

6.12.21

Summonses to a meeting of the Finance Committee of Sampford Peverell Parish Council to be held in the main hall of the Memorial Hall, Lower Town, Sampford Peverell on Monday 6 December 2021 starting at 7.00 pm, were distributed with the agenda by e-mail to all Members on 30 November 2021. Supporting papers were sent by e-mail to all Members on 1 December 2021. The Risk Assessment for meetings of the Parish Council distributed to all Members on 21 November 2021 still applies.

Agenda: as distributed.

2021/22/075

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

2021/22/076

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

2021/22/077

Apologies: Cllr T Burt (self-isolating prior to overseas visit) and Cllr B Perks (unwell).

Parish Councillors present:

Chairman: Cllr D Cutts

Vice-Chair: Cllr H Culpin

Cllrs B O'Connell, S Taylor, A Williams and E Castle.

2021/22/078

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.

2021/22/079

Current (2021/22) year-end balance: the Clerk presented his estimate of the balance of funds at current year-end (that is, 31 March 2022) as detailed in supporting paper no. 1 circulated as part of the agenda. Members agreed the figure of £214.78 as the estimated end-of-year credit balance to carry forward, noting that predicted income included a refund of VAT payments made to date.

2021/22/080

Budget for 2022/23: the Clerk's estimate of expenditure for insurance, room hire, etc, as detailed in supporting paper no. 2 circulated as part of the agenda, a total of £1,545, was accepted by the meeting, noting the increased allowance for training.

Other (discretionary) items for 2022/23 were then agreed unanimously as follows:

- Parish Churchyard maintenance: a letter dated 17 November 2021 from the Treasurer of the PCC, Mrs Claire Clarke, and a statement of account for the Higher Town Closed Churchyard for 2021, had been circulated to Members, who noted the request that the grant be retained at £350.00. Members unanimously agreed to budget for £350.00 for 2022/23.

- Methodist Churchyard maintenance: Members noted a recent letter from the Methodist Church Treasurer, Margaret Dinnage, which acknowledged with thanks the grant of £85.00 towards the upkeep of the churchyard in 2021. Members unanimously agreed to keep the grant for 2022/23 at £85.00 as a contribution to maintenance costs.

- Village Hall & Recreation Ground Charity: no specific request for a grant had been

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2021/22/080 continued.....

received. The Charity had received a generous Covid-related grant from the government, and bookings are now buoyant. The allocation of £1,000 for 2021/22 remains intact. Members unanimously agreed to make no further allocation for 2022/23.

- Clerk's salary: the meeting unanimously agreed an increase to £4,000.00.

- Charitable donations: Members unanimously agreed to increase the annual allocation from £175 to £250, maintaining the support of the Royal British Legion's Poppy Appeal at £75.00, and in addition making grants to other organisations requesting grant-aid, for example CHAT (recent appeal made to SPCC) and Mid Devon Mobility.

- Twinning Association: the Covid-19 pandemic caused the cancellation of exchange visits in 2020 and 2021. Members thus agreed to make no further provision towards the anticipated costs of the welcome reception and dinner for the Association's French guests on their next visit to SP in view of the adequate allocation now held.

- Computer equipment: Members agreed to make no further provision towards the purchase of equipment for a new Clerk (should the need arise) in view of the allocation already held. It was noted and agreed that the present Clerk continues to use his own computer which he maintains at his own expense.

- Website maintenance: upon the advice of Cllr Culpin, Members agreed to make no further provision in view of the balance held under this heading.

- Tree works: Members noted the balance held under this heading and agreed to make a further provision of £500, revised later in the meeting to £1,000.

- Tree wardens' expenses: Members voted to make no further provision in view of the balance already held under this heading.

- Amenity car park support: Members were of the opinion that no further provision under this heading is necessary in 2022/23.

- Grass cutting: an allocation of £750 for 2022/23 was unanimously agreed in consideration of the balance of the allocation already held and the invoiced expenses for 2021/22 (see below).

- Public toilets maintenance: Members agreed that further provision under this heading is not required for 2022/23.

- Defibrillator maintenance: Members noted the unused allocation of £600 in the 2021/22 budget towards the cost of the Higher Town unit. They unanimously agreed to transfer this allocation to the defibrillator maintenance fund, thus no additional allocation is required for 2022/23.

- Public toilets locking: an allocation of £1,500 to cover the cost of the daily locking and unlocking of the toilets was agreed.

- Public toilets cleaning: an allocation of £2,400 was unanimously agreed, based on the current cleaning regime.

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2021/22/080 continued.....

The meeting unanimously agreed to adopt the recommendation of the Chairman to increase the daily rate of payment for locking (£2.00 per day) and cleaning (£7.00 per day) to a combined payment of £12.00 per day.

