

Minutes



Westbourne

Parish Council

53 Skylark Avenue
Emsworth
PO10 7GB

07775654483
westbournepc@outlook.com

Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 10 January 2019 at The Meeting Place, North Street, Westbourne.

Present: Cllr Roy Briscoe, Cllr Chris Eaton, Cllr Richard Hitchcock, Cllr David Mack, Cllr Piers Mason, Cllr Val Owen, Cllr Nigel Ricketts, Cllr Syd Smith, and Clare Kennett, Clerk to the Parish Council.

The meeting was chaired by Cllr Hitchcock. 21 members of the public were present.

1. To receive declarations of interest and updates to the Register of Interests: Cllr Briscoe, Cllr Hitchcock and Cllr Mason declared an interest in agenda item 6 as trustees of Westbourne Community Trust. As the interest is non-pecuniary and non-prejudicial, the members were able to take part in discussions and decisions relating to the agenda item.

2. Apologies for absence: None.

3. Minutes of the Parish Council meeting held on 13 December 2018: The minutes were agreed as a true record and were signed as such by the Chair.

4. Updates and issues from the minutes of 13 December 2018:

Item 4: Members agreed that the silhouettes do need to be taken down which Cllr Hitchcock agreed to do as soon as possible for storage in the Clerk's garage as a temporary measure until a permanent home can be found.

Item 10: Cllr Ricketts clarified that it is the Bourne's Forum parishes that need to be contacted, not just Stoughton and Compton parish councils.

Item 12: Cllr Briscoe said following his meeting with Chris Dye, WSCC Highways Manager, a member of his team will look at the suggested sites of the HGV signs for suitability.

Item 14: Cllr Hitchcock said that Clive Shore, a consultant who has been helping Emsworth Surgery with its relocation, will be attending the next Parish Council meeting.

5. Open forum: A number of residents attended the meeting to raise their concerns about the development of affordable homes at land at the rear of 30 to 56 Mill Road. One member of the public spoke about how residents had fought the District Council nearly 20 years ago to stop development on the land to protect the open space and playground, and now they find out that the Westbourne Community Trust plans to buy it and build on it. He said it would remove the most popular park in the village which is the only place, and only safe place, for children to play. Another resident asked the Parish Council to halt proceedings on any discussions relating to this due to a lack of consensus. She believes that residents have been badly informed and that it is not wanted locally as it would result in a loss of space and reduced facilities. All in attendance were in agreement. Members listened to all of the concerns raised

Minutes

and agreed that communications had been poor which was a mistake that had resulted from the amount of work required to set up the Trust, only a small number of volunteers and a lack of time before the District Council's meeting in early January when the sale of the land was agreed in principle. Cllr Mason said that an article about the Trust had been included in the autumn 2017 edition of the Parish Council's newsletter which is distributed to all residents. Also, there has been regular discussion about the Trust at Parish Council meetings, the minutes of which are published to the public, and there was a presentation at the last Annual Parish Assembly in April 2018. Members informed the audience that no land at this stage would change hands until planning proposals are developed in full consultation with the community, and then only when planning permission has been granted. Members said that the majority of the green space would be retained and the play equipment and skate park would be significantly upgraded. Residents were reminded that the lease of the land to the Parish Council will expire in 2033 and if the Trust bought the land, it would retain it in the community's control for the future.

6. Lease for land at rear of 30 to 56 Mill Road, Westbourne: Members moved on to consider the recommendations of the report which was circulated before the meeting. Members discussed that there will be full consultation so that proposals are developed based on the feedback from the local community. Those proposals will then go to planning permission where there will be opportunity to consult again. Safeguards will be put in place so that the affordable housing is for local people from Westbourne. The 10-12 houses would be built and owned by the local community. The existing playground is coming to the end of its usable life and although it can be maintained in the short-term, it will need improvements which could cost in the region of £100k which the Parish Council would struggle to afford. The Trust's renovation of the playground would provide a long-term solution and be an opportunity to put other needed local facilities in place. It may be that consultation on proposals takes place this year, then building starts in 2020 and completes in 2021. The recent housing needs survey which was commissioned by the Parish Council outlined that there is a great need for affordable housing for local people. Other sites have been looked at through the work that was done for the Neighbourhood Plan but this is the only viable option. The lease on the land will run out and this is an opportunity to protect it from something that could be far worse, such as the development of the whole site by CDC. The Trust would like more people to help and join.

