

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr J. Parker (Chair)	Clerk – Mr G. Wright	Cllr D Pynigar
Cllr B. Dell	Mrs. S. Eaton	HCC Cllr P. Stallard
Cllr S. Brunet	Mr. G Pearce	WCC Cllrs A. Clear, N. Cutler & T. Evans
Cllr E. Schofield	3 members of the Public (for part or all of the meeting).	PCSO B. Towler

Item	Description	Action
161/18	Apologies for absence	
161.1/18	Apologies for absence were received and accepted from Cllr Pynigar . Apologies were also received from HCC Cllr Stallard, WCC Cllrs Cutler, Clear and Evans and PCSO Towler.	
162/18	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
162.1/18	None.	
163/18	Applications for Casual Vacancy of Parish Councillor	
163.1/18	Two applications had been received for the current vacancy, Mrs Sue Eaton and Mr Geoff Pearce. Both candidates, who had previously submitted details of themselves and their eligibility to stand as Parish Councillors, addressed the meeting and explained why they wished to represent the Parish of Boarhunt. Cllr Parker (who had notified the Parish Council of his intention to resign at the November 2018 meeting) agreed to stand down at the end of this meeting so that both Mrs Eaton and Mr Pearce could fill the (now) two vacancies. The Parish Council (PC) warmly welcomed Mrs Eaton and Mr Pearce to the Parish Council and reluctantly agreed to accept the resignation of Cllr Parker from the PC. Councillors thanked Cllr Parker for his hard work in the Parish and on the PC during the last few years, latterly as Chair of the PC, and wished him well for the future.	
164/18	To receive resolution to suspend Standing Orders for no more than 10 minutes to allow members of the Public present to raise questions regarding items on the agenda.	
164.1/18	A Parishioner said that they considered that the percentage increases for the Boarhunt element of Council Tax (the Parish Precept) were excessive. Cllr Parker said that although in percentage terms the increases might appear excessive, that in actual amounts payable they were not; he stated that the total increase per week between Financial Years 2014/15 and 2018/19 was just over 33 pence per week, per Band D equivalent household. The Clerk said that during the last two years increases in both percentage and actual amounts were below the average increase for all WCC Town and Parishes. Unlike many other Parishes in the WCC area, Boarhunt had received very little income from Housing developments either through Section 106 Infrastructure payments or via Community Infrastructure Levy. The PC pointed out that it had not received any income at all from the Wickham Court development (despite the developer obtaining approval for the occupation of up to 124 homes on a 'permanent' basis) as he had successfully argued that full planning permission was not required.	
164.2/18	HCC Cllr Report – HCC Cllr Stallard had sent her apologies prior to the meeting and had submitted her report prior to the meeting. The Chair read the main headings of the report. The full report can be found on the PC website.	
164.3/18	WCC Cllrs Clear, Cutler and Evans had sent their apologies prior to the meeting; no report had been submitted in their absence.	
164.3/18	Police Report – PCSO Towler had sent his apologies prior to the meeting; no report had been submitted in his absence.	
165/18	To receive and approve the Minutes of the meeting held on 7th November 2018	
165.1/18	It was RESOLVED to Approve the minutes.	

