



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### Minutes of the Full Council Meeting held on Tuesday 17<sup>th</sup> January 2023 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

#### **Present:**

#### **Councillors:**

Gill Auld; Barbara Bailey; John Bailey; Jo Davis; Audrey Gillard-Sprake; Simon Kidd; Andrew Larcombe; Ray Love; Conor Ogilvie-Davidson; Jonathan Rich (Chair); Les Sprake; Kathy Thomas (Vice-Chair).

#### **In attendance:**

Tanya West – Parish Clerk & RFO

#### **Public Session**

There was one members of the public present at the meeting. There did not have any matters they wished to raise but just wanted to observe.

The Chair asked if any persons were recording the meeting. No one responded that they were.

#### **C121 – 17/01/2023**

#### **Attendance Roll Call and Declarations of Interest**

An attendance roll call was undertaken and those present are detailed above.

No further interests to those already disclosed to the Monitoring Officer were declared.

The Clerk advised that setting of the Precept is not something that requires an additional declaration or dispensation for councillors; this is defined within the national rules.

#### **C122 – 17/01/2023**

#### **Attendance and Apologies for Absence**

A report on councillor meeting attendance throughout the 2022-23 Council year had been circulated as pre-reading.

Apologies for absence had been received from Cllrs Mandy Clarke and Richard Clarke due to illness. These apologies were duly noted.

Cllr Gavin Heathcote was absent with no apologies received.

#### **C123 – 17/01/2023**

#### **Minutes**

- i. The minutes of the **Full Council** meeting held on 22<sup>nd</sup> November 2022 had been circulated in advance for the meeting; but not in sufficient time for them to be reviewed by all councillors. It was therefore agreed their approval should be rolled over to the next meeting.
- ii. The minutes of the **Extraordinary Meeting** of the **Full Council** held on 20<sup>th</sup> December 2022 had been circulated in advance for the meeting; but not in sufficient time for them to be reviewed by all councillors. It was therefore agreed their approval should be rolled over to the next meeting.

#### **C124 – 17/01/2023**

#### **Items for Urgent Report**

There were no items for urgent report.

#### **C125 – 17/01/2023**

#### **Council Committee Updates**

Four meetings had been held since the last Full Council meeting. Councillors were provided with the opportunity to raise questions or comments to the Chairs of the Standing Committees. Any matters raised and associated decisions on recommendations are detailed below.

**Cemetery Committee** – Meeting held on 18<sup>th</sup> October 2022. The updates to the **Interment and Memorial Policy** discussed at this meeting now require further update and so their ratification would be deferred until the February Full Council meeting.

**Finance & Amenities Committee Advisory Panel** – Meeting held on 13<sup>th</sup> December 2022.

**Finance & Amenities Committee** – Meeting held on 10<sup>th</sup> January 2023.

- It was noted that the main discussions at Finance & Amenities meetings will be reported under agenda items C126 to C131 inclusive.
- The new boiler agreed at this meeting for the Parish Office is due to be installed later this week.
- The new Internal Auditor provided a very good report on their first visit to review controls and finances.

**Personnel Committee** – Meeting held on Tuesday 29<sup>th</sup> November 2022 at 7.00pm.

- Councillors reviewed a draft proposed job advert for the employment of another Caretaker and suggested some minor changes, plus that a closing date on the advert is required of four weeks from the date of posting. It was **resolved** to instruct the Clerk to advertise for a full-time Caretaker based on the draft advert as displayed at the meeting as soon as the vacancy arises.

**Planning Committee** – Meetings held on Tuesday 6<sup>th</sup> December 2022 at 8.00pm and Tuesday 3<sup>rd</sup> January 2023 at 8.00pm.

- Cllr Kathy Thomas summarised the presentation received from Dr. Alex Rowbotham (the Electric Vehicle Infrastructure Lead at B&NES Council) regarding the potential to install public electric vehicle charging points within Peasedown St. John as part of a West of England Combined Authority funded project. It was **resolved** to ratify the comments and suggestions made by the Committee with regards to this project and permitted the Committee to continue the work with Dr Rowbotham regarding the provision of electric vehicle structure in Peasedown St John.
- It was also **resolved** to agree the recommendation for electric vehicle charging to be included in the Terms of Reference and Delegations of the Planning Committee.

The forthcoming Standing Committee meetings were noted:

- **Cemetery Committee** – Meeting scheduled to be held on 24<sup>th</sup> January 2023.
- **Planning Committee** – Meeting scheduled to be held on 7<sup>th</sup> February 2023.
- **Personnel Committee** – Meeting scheduled to be held on 21<sup>st</sup> February 2023.

**C126 – 17/01/2023                      Financial Matters & Schedule of Payments**

- i. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 20<sup>th</sup> December 2022 in relation to the accounts for year ending 31<sup>st</sup> March 2023 (appendix C126i refers). It was **resolved** that the invoice for £1,045.94+VAT to Highwood for repairs to the ride on mower be paid [it being over the Clerk's sign-off level and above the allocated budget although within the operational cost centre budget].  
It was resolved that the invoice for £2,338.00+VAT to Volker Highways for the installation and removal of the Christmas light motifs be paid [it being over the Clerk's sign-off level but within the allocated budget].  
It was also **resolved** to ratify all the other payments on this schedule.
- ii. In accordance with Standing Order 17c, councillors reviewed the report on financial spend against budget for the third quarter of the 2022/23 financial year. It was **resolved** to accept this report as a true reflection of the Parish Council's finances.
- iii. Councillors reviewed the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2022-23 council year document.  
It was **resolved** to release £5,000 from Ear Marked Reserves to enable the Parish Office boiler replacement works to be undertaken (minute F&A070 – 10/01/2023 refers) and that following the installation, the remaining budget balance be returned to General Reserve.  
It was **resolved** that the £4,000 allocated as an Ear Marked Reserve for additional streetlighting to Hillcrest and Eckweek Gardens is moved back to General Reserve as the project is no longer considered viable.