A vote then took place in which all members were in favour to accept the recommendations of the report, which are as follows:

1. That, subject to Chichester District Council agreeing to the principle of transferring the land at the rear of 30 to 56 Mill Road to Westbourne Community Trust, the Parish Council enters into negotiations with that Trust to establish new leasehold arrangements for the site.
2. That the Parish Council agree to the principle of surrendering the existing lease with Chichester District Council on the subject site and enter into a new lease with Westbourne Community Trust in accordance with the principles set out in paragraph 4.2 of this report.

7. County Councillor's comments and questions: County Council Viral Parikh reported that Highways England has dismissed the two options put forward for the

Minutes

A27 as not being viable. He urged the Council to write to Gillian Keegan MP to secure the funding to improve the A27 as this is vital for the local area. Cllr Parikh said that WSCC has committed to repairing all potholes so please report them. A health and wellbeing consultation is underway and to please respond. He reminded members that the deadline for applications for school places is on 15 January 2019.

8. District Councillor's comments and questions: District Councillor Mark Dunn was not able to attend the meeting.

9. Westbourne's buses: Cllr Parikh said that no decision has been made yet at WSCC on the future of the number 54 bus service. However, he has spoken to Louise Goldsmith, Leader of WSCC, to say that it must be kept as a vital local service which prevents social isolation amongst many other issues.

Cllr Briscoe reported that the Parish Council has set up a taxi-bus service which will link Westbourne to Emsworth to replace the service that was lost with the removal of the number 28 bus service to Havant. There will be a three-month trial starting on 22 January. It will operate on Tuesdays and Saturdays leaving at 9am from The Square in Westbourne going to The Square in Emsworth where people can catch the 700 bus to Havant or Chichester. It will return at 12.30pm in The Square in Emsworth back to Westbourne. The timetable will be available in the noticeboards in The Square, as well as the Council's website and other communications. When asked about people with disabilities, Cllr Briscoe said the Council is doing what it can and that some disabilities could be catered for. He referred this question to Cllr Parikh as something that WSCC should be supporting for the local community.

10. Police incident report: Following the announcement that the police will make an annual visit to parish councils, PCSO Julie Jones attended and gave the following report. On 9 December, an attempted theft of a caravan was reported at Monks Hill between 21:00 and 22:00 hours. Damaged also occurred to fencing and gates. The informant did advise that a nearby neighbour had his quad stolen but this was not reported. On 29 December, a large group of youths (10) were running along North Street at approximately 00:25 hours kicking wing mirrors on vehicles. On 29 December, an informant reported he witnessed a group of youths kick a wing mirror off a vehicle on North Street. Several calls about the above incidents were made by residents. A police unit attended and searched for the group but nothing was found. There was a couple of further reports created by Sussex Police following their attendance having found damaged vehicles. On 31 December, an informant reported damage to hedge at Emsworth Common Road. Not believed to be criminal damage as appears a vehicle has come off the road and caught alight. Several calls were received about the vehicle which remained in the field for a few days. Members asked if anything was being done about the recent ball bearing incidents. PCSO Jones said that there had been no further incidents since the last report.

11. Budget monitoring quarter 3: Members considered a report prepared by the Clerk which outlined expenditure against budget for the nine months of the financial year to 31 December 2018. Total net expenditure was at 54.9% of the budget and is projected to be within budget by the end of the financial year. The report is available to the public at www.westbourne-pc.gov.uk/finance

12. Annual review of fees and charges:

Minutes

Members considered a report prepared by the Clerk which outlined the Council's fees and charges associated with rent for the allotment land and access licences. This report is required annually in order to comply with Financial Regulation 9.3. Members agreed not to make any further changes.

13. Revised estimates 2018/19, budget 2019/20 and precept 2019/20: Members considered the budget report from the Clerk and agreed revised estimates for the financial year 2018/19 and a budget for the financial year 2019/20 (agreed budget appended to these minutes).

Members resolved to set a precept for the year 1 April 2019 to 31 March 2020 of £93,166.00.

