

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 16 January 2017 at the Vernon Institute, Church Road, Saughall.

In attendance: Councillor A Bailey  
Councillor B Kerr  
Councillor H Jennings  
Councillor Ms A Manning  
Councillor Mrs J O'Malley  
Councillor Mrs JE Storrar  
Councillor A Warrington (in the Chair)  
Councillor Mrs JM Young  
Councillor PP Young

Graham Hudspeth – Responsible Financial Officer

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs J Knox.

21. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

All Members had completed an appropriate request form and had been granted a dispensation (which would expire on 2 May 2019) to approve the Budget and the Annual Precept for the parish on the grounds that without the dispensation the number of persons prohibited from participating in the consideration of that item of business would be so great a proportion of the body transacting the business as to impede the transaction of the business, and the dispensation was in the interests of persons living in the Council's area. (Minute No. 82(b) refers.)

22. DETERMINATION OF THE PARISH COUNCIL'S BUDGET FOR THE MUNICIPAL YEAR 2017/2018 AND THE PARISH PRECEPT

The Council noted the content of a letter dated 19 December 2016 from Cheshire West and Chester Council's Head of Finance, Mark Wynn formally requesting the Parish Precept information for 2017/2018.

The money needed for the Parish's budgetary requirements was, through the Council's power of precept, added to the Council Tax for the area. The Parish Council Tax was calculated by dividing the Precept a Parish Council requested by the estimated tax base for the area. Saughall and Shotwick Park Council's tax base for 2017/2018 was 1,108. This had been calculated by taking the number of 'Band D' equivalent properties in the Parish from information supplied by the Valuation Officer, and then making allowances for discounts, exemptions, appeals, Council Tax Reduction Scheme (CTRS) costs, non-collection and housing growth estimates. Band D equivalents were calculated by scaling properties in other bands either up or down to convert them to Band D levels.

The Council noted that Cheshire West and Chester Council had informed that as well as the local precept, it would also receive a grant payment of the

reduction in the local tax base when the localised CTRS had been introduced in April 2013. The Clerk had received a letter from Mr Wynn dated 1 December 2016 which had advised of this grant payment of £3,189 for 2017/2018. (Minute No. 300(d) refers). It needed to be borne in mind when calculating the local precept.

In order that the Principal Authority could include the Parish Precept and set the Council Tax for next year, the Clerk was requested to complete and return a form enclosed for the purpose.

The Council also referred to the following documentation which had been included with the agenda for the meeting:

- (a) Draft Budget 2017/2018
- (b) Parish Council Payments 1 April 2016 – 31 December 2016
- (c) Bank Reconciliation at 31 December 2016
- (d) Precept calculation 2016/2017
- (e) Estimated income to year-end 31 March 2017
- (f) Estimated expenditure to year-end 31 March 2017
- (g) Saughall Sports and Community Pavilion Fund
- (h) Proposed Precept calculation 2017/2018
- (g) Letter dated 19 December from Cheshire West and Chester Council's Director of Corporate Services, Mark Wynn regarding the Parish Precept calculation for 2017/2018.

Members noted that the Band D precept charge for the Council had been £56.20 and if they wanted this charge to be the same in 2017/2018, the Council would need to agree to request a precept of £62,270. Members agreed that this would be the approach the Council would take for the 2017/2018 Financial Year.

The Draft Budget Setting Group (Councillors A Bailey, A Warrington, PP Young, the Clerk and the Responsible Financial Officer) had met on 5 January 2017 to consider issues relating to and proposals in respect of the Council's 2017/2018 Budget. A draft Budget had been drawn up.

In determining the Council's Budget Members gave consideration to the following:

- The new younger children's play area which was a top priority for the Council. Morris Homes had promised to provide a grant of £8,250 to help finance this project. Also, the Council could fund the project without any further grants if necessary. To spread the costs of this a loan could be taken out over future years as future generations would benefit. The Council could apply for a loan to the Public Works Loan Board.
- The decision already made on 9 May 2017 not to fund a PCSO post (£11,980) in Saughall (Minute No. 106(a) refers.).
- A petition received which informed that residents wanted to see more Christmas Lights next year.
- Further work required on the Vernon Institute Clock.

