

10.12.19

Summonses to a meeting of the Finance Committee of Sampford Peverell Parish Council to be held on Tuesday 10 December 2019 in the Committee Room of the Memorial Hall, Lower Town, Sampford Peverell, starting at 7.00 pm, were distributed with the agenda and supporting papers by e-mail to all Members on 3 December 2019.

Agenda: as distributed.

2019/20/077

The Chairman, Cllr David Cutts, opened the meeting at 7.00 pm and welcomed Members of the Parish Council present.

2019/20/078

Open Forum: not held, there being no members of the public present.

2019/20/079

Apologies: Cllrs T Burt and B O'Connell

Parish Councillors present:

Chairman: Cllr D Cutts

Cllrs I Adlington, H Culpin, J Disney, A Mackenzie, L Taylor, and S Taylor

2019/20/080

Dispensations: the Clerk explained to Members that the dispensation agreed by the Parish Council at its meeting on 4 December 2012 permitted them to speak and to vote on matters concerning the setting of the budget and the determination of the precept for the coming financial year, so enabling them to fulfil their legal obligations in these matters.

2019/20/081

Current (2019/20) year-end balance: the Clerk presented his estimate of the balance of funds at current year-end (that is, 31 March 2020) as detailed in supporting paper no. 1 circulated with the agenda. Having explained, in answer to Members' questions, the origin of the balances under various headings (being unused financial allocations made in previous years' budgets) the Members expressed concern about the estimated deficit balance shown to be £1,072.86.

The Clerk explained that his figures did not include the refund of VAT due to the Parish Council that he had recently claimed from HMRC. Until the claim had been acknowledged by HMRC, he could not guarantee the amount that would be received. He suggested that the deficit figure be used in the calculation of the precept for 2020/21 and that the refund of VAT (expected to be in the order of £1,800) when received be regarded as a contingency reserve for that year. He reminded Members that for this current financial year the contingency reserve had been set at nil in an attempt to minimise the increase in precept. It had only been possible to finance the additional and unexpected expense of the daily locking and unlocking of the public toilets in the Play Park (thus enabling them to be kept open for daytime use) because the Local Government election for the Parish Council in May 2019 had not been contested, thus leaving an adequate balance of budgeted funds to meet these additional costs. Mindful of the effect of additional expenditure to be incurred in 2020/21, when the responsibility for maintenance of the toilets is expected to be passed to the Parish Council by the District Council, Members agreed unanimously on the proposal of Cllr Culpin, seconded by Cllr Mackenzie, that part of the Jubilee and Improvement project reserve (£1,985.00) be used to remove the deficit. Upon receipt of the VAT refund, the Jubilee and Improvement reserve would be restored to £1,985.00 and the balance of the VAT refund would be considered to form a contingency reserve for 2020/21.

Thus, supporting paper no. 1 is amended: Balance of Jubilee & Improvement project becomes £912.14, the total estimated expenditure becomes £16,548.97, and the end-of-year balance nil.

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2019/20/082

Budget for 2020/21: the Clerk's estimate of expenditure for insurance, room hire, etc, as detailed in supporting paper no. 2 circulated with the agenda, a total of £1,335, was accepted by the meeting.

Other (discretionary) items for 2020/21 were then agreed unanimously as follows:

- Parish churchyard maintenance: correspondence from the Treasurer of the PCC, Mrs Claire Clarke, and statements of accounts for the Higher Town Churchyard and the Cemetery in Turnpike for 2018 and 2019 (to date) were examined by Members who noted that the balance at the end of 2018 (a profit of £426.50 for the closed churchyard) was not carried forward to the next year. To be queried by the Clerk. The grant to remain at £300.00.

- Methodist churchyard maintenance: Members noted the letter from the Methodist Church Treasurer, Margaret Dinnage, which acknowledged with thanks the grant of £70.00 towards the upkeep of the churchyard in 2019 and stated that the grass cutting costs in that year had been £84. The grant will remain at £70.00 as a contribution to maintenance costs.

- Village Hall & Recreation Ground Charity: The Chairman of the Village Hall Charity, Cllr Adlington, asked for a grant of £1,000, but expressed concern that roof repairs could require more financial help during the coming year. Agreed a grant of £1,000.00 for 2020/21.

- Clerk's salary: the Chairman, noting that the Clerk's salary had remained unchanged over the past nine years, proposed an increase of £450.00 pa to £3,850.00. This was accepted by all at the meeting.

- Charitable donations: the Clerk was asked to make the payments to Citizens' Advice and to Mid Devon Mobility (formerly TDCTA) of £50.00 to each as agreed by the previous year's Finance Committee meeting for 2019/20. For 2020/21, Members agreed £50.00 as in 2019/20 to the Royal British Legion, and in addition, two grants each of £50.00 to other organisations requesting grant-aid. Thus £150.00 in total.

- Twinning Association: Members agreed to make a further provision of £100.00 towards the anticipated costs of the welcome reception and dinner for the Association's French guests in 2020/21.

- Computer equipment: Members agreed to make a further provision of £100.00 towards the purchase of equipment for a new Clerk, should the need arise. It was noted and agreed that the present Clerk uses his own computer which he maintains at his own expense.

- Website maintenance: upon the advice of Cllr Culpin, Members agreed no additional allocation.

