

Notice of the Ordinary Council Meeting – 21 December 2021 at 7.30 pm at the Moorland Hall, Wheddon Cross

Dear Councillors, You are summoned to the Ordinary Meeting of Cutcombe Parish Council to be held on Tuesday 21 December 7.30pm at the Moorland Hall.

All Council Meetings are open to members of the public and the press. The meeting will be socially distanced, wearing of masks is mandatory unless exempt.

AGENDA

1. Public Question Time.
2. Apologies for Absence.
3. Declarations of Interest.
4. To approve the minutes of the Ordinary Parish Council Meeting held 16 November 2021 and report on actions.
5. Chairman's report.
6. To receive reports from District and County Councillors, including update on Wheddon Cross Business Units.
7. To consider Highways and transport matters: i) Update on progress with Local Community Networks ii) Progress with 20 mph request iii) Other Highways and transport matters.
8. To consider Planning issues: i) 6/8/20/112 - 4 Meadow Close, erection of freestanding timber pergola. ii) 6/8/21/113 and 114 LB – 2 Normans Cottages, demolition and replacement of chimney stack retrospective/listed building iii) Any other planning issues.
9. Update on Snowdrop Valley.
10. Finance: i) To finalise the 2022/23 budget and precept and agree the treatment of reserves. ii) To consider a motion from Cllr Anson that the Parish Council passes responsibility to the Moorland Hall and Recreation Ground for the maintenance of the recreation ground. 'Now we have ascertained that Moorland Hall charity have ownership in trust of the hall and recreation ground, they should be responsible for obtaining any quotations and negotiation for maintenance agreements. Should they require help towards costs then, subject to negotiations with the PC, a sum is agreed each year to contribute towards the cost.' The draft budget proposes a contribution of £2,000 in 2022/23. iii) To approve the Schedule of payments, including the Clerk's salary and expenses for quarter three and note receipts.
11. To consider a motion from Cllr Norman for the erection of a storage facility to the rear of the public toilet block to accommodate Parish Council equipment and provide additional storage space for rental by the tenant of the Business Unit.
12. To consider a motion from Cllr Anson for a new bench with commemorative inscription adjacent to the War Memorial, with inscription ' We Will Remember Them' at a cost of £786 or less.
13. To discuss the Wheddon Cross notice board
14. Correspondence and meetings: i) Clerk's report on correspondence received and meetings attended. ii) Councillors' report on correspondence received and meetings attended
15. Items for the next Agenda – Risk Register, tender for public toilets cleaning contract, Privacy Notice.

Date of next meetings: Proposed as 8 February 2022 at 7.30 pm Moorland Hall – please note that this is the second Tuesday in the month and 15 March.

Signed: Jeanna Grenville, Parish Clerk



Dated: 16 November 2021

Cutcombe Parish Council
2022-23 Budget

	2021-22	2022-23	2023-24	2024-25
Receipts				
Business Unit Rental	-	2,500	2,500	2,750
Business Unit utilities	-	150	156	162
Covid Grant	2,000	2,000	2,000	2,000
Business Unit Charges - electricity and water	-	120	132	145
Interest at bank	10	20	20	21
Other	56	-	-	-
Precept	12,800	11,200	11,200	11,200
Toilet Donations	3,500	1,000	1,020	1,040
Transfer from Reserves	-	12,550	-	-
VAT Refund	1,000	1,000	1,020	1,040
Total	19,366	30,540	18,048	18,359
Payments				
Salary and on costs				
Clerk salary	4,048	4,000	4,080	4,162
HMRC Tax	-	786	802	818
HMRC Employers NI	-	-	-	-
Sub Total	4,048	3,214	3,278	3,344
General and Administrative Expenses				
Audit External	350	350	357	364
Audit Internal	-	150	153	156
Burial Ground	200	400	408	416
Bus Shelter Renovations	100	3,750	-	-
Clock	-	450	-	-
Communications/Website hosting	100	300	306	313
Contingencies	-	500	510	520
Councillor's Travel	100	100	102	104
Council Expenses	1,000	500	510	520
Defibrillator replacement	-	1,500	-	-
Election Expenses	150	1,000	-	-
Fee ICO	-	45	46	47
Insurance	750	750	765	780
Laptop Maintenance	-	200	-	100
Moorland Hall - grass cutting	3,360	2,000	2,040	2,081
Maintenance of assets	500	500	510	520
Projects - community	500	500	510	520
Projects - youth	500	500	510	520
Replacement Bench - war memorial	-	730	-	-
Room Hire	300	320	326	333
Subscriptions NALC/SALC	250	150	153	156
Section 137 Grants	200	200	204	208
Storage Facility	-	2,000	-	-
Toilets cleaning	4,250	3,024	3,084	3,146
Toilets electricity	-	400	408	416
Toilets maintenance & supplies	-	250	255	260
Toilets water rates	-	880	898	916

