



## 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 30<sup>th</sup> January 2024 at 7.00pm held at Beacon Hall, French Close, Peasedown St John

#### **Present:**

#### **Councillors:**

Gill Auld; Fiona Carr; Mandy Clarke; Richard Clarke; Jo Davis; Audrey Gillard-Sprake; Howard Hartley; Gavin Heathcote; Simon Kidd; Andrew Larcombe; Ray Love; Jonathan Rich (Chair); Les Sprake; Kathy Thomas; Daniel Walker.

#### **In attendance:**

Tanya West – Parish Clerk & RFO

#### **Public Session**

There were not any members of the public present at the meeting.

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

#### **C086 – 30/01/2024**

#### **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.

#### **C087 – 30/01/2024**

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

A report on councillor meeting attendance throughout the 2023-24 Council year had been circulated as pre-reading.  
Apologies for absence had been received from Cllrs Conor Ogilvie-Davidson and John Ogilvie-Davidson due to being away. These apologies were duly noted.

#### **C088 – 30/01/2024**

#### **Minutes**

- i. The minutes of the Full Council meeting held on 21<sup>st</sup> November 2023 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.
- ii. The minutes of the Full Council meeting held on 19<sup>th</sup> December 2023 had been circulated in advance of the meeting; it was **resolved** that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.

#### **C089 – 30/01/2024**

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

Cllr Jonathan Rich reported that he had attended the funeral of John Whittock the previous day. John had been the Parish Clerk for Peasedown St John for 17 years and had later served as a Parish Councillor for two years. The Council observed a minute's silence as a mark of respect.  
Cllr Rich also advised that a donation had been made, from his Chair's allowance to John's designated charity which was RUHX (formerly the Forever Friends Appeal).  
Also, that an item on John, would be included in the next Parish Council newsletter.

#### **C090 – 30/01/2024**

#### **Council Committee Updates**

Five meetings had been held since the last Full Council meeting, the draft minutes, and notes from which had been circulated as pre-reading. 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.

**Finance & Amenities Committee** – Meeting held on Tuesday 23<sup>rd</sup> January 2024 at 7.00pm.

Cllr Andy Larcombe provided a verbal report covering the main points discussed at this meeting.

Recommendations were considered and decisions were made as follows:

- Up to £9,000 had been agreed to purchase items to **repair equipment** arising from the Annual Independent Play Inspections, also to **repair the trailer**, and to purchase **new equipment** for the Outside Services staff.
- An **update** from the **Football Club Liaison Advisory Panel** included a resolution on the issues raised about parking at the Recreation Ground, which will be restricted on match days if the weather is inclement. The User Agreement will be updated accordingly.
- A summary of the report received from the **Internal Audit** interim visit was provided.
- It was **resolved** to **ratify** the changes to the Financial Regulations in accordance with recommendations from the Internal Auditor and the increases to the legal thresholds for having to publish works on Contracts Finder etc.
- An income handling process, covering cash, cheques and card payments was signed off at the meeting, which will link to the Financial Regulations.

**Personnel Sub-Committee** – Meetings held on Tuesday 28<sup>th</sup> November 2023 at 7.00pm and Tuesday 2<sup>nd</sup> January 2024 at 7.00pm.

- Cllr Simon Kidd reported that with the growth of the council and of the parish itself, the Personnel Committee has decided to separate out the role of the Clerk and RFO. This will free up Tanya to take more of an active role as Clerk on the management of projects etc. In the meantime, the surplus on staffing budgets up and until the end of March will be used for additional office staff hours to deliver some of the items in the backlog e.g. minutes on the website etc.

**Planning Committee** – Meetings held on Tuesday 5<sup>th</sup> December 2023 at 8.00pm and Tuesday 9<sup>th</sup> January 2024 at 8.00pm.

- Although it had not been available for the last meeting, it was discussed, and now published, the Local Plan Options document had been circulated as pre-reading. It provided detail on a possible development of 200 houses within the parish; options for employment; along with a solar farm south of the by-pass. Councillors were asked to review the document as it will be discussed at the next Planning Committee meeting, and likely the next Full Council meeting. Cllr Thomas stated that it mentioned the new roundabout for the Radstock end assumes will be funded/built by WECA. Cllr Auld raised a query about the wording of paragraph 317 as it appears to imply that planning permission will not be required for smaller scale development – the Clerk to follow up and report back accordingly.

The forthcoming Standing Committee meetings were noted:

- **Cemetery Committee** – Meeting scheduled to be held on 13<sup>th</sup> February 2024.
- **Finance & Amenities Committee** – Meeting scheduled to be held on 30<sup>th</sup> April 2024.
- **Finance & Amenities Committee Advisory Panel** – Meeting scheduled to be held on 12<sup>th</sup> March 2024.
- **Personnel Committee** – Meeting scheduled to be held on 20<sup>th</sup> February 2024.
- **Planning Committee** – Meeting scheduled to be held on 6<sup>th</sup> February 2024.

**C091 – 30/01/2024 Financial Matters & Schedule of Payments**

- i. Councillors reviewed the **schedule of payments** raised since the Full Council meeting on 21<sup>st</sup> November 2023 in relation to the accounts for year ending 31<sup>st</sup> March 2024 (appendix C091i refers). It was **resolved** to approve the invoice for £288 to the SLCC for the Clerk's Annual Membership Subscription to the SLCC for 2024/25 [although it being within the Clerk's sign-off as it is a subscription for the Clerk it requires Council approval]. It was **resolved** to ratify all the other payments on this schedule.
- ii. Councillors reviewed the report on the income and expenditure against the budget for the third quarter of the 2023/24 financial year, in accordance with Standing Order 17c. No questions were raised, and the report was accepted as a true reflection of the Parish Council's accounts along with the quarterly councillor bank reconciliation report.
- iii. Councillors received the report on General and Ear Marked Reserves and Committed Expenditure as part of the Order of Known Business for the 2023-24 council year. It was **resolved** to accept the recommendation from the Finance & Amenities Committee to move the remaining funds of £4,262.27 from the Recreation Ground pathway and parking improvements project back to General Reserve.

**C092 – 30/01/2024 Operational Budget for 2024/25**

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 12th December 2023 and the Finance & Amenities Committee meeting on 23<sup>rd</sup> January 2024.

A vote was taken to accept the motion raised at the Finance & Amenities Committee, so it was **resolved** that the operational budget for the 2024/25 financial year be based on a projected operational income of £279,693 and a projected operational expenditure of £311,236.

#### **C093 – 30/01/2024 Projects for 2024/25 Financial Year and Beyond**

Cllr Larcombe continued the presentation, which detailed the following:

- A shortfall of £31,543 between the operational income and expenditure will need to be covered by the precept.
- An increase of £4,243 is needed on the existing ear marked reserves for pension deficit planning etc.
- The Contingency Reserve should be increased from £70,000 to £85,000 in line with Auditor's recommendations.

It was reported that taking into consideration the planned income and expenditure for the final quarter of the current financial year, there is likely to be approximately £26,000 remaining in General Reserve at the end of the financial year.

It was therefore **resolved** that the additional £15,000 to bring the Contingency Reserve level to £85,000 and the additional £4,423 to increase the existing pension deficit and CiLCA contingency ear marked reserves be funded from General Reserves at the end of the financial year.

Councillors had been asked to review the list of project proposals, submitted by councillors, to be undertaken during the 2024/25 financial year and beyond. They had been asked to consider each project in turn and indicate whether or not they supported it in principle. The results of this survey had divided the project into three groups, which were included within the presentation slides.

It was noted there had been some changes to the initial presentation made at the November meeting in response to feedback received. Another quotation for a larger wildlife pond at Ecewiche Green had been obtained and the cost of mature trees to be planted at Beacon Field to create shade as an alternative to sail shades. It was also that some were one-off projects and others were improvements to existing infrastructure. The project suggestions with support from councillors at a level of 75% and above was estimated to cost around £76,679.

Cllr. Andrew Larcombe presented the recommendations from the Finance & Amenities Committee to create a project/infrastructure investment fund to be used for projects that will be determined at a future date (including the allocation of funds towards larger projects spanning across several years) and moving towards project proposals being reviewed as a rolling process.

Various options were considered as to what projects and larger infrastructure improvement works could be completed or saved towards within differing budget levels. Knowing that the operational income and expenditure shortfall would definitely need to be covered, it was felt that an additional £55,000 would be a suitable amount to continue with making improvements to the village whilst maintaining the existing.

