

UPPER CLATFORD PARISH COUNCIL  
MINUTES OF A MEETING  
HELD ON MONDAY 22<sup>ND</sup> NOVEMBER 2021  
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

Present:	Parish Cllrs S Kennedy (Chairman), C Williams, A Wilson, D Coole Minutes – C Emmett Clerk & RFO
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1	<b>Apologies for Absence:</b> Nil	
2	<b>To receive and accept declarations of interest</b> All Cllrs declared an interest as rates payers. This was however not considered grounds to disqualify them from discussions or voting.	
3	<b>Public Participation</b> There was no public attendance.	
4	<b>Financial Overview</b> <b>(Review previous budget years, predicted income and cash reserves)</b> 1. The Chairman introduced the item by thanking the Clerk for his background brief which indicated: <ol style="list-style-type: none"> <li>1. Predicted Expenditure by 31 Mar 22 and stated he expected approximately £29k in the bank at the end of the year as reserves. This covers existing Earmarked Reserves (Playground Maintenance £12k, Pavilion £5k, Elections £1k, Community Projects £2k), plus £9k for the General Reserve.</li> <li>2. The predicted General Reserve should preclude any planned use of Parish funds to 'balance the budget' as to undertake any major projects (e.g. replacing fences, major building repairs not covered by insurance, a trackway between Upper and Goodworth Clatford etc) we need to raise income to build reserves.</li> </ol> 2. Her views were: <ol style="list-style-type: none"> <li>1. Given the predicted inflationary trends at between 4% and 5% all parishioners would be stretched by other increased costs and that the Parish Council should aim to minimise any unnecessary rise in the expenditure budget.</li> <li>2. Should consider raising income by charging for use of the sports field and pavilion and sought views on this. While the principle was agreed, the returns were not anticipated to be significant compared to the costs of anticipated works in that area and income from this source should not be considered further in next year's budget process. As there was only one regular user the Clerk was requested to liaise with the UCYFC and establish the number of members were from the parish and elsewhere and what contributions to running costs and projects the club was prepared to make before any significant expenditure was committed (e.g. for track and parking).</li> </ol>	Cllk
5	<b>Council Plans and Aspirations</b> 1. The Parish Council has long term aspirations for a new pavilion, new play area in BBPF, cycle track linking Anna Valley and Clatford School, a Clatford commons fund and a Climate Crisis energy resilience strategy fund. Presently these are linked to funding sought from the Solar farm. 2. It was recommended the Council review the aspirations once the outcome of the ongoing liaison is concluded and establish baseline costs and timescales for these aspirations before taking budgetary action.	
6	<b>Budget Expenditure Lines and Recommendations</b> Cllrs then examined the Clerks recommendations for expenditure budget lines which were broadly based on a 4% inflation of anticipated outturn for FY21/22 (CPI Oct 21 was 4.2%). Recommendations are at Annex A which were agreed by the majority with the exception of expenditure and income related to 'Pavilion (Essential Maint)' on which the Committee was split. Two members objected to any expenditure on this item for a track or car park and asked the Clerk to liaise with UCYFC regarding fees/income.	
7	<b>Earmarks and Reserves</b> Given the overview at Item 4 the Clerk recommended: <ol style="list-style-type: none"> <li>1. <b>General Reserve.</b> This be maintained at a minimum to cover loss of all income from the Chalk Pit Rental (circa £10k) but should be nearer 6 months annual expenditure budget. This is unlikely to be achieved by Apr 22 with an anticipated £9k on hand.</li> </ol>	

	<p>2. <b>Policy.</b> Aim to raise at least £10k per annum as excess income over expenditure. This would cover longer term capital replacement projects and boost the General Reserve progressively. <b>Agreed.</b></p> <p>3. <b>Playgrounds EMK.</b> To cover future years replacement costs for wetpour and/or equipment at least a further £12k is needed (£12k is approx. cost of one wetpour surface). This will not be possible this FY therefore add £5k at end FY22/23 and annually thereafter from the EMK funding we propose to raise in precept. <b>Agreed but to be reviewed annually.</b></p> <p>4. <b>Pavilion EMK.</b> As there is only £5k in EMK, do not use this for the track and car park, but raise income from grants to offset at least 50% costs of replacement track and carpark costs (estimate £20k) in FY 22/23. <b>Leave earmark unchanged for next FY.</b></p> <p>5. <b>Elections EMK.</b> Raise earmark by £1.5k to £2500 (approx. cost at £2.50 per head) at end FY 21/22 from Gen Res. <b>This would bring the Gen Res below target. Vote needed post year end figs.</b></p> <p>6. <b>Community Projects Earmark.</b> Add £2k from precept raised in FY22/23. Maintain budget for minor items, e.g. replacement notice board and Tasker Plaque renovation.</p> <p>7. <b>Create New Earmark – Asset Refurbishment/Replacement</b> This EMK would be used to replace fences around the Chalk Pit and parks, building works not covered by tenants or insurance, e.g. major structural repairs). A fund target of between £30k - £50k was considered prudent.</p>	
8	<p><b>Income Review and Recommended Precept</b> Known or anticipated income identified prior to the meeting was reviewed and accepted thus identifying the funding needed to balance expenditure planned. As subsidising the costs from cash in hand (Gen Res) as in previous years, this would need to be raised from the precept. This figure was £32.2K or £49.91 per annum for a band D dwelling. The increase is mainly due to the unavoidable policy not to subsidise the budget as in previous years, the need to raise funds for Earmarks to maintain the serviceability of capital assets and to refurbish the sports field track from the budget. A precept of £32,195 and a budget as at Annex A is to be recommended to the full Parish Council.</p>	