Notes / Assumptions

Forecasts assume 2% inflation for most costs, 10% on electricity toilets and business unit

Council Tax base = 180.29 (revised figure)

Rent fixed until Apr 2024

4% inflation

Ends 2024-25

Reduction of £1,600, 12.5%

Bus Shelter, traffic calming, storage plus £1500

Based on 10.80 p/hour, 7 hours per week - NOT including Snowdrop Valley

Calculated at 20%

Unknown, but netted of from salary

Stationery, clerk training, mobile phone, etc

Have calculated higher costs in case of contested election (full amount £1,500). Uncontested is £100

Was not budgeted separately in 2021-2

Fixed fee

Update, clean down

Included ICO fees in 2021-2, now separated

Costs not budgeted separately in 2021-2

Traffic Calming	-	5,000	-	-
Website Costs - capital	-	834	-	-
Sub Total	12,610	27,283	12,056	12,397
Total Payments	16,658	30,497	15,334	15,741
Receipts Less Payments	2,708	43	2,714	2,618

Reserves 2022-3

General Operating - motion required	25,000
Toilet Covid	4,000
Toilet PC - motion required	14,000
Snowdrop Valley	7,778
Designated and General Reserve	50,778

Balances at 30 September 2021

Current	37,983
Reserve	12,683
Snowdrop	7,907
	58,573

Projected balances bf 31/3/2022	50,000
Projected balances cf 31/3/2023	35,493

DRAFT

	Precept Amount	Council Tax Base
2021-2	12800	179.11
2122-3	11200	180.29

Cost per band D

Change £ Change %

71.46		
62.12	9.34	13

Cutcombe Parish Council Schedule of Payments and Receipts

For meeting of: 21 December 2021

Payments to Authorise

Payee	Amount	Type	Budget	Description
Moorland Hall	£16.00	Cheque	Room hire	PC meeting 15 June 2021, not previously paid.
Moorland Hall	£16.00	Cheque	Room hire	PC meeting and Snowdrop Valley meeting 16/11/2021
Moorland Hall	£8.00	Cheque	Room hire	FRWG 4/11/2021 - cheque 1153 for £20 signed at meeting of 16/11/2021 was incorrectly prepared and was cashed for £12 by Nat West
Clerk Salary Q3	£1,203.45	Cheque	Pay	As per payslip
Clerk reasonable expenses Q3	£142.05	Cheque	Parish Expenses	As per schedule
Highways - Somerset County Council	£641.00	Cheque	Snowdrop Valley	Snowdrop Valley Road Closure Traffic Order
Highways - Somerset County Council	£229.50	Cheque		Speed survey 20 mph request
Countrywide Grounds Maintenance	£924.00	Cheque	Grass Cutting	Adjusted invoice second tranche payment
Valda Energy	£7.56	DD	Public Toilets	17/11/2021
Rest and Be Thankful	£240.00	S/O	Public Toilets	For November 2021 invoice 456735
St John the Evangelist	£400.00	Cheque	Burial Ground	TO NOTE ONLY - authorised at meeting of 16/11/2021
TOTAL	£3,827.56			

Please note that payments to SSE for the closure of the previous contract are still to be reported.

Receipts to Note

Source	Amount	Method	Budget	Description
Public toilet donations	£15.92	Cash	Public Toilets	Donations
Interest at bank	£0.11	Electronic transfer	Interest	Interest 30/11/2021
Rent Tessera	£208.33	Electronic transfer	Business Unit	Rental income November 2021
Covid Grant	£2,000.00	Draw down from reserves	Public Toilets	Please note that this is a drawdown from designated reserve
TOTAL	£2,224.36			