

**MINUTES OF THE MEETING OF HINTON BLEWETT PARISH COUNCIL HELD
ON TUESDAY 23rd JANUARY 2018 IN THE VILLAGE HALL
Draft until adopted by Council and signed by the Chairman**

Present: Cllrs Mrs E Brimmell (Chairman) and Cllrs D Duckett and D Elliott.
Ward Cllr T Warren was also present.

The Minutes were taken by E Merko (Clerk).

Public Participation: There was one member of the public present who reported on correspondence with Jacob Rees-Mogg MP regarding the state of repairs along Lower Road from the Barbury to Glanville Drive.

The Chairman opened the meeting at 7.50pm

17/374 Apologies: Apologies were received from Cllr Mrs C Arnold and Cllrs D Huffadine, M Jay and S Keith.

17/375 Declarations of interest: there were no declarations of interest

17/376 Adoption of Minutes: The minutes of the meeting of the Parish Council held on 28th November and Planning meeting held on 8th December 2017 were agreed as an accurate record. The minutes of both meetings were proposed and agreed for adoption.

17/377 Views across the Cam: the Village Meeting on 15th January had been sparsely attended. A presentation had been given on plans for tree surgery and hedge laying to open up the views. It was agreed that there was not enough support to progress the plans through funding in the budget. However, the offer of voluntary hedge laying by Mendip Hills AONB along the Limestone Link would be followed up with landowners. It was also suggested that any requirements relating to maintenance of land designated as Important Open Space would be investigated.

ACTION 17/377/1: Follow up voluntary hedge laying of Limestone Link by the MHAONB.

ACTION 17/377/2: investigate requirements relating to maintenance of Important Green Spaces.

17/378 Budget 2018/19: the draft budget was considered with the following costs discussed in relation to the recruitment of a new Clerk: Clerk's salary, training, recruitment. It was also agreed to increase the annual grants to the Churchyard and Village Hall to £300. Following the discussion, the budget was proposed and unanimously agreed. Attached as Appendix 1.

17/379 Precept 2018/19: having agreed the budget for 2018/19 a precept calculation based on the predicted income and expenditure requirements was considered. After discussion it was proposed and unanimously agreed to approve a Parish precept of £8575, a 3.09% increase on the 2017/18 precept. It was noted that a reduction in the tax base by B&NES had partly contributed to an additional cost to a Band D property in the parish of Hinton Blewett of £4.20 for the year. Precept calculation attached as Appendix 2.

17/380 Grants 2017-18: The budget set for the allocation of grants was noted as within the powers of the Parish Council as set out in Section 137 of the Local Government Act 1972. Grants as requested by St Margaret's Churchyard, the Village Hall and Dial-a-Ride were agreed (payment details below).

17/381 Monthly accounts and bank reconciliation: The Finance Monitor had confirmed by email that the bank reconciliation was correct. The accounts and variances were noted. It was proposed and agreed that the accounts report to 31st December 2017 was a true reflection of the bank account.

17/382 Authorisation of payments:
The following payments were considered:

Signed..... (Chairman) Dated.....

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Cheques

| | |
|--------|--|
| £250 | Grant to St Margaret's Churchyard (chq 510) |
| £45 | Grant to Midsomer Norton and Radstock Dial a Ride (chq 512) |
| £190 | Hinton Blewett Village Hall (chq 511) |
| £3.60 | Clerk's PAYE due to HMRC quarter 3 (chq 508) |
| £96 | Hire fees for Village Hall 2017 (chq 513) |
| £335 | Access ramp for Village Hall (+VAT) |
| £138 | Chew Valley Gazette advert for new Clerk (+VAT) |
| £73.04 | Radstock Journal advert for new Clerk (+VAT) |
| £285 | Society of Local Council Clerks advert for new Clerk (if needed) |

Clrs Duckett and Elliott were instructed to sign cheques and invoices. It was proposed and agreed to approve the payments.

Standing Orders

Clerk's salary - NJC salary scale point 18, pro rata for 6 hours per week
Clerk's homeworking allowance

There were no receipts to report.

17/383 Christmas tree: after discussion it was agreed that the matter would be closed for the time being and that discussions for Christmas 2018 should begin at the September meeting.

17/384 Parish Council communications to residents: the need for communications to reach more residents was discussed and it was agreed that the Clerk would draw up a list of households not currently receiving the email communications so that Councillors might go door to door to encourage residents to join the mailing list. It was agreed that communication of regular Parish Council business such as agendas and minutes and emergency information such as snow procedures could be communicated by the Clerk without further discussion. Regarding additional communications it was agreed that these should be sent in draft to all Councillors for approval before being sent out and that at least 48 hours should be given for responses.

