

Minutes of the Parish Council Meeting  
held on Wednesday, 14 January 2004 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, KA McLoughlin and JA Needham.

Also present: EA Roy (Clerk)

Apologies for absence: Cllr DT Eatough

Members of the public attending: None.

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

As no members of the public were present, there was no public session.

### **Minute 85: Planning**

#### **85.1 Applications**

**302 - CU/25107/011: Ash Farm, Glass Lane:** Change of use of first floor of existing tractor shed to form on-farm facilities to include kitchen and shower area  
Received: 08/12/03 Replied: 31/12/03 Response: The Parish Council expressed a concern that the proposed changes in effect turn the building into a dwelling and note that permission has previously been refused for construction of a dwelling on this land. They also question why a concurrent application seeks to retain a caravan on site?

**303 - PA/25107/012: Ash Farm, Glass Lane:** Siting of a caravan  
Received: 08/12/03 Replied: 31/12/03 Response: While the Parish Council raises no objection in principle to siting of the caravan, it is not clear to them how this application relates to CU/25107/011.

**304 - PA/24590/004: Land adjoining Heatley Lane:** Erection of a glasshouse (Phase 1)  
Received: 10/12/03 Replied: 10/12/03 Response: The Parish Council raises no objections to this application.

**305 - PA/24590/005: Land adjoining Heatley Lane:** Erection of a glasshouse (Phase 2)  
Received: 10/12/03 Replied: 10/12/03 Response: The Parish Council raises no objections to this application.

**306 - HO/22013/017: Thyme House, Town End Farm, Lichfield Road:** Erection of a two storey rear extension  
Received: 15/12/03 Replied: 31/12/03 Response: The Parish Council raises no objections to this application

**307 - HO/16267/004: The Radmores, Radmore Lane:** Construction of a replacement vehicular access  
Received: 30/12/03 Replied: 15/01/04 Response: The Parish Council raises no

objections to this application.

**308 - HO/16267/005: The Radmores, Radmore Lane:** Erection of a two storey rear extension

Received: 12/01/04 Replied: 15/01/04 Response: The Parish Council raises no objections to this application.

## 85.2 Decisions

The following applications have been AGREED:

**292 - CU/08254/012: Dunstall Hall Farm, Dunstall:** Change of use of existing building to a single holiday let unit

**293 - LB/01193/005: Sunny Brae, Uttoxeter Road:** Demolition of existing flat roofed kitchen extension and erection of a single storey rear extension

**296 - OU/12768/011: Land adjacent 39 Paget Rise:** Renewal of outline permission OU 12768/010 dated 7th November 2000 for the erection of one dwelling

**297 - HO/28454/002: 3 Church Lane:** Erection of a single storey rear extension

**298 - HO/00198/003: 10 Needwood Grange:** Erection of a single storey rear extension, alterations to roof and formation of a pitched roof over flat roofed garage

The following applications have been REFUSED.

**289 - CN/02885/016: Land at Ivy House, High Street:** Demolition of dress shop and outbuildings

**290 - PA/02885/015: Land at Ivy House, High Street:** Erection of 25 residential units, double garages, alteration to Ivy House to form 3 residential units, replacement of dress shop with a detached dwelling and alterations to vehicular access

**295 - HO/16200/008: Oak View Cottage, Bagot Street:** Erection of a first floor rear extension and rear porch

The following applications have been DEFERRED or WITHDRAWN.

**287 - PA/02429/018: Rose Bank Nursery, Goose Lane:** Erection of a detached building to provide accommodation for pre-school and before/after school club, hard paved area and alterations to existing vehicular access

**299 - PA/24590/004: Land adjoining Heatley Lane:** Erection of a glasshouse in lieu of the previously approved polytunnel

## 85.3 Correspondence and other planning matters

85.3.1 Nothing to report.

## Minute 86: Financial Matters

### 86.1 Bills to pay

The Clerk introduced the following for payment:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
68/558	E A Roy	833.73	Salary/expenses – Oct-Dec	LG(FP) 1963, s.5 LGA 1972, s112(2)
69/559	G McCulloch	75.00	Devolved maintenance work	LGA 1972, s.101
70/560	G McCulloch	170.00	Work on Millennium Green	PHA 1961, s.52
71/561	Society of Local Council Clerks	64.00	Annual subscription	LG(FP) 1963, s.5
<b>TOTAL payments</b>		<b><u>1142.73</u></b>		

***It was proposed (RE), seconded (LF) and agreed that these payments be made.***

### 86.2 Budget report for December

The budget report to the end of December was introduced by the Clerk together with some suggested amendments in the light of expenses incurred:

- £50 from "399 Miscellaneous" to "304 SPCA/SLCC subscriptions"
- £180 from "505 Millennium Green insurance" to "502 Other village work"
- £32.50 from "506 Millennium Green caretaker" to "507 Millennium Green other work"
- £80 from "506 Millennium Green caretaker" to "502 Other village work"

***It was proposed (CC), seconded (RE) and agreed that this statement and the proposed budget amendments be approved.***

### **86.3 Budget for 2004/2005**

The Clerk introduced the budget models he had prepared and then revised, following a review with the Finance Working Group. He drew particular attention to the budget for insurance. He reported that the estimated replacement cost for the War Memorial was £30-35,000 and this would equate to an additional annual premium of approximately £350.

