<b>Precept Needed</b>	<b>£31,319.00</b>
<b>Income Grand Total</b>	<b>£51,804.00</b>