14. Committee/Working Group reports: Members received the reports of the committees, which are included in Appendix 1.

Finance and General Purpose Committee. Members agreed the minutes of its last meeting on 25 October 2018 as a true record and were signed as such by the Chair of the Committee, Cllr Hitchcock
Joint Burial Committee, Cllr Owen/Ricketts
Planning Committee, Cllr Briscoe
Public Services Committee, Cllr Briscoe
Recreation, Leisure and Amenities Committee, Cllr Ricketts
Business Plan Working Group, Frank Campbell
Communications Working Group, Cllr Mason
Neighbourhood Plan Steering Group, Cllr Hitchcock

15. Payments for approval: Members considered and approved a list of payments totalling £7,369.01 due immediately (or it is known must be paid between now and 14 February and require advance authorisation). There were no payments requiring retrospective authorisation. In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised on a separate confidential paper. The list of payments is included in Appendix 2.

16. Correspondence: Members noted the list of correspondence.

17. Announcements and items for the next meeting: None.

18. Date of next meeting: An extraordinary meeting of the Parish Council will take place on Thursday 24 January to discuss CDC's Local Plan Review. The following meeting is scheduled to be held on Thursday 14 February 2019 at 7.15pm.

Meeting closed at 9.57pm.

Minutes

Appendix 1

Agenda item 14: Committee/Working Group reports

Finance and General Purpose Committee: Cllr Hitchcock

To approve the circulated minutes of the Finance and General Purposes Committee held on 25 October 2018 as a correct record.

Westbourne and Southbourne Joint Burial Committee: Caroline Davison, Clerk to the JBC

The next Joint Burial Committee Meeting is being held on Tuesday 15 January 2019 at 7.30pm in St John's Church Centre, Southbourne.

- The appointed solicitor has been instructed through the Clerk of the Joint Burial Committee, as agreed by both Parish Councils, to act on behalf of Westbourne and Southbourne Parish Councils to consider all aspects regarding the way forward. The estimated cost of this legal advice is £1,500.
- The allocation of funds from the Budget for 2019/20 for Southbourne Parish Council to the Joint Burial Committee was agreed at Southbourne Parish Council's Full Council Meeting on Tuesday 8 January 2019. This allocation was in accordance with amount called for by the Joint Burial Committee following agreement of its Budget for 2019/20 at its meeting on 22 November 2018. The budget for 2019/20 for Westbourne Parish Council is being considered at its meeting on Thursday 10 January 2019.
- Quotations for the majority of works at Cemetery Cottage have now been obtained and it is planned that works will proceed towards the end of January 2019. The proposed works are the main agenda item for the meeting on 15 January 2019. Whilst final costs are yet to be confirmed for all aspects for the refurbishment these are anticipated to be in the region of £30,000 once the costs of the new kitchen units have been included. This does not include the cost of separating the utilities (see below). An Asbestos Management Test was carried out at the Cottage on Monday 7 January 2019 in accordance with the Building Survey which had indicated that certain building materials used historically might contain asbestos. The report is expected back by Friday 11 January. The Electrical Installation Safety Test carried out on the electrical installations at the property highlighted the need to replace a number of key electrical components including the fuseboard/s. It is hoped that the works can be completed and the property ready to be rented out again by the end of May 2019. In the meantime, the missed months of rental income have been reflected in the current year's and next year's budget for the Joint Burial Committee.
- Currently the water supply for the cemetery and similarly the waste water for the cemetery toilet links in with the cottage. Costs are being sought to run separate utilities to the cemetery for the future. It was also considered whether a separate electrical supply should be run to the chapel in case of future requirement.
- A audit and visual tree inspection were carried out on all the trees in the cemetery, including those overhanging from adjacent properties across the boundary hedges. All the trees have now been numbered, tagged and located on a plan of the Cemetery. This will enable trees requiring for works to be easily

Minutes

and quickly identified. Three local tree surgeons have been approached to give quotations for the necessary tree work including those works which need to be prioritised. It is estimated that these works will be in the region of £4,000 which has been included in the budget for 2019/20.

