

Downley Parish Council
Minutes of a meeting of the Parish Council
Held in the Downley Community Centre 10th December 2019 at 19.45

1 Attendance

Chairman Cllr P Loadman, Cllr Bowden, Cllr Burslem, Cllr Chandarana, Cllr Egmore, Cllr Lazenby, Cllr Monroe-West, Cllr Sapsford, Cllr W Steneskog

Apologies - Cllr Srao

District and County Councillors in attendance – Cllr Turner and Cllr Mallen

2) Declaration of interest in items on the agenda (8033/12/19)

None

3) Minutes of the Previous meeting (8034/12/19)

The November minutes were agreed as correct and signed.

4) Adjournment for Public Questions (8035/12/19)

None

5) Reports from County Councillor and District Councillor (8036/12/19)

Cllr Mallen gave an update on recent discussion about the future of civic items due to the impact of the Unitary Council.

6) Street Light project (8037/12/19)

Street light tenders have been received, a single contractor has yet to be decided on. The street light committee are due to meet to decide next steps which will include selecting a contractor and placing an order for the lights.

7) Noteworthy developments in the Village (8038/12/19)

No reports received

8) Community Boards (8039/12/19)

Community boards will be replacing the Local Area Forum. Areas have been re defined; funding will be available. Updates on the future of the boards are due to be issued in the new year.

9) Resilience plan (8040/12/19)

The resilience plan is in its final stages. The plan will be tested and then presented to the Council.

10) Budget 2020/21 (8041/12/19)

The 2020/21 budget was circulated to Councillors in advance and agreed.
See appendix 1.

11) Parish IT (8042/12/19)

It was agreed that future spend on IT was not required, the Council will focus on resources it has such as email addresses for Councillors and the website. Comms will be looked at by Cllr Sapsford and Cllr Egmore.

12) Bonfire (8043/12/19)

The bonfire was well attended. There were concerns raised on the size of the bonfire and the limited number of volunteers. The Council will work with the DCPS when organising the Bonfire in 2020.

13) Parish Plan update for 2020/21 (8044/12/19)

Projects on the plan were reviewed, no changes to the plan are envisaged. Councillors are asked to think about future priorities.

14) LAF Consultation on yellow lines (8045/12/19)

The TFB consultation on Commonsides and Plomer Green Lane has concluded, a paper has been submitted to the cabinet member for comment, the Council will receive a copy of the report. The Parish Council will decide if the lines will be implemented.

15) Planning applications (8046/12/19)

15. Planning Applications and Decision Notices.

A) **Le De Spencer Arms, HP13 5YQ** | 19/07520/FUL | Erection of a free-standing timber gazebo to rear- Support- The Le De is a popular and well patronised public house. The designs are in keeping with the local area and serve to enhance the area.

B) **96 Littleworth Road, HP13 5UY** | 19/07690/FUL | Householder application for demolition of existing rear conservatory and construction of single storey rear extension- No concerns- The proposed works, though larger than the existing accommodation is subordinate to the property and has no impact on the street scene

C) **41 White Close, HP13 5ND** | 19/07735/FUL | Householder application for construction of single-story rear extension- No concerns. The proposed works echo the works undertaken by neighbouring properties.

Decision notices

D) 19/07547/CLP | Certificate of lawfulness for proposed rear box dormer, insertion of 3 x rooflights to front elevation in connection with loft conversion- **Decision- Grant Certificate - Proposed Development**

16) Correspondence (8047/12/19)

- Santas grotto will be at the Centre in December

17) Reports and minutes of Committees (8048/12/19)

Councillors gave an overview of meetings attended this month including DCPS, Dosca, Street Lighting, Resilience and finance committee

18) To consider Resolutions and Items for discussion which have been notified (8049/12/19)

The following resolution was withdrawn from the agenda – (8050/12/19)

The Council resolve to order the LED street lights as per the recommendation of the lighting committee. Budget agreed £45,000

The Council resolved to agree the 2020/21 budget and precept request at £104,624 - a value level with 2019/20.

19) Accounts (8051/12/19)

Accounts

Items approved in December 2019

Bank balance as of 1st December £193,404. 34

To whom paid	Chq number	Amount
C Masters - Clerks expenses	1820	65.77
TBS Hygiene- Dog waste collection	1821	£270.00
Royal Mail - PO BOX renewal	1822	£342.00
KAD Garden Services	1823	£2,018.00
Total		£2,695.77

Cheques paid out this month

- Clerks salary and expenses, £1605.73

Balance Includes festival grants and allotment rents

Balance includes £35,000 reserve funds for the lighting project.