After a discussion of the need to insure the memorial, ***it was proposed (RJ), seconded (AE) and agreed by a small majority that the memorial be added to the insurance policy and the insurance budget for next year increased accordingly.***

Using the prepared models, discussion of key elements of the proposed budget ensued including particularly the list of proposed projects. Following the discussion ***it was proposed (RE), seconded (LF) and agreed that the precept for 2004/2005 be set at £17,800 and the Clerk was asked to formally request this from ESBC.***

(A copy of the agreed budget and precept details is attached).

### **Minute 87: Date, time and place of next Meetings**

It was agreed that the next meetings should be held at 7.30pm on Wednesday 28 January in the Memorial Room at the Village Hall.

The Meeting concluded at 20:16 pm.

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

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

# 1. Abbots Bromley Parish Council - Budget for Income/Expenditure (Jan04)

	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	17300.00	17300.00	17300.00		(See another worksheet)
201 Lloyds TSB interest	157.58	92.00	200.00	100	200.00 Assume interest same as this year
204 Allotment rent	55.00	55.00	55.00		55.00 Assume charges unchanged
206 Trader licences	230.00	45.00	230.00		150.00 Last year was £40 so be prudent
299 Miscellaneous inc	0.00	0.00	0.00	0	0.00 No bedding grant this year
✓ <b>TOTAL INCOME</b>	<b>17742.58</b>	<b>17492.00</b>	<b>17785.00</b>		<b>405.00</b>
<i>Administration</i>					
301 Clerk's salary/expenses	2495.34	3470.00	3052.00	See notes	3520.00 From Clerk worksheet
302 Insurance	576.12	639.00	576.12	110	984.00 Includes War Memorial
303 Audit fee	330.00	200.00	330.00	See notes	200.00
304 SPCA/SLCC subscription	306.00	322.00	370.00	103	382.00
305 Local Council Review	0.00	37.00	37.00	103	39.00
307 Stationery	86.77	160.00	160.00	See notes	160.00
308 Travel expenses	0.00	100.00	25.00	See notes	100.00
309 Training/books	213.00	450.00	260.00	See notes	450.00
311 Hire of hall	118.00	182.00	174.00	See notes	188.50
312 Newsletter costs	51.80	126.00	80.00	See notes	130.00
313 Software licensing	123.18	204.75	195.00	See notes	0.00
399 Miscellaneous exp	35.00	500.00	370.00	See notes	500.00
✓ Total for Administration	<b>4335.21</b>	<b>6390.75</b>	<b>5629.12</b>		<b>6653.50</b>
<i>Highways &amp; Footpaths</i>					
401 Devolved maintenance	-360.00	0.00	-85.00	0	0.00
402 Footpaths	114.00	150.00	114.00	See notes	0.00
403 Traffic calming	0.00	4000.00	0.00	See notes	
✓ Total for Highways etc	<b>-246.00</b>	<b>4150.00</b>	<b>29.00</b>		<b>0.00</b>
<i>Parks and open spaces</i>					
501 Grass cutting	1104.00	1104.00	1056.00	See notes	1440.00
502 Other village work	480.00	100.00	700.00	See notes	750.00
503 Mill Grn cutting	252.00	252.00	252.00	See notes	Combined into 501
504 Playground inspection	0.00	63.00	55.00	103	56.65
505 Playground insurance	0.00	400.00	0.00	See notes	400.00
506 Mill Grn caretaker	0.00	150.00	0.00	See notes	150.00
507 Mill Grn other work	42.50	250.00	240.00	See notes	Combined into 502
✓ Total for Parks etc	<b>1878.50</b>	<b>2319.00</b>	<b>2303.00</b>		<b>2796.65</b>
<i>Lighting &amp; Churchyard</i>					
601 Elec for floodlights	241.71	420.00	400.00	103	412.00
602 Maintenance of lights	159.38	168.00	159.38	103	165.00
603 Repairs to lights	0.00	0.00	0.00	0	0.00
611 Churchyard maint'nce	704.00	700.00	704.00	103	726.00
612 Churchyard extension	0.00	1560.00	1200.00	See notes	0.00
613 Annual clock maintenance	141.00	150.00	141.00	See notes	100.00 Again, 1 year only committed
✓ Total for Lighting etc	<b>1246.09</b>	<b>2998.00</b>	<b>2604.38</b>		<b>1403.00</b>
<i>Section 137</i>					
701 Subscriptions/donations	508.00	1223.00	1223.00		1328.00 See s.137 analysis sheet
703 BKV posters & prizes	30.00	48.00	48.00	103	50.00
704 Village Plan	0.00	2000.00	0.00		0.00 See projects sheet
✓ Total for Section 137	<b>538.00</b>	<b>3271.00</b>	<b>1271.00</b>		<b>1378.00</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>11074.34</b>	<b>22451.29</b>	<b>15159.04</b>		<b>15553.69</b>

