



## Upwood and the Raveleys Parish Council

Parish Clerk – Mrs Carol Bilverstone. Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambs. PE26 2QJ  
Telephone: 01487 812447. E-Mail: parishclerk@upwood.org

A meeting of Upwood and the Raveleys Parish Council was held on Monday 05 November 2018 at 7.00pm at Upwood Village Hall.

**Present:** Councillors J. Edwards (from item 93-11/18), D. Hall, R. Howe (Chairman) J. Noble, A. Perkins, G. Slater, J. Twose.

**In Attendance:** Mrs. C. Bilverstone (Clerk), Councillor Rogers (County Council), Councillor Bull (District Council) and two members of the public.

### Minutes

**89-11/18 To receive and approve apologies for absence and to acknowledge the resignation of Councillor Smith.**

Apologies had been received from: Councillor Nel: Family Commitment; and Councillor Taverner (District Councillor): Illness.

The chairman confirmed that Councillor Howard Smith had tendered his resignation with immediate effect. Councillor Smith joined the parish council in November 2015 and was actively involved in the development of the Community Led Plan. The chairman added that Councillor Smith had been a strong and valued member of the council. Councillors echoed the chairman's sentiments in wishing Councillor Smith well for the future and hoping that the personal reasons for his resignation lead to a happy conclusion.

**90-11/18 To consider the advertisement of a casual vacancy.**

Councillor Slater proposed that the casual vacancy arising from Councillor Smith's resignation is advertised. Councillor Noble seconded the proposal. All were in favour and it was resolved that the clerk would make the necessary arrangements.

**91-11/18 To receive declarations of interest.**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.

Councillor Howe: item 96-11/18.1 re. the planning application for 56A High Street.

**92-11/18 To receive and approve the minutes of the parish council meeting held on 01 October 2018.**

The minutes of the meeting of Upwood and the Raveleys Parish Council held on 01 October 2018 had been circulated in advance following their informal approval by the chairman. Councillor Hall proposed that the minutes be approved. Councillor Slater seconded the proposal. All who had been present were in favour and it was **resolved** to do so.

**93-11/18 Public participation.**

To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda. A representative from Optimum Lettings and Property Management (developers of land at the paddock in Great Raveley, reference: 18/00954/FUL) offered the company's support of the proposed Local Highway Initiative plans for traffic calming in Great Raveley (item: 98-11/18.1).

**94-11/18 To receive reports from county and district councillors.**

Councillor Bull (District Councillor) informed members that the district council is waiting for a response from the Secretary of State for Communities and Local Government following its submission of the Local Plan to 2036 for independent examination.

Councillor Bull noted that the district council is currently reviewing its budget in relation to its corporate plan, but it is in limbo as the central government grant will be greatly reduced in the next financial year.

Councillor Howe asked whether the reduction in funding will impact service provision in 2019. Councillor Bull admitted that he did not have a definitive answer as the district council is currently modelling provision of statutory and non-statutory services to determine what levels of service may be achievable. He confirmed that additional revenue will need to be raised through the district council's commercial investment strategy.

Councillor Rogers confirmed that the financial challenges of the district council are echoed at county level. The county council will accommodate a £5 million shortfall in 2019/2020 and hopes that the government will consider re-allocation of funds thereafter.

Councillor Rogers reported on his attendance at the local parish forum where it was confirmed that the length of the Tour of Cambridgeshire Grand Fondo will be increased from 75 to 100 miles; and that procedures for road closures will be reviewed. Concerns continue for the provision of the local rural bus service, particularly for those needing to access employment. Councillor Rogers confirmed that he sits on the advisory panel for the Ramsey Wind Farm Community Benefit Fund and that this was undersubscribed by £9,000 this year. £8,000 per annum of the £40,000 is specifically available for community projects in the parish of Upwood and the Raveleys and this has been well documented in previous minutes and in the parish newsletter.

