

MINUTES OF THE BUDGET MEETING OF SAUGHALL AND SHOTWICK PARK  
PARISH COUNCIL held on 6 February 2007 in the Parish Room, 2 Fiddlers Lane, Saughall

In attendance: Councillor DF Holman  
Councillor B Kerr (in the Chair)  
Councillor Mrs P Humphrey (Part)  
Councillor WI Humphrey (Homewatch Co-ordinator)  
Councillor C Moss (Part)  
Councillor RK Shukla  
Councillor Mrs JE Storrar (Part)  
Councillor RA Storrar  
Councillor HL Thorniley-Jones  
Councillor A Warrington (Part)  
Councillor Mrs D Whitton (Part)  
Councillor Mrs JM Young (Part)

Chief Inspector Brian Roberts

26 APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor Mrs J Johnson  
Councillor JG Johnson

27 CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor C Moss declared a prejudicial interest in respect of Item No 4 - Parish Room (Minute No 29/2007 refers) as he was the Council's landlord and the Council's occupation of the room was under review. Consequently, financial provision may or may not be included in the budget. Councillor Moss left the room whilst this matter was under consideration.

28 POLICE COMMUNITY SUPPORT OFFICERS (PCSO) SCHEME

Chief Inspector Roberts made a presentation on the Police Community Support Officer Programme and the Service Level Agreement.

The role of the PCSO was to provide a visible uniformed presence in order to contribute to the reduction of crime and disorder and the promotion of public reassurance and quality of life in the Parish's of Saughall and Shotwick Park.

The Chief Inspector set out how the Parish Council and the Cheshire Constabulary could work in partnership to achieve the best use of the resources available and informed on the management of PCSOs, operational issues (patrols and shifts) and the deployment and task aspect of the PCSO scheme.

Following the presentation Members asked a number of questions which the Chief Inspector answered as appropriate.

Members were aware, from a previous meeting arranged by the Cheshire Association of Local Councils held on 9 January 2007 at Middlewich, that the initiative was

considered effective and required at least a two-year commitment as one year's notice could be given after one year to terminate the arrangement.

Following the presentation the Council debated whether to not to enter into a Service Level Agreement with the Cheshire Constabulary to develop partnership working towards reducing crime and disorder and increase public confidence leading to a greater level of reassurance through the provision of a PCSO in Saughall.

RESOLVED:

That this Council enter into a Service Level Agreement with the Cheshire Constabulary to provide a PCSO for Saughall and Shotwick Park and that appropriate financial provision be included in the 2007/08 budget for this important initiative.

## 29 PARISH ROOM

The Council gave consideration to its occupation of the Parish Room. It discussed its current usage, the need to provide an office for the PCSO and the financial costs associated with the facility. It was noted that the estimated cost of the room during 2006/07 was £2,036.

RESOLVED:

That the Council's occupation of the Parish Room be continued for a further year and be reviewed again at the 2008/09 Budget Council meeting.

## 30 PLAY EQUIPMENT INSPECTION

The Council considered a quotation of £59.95+VAT to carry out a quarterly inspection of its play equipment from Mr Alan Dymond of Morral Play Solutions. Mr Dymond would inspect and provide basic maintenance such as greasing moving parts and securing fittings. It was noted that any further repair work would be carried out when required and priced separately.

At the Council meeting held the previous evening the Council had considered an offer from Chester City Council to provide training on playground inspections free of charge. The Clerk had been requested to seek advice from Mr Phil Davies, Chester City Council's Play Development Officer, on individual Member's liability when carrying out play equipment inspections and report it at the Budget Council meeting (Minute No 11(e)(ii)/2007 refers)

The Clerk reported that Mr Davies considered that the person that undertook the inspection was working on behalf of the Parish Council, therefore its public liability insurance should cover an employee/volunteer. He suggested that this advice be checked with the Council's insurance company.