ACTION 17/384/1: list of households not currently receiving email communications to be circulated

17/385 B&NES Consultation for supported bus service contracts: there was a discussion of the need for buses passing through the village. It was suggested and agreed that a valuable service, instead of larger services, would be a small shuttle bus to link the villages in the Chew Valley to places from which key bus routes could be accessed. It was agreed to respond to the consultation with this suggestion.

17/386 Highways and Footpaths:

- The clearance of Spring Lane by volunteers from Bath Ramblers had been completed over Christmas. A letter of thanks from the Parish Council would be sent. It was suggested that a twice-yearly strim would keep the lane at its current standard and this had been factored into the budget.
- The obstruction of footpath PRoW CL1/21 by electric fencing had been reported and the landowner had confirmed to the PRoW Officer that fields with footpaths would be put to grass.
- The state of Coley Hill was discussed – 5 bollards had been torn off and the stone wall on the bend was beginning to fall. In addition, a long-term solution was required for the gully. This would be reported to Highways and Cllr Warren would also make enquiries.
- Flooding above New Chapter Farm on Coley Hill and on the Sutton Road at Whitehill Lane had been cleared by a resident. The Parish Council would write to thank him.
- Complaints about outside light at Abbots Barn Farm being a safety hazard to drivers had been reported to Highways.

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- The west-end section of the Old Rectory hedge was blocking pedestrian road access and would be reported to Highways.
- Cllr Warren had met with Councillors to discuss Highway repairs and drainage issues. Routine drain clearance had since been carried out. Cllr Warren reported to the meeting on the concern regarding the poor quality of repairs by utility companies. As B&NES did not commission this work it was powerless to force rectification of poor repairs. However, Cllr Warren, in discussion with Jacob Rees-Mogg MP, intended to take the issue to central government for a solution.

17/387 Resignation of the Clerk: the Parish Council noted arrangements and funding available for recruitment of a new Clerk. The Clerk was thanked for her work and for agreeing to stay to ensure a smooth hand-over to a new Clerk.

17/388 Ward Councillor's report: Cllr Warren informed the Council about the current Local Boundary review and reported that it had been proposed that Mendip Ward remained the same. The Parish Council agreed to respond to the consultation in favour of the proposal for Mendip Ward. B&NES' draft budget proposal had been presented in which many tough decisions had had to be made. B&NES had been tasked with saving £58m over a four-year period. Having saved £27m in 2016-18 a further £15m would be saved in the 2018/19 budget. Council tax would rise but the Council was exploring a number of creative solutions for new income streams going forward.

17/389 Items for information from the Clerk:

- Actions Report:** the report was noted.
- Playing Field:** it was agreed that the decision on allowing a geo-cache in the Playing Field should be delegated to the Playing Field management committee.
- CCTV:** the report was noted. No action would be taken at the present time, but the project could be re-visited in the future.
- Royal Garden Party:** there were no nominations.
- Mendip Local Plan:** the consultation was noted.
- Items for information** were noted.

The meeting closed at 9.40pm.

APPENDIX 1

| Budget for 2018-19 | | | | | | |
|---|------------------------|---|--|---|---|---|
| FINAL AT MEETING - 23rd January 2018 | | | | | | |
| | | Last Year 2017-18 Budget (LYB) | Predicted to Year- End (Expected Actual-EA) | Notes | Next Year 2018-19 Budget (NYB) | variance between last year's and this year's budgets |
| 100 | Administration | | | | | |
| 4000 | Clerk's Salary | 3010 | 3010 | NYB=SCP 19+2% @ 6 hours pw + £100 contingency. This budget has been left as it is to allow for negotiable starting salary of the new Clerk. | 3200 | +190 |
| 4010 | Clerk's Expenses | 270 | 270 | NYB=homeworking allowance £18pcm+2% + occasional mileage £50 | 270 | |
| 4011 | Accounts Software | 120 | 116 | 2018-9 price confirmed as 119 | 120 | +4 |
| 4013 | Village Projector | | | | | |
| 4014 | Website | 100 | 122 | Email & web hosting £60 +2% ad hoc IT support £60 | 125 | +25 |
| 4015 | Equipment and expenses | 430 | 852 | LYB=laptop replaced using EMR (£422) Actual EA=£430 NYB=stationary £70, MS Office £80, £150 laptop EMR, NO printer EMR as savings are sufficient. No need to replace printer yet. | 300 | -130 |
| 4020 | Training | 250 | 462 | LYB=Planning training paid for from EMR (£212). Actual EA=£250 NYB=£350 New Clerk's training (Being a Good Cllr, Clerk's training, software). Plus £150 for general ad hoc training. | 500 | +250 |
| 4030 | Subscriptions | 270 | 270 | LYB= included Local Councils Award Scheme costs NYB= ALCA/NALC £53.23 (confirmed), SLCC £84 (confirmed), ICO £35+2% | 175 | -95 |
| 4040 | Recruitment Costs | 75 | 75 | EA=costs for recruitment of new Clerk NYB= shortfall for imminent recruitment costs for new Clerk (125) plus contingency for future recruitment (350) | 475 | +400 |
| 4060 | Audit Fees | 100 | 0 | LYB=no audit fee this year as spending was under £10,000. NYB=no external audit required but budget in case audit is requested as a result of public inspection. Fee for this is confirmed as £200. To EMR if unspent at Year-End. | 200 | +100 |