- The new row of seven cremation plots should be in place by mid-January.
- The first stage of the cemetery extension project is now underway through our Consultants.
- The memorial stability test has been planned to be undertaken at the beginning of the next financial year. The cost for the test is in the region of £700.
- The forms and schedule of fees have all been updated.
- The Clerk is currently working on the content for a new designated webpage to be linked in with the websites of both Parish Councils.

Planning Committee: Cllr Briscoe

At the last Planning Committee, we informed you of the fact we were meeting with the Planning Policy Manager at CDC to discuss changes in the forthcoming Chichester Local Plan and in particular at section S7 relating to Travellers.

1. That meeting took place just before Christmas on the 21 December, attended by Mr Campbell (FC) and myself (RB) representing Westbourne and Mr Allgrove (MA) and Mrs Flitcroft (TF) from CDC were present from CDC Planning Policy. We feel it was a productive meeting at which CDC noted our concerns and could see there were conflicts within the Strategic and Operational Policies which would be looked at. We were encouraged to submit our full observations on the revised plan before the 7 February. One of the main areas of contention was the evidence base for the number of Gypsy, Traveller and Travelling Showman pitches and plots that were required to be provided by CDC over the next 15 years. We felt that there had been an over emphasis on the number of pitches required and that the figures had taken into account some flawed manipulation of the data. TF stated if I could put together our observations, she would put it to the company that had done the research on behalf of CDC. This is an area where I am currently working, so far, I believe the number of pitches required has been grossly overestimated. FC is also working on the response to the policy in S7 and our overall response to the review. There are some very good policies and this will be an important document we need to keep abreast of. Overall, we felt we were well received by Chichester and that any comments we have will be considered sympathetically as long as the overall objectives are achieved.
2. It is important to recognise if we as a Parish Council can assist the LPA through our local knowledge we should do so, we are your voice at any Planning Committee Meeting and will represent your views whenever we can. That doesn't mean to say you shouldn't write in Support of or Object to an application yourself, comments can be made through the Planning Portal via www.chichester.gov.uk/planningapplications This also applied to if you have concerns about a Planning Enforcement issue you should report it as soon as you can so it can be investigated. If you have concerns then let us know and we can report it on your behalf. www.chichester.gov.uk/planningenforcement

Minutes

3. The PC have been consulted about the proposals to increase the size of a Gypsy Traveller Pitch across our boundary in Havant on Long Copse Lane. That application was refused by Havant BC DLC, we thank them for taking our comments seriously.
4. Still awaiting the start date for the appeal by Mr Sullivan against the enforcement notices served regarding his use at the Old Army Camp at Cemetery Lane we as a PC have agreed to employ a planner to represent us at the public enquiry. We will also look at a highways engineer to support us as well. It is important we do everything possible to protect the village from industrialisation which is what is happening on the site.

Recreation, Leisure and Amenities Committee: Cllr Ricketts

I have met Longmeadows and have asked for the following prices:

1. A new concrete slope at the entrance via Covington Road into Monks Hill Village Green. This is to allow easier access to the site for wheelchairs and remove the muddy conditions. Due to some very good sub-base it is hoped to shutter the path, pour and lay this on top, with infill at the sides, this would reduce costs.
2. Provide cost for the installation of further picnic benches on an individual basis and for the three I believe we need.
3. To cost up the installation of at least two more bench seats.
4. Football goal installation, such as in Mill Rd.
5. To investigate the costing of installing an exercise track using existing monkey bars with new supports.
6. Saving the good wood supports from the monkey bars and using the wood for balance beams at a later date for the exercise track.
7. The costing of a Rota Bounce for the Monks Hill playground to replace the existing monkey bars. This will be from Playdale - I will be working on a price with them, including installation and PBRM safety surface.
8. I am hoping to provide a seat or bench in the name of my late wife. This is money left (I don't know the amount as in trust) over from a collection which we used to heat the school pool many years ago.

In my next report I hope to have all relevant cost's to hand for discussion, and decisions to be made.

