

Minutes of the Parish Council Meeting
held on Wednesday, 10 January 2007 at 7.30 pm
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, KA McLoughlin, J Needham

Also present: EA Roy (Clerk)

Apologies: Apologies were received and accepted from Cllr DT Eatough and received from Borough Cllr A Fox.

Members of the public attending:
None.

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Minute 77: Public Session

There being no members of the public present, no public session was held.

Minute 78: Planning

78.1 Applications

487 - HO/31051/001: 1 Bagot Court: Erection of a two storey extension, dormer window and balcony to rear elevation and infilling of ground floor void to form additional living accommodation

Received: 30/11/06 Replied: 19/12/06 Response: The Parish Council has concerns about the change in window style on the front elevation especially the impact on the overall street scene and would prefer to see a Georgian small-pane pattern more consistent with adjacent properties. The Council notes that the addition of a elevated balcony and rear facing windows may be of concern to residents of other properties sharing the courtyard who may feel a loss of amenity. They will no doubt respond to the application if this is the case.

488 - TN/05292/020: Bank House, High Street: Removal of one willow tree, one eucalyptus tree and one silka spruce tree

Received: 07/12/06 Replied: 19/12/06 Response: If these trees are damaging the structure of the building, then their removal is acceptable to the Parish Council. However, there is no mention of planting replacement trees (possibly of more suitable varieties). Given the very visible location and amount of screening that these trees provided, the Council believes that some form of re-planting is required.

489 - OU/25184/003: 10 Ashbrook Lane: Outline application to develop 0.03ha for the erection of a detached dwelling and alterations to the access
 Received: 09/01/07 Due: 26/01/07485 Response: The Parish Council objects to this application on the grounds that this is a "backland" development that is out of character with the surroundings and that it would set an undesirable and inappropriate precedent.

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

78.2 Decisions

The following applications have been **AGREED** subject to stated conditions:

483 - PA/30424/002: Glenolden, Ashbrook Lane: Erection of detached two storey dwelling with associated parking and turning

484 - PA/04446/007: Ashbrook Lane Farm , Ashbrook Lane: Erection of replacement agricultural building

485 - PF/31029/001: Field House Farm: Erection of an agricultural building for livestock and storage

486 - PF/19234/002: Agricultural building north of Ashbrook Lane: Extension to existing agricultural building to be used for housing cattle

The following applications have been **REFUSED** – None

The following applications have been **REVISED** – None

The following applications have been **WITHDRAWN** – None

78.3 Correspondence and other planning matters

The Clerk reported that Mr and Mrs Blount have appealed against the refusal of permission for erection of a first floor extension at 5 Cecil Payton Close. Any representations must be made to the Inspector in writing no later than 16th January 2007. The Parish Council raised no objection to the initial application, which was refused by ESBC on the basis of size in the existing context and the impact of the building mass on the street scene.

The Clerk reported that a draft "Statement of Community Involvement" had now been received from ESBC with comments required by 15th February. He explained that this was the first element in the new-style Local Development Framework and would define the level of participation that the Parish Council would have in the creation of other components of the framework.

Minute 79: Financial Matters

79.1 Financial report

The Clerk introduced the financial statement for December and reported that the invoice to Highways for devolved maintenance had been paid and the Golf Challenge had paid the full cost of the new lights rather than just the £100 contribution they originally committed. The Royal Oak has still not paid the invoice issued in June despite a reminder at the end of November.

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

79.2 Report on payments made since the last meeting

The Clerk reported that the following payments had been made since the last meeting.

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
50/799	Eric Roy	425.44	Clerk's salary/expenses (Nov)	LG(FP)A 1963 s.5 LGA 1972 s.112(2)
TOTAL payments		425.44		

79.3 Bills to pay

The Clerk introduced the following for payment noting that the payment to HMCR was reduced by £250 in recognition of the fact that the Council PAYE return was made on-line:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
51/800	Audit Commission	293.75	Audit fee	ACA 1998 s.7
52/801	Graham McCulloch	93.06	Replacement tree	OSA 1906 s.10
52/801	Graham McCulloch	170.00	Millennium Green maintenance	PHA 1961 s.52
53/802	Eric Roy	400.31	Clerk's salary/expenses (Dec)	LG(FP)A 1963 s.5 LGA 1972 s.112(2)
54/803	HMCR	64.06	Tax/NI for Oct-Dec 2006	LG(FP)A 1963 s.5
55/804	LG Woodward	69.91	Electrical work	LGA 1972 s.144
TOTAL payments		1091.09		

RESOLVED: That these payments be made.

79.4 Section 137 payments

The Clerk reported that there were no requests for payment under s.137.

79.5 Other financial matters

79.5.1 **Quality Council grant:** The Clerk reported that the bid for funds for newsletter improvements had been successful, and cheque for £1153 was expected during January. To initiate the project, the following items would be purchased:

- Kyocera FS-6950DN A3 mono duplex printer (£725 + VAT)
- Memory upgrade for DTP use (£319 + VAT)
- Face-down output tray (£29 + VAT)
- Additional supply of three TK-440 toners (£180 + VAT)
- Initial supply of A3 paper (£100 + VAT)

RESOLVED: That the Clerk purchase the above items after comparing prices between at least three alternative suppliers.