**95-11/18 Matters arising or carried forward from the previous meeting.**

Councillor Slater declared an interest and asked for an update on the planning applications for 39 and 41 Bentley Close which were considered at the last meeting (Item 78-10/18). The clerk confirmed that the parish council's comments had been added to the planning portal but that there had been no further communication from the district council.

**96-11/18 Notification of planning items.**

96-11/18.1 18/02020/LBC | Replacement windows and doors | 56A High Street, Upwood. PE26 2QE

Councillor Perkins explained that the existing (single glazed) Georgian style windows are incompatible with the 14<sup>th</sup> century property and the proposed (double glazed) window and door designs finished in more appropriate, darker colours will improve insulation and enhance the external view of this historic building, located inside the village conservation area and within the demesne of a medieval manor house. Councillor Slater proposed that the parish council supports the application on this basis. Councillor Twose seconded the proposal. Councillor Howe abstained from voting. All others were in favour and it was **resolved** to do so.

96-11/18.2 18/01982/FUL | Erection of detached garage and new vehicular access | Plot 1 Red House Farm, Great Raveley.

96-11/18.3 18/01983/HHFUL | Erection of detached garage | Agricultural Buildings Red House Farm, Great Raveley.

Councillors considered the two applications and considered that the proposed developments would enhance the security and amenity value of both properties. Councillor Perkins proposed that the parish council supports the applications on this basis. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

96-11/18.4 18/02279/HHFUL | Single storey rear and side extensions | 4 Helens Close, Upwood. PE26 2QN

The chairman reflected on a number of previous planning applications which have over time sympathetically enhanced the visual appeal of the street scene in Helens Close. Councillor Hall proposed that the parish council supports this application which would offer further variety and originality whilst remaining in keeping with its environs. Councillor Noble seconded the proposal. All were in favour and it was **resolved** to do so.

*Clerk's note: a letter of objection had been sent to Councillor Edwards and Councillor Twose from residents of a neighbouring property and this was received after the meeting had taken place.*

**97-11/18 Finance**

97-11/18.1 To approve accounts for payment: 05 November 2018

Date	Ref. No.	Payee	Description	Amount
05.11.18	131064317	Mrs C. Bilverstone	Clerk/RFO Salary. October 2018	728.57
			Expenses: Working from home allowance, stationery, travel, postage.	28.30*

			Reimbursement for cost of witnessing statutory declaration by PDR Property Lawyers, Whittlesey.	3.00*
05.11.18	N/A	HMRC	PAYE/NI. October 2018	Nil
05.11.18	DD	SALVUS Master Trust	Employee + Employer Pension Contributions. October 2018	76.70
05.11.18	DD	Salvus Master Trust	Small Employer Fee	24.00
05.11.18	251954538	Serjeant and Son Client Account	Legal Fees: Upgrade of the land registry title to Charter's Spinney	430.00
05.11.18	695228814	Joliffe Daking LLP	Glebe Paddock. Rent	200.00
05.11.18	938706	RAMSHED	Book Exchange Refurbishment. Materials @ £37.68 + £75 donation (minute ref. 67-09/18.3)	112.68

\*Clerk's note: reimbursement of £3.00 for the cost of witnessing the statutory declaration has been claimed twice in error. This has been corrected with a BACS payment (see income below).

97-11/18.2 To note income received: 05 November 2018:

Date	Ref. No.	Payee	Description	Amount
01.10.18	BACS	C. Holmes	Commercial Land Rent. "Gravel Pits"	168.00
23.10.18	000022	Mr A. Perkins	Donation for laptop (minute ref. 83-10/18.3)	50.00
		A.J. Mills Master Masons Ltd.	Cemetery Fee (Memorial Stone)	60.00
		P. Harper & Sons Ltd.	Commercial Land Rent. "Dockfields" & "3-2-20"	1416.00
23.10.18	BACS	Huntingdonshire District Council	Community Infrastructure Levy. 15/00049/FUL	7006.45
29.10.18	000023	Dignity Funerals Ltd.	Cemetery Fee: Exclusive Right of Burial + Interment	110.00
		A.J. Mills Memorial Masons Ltd.	Cemetery Fee (Memorial Stone)	35.00
05.11.18	BACS	Mrs C. Silverstone	Correction to overpayment of expenses (see above).	3.00

Councillor Edwards proposed that the accounts be approved for payment. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so. The chairman signed the list of payments on the agenda and two signatories signed each of the invoices and authorised the online payments after the meeting. The chairman signed the bank reconciliation, and this was counter-signed by Councillor Twose.

