

Minutes of the Parish Council Meeting  
held on Wednesday, 12 January 2005 at 7.30 p.m.  
in the Village Hall, Abbots Bromley, pursuant to notice having been given.

Present: Cllrs: PJ Charles (Chairman), C Cook, AE Elkington, RT Esling, L Fox,  
RSV Jarman, JA Needham

Also present: EA Roy (Clerk)

Apologies for absence: Apologies were received and accepted from Cllrs DT Eatough and KA McLoughlin. Apologies were also received from Borough Councillor Fox.

Members of the public attending: None

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### **Minute 84: Public Session**

There were no members of the public present and no public session was held.

### **Minute 85: Declarations of interest**

Cllr Esling declared an interest in the Community First Responders, reporting that as he was now Chairman of the Trustees, this superseded his role as representative of the Parish Council.

### **Minute 86: Planning**

#### **86.1 Applications**

**375 - HO/14807/020: The Croft, Uttoxeter Road:** Erection of detached single storey building to form gymnasium/study room, store and WC (AMENDED PLANS)  
Received: 13/12/04 Replied: 23/12/04 Response: The Parish Council has no objection to these revised plans.

**376 - TN/24638/005: Waterside, Mires Brook Lane:** Removal of one ash, three poplars and height reduction of twenty-three leylandii trees  
Received: 16/12/04 Replied: 23/12/04 Response: The Parish Council raises no objections to the proposed felling of the poplars or height reduction of the leylandii. Some concerns were expressed at the proposal to remove the ash tree, given that this was retained as part of the planning consent for the new house. Could raising the crown be considered as an alternative safeguard to the property that prevents the loss of this mature tree?

**377 - CU/02131/008: Bagots Park Estate Farm Buildings:** Change of use of part of building to form brewery and formation of service yard  
Received: 23/12/04 Replied: 06/01/05 Response: The Parish Council raises no objections to this application.

**378 - PC/01967/055: Abbots Bromley School for Girls:** Section 73

application of the 1990 Planning Act for the continued use of the Equestrian Centre and associated facilities without complying with condition 1 of PC/01967/053 dated 27/04/04 by use of the facilities for permanent commercial use.

Received: 29/12/04 Replied: 13/01/05 Response: The Parish Council supported the temporary relaxation of this condition and agrees that the current usage levels have not unduly inconvenienced residents. However, the Parish Council believes that had the original application been for unrestricted commercial use, it would have been rejected at this location due to the proximity of residential property, narrow access road and very difficult junction from the main street into Radmore Lane. For these reasons the Parish Council opposes a permanent relaxation of the condition, but would be willing to support continued temporary periods with reviews. A longer period of two or three years could be considered to ease the administrative burden on the school.

**379 - HO/18950/012: Spring Bank Farm, Radmore Lane:** Erection of single storey front, side and rear extensions plus alterations to roof

Received: 06/01/05 Replied: 13/01/05 Response: The Parish Council raises no objections to this application.

**RESOLVED: That the Clerk communicate these responses to the local planning authority.**

**Minute 87: Financial Matters****87.1 Financial report for December**

The Clerk introduced the financial report for December.

**RESOLVED: That the statement be approved and the Chairman sign the report.**

**87.3 Report on payments made since the last Meeting:**

The Clerk introduced the following list of payments made since the last meeting, and following discussion with the Chairman and Vice Chairman.

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
56/641	Audit Commission	293.75	External audit	ACA 1988 s.7
57/642	G McCulloch	170.00	Millennium Green maintenance	PHA 1961 s.52
58/643	E A Roy	914.59	Clerk's salary/expenses	LG(FP)A 1963 s.5 & LGA 1972 s.112(2)
59/643	E A Roy	48.66	Purchase of copier cartridge	LGA 1972 s.111
	<b>TOTAL payments</b>	<b><u>1427.00</u></b>		

**87.4 Bills to pay**

The Clerk reported that there were no payments due.

