

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the meeting held on 21 November 2011 St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman Cllr Christian-Carter
Cllr Kanwar (part of meeting) Cllr Heatley Cllr Whittaker

In attendance:

Cllr Hamburger (SDC)
Alison Biddle, Clerk to the Council

Members of the public: 6

1. Apologies

Apologies were received from:

Cllr Tagg-Wilkinson (working); Cllr Wheeler (holiday); Cllr Macaulay (sick);
Cllr Kanwar had advised that he would be late arriving due to work commitments.

2. Declarations of Interest

Cllr Heatley declared a personal interest in item 4.1 "Old Town Barns", as he used to store his caravan there.

Cllr Kettle declared a personal interest in item 4.2 "Blue Barn Stables", as he has a personal connection with the applicant. Because of this he decided not to chair that part of the meeting.

3. Public Forum

The following comments were made:

Old Town Barns

- There is no commercial use on this site at the moment. The units are used for hobbies and there is little traffic in and out of the site.

Blue Barn Stables

- The applicant is disabled and needs a suitably adapted home. They also need to be closer to their horses to make it easier for the applicant's wife to care for her husband, tend the horses and look after their children.

4. Planning Matters

1. 10/00809/FUL (Amendment)

Change of use of agricultural building and yard to a mixed use of B1(c) "light industrial", B2 "general industrial" and B8 "storage" including outside storage of caravans, trailer and containers (part retrospective)

Old Town Barns, Knightcote Road

It was **RESOLVED** to support the change of use to B1(c) and B8 subject to a weight limit of 7.5 tons.

It was **RESOLVED** to object to B2 use.

2. 11/02150/ful

Proposed single storey conservatory to the rear of the property
23, Hambridge Road

It was **RESOLVED** to make no representations or comments on this application.

3. 11/02110/FUL

Construction of single storey dwelling house and detached garage
Blue Barn Stables, Knightcote Road

Cllr Heatley chaired the discussion on this item.

The council was advised by the applicant that a change of use from agricultural to equestrian had been granted several years ago and that it is their belief that the paper evidence of this is still held by SDC. If this is the case it has a fundamental impact on the planning application. The council therefore decided that it would not be possible to consider the application any further at this stage, until the use has been established as fact. The clerk was instructed to ask SDC for an extension to the consultation period while they find the missing evidence. It was also noted that in view of the applicant's serious health problems, that SDC should be asked to give the matter the utmost priority.

Cllr Kanwar arrived during the following part of the meeting:

5. Financial Review

1. Review of 2011/12 to date

All members had received a copy of the working papers which are attached at Appendix 1. There were no questions.

2. Forecast to end of current year

Total expenditure to date is £41,380. Forecast expenditure for the five months ending 31 March 2012 is £37,120 which would result in total expenditure for the current year of £78,500. The budgeted expenditure for the year had been £73,548. Some of the Yellow Land expenditure is covered by the Heritage Lottery Fund as the project did not officially end until May 2011. Further details are set out in the budget working papers attached at Appendix 1.

3. Review of forecast reserves at 31/03/12

Details are set out in the budget working papers at Appendix 1.

6. Proposed Budget 2012/13

Cllr Heatley declared an interest in "Grants" as he is a member of the bowls club.

Cllr Kettle declared an interest in the chairman's allowance.

It was agreed to apply a general increase of 2.5% in all areas, with the exception of salaries and grounds maintenance which were increased by 3%. It was also noted that in view of the current national economic situation, it is desirable to keep any increases to a minimum while still supporting requests for grants from local groups and organisations as far as possible. In particular, the Diamond Jubilee is a one off occasion which the council would like to support and therefore it will be necessary to reduce spending in other areas this year.

Staff Salaries

It was agreed that all salaries should be increased by 3%. It was noted however that the clerk's salary is subject to an annual incremental increase only, on account of the fact that there will be no national pay award for the sector this year. This increase is just over 2.5%.

Administration and Parish Office

It was agreed that £500 should be set aside for training as there is an election next year and there may be a number of new councillors who will require training. Also, the cost of training courses has increased. The most significant cost is the office fund. Approximately half of this is spent on rent and rates while the remainder is transferred to reserves at the end of the year to increase the building fund. However, in order to make sure that there is enough money available to provide grants to other organisations, and to ensure that the Diamond Jubilee celebration is supported, it was agreed to reduce the budget for the office from £10,000 to £7,000 for next year only. This will still cover all the necessary costs.