#### **C094 – 30/01/2024 Precept for 2024/25**

After discussions under the previous agenda items on budget, finances and suggested projects, councillors considered the annual Parish Council precept requirement for the 2024/25 financial year. It was unanimously **resolved** to set the Precept at £337,995 for the 2024/25 financial year. This is an increase on the previous year of 34% which accounts to a monetary increase of £3.32 per month based on a band D dwelling.

A copy of the presentation slides relating to agenda items C092, C093 and C094 is attached as appendix C092i.

#### **C095 – 30/01/2024 Precept Demand Leaflet**

Pre-reading had provided an initial draft leaflet prepared in anticipation of the precept demand, for eventual distribution by B&NES Council and in the Parish Council newsletter. This was reviewed and the following points were suggested:

- To remove the reference to 'Covid' and 'Covid years'.
- To make reference to the precept being fixed for the last few years and not increasing with the Consumer Price Index.
- That going forward it will likely increase in line with inflation to avoid large fluctuations in the future.
- To include Woodborough in the areas covered by the Parish.

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

#### **C096 – 30/01/2024                      Advisory Panel Updates**

- A. The summary report of known Advisory Panel meetings held in the current Council year along with attendance numbers is still being finalised and will be published for the next meeting.
- B. Councillors received reports and considered recommendations from the following Advisory Panels which have met since the last Full Council meeting, the notes from which had been circulated as pre-reading:
- i. **Clerk Liaison Panel** – Meetings held on Monday 11<sup>th</sup> December 2023 at 5.30pm, Thursday 4<sup>th</sup> January 2024 at 5.30pm and Monday 15<sup>th</sup> January 2024 at 5.30pm. To receive an update on Clerk's workload and any associated issues. No comments were raised.
  - ii. **Climate & Environment Advisory Panel** – Meetings held on Monday 4<sup>th</sup> December 2023 and Monday 15<sup>th</sup> January 2024 at 6.00pm. The notes from which had been circulated.
  - iii. Pre-reading had provided a copy of the completed **grant application** form for the installation of solar panels, insulation, and remote heating controls at Beacon Hall as part of the **UK Shared Prosperity Fund** launched via the West of England Mayoral Combined Authority. Councillors had the opportunity to review the document and raise questions. Cllr Gill Auld explained she was working on some final calculation figures, which would be included prior to submission. No questions were raised, and it was **resolved** to support the application be submitted.  
It was reported that following a visit to view potential sites within the parish for inclusion in the **Trees for Climate Hedgerow Planting** project, the only site to meet the criteria was Ashgrove Cemetery. The Clerk advised she had just received confirmation from the Forest of Avon Trust that they would fund this project. It was **resolved** to proceed with the planting of a hedge and some trees around the southern boundary of Ashgrove Cemetery.
  - iv. **Council Structure Review Advisory Panel** – Meeting held on Monday 27<sup>th</sup> November 2023 at 8.00pm. The notes from this meeting had yet to be circulated. Once actioned, they would be reviewed, and it is likely another meeting will be held to review the proposed new Terms of Reference and Delegations for the proposed new committee structure and project process.
  - v. **Executive Advisory Panel** – Meetings held on Tuesday 5<sup>th</sup> December 2023 and Tuesday 9<sup>th</sup> January 2024 at 7.00pm. The workload priorities identified from these meetings and subsequent updates from the Clerk were circulated as pre-reading. No questions or comments were raised.
  - vi. **Parish Map and Signage Advisory Panel** – No meeting held but an update on progress of the project was received as follows:
    - The quotation for the interpretation board galvanised stands has been submitted to the 'Active Way' project for funding, once finalised the order for the works will be placed.
    - The pre-application advice from the Planning Department has been received and so a planning application for advertising consent is now being submitted.
    - Letters are being sent to all the site owners to obtain written permission for the installation of the boards (verbal permission has already been obtained).
    - A visit to Bath Museum had been undertaken by some members of the Advisory Panel to review the artifacts related to Eckweek and the Cameron Plateau to and obtain permission for some photographs to be included on the boards.
  - vii. **Persimmon Land Transfer Advisory Panel** – No meeting held but an update on progress of the project was received as follows:  
Cllr Thomas reported that Persimmon's legal representatives had been chased as it had been over a month since any updates had been received on the wording of the transfer documents. It was agreed that an update meeting should be held in two weeks' time with Persimmon's representatives. The Clerk to arrange.  
The tree works as previously discussed (minute C082 – 19/12/2023 refers) had commenced today. However, this was only for the works that did not require traffic management as the relevant licences were still awaited by the contractor from B&NES Council Highways Department. The Clerk was asked to follow up on whether the trees along the pathway between Laxton Way and Wellow Lane would be included within these works and report back to Cllr Heathcote.
- C. The scheduled forthcoming meetings for the following Advisory Panels were noted:
- i. **Civic Events Advisory Panel** – To be confirmed.

<ul style="list-style-type: none"> <li>ii. <b>Clerk Liaison Panel</b> – Monday 12<sup>th</sup> February 2024 at 5.30pm.</li> <li>iii. <b>Climate &amp; Environment Advisory Panel</b> – To be confirmed.</li> <li>iv. <b>Executive Advisory Panel</b> – Tuesday 6<sup>th</sup> February 2024 at 7.00pm.</li> <li>v. <b>Parish Map and Signage Advisory Panel</b> – Tuesday 13<sup>th</sup> February 2024 at 7.00pm.</li> </ul>
<p><b>C097 – 30/01/2024                      Christmas Related Activities</b></p> <ul style="list-style-type: none"> <li>i. Councillors reviewed the feedback from the Senior Residents Christmas Tea Party for 2023 and would keep in mind any suggestions when planning any subsequent event, including that of opening the event up to more than senior residents in the future.</li> <li>ii. Councillors reviewed the pre-reading report on Christmas lights and trees from 2023 with a view to making any associated decisions. It was <b>resolved</b> to purchase a rooted Christmas tree for the Cemetery, with the cost to be deducted from the Infrequent Operational Expenditure budget.</li> </ul>
<p><b>C098 – 30/01/2024                      Beacon Hall &amp; Field</b></p> <p>Councillors received an update with a view to making associated decisions on Beacon Hall bookings, requests from hirers and any works required.</p> <p>It was noted that the vacant slot at Beacon Hall on Monday mornings is in need of more advertising in order to fill it. A banner had been prepared to advertise Beacon Hall as a booking venue and Cllr Kathy Thomas offered to pass on some ideas to the Clerk for events that could be run by the Parish Council which may help generate additional income.</p>
<p><b>C099 – 30/01/2024                      Correspondence, Complaints &amp; Issues</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>➤ Councillors receive an update on <b>planning application 23/04380/FUL for proposed additional dwelling on land at 1 Bath Road</b>, Peasedown St John, and considered comments raised by local residents regarding the public path and amenity land at the corner of Huddox Hill and Bath Road. Support from the Parish Council was requested, despite there being an outstanding land ownership query [the application has submitted a request of adverse possession to the Land Registry, which has been contested by local residents]. Cllr Thomas volunteered to review the old Parish Council minutes to find reference to the bench supplied by the Parish Council that used to be on this land to assist residents with their claim.</li> <li>➤ <b>Installation of a metal miner figure within the village, as funded by the Somerset Miners Welfare Trust.</b> Following discussions at the November meeting, the Somerset Miners Welfare Trust had agreed to the proposals to install the metal miner at the entrance to the Recreation Ground and that it be dedicated to the late Francis Hillier, MBE. They had advised that the plaque would be installed after the miner as they were working on a project with Somer Valley FM to record stories of all the different pits and wanted the associated QR codes to be included on the plaque. The Clerk to liaise with councillors to obtain their views on the preferred location at the Recreation Ground entrance.</li> <li>➤ The Clerk to follow up on recent correspondence from a resident regarding the lack of minutes on the Parish Council website.</li> </ul>
<p><b>C100 – 30/01/2024                      Future Agenda Items &amp; Cllr Questions</b></p> <p>Councillors had an opportunity to provide the Clerk with requests for possible future agenda items and to raise questions on items not otherwise covered on the agenda.</p> <ul style="list-style-type: none"> <li>➤ Cllr Les Sprake asked if there had been any further update regarding the planning enforcement case for the Peasedown Community Farm at Dunkerton Hill. The Clerk responded that the matter was discussed at the last Planning Committee meeting and no further updates nor action were likely to be taken by B&amp;NES Council until in the new financial year at the earliest.</li> </ul>
<p><b>C101 – 30/01/2024                      Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council is scheduled to be held on Tuesday 27<sup>th</sup> February 2024 at 7pm at Beacon Hall.</p>

The meeting closed at 9.17pm.

