

SWANTON MORLEY PARISH COUNCIL

A Precept meeting of the Parish Council was held in the Village Hall on Monday 27th November 2006. The meeting commenced at 7.30pm.

Present: Mr R Atterwill (Chairman), Mrs.R.Northall, Mrs Q. Wood, Mr. C. Clegg, Mrs M Thomas and Mr C Perry

1. Apologies for Absence

None

2. Declarations of Interest

- Mrs R. Northall – Personal interests as a member of Norfolk Wildlife Trust, in relation to Subscriptions. Also as the secretary of Swanton Morley Patient Participation Group in relation to item the Community Car Project.

3. To Re-Approve 2005/2006 Audit

The clerk provided the meeting with a summary of amendments to the 2005/2006 audit, and explained that all credits to the account and cheques issued after the 31st March but which had previously been included in the audit had been removed. This was in addition to an internal transfer of £177.83 resulting from the closure of the Village Appraisal Account which had been removed from both the 'Receipts' and 'Payments' sections of the Audit due to their being no net movement of the Council's assets.

A discussion was had as to the figure which made up the fixed assets and it was agreed to review all fixed assets for the 2006/2007 Audit, including a re-valuation of the village hall and inclusion of a slate ¾ snooker table that is currently held at the Barracks.

Mrs Thomas proposed that the amendments recommended by the clerk should be made and sent to the Auditor for review. Mr Clegg seconded. All in favour. The clerk made all relevant amendments and these were signed by both the clerk and the Chairman.

The clerk provided the meeting with a preliminary budget figure and its breakdown.

4. To Discuss Budget Requirements of the Churchyard and Burial Ground Sub-Committee

Mr Atterwill reported that the Churchyard and Burial Ground sub committee had met on 20th November and had agreed a figure for the 2007/2008 budget. Mr Atterwill read out the requirements and bottom line figure of £11,725.00.

Discussions were had as to the amounts of £5,000.00 for contingency of the wall collapsing, and £2,750.00 for a report into the repair of the wall. Mr Atterwill and Mr Clegg also provided additional information received from the result of the meeting held with the DAC on 14th November.

Mr Atterwill suggested removal of the £2,750.00 for the wall report, and include this amount in the £5,000.00 contingency figure. It was also agreed to remove £175.00 for the faculty for the wall as this could also be included in the £5,000.00 figure.

It was agreed that the figure of £8,800.00 should be put forward for the budget requirement for the Churchyard and Burial Ground Sub-Committee.

5. To Discuss Budget Requirements of the Playing Field Sub Committee

Mr Atterwill reported that the Playing Fields sub committee had met on 7th November and had agreed a figure for the 2007/2008 budget. Mr Atterwill read out the requirements and bottom line figure of £2,655.00. Mr Atterwill also reminded the Council that some items required for work programmed for the repair of fences on the Gooseberry Hill playing field had already been purchased and were held by Mr Carrick.

Mr Atterwill suggested the removal of £100.00 for mole control, as the Burial Ground sub-committee had an amount budgeted for pest control, that could also cover mole control on the playing fields.

It was agreed that the figure of £2,555.00 should be put forward for the budget requirement for the Playing Fields Sub-Committee.

6. To Discuss Budget Requirements for the General Parish

Mr Atterwill reported that he and the clerk had met to discuss the estimated expenditure for the General Parish. The following items were discussed and figures agreed.