| | | Last Year 2017-18 Budget (LYB) | Predicted to Year- End (Expected Actual-EA) | Notes | Next Year 2018-19 Budget (NYB) | variance between last year's and this year's budgets |
|------|---|---|--|--|---|---|
| 4070 | Insurance | 320 | 350 | EA=includes possible extra premium for new play equipment (shelter etc) NYB=conservative estimate on premium as suggested by Came&Co (includes new ply equipment and increase of 2% on IPT - now 12%) | 390 | +45 |
| 4080 | Hire of Hall | 120 | 164 | NYB=around 12 meetings at £12 each plus £20 contingency | 165 | +45 |
| 5001 | Trf from Earmarked Reserve | | -634 | Spending taken from EMR = new laptop £422, Planning training £212, | 0 | |
| | OverHead Expenditure | 5065 | 5057 | | 5920 | |
| 5000 | <i>Trf to Earmarked Reserves for info only - figures already included in relevant budget lines above)</i> | 0 | 425 | <i>Laptop contingency EMR £150, printer contingency EMR £100, Clerk's training contingency EMR £100, Recruitment EMR £75,</i> | 0 | |
| 1076 | Precept | 8310 | 8310 | | | |
| 1077 | Precept Grant | 70 | 70 | confirmed as £30 for 18-19, 0 for 19-20+ | 30 | -40 |
| 1090 | Interest Received | 0 | 4 | | 0 | |
| | Total Income | 8380 | 8384 | | 30 | |
| | 100 Net Expenditure | 3315 | 3327 | | -5890 | |

| | | Last Year 2017-18 Budget (LYB) | Predicted to Year- End (Expected Actual-EA) | Notes | Next Year 2018-19 Budget (NYB) | variance between last year's and this year's budgets |
|------------|--|---|--|--|---|---|
| 200 | Facilities and Maintenance | | | | | |
| 4200 | Barbury Mowing | 360 | 350 | Quote accepted from Primrose Garden Maintenance for 2018. 16 cuts at £50 per cut. | 800 | +440 |
| 4210 | Footpath Maintenance | 700 | 700 | LYB=NYB footpath clearance £650 (pos additional strimming for reinstated footpaths) + ad hoc works £100 | 750 | +50 |
| 4220 | Defibrillator | 245 | 245 | LYB=cabinet refurbishment-£125, £100 EMR for new defib £50 for sundries + £20 for electricity NYB=£100 EMR for new defib + £50 for sundries + £20 electricity | 170 | -75 |
| 4230 | Outdoor Maintenance | 650 | 500 | LYB= budget for clearing ragwort (£170) not used. NYB=noticeboard maintenance £30, maintenance of PS & Barbury benches and posts at PS £80, weeding around Barbury £100, clearing ragwort £170, ad hoc works £120. <i>(Prospect Stile maintenance moved to 4240 below)</i> | 500 | -150 |
| 4240 | Prospect Stile | 0 | 47 | EA = repairs to vandalised sign NYB - regular strimming and hedge trimming based on 2017 costs <i>(last year this was budgetted under 4230 above)</i> | 80 | +80 |
| 4245 | Village Pound refurbishment | 100 | 50 | LYB=Regular strimming NYB=regular strimming, removal of tree | 50 | -50 |
| 4250 | Christmas tree | 80 | 80 | LYB=NYB purchase and installation | 80 | |
| | OverHead Expenditure | 2135 | 1972 | | 2430 | |
| 5000 | <i>Tf to Earmarked Reserves for info only - figures already included in relevant budget lines above)</i> | 0 | 100 | <i>Defib replacement EMR £100</i> | 0 | |
| 1100 | Grant Income - Footpaths | 622 | 629 | NYB=EA | 629 | |
| | Total Income | 622 | 629 | | 629 | |
| | 200 Net Expenditure | -1513 | -1343 | | -1801 | |