79.6 2007/2008 budget and precept request

79.6.1 The Clerk introduced the recommendations of the Finance Working Group and drew attention to a letter from ESBC that had arrived earlier in the day advising that the Parish Council include a provision for election costs in the precept request. The Clerk also reported that since the budget model was created, he had been informed that the Band D cost to raise £1000 was forecast to be £1.36, rather than the £1.35 estimated earlier.

- 79.6.2 The FWG recommendations included a number of proposals for the unspent funds in the current year budget. In the course of the discussions it was agreed that:
- Would proceed with the Paget Rise signs and also look into feasibility of adding postcodes and providing wall-mounted signs in Clarke Crescent at the T junction
 - Welcome pack would wait until a grant available so that £500 could be retained as provision against election costs
 - To fund changes to the Millennium Green gates out of the recreation fund
 - Continue with a scheme for improving the litter bins – which might be funded by RISES or any residual funds from “other village work”

- 79.6.3 Following a discussion of the budget for 2007/2008, it was agreed that:
- A provision of £1,000 for election costs be included in the budget, with £500 added to reserves in the current financial year, and £500 included in next year project costs
 - A deduction of £100 be made from the provision for local grants to keep the year-on-year cost increase below 5%

RESOLVED: That the Clerk submit a precept request of £19,500 to East Staffordshire Borough Council and that the Council adopt the agreed figures (attached) as the basis of the 2007/2008 budget.

Minute 80: Items for agenda of next meetings

- Visit of Simon Bullen to talk about Crime Prevention and Neighbourhood Watch
- Nominations for the Jubilee Cup
- Arrangements for Parish Assembly
- Arrangements for election
- Staffordshire Wildlife Trust youth shelter project

Minute 81: Date, time and place of next meeting

It was agreed that the next meeting should be held at 7.30pm on Wednesday 31 January 2007 in the Memorial Room at the Village Hall.

The Meeting concluded at 20:42pm.

Chairman

Date:

1. Abbots Bromley Parish Council - Income/Expenditure (Jan07)

	CURRENT YEAR			NEXT YEAR	
	Actual to end Nov	Full year budget	Full year forecast	% of curr year	Next year budget Notes
<i>Income</i>					
101 Precept from ESBC	18800.00	18800.00	18800.00	(See another worksheet)	
201 Lloyds TSB interest	211.45	337.50	264.30	85	224.66 Similar interest, lower balances
204 Allotment rent	50.00	65.00	100.00		100.00
206 Trader licences	265.00	100.00	265.00	See notes	200.00
207 Devolved maintenance	383.83	0.00	600.00		0.00
299 Miscellaneous inc	168.89	0.00	268.89	See notes	0.00
✓ TOTAL INCOME	19879.17	19302.50	20298.19		524.66
<i>Administration</i>					
301 Clerk's salary/expenses	4012.23	5930.00	5926.00	See notes	6110.00 From Clerk worksheet
302 Insurance	1332.96	1500.00	1332.96	See notes	1600.00
303 Audit fee	70.00	330.00	320.00	See notes	370.00
304 SPCA/SLCC subscription	483.00	435.00	483.00	103	498.00
305 Local Council Review	0.00	43.00	43.00	103	45.00
307 Stationery	25.35	160.00	130.00	See notes	160.00
308 Travel expenses	0.00	100.00	25.00	See notes	100.00
309 Training/books	37.50	175.00	75.00	See notes	100.00
311 Hire of hall	172.50	345.00	265.00	See notes	300.00
312 Newsletter costs	60.08	106.00	90.00	See notes	120.00
399 Miscellaneous exp	208.71	1175.00	208.71	See notes	675.00
✓ Total for Administration	6402.33	10299.00	8898.67		10078.00
<i>Highways & Footpaths</i>					
401 Devolved maintenance	321.20	0.00	0.00	0	0.00
402 Footpaths	0.00	0.00	0.00	See notes	0.00
403 Traffic calming	0.00	1200.00	0.00	See notes	0.00
✓ Total for Highways etc	321.20	1200.00	0.00		0.00
<i>Parks and open spaces</i>					
501 Grass cutting	1552.60	1569.00	1552.60	See notes	1776.00
502 Other village work	546.83	1500.00	850.00	See notes	1500.00
504 Playground inspection	40.00	100.00	40.00	See notes	100.00
505 Playground insurance	0.00	0.00	0.00	See notes	0.00
506 Mill Grn caretaker	0.00	150.00	0.00	See notes	200.00
✓ Total for Parks etc	2139.43	3319.00	2442.60		3576.00
<i>Lighting, Churchyard etc</i>					
601 Elec for floodlights	0.00	600.00	0.00	See notes	640.00
602 Maintenance of lights	179.16	168.00	179.16	103	185.00
603 Repairs to lights	0.00	0.00	0.00	0	0.00
611 Churchyard maint'nce	775.00	775.00	775.00	See notes	800.00
613 Annual clock maintenance	120.00	120.00	120.00	See notes	130.00
✓ Total for Lighting etc	1074.16	1663.00	1074.16		1755.00
<i>Section 137</i>					
701 Subscriptions/grants	870.93	2915.00	2915.00		2980.00 See s.137 analysis sheet
703 BKV posters & prizes	0.00	100.00	25.00	See notes	75.00
704 Village Plan projects	0.00	1000.00	1000.00	See notes	0.00
✓ Total for Section 137	870.93	4015.00	3940.00		3055.00
<i>Loan repayment</i>					
801 Public Works Loan Board	3322.54	3322.54	3322.54	100	3322.54
✓ Total for Loan Repayment	3322.54	3322.54	3322.54		3322.54
TOTAL EXPENDITURE	14130.59	23818.54	19677.97		21786.54