97-11/18.3 To receive recommendations from the finance working party regarding the proposed business plan and budget requirements for 2019/2020 to 2021/2022.

The finance working party have scrutinised receipts and payments to date and prepared a forecast to the end of this financial year. Overall the parish council will remain within budget for each line item and should end this year with a surplus of approximately £1,100. The clerk's salary has been complicated by receipts from other councils (one received in the previous financial year which was then processed through payroll in the current year). If the clerk works for other councils in future, payroll will be facilitated by CAPALC.

It is predicted that the parish council will end the financial year with a bank balance of approximately £45,000 which includes savings of £9,000 specifically for two capital projects: extension of cemetery provision and refurbishment/replacement of the play area in Bentley Close.

The finance working party has discussed each line item and prepared a budget for the next three financial years based on ongoing commitments and the future aspirations of the parish council. The budget and business plan is published as an appendix to these minutes but to summarise:

- £10,509.67 has been received as Community Infrastructure Levy in 2018/2019 and a further payment of £33502.22 will be received in April 2019. It is proposed that this fund be used to cover the costs of the three active Local Highway Initiative projects "2017/2018", traffic calming between Upwood and Bury, "2018/2019", the mobile speed indicator device and "2019/2020", traffic calming in Great Raveley.
- The working party proposes that a separate bank account is opened (an interest-bearing deposit account with no charges) within Unity Trust Bank, specifically to hold reserves for the cemetery extension and

playground capital projects. By the end of 2019/2020 it is intended to have a balance of £6,000 for the cemetery and £9,000 for the play area.

- It is proposed to increase support to the parish newsletter to £1,800 per annum to enable the editorial team to further develop the publication which is a vital source of information to all parishioners.
- The parish council should prepare a bid to the Ramsey Community Development Fund (Ramsey Wind Farm) in 2019 to continue the work of the Communications Working Party and to support other community projects. £8,000 per annum is allocated specifically to projects located within Upwood and the Raveleys.
- It is proposed that the parish council's trees are individually mapped and assessed, and a strategy prepared for their future care.

97-11/18.4 To consider the precept requirement for 2019/2020.

The finance working party predicts expenses of £51,103.93 in 2019/2020. It proposes maintaining the precept at £25,000 to secure receipts of £30,637.22; utilising the CIL fund of £10,509.67 received in 2018/2019 for highway projects; and taking the balance of £11,000 from its reserves.

On this basis, it is predicted that the parish council will close 2019/2020 with a balance of £36,000 including £15,000 saved for the two capital projects.

The chairman proposed that the proposed three-year budget be adopted and the precept for 2019/2020 be confirmed at £25,000. Councillor Twose seconded the proposal. All were in favour and it was **resolved** to do so. Councillor Perkins praised the work of the finance working party and thanked Councillor Howe, Councillor Slater and the clerk for their diligence and commitment to this task.

97-11/18.5 To consider the purchase of the 11<sup>th</sup> edition of Arnold-Baker on Local Council Administration ("The Clerk's Bible") at an SLCC member price of £103.99 and to consider authorising a potential sale on eBay of the 10<sup>th</sup> edition. The chairman proposed that the parish council approves this essential purchase and authorises the clerk to sell the 10<sup>th</sup> edition. Councillor Hall seconded the proposal. All were in favour and it was **resolved** to do so.

#### 98-11/18 Traffic, Highways & Road Safety

98-11/18.1 To consider revised plans for traffic calming measures in Great Raveley (Local Highway Initiative 2019/2020). Members of the parish council have met with Local Highway Officers to review plans. The optimum solution is deemed to comprise:

- Installation of a "give way"/"build-out" feature at the eastern entrance to the village and improve the existing terminal signs, lining and gates.
- Install a 40mph buffer zone at the western entrance to the village and improve the existing terminal signs, install dragon's teeth, refresh existing lining/red surfacing.
- Install red surfacing patches with lining (2 sections) through village.

