

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 14 January 2019 at the Vernon Institute, Church Road, Saughall.

In attendance: Councillor A Bailey
Councillor P Halford
Councillor DF Holman
Councillor H Jennings
Councillor M Johnson
Councillor B Kerr
Councillor Ms A Manning
Councillor Mrs JE Storrar
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young (in the Chair)

Alan Dymond, BMX Track Project Manager (Part)
Graham Hudspeth, Responsible Financial Officer

109. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs J Knox.

110. SIX MONTH'S RULE – COUNCILLOR'S NON-ATTENDANCE AT COUNCIL MEETINGS

Councillor Mrs J Knox had been unable to attend meetings due to ill health. She last attended a Council meeting on 8 May 2018 and her apologies for absence had been received and accepted at the Council meetings held on 18 June, 13 August and 1 October 2018.

At the Council meeting held on 1 October 2018 the Clerk had reported that the next Council meeting was scheduled for 12 November 2018 by which time Councillor Mrs J Knox would have failed to attend a Council meeting for a period of more than six months.

Consequently, the Clerk had asked the Council if it was willing to approve and authorise the absence of Councillor Mrs J Knox from Council and Committee meetings pursuant to s85 of the Local Government Act 1972. An extract of s85 had been made available for Members' information.

The Council had resolved:

'That:

- (1) the current absence from Council and Working Group meetings of Councillor Mrs J Knox due to ill health be authorised and approved for the period until the scheduled meeting of the Council to be held on 14 January 2019, pursuant to s85 of the Local Government Act 1972; and

(2) Councillor Mrs JM Young be requested to inform Councillor Mrs J Knox of the decision above.'

Councillor Mrs JM Young reported that Councillor Mrs J Knox was prepared to resign from the Council. However, Members indicated that they did not wish to accept her resignation.

Also, the Council was made aware that if a casual vacancy occurred within six months of the scheduled Parish elections (held every four years) then an election would not be held unless the total number of unfilled vacancies exceeds one third of the total membership of the Parish Council.

RESOLVED:

That Councillor Mrs J Knox's continued absence due to illness be authorised until the end of the Municipal Year.

111. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Members were reminded that they 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.

112. GOLDEN JUBILEE PARK – PROPOSED BMX TRACK

Alan Dymond attended the meeting and presented the draft tender documents in respect of the proposed BMX track for the Council's approval.

Members had regard to the documentation and discussed the design, ground preparation, specification and timetable in detail. In particular they considered the drainage situation in the Park and the need for a soak away which would be included in the ground works. Some amendments were agreed in respect of the path at the end of the Multi-Use Games Area and the timetable was revised to ensure that in accordance with Standing Order No. 75 three weeks public notice could be given of the Council's intention to enter into a contract for the execution of the works required to provide a BMX track in the Golden Jubilee Park.

Members had regard to the proposed Timetable and agreed that the tenders must be returned to the Clerk by no later than 12 noon on Tuesday, 5 February 2019.

RESOLVED: That

(1) the revisions put forward by Members be incorporated into the documents and the revised tender documentation be agreed;

- (2) Mr Dymond be requested to send the tender documents to all firms included in the in the appropriate standing approved list of contractors maintained by the Principal Authority;
- (3) the Clerk be requested to post all of the tender documents on the Council's website on 15 January 2019;
- (4) the Clerk be requested to open the tenders at 6pm on Tuesday, 5 February 2019 in the Uniformed Groups Headquarters in the presence of Councillors A Bailey, H Jennings, Mrs JM Young and PP Young; and
- (5) delegated authority be given to the Members at (4) above to consider the tenders received and award the contract for the BMX track works in the Golden Jubilee Park.

113. DETERMINATION OF THE PARISH COUNCIL'S BUDGET FOR THE MUNICIPAL YEAR 2019/2020 AND THE PARISH PRECEPT

The Council noted the content of a letter dated 14 December 2018 received from Cheshire West and Chester Council's Head of Finance, Mark Wynn formally requesting the Parish Precept information for 2019/2020.

The money needed for the Parish's budgetary requirements was received, 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 2019/2020 was 1,122.2. 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 was reminded that in 2016 Cheshire West and Chester Council had informed that it was reducing the grant payable to parish and town councils in respect of the impact of the Council Tax Reduction Scheme on the tax base in line with the reduction in Revenue Support Grant. This meant that by 2020/21 no grant would be payable. However, it was noted that the grant payable to the Parish Council in 2019/20 was £1,063.

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 by 1 February 2019.