| | | <u>Last Year 2017-18 Budget (LYB)</u> | <u>Predicted to Year- End (Expected Actual-EA)</u> | <u>Notes</u> | <u>Next Year 2018-19 Budget (NYB)</u> | <u>variance between last year's and this year's budgets</u> |
|------------|------------------------------|---|--|---|---|---|
| 300 | <u>Playing Field</u> | | | | | |
| 4310 | Playing Field Maintenance | 410 | 410 | NYB=expenses for grass cutting £100, Strimming £180, cut hedge inside £50, cut hedge outside £50, ad hoc maintenance to equipment £50 | 430 | +20 |
| 4320 | Play Equipment | 0 | 1220 | EA=shelter and gossip area paid for from grants and EMR (5001 and 1101 below) | 0 | |
| 4311 | Play equipment inspections | 340 | 230 | NYB=EA+3% | 237 | -103 |
| 4330 | Playing Field fees | 1 | 1 | annual lease = £1 plus £99 contingency to EMR for lease renewal | 100 | |
| 5001 | Trf from Earmarked Reserve | 0 | -288 | spending on shelter etc taken from EMR | 0 | |
| | OverHead Expenditure | 751 | 1573 | | 767 | |
| 1101 | Grant Income - Playing Field | 0 | 932 | EA=Community Empowerment Fund £250 and Village Hall fundraising £682 | 0 | |
| | Total Income | 0 | 932 | | 0 | |
| | 300 Net Expenditure | -751 | -641 | | -767 | |
| 400 | <u>Section 137</u> | | | | | |
| 4400 | Grants - Section 137 | 560 | 560 | LYB=Village Hall £250+Churchyard £250+ Dial a Ride £60 NYB=VH-£300, Churchyard-£300, Dial-a-Ride-£60 | 660 | +100 |
| | OverHead Expenditure | 560 | 560 | | 660 | |
| | 400 Net Expenditure | -560 | -560 | | -660 | |

| | | Last Year 2017-18 Budget (LYB) | Predicted to Year- End (Expected Actual-EA) | Notes | Next Year 2018-19 Budget (NYB) | variance between last year's and this year's budgets |
|--|---------------------------------|---|--|--------------|---|---|
| | Total Budget Expenditure | 8511 | 9162 | | 9777 | |
| | Income | 9002 | 9945 | | 659 | |
| | Net Expenditure | 491 | 783 | | -9118 | |
| Earmarked Reserves (EMR) at 31st March 2018 (predicted) | | | | | | |
| 321 | EMR Prospect Stile Sign | 0.00 | | | | |
| 322 | EMR Playing Field | 60.00 | | | | |
| 323 | EMR Laptop and printer | 678.36 | | | | |
| 324 | EMR Recruitment | 225.00 | | | | |
| 325 | EMR Public Rights of Way | 600.00 | | | | |
| 326 | EMR Defibrillator | 175.00 | | | | |
| 327 | EMR Grants | 275.00 | | | | |
| 328 | EMR Training | 158.00 | | | | |
| | | 2171.36 | | | | |

APPENDIX 2**Hinton Blewett Parish Council - Precept 2018-2019****FINAL AT MEETING - 23rd January 2018**

| | <u>Year End</u> <u>Estimate</u> <u>2017/18</u> | |
|--|--|--|
| Opening Balance 1st April 2017 | £6,328 | Balance of two bank accounts taken from Year End accounts. Inc Earmarked Reserves (EMRs) of £2568 |
| Plus Income | £9,945 | Total estimated Budget expenditure not including spending from Reserves (922) and including "expenditure" for transfer to Reserves (525) |
| Less Expenditure | £9,162 | |
| Less Expenditure from Reserves | £922 | Laptop £422 Training £212 Play equipment £288 |
| Plus funds transferred to Reserves | £525 | Recruitment (75) Laptop/printer (250) Training (100) Defibrillator (100) |
| Closing Balance 31st March 2018 | £6,714 | |
| | | Precept 2018/19 |
| Opening Balance 1st April 2018 | £6,714 | |
| Less Earmarked Reserves at 31st March 2018 | £2,171 | Playing Field (60) Laptop and printer (428) Recruitment (225) PRoW (600) Defibrillator (175) Training (158) |
| | £4,543 | |
| Less Expenditure | £9,777 | including budgeted funds for reserves: Laptop (150) Recruitment (350) Defib (100) Future Playing Field lease fees (99) |
| Plus Income | £659 | |
| Less General/Contingency Reserve | £4,000 | Small Councils are advised to have reserves to cover 4-6 mths annual expenditure for Clerk's illness/ unplanned expenditure. £4000 = 4.8 months exp. |
| To Precept for 2018-2019 <i>Last year's precept: £8,310</i> | £8,575 | -£8,575 % increase in precept: 3.09% |
| Tax Base Band D Properties 2018/2019 | 136.38 | This figure is a 3.09% increase on last year's precept and results in a £4.20 increase to the tax payer (see below) |
| Precept 2017-2018 | £58.68 | |
| Precept for a Band D property 2018-2019 | £62.88 | |