**C127 – 17/01/2023                      Operational Budget for 2023/24**

Councillors received a presentation by Cllr Andrew Larcombe on the operational budget for the forthcoming financial year, as reviewed and discussed at the Finance & Amenities Advisory Panel meeting on 13<sup>th</sup> December 2022 and the Finance & Amenities Committee meeting on 10<sup>th</sup> January 2023.  
Following discussion, it was **resolved** to accept the operational budget for the financial year 2023/24 based on a projected operational income of £278,256 and a projected operational expenditure of £278,199.

The operational expenditure figure included the costs involved with a 5-year contract hire for an Isuzu D-Max vehicle for undertaking Caretaking duties (minute C109 – 20/12/2022 and minute F&A071 – 10/01/2023 refer).

**C128 – 17/01/2023 Order of Known Business, Project Budgets and EMR**

Councillors reviewed progress and the expenditure in relation to the Order of Known Business for the 2022-23 council year.

Cllr Andrew Larcombe presented the proposals from the Finance & Amenities Committee for current projects and those for the Order of Known Business for the 2023/24 financial year budget and beyond. The 2023/24 financial year suggestions included extending the existing accessible allotment plots, increasing the pension deficit and CiLCA contingency planning, additional funding towards the Beacon Field play area resurfacing and allocating some funds towards saving for a new vehicle for when the 5-year contract hire term ends.

It was reported that since the Finance & Amenities Committee meeting on 10<sup>th</sup> January 2023, a £40,000 identified as having been precepted for in 2022/23, had not actually been transferred to General Reserve. This was linked to issues with the delay in closing the previous financial year on Sage and being unable to run two sets of budgets simultaneously, so the £40,000 precepted, remained within the operational budget, whilst the £40,000 underspend, generated during Covid-19, was allocated to Ear Marked Reserves. Consequently, there were now additional funds within General Reserve that could be allocated to project work. The presentation slides were therefore amended to provide additional options for councillors to consider.

**C129 – 17/01/2023 Precept for 2023/24**

Councillors considered the original recommendation raised at the Finance & Amenities Committee to set the Precept at £270,452 for the 2023/24 financial year, in order for the Parish Council to continue making improvements to the village facilities and services.

Some councillors expressed concern that as the budgeted operational income and expenditure were extremely close in figure, there is no scope for any oversight and so if the precept was not increased this year, it will inevitably have to be increased by a significant amount the following year.

However, after lengthy discussions, it was **resolved** to proceed with Option A and to set the Precept at £251,452 for the 2023/24 financial year, which is a freeze of the precept on the previous year.

A recorded vote was taken as follows:

| Councillor             | For | Against | Abstain |
|------------------------|-----|---------|---------|
| Gill Auld              |     | ✓       |         |
| Barbara Bailey         | ✓   |         |         |
| John Bailey            | ✓   |         |         |
| Jo Davis               |     | ✓       |         |
| Audrey Gillard-Sprake  | ✓   |         |         |
| Simon Kidd             | ✓   |         |         |
| Andrew Larcombe        | ✓   |         |         |
| Ray Love               | ✓   |         |         |
| Conor Ogilvie-Davidson |     | ✓       |         |
| Jonathan Rich          |     |         | ✓       |
| Les Sprake             | ✓   |         |         |
| Kathy Thomas           |     | ✓       |         |

A copy of the presentation slides relating to agenda items C127, C128 and C129 is attached as appendix C127i.

**C130 – 17/01/2023 Precept Demand Leaflet**

The draft leaflet will be modified to reflect the updates to the budget and decision made on the precept. It will be circulated to councillors for comment prior to eventual distribution in the Parish Council newsletter and on the website.

**C131 – 17/01/2023 Press Release**

It was **resolved** to approve a press release to be written by Cllr Andy Larcombe, in conjunction with the Clerk, to explain the rationale of the budget setting programme and resultant precept decision, alongside highlighting some activities and projects undertaken by the Parish Council throughout the last year.

It was suggested that any press release should mention that although the precept has been frozen this year, it is unlikely to be sustainable to continue to freeze the precept in future years.

**8.35pm – It was resolved to adjourn the meeting for a comfort break.**

**8.45pm – It was resolved to reconvene the meeting.**

**C132 – 17/01/2023****Recreation Ground and Charity Trust**

- i. **Canteen and Accessible Toilet** – The draft Terms and Conditions of Hire had not been circulated as pre-reading, the document was therefore deferred until the February Full Council meeting.
- ii. It was reported that the works to the trees on the Recreation Ground, identified as requiring to be felled in the ash die back report, will be taking place during January 2023.

**C133 – 17/01/2023****Advisory Panel Updates**

A. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting:

- i. **Christmas Lights Advisory Panel** – No meeting held, but a review of the 2022 decorations and suggestions and options for 2023 were discussed in writing via Teams. Councillors considered the recommendations from the Advisory Panel with a view to making decisions on Christmas lights for 2023.

