

**LATCHINGDON PARISH COUNCIL
MINUTES OF PRECEPT/BUDGET MEETING
MONDAY 17th December 2015 @ P.M**

VENUE: - PARISH ROOM, VILLAGE HALL, BURNHAM ROAD, LATCHINGDON

**PRESENT: Cllr Symons, Cllr Rogers, Cllr Banner, Cllr Ruocco, Cllr Robinson and
Cllr Winsor. Minutes taken by: Sarah Sayer Parish Clerk.**

1. APOLOGIES

Cllr Dave Moore sent his apologies.

2. VILLAGE HALL & KING GEORGE V PLAYING FIELD/PLAY AREAS

2.1 To review the rate of hire for the village hall currently
Residents - £12.00 per hour, Non-residents £15.00 per hour and concessions –
£10.00 per hour. – **It was resolved to leave the same.**

2.2 To review the rate of pitch hire for the field and sports pavilion. Currently
£50.00 per match for resident football team and £55.00 per match for non
resident teams and any junior teams wishing to use the field for training and
matches the current cost is £15 per Saturday training session (9-12) and
£15.00 per team per match. **It was resolved to leave the same.**

2.3 To review the Grass and Grounds Maintenance contract – information sent
over email prior to meeting. It was resolved to agree to continue with MSJ
Garwood and Sons as they have done a very good job over the last few years
and it was further agreed to enter into a 3 year agreement with the price
increasing no more than 1% per year during that time. Estimated cost for cuts
£3507 2015 – actual cost for 16 cuts £4134 -2015. Costs have risen due to the
milder Autumn weather experienced during the past couple of years.

2.4 To discuss and decide on a fixed budget from the precept to cover
maintenance and repairs for the village hall and sports pavilion that are not
Covered by the revenue from hall/field hire – figure agreed last year was
£3,500.

✚	Approx cost for replacement of featheredge board that needs Repairing/replacing -	£ 1000.00
✚	Painting outside/inside of VH Labour (use of CPB Team)	£ 0.00
✚	Painting outside of VH Materials 6 x 5 litre cans of Water based ebony solignum paint at £55.33 (net of VAT) & Other decorating materials throughout the year	£ 750.00
✚	Miscellaneous throughout course of year, repairs to fencing etc	£ 2000.00
	TOTAL	£ 3750.00

(Increase of £250.00 on last year's budget allowance)

Proposed Cllr Symons and Seconded: Cllr Ruocco.

2.7 To consider that each organisation who uses the hall on a weekly/monthly
basis is granted one free let for fund raising purposes during the course of the
year (1st April to 31st March 2016/17) if they request it. Current recipients are
Corral and PCC. **Agreed.**

3. CHRIST CHURCH

3.1 Grass cutting for grave yards - to decide on amount to be given 2016/17 -
£285.00 paid since 2013. Members agreed to keep the same for 2016/17

3.2 Church Parish Magazine – to decide on amount to be given 2016/17 -
£215.00 paid since 2013. For this the Parish Council is provided with a full
page every two months in Parish Magazine and a quarter page advert for the
VH. Members agreed to keep the same for 2016/17

- 3.3 To decide how much to donate to the poppy appeal - last year £40.00 was paid which includes cost of wreath. Members agreed to keep the same for 2016/17.

4. ALLOTMENTS

- 4.1 To review and decide if the allotment rental should be increased this year - it is currently £40.00 per year per allotment, therefore usual annual income **£320.00** pa, when poultry removed – it could mean the removal in 12 months of the pest control contract.

Annual water Rates for allotments - £ 102.00
Annual pest control (net VAT) - £ 209.00
Total annual cost £ 311.00

It as agreed to keep the annual allotment rental at £40.00 for 2016/17.

- 4.2 Clerk to write a letter of thanks to G & B Finch for kindly delivering a load of road planning's for the allotment car park.

5. VILLAGE HALL FRONT CAR PARK

- 5.1 It was decided to take no further action at this point in time but to monitor.

6. VILLAGE POND/WOODS

- 6.1 **It was agreed** to continue the £500 in the budget for pond maintenance and repairs. Repairs for 2013 came to £263.50 net of VAT none in 2014 and none during the course of 2015 – it is likely there will be maintenance work during the course of 2016.

- 6.2 Due to recent problems encountered in the woods and although ECC have carried out some maintenance work and continue to do so– it is probably prudent to still allow for a sum in the budget to cover emergencies and the other trees around the KGV Park. Probably an amt from £400-£500 should be considered. Agreed.

7. CLERKS SALARY

- 7.1 NALC/SLCC have recently announced possible increases for Parish Clerks – a 1% increase in April 2016 and the same the following year but this can take some time to finalise. An increment is due on the 1st March which is the anniversary of the contract of employment, if the Members see fit. The Parish Clerk is currently on SCP 24 and the pro-rated salary works out at £11.19 per hour, if it was raised to SCP 25 the clerk's hourly rate would raise to £11.55 per hour. Annual salary for 25 hours per week is £14,547 and will increase to £15015 and total increase of £532 per annum. **Agreed** that Clerk move to SCP 25 from 1st March 2016.

- 7.2 Thought should also be given to the financial responsibility of contributing to a pension for the Parish Clerk effective 2017. It is now the responsibility of all employers paying more than £10,000 per annum to contribute to a pension. Clerk is researching to find out what the cost implications will be. **Members noted this information and Clerk will furnish more information going forward.**

8. STREET LIGHTING

- 8.1 Current contract with A&J Lighting is running well and does not run out until 12th August 2018 as a 5 year agreement was signed in 2013. **Members noted.**

9. BUS SHELTERS

- 9.1 Bus Shelters are covered on the insurance for impact damage and are maintained quarterly by handyman and grass contractors where necessary. However, recently received a complaint saying they are "not fit for purpose". To discuss and decide a way forward. Members decided after discussion that the bus shelters were fit for purpose and no further action needed to be taken.

10. INSURANCE

10.1 Currently involved in a 3 year long term contract with Zurich which is due to expire 1st June 2017. There has been notification that the premium tax charged on insurance premiums was increased by 3.5% on 1st November, which will then be 9.5% added and will cost the Parish Council in the region of a further £76 upwards depending on how much the actual premium increases. The total cost was £2290.17 for 15/16 including the tax at 6%. Members noted the increase in the insurance premium tax.

11. NEIGHBOUR HOOD PLAN/HOUSING NEEDS SURVEY

In order to be able to move this project along – members to discuss and decide whether an additional amount should be added to the precept/budget for 2015-16 to cover the cost of the housing needs survey as this forms part of the structure of the plan and funding is proving elusive at the current time. Amount required £3000.00. Members agreed that funding should be obtained for this.

12. LEGAL FEES/PLANNING FEES RESERVE

Members should give serious consideration to setting up a reserve to cover legal and planning fees that could become due if the proposed planning application is not successful at appeal. **Agreed £1000 be put aside to cover incidental costs.**

13. ANNUAL PRECEPT FOR 2016/17

13.1 To discuss and decide how much the annual precept/budget should be. It was £40,000 for 2015-16. The grant afforded by MDC is no longer available which means the cost will already be increased to householders to cover the loss of £3920. Members reviewed the attached table which details the cost per Band D house using the current tax base figure of 398 which is a slight increase on last year (392.1 – 2015/16) and will reduce the impact of the loss of the LCTS grant a little. After discussion members agreed to keep the precept at £40,000 which is an £8.58 per annum per Band D household making the total annual cost to a Band D household £100.50 per annum or £8.38 per month.