Public Services Committee: Cllr Briscoe

The meeting with Chris Dye (CD), Manager of WSCC Highways Chichester, took place on Monday 17 December 2018 - matters discussed:

1. Reply from Gillian Keegan regarding the Traffic Regulation Order (TRO) for Monks Hill, where we want to extend the 30mph limit past the children's playground. The response from the Dept of Transport states, 'the section quoted is not intended to be an exhaustive list.' which is what we have argued throughout, the section to which I referred mentions schools only. CD asks that we continue to push the DoT for more clarity if we still wish to pursue the TRO, which I agreed

Minutes

2. The provision and siting of advisory signage at all the entrances to the Parish leading to the village stating Road not suitable for Heavy Goods Vehicles. This will also be discussed at the Parish Council Meeting on 13th Dec. He wasn't particularly receptive to this but agreed to ask his Highways engineer to look at it which we are waiting for a response.
3. The possibility of siting a planter in the Square to stop inconsiderate parking leading into North St outside the Picture shop. This cannot be done as it is introducing an object into a 'Carriageway', this would have to wait for any remodelling of the Square.
4. Gateway's painting of thresholds into the village to be discussed, agreed in principle but requires the Belstan Co. to come up with a schedule of work, I have requested this and am awaiting their response.
5. Siting of two new grit bins on the side of the highway at Monks Hill, one at the top the other at the bottom near the garage and shop. We have missed the deadline for the bins this year but suggest we put in a request around April time when they are reviewed, he asked if we knew these bins would be charged to the PC.
6. I asked him about siting of trees, he reaffirmed the content of the email to Clair that again for this year we had missed the deadline but should identify sites and submit them for consideration in 2019.
7. We went on a tour of the Parish and we identified a number of potholes (Mill Road being one of them) and surface flooding which he asked I report via the Love West Sussex website, which has been done and some already been actioned. Overall, I felt it was a worthwhile exercise and will ensure further meetings will take place so we are not forgotten about and remain high on the priority list.

Buses; WSCC I hope will have reached a decision of which we are hopeful will retain the No.54 bus through Westbourne, still awaiting information as to the decision made at their meeting.

At our last PC meeting we gave the go-ahead to a taxi-bus from Westbourne, I am currently looking at putting a timetable together with the taxi driver before going live hopefully this month. It will be a trial period till April when we can review its success or failure and decide if it is something we can continue to support.

Still awaiting a response from First Bus Portsmouth regarding the possibility of re-routing the No27 bus from the roundabout at Southleigh Road into the Square at Westbourne before returning to its original route to Havant.

Also, still awaiting WSCC decision regarding consideration of subsidising the taxi-bus service, but as the idea is to reduce funding, I'm not holding my breath.

The Community Speedwatch is performing well and hopefully re-enforcing focusing drivers minds to the 20mph and 30mph speed limits in the village. If you are interested in helping please contact David Mack. He is also looking at the possibility of some vehicle activated signs (VAS) we can put up at strategic places in the village to warn drivers of their speed. He has made an application for funding.

Minutes

If you have any concerns regarding issues around the Parish please contact us, if we don't know about them, we can't do anything about it. We endeavour to make our village and the Parish the best it can be, within the financial constraints faced.

If I've missed anything please feel free to come along to the Parish Council Meeting and raise the subject on Thurs 10 Jan 2019 at the Meeting Place, North St.

Communications Working Group, Cllr Mason

To report orally at the meeting.

Neighbourhood Plan Steering Group: Cllr Hitchcock

CDC is still awaiting resolution of the issues around the Habitats Regulation Assessment following the Sweetman judgement, which are complex and continue to evolve.

On 29 December, the following information was sent through by Valerie Dobson (Principal Planning Officer, CDC).

"CDC has sought legal advice in relation to the judgement and the potential requirement for a Strategic Environmental Assessment, despite this having been previously screened out as not required. Whilst the Appropriate Assessment now required under the Habitat Regulations is now being finalised, the legal advice we have received is that this now triggers the need for Strategic Environmental Assessment and the first stage of this would be to produce a scoping report and consult the statutory bodies (i.e. Historic England, Environment Agency and Natural England).

"We are seeking assistance from CDC officers in the Environmental Strategy Team to help with this work. The initial priority is the Selsey neighbourhood plan (as we have received the examiner's report and before the SEA issue became apparent this plan was ready to go to referendum) and then the Westbourne neighbourhood plan is next in line. However, please be aware that the scoping consultation may potentially generate the need to address issues beyond nature conservation issues.