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

**Appendix C091i - Schedule of payments made since the Full Council meeting on 21<sup>st</sup> November 2023 in relation to the accounts for the year ending 31<sup>st</sup> March 2024.**

<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>
05/11/2023	Amazon Services Europe S.a.r.l.	Emekian emergency fire escape ladder for Parish Office	Fin. Regs. 4.1	£66.66	£13.33	Credit Card
09/11/2023	ARC Mailing Ltd.	Printing of Winter 2023 Newsletter - A4 Sheet	C017 - 23/05/2023	£339.21	£67.84	BACS
16/11/2023	Society of Local Council Clerks	Allotment Tenancy Agreements and Policies Webinar - TW	Fin. Regs. 4.1	£30.00	£6.00	BACS
16/11/2023	Society of Local Council Clerks	Allotment Site Facilities and H&S Webinar - CC	Fin. Regs. 4.1	£35.00	£7.00	BACS
16/11/2023	Society of Local Council Clerks	Allotment Tenancy Agreements and Policies Webinar - TE	Fin. Regs. 4.1	£30.00	£6.00	BACS
16/11/2023	Society of Local Council Clerks	Allotment Tenancy Agreements and Policies Webinar - CC	Fin. Regs. 4.1	£30.00	£6.00	BACS
16/11/2023	Yu Energy Retail Limited	Standing Charge for Christmas Lights - October 2023	C017 - 23/05/2023	£6.54	£0.33	Direct Debit
16/11/2023	PSJ Charity Trust	Funds for Use of Football Facilities - Orig Pay by Tm Nathan	Fin. Regs. 4.1	£250.00	£0.00	BACS
19/11/2023	Bridget.C.Bowen	Interim Internal Audit for Financial Year 2023/24	C058 - 09/08/2022	£395.00	£0.00	BACS
20/11/2023	A J Champion & Sons Ltd	2x Bags of Postcrete for sign for parking on Rec Ground	Fin. Regs. 4.1	£9.70	£1.94	BACS
20/11/2023	A J Champion & Sons Ltd	1x Bag of Tarmac for manhole cover repair outside B.Hall	Fin. Regs. 4.1	£9.75	£1.95	BACS
20/11/2023	JCE Contracting Ltd.	Electrician to check lights in cemetery toilet as not working	Fin. Regs. 4.1	£60.00	£12.00	BACS
20/11/2023	Screwfix Direct Ltd. & B&Q	Briton 121ce Door Closer for Beacon Hall	Fin. Regs. 4.1	£24.99	£5.00	BACS
21/11/2023	Kathy Thomas	Food for Snr Residents Christmas Tea Party 2023	Fin. Regs. 4.1	£9.70	£0.00	BACS
22/11/2023	A Withey Industrial Packaging	2000x Heavy Duty Refuse Sacks	Fin. Regs. 4.1	£216.90	£43.38	BACS
22/11/2023	Avon Local Councils' Association	Finance for Councillors Webinar - HH	Fin. Regs. 4.1	£30.00	£0.00	BACS
23/11/2023	DCK Payroll Solutions Ltd.	Admin Staff Salaries - November 2023	C017 - 23/05/2023	£7,722.89	£0.00	BACS
23/11/2023	DCK Payroll Solutions Ltd.	Employers NI Contribution - November 2023	C017 - 23/05/2023	£1,104.41	£0.00	BACS
23/11/2023	DCK Payroll Solutions Ltd.	Caretakers Salaries - November 2023	C017 - 23/05/2023	£4,070.12	£0.00	BACS
23/11/2023	DCK Payroll Solutions Ltd.	Employers Pension Contribution - November 2023	C017 - 23/05/2023	£2,302.89	£0.00	BACS
23/11/2023	Norton Garden Machinery Ltd.	Repairs to handle of Stiga multiclip mower - parts & labour	Fin. Regs. 4.1	£103.27	£20.65	BACS
23/11/2023	Water2Business	AC Water Services 16/05/23 to 22/11/23	C017 - 23/05/2023	£189.96	£0.00	Direct Debit
27/11/2023	Sainsbury's Supermarkets Ltd.	Refund for sandwiches for Tea Party - Incorrect Date Error	Fin. Regs. 4.1	-£191.00	£0.00	Credit Card
27/11/2023	Sainsbury's Supermarkets Ltd.	Sandwiches for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£191.00	£0.00	Credit Card
27/11/2023	Sainsbury's Supermarkets Ltd.	Sandwiches for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£191.00	£0.00	Credit Card
28/11/2023	AG Woodcare Products Ltd.	5x litres of Junkers floor cleaner for Beacon Hall main hall	Fin. Regs. 4.1	£24.96	£4.99	Credit Card
28/11/2023	AG Woodcare Products Ltd.	Delivery costs for the above	Fin. Regs. 4.1	£4.92	£0.98	Credit Card