It was noted that the cost of installing the lighting motifs has increased, due to B&NES Council stipulating that only fully qualified installers can be used. There have also been some issues with reliability once the lights were installed.

Councillors considered whether to continue with the existing arrangements for festive lights or to explore other more cost-effective options in place of the streetlight motifs. Some ideas were discussed such as smaller trees attached to buildings and options similar to the lights on the pergola next to Beacon Hall.

Following discussion, it was **resolved** not to proceed with streetlight motifs, but for the Advisory Panel to work with the Parish Office staff to source a more creative display for 2023.

- ii. **Civic Events Advisory Panel** – No meeting had been held but the letters to local organisations asking them to attend a meeting regarding the Coronation celebrations had yet to be sent. It was acknowledged that Cllr Kathy Thomas had resigned from this Advisory Panel and so a new Chair required to be appointed. It was **resolved** to appoint Cllr Les Sprake as the Chair of the Civic Events Advisory Panel. It was also resolved to appoint Cllr Conor Ogilvie-Davidson as a member of this Advisory Panel.

- iii. **Executive Committee Advisory Panel** – Meetings held on Tuesday 6<sup>th</sup> December 2022 at 7.00pm and Tuesday 3<sup>rd</sup> January 2023 at 7.00pm. The notes from these meetings had been circulated as pre-reading. It was **resolved** to accept the recommendations that the following are the priorities for the coming week and month, all other items will be business as usual:

Priorities for this week:

- a. *Update for the F&A meeting on the 10<sup>th</sup> January 2023 on the progress of Council Truck/Vehicle as agreed at Full Council meeting.*
- b. *Confirm that all Work on updating the Map and return to Persimmon homes land has been completed and update councillors.*
- c. *Caretaker Job Advert following personnel meeting 29<sup>th</sup> November 2022. Complete and presented to Full Council on 17<sup>th</sup> January 2023.*

Priorities for this month:

- d. *Complete works for the 'Canteen' boxing in of the pipework as previously agreed by End November. Update F&A on 10<sup>th</sup> January 2023.*
- e. *Trinkets at the Cemetery signage – once completed update Councillors as previously instructed to complete by 28<sup>th</sup> August as per the Minute C013 point 1 dated 19<sup>th</sup> July 2022. Update Councillors via 'Teams' of the progress of the order for the signage and metal stands. Completed and update Full Council on 17<sup>th</sup> January 2023.*
- f. *Delegate microphones arrange for an additional quote, if nothing further can be obtained company pass the 2 quote Advisory Panel for review. Obtain these quotes ready to be presented to Full Council on 17<sup>th</sup> January 2023.*
- g. *Beacon Field Play Area Resurfacing – Work on figures for the budget ready for the F&A meeting on 10<sup>th</sup> January 2023.*
- h. *Follow up with Bank & B&NES payroll regarding monthly pay as previously instructed. Instruct the Clerk to document the next steps for monthly pay and attach the conformation of bank submission to the action on planner by end of October 2022 by the 4<sup>th</sup> November deadline stated by the Clerk to comply with the Interim audit. Guidance for the RFO is to set this at 20K.*
- i. *Letters to formulate Village events to mark King Charles III Coronation to go out to local organisations in the village etc as agreed following the advisory panel meeting.*

- iv. **Operation London Bridge Advisory Panel** – Meeting held on Monday 21<sup>st</sup> November 2022 at 7.00pm. The notes from this meeting had been circulated as pre-reading and councillors considered the recommendations and made the following associated decisions:
- a. It was **resolved** to adopt the proposed changes to the Protocol on the Death of a Senior National or Local Figure document as per the document circulated in the meeting pre-reading. The Clerk to make the revised document available on the website as soon as possible.
  - b. It was **resolved** to adopt the proposed changes to the Terms of Reference of the Operation London Bridge Advisory Panel so that the General Purpose of the Advisory Panel reads as follows:  
*To review the information regarding the death of a serving member of the royal family and/or a senior national and/or local figure and to recommend to Full Council any changes to the plan of action for such events. To update and manage the Parish Council's Protocol on the Death of a Senior National or Local Figure document accordingly.*  
 The Specific Aims and all other details to remain the same. The name of the Advisory Panel was discussed, and it was felt best for it to remain as is, otherwise it will have to be amended every time a death occurs.
  - c. Councillors gave some thought as to whether they wished to provide a lasting tribute to the Queen and what form this should take. After some discussion it was **resolved** to purchase a memorial tree with a tree guard and plaque, to be located on the Recreation Ground. Parish Office staff to arrange.
- v. **Persimmon Land Transfer Advisory Panel** – No meeting had been held but an update on the current status was provided. A meeting with a representative of Persimmon Homes is scheduled for Monday 23<sup>rd</sup> January 2023 to review the final queries on the maps as the Parish Council identified titles to not appear to match with the Persimmon identified titles exactly. Also, the temporary solicitor appointed by the Parish Council's legal company is now leaving and is being replaced by a permanent solicitor. Persimmon's solicitor dealing with the transfer is now their in-house solicitor. The tree works, identified to be actioned prior to transfer, are set to be actioned within the next few weeks.
- iv. **Recreation Ground Improvements Advisory Panel** – No meeting had been held but an update on the snagging list was provided. Northavon would be coming to the Recreation Ground on Wednesday 18<sup>th</sup> January to carry out repairs to sections of the tarmac pathways that have developed cracks. They would also be cutting back a strip of grass matting along the edge of the concrete container base so that a strip of turf can be laid in its place in order to prevent any tripping hazard where the grass matting has lifted at the edge.  
 The importance of weeding around the path edges was raised and it was suggested that the Caretakers should be working on this throughout the year to keep it maintained.  
 It was also mentioned that the grass matting area should not be driven on when the ground is really wet, and it was noted that Truespeed had caused some damage when accessing the site recently to install the internet.
- v. **Streetlighting Advisory Panel** – Since the last Full Council meeting, no meeting had been held but six outages had been reported, which the contractor was currently working to resolve.