RESOLVED: That

- (1) the Clerk be requested to apply to the Public Works Loan Board for a grant of £50,000 over 20 years to help fund the new children's play area;
- (2) the Clerk be requested to ensure that the quotations received to project/contract manage the new children's play area scheme are included on the agenda for consideration at the next meeting of the Council scheduled for Monday, 6 February 2017;
- (3) the Parish Council's budget for the Municipal Year 2017/2018 be agreed as £90,488 as set out in Appendix A which means the Band D Council Tax will remain the same as in the previous Financial Year; and
- (3) the Clerk be requested to inform Cheshire West and Chester Council that this Council requires a parish precept of £62,270 for the Municipal Year 2016/2017, along with the CTRS grant funding of £3,189 (in total £65,459) in accordance with the precept calculation set out in Appendix B.

## Saughall and Shotwick Park Parish Council Budget 2017/18

Budget Head	Budget 2016/2017	Budget 2017/2018
<b>Finance &amp; General Purposes</b>		
Principal Officer to the Council - Salary	£ 12,00	£ 14,000
Principal Officer to the Council - Expenses/ Stationary/ Postage/ Computer consumables	£ 2,50	£ 2,75
Chairman's Allowance	£ 1,00	£ 1,00
Councillors Expenses	£ 20	£ 40
Audit Fees	£ 50	£ 60
Christmas Lighting	£ 5,00	£ 5,00
Computer, Printer & Website support	£ 60	£ 80
Donations/ Honoraria / Section 137	£ 25	£ 25
Election Charges	£	£
Insurances	£ 2,00	£ 2,50
Map Boards & Footpath leaflets	£	£
Miscellaneous Minor Repairs	£ 1,50	£ 1,50
Newletter publication costs	£ 2,00	£ 3,00
Room Rentals	£ 75	£ 1,00
Subscriptions	£ 1,00	£ 1,00
Training Seminars	£ 1,00	£ 1,00
Trees/ Plants & Bulbs	£ 50	£ 1,00
VI Clock & Tower	£ 25	£ 35
Village Events	£	£
Webcasting	£ 1,00	£
<b>Sub Total</b>	<b>£ 32,050</b>	<b>£ 36,150</b>
<b>Golden Jubilee Park</b>		
Drainage	£ 2,00	£ 1,50
Equipment - Inspection	£ 13	£ 20
Equipment - Maintenance/ Replacement	£ 15,00	£ 31,750
Gate/ Fencing - repair/ replacement	£ 2,00	£ 2,00
GJP Loan Repayment	£ 1,88	£ 1,88
Grass Cutting/Hedge Cutting/ Repairs	£ 4,00	£ 4,00
Litter Removal	£ 1,00	£ 1,00
Structure Plan	£ 2,00	£
<b>Sub Total</b>	<b>£ 28,023</b>	<b>£ 42,338</b>
Community Action/ Facilities Fund	£ 6,00	£ 9,00
Police Community Support Officer	£ 11,98	£
Contingencies	£ 3,00	£ 3,00
<b>Grand Total</b>	<b>£ 81,053</b>	<b>£ 90,488</b>

## Saughall and Shotwick Park Parish Council Precept Calculation 2017/2018

2016/2017			
Budget	£78,092		
Precept	£59,433		
Council Tax (Band D)	£56.20		
		£	
	Brought Forward	134,057	
	Estimated Income	80,188	
	Estimated Expenditure	-86,176	
	Surplus	148,069	148,069
Less money in Designated Funds			
	Community Facilities	43,052	
	Footpaths	941	
	Play Equipment	63,339	
	Community Safety/PCSO	62	
	ICT	1,000	
	Village Events	566	
Less money in Restricted Funds			
	Sports & Community Pavilion	15,250	
		-124,210	
Balance Carried Forward			23,858
2017/2018		Proposed	To keep same Tax
	Budget	90,488	90,488
Less Other Income			
	Powersystems Wayleave Payment	-5	-5
	VAT Refund	-1,167	-1,167
Less Balance C/Fwd		-23,858	-23,858
	Required Precept	65,458	65,459
Less CW&C Council Tax Reduction Grant		-3,189	-3,189
	Council Tax	62,269	62,270
	Tax Base (Band D)	1,108.0	1,108.0
	Tax	£56.20	56.20
	Increase/Decrease	0%	