

## DRAFT

### **Keswick and Intwood Parish Council Meeting on 9<sup>th</sup> January 2019. Minutes of the Meeting held at 3 Low farm Cottages at 19.00**

*Present:* Kevin Hanner (KH) (Chair); Marguerite Russell (MR); Monica Warmerdam (MW); and Phillip Brooks (Clerk).

*Also Present:* One member of the public was also in attendance.

*2019/01. To consider apologies for absence:* it was resolved to accept apologies from Tim Love (TL); Jan Hill (JH); and Sue Hendry.

*2019/02. Declarations of Interest: a) in accordance with s.31 of the Localism Act 2011, Members to declare any Disclosable Pecuniary Interests in items on this Agenda; and b) the Clerk to report any written requests for dispensation in respect of items on this Agenda:* there were none.

*2019/03. Public Participation:*

- *Resolution to adjourn the meeting for public participation and any County and District councillor reports:* there were none.

*2019/04. To confirm minutes of the Parish Council Meeting on 14<sup>th</sup> November 2018:* it was resolved to accept the minutes as a true and accurate record of the meeting.

*2019/05. To report matters arising from minutes not on the Agenda: for information only:* PB said that the new road signs, which were not expected until the new financial year, had been installed following additional money being provided by central government to local authorities for road works and signs. PB also said it was confirmed that the Ketteringham re-cycling centre would be re-located at the Harford Park and Ride site.

*2019/06. To Agree the Budget for 2019-20 and set the Parish Precept for 2019-2020:* Councillors discussed the budget paper submitted earlier by the Clerk and attached to these minutes. It was thought prudent to build the Council's reserves as far as possible thus enabling it to take professional advice (if needed) to deal with possible (albeit unknown) planning applications likely to be submitted in the coming year. It was therefore resolved to set the Precept requirement at £5,799 resulting in a Band D charge shown on Parish Council Tax Bills of £28.29. (Last year the band D charge was £27.60 and a precept of £5,548.)

*2019/07. Planning:*

- *To receive any updates relating to Planning Application 2017/2794 especially with regard to traffic and pedestrian safety along Low Road;* there was nothing new to report but it was resolved to continue asking a representative from the Developer to attend future Council meetings to keep Members in touch with intentions and progress with planning applications.
- *To receive any update to Planning Application 2018/1835. Demolition of existing stables, to erect a self-built single family two storey dwelling;* PB said this had been approved with conditions.
- *Planning Application 2018/2759. Location: Barn North of Home Farm Intwood Road Intwood Norfolk Proposal: Convert a traditional range of redundant single*

*storey barns, part to Class B1 use (office) and part to A1 retail butchers; it was resolved not to object to this Application.*

- *Planning Application 2018/2770. Location: Land South East of Mangreen Lane Keswick Norfolk Proposal: Erection of day room, garage/store building and formation of hard standings for mobile and touring caravan to include fencing, vehicle parking and change of use for wood/open area: KH said he had contacted Broadland Housing Association (who were responsible for administration of the adjacent Brooks' Green travellers site) and South Norfolk Council who confirmed that the Application was not part of the Gypsy and Travellers strategy. It was an independent Application and, being outside the Strategy, there was no infrastructure for water and sewage which would be expensive to provide. The Council therefore resolved to refuse the Application because it is outside the development boundary for Keswick and Intwood. Moreover, it does not comply with the South Norfolk Council and Broadland Housing Association strategy for any possible expansion of the Brooks' Green site. Although not relevant to the planning aspects of this Application, it is a material consideration that there is no infrastructure to provide for water and sewage to the proposed development.*

*2019/08. Correspondence received: there was none.*

*2019/09. Items for the next meeting: there we none.*

The meeting closed at 20.00 hrs.

*Phillip Brooks  
Parish Clerk  
16<sup>th</sup> January 2019*

## Keswick and Intwood Parish Council Draft Budget 2019-20 and 2020-21 and Precept Setting.

This document compares actual performance of the 2018 budget with the original proposal. It also contains a budget for 2109 -20 and 20-21; and proposals for the 2019-20 precept.

### 1. Keswick and Intwood Parish Council Draft Budget 2019-20 and 2020-21

1.1. The following table compares actual performance of the 2018 budget with the original proposal. It also contains a budget for 2109 -20 and 20-21.

	2018-19 (Budget)	2018-19 (Actual)	2019-20 (Budget)	2020-21 (Budget)
<b>Receipts</b>	£	£	£	£
Precepts and Grant	5,600	5,611	5,600	5,600
VAT Refund	-	393	-	-
Interest on Deposit Account	-	-	-	-
Other Income	-	-	-	-
CIL Payment	-	-	-	-
<b>Total</b>	5,600	6,004	5,600	5,600
<b>Payments</b>				
NALC Subscription	130	159 (+22%)	165	170
Training	150	250 (+66%)	250	300
Internal Audit Fee	50	45 (-10%)	50	55
Insurance	580	595 (+2.6%)	600	610
HR Payments (inc. PAYE)	2,650	2674 (+9%)	2,727	2,768
Clerk's Expenses	400	200 (-50%)	200	220
Ladywell Accounting (PAYE Services)	40	32 (-20%)	35	40