B. The scheduled forthcoming meetings for the following Advisory Panels were noted:

- i. **Executive Committee Advisory Panel** – Tuesday 7<sup>th</sup> February 2023 at 7.00pm.

**C134 – 17/01/2023**

**Parish Council Calendar and Christmas 2023 Related Matters**

Councillors reviewed Christmas 2022 related activities, as well as an update on proposals for 2023 including determination of whether the Parish Council will create a calendar for 2024. Agreeing to produce a calendar now, would allow more time to collect photographs and prepare the calendar throughout the year, relieving pressure of work in the office in the run-up to Christmas.

Following discussion, it was **resolved** to produce a calendar for 2024, with photos to represent the parish and the parish council, including captions to provide an explanation of each photo.

It was further **resolved** not to seek sponsorship for the calendar from local businesses because this was not thought to be a cost-effective use of office time.

The Clerk to set up an accrual, from the current financial year, to the new financial year, to cover the additional funds required that the income from the calendar sponsorship would have generated.

**C135 – 17/01/2023****Floral Displays**

Councillors received an update regarding the floral displays for 2022 and considered recommendations for the summer 2023 display. It was **resolved** to purchase bedding plants from B&NES Council for the summer 2023 floral displays for a sum of up to £2,000+VAT.

It was noted that Cllr Kathy Thomas has now completed Chapter 8 training, so is now able to work on roundabouts and to supervise other volunteers working on roundabouts, which should help to keep weeds under control in these areas.

**C136 – 17/01/2023****Correspondence, Complaints & Issues**

Councillors reviewed any new queries, correspondence, issues, and complaints raised since the last meeting. Items of significance brought to the Council's attention and their resultant decisions included:

- i. It was **resolved** to sign the agreement sent from Truespeed Communications Ltd. to permit them access to the telecoms chamber located at Ecewiche Green for a 25-year period.
- ii. It was agreed not to submit any formal response from the Parish Council to the B&NES Council consultations on:
  - a. Local Council Tax Support Scheme Consultation.
  - b. Draft Joint Community Safety Plan for 2022 to 2025.

However, the Clerk was requested to share the information for residents advising how they can respond on a personal basis etc.

**C137 – 17/01/2023****Future Agenda Items & Cllr Questions**

Councillors were provided with an opportunity to raise requests to the Clerk for possible future agenda items and to raise questions on items not otherwise covered on the agenda. Nothing was raised.

**C138 – 17/01/2023****Review of New Actions**

The Clerk provided a summary of the new actions generated from the meeting and advised they would be captured on the Actions Register in Planner after the meeting.

**C139 – 17/01/2023****Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 28<sup>th</sup> February 2023 at 7pm at Beacon Hall.

The meeting closed at 9.30pm.


Signed..... Date.....

**Appendix C126i - Schedule of payments made since the Full Council meeting on 20<sup>th</sup> December 2022 in relation to the accounts for the year ending 31<sup>st</sup> March 2023.**