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
30/11/2023	Allstar Business Solutions Ltd.	Fuel Card - November 2023	C017 - 23/05/2023	£73.76	£14.75	Direct Debit
30/11/2023	Amazon EU S.a.r.l. UK Branch	8x D batteries for Christmas tree lights	Fin. Regs. 4.1	£19.98	£4.00	Credit Card
30/11/2023	Amazon Services Europe S.a.r.l.	Discount applied by Amazon for multiple purchase	Fin. Regs. 4.1	-£5.98	£0.00	Credit Card
30/11/2023	Amazon Services Europe S.a.r.l.	1pk of 2 Smart timer control plugs	Fin. Regs. 4.1	£11.66	£2.33	Credit Card
30/11/2023	Amazon Services Europe S.a.r.l.	10x 180cm Navy round fabric tablecloths for Beacon Hall	Fin. Regs. 4.1	£99.60	£19.90	Credit Card
30/11/2023	ARC Mailing Ltd.	Printing of 150x Calendars for 2024	C134 – 17/01/2023	£497.50	£99.50	BACS
30/11/2023	B&M Retail Ltd.	Biscuits for Snr Residents Christmas Tea Party Gifts	Fin. Regs. 4.1	£4.78	£0.00	Credit Card
30/11/2023	B&M Retail Ltd.	Confectionery for Snr Residents Christmas Tea Party Gifts	Fin. Regs. 4.1	£8.00	£0.00	Credit Card
30/11/2023	B&M Retail Ltd.	Large bells decoration for cemetery Christmas tree	Fin. Regs. 4.1	£4.00	£0.00	Credit Card
30/11/2023	DCK Payroll Solutions Ltd.	Payroll Processing Fees - November 2023	PC031 - 13/07/2023	£101.00	£20.20	BACS
30/11/2023	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - 2x Nov 2023	C146 - 28/02/2023	£130.00	£26.00	BACS
30/11/2023	Greensward Sports Consultancy Ltd.	Mowing of the Recreation Ground Outer Area - 30 Oct	C146 - 28/02/2023	£90.00	£18.00	BACS
30/11/2023	Kathy Thomas	Food for Snr Residents Christmas Tea Party 2023	Fin. Regs. 4.1	£28.15	£0.00	BACS
30/11/2023	Kathy Thomas	Food for Snr Residents Christmas Tea Party 2023	Fin. Regs. 4.1	£29.40	£0.00	BACS
30/11/2023	Office Monster	Punched pockets, laminating pouches, inkjet cartridges	Fin. Regs. 4.1	£96.91	£19.38	BACS
30/11/2023	Office Monster	5x Reams of A4 copier paper	Fin. Regs. 4.1	£28.63	£5.73	BACS
30/11/2023	Sainsbury's Supermarkets Ltd.	Food & Drink for Snr Residents Christmas Tea Party - Coupon	Fin. Regs. 4.1	-£9.00	£0.00	Credit Card
30/11/2023	Sainsbury's Supermarkets Ltd.	Food and drink for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£39.70	£0.00	Credit Card
30/11/2023	Sainsbury's Supermarkets Ltd.	Food and drink for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£74.58	£14.92	Credit Card
30/11/2023	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Oct 2023	C116 - 20/12/2022	£436.17	£87.24	BACS
30/11/2023	TJ Morris Ltd.	Christmas Crackers for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£17.45	£3.49	Credit Card
30/11/2023	TJ Morris Ltd.	Washing up Liquid as Bingo Prize for Christmas Tea Party	Fin. Regs. 4.1	£2.49	£0.50	Credit Card
30/11/2023	Water2Business	BH Water Services 06/06/23 to 30/11/23	C017 - 23/05/2023	£451.26	£0.00	Direct Debit
01/12/2023	Bath & North East Somerset Council	AC Business Rates - Apr 2023 to Mar 2024	C017 - 23/05/2023	£164.00	£0.00	Direct Debit
01/12/2023	Bath & North East Somerset Council	BH Business Rates - Apr 2023 to Mar 2024	C017 - 23/05/2023	£301.00	£0.00	Direct Debit
01/12/2023	Bath & North East Somerset Council	School Crossing Patrol Service 01/04/23 to 31/03/24	C010 – 23/05/2023	£3,794.75	£0.00	Direct Debit
01/12/2023	Bath & North East Somerset Council	School Crossing Patrol - Uniform Costs	C010 – 23/05/2023	£50.00	£10.00	Direct Debit
01/12/2023	Lex Autolease Ltd. / Isuzu Contract Hire	Lease Rental on Isuzu D-Max - Dec 2023	C109 - 20/12/2022	£356.92	£71.38	Direct Debit
01/12/2023	Lex Autolease Ltd. / Isuzu Contract Hire	Service Rental on Isuzu D-Max - Dec 2023	C109 - 20/12/2022	£41.29	£8.26	Direct Debit
01/12/2023	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - December 2023	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
01/12/2023	SumUp Payments Ltd.	Transaction Fees for SumUp Card Payments - Nov 2023	Fin. Regs. 4.1	£3.39	£0.00	Auto.
01/12/2023	Vision ICT	Website & Email Hosting & Support 2024-25	Fin. Regs. 4.1	£338.88	£67.78	BACS
02/12/2023	Lidl Great Britain Limited	Food and drink for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£60.10	£12.02	Credit Card
02/12/2023	Lidl Great Britain Limited	Food and drink for Snr Residents Christmas Tea Party	Fin. Regs. 4.1	£39.54	£0.00	Credit Card
02/12/2023	Somer Valley Farms Ltd.	Pies, sausage rolls, scotch eggs for Snr Residents Tea Party	Fin. Regs. 4.1	£150.00	£0.00	BACS
02/12/2023	Yu Energy Retail Limited	Streetlighting Electric - 01/11/23 to 30/11/23	C017 - 23/05/2023	£172.19	£8.61	Direct Debit
02/12/2023	Yu Energy Retail Limited	Standing Charge for Christmas Lights - November 2023	C017 - 23/05/2023	£6.33	£0.32	Direct Debit
03/12/2023	Sainsbury's Supermarkets Ltd.	Cheese, cream, butter, grapes etc for SnrResidents Tea Party	Fin. Regs. 4.1	£13.64	£0.00	Credit Card
04/12/2023	Yu Energy Retail Limited	BH Electricity - 01/11/23 to 30/11/23	C017 - 23/05/2023	£185.33	£9.27	Direct Debit
04/12/2023	Yu Energy Retail Limited	RG Changing Rooms - 01/11/23 to 30/11/23	C017 - 23/05/2023	£76.73	£3.84	Direct Debit
04/12/2023	Yu Energy Retail Limited	AC Electricity - 01/11/23 to 30/11/23	C017 - 23/05/2023	£17.15	£0.86	Direct Debit
05/12/2023	Somer Printing Ltd.	150x Christmas cards and envelopes 2023	F&A061 - 10/10/2023	£110.00	£22.00	BACS
05/12/2023	Yu Energy Retail Limited	BH Gas - 01/11/23 to 30/11/23	C017 - 23/05/2023	£344.90	£17.24	Direct Debit
07/12/2023	Amazon EU S.a.r.l. UK Branch	Amazon Prime Membership - December 2023	Fin. Regs. 4.1	£8.99	£0.00	Credit Card
07/12/2023	Water2Business	RG Water Services 19/05/23 to 07/12/23	C017 - 23/05/2023	£66.74	£13.35	Direct Debit
08/12/2023	JCE Contracting Ltd.	Replacement LED lights to Cemetery building and toilet - P&L	Fin. Regs. 4.1	£240.75	£48.15	BACS
09/12/2023	BT Payment Services Ltd.	PO Telephone & Broadband - 01/12/23 to 31/12/23	C017 - 23/05/2023	£63.96	£12.79	Direct Debit
09/12/2023	BT Payment Services Ltd.	BH Telephone & Broadband - 01/12/23 to 31/12/23	C017 - 23/05/2023	£63.95	£12.79	Direct Debit
12/12/2023	B E Services Limited	Commissioning of Christmas Tree Lights 2023	Fin. Regs. 4.1	£136.00	£27.20	BACS
12/12/2023	B E Services Limited	Supply & Installation of 4x double sockets in trunking in PO	Fin. Regs. 4.1	£279.42	£55.88	BACS
12/12/2023	Screwfix Direct Ltd. & B&Q	4x 36 litre flexi tubs for grave digging, weeding etc.	Fin. Regs. 4.1	£26.65	£5.33	BACS
12/12/2023	Screwfix Direct Ltd. & B&Q	2x 6pk bungee cords for advertising banners	Fin. Regs. 4.1	£13.32	£2.66	BACS
13/12/2023	DCK Payroll Solutions Ltd.	Admin Staff Salaries - December 2023	C017 - 23/05/2023	£5,244.61	£0.00	BACS
13/12/2023	DCK Payroll Solutions Ltd.	Employers NI Contribution - December 2023	C017 - 23/05/2023	£562.42	£0.00	BACS
13/12/2023	DCK Payroll Solutions Ltd.	Caretakers Salaries - December 2023	C017 - 23/05/2023	£2,620.95	£0.00	BACS
13/12/2023	DCK Payroll Solutions Ltd.	Employers Pension Contribution - December 2023	C017 - 23/05/2023	£1,529.17	£0.00	BACS
13/12/2023	Lights4Fun Ltd.	1x Pk of 6 looms of white fairy lights to replace vandalised	Fin. Regs. 4.1	£46.91	£9.38	Credit Card
15/12/2023	BT Payment Services Ltd.	Mobile Phone Costs - Dec 23 to Jan 24	C017 - 23/05/2023	£13.97	£2.79	Direct Debit
16/12/2023	Asda Stores Ltd.	2x Desk diaries	Fin. Regs. 4.1	£4.17	£0.83	Credit Card
18/12/2023	Lights4Fun Ltd.	1x Transformer plug for Christmas lights to replace faulty	Fin. Regs. 4.1	£10.08	£2.01	Credit Card




Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
19/12/2023	Gompels Healthcare Ltd	Toilet rolls, paper towels, bin liners, brush, bucket	Fin. Regs. 4.1	£87.32	£17.47	BACS
19/12/2023	HM Land Registry	Title Plan - Persimmon Land Transfer Related	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
19/12/2023	HM Land Registry	Title Plan - Persimmon Land Transfer Related	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
19/12/2023	HM Land Registry	Title Plan - Persimmon Land Transfer Related	Fin. Regs. 4.1	£3.00	£0.00	Credit Card
19/12/2023	Tesco Stores Ltd.	Milk and biscuits	Fin. Regs. 4.1	£4.02	£0.00	Credit Card
20/12/2023	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Nov 2023	C116 - 20/12/2022	£436.17	£87.24	BACS
21/12/2023	Greensward Sports Consultancy Ltd.	Mowing of the Football Pitch - 1x Dec 2023	C146 - 28/02/2023	£65.00	£13.00	BACS
21/12/2023	Lights4Fun Ltd.	Refund of delivery costs for plug as not delivered next day	Fin. Regs. 4.1	-£5.83	-£1.16	Credit Card
21/12/2023	The Play Inspection Company Ltd.	Annual Independent Play Area Inspection 2023	Fin. Regs. 4.1	£165.00	£33.00	BACS
21/12/2023	The Play Inspection Company Ltd.	Annual Independent Play Area Inspection 2023	Fin. Regs. 4.1	£165.00	£33.00	BACS
29/12/2023	DCK Payroll Solutions Ltd.	Payroll Processing Fees - December 2023	PC031 - 13/07/2023	£88.50	£17.70	BACS
29/12/2023	Unity Trust Bank	Manual Handling Fee - Cash & Chq Pay Ins 2023/24 Fin. Yr. Q3	Fin. Regs. 4.1	£2.70	£0.00	Auto.
31/12/2023	Allstar Business Solutions Ltd.	Fuel Card - December 2023	C017 - 23/05/2023	£69.35	£13.87	Direct Debit
31/12/2023	Bath Community Transport	Transport for Christmas Tea Party 2023	Fin. Regs. 4.1	£76.70	£0.00	BACS
31/12/2023	Peasedown St John Parish Council	Bank Transfer - Chq 004633 - Petty Cash Top Up	Fin. Regs. 6.21	£214.72	£0.00	Cheque
31/12/2023	Unity Trust Bank	Service Charge - BACS, DD, Acctn Fee etc 2023/24 Fin. Yr. Q3	Fin. Regs. 4.1	£40.95	£0.00	Auto.
01/01/2024	Bath & North East Somerset Council	AC Business Rates - Apr 2023 to Mar 2024	C017 - 23/05/2023	£164.00	£0.00	Direct Debit
01/01/2024	Bath & North East Somerset Council	BH Business Rates - Apr 2023 to Mar 2024	C017 - 23/05/2023	£301.00	£0.00	Direct Debit
01/01/2024	SumUp Payments Ltd.	Transaction Fees for SumUp Card Payments - Dec 2023	Fin. Regs. 4.1	£3.21	£0.00	Auto.
02/01/2024	Agrovista UK Ltd.	3x 10 litres of Grassline Heavy Duty Line Marking Paint	Fin. Regs. 4.1	£66.27	£13.25	BACS
02/01/2024	HP Inc UK Limited	HP Pro SFF 400 G9 desktop computer	PC096 - 28/11/2023	£599.99	£120.00	Credit Card
02/01/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Lease Rental on Isuzu D-Max - Jan 2024	C109 - 20/12/2022	£356.92	£71.38	Direct Debit
02/01/2024	Lex Autolease Ltd. / Isuzu Contract Hire	Service Rental on Isuzu D-Max - Jan 2024	C109 - 20/12/2022	£41.29	£8.26	Direct Debit
03/01/2024	Yu Energy Retail Limited	Streetlighting Electric - 01/12/23 to 31/12/23	C017 - 23/05/2023	£179.73	£8.99	Direct Debit
03/01/2024	Yu Energy Retail Limited	BH Electricity - 01/12/23 to 31/12/23	C017 - 23/05/2023	£188.99	£9.45	Direct Debit
04/01/2024	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Oct 23 to Jan24	Fin. Regs. 4.1	£80.00	£16.00	BACS
04/01/2024	JW Waste Recycling Ltd.	12yd General Mixed Waste Skip for All Bins - Jan 24 to Jan24	Fin. Regs. 4.1	£409.86	£81.97	BACS
04/01/2024	Norton Garden Machinery Ltd.	Parts & Labour for repair to Husqvarna Brushcutter	Fin. Regs. 4.1	£82.80	£16.56	BACS
04/01/2024	Norton Garden Machinery Ltd.	Parts & Labour for repair to Stihl KM90R Strimmer	Fin. Regs. 4.1	£96.26	£19.25	BACS
04/01/2024	Society of Local Council Clerks	How to Use Graphic Design Software Canva Webinar - DP	Fin. Regs. 4.1	£35.00	£7.00	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
04/01/2024	Society of Local Council Clerks	Linking Website with Social Media Webinar - TW	Fin. Regs. 4.1	£30.00	£6.00	BACS
04/01/2024	Society of Local Council Clerks	Linking Website with Social Media Webinar - DP	Fin. Regs. 4.1	£30.00	£6.00	BACS
04/01/2024	Society of Local Council Clerks	Creating a Strategic Vision for Future Webinar - TW	Fin. Regs. 4.1	£30.00	£6.00	BACS
04/01/2024	Society of Local Council Clerks	Civility & Respect Issues for Public Sector Webinar - TW	Fin. Regs. 4.1	£30.00	£6.00	BACS
04/01/2024	Yu Energy Retail Limited	BH Gas - 01/12/23 to 31/12/23	C017 - 23/05/2023	£334.55	£16.73	Direct Debit
04/01/2024	Yu Energy Retail Limited	RG Changing Rooms - 01/12/23 to 31/12/23	C017 - 23/05/2023	£98.23	£4.91	Direct Debit
04/01/2024	Yu Energy Retail Limited	AC Electricity - 01/12/23 to 31/12/23	C017 - 23/05/2023	£39.40	£1.97	Direct Debit
04/01/2024	Yu Energy Retail Limited	Standing Charge for Christmas Lights - December 2023	C017 - 23/05/2023	£6.54	£0.33	Direct Debit
07/01/2024	Amazon EU S.a.r.l. UK Branch	Amazon Prime Membership - January 2024	Fin. Regs. 4.1	£8.99	£0.00	Credit Card
08/01/2024	BT Payment Services Ltd.	PO Telephone & Broadband - 01/01/24 to 11/01/24	C017 - 23/05/2023	£40.65	£8.13	Direct Debit
08/01/2024	BT Payment Services Ltd.	BH Telephone & Broadband - 01/01/24 to 11/01/24	C017 - 23/05/2023	£40.65	£8.13	Direct Debit
08/01/2024	Unique Signs	1x A3 Alucomp sign for manure area at allotments	Fin. Regs. 4.1	£30.00	£6.00	BACS
09/01/2024	Sage (UK) Limited	Online Subscription to Sage 50 Accounts - January 2024	Fin. Regs. 4.1	£41.00	£8.20	Direct Debit
10/01/2024	BK & A Garrett & Son	Hedge Cutting - Recreation Ground	Fin. Regs. 4.1	£238.00	£47.60	BACS
10/01/2024	BK & A Garrett & Son	Hedge Cutting - Beacon Field	Fin. Regs. 4.1	£238.00	£47.60	BACS
10/01/2024	BK & A Garrett & Son	Supply, Erect & Remove 6x Christmas Trees	C050 – 08/08/2023	£870.00	£174.00	BACS
10/01/2024	Love Shopping Direct Ltd.	Honeywell 24 litre portable dehumidifier	Fin. Regs. 4.1	£165.01	£33.00	Credit Card
10/01/2024	TalkTalk Business Direct Limited	PO Telephone & Broadband - 02/01/24 to 01/02/24	C083 - 19/12/2023	£26.95	£5.39	Direct Debit
10/01/2024	TalkTalk Business Direct Limited	BH Telephone & Broadband - 02/01/24 to 01/02/24	C083 - 19/12/2023	£26.95	£5.39	Direct Debit
11/01/2024	Hopes Grove Nurseries Ltd.	25x Japanese Holly plants to replace dead in Gnd of Rem	Fin. Regs. 4.1	£99.75	£19.95	Credit Card
11/01/2024	Hopes Grove Nurseries Ltd.	Perennial Plants for Scattering Area of Gdn of Remembrance	Fin. Regs. 4.1	£120.97	£24.19	Credit Card
11/01/2024	Norton Garden Machinery Ltd.	5x litres of two stroke oil	Fin. Regs. 4.1	£33.29	£6.66	BACS
13/01/2024	Amazon EU S.a.r.l. UK Branch	2x 750ml Hammerite smooth white paint - hanging basket poles	Fin. Regs. 4.1	£28.32	£5.66	Credit Card
15/01/2024	Society of Local Council Clerks	Annual Membership Subscription to SLCC 2024-25	C091 - 30/01/2024	£288.00	£0.00	BACS
15/01/2024	Volker Highways Ltd.	Installation and Removal of Christmas Light Motifs 2023	C050 - 08/08/2023	£2,534.56	£506.91	BACS
15/01/2024	Winchester Garden Machinery Ltd.	1x Stihl FS-KM straight trimmer head	Fin. Regs. 4.1	£122.50	£24.50	Credit Card
18/01/2024	DCK Payroll Solutions Ltd.	Admin Staff Salaries - January 2024	C017 - 23/05/2023	£5,254.61	£0.00	BACS
18/01/2024	DCK Payroll Solutions Ltd.	Employers NI Contribution - January 2024	C017 - 23/05/2023	£819.88	£0.00	BACS
18/01/2024	DCK Payroll Solutions Ltd.	Caretakers Salaries - January 2024	C017 - 23/05/2023	£5,234.62	£0.00	BACS
18/01/2024	DCK Payroll Solutions Ltd.	Employers Pension Contribution - January 2024	C017 - 23/05/2023	£2,046.03	£0.00	BACS