Grass Cutting and Grounds Maintenance

The contracts are due for renewal from 1 April 2012. The quotes will not be available to the council until January. It was agreed to allow for an increase of 3%.

Cemetery and Churchyard

The following items were included:

- Window and chapel maintenance £750
- Memorial repair fund £500

The clerk has investigated the software package and digital mapping but they are very expensive. It was decided to reconsider these items another time. The £1,000 set aside for the circular tree bench has still not been spent but can be transferred to reserves at the end of the year. It was agreed that such a bench would still be desirable. The large window in the chapel requires some attention.

Playing Field/Play Area/Pavilion/CCTV

It was noted that SDC is no longer funding the independent play area inspection report. An inspection is carried out by Playquest every year but it is arguable whether this is truly independent as most of the equipment was installed by them. The clerk recommended, in accordance with national guidelines, that a separate inspection is carried out. She has requested quotations not yet received and suggested that an amount of £500 is included in the budget. This was agreed.

The parish council has previously agreed to make a contribution towards the cost of the CCTV insurance. It was agreed that the amount set aside for this should remain at £150.

Memorial Hall

The Memorial Hall Committee is planning further improvement works next year. However, it was noted that their current funding, including reserves carried forward, amount to £3,500. Therefore, in line with the need to reduce spending in some areas, it was agreed to set aside £500 in 2012/13.

Grants

Grants were agreed as follows:

- BI Community Project £500
- Community Links Transport £250
- Biodiversity Group £250

- BISA £500
- Carnival £250
- Indoor Bowls Club £150
- Diamond Jubilee £1795 (to include £295 for church tower beacon)

Election

If there is a contested election, it will cost a minimum of £850 but if the district council election is not contested, the cost could rise to £1,000 plus. It was therefore agreed to set aside £1,000.

Appendix 1 contains a comprehensive list of all items included in the budget.

Income

Estimated income from burials and reimbursements has fallen slightly. A recommendation was received from the cemetery manager, who has compared our fees with those set by other parish councils both locally and nationally, to increase the cemetery fees. She has also suggested that use of the chapel is promoted at a rate of £30 per hour. The clerk will circulate the suggested fees and a decision will be made at the next parish council meeting.

Funding Required

Total estimated expenditure	£71,030
Total estimated income	£5,254
Deficit	(£65,776)
Revenue reserves c/f	£1454
	(£64,322)
Proposed precept	£64,500

The proposed precept of £64,500 is an increase of £2250 on the current year and this was felt to be reasonable in the circumstances.

7. Confidential Items

As no members of the public were present, staff salaries and recruitment were dealt with under Item 6.

8. Agree Overall Budget

It was decided to defer making a decision on the overall budget until the next meeting, as some figures had been revised during the course of this meeting, and the working papers needed to be updated and circulated again.

9. Precept

A final decision on the level of precept will be made at the next parish council meeting, so that the revised working papers can be circulated and perused by the members.

The meeting closed at 10.10pm

Signed.....Chairman

Date.....

Bishops Itchington Parish Council
Income and expenditure forecast for 2011-12

Income and expenditure	Actual to 31/10/11	Forecast for 5 months ending 31/3/12	Out turn for 2011/12	2011/12 Budget
Reserves b/f 2011-12			9,599	6,406
INCOME 2011-12				
Precept	62,250		62,250	62,250
Income	4,014	4,091	8,105	5,070
Forecast income	66,264	4,091	70,355	67,320
EXPENDITURE 2011-12				
Salaries	15,808	11,541	27,349	27,123
Admin	6,411	9,219	15,630	15,993
Grass cutting	4,868	2,645	7,513	8,011
Section 137	17	-	17	37
Cemetary & churchyard	6,582	8,430	15,012	12,473
Pavillion & play equipment	3,401	2,449	5,850	5,832
Yellow Land	2,592	-	2,592	500
Memorial Hall	-	1,000	1,000	1,000
Other expenditure	790	1,836	2,626	2,580
VAT	911	-	911	-
	-	-	-	-
Total expenditure	41,380	37,121	78,500	73,548
Net movement			(8,145)	(6,228)
Reserves c/f			1,454	178