**87.5 Section 137 payments**

*Cllr Esling left the room for the duration of this item.*

**RESOLVED: That the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should make the following payment which is, in the opinion of the Council, in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.**

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>
60/644	Community First Responders	2500.00	Grant towards set up costs
	<b>TOTAL payments</b>	<b>2500.00</b>	

**87.6 Toilets at Goats Head**

87.6.1 The Clerk introduced an offer from the new tenants to keep the toilets available for public use in return for a Council contribution towards the operating and cleaning costs of £300 per annum.

**RESOLVED: That the Clerk be asked to write confirming a Council contribution of £100 for the period ending 31 March 2005 and suggesting a form of agreement for 1<sup>st</sup> April onwards based on a contribution of £300 per annum paid quarterly.**

**87.7 Budget report to end December**

87.7.1 The Clerk introduced a report comparing actual income and expenditure against budget for the first three quarters of the year. He suggested than members might wish to consider the following changes:

- Transfer £100 from "307 Stationery" to "614 Toilets at Goat"
- Transfer £75 from "308 Travel expenses" to "399 Miscellaneous exp"
- Transfer £190 from "309 Training/books" to "399 Miscellaneous exp"
- Transfer £70 from "311 Hire of hall" to "399 Miscellaneous exp"
- Transfer £40 from "312 Newsletter costs" to "399 Miscellaneous exp"
- Transfer £250 from "502 Other village work" to "399 Miscellaneous exp"
- Transfer £112 from "506 Mill Green caretaker" to "399 Miscellaneous exp"

**RESOLVED: That the budget report be accepted and these transfers be made to provide for the costs of the toilets at the Goats Head and re-publication of the village map leaflet.**

**87.8 Budget for 2005/2006**

The Clerk introduced a budget proposal prepared by the Finance Working Group which was then discussed.

**RESOLVED: That the Clerk submit a precept request of £18,200 to East Staffordshire Borough Council and that the Council adopt the agreed figures (attached) as the basis of the 2005/2006 budget.**

**Minute 88: Date, time and place of next Meetings**

It was agreed that the next meeting should be held at 7.30pm on Wednesday 26 January 2005 in the Memorial Room at the Village Hall.

The Meeting concluded at 20:42 pm.

Chairman ..... Date: .....

Proposed: ..... Seconded: .....

# 1. Abbots Bromley Parish Council - Income/Expenditure (Jan05)

(As agreed by the Council at a meeting on 12 January 2005 - minute 87.8)