- Public toilets utilities: a further allocation was considered unnecessary considering the balance of the allocation under this heading held.
- Public toilets insurance: Members considered that an allocation of £50 would meet likely expenditure under this heading.
- Sports Field fencing: nil. Members agreed that reserves currently held (eg Jubilee and village improvement) could continue to be used if required.
(It is believed that the existing 'Devon bank' along the southern boundary of the Sports Field belongs to the recreation ground: it would thus be appropriate to erect a post and rail fence immediately to the south of the bank.)
- Village 'Showcase' event: nil. Adequate allocated reserves held.
- Street Furniture (including litter picking equipment): Members agreed that, with no known present requirements, but with the possible availability of grants and the use of various reserves held if required, no provision is necessary.
- Christmas tree purchase for December 2022: Members voted on a nil allocation.
- Environment Improvement Fund: at last year's budget meeting Cllr Burt spoke of the possibility of installing solar panels at the Memorial Hall and of providing charging points for electric vehicles: he had recommended the establishment of an environmental improvement fund to assist with future provision. Cllr Culpin had proposed an allocation of £500.00 per annum: this was seconded by Cllr Burt and agreed *nem con*. Members agreed to allocate a further £500 to this Fund for 2022/23.
- Station Road dog/litter bin supply: Members voted £200 to meet the costs of bin purchase and supply.
- Station Road bin emptying: Members voted £300 to cover these costs for two years, revised later in the meeting to £450.
- Road Safety Fund: an additional item was suggested by Members to help to meet the costs of any signage that may be required. Allocation for 2022/23 agreed to be £1,000.
- Contingency fund for 2022/23: the meeting initially agreed that this again be nil, but in e-mail discussions after the meeting Members unanimously supported the Chairman's proposal for a £2,000 contingency fund to enable aid to be given for storm damage repairs to Parish Council owned property.

Summary:	Parish Council expenditure	£1,545	
	Discretionary items	12,535	
	Total projected expenditure for 2022/23		14,080
	Contingency fund		2,000
	Grand total required for 2022/23		16,080
	Less b/f on 1.4.22 (est)		(215)
	Precept required for 2022/23		15,865
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2021/22/081

Precept required for 2022/23: agreed unanimously to be £15,865.
This represents an decrease of £1,445 (8.35%) on the previous year.

2021/22/082

Outstanding planning matters: 21/02286/HOUSE: Cllr Taylor is to carry out a site visit and will report his findings and seek responses from Members to enable a response from the Parish Council to be made by the Clerk.

2021/22/083

Payment of MDDC invoices for grass cutting in 2021/22:

a) payment of a contribution for agreed grass cutting of DCC grass verges: 3 cuts @ £404.01 per cut, ie £1,212.03 + VAT = £1,454.44:

b) payment for cutting Station Road verges: 3 cuts @ £57.87 per cut, ie £173.61 + VAT = £208.33:

- two cheques issued with the unanimous approval of Members present.

2021/22/084

Any other matters by leave of the Chairman: none raised.

2021/22/085

Next meeting of the Parish Council confirmed as Monday 24 January 2022 at 7.00 pm in the main hall of the Memorial Hall, Lower Town, Sampford Peverell.

There being no further business, the meeting was closed at 8.40 pm.

The following is an appendix to the minutes of the Finance Committee meeting held on 6 December 2021. It provides a summary of the budgetary decisions made.

Summary of projected expenditure for 2022/23 and calculation of the precept for that year

	£		
Insurance	430		
Meeting room hire	160		
GW Canal Trust	25		
Clerk's expenses	150		
Training/travel	250		
Election expenses	nil		
Audit costs	250		
DALC membership	280	1545	
Parish church yard maintenance	350		
Methodist church yard mtce	85		
VH & RG Charity	nil		
Clerk's salary	4000		
Charitable donations	250		
Twinning Association	nil		
Computer equipment	nil		
Website maintenance	nil		
Tree works	1000		
Tree Wardens	nil		
Amenity car park fund	nil		
Grass cutting	750		
Toilets maintenance fund	nil		
Defibrillator mtce	nil	(see note in minute 2021/22/080, above)	
Public toilets locking	1500		
Public toilets cleaning	2400		
Public toilets utilities	nil		
Public toilets insurance	50		
Sports field fencing	nil		
Village 'Showcase'	nil		
Street furniture etc	nil	(includes repairs and litter picking equipment)	
Christmas tree 2022	nil		
Environment improvement fund	500		
Station Rd bin supply	200		
Station Rd bin emptying (2 years)	450		
Road Safety fund	1000		
Total discretionary items		12535	
Total projected expenditure for 2022/23		14080	
Contingency fund		2000	
Grand total required for 2022/23		16080	
Less brought forward on 1.4.22		(215)	
Precept required for 2022/23		15865	

This represents a decrease of £1445 (or 8.35%) from the 2021/22 figure of £17310

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MDDC has advised that for the Parish of Sampford Peverell a precept of £1,000 will add £2.03 per year to the Council Tax bill 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.

MDDC states that there will be, it is estimated, 493.43 band D equivalent properties in the parish, assuming a 97.5% collection rate (96% in 2021/22). As in past years, the actual collection rate and the number of households claiming rebates through the Council Tax Reduction scheme, will influence the actual Council Tax required to generate the required precept, both being strongly affected by the Covid pandemic.

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

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
2020/21	16555
2021/22	17310