## 2. Abbots Bromley Parish Council - Proposed Projects

Further support for Vital Villages	2000.00	
Grant to help set up of CF Responders	2500.00	
Improvements for Best Kept Village	500.00	[B]
Monthly "surgery" in Church House	120.00	
Restoration of Ashbrook Lane Spring	500.00	[A]
Improved traffic management/speed reduction	4000.00	

<b>TOTAL FOR ALL PROJECTS</b>	<b>9620.00</b>	
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Notes:

[A] To cover cost of drainage, based on information supplied by SCC Highways

[B] Depends on how much funded from grants we receive

## 3. Abbots Bromley Parish Council - Summary

Balances at end of December ( end Q3)		
Current account	567.14	
Deposit account	16284.38	
Total held in bank accounts at end of Q3	16851.52	
Less funds held for Vital Village project at end Q3	1502.79	
Less monies held for Horns Fund	150.00	
Less funds held for RISES at end Q3	-245.00	[4]
<b>Balance in General Fund at end of December</b>	<b>15348.73</b>	
Forecast income for Q4	42.42	[1]
Forecast expenditure for Q4	-4084.70	[1]
<b>Forecast balance in General Fund at year end</b>	<b>11306.45</b>	
Add:		
Forecast income (exc precept) for next year	405.00	[1]
VAT to be reclaimed	250.00	[3]
Subtract:		
Forecast expenditure for next year	15553.69	[1]
Proposed project costs	9620.00	[2]
Reserve for contingency	4500.00	
<b>Balance to be funded from precept</b>	<b>17712.24</b>	

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 £166.57 owed at end Q3 plus expected bills for Q4

[4] Paid out to RCF School but not yet received from ESBC

[5] S.137 expenditure maximum for 2004/5 is 1341 \* £5 = £6705

Section 137 from income/expenditure	1378.00
First Responders	2500.00
Contribution to Village Plan	2000.00
Total proposed for S.137	5878.00

#### 4. Abbots Bromley Parish Council - Precept details

	1999/2000	2000/2001	2001/2002	2002/2003	2003/2004	2004/2005
Precept	13166	14588	11700	15700	17300	<b>17800</b> [1]
Cost base for Band D property/£1000 raised	1.49	1.48	1.47	1.45	1.43	<b>1.42</b> [2]
Precept for Band D	19.62	21.59	17.20	22.77	24.74	<b>25.28</b> [3]
% increase/-decrease		<b>10.06%</b>	<b>-20.34%</b>	<b>32.36%</b>	<b>8.68%</b>	<b>2.17%</b>

Notes:

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

[2] Figure supplied by ESBC

[3] A precept of £17,421 would result in the same cost to householders in 2004/5 as for 2003/4

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

(Assumed paid in arrears for previous quarter)

Applies to quarter:-	Jan-Mar 04	Apr-Jun 04	Jul-Sep 04	Oct-Dec 04	
Paid in quarter:-	Apr-Jun 04	Jul-Sep 04	Oct-Dec 04	Jan-Mar 05	Total
Salary	725.90	765.63	765.63	765.63	3022.79 [3]
Allowance - home as office	27.50	27.50	27.50	27.50	110.00
Allowance - use of computer	10.00	10.00	10.00	10.00	40.00
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	20.00	20.00	20.00	20.00	80.00
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>849.90</b>	<b>889.63</b>	<b>889.63</b>	<b>889.63</b>	<b>3518.79</b>

## 6. Section 137 subscriptions/donations

	2002/2003 Actual	2003/2004 act. to date	2003/2004 budget	2003/2004 forecast	2004/2005 budget
Grant to Vital Villages	1666.67				
Grant to Cricket Club	700.00				
Community Council of Staffordshire	18.00	18.00	20.00	18.00	20.00
Staffordshire Wildlife Trust	30.00	30.00	33.00	30.00	33.00
Playing Fields Association	0.00	0.00	0.00	15.00	15.00
Scouts	540.00		500.00		
Royal British Legion (wreath)	25.00	25.00	30.00	25.00	30.00
CPRE	25.00	25.00	30.00	25.00	30.00
Air Ambulance	200.00	200.00	200.00	200.00	200.00 [2]
St Giles Hospice	10.00	10.00	10.00	10.00	[1]
Community First Responders set up					
Donna Louise Trust		200.00		200.00	
Any other donations	40.00		400.00	700.00	1000.00
<b>TOTALS</b>	<b>3254.67</b>	<b>508.00</b>	<b>1223.00</b>	<b>1223.00</b>	<b>1328.00</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 estimate based on 3% cost of living award and spinal point 2