"I appreciate your frustration with this process which I am sure you all know that I share. However, I would advise you that as a Council we are working to support your parish in achieving a robust neighbourhood plan that is not vulnerable to legal challenge. Please be assured that CDC is providing support to all the neighbourhood plans that find themselves in this position and is looking for an early resolution in order to allow examiners to complete their work and for plans to move forward at the earliest opportunity."

Minutes

Appendix 2

Agenda item 15: Payments for approval

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, * movement of an earmarked reserve, ** paid from No. 2 account)

	Total	Net	VAT
	-----	-----	-----
IB: Confidential payments January 2018	£1,259.25	£1,259.25	£0.00
IB: WSCC LGPS contributions	£417.85	£417.85	£0.00
IB: HMRC quarter 3	£786.70	£786.70	£0.00
IB: SSE quarter 3	£243.76	£232.16	£11.60
IB: Longmeadows quarter 3	£3,062.50	£3,062.50	£0.00
IB: CDC Mill Road lease 18/19	£100.00	£100.00	£0.00
IB: Emscom website/email support	£150.00	£150.00	£0.00
IB: GM Support	£90.00	£90.00	£0.00
IB: Confidential payments	£1,259.25	£1,259.25	£0.00
	-----	-----	-----
	£7,369.01	£7,357.41	£11.60

NB: There are no payments requiring retrospective authorisation.

1. Treasurer's account number 1

Balance per statement 31/12/18	£116,783.82
Less outstanding payments	£0.00
Outstanding receipts:	£0.00
Add petty cash	£0.00
Revised bank	£116,783.82

Cash book control:

Balance forward 01/04/18	£69,448.79
Add total receipts to date	£102,935.53
Less total payments to date	<u>£55,600.50</u>
Cash book at 31/12/18	£116,783.82

2. Treasurers account number 2 (Mill Road Recreation Ground)

Balance per statement 31/12/18	£3,796.42
Less outstanding payments	£0.00
Outstanding receipts	<u>£0.00</u>
Revised petty cash	£3,796.42

Cash book control:

Balance forward 01/04/18	£4,844.42
Add total receipts to date	£0.004
Less total payments to date	<u>£1,048.00</u>
Cash book at 31/12/18	£3,796.42

Westbourne Parish Council budget projections 2018/19 and draft budget 2019/20

Budget Head	2017-18	2018-19	2018-19	2018-19	2018-19	Notes	2019-20
	Actual at year end	Budget	Actual at 9 months	% of budget	Revised estimate		Draft budget
	£	£	£		£		£
Subscriptions, S137/S147 payments/donations							
West Sussex Association of Local Councils, National Association of Local Councils, Local Council Review magazine quarterly magazine	684.25	700.00	718.60	102.7%	718.00	Add 5% for 2019/20	740.00
Society of Local Council Clerks	147.00	160.00	175.00	109.4%	175.00	Add 5% for 2019/20	200.00
Sussex Playing Fields Association S/O	15.00	20.00	0.00	0.0%	15.00		15.00
WNPSG	1,874.89	0.00	0.00	0.0%	0.00		0.00
National Community Land Trust Network (budget virem	49.00	300.00	49.00	16.3%	49.00		0.00
British Legion Poppy Appeal	65.00	65.00	65.00	100.0%	65.00		65.00
Westbourne Allotment Association	50.00	50.00	50.00	100.0%	50.00		50.00
Closed churchyard	0.00	200.00	200.00	100.0%	200.00		200.00
Homestart	0.00	0.00	0.00	0.0%	0.00		250.00
Citizens Advice	300.00	300.00	300.00	100.0%	300.00		300.00
Community Chest Grants	0.00	500.00	200.00	40.0%	200.00	No earmarked reserve if n	500.00
Total:	3,185.14	2,295.00	1,757.60	76.6%	1,772.00		2,320.00
Running Costs							
Burial/cemetery grounds	7,264.00	7,294.00	7,294.00	100.0%	7,294.00		8,220.00
Monk's Hill grounds maintenance	5,230.80	6,500.00	4,543.90	69.9%	6,000.00		6,500.00
Mill Road grounds maintenance	6,546.98	7,500.00	5,192.16	69.2%	7,000.00		7,500.00
Playground inspections	1,800.00	1,800.00	1,530.00	85.0%	1,800.00	40 times at £45	1,800.00
Footway lighting maintenance, WSCC	1,070.97	1,125.00	1,152.30	102.4%	1,152.00	Add 5% for 2019/20	1,175.00
Rent to CDC for Mill Road field	100.00	100.00	100.00	100.0%	100.00		100.00
Total:	22,012.75	24,319.00	19,812.36	81.5%	23,346.00		25,295.00
Capital cost and repair (sinking fund)							
New Initiatives Fund (NIF) (earmarked reserve)	0.00	20,000.00	0.00	0.0%	0.00		20,000.00
Total:	0.00	20,000.00	0.00	0.0%	0.00		20,000.00