The revised cost of this work would be £16,619. £10,000 is the maximum grant available through the Local Highway Initiative and the balance of £6,619 would therefore have to be met by the parish council.

The parish council is in receipt of Community Infrastructure Levy (CIL) resulting from the Church Farm development amounting to £10,509.67 with an additional £3503.22 due in April 2019. This money must be spent on "infrastructure" and must be accounted for within five years.

Great Raveley residents have been consulted on the revised plans and this has resulted in five responses from three of the nine households. Four residents are in favour of the "give way"/"build-out" feature or a permanent speed indicator device. One resident is strongly against the installation of a "build-out" and another expressed concern that one speed indicator device is not sufficient to serve the whole parish.

The chairman confirmed that a simple schematic to illustrate the whole project has been requested of the county council but this has not been forthcoming.

Councillor Slater proposed that the parish council accepts the revised plans and resolves to contribute up to £6,619. Councillor Hall seconded the proposal and it was **resolved** that Councillor Howe and Councillor Slater will attend the Local Highway Improvement Panel meeting to represent this application in November.

The chairman noted that overtures have been made from Optimum Lettings and Property Management regarding a contribution to traffic calming measures in Great Raveley and that the parish council would welcome further dialogue on this matter.

98-11/18.2 To receive an update from Cambridgeshire County Council regarding completion of the refurbishment of the public right of way leading from Bentley Close towards Upwood Meadows (minute ref. 64-09/18.1).

The parish council is waiting for a response from the county council. This matter will be revisited at the next meeting.

**99-11/18 Public Involvement & Engagement and Parish Council Development**

- 99-11/18.1 To receive an update from the youth involvement and engagement working party.  
Councillor Hall confirmed that he has approached Ramsey Timebank regarding the availability of volunteers and the process for arranging DBS checks. He will report back at the next meeting. The chairman reminded members that the parish council would wish to prepare a strategic plan outlining its vision for youth involvement and engagement over a three-year period in line with the parish council's business plan. Councillor Noble and Councillor Edwards offered to assist in this process.
- 99-11/18.2 To receive a review of the success of the "Active Lives" summer activity programme from Huntingdonshire District Council and to consider future provision.  
Councillors reviewed a power point slide outlining the general success of the programme but noted that it did not provide statistics or information pertaining to this parish. Councillors agreed to consider this further alongside the development of the strategic plan noted in item 99-11/18.1.

**100-11/18 Parish Land and Assets.**

- 100-11/18.2 To receive an update from Serjeant and Son Solicitors on progress to upgrade the title of Charter's Spinney.  
Further to the clerk's statutory declaration, an application has been made to Land Registry to upgrade the title of this land from possessory to absolute. The initial application has been refused as a claim for adverse possession has been recorded by DLA Piper on behalf of Cadent Gas Ltd. Serjeant and Son Solicitors has advised that it will issue a revised application to upgrade the title of the land with the exception of the footprint of the building which is the only area subject to the claim.