2. Abbots Bromley Parish Council - Proposed Projects

Grant towards CFR vehicle replacement	2000.00
Provision for election expenses	1000.00

TOTAL FOR ALL PROJECTS	3000.00
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3. Abbots Bromley Parish Council - Summary

Balances at end of November		
Current account	649.30	
Deposit account	19753.38	
Total held in bank accounts at end of November	20402.68	
Less funds held for Vital Village project at end November	5064.80	
Less monies held for Horns Fund	68.00	
Less funds held for RISES at end November	423.83	[4]

Balance in General Fund at end of November	14846.05
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Forecast income for remainder of year	419.02	[1]
Forecast expenditure for remainder of year	-5547.38	[1]

Forecast balance in General Fund at year end	9717.69
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Add:		
Forecast income (exc precept) for next year	524.66	[1]
VAT to be reclaimed	35.00	[3]

Subtract:		
Forecast expenditure for next year	21786.54	[1]
Proposed project costs	3000.00	[2]
Reserve for contingency	4000.00	
Provision for Clerk's gratuity	918.00	[5]
Provision for Millennium Green equipment repair/replacement	0.00	[6]

Balance to be funded from precept	19427.20
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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 end November figures

[4] Received from ESBC but not yet paid out

[5] Under the new national agreement, this should be set aside monthly

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

[7] S.137 expenditure maximum for 2006/7 is $1384 * £5.44 = £7530$

Section 137 from income/expenditure	3055.00
Projects from S.137	2000.00
Total proposed for S.137	5055.00

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 £18,941 would result in the same cost to householders in 2007/8 as for 2006/7

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	10.06%
2001/2002	11700	1.47	17.20	-20.34%
2002/2003	15700	1.45	22.77	32.36%
2003/2004	17300	1.43	24.74	8.68%
2004/2005	17800	1.42	25.28	2.18%
2005/2006	18200	1.39	25.30	0.08%
2006/2007	18800	1.37	25.76	1.80%
2007/2008	19500	1.36	26.52	4.82%

5. Abbots Bromley Parish Council - Clerk salary/expenses

(Assumed paid in arrears for previous quarter)

	Monthly cost	Annual cost	
Salary	463.06	5556.72	[2]
Employers National Insurance	3.70	44.40	
Allowance - home as office	10.42	125.00	[3]
Allowance - use of computer	6.25	75.00	[3]
Telephone rental	10.50	126.00	
Telephone calls	2.00	24.00	
Travel	6.00	72.00	
Postage (inc. mailed newsletters)	3.50	42.00	
Small purchases	3.00	36.00	
TOTAL	508.43	6101.12	

6. Section 137 subscriptions/grants

	2005/2006 Actual	2006/2007 act. to date	2006/2007 budget	2006/2007 forecast	2007/2008 budget	
Grant to Vital Villages	1444.00					
Village Design Statement	54.00		1000.00	1000.00		
Newton turn improvements			800.00	800.00		
Scouts						
Royal British Legion (wreath)	30.00	30.00	30.00	30.00	35.00	
CPRE	25.00		30.00	0.00		
Community Council			20.00	0.00		
Air Ambulance	200.00					
St Giles Hospice	520.00	20.00	20.00	20.00	25.00	[1]
Refreshments	7.19	20.13	15.00	20.13	20.00	
AB Community First Responders	1000.00	1000.00	1000.00	1000.00		
Donna Louise Trust	500.00					
Grants to local organisations			1000.00	1045.00	2900.00	
TOTALS	3780.19	1070.13	3915.00	3915.13	2980.00	

Notes:

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

[2] Salary estimated based on recent RPI increase

[3] These allowances were reviewed in 2005

7. Recreation Fund

Balances at end of November		
Lloyds TSB account	5494.54	
ESBC deposit	0.00	
Cater Allen account	0.00	
Total held in bank accounts at end of November	<u>5494.54</u>	
On loan to the Cricket Club	0.00	
Balance in Recreation Fund at end of November	<u>5494.54</u>	
Forecast income for remainder of year	1942.00	[1]
Forecast expenditure for remainder of year	0.00	[2]
Forecast balance in Recreation Fund at year end	<u>7436.54</u>	
Add:		
Forecast income for next year		120.00 [1]
Forecast Recreation fund available for next year	<u><u>7556.54</u></u>	

Notes:

[1] Interest on deposits (plus Sherlock Homes payment in current year)