

# Pirton Parish Council



## Minutes of Pirton Parish Council Annual Budget Meeting held electronically via Zoom on 25 November 2020 at 7.00 pm

### Present:

Cllr J Rogers (Chair), Cllr D Burleigh, Cllr T Gammell, Cllr A Goodman, Cllr S Maple, Cllr C-A McConnellogue, Cllr M Parkin, Cllr N Rowe

### In attendance:

Mr E Roberts (Parish Clerk)

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#### 1. To conduct an initial meeting with the Land Manager of Blakeney Homes.

The Land Manager of Blakeney Homes had been invited to attend the meeting to meet the Parish Council and to answer any immediate questions regarding the development at 17 Walnut Tree Road. Prior to the meeting, he had confirmed that he was willing to discuss the following:

- a. Communication procedure for the future between Blakeney and Pirton PC
- b. Any current queries with the approved planning application and commencement of works on site
- c. Application for a permanent diversion of the public right of way and any issues arising from this.

It was agreed that a single point of contact with the Parish Council would be established. This was to be decided at the next Council meeting and communicated to the Land Manager. It was stressed that the Council wished to establish a good relationship with Blakeney Homes.

The Land Manager confirmed that he had received, that morning, the official notice for the commencement of archaeological work on the site. It was not known how long the work would take, but it would be monitored on a regular basis. A report would be written and circulated once the work was completed.

The current footpath through the site would be diverted temporarily, with access to the Recreation Ground established via the existing Right of Way. Blakeney Homes have suggested that the existing footpath across the land could be diverted permanently, using a lit and surfaced path through the development, once completed. It was agreed that this was a matter for future discussions that would also involve the County Council and other interested parties. The Parish Council was content for the existing Right of Way to the Recreation Ground to be used for pedestrian traffic during the period of building works.

The Land Manager agreed to send across the latest version of the planning application, prior to logging off at 7.35pm.

#### 2. Public participation.

No members of the public were present.

#### 3. To receive and accept apologies for absence.

No apologies for absence had been received.

#### 4. To consider a grant application received from Pirton Village Hall.

A S137 grant application for the sum of £249.50 to pay for a community printer was **APPROVED** unanimously. Proposed by Cllr Rogers and seconded by Cllr Parkin.

#### 5. To approve expenditure for the refurbishment of the play area at the Recreation Ground in line with the tender received from Setter Ltd.

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Proposed by Cllr Maple, seconded by Cllr Rogers, that the cost of £30,664.18 be approved subject to reimbursement by S106 monies. The S106 application would be completed by Cllr Maple and submitted by the Clerk. **APPROVED** by all present.

Proposed by Cllr Rogers, seconded by Cllr Burleigh, that the sum of £2000 from the Playground project pot be granted towards the overall costs of the play area refurbishment. **APPROVED** by all present.

**6. To agree the repayment to HMRC of the £2985.00 VAT reclaim previously made by the Parish Council in connection with the MUGA resurfacing.**

Proposed by Cllr Gammell, seconded by Cllr Parkin, that the sum of £2985.00 be repaid to HMRC. **APPROVED** unanimously. The Clerk was tasked to write to all interested parties once this sum had been sent to HMRC.

**7. To review fees and charges for the next financial year.**

Following a discussion over the current levels of fees and charges, it was **AGREED** that no changes would be made for Financial Year 2021-22.

**8. To agree budget figures for income and expenditure for 2021-2022.**

The RFO had circulated suggested figures for 2021-2022. The following amendments were agreed:

**Council Expenses** - It was agreed to increase the budget figure to cover any possible increases in audit costs and a small contingency was agreed for the production of two newsletters. Insurance costs would be down nearly £1000 on the previous year, thanks to the new 3-year agreement. Website and IT costs would be higher as the new website would cost about £120 per annum and the accounts software £283.

**Village Maintenance** – The figure for General Maintenance was increased by £250 as there were a number of items around the village would require expenditure. The figure against the Street Cleaner was substantially higher. This included a further modest pay increase and the cost to Urbaser of emptying the large bin at the Recreation Ground while the Sports and Social Club continued to be closed.