- Tree works: Members noted the balance held under this heading and agreed that no additional provision is necessary. A survey had revealed that anticipated works on three silver birch trees in the Play Park is not required.

- Tree wardens' expenses: nil. The meeting noted that £65.00 remains in reserve.

- Amenity car park support: the Clerk asked for a further £500.00 to be set aside towards maintenance costs. But on the proposal of Cllr Disney, seconded by Cllr Culpin and agreed *nem con*, no additional provision would be made in 2020/21.

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2019/20/082 continued.....

- Grass cutting: an allocation of a further £1,700.00 for 2020/21 was agreed.
- Public toilets maintenance: agreed a further provision of £500 as an annual addition towards maintenance costs.
- Defibrillator maintenance: Members agreed a further provision of £50.00 to add to a rolling fund to meet future maintenance costs for the two units in the village.
- Public toilets locking: an allocation of £1,500.00 for payment for the daily locking and unlocking of the toilets.
- Public toilets cleaning: Members agreed to allocate £2,400.00 on the assumption that this will fall to the Parish Council to provide in 2020/21.
- Public toilets utilities: Members agreed a figure of £3,500.00, based on information supplied by MDDC.
- Sports field fencing: nil. Members agreed that reserves currently held (eg Jubilee and village improvement) could be used as required.
- Village 'Showcase' event: nil. Adequate allocated reserves held.
- Play Park support: nil. No longer required.
- Street Furniture: Members agreed that, with no known present requirement, but with the possible availability of grants and the use of various reserves held if required, no provision is again necessary.
- Litter-picking equipment: Members agreed that, as with the item above, no provision is necessary.
- Contingency fund for 2020/21: the meeting agreed that this be nil, but would receive part of the VAT refund.

Summary:	Parish Council expenditure	£1,335	
	Discretionary items	15,220	
	Total projected expenditure for 2020/21		16,555
	Contingency fund		nil
	Grand total required for 2020/21		16,555
	Less b/f on 1.4.20		nil
	Precept required for 2020/21		16,555

2019/20/083

Precept required for 2020/21: agreed unanimously to be £16,555. [This represents an increase of £6,055 (58%) on the previous year. The additional Council Tax for a band D property to be paid is £12.15 in the full year, or 23 pence a week, based on information from MDDC.]

2019/20/084

Outstanding planning matters:

- i) 17/01359/MOUT (Appeal): the Clerk to make a response to the Planning Inspectorate as agreed with the Chairman.

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2019/20/084 continued.....

- ii) 19/01104/FULL: withdrawal noted.
- iii) 19/01836/MOUT: withdrawal noted.
- iv) 19/00928/MFUL: the Chairman to circulate the MDDC notice of revised drawings for information.
- v) 19/01897/FULL: the Chairman to circulate details.

2019/20/085

Any other matters by leave of the Chairman:

- agreed that the next meeting will discuss

- a) a village "Showcase" to be held in the Spring.
- b) regarding concerns about litter originating from the activities of food vendors at the car park entrance: consideration to be given to seeking sponsorship from the vendors for the provision of additional litter bins in exchange for being allowed to advertise on the bins.
- c) Air Ambulance night landing site: costings awaited.

There being no further business, the meeting was closed at 8.50 pm.

Following is an appendix to the minutes of the Finance Committee meeting held on 10 December 2019. It provides a summary of the budgetary decisions made.

Summary of projected expenditure for 2020/21 and calculation of the precept for that year

		£	
Insurance	400		
Meeting room hire	150		
GW Canal Trust	25		
Clerk's expenses	200		
Training/travel	nil		
Election expenses	nil		
Audit costs	300		
DALC membership	260	1335	
Parish church yard maintenance	300		
Methodist church yard mtce	70		
VH & RG Charity	1000		
Clerk's salary	3850		
Charitable donations	150		
Twinning Association	100		
Computer equipment	100		
Website maintenance	nil		
Tree works	nil		
Tree Wardens	nil		
Amenity car park support	nil		
Grass cutting	1700		
Toilets maintenance support	500		
Defibrillator mtce	50		
Public toilets locking	1500		
Public toilets cleaning	2400		
Public toilets utilities	3500		
Sports field fencing	nil		
Village 'Showcase'	nil		
Play Park support	nil		
Street furniture	nil		
Litter-picking equipment	nil		
Total discretionary items		15220	
Total projected expenditure for 2020/21		16555	
Contingency fund		nil	
Grand total required for 2020/21		16555	
Less brought forward on 1.4.20		nil	
Precept required for 2020/21		16555	

MDDC has advised that for Sampford Peverell an increase of £1,000 in the precept would add £2.01 per year to the Council Tax for a band D property.

The Parish no longer (from and including 2019/20) receives a share in the Council Tax Reduction Grant from MDDC.

It is understood that a 2% cap will again not be applied to smaller local councils this year.

The Parish precept will require a payment of £33.28 for the year, which is 64 pence a week, for a Band D property.

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Precepts levied in recent years

2006/07	6800
2007/08	7125
2008/09	7400
2009/10	7700
2010/11	7900
2011/12	7900
2012/13	7900
2013/14	7900
2014/15	7900
2015/16	8700
2016/17	9700
2017/18	9800
2018/19	9900
2019/20	10500