| <b>Date of Invoice</b> | <b>Supplier Name</b>               | <b>Details</b>   | <b>Associated Minute/Regulation</b> | <b>Net Amount</b> | <b>VAT Amount</b> | <b>Payment Type</b> |
|------------------------|------------------------------------|--|-------------------------------------|-------------------|-------------------|---------------------|
| 21/10/2022             | Royal Mail Group Ltd.              | Delivery of the Winter 2022 newsletter                       | C016 - 17/05/2022                   | £237.97           | £47.59            | Credit Card         |
| 21/10/2022             | Royal Mail Group Ltd.              | Delivery of the Winter 2022 newsletter                       | C016 - 17/05/2022                   | £0.71             | £0.00             | Credit Card         |
| 17/11/2022             | Office Monster                     | Copier paper and labels                                      | Fin. Regs. 4.1                      | £35.59            | £7.12             | Bank Transfer       |
| 17/11/2022             | Office Monster                     | Stanley retractable rule                                     | Fin. Regs. 4.1                      | £6.84             | £1.37             | Bank Transfer       |
| 17/11/2022             | Office Monster                     | Key tags for cemetery lock up                                | Fin. Regs. 4.1                      | £11.60            | £2.32             | Bank Transfer       |
| 25/11/2022             | Poundland Limited                  | Confectionery for Snr Res Xmas Party                         | C082 – 27/09/2022                   | £6.67             | £1.33             | Credit Card         |
| 25/11/2022             | Sainsbury's Supermarkets Ltd.      | Confectionery for Snr Res Xmas Party                         | C082 - 27/09/2022                   | £8.00             | £0.00             | Credit Card         |
| 26/11/2022             | Poundland Limited                  | Confectionery for Snr Res Xmas Party                         | C082 - 27/09/2022                   | £35.00            | £7.00             | Credit Card         |
| 30/11/2022             | PSJ Parish Council                 | Bank Transfer - Chq 004627 - Petty Cash Top Up               | Fin. Regs. 6.21                     | £118.87           | £0.00             | Bank Transfer       |
| 14/12/2022             | Volker Highways Ltd.               | Supply & install commando socket for Xmas light motif fault  | Fin. Regs. 4.1                      | £275.73           | £55.15            | Bank Transfer       |
| 15/12/2022             | BT Payment Services Ltd.           | Mobile Phone Costs - Dec 22 to Jan 23                        | C016 - 17/05/2022                   | £7.00             | £1.40             | Direct Debit        |
| 17/12/2022             | EDF Energy                         | BH Gas - 30/09/22 to 17/12/22                                | C016 - 17/05/2022                   | £1,001.30         | £50.07            | Direct Debit        |
| 17/12/2022             | Wilko Retail Limited               | Flat Sponge Mop for Canteen                                  | Fin. Regs. 4.1                      | £8.33             | £1.67             | Credit Card         |
| 17/12/2022             | Wilko Retail Limited               | Cleaning products for Cemetery                               | Fin. Regs. 4.1                      | £6.50             | £1.30             | Credit Card         |
| 17/12/2022             | Wilko Retail Limited               | 5x Garden forks and 5x Garden trowels                        | Fin. Regs. 4.1                      | £6.25             | £1.25             | Credit Card         |
| 17/12/2022             | Wilko Retail Limited               | Surface wipes for cleaning Beacon Hall                       | Fin. Regs. 4.1                      | £1.67             | £0.33             | Credit Card         |
| 17/12/2022             | Wilko Retail Limited               | Christmas decorations  | Fin. Regs. 4.1                      | £0.67             | £0.13             | Credit Card         |
| 19/12/2022             | PSJ WI                             | Community Grant - Pop up banners to promote PSJ WI at events | C098 - 22/11/2022                   | £59.98            | £0.00             | Bank Transfer       |
| 19/12/2022             | Swan Advice Network                | Community Grant - Running Costs Community Tpt for Residents  | C098 - 22/11/2022                   | £250.00           | £0.00             | Bank Transfer       |
| 20/12/2022             | Bath & North East Somerset Council | School Crossing Patrol Service 01/04/22 to 31/03/23          | C009 - 17/05/2022                   | £3,312.18         | £0.00             | Bank Transfer       |
| 20/12/2022             | Bath & North East Somerset Council | School Crossing Patrol Service - Uniform Costs               | C009 - 17/05/2022                   | £50.00            | £10.00            | Bank Transfer       |
| 21/12/2022             | South West Play                    | Repairs to play net from Kompan toddler play unit            | Fin. Regs. 4.1                      | £144.00           | £28.80            | Bank Transfer       |
| 22/12/2022             | Softcat Plc                        | MS Office 365, Conf Call, Visio & Exchange Online - Nov 2022 | C166 - 14/12/2021                   | £385.40           | £77.08            | Bank Transfer       |
| 23/12/2022             | The Play Inspection Company Ltd.   | Annual Independent Play Area Inspection 2022                 | Fin. Regs. 4.1                      | £145.90           | £29.18            | Bank Transfer       |
| 23/12/2022             | The Play Inspection Company Ltd.   | Annual Independent Play Area Inspection 2022                 | Fin. Regs. 4.1                      | £145.90           | £29.18            | Bank Transfer       |
| 24/12/2022             | EDF Energy                         | BH Gas - 18/12/22 to 22/12/22                                | C016 - 17/05/2022                   | £87.79            | £4.39             | Direct Debit        |
| 30/12/2022             | Unity Trust Bank                   | Bank Processing Fees - Cash & Chqs for 2022/23 Fin. Yr Q3    | Fin. Regs. 4.1                      | £8.10             | £0.00             | Auto                |