Description	Amount	Comments
Staff Costs	£4576.59	Based on an hourly rate of £8.513 and increased hours to 40 per month. Annual salary now £4086.24. Also addition of £490.35 for the Local Government Pension Scheme.
Home Expenses	£264.00	Based on £22.00 per month
Receiptable Expenses	£400.00	Based on £33.00 per month
APM Expenses	£150.00	Based on the cost of photocopying for the 2006 APM
Grasscutting	£6000.00	Based on the lowest tender received
Streetlights (EON)	£1432.00	Based on renewal contract agreed in meeting 9 th October 2006
Streetlights Maint.	£1491.00	Based on contract with T.T. Jones
Streetlights Repairs	£1117.00	Based on minor repairs recommended from T.T. Jones and cost of repairs in previous year.
Insurances	£3630.75	Clerk explained the increase is due to an extra £560.00 to cover the new play equipment and £52.00 to cover Officials Indemnity for such things as Libel and Slander
Elections	£800.00	The clerk reported that this figure was recommended by NCAPTC as Parish has to pay electoral fees
Subscriptions	£360.00	For NACPTC, NPFA, Norfolk Wildlife Trust and NRCC
Fencing Mill Common	£1500.00	Needed to obtain Higher Level Status that will provide a regular income for the village for ten years
Audit	£700.00	Increased figure due to uncertainty that the Council will be able to find an Internal Auditor that will provide services free of charge
Donations	£300.00	Increased from preliminary figure of £275.00
Rates	£90.00	Erroneous preliminary figure of £320.00 removed and replaced with £90.00
Training	£300.00	General Training for Councillors, in line with previous years figure
OVH Legal Fees	£1000.00	This was reduced from £8,000 as recommended by Nicholas Hancox as it was felt that fees for deregistration were too high with no certainty of the desired result. The £1000.00 figure should cover all fees associated with the possible sale of the land.
Litter/Dog Bin	£300.00	Litter Bin for Gray Drive play area and dog bin for near the village shop.
Burgh Common	£1000.00	This is to be used in conjunction with the £500.00 grant received to make the common more accessible.
General Parish Maintenance	£1500.00	This figure is for any unforeseen maintenance required within the village, such as replacing vandalised property or insurance excesses.
TOTAL	£26911.34	

A figure of £5000.00 was also agreed for contingency, an amount that should not be spent unless absolutely necessary.

Mr Atterwill also reported that he and the clerk had met to discuss the use of the Public Works Loan Board to meet some of the Council's long term projects. This was prompted from the report from T.T. Jones that recommended the Council replace 11no. concrete columns at a price of £850.00 per column. Mr Atterwill was of the opinion that all of the Council's concrete columns had come to the end of their useful life and should be replaced. The Council currently have 39 concrete columns. T.T. Jones had also reported that EDF would no longer allow lights to be replaced on timber columns. Mr Atterwill suggested replacing all 19 timber columns with steel ones. T.T. Jones had provided a quote of £1124.00 per column for replacement. T.T. Jones was unable to provide a quote over 5 years due to the volatility of steel prices.

The clerk provided a report for the Council detailing the repayment costs for the loan, and also the potential costs of replacing the streetlights year on year, should the cost of steel rise by 5%, 10% or 15%.

Mr Atterwill also suggested using this loan to finance two Vehicle Activated Signs on Rectory Road and a new streetlight on Manns Lane.

Whilst it was not agreed to take on a Public Works Loan, it was agreed that the annual cost of the loan should be placed in the budget to finance the Council's long term projects. This amounted to £15,464.82

The Council also allocated an amount of £1,000.00 to fund a Community Car Project during 2007/2008. The other project that the Council agreed to place in the budget was for Quality Council status. An amount of £710 was allocated to cover the clerk's CiLCA qualification, the village website and the printing and delivery of a quarterly newsletter.

Discussion were had as to the replacement of the village sign after it had been damaged during the very hot summer, however it was agreed that the cost of a new sign could not be met in the 2007/2008 financial year and that only the basic repairs should be made.

Mr Atterwill reported that the clerk had estimated the income for 2007/2008 from VAT, Recycling, Bank Interest, Burial Fees, the Single Payment Scheme and potentially the Higher Level Stewardship Scheme as £5735.00. Should Higher Level Stewardship not be approved, then the funds allocated for the fencing of Mill Common would not be spent.

The clerk had also estimated the cash left in the bank at the end of the year as £15,946.68, taking into account all cash already allocated to projects and potential invoices to March 31st 2007.

7. To set the Annual Budget for 2007/8

Mr Atterwill proposed that the full budget for 2007/2008 be set at £54,706.16. This is broken down as follows:

2007/2008 General Expenditure	£26,911.34
Churchyard & Burial Ground Budget	£8,800.00
Playing Fields Budget	£2,555.00
Contingency	£5,000.00
Projects	£17,174.82
Less Estimated Income 2007/2008	-£5,735.00
TOTAL	<u>£54,706.16</u>

Mrs Thomas seconded, all in favour

8. Precept Calculation for 2007/8

After estimated cash at bank at 31st March was taken into account, the Precept for 2007/2008 was agreed at £38,759.48. Mrs Thomas proposed this amount be requested from Breckland Council. Mrs Wood seconded. All in favour.

The meeting closed at 10pm.

_____ (Chairman) _____ Date