**101-11/18 Parish Maintenance.**

- 101-11/18.1 To review quotations for a three-year parish maintenance contract to take effect from Spring 2019.  
The clerk has approached seven companies with an invitation to tender for this contract. To date three quotations have been received and three companies have declined to tender at this time. As the invitation was sent during the week of 22 October the clerk advised that a decision should be deferred until the next meeting to allow time for one more company to respond. She also advised that she is seeking clarification from one company to ensure that the quotations received may be compared on a like for like basis. All agreed that the information received to date is sufficient to confirm that no impact will be made on the budget, business plan and precept arrangements agreed under item 97-11/18.3 & 18.4.  
Councillor Twose asked councillors to consider the Plantlife Road Verge Campaign which advocates for less frequent and more timely cutting of roadside verges (which are important wildlife corridors) to allow plants to flower and seed thereby preserving and promoting biodiversity. Please see: <http://plantlife.love-wildflowers.org.uk/roadvergecampaign>. All agreed that this should be given consideration. Councillor Hall, Councillor Perkins and Councillor Twose will meet to discuss options for incorporating the principles of this campaign and will present their recommendations at the next meeting prior to the council confirming the detail of the new parish maintenance contract.
- 101-11/18.2 To receive an update on the refurbishment of the telephone kiosk (Upwood Book Exchange).  
The telephone box has been refurbished by RAMSHED to a high standard and the book exchange is open for business. Further to discussion at the previous meeting, a suitable bookcase has been sourced and purchased by Councillor Slater and he will be reimbursed for this at the next meeting.

**102-11/18 Correspondence and Communications.**

- 102-11/18.1 Notification of the launch of "Stronger for Longer", activity sessions by Huntingdonshire District Council's Active Lifestyles Team, in conjunction with Cambridgeshire County Council and other partners including Cambridgeshire and Peterborough NHS Foundation Trust (CPFT).
- 102-11/18.2 Invitation to attend the Cambridgeshire & Peterborough Independent Economic Review Roadshow on 23 October at Pathfinder House.  
The chairman attended this meeting.
- 102-11/18.3 Invitation from Bury Parish Council to attend a parish meeting regarding development in Bury on 24 November at 2:00pm.
- 102-11/18.4 Correspondence from St. Peter's Church regarding the collapse of the church path.

The parish council's "Local Government Act 1972 s.215" agreement with St. Peter's Church extends to maintenance of the churchyard and the upkeep of the perimeter wall. Councillors agreed that the Parochial Church Council should seek professional advice with a view to identifying the underlying cause of the collapse in the first instance.

102-11/18.5 Correspondence regarding potential development plans for Great Raveley.

An e-mail addressed to the chairman, with a copy to the clerk and three councillors, was sent from the Director of Optimum Lettings and Property Management at 2:00pm on the day of the meeting. The parish council therefore acknowledges its receipt but deferred further discussion at this time.

103-11/18 **To receive verbal reports from Parish Councillors on matters arising from their portfolio responsibilities.**

*No decisions can be made under this item.*

Councillor Noble presented her six-monthly risk assessment. She noted that a roof tile on the chapel of rest has become loose; and that the plastic bolt covers on the Bentley Close play equipment are being systematically removed, exposing the bolts. These items will be addressed at the next meeting.

Councillor Noble reiterated concerns regarding the lack of support for Community Speedwatch. The team currently consists of only two trained volunteers which means that additional support is required from outside the parish. Parishioners are urged to support this initiative. Please contact Councillor Noble: [nimusmum@gmail.com](mailto:nimusmum@gmail.com) / 01487 814356 if you can spare an hour on an occasional basis.

The clerk advised the council that the padlock securing Glebe Paddock should be replaced. All agreed that the clerk should purchase and fit a new padlock at the earliest opportunity.

104-11/18 **Matters for future consideration.** *No decisions can be made under this item.*

There were no additional matters for consideration.

105-11/18 **Date of next meeting:** 03 December 2018, 7:00pm. Upwood Village Hall.

**Close of meeting: 9:10pm**

*Clerk's Note:*

*The chairman, the clerk and councillors are delighted to announce that shortly after the meeting, the parish council learned that its application for the prestigious Local Council Award Scheme "Quality Gold" Award had been successful. This is the highest award in the scheme and the achievement recognises that the council achieves good practice in governance, community engagement and council improvement. Moreover, that this parish council goes above and beyond its legal obligations, leading the community and continuously seeking opportunities to improve and develop even further.*

*There are 10,000 parish councils in England, of which only 37 have achieved the Quality Gold Award. Upwood and the Raveleys is the only rural parish council in Cambridgeshire to gain the award (Somersham Parish Council achieved the Quality Gold Award in 2016).*



A handwritten signature in black ink, appearing to be "R.H.", located in the bottom right corner of the page.