Date of Invoice	Supplier Name	Details	Associated Minute/Regulation	Net Amount	VAT Amount	Payment Type
18/01/2024	DCK Payroll Solutions Ltd.	Mileage - January 2024	C017 - 23/05/2023	£33.53	£0.00	BACS
18/01/2024	DCK Payroll Solutions Ltd.	Reimbursement for Parking Fees - DP	C017 - 23/05/2023	£1.20	£0.00	BACS
18/01/2024	J.Coles - Eckweek Account	Annual Rent for Allotment Land 2023 -2024	C083 - 19/12/2023	£350.00	£0.00	BACS
20/01/2024	JEM Heating Services Ltd	Mechanical Services Maint. Contract 01/02/24 to 31/01/25 -BH	Fin. Regs. 4.1	£285.00	£57.00	BACS
22/01/2024	Arleen Coach Hire Ltd.	Community Grant - Transport to Cheerleading Comp - Swansea	C030 - 27/06/2023	£650.00	£0.00	BACS
22/01/2024	Softcat Plc	MS Office 365, Conf Call, Visio & Exchange Online - Dec 2023	C116 - 20/12/2022	£436.17	£87.24	BACS
				<b>£61,374.38</b>	<b>£2,675.99</b>	

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## Parish Council Accounts Budget Planning 2024-25

# Cllr. Andy Larcombe

## Budgets and Precept for 2024-25

1



## Parish Council Accounts Budget Planning 2024-25

### **Budget Planning 6-Step Process**

1. Clerk prepared spreadsheet of operational costs and updates as much as possible.
2. This was reviewed initially with the Chair and Vice-Chair of the F&A Committee on 12<sup>th</sup> December and some amendments made.
3. The revised operational budget is reviewed at F&A Advisory Panel meeting (on 19<sup>th</sup> December) to which all councillors are invited to attend. Suggested projects are also reviewed at this meeting.
4. Any queries from this AP meeting are investigated and amendment made.
5. The revised document is again reviewed at the F&A Committee meeting on 23<sup>rd</sup> January 2024 and a recommendation on the precept setting is usually formulated.
6. The Clerk & Chair of the F&A Committee put together a presentation on the budget for Full Council to consider at the meeting on 30<sup>th</sup> January 2024 at which the precept must be determined.

N.B. Residents have been invited for their feedback via the newsletter for the autumn newsletter (for project ideas) and are invited to attend meetings under item 5 & 6.

2



## Parish Council Accounts Budget Planning 2024-25

<u>INCOME - Projected</u>	2023/24	2024/25
Precept (same as 2023-24 figure)	£251,452	£251,452
Beacon Hall	£18,000	£18,000
Bank Interest	£100	£1,500
Other	£8,704	£8,741
<b>Total</b>	<b>£278,256</b>	<b>£279,693</b>

3



## Parish Council Accounts Budget Planning 2024-25

<u>EXPENDITURE – Projected Operational</u>	2023/24	2024/25
Staff Costs*	£145,857	£173,917
General Admin inc. newsletters & website	£27,600	£29,770
Village Amenities**	£24,650	£28,250
Streetlighting	£6,500	£5,500
Contracted Amenities Works	£1,500	£0
Beacon Hall & Beacon Field	£26,440	£25,110
Recreation Ground	£13,500	£14,610
Grants and Village Events**	£10,593	£12,100
Infrequent Operational Expenditure	£15,000	£15,000
Vehicle – Lease, Maint, Insurance	£6,559	£6,979
<b>Total</b>	<b>£278,199</b>	<b>£311,236</b>

4



## Parish Council Accounts Budget Planning 2024-25

**\*Staff Costs** have increased substantially on the previous year (approx. £28k), due to the following factors:

- Full time Caretaker Manager hours (approved by Council); Part-time RFO hours (under discussion by Personnel Committee). To enable the Council to run effectively with the increased demands.
- National salary pay increases of £1,925 FTE for all staff backdated to April 2023.
- Anticipated national salary pay increase of 5% from April 2024.
- Associated increases to Employers NI and pension contributions.
- New payroll provider more expensive but working better with monthly billing.
- Removed 'Contracted Amenities Works' budget as should now be covered in-house.

**\*\*Other**

- In the last few years there has been a larger annual event so increased by £1k to accommodate.
- School crossing patrol – wages increase.
- Christmas lights – increased by £1,500 to accommodate hire & storage costs.

Other increases, broadly speaking, are due to inflation.

5



## Parish Council Accounts Budget Planning 2024-25

<b>INCOME LESS EXPENDITURE</b>	
<b>Total Income</b>	£279,693
<b>Total Operational Expenditure</b>	£311,236
<b>Total</b>	<b>-£31,543</b>

Income less expenditure for 2023/24 was £57

Reminder that the Parish Council's contribution of your total Council Tax Bill is circa 5.5%

In 2023; there was an overall increase on PSJ Council Tax of 4.8%. This was broken down as follows:

B&NES Council – Increase of 3%; Social Care – Increase of 2%; Fire & Rescue – Increase of 6.4%; Police – Increase of 6%; Parish Council – Decrease of 0.7%.

6



## Parish Council Accounts Budget Planning 2024-25

The following **motion** was raised at the Finance & Amenities Committee for consideration and vote:

*To resolve to accept the operational budget for the financial year 2024/25 based on a projected operational income of £279,693 and a projected operational expenditure of £311,236.*

*Proposed by: Cllr Kathy Thomas*

*Seconded by: Cllr Simon Kidd*

7



## Parish Council Accounts Budget Planning 2024-25

Financial Year	Precept	% Increase on Previous Year	Tax Base	% Increase on Previous Year	Band D	% Increase on Previous Year
2010/11	£85,779.00	-0.9%	2192.60	-0.9%	£39.12	-0.9%
2011/12	£99,210.00	16%	2204.49	1%	£45.00	15%
2012/13	£139,108.00	40%	2219.58	1%	£62.67	39%
2013/14	£150,108.00	8%	2010.08	-9%	£74.68	19%
2014/15	£160,967.00	7%	2078.25	3%	£77.45	4%
2015/16	£162,771.00	1%	2101.55	1%	£77.45	0%
2016/17	£165,933.00	2%	2123.60	1%	£78.14	1%
2017/18	£174,564.00	5%	2134.52	1%	£81.78	5%
2018/19	£174,845.00	0%	2127.07	0%	£82.20	1%
2019/20	£247,736.00	42%	2135.93	0%	£115.99	41%
2020/21	£251,452.00	1%	2143.16	0%	£117.33	1%
2021/22	£251,452.00	0%	2117.31	-1%	£118.76	1%
2022/23	£251,452.00	0%	2139.35	1%	£117.54	-1%
2023/24	£251,452.00	0%	2153.93	1%	£116.74	-1%
2024/25	£251,452.00	0%	2157.89	0%	£116.53	0%

8



## Parish Council Accounts Budget Planning 2024-25

Residents have been made aware that an increase in the precept is likely.

The 2023 precept leaflet states the following (see last sentence):

### What is different this year?

Our long-serving caretaker, who used his own vehicle, left us towards the end of 2022. We have also had an increase in both the facilities that we manage and, due to taking on land previously managed by the housing developer, the area of outdoor space that we are responsible for. We have needed to source a vehicle for our caretaking staff to use, and we are looking to fund a full-time caretaker (in addition to our remaining staff). This, combined with national staff pay increases and rising fuel/energy costs, has meant that we have had to increase our operational budgets for these areas.

The Parish Council closely monitors tasks to ensure we have the correct balance between our employed staff and contracted works. So although some budgets remain fluid, this will not affect the overall budget.

We also continually review services, budgets and suppliers to reduce the day to day running costs when possible, and this year has been no exception. Taking all factors into consideration, including the long-term view of the Council's finances, we report that we have been able to maintain the precept at the same level this year as for 2022/23. This has been possible due to using underspend from the Covid years. However, this year our income is very close to our total expenditure and so an increase in the precept will be likely for 2024/25.