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

166/18	To receive actions and updates from previous meetings	
166.1/18	<p>(i) 150.1/17 (ii) Branches on overhanging Trees in Trampers Lane – Photographic information provided to Southwick Estates and further action should be taken by the Estate’s contractor soon.</p> <p>(ii) 190.1/17 Village Design Statement (VDS)/Parish Plan – Ongoing – Cllr Schofield to arrange meeting of interested parties/volunteers. Cllr Eaton agreed to help.</p> <p>(iii) 38.1/18 (i) Action and resources regarding GDPR – ongoing - information still being reviewed in order for Policy to be further developed. Cllr Brunet still liaising with E-Mango for specific email addresses for Parish Cllrs exclusive use.</p> <p>(iv) 39.1/18 (iii) WCC Community Planning Manager for Housing Services to be invited to attend a future PC meeting – Invitation issued – date to be agreed.</p> <p>(v) 63.4/18 Arrangements for Police and Community Team (PACT) Meeting – Meeting still to be arranged.</p> <p>(vi) 77.1/18 (i) Traffic calming measures on B2177 – Village entrances – further investigation/liaison with HCC & WCC required – ongoing.</p> <p>(vii) 116.1/18 (i) Social Club Property repairs, etc – Social Club Chair unable to attend – ongoing as no formal discussion has taken place yet.</p>	<p>Southwick Estates/The Clerk Cllr Schofield/Cllr Eaton</p> <p>Cllr Brunet</p> <p>The Clerk</p> <p>PCSO Towler</p> <p>The Clerk</p> <p>Chair of Social Club</p>
167/18	Finance and Council Business	
167.1/18	<p>(i) Receipts received and payments made during November 2018 were endorsed and items due for payment in December 2018 were approved.</p> <p>(ii) The Financial report for the year to date 30th November 2018 was received, balances agreed and reserves held noted.</p> <p>(iii) A Community Infrastructure Levy (CIL) receipt of £158.48 for financial year 2017/18 was noted.</p> <p>(iv) The Clerk gave a verbal update on the WCC Local Council meeting held on 4th December 2018 for Town & Parish Councils. Items discussed included the likely introduction of kerbside collection of glass for WCC (including Boarhunt) residents from October 2019.</p> <p>(v) Proposals for the Parish Council budget and precept for 2019/20 were considered. The Clerk reminded Councillors of discussions that had taken place in December 2017 when the budget and precept for 2018/19 had been set; namely that a 5% year-on-year increase in the Total Parish Council Yield was agreed in principle. Following discussion, the Parish Council RESOLVED to set the Precept for 2019/20 at £24,150 and the Budget for 2019/20 at £27,900. <i>POST MEETING NOTE: The Parish Council Precept for 2019/20 will result in that element of Council Tax for a Boarhunt Band D equivalent residence increasing by 2.91% from £74.15 per annum to £76.31 per annum, (£2.16 per annum). Further details can be found at the end of the minutes.</i></p>	
168/18	Planning Applications	
168.1/18	<p>Comments submitted to WCC regarding the following Planning Application was noted:</p> <p>(i) 18/002556/HOU – 14, Birch Hill Cottages, Trampers Lane, North Boarhunt, PO17 6DB – Demolition of existing garage and single storey side extension and construction of replacement two storey side extension, namely that the PC Resolved to raise no objection to the application but asked for several conditions to be imposed in order to ensure safe and continued access to the adjacent track and also to the Recreation Ground (at the end of the track), if the application was approved.</p>	
169/18	Planning Decisions	
169.1/18	Details of Planning decisions were provided.	
170/18	Planning Appeals	
170.1/18	None notified.	

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

171/18	Other Planning Matters	
171.1/18	(i) Contents of Winchester Local Plan 2036 & Publication of key documents were noted. (ii) Date of Village Design Group meeting was decided.	
172/18	Planning Enforcements	
172.1/18	(i) No further updates had been received regarding existing cases. (ii) Details of a potential new case were being investigated.	
173/18	Environmental Issues	
173.1/18	(i) Sewage contract for work at Wickham Court had been agreed and remedial work was due to start soon.	
174/18	Grants	
174.1/18	(i) There were no new Grant applications for Grants from the PC. (ii) The PC had been informed that their application for £1,000 from HCC Cllr Stallard's Town & Parish Council's HCC fund (towards the cost of installing new Children's Play equipment) had been successful. The PC expressed thanks to HCC Cllr Stallard in her absence for supporting this application.	
175/18	Village Hall and Community Activities	
175.1/18	(i) The PC had approved payment, on a retrospective and ongoing basis for the Hire of the Parish Hall at a sum of £360 per financial year from 2016/17. (ii) Property maintenance of Village Hall – deferred to next meeting.	
176/18	Recreation Ground and Allotments	
176/18	(i) Cllr Parker agreed to forward completed Play inspection forms to the Clerk for retention. (ii) The Clerk said that new Allotment agreements incorporating rental increase clauses would be issued to those tenants whose agreements did not contain them.	Cllr Parker/ Clerk The Clerk
177/18	Highways, Traffic Calming, Community Transport and Village Maintenance	
177.1/18	(i) Work on overhanging trees had still to be completed – Clerk to follow up with Southwick Estate.	The Clerk
178/18	Other Council Business	
178.1/18	(i) None.	
179/18	To receive Reports and consider Correspondence received	
179.1/18	Receipt of the following communications were noted: (i) NALC - Legal Briefing – 20 th Nov 2018. (ii) WCC - New Handyperson Service (for residents) – 9 th Nov 2018. (iii) HCC – Town & PC Workshop – Highways & Transport – 13 th March 2019. (iv) WDALC – Minutes of meeting held on 21 st Nov 2018. (v) Southern Parishes Group (SPG) – Draft minutes of meeting held on 12 th Nov 2018.	
180/18	Date of next Meetings	
	The dates of the next meetings were confirmed as: (i) Wednesday 9th January 2019 (ii) Wednesday 6th February 2019	
	The meeting closed at 9.10pm.	
	CONTACT DETAILS FOR THE CLERK to Boarhunt Parish Council email: boarhuntpc@gmail.com Phone: 0755 711 8073 Parish Council Website: www.boarhuntparishcouncil.org	