It was noted that the whole purpose of the training course was to enable individuals, who acted on behalf of the Parish Council or voluntary organisations, to achieve a level of competency. This was recognised by a number of groups including the Health and Safety Executive. Mr Davies had urged the Council to apply for a place on the course.

RESOLVED: That

- (1) the Clerk be requested to enter into an agreement with Mr Alan Dymond of Morral Play Solutions to provide quarterly inspections of play equipment in Fiddlers Lane Playing Field; and
- (2) Councillor RA Storrar be requested to take up a free place on the training course on playground inspections and the Clerk be requested to send the appropriate application form to Chester City Council.

31 VILLAGE DESIGN STATEMENT

The Council at its meeting held on 4 September 2006 had resolved to consider whether or not to commission Cheshire Landscape Trust to produce a Village Design Statement for Saughall at a cost of approximately £2,500 at its April 2007 meeting (Minute No 136/2006 refers).

The Clerk informed that if the Council wished to pursue the Village Design Statement it would need to make financial provision in its 2007/08 Budget.

RESOLVED:

That a Village Design Statement for Saughall be not pursued at this time and no financial provision be made in the Council's 2007/08 Budget.

32 GOLDEN JUBILEE PARK DEVELOPMENT – QUOTATIONS

(a) Ground Reinforcement

The Clerk had received a re-quotation from Tenax UK Limited for ground reinforcement in the Golden Jubilee Park as follows:

The area would require approximately 31 rolls of Grass Protection Mesh (Premium) @ £325 per roll and 31 bags of securing U-pins @ £46 per bag  
Total = £11,501 excluding VAT but including carriage.

An estimate of £2,300+VAT had also been supplied from N and NJ Enterprises Ltd for the installation of 31 rolls of Grass Protection Mesh held in place by pins and to dig out and install 4 roadside kerbstones.

RESOLVED:

That the quotations detailed above be accepted and the Clerk be requested to make the necessary arrangements for the delivery and installation once the fencing work has been completed.

(b) Fencing

The following quotations had been received from Ringwood Fencing in respect of the Golden Jubilee Park development:

- (a) To supply and erect approx 56m of sawn post and 3no rail fencing using the following specification. Posts will be 1.8x125x75mm concreted in at 1.8m centres, 3no 3.6x87x38mm rails will be nailed to the posts using 100mm galvanised nails.

All wood will be rough sawn and pressure treated.

The existing bench will be removed.

**Price to include all material and labour £1,164.28 + VAT**

- (b) To supply and erect approx 74m of sawn post and 3no rail fencing using the following specification. Posts will be 1.8x125x75mm concreted in at 1.8m centres, 3no 3.6x87x38mm rails will be nailed to the posts using 100mm galvanised nails.

All wood will be rough sawn and pressure treated.

The existing bench will be removed.

**Price to include all material and labour £1,600.77 + VAT**

- (c) To supply and erect 1no 1.2m wide semi planed field gate to be erected into the above fencing instead of the overlap of post and rail.

The gate will be hung from the backs of 2no 2.4x150x150 gateposts which will be concreted in and will come complete with all necessary galvanised fittings.

All wood will be rough sawn and pressure treated.

**Price to include all material and labour £283.33 + VAT**

- (d) To supply and erect 1.2m high weld mesh to the above post and rail fencing and gate.

1.2m high P.V.C. coated weld mesh will be pulled tight and stapled to the fencing using 30mm galvanised staples.

**Price to include all material and labour £6.73 per metre + VAT**

RESOLVED: That

(1) quotation (a) be not accepted;

(2) quotations (b), (c) and (d) be accepted; and

(3) the Clerk be requested to make the necessary arrangements for the fencing work to be completed by Ringwood Fencing as soon as possible.

### 33 DETERMINATION OF THE PARISH COUNCIL'S BUDGET FOR 2006/2007 AND THE PARISH PRECEPT

The Council received details of payments made from 1 April 2006 until 2 January 2007, estimated expenditure and income to the end of March 2007, the 2006/2007 Budget, its proposed budget for 2007/2008 as agreed by the Finance and General Purposes Committee at its meeting on 21 December 2006, and the parish tax base – 2007/2008 – Council Tax.