	Budget 2018/2019	Budget 2019/2020	Proposed Budget 2020/2021	Proposed Budget 2021/2022
<b>Income</b>				
Precept	£25,000.00	£25,000.00	To be determined	To be determined
Commercial Land Rents	£1,584.00	£1,584.00	£1,584.00	£1,584.00
Cemetery Fees	£400.00	£400.00	£400.00	£400.00
CIL		£3,503.22		
Grant				
Donations				
Interest	£40.00	£150.00	£150.00	£150.00
Sale of assets	£0.00			
Northborough. Reimbursement re. clerk's services				
WotH. Reimbursement re. clerk's services				
<b>Total Income</b>	<b>£27,024.00</b>	<b>£30,637.22</b>	<b>£2,134.00</b>	<b>£2,134.00</b>
<b>Staff Costs</b>				
Clerk/RFO's Salary (Gross). U&R + other councils	£9,398.75	£9,680.71	£9,971.13	£10,270.26
Clerk/RFO's Salary (Gross). Other Councils only				
Working from Home Allowance	£200.00	£200.00	£200.00	£200.00
Cemetery Officer's Salary (Gross)	£751.90	£774.46	£797.69	£821.62
Travel Expenses	£200.00	£200.00	£200.00	£200.00
Pensions (Employer Contributions)	£507.53	£522.76	£538.44	£565.36
<b>Total Staff Costs</b>	<b>£11,058.18</b>	<b>£11,377.93</b>	<b>£11,707.26</b>	<b>£12,057.25</b>
<b>Admin. &amp; Training</b>				
Election Fee	£1,520.00	£0.00	£0.00	£1,520.00
Employee Training	£300.00	£300.00	£300.00	£300.00
IT Equipment	£400.00	£150.00	£150.00	£150.00
Audit Fees - internal audit	£250.00	£260.00	£270.00	£280.00
Audit fees - main audit	£240.00	£250.00	£260.00	£270.00
Bank Charges	£72.00	£72.00	£72.00	£80.00
Councillor Training	£515.00	£615.00	£715.00	£715.00
Local Council Award Scheme	£100.00	£0.00	£0.00	£0.00
Legal and Professional Fees	£500.00	£500.00	£500.00	£500.00
Meeting Room Hire	£450.00	£530.00	£550.00	£550.00
Pension Administration Fee	£0.00	£288.00	£288.00	£288.00
Postage	£10.00	£10.00	£10.00	£10.00
Stationery	£150.00	£160.00	£170.00	£180.00
Telephone Expenses	£15.00	£15.00	£15.00	£15.00
Insurance	£427.15	£500.00	£500.00	£500.00
Subscriptions (CAPALC, SLCC etc.)	£740.00	£706.00	£706.00	£800.00
Books & Publications	£100.00	£100.00	£100.00	£100.00
<b>Total admin. &amp; training</b>	<b>£5,789.15</b>	<b>£4,456.00</b>	<b>£4,606.00</b>	<b>£6,258.00</b>
<b>Community Services</b>				
Newsletter (S142)	£1,255.00	£1,800.00	£1,800.00	£1,800.00
Parish Website (S142)	£60.00	£70.00	£80.00	£80.00
Parish Grants (S137)/GPC	£500.00	£500.00	£500.00	£500.00
Parish Grants	£2,500.00	£1,500.00	£1,500.00	£1,500.00
<b>Total Community Services</b>	<b>£4,315.00</b>	<b>£3,870.00</b>	<b>£3,880.00</b>	<b>£3,880.00</b>
<b>Parish Asset Maintenance</b>				
Grass & Hedge Cutting	£8,950.00	£9,450.00	£9,950.00	£9,950.00
Tree maintenance	£800.00	£1,200.00	£1,200.00	£1,200.00
Maintenance of ditches	£0.00	£500.00	£500.00	£500.00
Cemetery/Churchyard Maintenance/Repair	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Purchase of land for cemetery extension.	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Play Area	£5,000.00	£4,000.00	£4,000.00	£4,000.00
Glebe Paddock	£500.00	£500.00	£500.00	£500.00
Winter Gritting Tools	£100.00	£0.00	£0.00	£0.00
Miscellaneous	£250.00	£250.00	£250.00	£250.00
<b>Total Parish Asset Maintenance</b>	<b>£18,600.00</b>	<b>£18,900.00</b>	<b>£19,400.00</b>	<b>£19,400.00</b>
<b>Projects</b>				
Noticeboards	£0.00	£0.00	£0.00	£0.00
Highways	£2,500.00			
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
Community Led Plan	£1,000.00	£1,000.00	£1,000.00	
CIL Expenditure		£11,500.00		
<b>Total Projects</b>	<b>£3,500.00</b>	<b>£12,500.00</b>	<b>£1,000.00</b>	<b>£0.00</b>
<b>Total Expenses</b>	<b>£43,262.33</b>	<b>£51,103.93</b>	<b>£40,593.26</b>	<b>£41,595.25</b>