Budget Head	2017-18	2018-19	2018-19	2018-19	2018-19	Notes	2019-20
	Actual at year end	Budget	Actual at 9 months	% of budget	Revised estimate		Draft budget
Capital schemes							
Play equipment Monk's Hill (earmarked reserve)	35,976.15	0.00	0.00	0%	0.00		0.00
Village Gateways (NHB grant 2014)	1,423.12	0.00	0.00	0%	0.00		0.00
Seats (earmarked reserve)	2,576.84	0.00	0.00	0%	0.00		0.00
Fingerpost signs (earmarked reserve)	0.00	0.00	4,030.00	0%	4,030.00	£1250 to refurbish post in t	1,000.00
Tree for Tim Peake	375.70	0.00	167.74		167.74	General reserve	0.00
Office equipment (earmarked reserve)	134.97	0.00	0.00	0%	0.00		0.00
Scope and design options environmental enhancement village square (see Business Plan) (earmarked reserve)	0.00	2,500.00	0.00	0%	0.00		0.00
Tree survey (earmarked reserve)	0.00	0.00	0.00	0%	700.00	Actual cost £700	1,500.00
Community Speedwatch Online	0.00	0.00	534.00	0%	534.00	General reserve	0.00
Speed activated road signs (SID system)	0.00	0.00	0.00	0%	0.00	£5k received in NHB	1,700.00
Community transport scheme	0.00	0.00	0.00	0%	0.00		1,500.00
Road signs (Roads not suitable for HGV's)	0.00	0.00	0.00	0%	0.00		330.00
Salt/grit supply and bins	0.00	0.00	0.00	0%	0.00		500.00
WW1 centenary	0.00	0.00	344.24	0	344.24	General reserve	0.00
Total:	40,486.78	2,500.00	5,075.98	0.00	5,775.98		6,530.00
Services							
Footway lighting energy, SSE	691.99	735.00	767.89	104.5%	1,000.00	Add 5% for 2019/20	1,000.00
Waste bins x 7 and emptying	1,206.92	1,500.00	0.00	0.0%	1,500.00	Add 5% for 2019/20	1,500.00
Total:	1,898.91	2,235.00	767.89	34.4%	2,500.00		2,500.00
Communications							
Community Consultation (See Business Plan)	0.00	2,500.00	0.00	0%	0.00		500.00
Newsletter/printed communications	820.60	1,500.00	836.62	55.8%	1,200.00		1,500.00
Website	1,800.00	1,000.00	1,080.00	108.0%	2,250.00		500.00
Total:	2,620.60	5,000.00	1,916.62	38.3%	3,450.00		2,500.00

