

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th January 2016 at Gt Waldingfield Village Hall

Present: Councillors Hart of Chilton (Chairman), Adrian Beckham, Richard Edgeley, Eileen Gore, Andy Green, Thomas Reeve (arrived late) and Keith Shapley.

Attending: Calley Boardman, D Crimmin (Clerk) and 2 members of public.

16/001 Apologies for Absence

Apologies received from Frank Lawrenson (Babergh District Councillor).

16/002 Declaration of Interests and Requests for Dispensation

No interests declared and no request for dispensation received.

16/003 Minutes of Meeting held on 2nd November 2015

The minutes of the meeting were approved and signed by the Chairman as a correct record.

Cllr Reeve arrived.

16/004 Public Forum

A resident raised his concerns over the proposed Chilton Woods planning application. The councillors fully appreciated the concerns and confirmed that as soon as the application was issued to CPC a newsletter would be issued to residents explaining the timeframes in which the public could respond to the application. Calley Boardman explained her role as the Local Area Coordinator which is a long term, integrated, evidence based approach to supporting people with disabilities, mental health needs, older people and their families/carers.

16/005 Clerks Report (Appendix A) and Chairman's Report

After reviewing the Clerk's report, the councillors requested him to write to Collets Piling to raise CPC's concerns over the issues that the quad bikers using the land are causing to residents. The Chairman raised items on Chilton Woods and the thank you received from Peter Clifford regarding his farewell event.

16/006 Routine Correspondence (Appendix B)

After the councillors reviewed the correspondence and the emails circulated by the Clerk, there were no further actions requested of Clerk

16/007 Planning

- a. No planning application had been received since the agenda was posted.
- b. The councillors considered the update received from BDC on the likely process that will be used to determine the Chilton Woods planning application. The councillors are concerned that a short consultation period will make it difficult for CPC to react to the contents of the application once received. With the traffic data analysis and environment impact assessments being key evidence that is to be submitted by the applicant in support of the proposals, the councillors were unhappy that SCC had refused a funding request from the parish councils effected by the scheme in order to have the documentation independently verified. The councillors resolved that the Chairman and Clerk could instruct consultants to undertake a review of the traffic data analysis in the application, on behalf of CPC, within a budget of £10,000, to be established from the Community Centre reserves.
- c. No planning applications or referrals are outstanding at the present time.

16/008 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. After hearing that BDC would not entertain CPC's proposal to the Community Warden for the Community Caretaker scheme, the councillors revised their expenditure budget to

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th January 2016 at Gt Waldingfield Village Hall

£7,519 for 2016 / 2017. The Councillors reviewed the expenditure budget and proposed reserves (Appendix D) and resolved to set a Precept of £7,579 for 2016 / 2017 (excluding BDC's grant) which will mean a 0% increase in the Band D Council Tax.

- c. The councillors resolved to award the 2016 footpath cutting contract to D Gotts at a total cost, for 6 cuts and weed spraying, of £540.
- d. The councillors agreed to delay the placing of its investment portfolio until the costs of the Chilton Woods consultants are finalised.

16/009 Sector Led Body for audit procurement

The councillors considered the options of joining the Sector Led Body for the audit procurement against the alternative of setting up the governance within CPC. The councillors felt that the option of joining the Sector Led Body was better in terms of transparency and resolved to join.

16/010 Burial Authority matters

No issues were raised.

16/011 Footpaths and other amenities

No issues were raised.

16/012 Defibrillator

The Clerk updated councillors that the Health Centre are willing to pay the ongoing operation costs of a defibrillator, located on an outside wall of the building, should CPC be in the position of purchasing a defibrillator unit, a cabinet and pay for an electrical supply. If installed, the unit will be for the exclusive use of households within a half mile radius of the Health Centre, which will cover both Chilton and Sudbury residents.

Colin Spence has agreed to give CPC a Locality Budget for the full cost of the defibrillator and cabinet (£1,995) and the installation cost has been quoted at £242 by the Health Centre contractor and Sudbury Town Council have been approached to see if they will go 50 / 50 on this one-off cost.

The councillors resolved to purchase the equipment from Community Heartbeat Trust with the locality grant and to underwrite the electrical supply costs of £242.

Cllr Shapley left meeting.

16/013 Risk Assessment

The councillors reviewed CPC's Risk Management Register (Appendix E) as at January 2016 and were satisfied that all issues were covered.