20) Date and Place of next Meeting (8052/12/19)

Parish Council meeting – 14th January 2020 – Memorial Hall

17) Date and place of next meetings of Committees (8053/12/19)

Dosca, DCPS, Street Light Committee

18) Closure of the Meeting (8054/12/19)

There being no other business the Chairman closed the meeting at 9.15pm and thanked everyone for attending.

Chairman_____

Date_____

Appendix one –

Draft budget 2020/21

**Downley Parish Council
Draft Financial Budget 2020/2021**

	2019/20	2020/21	Difference
<u>Clerks Salary & office expenses</u>			
Salary inc tax and NI	£18,035.30	£18,924.00	£888.70
Rent of office	£600.00	£600.00	£0.00
Phone, Printer & Scanner	£1,420.00	£1,420.00	£0.00
Data protection- ICO	£0.00	£50.00	£50.00
Total	<u>£20,055.30</u>	<u>£20,994.00</u>	£938.70
<u>Admin & General</u>			£0.00
Election costs		£580.00	£580.00
Parish IT costs	£0.00	£500.00	£500.00
Employers Tax & NI	£5,100.00	£5,100.00	£0.00
Training Courses	£1,000.00	£500.00	-£500.00
Litter picker / Handy Man Salary	£3,000.00	£3,000.00	£0.00
Audit Fee	£1,000.00	£1,000.00	£0.00
Insurance	£2,600.00	£2,600.00	£0.00
Hire of Hall	£300.00	£300.00	£0.00
Stationary / Office Supplies	£400.00	£400.00	£0.00
Wreaths for Remembrance Day	£80.00	£80.00	£0.00
Chairman's Expenses	£100.00	£150.00	£50.00
Annual Subscriptions	£800.00	£1,400.00	£600.00
Library Costs	£3,000.00	£3,500.00	£500.00
Health and Safety at DOSCA	£2,000.00	£0.00	-£2,000.00
Building Maintenance DOSCA	£5,000.00	£5,000.00	£0.00
Highway improvements including LAF	£3,000.00	£15,000.00	£12,000.00
Road Safety Devices		£1,500.00	
Total	<u>£27,380.00</u>	<u>£39,530.00</u>	£12,150.00
<u>Open Spaces & Grass Cutting</u>			£0.00
Grass Cutting + Ground maintenance	£23,000.00	£23,000.00	£0.00
Dog waste bin emptying	£3,200.00	£3,400.00	£200.00
Manning's field rent	£750.00	£750.00	£0.00
Pond maintenance (<i>Incl. reinstatement & beautification</i>)	£2,500.00	£2,500.00	£0.00
Tree Maintenance	£1,500.00	£1,500.00	£0.00
Total	<u>£30,950.00</u>	<u>£31,150.00</u>	£200.00

Grants & Contributions			£0.00
Downley Day marquee hire	£3,000.00	£3,000.00	£0.00
All other local grants	£3,000.00	£3,000.00	£0.00
Total	£6,000.00	£6,000.00	£0.00
Public Lighting			
Maintenance	£9,700.00	£2,500.00	-£7,200.00
Energy	£6,700.00	£2,500.00	-£4,200.00
Repairs	£3,000.00	£0.00	-£3,000.00
LED Replacement	£0.00	£45,000.00	£45,000.00
Total	£19,400.00	£50,000.00	£30,600.00
Allotments			£0.00
Water, maintenance and subsidy	£1,500.00	£1,500.00	£0.00
Allotment Rent	£750.00	£450.00	-£300.00
Total	£2,250.00	£1,950.00	-£300.00
	-	-	
Extra finance requirement (to be ring fenced)	-	-	
Private Security trial	£3,000.00	£0.00	-£3,000.00
	-	-	
Total Budget expenditure (all totals above)	£106,035.30	£149,624.00	£40,588.70
Estimated Income			
V.A.T Estimated Refund	£3,700.00	£3,700.00	£0.00
Allotment Rents	£1,300.00	£1,300.00	£0.00
Devolution Funding	£5,000.00	£5,000.00	£0.00
Total income	£10,000.00	£10,000.00	£0.00
Funds used for expenditure from existing cash			
Reserve funds for lights		£35,000.00	
Total precept required 2020-2021 A - B - C		£104,624.00	

Estimated bank balance			
Cash in bank for day to day running costs		<i>£10,000.00</i>	
Parish emergency contingency fund		£47,000.00	£47,000.00
Funds to purchase items for Parish Projects		£20,000.00	£20,000.00
Estimated Bank Balance at end of year	£30,000.00	£77,000.00	£47,000.00