

**Keswick and Intwood Parish Council Meeting on 21<sup>st</sup> December 2020.  
Minutes of the Remote Meeting held at 19.00.**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) allow Parish Council Standing Orders to be updated to allow the use of remote meetings while social distancing is in place.

Members of the public wishing to join the meeting were invited to contact the Clerk for a link to the meeting by phone, computer or android/apple device. The invitation was contained in the published Agenda displayed on Parish notice boards, website and Facebook page.

*Present:* Councillors Kevin Hanner (Chair); Jan Hill; Marguerite Russell; Monica Warmerdam; David Vail and Phillip Brooks (Clerk).

*Apologies were received from:* South Norfolk District Councillors Daniel Elmer and William Kemp and County Councillor David Bills.

*2020/77. To consider apologies for absence:* it was resolved to accept apologies from Councillors Tim Love and Sue Hendrey

*2020/78. 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.

*2020/79. Public Participation:*

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* there were no reports submitted.

*2020/80. To confirm minutes of the Parish Council Meeting on 25<sup>th</sup> November 2020:* it was resolved to accept the minutes as a true and accurate record.

*2020/81. To report matters arising from minutes not on the Agenda: for information only:* the Chair reported on developments for better broadband in the NR4 6TX area. He said it had become apparent that there were some 38 houses in the group and maybe half would “sign-up” to the better broadband initiative. A WhatsApp Group had been created to generate support and move the project forward. No further action was required by the Council other than to contact the Group and indicate backing for their efforts.

*2020/82. To Agree the Budget for 2021-22 and set the Parish Precept for 2021-22:* the Clerk had earlier circulated a draft Budget for 2021-22 and Precept document also published with the Agenda and attached to these minutes. Councillors discussed the Budget and concluded it was prudent to maintain the Precept at its existing level thus protecting the bank balances from anything unexpected in 2021-22 as the pandemic (hopefully) abated. It was therefore resolved to maintain the Precept requirement at £6,000 resulting in a Band D charge shown on Parish Council Tax Bills of £30.15.

*2020/83. Correspondence received:* there was none.

2020/84. *Items for the next meeting:* progress towards creation of the SNC Village Cluster Housing Allocation Plan. (It was understood that the Plan could be published in the coming weeks and include three sites in Keswick and Intwood for possible housing development.)

The meeting closed at 19.45.

Kevin Hanner.  
Chair.

CORRESPONDENCE RECEIVED FOR DISCUSSION.

*The following list is paper correspondence received to: 11<sup>th</sup> December 2020.*

None received to date.

## Keswick and Intwood Parish Council Draft Budget 2021-22 and 2022-23 and Precept Setting.

This document compares actual performance of the 2020-21 budget with the original proposal. It also contains a budget for 2021 -2022 and 22-23; and proposals for the 2021-22 precept.

### 1. Keswick and Intwood Parish Council Draft Budget 2020-21 and 2021-22

1.1. The following table compares actual performance of the 2019-20 budget with the original proposal. It also contains a budget for 2020-21 and 2021-22.

	2020-21 (Budget)	2020-21 (Actual)	2021-22 (Budget)	2022-23 (Budget)
<b>Receipts</b>	£	£	£	£
Precepts and Grant	6,000	6,000	6,000	6,150
VAT Refund	60	30	30	30
Interest on Deposit Account	-	-	-	-
Other Income	-	-		
CIL Payment		230	-	-
<b>Total</b>	6,060	6,260	6,030	6,030
<b>Payments</b>				
NALC Subscription	170	167	170	180
Training	200	20	200	250
Internal Audit Fee	50	55	60	65
Insurance	645	655	665	675
HR Payments (inc. PAYE)	2,805	2,764	2,850	2,950
Clerk's Expenses	220	150	220	250
Ladywell Accounting (PAYE)	35	34	45	55

Services)				
Legal Expenses and other fees. (Information Commissioner.)	500	35	500	500
VAT Recoverable	25	25	30	30
Reading Room Maintenance	250	-	-	-
Bus Shelter Cleaning	150	120	170	190
Computer Service/ Agreement	499	500	550	600
Sundry	150	150	150	150
Contingency for asset replacement	150	150	150	150
<b>Total</b>	5,849	4,825	5,760	6,045
Budget Surplus.	211	1,435	270	105

## 1.2. Notes:

2019-2020 Outcome:

The projected expenditure variance of £1,224 (£211 – £1,435) is made up as follows:

VAT	(30.00)
Additional CIL Income	230.00
NALC	3.00
Training	180.00
Internal Audit Fee	(5.00)
Insurance	(10.00)
HR Payments	41.00
Clerk's Expenses	70.00
Ladywell Accounting	1.00
Legal Expenses	465.00
Reading Room Expenses	250.00

Bus Shelter Cleaning	30.00
Computer Service Agreement	(1.00)
<b>Total</b>	<b><u>£ 1,224.00</u></b>

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

- CIL (Community Infrastructure Levy): income is always an unknown and this amount was not expected. There will be further amounts coming forward as the Business Park Development proceeds and these sums are going to be significant
- Training: the lockdown has prevented "normal" training from taking place. However, it is important that training is kept going for the Clerk and Councillors, probably in the virtual environment, to be sure our Local Authority Foundation Award is renewed when that comes around in June 2021
- Legal Expenses: assumes possible payment of about £465.00 in planning consultancy fees before 31<sup>st</sup> March but this seems unlikely; and
- Reading Room Expenses: the Reading Room has received a significant grant which covers maintenance and redecoration so this contribution has not been required.