16/014 Effectiveness of CPC's Internal Audit and Internal Control process

The councillors reviewed the current system of CPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

16/015 Questions to Chair

The Clerk was asked to review:

- Vegetation overgrowing pavement at junction of Churchfield Road and Waldingfield Road
- Dog fouling near the entrance to the Health Centre in Churchfield Road
- Grit for the residents bin in Spire Chase.

16/016 Next Meeting

The next scheduled meeting will be held at Gt Waldingfield Village Hall on Monday 7th March 2016 starting at 7.30pm.

The meeting closed at 9.40pm.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th January 2016 at Gt Waldingfield Village Hall

Appendix C RFO Report Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
21/10/15	Interest			120.00	0.00
21/10/15	Transfer to Current Account			0.00	12,120.00
21/10/15	Transfer from Fixed Term Account	BS 76		12,120.00	0.00
02/11/15	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
01/12/15	SCC P3 Grant			222.18	0.00
21/12/15	SALC Transparency Grant			55.26	0.00
31/12/15	DF Crimmin - Salary Oct to Dec	734	LA 2011 ss 1 to 8	0.00	478.66
31/12/15	DF Crimmin - WFHA Oct to Dec	734	LA 2011 ss 1 to 8	0.00	39.00
31/12/15	HMRC - Clerk's Tax	735	LA 2011 ss 1 to 8	0.00	119.80
04/01/16	D Gotts - Footpath Cutting 2015	736	LA 2011 ss 1 to 8	0.00	525.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/12/15	£28,499.37	£27,392.17	£1,162.46	£55.26	£0.00
Instant Access Account	20/10/15	£27.07	£27.07	£0.00	£0.00	£0.00
Lloyds Fixed Term Deposit	21/10/15	£0.00	£0.00			£0.00
		£28,526.44	£27,419.24	£1,162.46	£55.26	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets		£22,999.03			
B/Forward					
Income			Expenditure		
Precept	£7,658.15	£7,658.15	Clerks Salary	£2,585.00	£1,795.38
Bank Interest	£120.00	£120.00	Admin Expenses	£562.00	£766.41
Churchyard	£0.00	£502.00	Insurance	£200.00	£177.14
Grants	£450.00	£499.62	Annual Subscriptions	£270.00	£230.00
Wayleave	£9.20	£9.20	Audit Inspections	£65.00	£66.00
Other	£0.00	£611.50	Donations	£300.00	£130.00
VAT Repayment	£0.00	£136.63	Chairman's Allowance	£100.00	£0.00
			Dog & Litter Bins	£210.00	£0.00
			Footpaths	£600.00	£525.00
			Churchyard / Memorial	£50.00	£113.30
			Community Warden	£650.00	£650.00
			Street Lighting	£0.00	£0.00
			Projects	£1,000.00	£140.00
			Other	£0.00	£485.00
			VAT Paid	£0.00	£38.66
Total	£8,237.35	£9,537.10	Total	£562.00	£7,350.00
			Assets C/Forward		£27,419.24
Total		£32,536.13	Total		£32,536.13

Signed _____ Date _____
 Chilton Parish Council adopted the General Power of Competence on the 12 May 2015 Series Page 270

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th January 2016 at Gt Waldingfield Village Hall

Appendix D Budget and Precept proposals

At your last meeting you agreed an Expenditure Budget of £8,019 following an increase of £1,000 for the Community Wardens and a decrease of £500 for Projects both due to you wishing to join the Community Caretaker Scheme (CCS). With Babergh rejecting the use of the STC Community Wardens I have taken the view that we can roll back the Expenditure Budget so that it is without the adjustments for the CCS and make it £7,519 as follows:

	2014 / 2015		2015 / 2016			2016 / 2017
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	144.00	150.34	120.00	120.00	120.00	120.00
Churchyard	0.00	902.00	0.00	502.00	502.00	0.00
Grants	450.00	763.51	450.00	499.62	444.36	450.00
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	302.75	0.00	611.50	611.50	0.00
VAT Repayment	0.00	90.31	0.00	136.63	136.63	0.00
Total Income	603.20	2,218.11	579.20	1,878.95	1,823.69	579.20
Precept		7,773.96			7,658.15	
Expenditure						
Clerks Salary	2,583.00	2,562.08	2,585.00	1,795.38	2,585.00	2,650.00
Admin Expenses	1,160.00	1,033.79	1,320.00	766.41	1,320.00	1,411.00
Insurance	200.00	173.96	200.00	177.14	177.14	200.00
Annual Subscriptions	255.00	251.00	270.00	230.00	270.00	263.00
Audit Inspections	160.00	55.00	65.00	66.00	66.00	75.00
Donations	200.00	200.00	300.00	130.00	300.00	200.00
Chairman's Allowance	200.00	0.00	100.00	0.00	100.00	200.00
Dog & Litter Bins	200.00	165.16	210.00	0.00	210.00	220.00
Footpaths	550.00	525.00	600.00	525.00	600.00	600.00
Churchyard / Memorial	50.00	13.30	50.00	113.30	180.00	50.00
Community Warden	650.00	650.00	650.00	650.00	650.00	650.00
Street Lighting	0.00	507.82	0.00	0.00	0.00	0.00
Projects	750.00	483.14	1,000.00	140.00	500.00	1,000.00
VAT Paid	0.00	136.63	0.00	38.66	135.00	0.00
Total Expenditure	6,958.00	6,756.88	7,350.00	4,631.89	7,093.14	7,519.00

Reserves held by CPC

It is proposed to increase the Community Centre reserve to £16,000 by the end of 2016 / 17. It is assumed that CPC will produce the Welcome Pack during 2016 / 17. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2014 / 2015		2015 / 2016		2016 / 2017	
	Start of	End of	Start of	End of year	Start of	End of year
Community Centre	11,000.00	13,000.00	13,000.00	15,000.00	15,000.00	16,000.00
Asset Replacement	1,100.00	1,200.00	1,200.00	1,300.00	1,300.00	1,400.00
Churchyard Maintenance	980.00	1,882.00	1,882.00	2,384.00	2,384.00	2,384.00
Street Light	510.00	0.00	0.00	0.00	0.00	0.00
Welcome Pack	562.00	562.00	562.00	562.00	562.00	0.00
Election Costs	1,150.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
Total Earmarked Reserves	15,302.00	17,894.00	17,894.00	20,496.00	20,496.00	21,034.00
General Reserves	4,461.84	5,105.03	5,105.03	4,891.73	4,891.73	?

Signed _____

Date _____

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th January 2016 at Gt Waldingfield Village Hall

Precept for 2016 / 2017

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to CPC regarding the Tax Base for 2016 / 2017. CPC's Tax Base will reduce from **146.12** in 2015 / 16 to **144.61** in 2016 / 17.

Using the projections for income, expenditure and earmarked reserves, CPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income.

The 3 examples I give below show:

Example 1 Set the Precept to £7,658.15

Example 2 Set the Precept at £7,750.00

Example 3 Reduce the Precept in order to keep the Band D Council Tax the same as in 2014 / 15 and 2015 / 16.

	2014 / 2015	2015/ 2016	2016 / 2017 Example 1	2016 / 2017 Example 2	2016 / 2017 Example 3
START OF YEAR					
Earmarked Reserves	15,302.00	17,894.00	20,496.00	20,496.00	20,496.00
General Reserves	4,461.84	5,105.03	4,891.73	4,891.73	4,891.73
Total Reserves	19,763.84	22,999.03	25,387.73	25,387.73	25,387.73
Income ex Precept	2,218.11	1,823.69	579.20	579.20	579.20
Precept	7,773.96	7,658.15	7,658.15	7,750.00	7,579.00
Total Income	9,992.07	9,481.84	8,237.35	8,329.20	8,158.20
Expenditure	6,756.88	7,093.14	7,519.00	7,519.00	7,519.00
END OF YEAR					
Earmarked Reserves	17,894.00	20,496.00	21,034.00	21,034.00	21,034.00
General Reserves	5,105.03	4,891.73	5,072.08	5,163.93	4,992.93
Total Reserves	22,999.03	25,387.73	26,106.08	26,197.93	26,026.93
Tax Base	148.33	146.12	144.61	144.61	144.61
Band D Council Tax	£52.41	£52.41	£52.96	£53.59	£52.41

The Council Tax that a Band D household in Chilton pays is the Precept demanded by CPC divided by the Tax Base for that year.

Finally, I would again recommend that the grant being given to CPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2016/17.

CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 4th January 2016 at Gt Waldingfield Village Hall

Appendix E Risk Register

CHILTON PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2016				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite
Churchyard records out of date	Medium	Low	No	Annual review by councillors
Headstone safety issues	Medium	Low	No	Annual walk of churchyard to review 5 yearly external inspection by stonemasons

End of Appendices