9



## Parish Council Accounts Budget Planning 2024-25

**It was unanimously felt important to continue with the 'nice to do' operational budget items:**

- Community Grants £4,000
- Civic Events £2,000
- Senior Residents' Christmas Tea Party £1,500
- Chairman's Allowance £300
- Christmas Lights & Trees £6,000
- Floral Displays £3,000

**Possible Total Saving: £16,800**

10





## Parish Council Accounts Budget Planning 2024-25

<b>TAX BASE</b>		
	<b>2023-24</b>	<b>2024-25</b>
<b>Precept</b>	£251,452.00	£251,452.00
<b>Tax Base</b>	2153.93	2157.89
<b>Band D (annual tax)</b>	£116.74	£116.53
<b>Band D (monthly tax)</b>	£9.73	£9.71

11



## Parish Council Accounts Budget Planning 2024-25

Projects currently in progress – approx. £33k under Committed Expenditure:

<b>Project</b>	<b>Balance Remaining</b>
<b>Refurbishment of the telephone kiosks</b> - Bath Road complete; Carlingcott remains to be painted/refurb. Order placed with contractor – awaiting appropriate weather.	£182.42
<b>Staff Mentoring/training</b> - final invoice still to be received.	£75.00
<b>Parish Map &amp; Signage Project</b> - Large maps, information signs and village walks and local information for QR codes linking to Parish Council website.	£2,645.90
<b>Ashgrove Cemetery</b> - To upgrade and extend the pathways at the Garden of Remembrance. Works booked to commence Spring 2024.	£30,315.00
<b>Total</b>	<b>£33,218.32</b>

12



## Parish Council Accounts Budget Planning 2024-25

Operational Projects – Already Ear Marked	Estimated Cost	Current EMR	Suggested 2024/25 EMR
Accessible Allotment plots - extend onto plot 18C - to be done as in-house project now	£4,000	£4,000	£0
CILCA Contingency	£3,713	£3,470	£243
Pension Deficit Planning	£14,950	£4,000	£4,000
Beacon Field Play Area Resurfacing		£4,715	£0
Beacon Hall Audio Visual Equipment for Beacon Hall	£20,000	£20,000	£0
<b>Totals</b>		<b>£36,185</b>	<b>£4,243</b>

General Reserve currently approx. £11,740  
Contingency Reserve currently £70,000

13



## Parish Council Accounts Budget Planning 2024-25

Project Suggestions for Review – Unlikely to Proceed (Projects that have 40% or less support from Parish Councillors)	Estimated Cost	Current EMR	Suggested 2024/25 EMR
Dog exercise area at Recreation Ground/Ecewiche Green - (like Beacon Field)	£6,000	£0,000	£0,000
Eco-Survey of the Village	£7,500	£0,000	£0,000
Improvements to Beacon Hall – short- and long-term improvements to storage*	£30,000 each year	£0,000	£0,000
Emergency Plan for the Village – to plan for any village wide incidents	£1,000	£0,000	£0,000
Village War Memorial – To relocate the village war memorial from the church	£20,000	£0,000	£0,000
Beacon Field – Lighting of the MUGA	£45,000	£0,000	£0,000
Recreation Ground – Lighting of the skate park so it can be used during winter months for longer	£45,000	£0,000	£0,000
Outdoor gym	£40,000	£0,000	£0,000
Enhancements to Public Open Spaces – Shade sails to Beacon Field	£30,000	£0,000	£0,000
	<b>£224,500</b>	<b>£0,000</b>	<b>£0,000</b>

14



## Parish Council Accounts Budget Planning 2024-25

Project Suggestions for Review – May Proceed (Projects that have between 41% and 74% support from Parish Councillors)	Estimated Cost	Current EMR	Suggested 2024/25 EMR
<b>Jubilee Garden – Irrigation System</b>	£1,000	£0	£0,000
<b>Electric vehicle charging points</b> – to provide additional points to supplement WECA funded project	£20,000	£0	£0,000
<b>Recreation Ground Graffiti Wall</b> – To include work with various youth groups	£10,000	£0	£0,000
<b>Enhancements to Public Open Spaces – Composting toilets on 3x sites</b>	£40,000	£0	£0,000
<b>Enhancements to Public Open Spaces – Recreation Ground soakaway &amp; draining</b>	£7,000	£0	£0,000
<b>Improvements to Bath Road/Ashgrove</b> – measures to reduce speeding etc.	£10,000	£0	£0,000
<b>Water fountains</b> – Installation of water fountains at Beacon Hall/Recreation Ground	£6,000	£0	£0,000
<b>Youth Council</b> – to establish a youth council with some funding	£3,000	£0	£0,000
	<b>£97,000</b>	<b>£0,000</b>	<b>£0,000</b>

\*The EMR allocated to this project should have returned to General Reserve - agenda item C091–30/01/2024 refers.

15



## Parish Council Accounts Budget Planning 2024-25

Project Suggestions for Review – Likely to Proceed (Projects that have 75% support from Parish Councillors)	Estimated Cost	Current EMR	Suggested 2024/25 EMR
<b>Enhancements to Public Open Spaces - Footpaths</b> - To plan for the upgrade the tarmac pathways. Works to be funded over several years.	£20,000 each year	£0	£20,000
<b>Enhancements to Public Open Spaces &amp; Climate Improvements – Trees for Climate</b>	£5,000	£0	£5,000
<b>Parish Council Strategy Project</b> – To include workshops with the residents etc.	£5,000	£0	£5,000
<b>Parish Council Website Upgrade</b>	£4,000	£0	£4,000
<b>Improvements to Beacon Hall</b> – Top up to grant funding requested from WECA	£10,000	£0	£10,000
<b>Improvements to Ashgrove Cemetery</b> – Working towards Green Flag Award including irrigation, action on results of Wildlife Survey, community compost, bug boxes, etc.	£7,000	£0	£7,000
<b>Enhancements to Public Open Spaces – Planting of mature trees to provide shade at Beacon Field</b>	£3,000	£0	£3,000
<b>Wildlife Pond at Ewewiche Green</b> – Size will dictate price (following comments at the last meeting a further quotation has been obtained for a larger pond).	£5,370 to £22,679	£0	£22,679
	<b>£76,679</b>	<b>£0,000</b>	<b>£76,679</b>

16





## Parish Council Accounts Budget Planning 2024-25

<b>Precept Planning</b>	
Difference between operational inc & exp	£31,543.00
Increase Contingency Reserve to £85,000	£15,000.00
Known EMR increases – pension deficit & Cilca	£4,243.00
Project Suggestions – 75% and above support	£45,679.00
Infrastructure Suggestions – 1 – 75% and above support	£31,000.00
Infrastructure Suggestions – 2 – other items	£3,900.00
<b>Total Possible Increase on Existing Precept</b>	<b>£131,365.00</b>

19



## Parish Council Accounts Budget Planning 2024-25

<b>BANK BALANCES AS OF 29/01/2024</b>	
Current & Deposit Accounts	£218,285.68
Petty Cash & Credit Card	£193.65
Trade Debtors	£2,875.30
VAT Liability	£6,014.61
<b>Current Assets Total</b>	<b>£227,369.24</b>
Trade Creditors	£4,553.29
Key Deposits	£630.00
<b>Current Liabilities Total</b>	<b>£5,183.29</b>
<b>Total Assets Less Total Liabilities</b>	<b>£222,185.95</b>

20



## Parish Council Accounts Budget Planning 2024-25

<b>BANK BALANCES AS OF 29/01/2024</b>	
<b>Total Assets Less Total Liabilities</b>	<b>£222,185.95</b>
Less Qtr. 4 - Estimated Operational Expenditure	-£58,636.00
Less Qtr. 4 - Operational Projects	-£2,000.00
Plus Qtr. 4 - VAT Predicted Claim	Nil
Plus Qtr. 4 - Hall Hire/Cemetery Income	£4,500.00
Less Contingency Reserves	-£70,000.00
Less Committed Expenditure	-£33,218.32
Less Ear Marked Reserves	-£36,185.00
<b>Remaining Balance ('General Reserve')</b>	<b>£26,646.63</b>

21



## Parish Council Accounts Budget Planning 2024-25

**How is there £26k remaining at the end of the year when it was budgeted to be £57?**

**This £26k is made up from/generated by the following:**

- £11,743 – General Reserve
- £ 2,000 – Bank Interest is approx. £2k more than estimated
- £ 2,600 – It was not budgeted to receive any CIL income
- £10,250 – Likely budget underspend on IOE budget

**It is suggested that of this estimated remaining balance\*:**

- £15,000 be allocated to increase the Contingency Reserve to £85k
- £ 4,423 be allocated to the existing EMR (pension deficit and CiLCA)