Bishops Itchington Parish Council
Detailed budget working papers 2012-13

Budget Heading	2011-12 Budget	2011-12			Additional spend	Inflation uplift	2012-13 Budget	Totals
		Actual to 31/10/11	Forecast for 5 months ending 31/3/12	Total				
Budget Heading						2.5%		
Salaries & Expenses								
Net salaries	22,948	11,813	8,438	20,251			21,148	
PAYE and NI	1,270	2,440	1,743	4,183			4,463	
Pension contribution	2,655	1,555	1,111	2,665			2,913	
Chairman's and other councillor	250	-	250	250			250	
				-				
Total salaries & expenses	27,123	15,808	11,541	27,349				28,773
Administration								
Rent	10,000	2,000	8,000	10,000			7,000	
NALC/WALC	527	527		527			527	
Stationery	200	262	50	312			250	
Insurance	1,785	1,810		1,810	2.50%		1,856	
Room Hire	504	230	164	394	2.50%		404	
Training	500	310	300	610			500	
Information Commissioner	35	35		35			35	
SLCC subs	200	-	216	216			200	
Telephone & B'band	600	262	262	524			600	
Audit	615	670		670	2.50%		687	
WRCC	50	-	None	-	2.50%		50	
Other administration	642	156	150	306	2.50%		314	
Office Equipment	47	12		12	2.50%		12	
Travel expenses	259	108	77	185	2.50%		190	
Web site / IT		-		-				
CPRE Subscription	30	29		29	2.50%		30	
Total administration	15,993	6,411	9,219	15,630				12,654
Grasscutting & estate works								
Verges	4,911	2,960	300	3,260			5,000	
Trees & Hedges	2,500	1,415	1,320	2,735			2,500	
Footpaths (P3)	250	-	25	25			250	
Street Furniture	350	493	1,000	1,493			350	
Equipment (litter warden)	-	-		-			-	
Total grasscutting & estate works	8,011	4,868	2,645	7,513				8,100
Cemetery & Churchyard								
Caretaking	923	746	467	1,213			1,200	
Grasscutting	5,053	3,870	900	4,770			5,000	
Gang mowing	263	200	63	263	2.50%		269	
Waste removal	601	281	251	532	2.50%		545	
Rates	364	381		381	2.50%		391	
Chapel / fence maintenance	750	-	800	800			750	
Trees, shrubs & hedges	250	404	1,000	1,404			400	
Reflective Area	1,000	-	1,000	1,000				
Path repair	2,450	-	3,950	3,950				
Memorial repair fund	500	700		700			500	
Software	320	-		-				
Total cemetery & churchyard	12,473	6,582	8,430	15,012				9,055
Pavilion & Playing Field								
Field Maintenance	108	-		-			108	
Signage & Bollards	-	49		49			49	
Caretaking	1,302	800	500	1,300			1,302	
Grasscutting	1,852	1,389	350	1,739	3.00%		1,791	
Play equipment mtnce	571	557		557	2.50%		571	
Play equipment inspection	-	-		-			500	
Pavilion mtnce	500	-	500	500			500	
Gang Mowing	809	560	40	600			809	
WPFA	-	-		-				
Water	41	47	59	106	2.50%		108	
Security lighting	-	-		-			-	
CCTV	150	-	400	400			150	
Playing field equipment	500	-	600	600			600	
Total pavilion & playing field	5,832	3,401	2,449	5,850				6,487
Yellow Land								
Staff costs		782		782				
Equipment and materials	500	10		10			500	

Bishops Itchington Parish Council
Detailed budget working papers 2012-13

Budget Heading	2011-12 Budget	2011-12			Additional spend	Inflation uplift 2.5%	2012-13 Budget	Totals
		Actual to 31/10/11	Forecast for 5 months ending 31/3/12	Total				
Budget Heading								
Professional fees		809		809				
Publicity and promotion		-		-				
Learning materials		863		863				
Office costs		-		-				
Other		129		129				
Total Yellow Land	500	2,592	-	2,592			500	
Community Group								
Property improvements	500	-	500	500		500		
Professional fees	500	-	500	500		250		
Other - Community links		-		-				