Note: The following documents have been included at the end of these minutes:

- i. List of Payments and Receipts**
- ii Financial Report for the Financial Year to 30th November 2018**
- iii Budget for Financial Year 2019/2020**
- iv Details of Boarhunt Parish Precept for Financial Year 2019/2020.**

i. List of Payments and Receipts

BOARHUNT PARISH COUNCIL - 12th December 2018		
PAYMENTS MADE IN November 2018		
PAYEE	DESCRIPTION	AMOUNT
B C Martin (Claymart)	Groundworks for Oct 2018	£135.00
G W WRIGHT	Net Salary, Travel & Office Allowance - Oct 2018	£337.18
Southwick Estates Nov-18	Rent for Rec Ground 25/3/18 to 29/9/18 (old rate)	£150.00
	TOTAL	£622.18

Payments to be made in December 2018		
PAYEE	DESCRIPTION	AMOUNT
B C Martin (Claymart)	Groundworks for 1 cut in Nov 2018 (£68) plus Complete Refurbish of Bench in Trampers Lane (Labour = £12; Materials = £20)	£100.00
G W WRIGHT	Net Salary, Expenses (items purchased on behalf of PC), Travel & Office Allowance - Nov 2018 (includes £5.00 VAT for Norton Security Deluxe)	£381.37
HMRC	Tax for Nov 2018	£2.40
North Boarhunt Social Club	Hall Hire Fees 2017/18	£360.00
North Boarhunt Social Club	Hall Hire Fees 2018/19	£360.00
SSE	Electric (Energy & Standing Charge) 5/9/18 - 23/11/18 VAT @ 5% = £1.74	£36.63
Dec-18	TOTAL	£1,240.40
RECEIPTS		

FUNDS RECEIVED DURING November 2018		
RECEIVED FROM	DESCRIPTION	AMOUNT
WCC	CIL for financial year 2017/18	£158.48
	TOTAL	£158.48

Funds as per cash book at 30th Nov 2018	£36,900.15
Less: Payments to be made in Dec 2018	£1,240.40
Total Funds available =	£35,659.75

less Earmarked Reserves	
Village Gates	£1,445.99
Play Equipment including Groundworks (Non Grant)	£1,553.16
Village Design Statement	£750.00
Environmental Fund	£250.00
Total Earmarked Reserves =	£3,999.15
= Net Unrestricted Funds available as at 1st December 2018	£31,660.60

