

MINUTES OF A REMOTE MEETING VIA ZOOM OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held at 7pm on Monday, 11 January 2021

In attendance: Councillor A Bailey (in the Chair)
Councillor Mrs K Evans
Councillor MA Hallows (Part)
Councillor DF Holman
Councillor HT Jennings
Councillor M Johnson
Councillor B Kerr
Councillor Mrs L Rutter
Councillor Mrs JE Storrar
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young

Dave Glavin, Internal Auditor
Graham Hudspeth, Responsible Financial Officer

262. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cheshire West and Chester Councillor Simon Eardley.

263. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

264. DETERMINATION OF THE PARISH COUNCIL'S BUDGET FOR THE MUNICIPAL YEAR 2021/2022 AND THE PARISH PRECEPT

The Council noted the content of a letter dated 22 December 2020 received from Cheshire West and Chester Council's Chief Operating Officer, Mark Wynn formally requesting the Parish Precept information for 2021/2022.

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 2021/2022 was 1,122.5. 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, successful valuation appeals, the cost of the Council Tax Reduction Scheme, 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 informed that the Covid-19 pandemic had had a significant downward impact on the levels of house building across the country and had also led to an increase in the number of households claiming support through the Council Tax Reduction Scheme. This had led to tax bases in many areas across the borough falling.

In order that the Principal Authority could include the Parish Precept and set the Council Tax for next year, the Clerk had been requested to complete and return the form enclosed for the purpose by 29 January 2021.

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

- (a) Draft Budget 2021/2022
- (b) Parish Council Payments 1 April 2020 – 31 December 2020
- (c) Precept calculation 2020/2021
- (d) Estimated income to year-end 31 March 2021
- (e) Estimated expenditure to year-end 31 March 2021
- (f) Proposed Precept calculation 2021/2022
- (g) A letter dated 22 December 2020 from Cheshire West and Chester Council's Chief Operating Officer, Mark Wynn regarding the Parish Precept calculation for 2021/2022.

Members noted that the Band D precept charge for the Council had been £58.05 in 2020/2021. After some discussion Members agreed that the approach the Council would take for the 2021/2022 Financial Year would be to increase the precept by approximately 0.4% by increasing the amount it would receive by £57.

The Business Working Group (Councillors A Bailey, H Jennings, B Kerr, A Warrington and PP Young, the Clerk and the Responsible Financial Officer) had met on 7 January 2021 to consider issues relating to and proposals in respect of the Council's 2021/2022 Budget. A draft Budget had then been drawn up and Members had regard to it.

RESOLVED: That

- (1) the Parish Council's budget for the Financial Year 2021/2022 be agreed as £74,088 as set out in Appendix A which means that the Band D Council Tax will increase by 0.4% on the previous Financial Year to 58.29 (£1.12 per week for each Band D household); and
- (2) the Clerk be requested to inform Cheshire West and Chester Council that this Council requires a parish precept of £65,436 for the Municipal Year 2021/2022 in accordance with the precept calculation set out in Appendix B.

Appendix A

Saughall and Shotwick Park Parish Council Budget 2021/22

Budget Head	Budget 2021/2022
Finance & General Purposes	
Principal Officer to the Council - Salary	£ 13,500
Principal Officer to the Council - Expenses/ Stationary/ Postage/ Computer consumables	£ 2,000
Chairman's Allowance	£ 1,000
Councillors Expenses	£ 400
Audit Fees	£ 600
Christmas Lighting	£ 7,000
Computer, Printer & Website support	£ 200
Election Charges	£ 1,000
Insurances	£ 1,500
Map Boards & Footpath leaflets	
Newletter publication costs	£ 1,600
Room Rentals	£ 1,000
Subscriptions	£ 1,100
Training Seminars	£ 600
Trees/ Plants & Bulbs/ Planter Maintenance	£ 2,000
V Clock & Tower	£ 2,500
Sub Total	£ 36,000
Golden Jubilee Park	
Drainage	£ 5,000
Equipment - Inspection	£ 200
Equipment - Maintenance/ Replacement	£ 1,000
GJP Loan Repayment	£ 1,888
GJP Grass Cutting	£ 5,000
GJP General Maintenance	£ 3,000
Litter Removal	£ 2,000
Sub Total	£ 18,088
Traffic Calming Fund	£ 5,000
GJP Community Development Fund	£ 11,500
Community Action/Facilities	£ 500
Contingencies	£ 3,000
Grand Total	£ 74,088

Appendix B

Saughall and Shotwick Park Parish Council Precept Calculation 2021/2022

		2020/2021			
Budget	£95,688				
Precept	£65,379				
Council Tax (Band D)	£58.05				
			£		
		Brought Forward	97,200		
		Es timated Income	73,687		
		Es timated Expenditure	-81,744		
		Surplus	<u>109,143</u>	109,143	
Less money in Des igned Funds					
		Community Action/F acilities	16,378		
		Traffic Calming	22,500		
		GJP Community Development	64,123		
		ICT	252		
				<u>-103,253</u>	
Balance Carried Forward				5,890	
		2021/2022	Proposed		
		Budget	74,088		
Less Other Income					
		Powersystems Wayleave Payment	-5		
		VAT Refund	-2,758		
Less Balance C/Fwd			<u>-5,890</u>		
		Required Precept	65,438		
		Tax Bas e (Band D)	1,122.5		
		Tax	<u>£58.29</u>		
		Increase/Decrease		0.4%	