Bishops Itchington Parish Council
Detailed budget working papers 2012-13

Budget Heading	2011-12 Budget	2011-12		Additional spend	Inflation uplift	2012-13 Budget	Totals
		Actual to 31/10/11	Forecast for 5 months ending 31/3/12				
Budget Heading					2.5%		
Total Community Group	1,000	-	1,000				750
Memorial Hall							
Hall improvements	1,000	-	1,000			500	
Grass cutting and maintenance		-					
Other	-	-				-	
Total Memorial Hall	1,000	-	1,000				500
Grants to other village groups							
Church	-	-				-	
BISA	500	-	500			500	
Carnival	250	250				250	
Biodiversity Group	250	-	250			250	
Other - Bowls	-	-				150	
Total other grants	1,000	250	750				1,150
Section 137							
Best Kept Village Comp	21	-					
Grants	16	17				16	
Church Repair Fund		-					
Total section 137	37	17	-				16
Other Expenditure							
Village information	480	120	86			250	
Election	100	-				1,000	
Jubilee day		420				1,795	
Total other Expenditure	580	540	86				3,045
VAT payments		911					
Contingency		-					
Transfers		-					
Total Expenditure	73,548	41,380	37,121				71,030
Income							
Precept	62,250	62,250					
Burials	2,750	733	750			2,250	
Reimbursements (VAT & S136)	1,500	213	3,100			2,250	

Bishops Itchington Parish Council
Summary budget working papers 2012-13

Budget Heading	2010-11 Actual	2011-12 Budget	2011-12			2012-13 Budget
			Spend to date	Forecast for 5	Total	
Salaries & Expenses	23,777	27,123	15,808	11,541	27,349	28,773
Administration	6,530	15,993	6,411	9,219	15,630	12,654
Grasscutting & estate works	4,344	8,011	4,868	2,645	7,513	8,100
Section 137	5,017	37	17	-	17	16
Cemetery & Churchyard	6,613	12,473	6,582	8,430	15,012	9,055
Pavilion & Playing Field	5,724	5,832	3,401	2,449	5,850	6,487
Yellow Land	36,629	500	2,592	-	2,592	500
Memorial Hall	80	1,000	-	1,000	1,000	500
Other Expenditure	7,381	2,580	790	1,836	2,626	4,945
VAT payments	2,976	-	911	-	911	-
Total Expenditure	99,069	73,548	41,380	37,121	78,500	71,030
Income exc Precept	27,678	5,070	4,014	4,091	8,105	5,254
Surplus/ (deficit) pre precept	(71,391)	(68,478)	(37,366)	(33,030)	(70,395)	(65,776)
Funded by:						
Surplus b/f	9,118	6,406	9,599	34,484	9,599	1,454
Transfer (to) / from reserves	6,622				-	
Surplus/deficit in period	(71,391)	6,406 (68,478)	9,599 (37,366)	34,484 (33,030)	9,599 (70,395)	1,454 (65,776)
Net position before Precept	(55,651)	(62,072)	(27,766)	1,454	(60,796)	(64,321)
Precept	65,250	62,250	62,250		62,250	64,500
Net surplus/ (deficit) post precept	9,599	178	34,484	1,454	1,454	179
RESERVE RECONCILIATION						
General reserve b/f	21,000	21,000	21,000	21,000	21,000	
Specific reserves	26,000	26,000	26,000	26,000	26,000	
Capital works reserve					-	
Memorial Hall	2,500	2,500	2,500	2,500	2,500	
Parish office	34,426	34,426	34,426	34,426	34,426	
Yellow Land	-					
	83,926	82,732	83,926	83,926	83,926	
Revenue reserves b/f	9,118	6,406	9,599	34,484	9,599	
Transfer to specific reserves					-	
Transfer from reserves	6,622				-	
Adjusted revenue reserves	15,741	6,406	9,599	34,484	9,599	
Surplus/ (Deficit) in period	(6,141)	(6,228)	24,884	(33,030)	(8,145)	
Revenue reserves c/f	9,599	178	34,484	1,454	1,454	
Total reserves c/f	93,526	80,803	118,410	85,380	85,380	