| Date of Invoice | Supplier Name                      | Details  | Associated Minute/Regulation | Net Amount        | VAT Amount       | Payment Type  |
|-----------------|------------------------------------|--|------------------------------|-------------------|------------------|---------------|
| 31/12/2022      | Allstar Business Solutions Ltd.    | Fuel Card - December 2022                                    | C016 - 17/05/2022            | £37.49            | £7.50            | Direct Debit  |
| 31/12/2022      | Bath Community Transport           | Transport for Christmas Tea Party 2022                       | C082 - 27/09/2022            | £71.50            | £0.00            | Bank Transfer |
| 31/12/2022      | JEM Heating Services Ltd           | Plumber attendance to leak in disabled toilet tap conx fault | Fin. Regs. 4.1               | £67.50            | £13.50           | Bank Transfer |
| 31/12/2022      | JEM Heating Services Ltd           | Plumber attendance to lack of heating in Parish Office       | Fin. Regs. 4.1               | £50.00            | £10.00           | Bank Transfer |
| 31/12/2022      | Unity Trust Bank                   | Bank Account Fees & Charges                                  | Fin. Regs. 4.1               | £40.50            | £0.00            | Auto          |
| 01/01/2023      | Bath & North East Somerset Council | BH Business Rates - Dec 2022                                 | C016 - 17/05/2022            | £287.00           | £0.00            | Direct Debit  |
| 01/01/2023      | Bath & North East Somerset Council | AC Business Rates - Dec 2022                                 | C016 - 17/05/2022            | £208.00           | £0.00            | Direct Debit  |
| 01/01/2023      | Sage (UK) Limited                  | Online Subscription to Sage 50 Accounts - January 2023       | Fin. Regs. 4.1               | £41.00            | £8.20            | Direct Debit  |
| 04/01/2023      | SWALEC / SSE                       | Streetlighting Electric - 02/12/22 to 03/01/23               | C016 - 17/05/2022            | £331.70           | £16.58           | Direct Debit  |
| 05/01/2023      | Highwood                           | Repairs to Kubota GR2120 mower following log jammed in blade | C126 - 17/01/2023            | £1,045.94         | £209.18          | Bank Transfer |
| 06/01/2023      | EDF Energy                         | BH Electricity - 30/09/22 to 06/01/23                        | C016 - 17/05/2022            | £300.31           | £15.02           | Direct Debit  |
| 09/01/2023      | AG Woodcare Products Ltd.          | 5x litres of junkers floor cleaner for Beacon Hall main hall | Fin. Regs. 4.1               | £26.00            | £5.20            | Credit Card   |
| 09/01/2023      | AG Woodcare Products Ltd.          | Delivery costs for the above                                 | Fin. Regs. 4.1               | £4.92             | £0.98            | Credit Card   |
| 09/01/2023      | Arleen Coach Hire Ltd.             | Community Grant - Transport to Cheerleading Comp - Ebbw Vale | C098 - 22/11/2022            | £640.00           | £0.00            | Bank Transfer |
| 09/01/2023      | Bath & North East Somerset Council | Staff Salaries - Qtr. 3 - Oct to Dec 2022                    | C016 - 17/05/2022            | £35,595.20        | £21.60           | Bank Transfer |
| 12/01/2023      | Blachere Illumination UK Ltd       | Storage costs for Christmas Light Motifs for 2022            | F&A055 - 04/01/2022          | £350.00           | £70.00           | Bank Transfer |
| 12/01/2023      | Blachere Illumination UK Ltd       | Carriage - Christmas Lights for 2022 to & from storage depot | F&A055 - 04/01/2022          | £270.00           | £54.00           | Bank Transfer |
| 12/01/2023      | Volker Highways Ltd.               | Installation and Removal of Christmas Light Motifs 2022      | C126 - 17/01/2023            | £2,338.00         | £467.60          | Bank Transfer |
|                 |                                    |  |                              | <b>£48,063.01</b> | <b>£1,256.02</b> |               |






## Parish Council Accounts Budget Planning 2023-24

# Cllr. Andy Larcombe

## Budgets and Precept for 2023-24

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## Parish Council Accounts Budget Planning 2023-24

### Budget Planning 6-Step Process

1. Clerk prepares spreadsheet of operational costs and updates as much as possible.
2. This is reviewed initially with the Chair and Vice-Chair of the F&A Committee and amendments are made (this meeting was held on 1<sup>st</sup> December 2022).
3. The revised operational budget is reviewed line by line at an F&A Advisory Panel meeting to which all councillors are invited to attend. This meeting has been ear marked for 13<sup>th</sup> December 2022. The information at this meeting will not be printed but projected onto the large screen for all to view.
4. The queries from this Advisory Panel meeting are investigated and any amendments are made.
5. The revised document is again reviewed at the F&A Committee meeting on 10<sup>th</sup> January 2023 and a recommendation on the precept setting is usually formulated.
6. The Clerk and Chair of the F&A Committee put together a presentation on the budget for Full Council to consider at the meeting on 17<sup>th</sup> January 2023.

The public were invited to attend the meetings under steps 5 and 6. These meetings were advertised in the newsletters, website, notice boards, Facebook page

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## Parish Council Accounts Budget Planning 2023-24

### What is the current rate of inflation?

- The retail prices index is the older measure of inflation between the two and typically comes out highest.
- In November 2022, RPI (includes house price and interest rate inflation) was higher than CPI (180,000 prices across 700 items):
  - RPI – 14.0%
  - CPI – 10.7%

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## Parish Council Accounts Budget Planning 2023-24

| <b>EXPENDITURE – Projected Operational</b> | <b>2022/23</b>  | <b>2023/24</b>  |
|--|-----------------|-----------------|
| Staff Costs*                               | £106,472        | £145,857        |
| General Admin inc. newsletters & website   | £26,670         | £27,600         |
| Village Amenities                          | £22,950         | £24,650         |
| Streetlighting                             | £5,500          | £6,500          |
| Contracted Amenities Works*                | £13,000         | £1,500          |
| Beacon Hall & Beacon Field**               | £21,740         | £26,440         |
| Recreation Ground                          | £12,750         | £13,500         |
| Grants and Village Events                  | £10,593         | £10,593         |
| Infrequent Operational Expenditure         | £15,000         | £15,000         |
| Vehicle – Lease, Maint, Insurance***       | N/A             | £6,559          |
| <b>Total</b>                               | <b>£234,675</b> | <b>£278,199</b> |

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## Parish Council Accounts Budget Planning 2023-24

**\*Staff Costs** have increased substantially on the previous year, due to the following factors:

- Increased Caretaker hours as approved by Council.
- National salary pay increases circa 7% backdated to April 2022.
- Anticipated national salary pay increase of 5% from April 2023.
- Associated increases to Employers NI and pension contributions.
- Reduced 'Contracted Amenities Works' and 'Beacon Hall Cleaning' budgets which remain fluid until Caretaker appointed.