\*This will need to be voted on as a separate resolution

22



## Parish Council Accounts Budget Planning 2024-25 – Slide Option A

Financial Year	Precept	Actual Increase	% Increase on Previous Year	Tax Base	% Increase on Previous Year	Band D	% Increase on Previous Year	Monthly Payment - Band D
2010/11	£85,779.00	N/A	-0.9%	2192.60	-0.9%	£39.12	-0.9%	£3.26
2011/12	£99,210.00	£13,431.00	16%	2204.49	1%	£45.00	15%	£3.75
2012/13	£139,108.00	£39,898.00	40%	2219.58	1%	£62.67	39%	£5.22
2013/14	£150,108.00	£11,000.00	8%	2010.08	-9%	£74.68	19%	£6.22
2014/15	£160,967.00	£10,859.00	7%	2078.25	3%	£77.45	4%	£6.45
2015/16	£162,771.00	£1,804.00	1%	2101.55	1%	£77.45	0%	£6.45
2016/17	£165,933.00	£3,162.00	2%	2123.60	1%	£78.14	1%	£6.51
2017/18	£174,564.00	£8,631.00	5%	2134.52	1%	£81.78	5%	£6.82
2018/19	£174,845.00	£281.00	0%	2127.07	0%	£82.20	1%	£6.85
2019/20	£247,736.00	£72,891.00	42%	2135.93	0%	£115.99	41%	£9.67
2020/21	£251,452.00	£3,716.00	1%	2143.16	0%	£117.33	1%	£9.78
2021/22	£251,452.00	£0.00	0%	2117.31	-1%	£118.76	1%	£9.90
2022/23	£251,452.00	£0.00	0%	2139.35	1%	£117.54	-1%	£9.79
2023/24	£251,452.00	£0.00	0%	2153.93	1%	£116.74	-1%	£9.73
A 2024/25	£251,452.00	£0.00	0%	2157.89	0%	£116.53	0%	£9.71
B 2024/25	£282,995.00	£31,543.00	13%	2157.89	0%	£131.14	12%	£10.93
C 2024/25	£313,995.00	£62,543.00	25%	2157.89	0%	£145.51	25%	£12.13
D 2024/25	£359,674.00	£108,222.00	43%	2157.89	0%	£166.68	43%	£13.89
E 2024/25	£363,574.00	£112,122.00	45%	2157.89	0%	£168.49	44%	£14.04

A = Original precept, with the increased tax base generating a lower monthly payment  
 B = As above but with £31,543 to make up shortfall between operational income and expenditure  
 C = As above but with £31,000 (increases to provide all the Infrastructure EMR)  
 D = As above but with £45,679 (increases to provide the project EMR with 75% and over support)  
 E = As above but with £3,900 (increases to provide the extra infrastructure EMR for mower & IT hardware)

23



## Parish Council Accounts Budget Planning 2024-25 – Slide Option B

Financial Year	Precept	Actual Increase	% Increase on Previous Year	Tax Base	% Increase on Previous Year	Band D	% Increase on Previous Year	Monthly Payment - Band D
2010/11	£85,779.00	N/A	-0.9%	2192.60	-0.9%	£39.12	-0.9%	£3.26
2011/12	£99,210.00	£13,431.00	16%	2204.49	1%	£45.00	15%	£3.75
2012/13	£139,108.00	£39,898.00	40%	2219.58	1%	£62.67	39%	£5.22
2013/14	£150,108.00	£11,000.00	8%	2010.08	-9%	£74.68	19%	£6.22
2014/15	£160,967.00	£10,859.00	7%	2078.25	3%	£77.45	4%	£6.45
2015/16	£162,771.00	£1,804.00	1%	2101.55	1%	£77.45	0%	£6.45
2016/17	£165,933.00	£3,162.00	2%	2123.60	1%	£78.14	1%	£6.51
2017/18	£174,564.00	£8,631.00	5%	2134.52	1%	£81.78	5%	£6.82
2018/19	£174,845.00	£281.00	0%	2127.07	0%	£82.20	1%	£6.85
2019/20	£247,736.00	£72,891.00	42%	2135.93	0%	£115.99	41%	£9.67
2020/21	£251,452.00	£3,716.00	1%	2143.16	0%	£117.33	1%	£9.78
2021/22	£251,452.00	£0.00	0%	2117.31	-1%	£118.76	1%	£9.90
2022/23	£251,452.00	£0.00	0%	2139.35	1%	£117.54	-1%	£9.79
2023/24	£251,452.00	£0.00	0%	2153.93	1%	£116.74	-1%	£9.73
A 2024/25	£251,452.00	£0.00	0%	2157.89	0%	£116.53	0%	£9.71
B 2024/25	£282,995.00	£31,543.00	13%	2157.89	0%	£131.14	12%	£10.93
C 2024/25	£322,995.00	£71,543.00	28%	2157.89	0%	£149.68	28%	£12.47
D 2024/25	£337,995.00	£86,543.00	34%	2157.89	0%	£156.63	34%	£13.05
E 2024/25	£352,995.00	£101,543.00	40%	2157.89	0%	£163.58	40%	£13.63

A = Original precept, with the increased tax base generating a lower monthly payment  
 B = As above but with £31,543 to make up shortfall between operational income and expenditure  
 C = As above but with £40,000 (increases to provide some of the projects and some of the Infrastructure EMR)  
 D = As above but with £15,000 (increases to provide more of the projects and more of the Infrastructure EMR)  
 E = As above but with £15,000 (increases to provide more of the projects and more of the Infrastructure EMR)

24



## Parish Council Accounts Budget Planning 2024-25 – Slide Option C

Financial Year	Precept	Actual Increase	% Increase on Previous Year	Tax Base	% Increase on Previous Year	Band D	% Increase on Previous Year	Monthly Payment - Band D
2010/11	£85,779.00	N/A	-0.9%	2192.60	-0.9%	£39.12	-0.9%	£3.26
2011/12	£99,210.00	£13,431.00	16%	2204.49	1%	£45.00	15%	£3.75
2012/13	£139,108.00	£39,898.00	40%	2219.58	1%	£62.67	39%	£5.22
2013/14	£150,108.00	£11,000.00	8%	2010.08	-9%	£74.68	19%	£6.22
2014/15	£160,967.00	£10,859.00	7%	2078.25	3%	£77.45	4%	£6.45
2015/16	£162,771.00	£1,804.00	1%	2101.55	1%	£77.45	0%	£6.45
2016/17	£165,933.00	£3,162.00	2%	2123.60	1%	£78.14	1%	£6.51
2017/18	£174,564.00	£8,631.00	5%	2134.52	1%	£81.78	5%	£6.82
2018/19	£174,845.00	£281.00	0%	2127.07	0%	£82.20	1%	£6.85
2019/20	£247,736.00	£72,891.00	42%	2135.93	0%	£115.99	41%	£9.67
2020/21	£251,452.00	£3,716.00	1%	2143.16	0%	£117.33	1%	£9.78
2021/22	£251,452.00	£0.00	0%	2117.31	-1%	£118.76	1%	£9.90
2022/23	£251,452.00	£0.00	0%	2139.35	1%	£117.54	-1%	£9.79
2023/24	£251,452.00	£0.00	0%	2153.93	1%	£116.74	-1%	£9.73
A 2024/25	£251,452.00	£0.00	0%	2157.89	0%	£116.53	0%	£9.71
B 2024/25	£282,995.00	£31,543.00	13%	2157.89	0%	£131.14	12%	£10.93
C 2024/25	£302,995.00	£51,543.00	20%	2157.89	0%	£140.41	20%	£11.70
D 2024/25	£342,995.00	£91,543.00	36%	2157.89	0%	£158.95	36%	£13.25
E 2024/25	£344,395.00	£92,943.00	37%	2157.89	0%	£159.60	37%	£13.30

A = Original precept, with the increased tax base generating a lower monthly payment  
 B = As above but with £31,543 to make up shortfall between operational income and expenditure  
 C = As above but with £20k (increases to provide £18k to paths; £2k to cemetery; as an Infrastructure EMR) – website could be under existing ICT EMR  
 D = As above but with £40k (increases to provide trees £5k, strategy £5k; Retrofit £10k; pond £20k as project EMRs) – trees can be covered together  
 E = As above but with £1,400 (increases to provide the extra infrastructure EMR for IT hardware) – new mower can be contract hire

25



## Parish Council Accounts Budget Planning 2024-25

### Agree Precept

Precept 2024-25

£???,???

Recorded vote:

*To resolve to set the Precept at £xxx,xxx for the 2024/25 financial year, which is an increase on the previous year of xx% which accounts to £x.xx per annum based on a band D dwelling.*

26