Action Notes /  
Business Plan

£1416 fixed for combined tenancy of Dockfields & 3-2-20 until October 2019. Gravel Pits currently £168 per annum.  
Cemetery Fee Structure last reviewed in 2013-2014

None predicted

Reimbursement for clerk's salary payment for April 2018 received in the previous financial year.

Added 3% per annum to account for NJC increase or salary review.

See above. £961 received from WoTH in March 2018 but not paid out until April.

Nationally agreed figure of £10/month. Budget allows for an increase to £15

Added 3% to account for NJC increase or salary review. Also added £250 per year to allow 30 extra hours for misc. maintenance projects

Based on projected salaries (5% contribution rate). The cemetery officer is currently not opted in to the pension scheme but could choose to at any time.

Uncontested election 2018

The clerk needs to accrue at least 12 CPD points per year re. Local Council Award Scheme (reduced from 18 on leaving ILCM)

Annual budget to allow for laptop servicing if necessary. Current laptop purchased in 2018. Provision to replace/update if necessary in 2022/2023

Fixed fee with annual increase to account for inflation

Fixed fee with annual increase to account for inflation

Introduced during 2016/2017

Election in 2022

Application for Quality Gold status in 2018/2019. Re-certification required after 4 years.

None predicted. Nominal figure for unforeseen eventualities

Annual increase to allow for inflation

Imposed after preparation of budget for 2018/2019

3 year agreement with Hiscox. Increased premium allowed for 2019-2020

Addition of subscription to "Parish Online" digital mapping software from 2018/2019

Provision for purchase of new editions of essential books

To cover the cost of continued provision of colour printing on inside pages & front and back cover. Significant increase to promote further development.

Provision for a small increase. Covered by Wind Farm Grant 2017

To include provision of activities for young people

Annual support of the village hall (in support of insurance and WiFi costs)

A new three year contract to take effect from the Spring of 2019.

Phase three completed 2016/2017. Proposal to map parish trees and prepare a new strategy in 2018/2019

Ditch maintenance last carried out in 2015/2016.

Provision for the replacement of the boundary fence in 2017/2018. Maintenance/refurbishment of the chapel of rest in 2018/2019/2020 (unbudgeted roof repairs carried out in 2016).

£2000 per year earmarked from 2017/18. It is predicted that the "new" cemetery will serve the community until approximately 2035.

Accrual of £4000 from 2018/2019 per year planned for future investment to include provision of £2500 replacement of matting & allow for other repairs/replacements.

£400 per annum rent. Fixed fee for 10 years (until 2023). Consider formal inspection

No provision required for replacement grit bins at this time. Tools provided by CCC.

Provision for the servicing of volunteer's lawn mower. Purchase of paint, preservative & maintenance materials


Cost of refurbishment and re-siting of the noticeboards covered by a grant from the Windfarm Trust. November 2015

See CIL Funding below

Proposal for 2018 / 2019 Cancelled

Plan completed in 2015

Highways Projects "2017/18", "2018/2019", "2019/2020"

  
3-12-18