**\*\*Beacon Hall & Field**

- Increase in utility costs and B&NES mowing contract.

**\*\*\*Vehicle**

- New Council vehicle to enable Caretaker to carry out duties.

*Other increases, broadly speaking, are due to inflation.*

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## Parish Council Accounts Budget Planning 2023-24

| <b>INCOME - Projected</b>               | <b>2022/23</b>  | <b>2023/24</b>  |
|---|-----------------|-----------------|
| <b>Precept (same as 2022-23 figure)</b> | £251,452        | £251,452        |
| <b>Beacon Hall</b>                      | £15,000         | £18,000         |
| <b>Other</b>                            | £8,225          | £8,804          |
| <b>Total</b>                            | <b>£274,677</b> | <b>£278,256</b> |

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## Parish Council Accounts Budget Planning 2023-24

| <u>INCOME LESS EXPENDITURE</u> | <u>2022/23</u> | <u>2023/24</u> |
|--------------------------------|----------------|----------------|
| Total Income                   | £274,677       | £278,256       |
| Total Operational Expenditure  | £234,675       | £278,199       |
| <b>Total</b>                   | <b>£40,002</b> | <b>£57</b>     |

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## Parish Council Accounts Budget Planning 2023-24

To **resolve** to accept the operational budget for the financial year 2023/24 based on a projected operational income of £278,256 and a projected operational expenditure of £278,199.

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## Parish Council Accounts Budget Planning 2023-24

| Operational Projects   | Estimated Cost  | Current EMR    | Suggested 2023/24 EMR |
|--|-----------------|----------------|-----------------------|
| PSJPC Vehicle – Requirement to save funds over a five-year plan at the end of contract hire period.  | £5,000          | £0             | £5,000                |
| Accessible Allotment plots - extend onto plot 18C.   | £5,000          | £0             | £3,000                |
| CILCA Contingency  | £3,000          | £2,000         | £1,000                |
| Pension Deficit Planning   | £14,950         | £4,000         | £5,000                |
| *Streetlighting - To consider request for additional lights at Hillcrest & Eckweek Gdns. This project does not include quotations to upgrade the lights not included as part of the original upgrade project. This amount is for additional lights in new locations. | £8,000          | £4,000         | £0                    |
| **Beacon Hall Boiler Replacement - The boiler located in the Parish Office   | £10,000         | £5,000         | £0                    |
| Ashgrove Cemetery Footpaths - To upgrade the tarmac pathways at Ashgrove Cemetery. Works to be funded over several years prior to action due to costs involved.  | £30,000         | £10,000        | £0                    |
| Beacon Field Play Area Resurfacing   | £35,000         | £14,000        | £5,000                |
| Beacon Hall Audio Visual Equipment for Beacon Hall   | £20,000         | £20,000        | £0                    |
|  | <b>£141,950</b> | <b>£59,000</b> | <b>£19,000</b>        |

\*Suggested that this project is no longer viable and so the funds can be returned to General Reserve

\*\*Following receipt of quotation, it appears this additional EMR is no longer required and so can be allocated elsewhere. Once boiler ordered can put existing back to Gen Res of £2.5

General Reserve currently approx. £3,000

Other projects considered, but not funded for 2023/24 were: Upgrade to the Website; Irrigation system at Cemetery; dog exercise area on Recreation Ground, lights at the MUGA.

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## Parish Council Accounts Budget Planning 2023-24

### Costs could be reduced if we cease non-essential operational budget items:

- NALC National Conference £400
- Community Grants £4,000
- Civic Events £1,000
- Senior Residents' Christmas Tea Party £1,500
- Chairman's Allowance £300
- Christmas Lights & Trees £4,500
- Floral Displays £3,000

**Possible Total Saving: £14,700**

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## Parish Council Accounts Budget Planning 2023-24

| <b>TAX BASE</b>             |                |                |
|-----------------------------|----------------|----------------|
|                             | <b>2022-23</b> | <b>2023-24</b> |
| <b>Precept</b>              | £251,452.00    | £270,395.00    |
| <b>Tax Base</b>             | 2139.35        | 2153.93        |
| <b>Band D (annual tax)</b>  | £117.54        | £125.54        |
| <b>Band D (monthly tax)</b> | £9.80          | £10.46         |

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## Parish Council Accounts Budget Planning 2023-24

Reminder of projects currently in progress – approximately £10,000 all under Committed Expenditure:

- Recreation Ground – Pathways, gateways and parking area
- Asset Signage
- Parish map and signage
- Refurbishment of Carlingcott telephone kiosk
- Tree planting programme
- Staff & Councillor training

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## Parish Council Accounts Budget Planning 2023-24

| <b>BANK BALANCES AS OF 13/01/2023</b>      |                 |
|--|-----------------|
| Current & Deposit Accounts                 | £298,129        |
| Petty Cash & Credit Card                   | £1,059          |
| Trade Debtors                              | £4,414          |
| VAT Liability                              | £5,453          |
| <b>Current Assets Total</b>                | <b>£309,055</b> |
| Trade Creditors                            | £80,673         |
| Key Deposits                               | £535            |
| <b>Current Liabilities Total</b>           | <b>£81,208</b>  |
| <b>Total Assets Less Total Liabilities</b> | <b>£227,847</b> |