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

- (a) Draft Budget 2019/2020
- (b) Parish Council Payments 1 April 2018 – 31 December 2018
- (c) Bank Reconciliation at 31 December 2017
- (d) Precept calculation 2018/2019

- (e) Estimated income to year-end 31 March 2019
- (f) Estimated expenditure to year-end 31 March 2019
- (g) Proposed Precept calculation 2018/2019
- (h) A letter dated 14 December 2018 from Cheshire West and Chester Council's Director of Corporate Services, Mark Wynn regarding the Parish Precept calculation for 2019/2020.

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 2019/2020, the Council would need to agree to request a precept of £63,056. After some discussion Members agreed that this would be the approach the Council would take for the 2019/2020 Financial Year.

The draft Budget Setting Group (Councillors A Bailey, PP Young, the Clerk and the Responsible Financial Officer) had met on 27 December 2018 to consider issues relating to and proposals in respect of the Council's 2019/2020 Budget. A draft Budget had been drawn up and Members had regard to it.

Members noted that some budget heads in the draft Budget were in surplus as more funding had been proposed than was deemed necessary and consequently they made realistic proposals to reduce the amounts in some budget heads. Their aim was to keep the Council Tax at the same amount as in 2018/19 (£56.20), therefore, the funding that was left was put into the Future Projects budget head.

RESOLVED (Unanimously): That

- (1) the Parish Council's budget for the Municipal Year 2019/2020 be agreed as £80,297 as set out in Appendix A which means that 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 £64,120 for the Municipal Year 2019/2020, less the CTRS grant funding of £1,063, **£63,057** in total in accordance with the precept calculation set out in Appendix B.

114. PROPOSAL - CHAIRMAN'S AWARDS 2019

Councillor PP Young informed the Council of a proposal to invite Voluntary and Community Groups within the Saughall area to apply for funding from the Parish Council. He circulated a draft document that set out eligible organisations and projects that may benefit if his proposal was agreed, along with proposed criteria and an application process.

Councillor PP Young asked Members to consider how such a scheme could be put in place to run successfully for the good of the local community. He informed that he was not asking Members to discuss this in any great detail at this meeting but to give it some thought until the next ordinary Council meeting which was scheduled for Monday, 21 January 2019, when the proposed Scheme would be revisited, debated and appropriate decisions could be made.

RESOLVED:

That the proposal to introduce a Community Awards Scheme funded by the Council be given further consideration at the next meeting of the Council scheduled for Monday, 21 January 2019.

Appendix A

Saughall and Shotwick Park Parish Council Budget 2019/20

Budget Head	Draft Budget 2019/2020
Finance & General Purposes	
Principal Officer to the Council - Salary	€ 13,000
Principal Officer to the Council - Expenses/ Stationary/ Postage/ Computer consumables	€ 1,000
Chaiman's Allowance	€ 1,000
Councillors Expenses	€ 400
Audit Fees	€ 600
Christmas Lighting	€ 4,000
Computer, Printer & Website support	€ 800
Election Charges	€ 3,000
Insurances	€ 1,500
Map Boards & Footpath leaflets	€ 1,500
Newletter publication costs	€ 1,600
Room Rentals	€ 1,000
Subscriptions	€ 1,100
Training Seminars	€ 600
Trees/ Plants & Bulbs/ Planter Maintenance	€ 2,000
VI Clock & Tower	€ 1,000
Sub Total	€ 34,100
Golden Jubilee Park	
Drainage	€ 1,500
Equipment - Inspection	€ 200
Equipment - Maintenance/ Replacement	€ 3,000
GJP Loan Repayment	€ 1,888
GJP Maintenance	€ 10,000
Litter Removal	€ 1,500
Future Projects	€ 12,609
Sub Total	€ 30,697
Traffic Calming Fund	€ 10,000
Public Footpaths	€ 2,500
Contingencies	€ 3,000
Grand Total	€ 80,297

Appendix B

Saughall and Shotwick Park Parish Council Precept Calculation 2019/2020

2018/2019			
Budget	£91,105		
Precept	£64,238		
Council Tax (Band D)	£56.20		
		£	
	Brought Forward	90,856	
	Estimated Income	79,245	
	Estimated Expenditure	-57,350	
	Surplus	112,751	112,751
Less money in Designated Funds			
	Community Action/Facilities	34,484	
	Traffic Calming	10,000	
	Footpaths	941	
	Recreational Equipment	35,630	
	ICT	1,000	
	Future Projects	16,816	
		-98,872	
Balance Carried Forward			13,880
2019/2020		Proposed	
	Budget	80,297	
Less Other Income			
	Powersystems Wayleave Payment	-5	
	VAT Refund	-2,293	
Less Balance C/Fwd		-13,880	
	Required Precept	64,120	
Less CW&C Council Tax Reduction Grant		-1,063	
	Council Tax	63,057	
	Tax Base (Band D)	1,122.0	
	Tax	£56.20	
	Increase/Decrease		0%