The Meeting Closed at 21.15

Expenditure	Agreed	Notes
Office Expenses	£800	No eqpt replacement included. Fin Ctee increase
Clerk Salary (at £13.09ph)	£7,020	Increase rate at 3.1% to £13.50. Budget for 8hrs pw plus 25% overtime. Chairman suggested hrs should be amended to 10 hrs pw in contract as normally worked. To be discussed with PC Chair.
Training	£270	Allows for 3 cses at £90.
Councillor Expense/Chairman's Fund	£208	4% CPI. <b>Pos increase needed tbc by Clk with IA for travel expenses</b>
Legal Fees	£2,000	Reduced. Costs were exceptional in 19/20 Bdy. 21/22 Solar
Insurance	£1,205	Tied to contract
Audit Charges	£468	4% CPI. Pos increase needed tbc by Clk with IA
Section 137	£150	4% CPI. Pos increase needed tbc by Clk with IA
Grounds Maintenance	£9,000	TVBC apply Jan 22 CPI (7% recd to allow non contract tasks)
Footpaths	£100	PC meet 8 Nov rec'd no change to budget. Fin Ctee rec'd £100
Tree Maintenance	£7,800	Inflation + Ash Die Back & Survey work (4x£750)
Dog Bins	£1,644	TVBC apply Jan 22 CPI (Recd use 4%). <b>Clk to cfm common charging applied</b>
Street Lighting	£2,272	Usage was up Sep 20 - 21. Reason tbc. <b>Clk to see if HCC will adopt lights</b>
Pavilion(running costs)	£728	Utilities, Boiler Svc & Insp etc
Sports Field (GM)	£2,100	TVBC apply Jan 22 CPI (7% recd to allow non contract tasks)
BBPF and AVPF	£520	Safety Insp, Gen maint eqpt/molehills etc
Subscriptions	£700	4% HALC/NALC, ICO, P-on-Line, domain name, CPRE
NDP		
NDP Locality Grant		N/A
Safety Measures		
Events/Election		Cover by Earmark. Next due /2023.
Miscellaneous		
Projects (50% to be grant matched)	£0	4% recd. <b>Use EMK if agreed.</b>
Website		Domain Name / site provider, pos charge
Pavilion (Essential Maint)	£10,000	Boiler Replacement? Track (offset by 100% grant income). <b>Fig tbc by full PC. [Afternote: Boiler est is £3k Track and parking est is £20k]</b>
Covid 19 Measures (Grant Funded)		
Reserves Funding	£10,000	To Earmark (EMR) in line with policy
TOTAL	£56,985	

<b>INCOME</b>		
<b>Precept</b>		See Below
<b>Bank Interest</b>	£3	
<b>Ant Structures Rent (Contract Rate)</b>	£11,335	
<b>Grants (Projects)</b>	£10,000	grant to track car park (UCYFC, TVBC,HCC, Sport England)
<b>Website Sponsorship</b>	£0	
<b>Pav. Running Cost Contributions</b>	£0	
<b>Section 106 Contributions</b>	£0	
<b>VAT Repayment</b>	£3,255	
<b>Miscellaneous Income</b>	£0	
<b>NDP Grants</b>	£0	
<b>NDP Anna Ward Grants</b>	£0	
<b>Transfer from Reserve</b>	£0	Policy now not to use reserves to subsidise planned budget.
<b>Lengthsman Scheme</b>	£0	
<b>Transfer from Earmarks</b>		Should only be in to match planned spend
<b>Village Hall (Grass)</b>	£198	
<b><i>Covid-19 Grant (Apr 20)</i></b>	£0	
<b>Total Income</b>	<b>£24,791</b>	
<b>PRECEPT NEEDED</b>	<b>£32,195</b>	Major increase due to: No planned use of Gen Res, EMR fund raising, Trees and inflation
	£56,985	
<b>Precept Band D Rate for 645 Dwellings</b>		
(Calc = Precept /645)	£49.91	
Increase £ p/y	£25.00	