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

ii Financial Report for year to date 30th November 2018

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 30th Nov 2018**

FY 18/19 Annual	FY 18/19 Actual v Budget		FY 18/19 Actuals as at 30th Nov 18 (M08)	FY 18/19 Forecast 31st Mch 2019 (M12)	FY18/19 VARIANCE Actual v Forecast
£	%		£	£	£
RECEIPTS					
22,580.00	100%	Parish Precept	22,580.00	22580	-
420.00	100%	Council Tax Support Grant	420.00	420	0.00
23,000.00	100%		23,000.00	23,000	-
500	32%	Other Grants received	158.48	1500	1,341.52
165	67%	Allotment Income	111.25	165	53.75
		Other (e.g. Rent, VAT reclaimed, Bank interest & Sponsorship)	2,104.34	3,000	895.66
24,665.00	103%	TOTAL RECEIPTS	25,374.07	27,665	2,290.93
PAYMENTS					
3,300	59%	Net Salaries & Allowances	1,960.95	3406	1,445.05
0	0%	HMRC Deductions	26.20	50	23.80
300	58%	Clerk's Expenses	172.65	300	127.35
		Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	12.60	500	487.40
500	3%	Bank charges	36.00	72	36.00
100	36%				
5000	240%	Capital Expenditure (incl Play Equipment, etc)	11,983.94	15000	3,016.06
435	90%	Audit Costs	390.00	390	0.00
300	70%	Administration Costs (incl Books & Media)	210.00	500	290.00
400	103%	Insurance	413.01	413	-0.01
300	91%	Subscriptions	274.00	311	37.00
400	53%	Rents paid to Southwick Estate	212.50	450	237.50
1000	80%	Grants Paid Out	800.00	1000	200.00
0	0%	Section 137 Payments	-	0	0.00
500	40%	Training	200.00	500	300.00
		Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	302.25	1000	697.75
1000	30%	Legal, Social Club, VH Hire, etc	-	1000	1,000.00
300	0%	Utilities (incl Street Lighting & Rec Ground)	429.04	600	170.96
600	72%	Allotments (incl share of Grounds Maintenance & Water)	174.54	225	50.46
225	78%	VAT (to be claimed/reclaimed)	1,810.03	2500	689.97
1000	181%	Building & Equipment Reserve	-	0	0.00
7000	0%	Website Costs	350.00	350	0.00
350	100%	Grounds Maintenance (excl Allotments share)	910.50	1500	589.50
24,665	84%	TOTAL PAYMENTS	20,668.21	30,067	9,398.79
		Balance brought forward on 01/04/2018	32,194.29	32,194.29	0.00
		ADD Total Receipts	25,374.07	27,665.00	2,290.93
			57,568.36	59,859.29	2,290.93
		LESS Total Payments	20,668.21	30,067	9,398.79
		= Cash Balance as at 30/11/18	36,900.15	29,792.29	-7,107.86

Funds represented by:

Current Account Balance (Unity Bank) 30.11.18	29,462.23
Current Account Balance (Lloyds Bank) 10.09.18	87.24
Savings Account (Scottish Widows) 01.05.18	6,853.88
Savings Account (Lloyds Investment) 15.05.18	499.40
Plus Credits not reflected	-
Less: Payments authorised but not presented 30.11.18	2.60
= Reconciled Bank Balances	36,900.15

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 30th Nov 2018

<u>Details of Funds held</u>	
Earmarked Reserves	
Village Gates Sponsorship	1,445.99
Play Equipment incl Groundworks (Non Grant)	1,553.16
Village Design Statement	750.00
Environment Fund	250.00
Total Earmarked Reserves	3,999.15
Unrestricted Funds	
Total Unrestricted Funds	32,901.00
Total Parish Council Funds	
= Total Earmarked Reserves & Unrestricted Funds	36,900.15

Signed: 12/12/2018

Geoff Wright
Responsible Financial Officer to Boarhunt Parish Council

iii Boarhunt Parish Council Budget 2019/2020

BOARHUNT PARISH COUNCIL - DRAFT BUDGET FOR 2019-20

<u>RECEIPTS</u>	<u>£</u>
Parish Precept	24,150
	24,150
Other (Allotment rent, Grants, etc)	1500
Vat (reclaimed on purchases)	2250
TOTAL BUDGET RECEIPTS	27,900
 <u>PAYMENTS</u>	
Net Salaries	3,450
HMRC Deductions	50
Clerk's Expenses	300
Cllr Expenses/Travel/Traffic Calming	500
Bank charges	100
Audit Costs	390
Administration (incls Office Allowance, Books & other media & ICO/DPA costs)	655
Insurance	450
Subscriptions	300
Rents to Southwick (Allotments & Rec Ground)	475
Grants & Donations	1,000
Capital Expenditure	7,500
Training	500
Environment	250
Rec Repairs & Bins	1,000
Legal, Social Club, VH Hire, etc	1,000
Utilities (including Street Lighting)	600
Grounds Maintenance (excl Allotments)	1,405
Allotments	225
Website costs	500
VAT Costs (to be reclaimed)	2,250
Building & Equipment Reserves	5,000
TOTAL BUDGET EXPENDITURE	27,900

In addition, it is proposed that up to £10,000 of unrestricted balances be used towards the upkeep (repair/replacement) of the Parish Council's Assets (e.g. Pavilion, Noticeboards, Street furniture, etc)