**Project Pots** – It was agreed that the figure against Legal Fees should be increased to £500 and the pot renamed “Professional Fees” as expenditure was expected against the new pavilion. With no grant funding expected this year, the Parish Paths £500 was allocated to the pot. The sum against Tennis Courts was reduced by £500 as the annual rental income into the sinking fund was adequate.

It was **AGREED** that a more substantial sum should be allocated to the New Pavilion pot in order to build up the available funds. This would lead to an increase in the precept request, but a factor in favour was the additional number of houses being built and occupied in the village. Any increase would thus be spread across an increased number of households. An increase of £4000 would amount to around 10.5% on the previous year’s figure.

**9. To agree a precept figure for 2021-2022.**

Proposed by Cllr Gammell, seconded by Cllr Maple that the Precept Request for 2021-2022 (including CTRS Grant) should be set at £42,000. **APPROVED** by all present.

**Meeting closed at 9.07pm**

Date of next meeting:

Monthly Council Meeting

Thursday 10 December 2020 at 7.45pm in the Village Hall or electronically as advised.

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| <p>Signed .....</p> <p>Date.....</p> |
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## Appendix A – Budget Figures vs. Last Year

**PIRTON PARISH COUNCIL****BUDGETS**

as at 25.11.20

**EXPENDITURE**

Clerk's Salary &amp; PAYE

Salary &amp; PAYE

**Sub-Total**

Office Expenses

Office Expenses

Telephone

Postage &amp; Mileage

Stationery

**Sub-Total**

Council Expenses

Audits

Bank Charges

Chairman's Expenses

Council

Election Expenses

Room Hire

Employers NI

Insurance

Newsletter

Training

Website / IT

**Sub-Total**

S137 Payments

Grants

Royal British Legion

Others

**Sub-Total**

Village Maintenance

Clock Winding

Dog Bins

General Mntce.

Grass - Village

Parish Paths

Street Cleaner

Tree Warden

|                  | Agreed<br>Budget<br>2020-<br>2021 | Predicted<br>Outcome<br>2020-2021 | Draft<br>Annual<br>Budget<br>2021-2022 |
|------------------|-----------------------------------|-----------------------------------|----------------------------------------|
| <b>Sub-Total</b> | <b>8,380.92</b>                   | <b>9,000.00</b>                   | <b>9,500.00</b>                        |
| <b>Sub-Total</b> | <b>8,380.92</b>                   | <b>9,000.00</b>                   | <b>9,500.00</b>                        |
| <b>Sub-Total</b> | <b>1,150.00</b>                   | <b>1,200.00</b>                   | <b>1,280.00</b>                        |
| <b>Sub-Total</b> | <b>6,237.50</b>                   | <b>4,904.96</b>                   | <b>5,155.13</b>                        |
| <b>Sub-Total</b> | <b>1,517.00</b>                   | <b>625.00</b>                     | <b>1,527.50</b>                        |
| <b>Sub-Total</b> | <b>200.00</b>                     | <b>200.00</b>                     | <b>250.00</b>                          |