	CURRENT YEAR			NEXT YEAR		
	Actual to end Dec	Full year budget	Full year forecast	% of curr year	Next year budget	Notes
<i>Income</i>						
101 Precept from ESBC	17800.00	17800.00	17800.00	(See another worksheet)		
201 Lloyds TSB interest	278.17	200.00	370.00	90	333.00	Similar interest, lower balances
204 Allotment rent	55.00	55.00	55.00		65.00	Assumes rates increased by £5/pa
206 Trader licences	224.00	150.00	224.00	See notes	100.00	
207 Devolved maintenance	0.00	0.00	350.00		0.00	
299 Miscellaneous inc	500.00	0.00	1450.00	See notes	0.00	
✓ <b>TOTAL INCOME</b>	<b>18857.17</b>	<b>18205.00</b>	<b>20249.00</b>		<b>498.00</b>	
<i>Administration</i>						
301 Clerk's salary/expenses	2635.26	3520.00	3550.00	See notes	3930.00	From Clerk worksheet
302 Insurance	996.31	984.00	996.31	110	1096.00	
303 Audit fee	314.00	330.00	330.00	100	330.00	
304 SPCA/SLCC subscription	306.00	382.00	388.00	103	400.00	
305 Local Council Review	0.00	39.00	39.00	103	41.00	
307 Stationery	10.64	160.00	55.00	See notes	130.00	
308 Travel expenses	0.00	100.00	25.00	See notes	100.00	
309 Training/books	190.31	450.00	260.00	See notes	350.00	
311 Hire of hall	141.00	308.50	230.00	See notes	290.00	
312 Newsletter costs	66.80	130.00	90.00	110	99.00	
399 Miscellaneous exp	48.04	870.00	1448.04	See notes	500.00	
✓ Total for Administration	<b>4708.36</b>	<b>7273.50</b>	<b>7411.35</b>		<b>7266.00</b>	
<i>Highways &amp; Footpaths</i>						
401 Devolved maintenance	210.00	0.00	350.00	0	0.00	
402 Footpaths	0.00	855.00	855.00	See notes	0.00	
403 Traffic calming	0.00	4000.00	1000.00	See notes		
✓ Total for Highways etc	<b>210.00</b>	<b>4855.00</b>	<b>2205.00</b>		<b>0.00</b>	
<i>Parks and open spaces</i>						
501 Grass cutting	1440.00	1440.00	1440.00	103	1484.00	
502 Other village work	430.00	1250.00	700.00	See notes	750.00	
504 Playground inspection	0.00	56.65	56.65	103	59.00	
505 Playground insurance	0.00	45.00	0.00	See notes	400.00	
506 Mill Grn caretaker	0.00	150.00	0.00	See notes	150.00	
✓ Total for Parks etc	<b>1870.00</b>	<b>2941.65</b>	<b>2196.65</b>		<b>2843.00</b>	
<i>Lighting, Churchyard etc</i>						
601 Elec for floodlights	32.60	412.00	400.00	103	412.00	
602 Maintenance of lights	0.00	165.00	165.00	103	170.00	
603 Repairs to lights	0.00	0.00	0.00	0	0.00	
611 Churchyard maint'nce	726.00	726.00	726.00	104	752.00	
613 Annual clock maintenance	100.00	100.00	100.00	See notes	100.00	
614 Toilets at Goat			100.00	See notes	300.00	
✓ Total for Lighting etc	<b>858.60</b>	<b>1403.00</b>	<b>1491.00</b>		<b>1734.00</b>	
<i>Section 137</i>						
701 Subscriptions/grants	485.00	5828.00	3833.00		2599.00	See s.137 analysis sheet
703 BKV posters & prizes	30.00	50.00	55.00	See notes	100.00	
704 Village Plan projects	0.00	2000.00	0.00	See notes	0.00	See projects sheet
✓ Total for Section 137	<b>515.00</b>	<b>7878.00</b>	<b>3888.00</b>		<b>2699.00</b>	
<i>Loan repayment</i>						
801 Public Works Loan Board	3322.54	3322.54	3322.54	100	3322.54	
✓ Total for Loan Repayment	<b>3322.54</b>	<b>3322.54</b>	<b>3322.54</b>		<b>3322.54</b>	
<b>TOTAL EXPENDITURE</b>	<b>11484.50</b>	<b>27673.69</b>	<b>20514.54</b>		<b>17864.54</b>	

## 2. Abbots Bromley Parish Council - Proposed Projects

Vital Villages seed project funding	2000.00
Grant towards operational costs of CF Responders	1000.00
Improvements for Best Kept Village	1000.00
Village welcome pack/leaflet	1000.00
Improved traffic management/speed reduction	2000.00

<b>TOTAL FOR ALL PROJECTS</b>	<b><u>7000.00</u></b>
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## 3. Abbots Bromley Parish Council - Summary

Balances at end of December ( end Q3)		
Current account	368.23	
Deposit account	18800.06	
Total held in bank accounts at end of Q3	<b>19168.29</b>	
Less funds held for Vital Village project at end Q3	141.82	
Less monies held for Horns Fund	0.00	
Less funds held for RISES at end Q3	223.42	[4]

<b>Balance in General Fund at end of December</b>	<b>19026.47</b>
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Forecast income for Q4	1391.83	[1]
Forecast expenditure for Q4	-9030.04	[1]

<b>Forecast balance in General Fund at year end</b>	<b>11388.26</b>
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Add:		
Forecast income (exc precept) for next year	498.00	[1]
VAT to be reclaimed	95.00	[3]

Subtract:		
Forecast expenditure for next year	17864.54	[1]
Proposed project costs	7000.00	[2]
Reserve for contingency	5000.00	
Provision for Clerk's gratuity	300.00	[5]
Provision for Millennium Green equipment repair/replacement	0.00	[6]

<b>Balance to be funded from precept</b>	<b><u>18183.28</u></b>
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### Notes:

[1] Figures are taken from the "Budget for Income/expenditure" sheet

[2] Figure is taken from the "2. Proposed Projects" - see above

[3] Estimated based on £50.48 owed at end Q3 plus expected bills for Q4

[4] Received from ESBC but not yet paid out

[5] To avoid bearing the full cost in the year of leaving, set aside each year

[6] To build up provision for future major repair/replacement costs

[7] S.137 expenditure maximum for 2004/5 is 1345 \* £5.14 = £6913

Section 137 from income/expenditure	2699.00
First Responders	1000.00
Total proposed for S.137	<b><u>3699.00</u></b>

## 4. Abbots Bromley Parish Council - Precept details

Notes:

[1] Precept required taken from summary sheet and rounded up to nearest £100

[2] Figure supplied by ESBC

[3] A precept of £18,184 would result in the same cost to householders in 2005/6 as for 2004/5

Year	Precept [1]	Cost base for Band D property/£1000 raised [2]	Precept for Band D [3]	% increase/-decrease
1999/2000	13166	1.49	19.62	
2000/2001	14588	1.48	21.59	<b>10.06%</b>
2001/2002	11700	1.47	17.20	<b>-20.34%</b>
2002/2003	15700	1.45	22.77	<b>32.36%</b>
2003/2004	17300	1.43	24.74	<b>8.68%</b>
2004/2005	17800	1.42	25.28	<b>2.18%</b>
<b>2005/2006</b>	<b>18200</b>	<b>1.39</b>	<b>25.30</b>	<b>0.07%</b>

## 5. Abbots Bromley Parish Council - Clerk salary/expenses

(Assumed paid in arrears for previous quarter)

Applies to quarter:-	Jan-Mar 05	Apr-Jun 05	Jul-Sep 05	Oct-Dec 05	
Paid in quarter:-	Apr-Jun 05	Jul-Sep 05	Oct-Dec 05	Jan-Mar 06	Total
Salary	781.82	851.44	851.44	851.44	3336.14 [3]
Allowance - home as office	31.25	31.25	31.25	31.25	125.00 [4]
Allowance - use of computer	18.75	18.75	18.75	18.75	75.00 [4]
Telephone rental	31.50	31.50	31.50	31.50	126.00
Telephone calls	10.00	10.00	10.00	10.00	40.00
Travel	30.00	30.00	30.00	30.00	120.00
Postage (inc. mailed newsletters)	15.00	15.00	15.00	15.00	60.00
Small purchases	10.00	10.00	10.00	10.00	40.00
<b>TOTAL</b>	<b>928.32</b>	<b>997.94</b>	<b>997.94</b>	<b>997.94</b>	<b>3922.14</b>

## 6. Section 137 subscriptions/grants

	2003/2004	2004/2005	2004/2005	2004/2005	2005/2006
	Actual	act. to date	budget	forecast	budget
Grant to Vital Villages			2000.00		1444.00
Community Council of Staffordshire	18.00	20.00	20.00	20.00	25.00
Staffordshire Wildlife Trust	30.00		33.00	33.00	35.00
Playing Fields Association	15.00	0.00	15.00	15.00	15.00
Scouts	450.00				
Royal British Legion (wreath)	25.00	30.00	30.00	30.00	30.00
CPRE	25.00	25.00	30.00	25.00	30.00
Air Ambulance	200.00	200.00	200.00	200.00	[2]
St Giles Hospice	10.00	10.00		10.00	20.00 [1]
Richard Clarke First School	12.60				
Community First Responders set up	241.00		2500.00	2500.00	
Donna Louise Trust	200.00	200.00		200.00	
Grants to local organisations			1000.00	800.00	1000.00
<b>TOTALS</b>	<b>1226.60</b>	<b>485.00</b>	<b>5828.00</b>	<b>3833.00</b>	<b>2599.00</b>

Notes:

[1] Donation in respect of K Cadman work on certificate

[2] Donation in respect of use of toilets at Goat as public conveniences

[3] Salary estimated based on 2005/6 national salary award and 2 spinal point increase (annual plus another for completion of CILCA) but may change as the result of new agreement

[4] These allowances were fixed in May 2002 and have not been revised since