Legal Expenses and other fees. (Information Commissioner.)	-	35	35	35
VAT Recoverable	50	40 (-20%)	20	20
Reading Room Maintenance	-	-	-	-
Bus Shelter Cleaning	-	220	250	300
Computer Service/ Agreement	-	215	399	499
Sundry	200	150 (-25%)	150	200
Contingency for asset replacement	500	460 (-8%)	100	100
<b>Total</b>	4,750	5,075 (+6.8%)	4,981	5,317
Budget Surplus.	850	929 (+9%)	619	283

## 1.2. Notes:

2018-19 Outcome:

The projected expenditure variance of (£325.00 (£5,075 - £4,750)) is made up as follows:

• NALC	£29
• Training	£100
• Audit Fee	(£5)
• Insurance	£15
• HR Payments	£24
• Expenses	(£200)
• Ladywell	(£8)
• VAT	(£10)
• Sundry	(£50)
• Contingency	(£40)
• Bus Shelter Cleaning	£220
• Computer Servicing	£215
• Information Commissioner	£35
<b>Total</b>	<b><u>£325</u></b>

### **1.3 Explanation of significant variances (more than £100):**

- Training. This arose mainly by the Clerk attending additional courses including preparation for GDPR
- Expenses. The savings have arisen mainly from: increased use of e-mail thus reducing postage; economies in printing including fewer copies of Agendas and Minutes being left at the Information Points because nobody was taking them; and some reduction in travel, mainly to SNC at Long Stratton, by the Clerk
- Bus Shelter Cleaning. This was unbudgeted expenditure agreed by Councillors
- Computer Servicing. Payments to Teknik to service the computer now being replaced.

### **1.4. 2019-20 and 2020-21 Assumptions:**

Special notes:

1.4.1 The funding towards the cost of the Council Tax Support (CTS) previously shared with Parish and Town Councils by South Norfolk Council (SNC) was contained within the overall Rate Support Grant (RSG) which SNC received. The RSG has been reduced by Central Government has been reduced to zero for 2019-20. Consequently, SNC has to reduce the overall amount of CTS parish funding to £0.00. Therefore, by not reducing our requirement (if we agree to do that) by £63 (the amount of last year's grant), we are effectively recovering this amount through the Band D charge.

1.4.2 Parish Councils are also being encouraged to prepare at least a two year budget. This is included in the above table (1.1). However, there are significant unknowns, especially the amount of Community Infrastructure Levy (CIL) payments which we may receive when planning applications begin to come forward in relation to the Harford development.

### **1.5 2019-20 Assumptions:**

- The total income remains same and the previous grant is recovered through the Council Tax bills.
- There is no significant income anticipated from CIL although this depends on any planning applications coming forward in connection with the Harford development
- Training will continue at a similar level.
- The Internal Audit fee will increase marginally
- The Insurance fee will also increase marginally
- The Clerk's salary has been included with a small national increase currently being negotiated
- The Clerk's expenses has been included at a similar level to 2018-19
- Provision for a small increase has been made in the Ladywell Accounting fee
- Legal Fees include to on-going payment made to the Information Commissioner in relation to GDPR
- VAT recovery has been marginally reduced in line with the Clerk's expenses
- No provision has been made for contributing to Reading Room expenses. The Reading Room accounts apparently remain in a healthy position
- Continuing provision is made for the bus shelter cleaning

- Provision is made for the Computer Service Agreement the Council has agreed with Teknik Computers
- The same provision has been made for asset replacement
- No provision has been made for obtaining professional help in connection with any major planning application or any other unexpected expenditure.

## **2. Precept Setting 2019-20**

2.1. In addition to the comments in section 1 above, it is a material consideration that if the budget turns out as anticipated the Council's bank balance will increase to over £12,000. This is more than double the annual spending and must be explained in the Annual Financial Return. Councillors agreed this was justified because of unknown requirements the Council may encounter regarding forthcoming planning applications; and possibly match funding road safety improvements. However, there is nothing definite to evidence the need for a further significant in the reserves currently being held.

2.2. The Band D figure shown in the Council Tax bills is calculated by dividing the Precept amount by the tax base. The Parish tax base this year is 205.

The Band D figure in 2018-19 was £27.60 based on a tax base of 201

2.3. The Precept options for 2019-20 are:

- Maintain the same requirement as 2018-19. The Band D calculation will then be:
  - $£5,600 / 205 = £27.32$
  - (This is lower than 2018-19 figure due to the higher tax base. Based on the tax base of 201 the Band D charge would have been £27.86).
- Retain the Band D charge at £27.60. The Band D calculation will then be:
  - $£27.60 \times 205 = £5,658$ . This provides a 2018-19 surplus of £677 and 2019-20 of £341
- Increase the Band Charge by the level of inflation (say 2.5%). The Band D calculation will then be:
  - $£28.29 \times 205 = £5,799$ . This provides a 2018-19 surplus of £818 and 2019-20 of £482.

## **3. Conclusion**

3.1. Despite comments in 2 above relating to the increasing the bank balance, it may not be prudent to let the Band D charge drop as future increases may then prove more tricky. The recommendation therefore is to keep the Band D charge at the same level as 2018-19 (bullet point 2 above) but it is, of course a matter for Councillors to decide.

Phillip Brooks  
Parish Clerk and RFO  
12<sup>th</sup> December 2018.