Members considered each budget head in turn and debated the funding that would be required over the next year against each one in order to carry out the Council's activities and provide an appropriate level of service both effectively and efficiently. After substantial deliberation the 2007/2008 Parish Budget was agreed.

RESOLVED: That

- (1) the Parish Council budget for 2007/2008 be agreed as set out in Appendix 1; and
- (2) the Clerk be requested to inform Chester City Council's Director of Corporate Services that the Parish Council requires a precept of £46,499.00 for 2007/2008 (Appendix 2)

34 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council reviewed and revised the date of the next Finance and General Purposes Committee that had been scheduled for Thursday, 22 February 2007.

RESOLVED:

That the next meeting of the Finance and General Purposes Committee be now held at 7:30pm on Thursday, 15 March 2007 in the Parish Room, 2 Fiddlers Lane, Saughall and items include the review of Standing Orders, funding application to Goway North Area Committee and any other issues referred by Council at its meeting on Monday, 5 March 2007.

**Saughall and Shotwick Park Parish Council  
Budget 2007/2008**

Budget Head	Budget 2007/2008
<b>Environment Matters</b>	
Miscellaneous Minor Repairs	1,000.00
Street Cleaning	10,815.00
Litter Bins	300.00
Grass Cutting (Playing Fields) (Weekly cut)	3,500.00
Play Equipment (rolling replacement programme)	1,000.00
Play Equipment Inspections (4No)	250.00
Sub Total	16,865.00
<b>Golden Jubilee Park</b>	
Grass & Hedge Cutting	1,000.00
Development Fund	6,000.00
Golden Jubilee Park Loan Repayment	5,545.00
Sub Total	12,545.00
<b>Finance and General Purposes</b>	
(a) Administration	
Principal Officer to the Parish Council	11,021.00
Chairman's Allowance	1,000.00
Stationary/Postage/Computer Consumables	1,200.00
Parish Councillor's Expenses	300.00
Computer (including rental)	360.00
Newsletter publication costs	1,000.00
Training/Seminars	750.00
Sub Total	15,631.00
(b) Annual Payments	
Parish Room rental and associated costs	2,200.00
Audit Fees	370.00
Donations/Honorarium	250.00
Insurance	1,290.00
Subscriptions	750.00
VI Clock Service	230.00
Christmas Events	100.00
Sub Total	5,190.00
(c) Vernon Institute - (Annual Grant to designated fund)	1,000.00
<b>Highways Matters</b>	
Bus Shelter maintenance	2,500.00
Sub Total	2,500.00
<b>Police Community Support Officers</b>	8,500.00
Grand Total	62,231.00

**Saughall and Shotwick Park Parish Council  
Precept Calculation 2007/2008**

**2006/2007**

Budget	£57,696.00		
Precept	£38,637.00		
Council Tax (Band D)	£32.89		
		£	
	Estimated Income	108,790	
	Estimated Expenditure	<u>-38,927</u>	
	Surplus	69,863	69,863
Less money in Designated Funds			
	Vernon Institute	3,840	
	Footpaths	680	
	Play Equipment	9,000	
	Golden Jubilee Park	45,212	
	Community Safety/PCSO	2,500	
	ICT	1,000	-62,232
			<hr/>
Balance Carried Forward			7,631

**2007/2008**

	Draft Budget	62,231	An increase of 8%
Less Income	Double Taxation Grant	-3,131	
	Street Cleaning Grant	-4,970	
Less Balance C/Fwd		<u>-7,631</u>	
	Required Precept	46,499	
	Tax Base (Band D)	1,175.3	
	Tax	<span style="border: 1px solid black; padding: 2px;">39.56</span>	
	Increase/Decrease	20%	