### 1.4. 2021-2022 Assumptions:

- The Harford Triangle development may produce some significant CIL but there is no indication of what these might be or when they might become available. Otherwise, having incurred a budget surplus this year, it is assumed our Precept will remain at £6,000.
- The following increases (reductions) are assumed:

Internal Audit	10.00	This is in line with Anne Barnes' past increases
Insurance	20.00	Assumes a similar increase to this year
HR Payments	45.00	There is a small National increase agreed for Parish Clerks
Ladywell Accounting	10.00	This is in line with past increases
VAT	5.00	
Reading Room Maintenance	(250.00)	Other grants make the need for a contribution unlikely
Bus Shelter	20.00	Chris Hare has received no increase for two years
Computer Service Agreement	51.00	There has been no increase for two years.
<b>Total Increases</b>	<b><u>(89.00)</u></b>	

Other items have been left unaltered on the basis of there being no information to suggest change.

The Council has £496.42 of CIL payments included in its balance of which £266.00 must be spent by 1<sup>st</sup> April 2022. It's worth a special note that CIL money cannot be used for traffic management related expenditure.

### 1.5 2022-2023 Assumptions:

- It is anticipated that by 2022-23 the Business Park Development will have produced some significant CIL payments but there is no indication of what these might be so no provision has been made for that extra income. Otherwise, it is assumed our Precept will be increased by around 2.5% but this can be little more than guesswork.
- Similar increases have been made to the 2022-23 assumptions.

## 2. Precept Setting 2021-22

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 £11,000.

The current account balances carried forward over the past seven years have been

- 2015-16        £5,704
- 2016-17        £6,721 (+ £1,017)
- 2017-18        £9,520 (+ £2,799)
- 2018-19        £9,780 (+ £260)
- 2019-20        £10,448 (+ £668)
- 2020-21        £11,520 (+ £670)
- 2021-22        £12,902 (+ £1,382).

Council balances are tending to be more than double the annual spending and this will need to be explained in the Annual Financial Return to PKF Littlejohn (the external auditors). Councillors have previously 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 increase in the reserves currently being held. This is especially so bearing in mind that the Business Park Developer must fund the entire traffic management plan for Low Road and there is the possibility of CIL payments coming forward too.

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 (2021-22) is 199 (last year it was 207).

- The Band D figure in 2020-21 was £28.99 based on the tax base of 207

2.3. The Precept options for 2021-22 are based around:

- Maintaining the same precept requirement as 2020-21. The Band D calculation will then be:
  - £6,000 / 199 = £30.15
  - (This is higher than 2020-21 figure due to the lower tax base. The reason for it being lower is due to discounts and exemptions granted and there may be more people claiming Council Tax Support than before.) This provides a 2020-21 surplus of £270.
- Retaining the Band D charge at £28.99. The Band D calculation will then be:
  - £28.99 x 199 = £5,769. This drops our Precept by £231 and reduces the 2020-21 surplus to £39.00.
- Normally we give consideration to increasing the Band D charge by around 2% - 3% to create an increase in the Precept. Doing that would increase the Band D charge to £29.86 and a Precept of £5,942. The following table summarises the options:

Precept. £.	Band D charge (2021-2022). £	Band D charge (2020-2021). £	Increase. £
6,000	30.15	28.99	1.16. 4.0%
5,769	28.99	28.99	0.00. 0%
5,942	29.86	28.99	0.87. 3.0%

### 3. Conclusion

3.1. Maintaining the Precept at £6,000 maybe the desirable option. Although it is an increase of 4% in the Band D charge which is above our “norm” and maybe more than the government will encourage, there will be no “cap” on local authorities. DHCLG has consistently said that any “cap” will not apply to local councils, and if they were planning one for 2021-22, they would have needed to consult on it by now.

3.2. Keeping the Band D increase at 3% (which maybe the governments preference) will result in a small drop in the Precept.

3.3. Councillors could, of course, move to a higher Precept and an increase of above 4% in the Band D charge but there is justification for doing this considering our financial position.

3.4. None of this takes into account the absolute unknown of CIL income from the Business Park Development. The recommendation therefore is to maintain the Precept at £6,000 but it is, of course, a matter for Councillors to decide.

Phillip Brooks  
Parish Clerk and RFO  
7<sup>th</sup> December 2020