Revision 2 - Updated 13th Dec 2018

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

iv Details of Boarhunt Precept for 2019/2020

TABLE TO SHOW BOARHUNT PC'S PRECEPT, TOTAL YIELD, TAX BASE & BAND 'D' EQUIVALENT

Financial Year	FY17/18	Current Finc. Year FY18/19	Next Finc. Year FY19/20	FY20/21	3 Yrs time FY21/22	FY22/23	5 Yrs time FY23/24
Precept per annum	£19,161	£22,580	£24,150	£25,358	£26,625	£27,957	£29,354
Council Tax Support Grant (CTS) received	£839	£420	£0	£0	£0	£0	£0
Total Yield	£20,000	£23,000	£24,150	£25,358	£26,625	£27,957	£29,354
Boarhunt Tax Base (No. of Properties)	277.47	304.51	316.46	316.46	316.46	316.46	316.46
Boarhunt Band D Equivalent (£ per annum)	£69.06	£74.15	£76.31	£80.13	£84.14	£88.34	£92.76
Boarhunt Parish % Increase	3.32%	7.38%	2.91%	5.00%	5.00%	5.00%	5.00%
WCC District Average Band D Equivalent (£ per annum)	£75.25	£81.80	Not Known	Not Known	Not Known	Not Known	Not Known
WCC Average % Increase	4.78%	8.70%	Not Known	Not Known	Not Known	Not Known	Not Known

Notes

1. No CTS receivable from FY 19/20 onwards; so actual Precept needs to increase by an amount greater than 5%, so that an increase in Total Yield of 5% can be maintained.
2. Assumes a 5% increase in Total Yield for FY 19/20 and for each subsequent year onwards.
3. Assumes that Tax Base remains at 316.46 Band 'D' equivalents for FY 19/20 onwards; any increase in Tax Base reduces Band D equivalent amount payable.
4. WCC confirmed Tax Base for 2019/20 on 13th Dec 2018 and as 316.46 Band D equivalents.
5. Assumes that Parish Councils will not be capped when setting precepts in future years.
6. Boxes highlighted in Yellow are for illustrative purposes only and are subject to change.

Revision 2 - updated 13th Dec 2018

BOARHUNT PARISH COUNCIL - Minutes of 12th December 2018

BOARHUNT PC - PRECEPT FOR 2019/20 - INCOME, EXPENDITURE & BALANCES

	as at 1/4/14	as at 1/4/15	as at 1/4/16	as at 1/4/17	BBF as at 1/4/18 & INCOME & SPEND as at 30/11/18	as at 1/4/19
Balance Brought Forward (BBF)	£24,186	£14,634	£26,523	£20,539	£32,194	£29,792
<u>INCOME</u>						
Precept	£14,500	£15,568	£17,435	£19,161	£22,580	
CTS & Other Receipts	£14,184	£5,656	£11,700	£5,512	£2,794	
Total Income	£28,684	£21,224	£29,135	£24,673	£25,374	
<u>EXPENDITURE</u>						
Staff	£3,307	£3,089	£3,452	£3,562	£2,160	
Other	£34,929	£6,246	£31,667	£9,456	£18,508	
Total Expenditure	£38,236	£9,335	£35,119	£13,018	£20,668	
Balance carried forward	£14,634	£26,523	£20,539	£32,194	£36,900	
Assumed income 1/12/18 to 31/03/19						£2,291
Assumed spend 1/12/18 to 31/03/19						£9,399

Notes

1. Balance as at 1/4/19 is estimated and assumes an income of £2,291 and expenditure of £9,399 during period 1/12/18 to 31/03/19
2. Earmarked Reserves at 1/12/18 = £4,000; these are likely to reduce to £2,000 by 1/4/19.
3. During the period 1/4/17 to 31/3/18, approx £2,500 (excluding VAT) was spent on a purchasing a new Village Notice Board and replacing some Children's Play Equipment.
4. It is recommended practice to retain 3 to 6 months of average running costs as unallocated reserves (i.e. £4,500 to £9,000 approx).
5. It is likely that considerable expenditure will be needed to be spent on the maintenance of the Parish Council's assets during the next 5 years.

REVISION 2 - Updated 13th Dec 2018