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|--------------------------|--------------------|------------------|------------------|------------------|
|                          | <b>Sub-Total</b>   | <b>8,568.00</b>  | <b>8,025.00</b>  | <b>9,372.00</b>  |
| Recreation Ground        |                    |                  |                  |                  |
| Clubhouse                |                    | 0.00             | 0.00             | 0.00             |
| Grasscutting             |                    | 2,268.70         | 2,278.25         | 2,278.25         |
| Groundsman               |                    | 2,625.00         | 2,625.00         | 2,625.00         |
| Maintenance              |                    | 500.00           | 300.00           | 500.00           |
| Tennis Courts            |                    | 885.20           | 714.00           | 750.00           |
|                          | <b>Sub-Total</b>   | <b>6,278.90</b>  | <b>5,917.25</b>  | <b>6,153.25</b>  |
| Play Areas               |                    |                  |                  |                  |
| Playground               |                    | 1,000.00         | 865.00           | 1,000.00         |
| NHDC Inspections         |                    | 150.00           | 150.00           | 165.00           |
|                          | <b>Sub-Total</b>   | <b>1,150.00</b>  | <b>1,015.00</b>  | <b>1,165.00</b>  |
| Allotments               |                    |                  |                  |                  |
| Water Usage              |                    | 55.00            | 70.00            | 75.00            |
| Rental                   |                    | 100.00           | 100.00           | 100.00           |
|                          | <b>Sub-Total</b>   | <b>155.00</b>    | <b>170.00</b>    | <b>175.00</b>    |
| Subscriptions            |                    |                  |                  |                  |
| Chiltern Society         |                    | 30.00            | 30.00            | 30.00            |
| CDA                      |                    | 35.00            | 45.00            | 45.00            |
| CPRE                     |                    | 36.00            | 36.00            | 36.00            |
| HAPTC                    |                    | 604.62           | 604.62           | 647.54           |
| Icknield Way             |                    | 5.00             | 0.00             | 0.00             |
| Info.Commissioner        |                    | 35.00            | 35.00            | 40.00            |
| NALC / LCR               |                    | 0.00             | 0.00             | 0.00             |
| SLCC                     |                    | 120.00           | 126.00           | 126.00           |
| Others                   |                    | 0.00             | 0.00             | 0.00             |
|                          | <b>Sub-Total</b>   | <b>865.62</b>    | <b>876.62</b>    | <b>924.54</b>    |
|                          |                    |                  |                  |                  |
|                          | <b>EXPENDITURE</b> | <b>34,302.94</b> | <b>31,733.83</b> | <b>35,252.42</b> |
| <b>Project Pots</b>      |                    |                  |                  |                  |
| Bury Trust               |                    | 1,000.00         | 1,000.00         | 1,000.00         |
| Clock Maintenance        |                    | 0.00             | 0.00             | 0.00             |
| Hedges, Trees & Planting |                    | 0.00             | 0.00             | 0.00             |
| Professional Fees        |                    | 250.00           | 250.00           | 500.00           |
| Neighbourhood Plan       |                    | 1,000.00         | 1,000.00         | 1,000.00         |
| Parish Paths (P3)        |                    | 0.00             | 0.00             | 500.00           |
| Playground               |                    | 1,000.00         | 1,000.00         | 1,000.00         |
| Pond                     |                    | 500.00           | 500.00           | 500.00           |
| Sports Pavilion          |                    | 1,000.00         | 1,000.00         | 5,000.00         |
| Tennis Courts            |                    | 1,000.00         | 1,000.00         | 500.00           |
| Youth Council            |                    | 0.00             | 0.00             | 0.00             |
|                          |                    | <b>5,750.00</b>  | <b>5,750.00</b>  | <b>10,000.00</b> |

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| <b>TOTAL OVERALL OUTGOINGS</b>       | <b>40,052.94</b> | <b>37,483.83</b> | <b>45,252.42</b> |
| <b>INCOME</b>                        |                  |                  |                  |
| Precept                              | 37,334.59        | 37,334.59        | 41,334.59        |
| Bank Interest                        | 0.00             | 0.00             | 0.00             |
| Rentals                              | 2,374.68         | 2,165.16         | 3,275.00         |
| Grants                               | 665.41           | 665.41           | 665.41           |
| Donations                            | 0.00             | 0.00             | 0.00             |
| Other Income inc VAT reclaim         | 0.00             | 150.00           | 150.00           |
| <b>INCOME</b>                        | <b>40,374.68</b> | <b>40,315.16</b> | <b>45,425.00</b> |
| <b>OPERATING SURPLUS / (DEFICIT)</b> | <b>6,071.74</b>  | <b>8,581.33</b>  | <b>10,172.58</b> |
| Plus Project Pots                    | 5,750.00         | 5,750.00         | 10,000.00        |
| <b>OVERALL SURPLUS / (DEFICIT)</b>   | <b>321.74</b>    | <b>2,831.33</b>  | <b>172.58</b>    |

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