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## Parish Council Accounts Budget Planning 2023-24

| <b>BANK BALANCES AS OF 13/01/2023</b>           |                 |
|---|-----------------|
| <b>Total Assets Less Total Liabilities</b>      | <b>£227,847</b> |
| Less Qtr. 4 - Estimated Operational Expenditure | -£49,300        |
| Less Qtr. 4 - Operational Projects              | -£8,100         |
| Plus Qtr. 4 - VAT Predicted Claim               | £4,600          |
| Plus Qtr. 4 - Hall Hire/Cemetery Income         | £4,800          |
| Less Contingency Reserves                       | -£65,000        |
| Less Committed Expenditure                      | -£8,305         |
| Less Ear Marked Reserves                        | -£59,000        |
| <b>Remaining Balance ('General Reserve')</b>    | <b>£47,542</b>  |

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## Parish Council Accounts Budget Planning 2023-24

| Financial Year | Tax Base<br>(Band D equivalent dwellings) | % Increase on Previous Year | Precept     | % Increase on Previous Year | Precept Per Band D Dwelling | % Increase on Previous Year |
|----------------|---|-----------------------------|-------------|-----------------------------|-----------------------------|-----------------------------|
| 2010/11        | 2192.60                                   | -0.9%                       | £85,779.00  | -0.9%                       | £39.12                      | -0.9%                       |
| 2011/12        | 2204.45                                   | 1%                          | £99,210.00  | 16%                         | £45.00                      | 15%                         |
| 2012/13        | 2219.58                                   | 1%                          | £139,108.00 | 40%                         | £62.67                      | 39%                         |
| 2013/14        | 2010.06                                   | -9%                         | £150,108.00 | 8%                          | £74.68                      | 19%                         |
| 2014/15        | 2078.25                                   | 3%                          | £160,967.00 | 7%                          | £77.45                      | 4%                          |
| 2015/16        | 2101.55                                   | 1%                          | £162,771.00 | 1%                          | £77.45                      | 0%                          |
| 2016/17        | 2123.60                                   | 1%                          | £165,933.00 | 2%                          | £78.14                      | 1%                          |
| 2017/18        | 2134.52                                   | 1%                          | £174,564.00 | 5%                          | £81.78                      | 5%                          |
| 2018/19        | 2127.07                                   | 0%                          | £174,845.00 | 0%                          | £82.20                      | 1%                          |
| 2019/20        | 2135.93                                   | 0%                          | £247,736.00 | 42%                         | £115.99                     | 41%                         |
| 2020/21        | 2143.16                                   | 0%                          | £251,452.00 | 1%                          | £117.33                     | 1%                          |
| 2021/22        | 2117.31                                   | -1%                         | £251,452.00 | 0%                          | £118.76                     | 1%                          |
| 2022/23        | 2139.35                                   | 1%                          | £251,452.00 | 0%                          | £117.54                     | -1%                         |
| 2023/24        | 2153.93                                   | 1%                          | £251,452.00 | 0%                          | £116.74                     | -1%                         |
| 2023/24        | 2153.93                                   | 1%                          | £270,395.00 | 7.5%                        | £125.54                     | 6.8%                        |

### Options - For Determination at January Full Council

|                                     |  |
|-------------------------------------|--|
| <b>A &amp; B</b><br><b>£251,452</b> | This option is based on the precept from the previous year (£251,452). This option would result in approx. £0k to spend on operational projects and/or new projects for the 2023/24 year.  |
| <b>C</b><br><b>£270,395</b>         | This option is based on the precept from the previous year (£251,452). This option would result in approx. £19k to spend on operational projects and/or new projects for the 2023/24 year. |

The deadline for the precept demand to be submitted to B&NES Council is 8th February 2023.

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## Parish Council Accounts Budget Planning 2023-24

### Options - A

- Vehicle is under hire contract for 5 years. Will give sufficient time to raise EMR to purchase one in 5 years time.
- Do not raise the precept.
- Have £40k for projects (£19k already suggested; remaining £21k to be determined).

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## Parish Council Accounts Budget Planning 2023-24

### **Options - B**

- Purchase vehicle outright. This will save £4,283 in the operational budget, which makes total income less total expenditure £4,340.
- Do not raise the precept.
- Have £44k for projects (£19k already suggested; remaining £25k to use to purchase vehicle).

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## Parish Council Accounts Budget Planning 2023-24

### **Options - C**

- Vehicle is under hire contract for 5 years. Will give sufficient time to raise EMR to purchase one in 5 years time.
- Raise the precept by £19k.
- Have £59k for projects (£19k already suggested; remaining £40k to be determined).

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## Parish Council Accounts Budget Planning 2023-24

### Agree Precept

Precept 2023-24

**£251,452**

#### **Option A & Option B** - Recorded vote:

*To resolve to set the Precept at £251,452 for the 2023/24 financial year, which is the same as the previous year.*

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## Parish Council Accounts Budget Planning 2023-24

### Agree Precept

Precept 2023-24

**£270,395**

#### **Option C** - Recorded vote:

*To resolve to set the Precept at £270,395 for the 2023/24 financial year, which is an increase on the previous year of 7.5% which accounts to 6.8%/£8.00 per annum based on a band D dwelling.*

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