Budget Head	2017-18	2018-19	2018-19	2018-19	2018-19	Notes	2019-20
	Actual at year end	Budget	Actual at 9 months	% of budget	Revised estimate		Draft budget
General administration and disbursements							
External audit	300.00	400.00	400.00	100.0%	400.00	Add 2% for 2019/20	410.00
Insurance	2,179.13	2,500.00	2,467.79	98.7%	2,467.79	Fixed contract until 01/04/2	2,600.00
Internal auditor	463.70	530.00	324.10	61.2%	324.10	Add 2% for 2019/20	400.00
Information Commissioner Office (ICO)	35.00	35.00	35.00	100.0%	35.00	£40, £5 reduction if paid by	35.00
Planning consultant	850.00	0.00	0.00	0.0%	0.00	£4k for planning consultant	5,000.00
Legal advice (budget virement NIF)	500.00	2,000.00	1,795.00		2,000.00		500.00
Professional Fees	0.00	1,000.00	0.00	0.0%	0.00		1,000.00
Hire of hall and meeting expenses (£10 front hall, £7 back hall)	389.00	450.00	0.00	0.0%	400.00		400.00
Stationery/printing (admin)	715.06	200.00	98.50	49.3%	200.00	NB Printer inks approx £60	200.00
Postage	60.73	50.00	0.00	0.0%	0.00		20.00
Telephone	291.21	276.00	215.46	78.1%	276.00	EE contract is £23.94 a mo	276.00
Clerks salary, gross	33,206.87	13,770.00	10,846.84	78.8%	15,455.59	2% NALC pay award for 20	18,810.00
Employer national insurance	1,830.62	760.00	624.99	82.2%	843.76		1,450.00
Pension	2,905.35	2,865.00	2,353.72	82.2%	3,353.80		4,150.00
Travelling (Clerk)	4.08	100.00	77.36	77.4%	100.00		75.00
Home used as office	428.24	2,000.00	1,156.56	57.8%	1,210.56		220.00
Courses and publications	328.00	500.00	240.00	48.0%	240.00		500.00
Chairman's expenses (earmarked reserve)	122.93	0.00	73.50	0.0%	73.50		0.00
Councillor's expenses (earmarked reserve)	0.00	0.00	16.20	0.0%	16.20		0.00
Total:	44,609.92	24,936.00	20,725.02	83.1%	27,396.30		36,046.00
Contingency fund							
Staff absence (earmarked reserve)	0.00	2,000.00	0.00	0.0%	0.00		0.00
Plants/soil for flower troughs	18.00	50.00	53.60	107.2%	53.00		50.00
Vandalism and insurance excess (earmarked reserve)	0.00	100.00	100.00	100.0%	100.00		0.00
IT support	0.00	150.00	0.00	0.0%	0.00		0.00
Total:	18.00	2,800.00	153.60	5.5%	153.00		50.00
Total expenditure:	114,832.10	84,085.00	50,209.07	59.7%	64,393.28		95,241.00

Budget Head	2017-18	2018-19	2018-19	2018-19	2018-19	Notes	2019-20
	Actual at year end	Budget	Actual at 9 months	% of budget	Revised estimate		Draft budget
Income							
Access licence - Mill Road	50.00	50.00	0.00		50.00		50.00
Access licence - Sydenham Terrace	200.00	200.00	200.00	100%	200.00		200.00
Rent - Allotment Association	650.00	650.00	0.00		500.00	£150 from general reserve	500.00
Total income:	900.00	900.00	200.00	22.22%	750.00		750.00
Grants							
Grants (New Homes Bonus)	2,200.00	0.00	5,000.00		5,000.00		
Grants (Other)	1,668.00	0.00	250.00		250.00		
CDC grant	4,014.87						
Total grants:	7,882.87	0.00	5,250.00		5,250.00		0.00
Transfers from Earmarked Reserves	-38,778.17						
Transfers from General Reserve	-13,817.06						
Transfers to Earmarked Reserves	24,350.00						
Transfers to General Reserve							
Net Transfers to/from Reserves	-28,245.23		38,426.00		24,791.72		
Precept = total expenditure - total income:	106,949.23	83,185.00	83,185.07		83,185.00		94,491.00
Less net transfers to/from reserves	-28,245.23	0.00	0.00				
Less CDC grant		2,690.00	2,690.00		2,690.00		1,324.91
Final precept figure	78,704.00	80,495.00	80,495.07		80,495.00		93,166.09
Final precept figure rounded-up =	78,704.00	80,495.00	80,495.07		80,495.00		93,166

Net (Control)

-56,490.46

Notes

- All figures net of VAT
- Precept required 2019/20 £93,166
- Taxbase 2018/19 £935
- Taxbase 2019/20 £947.40
- Charge per band D property 2018/19 £86.06
- Charge per band D property 2019/20 £98.33
- % increase in Precept (cash terms) 15.7%
- % increase in Precept per band D property 14.2%