

## SWANTON MORLEY PARISH COUNCIL BUDGET MEETING MINUTES

THURSDAY 19<sup>TH</sup> JANUARY 2023 AT 7PM

SWANTON MORLEY VILLAGE HALL

**Councillors Present:** Mr R. Atterwill (Chairman), Mr J. Rodrigues, Mr J Venworth, Mr B Almond

**Also in attendance:** Mrs K. Pickard (Clerk)

### **Matters Raised Under Time Allocated to the Public**

No members of the public were in attendance.

The Clerk raised a query from a member of the public relating to speeding in the village and extra signage being budgeted for.

It was agreed that the Parish Council have a community Speedwatch and three SAM2 signs that provide data to Norfolk Constabulary and extra signage would not be effective.

It was agreed that the Clerk would continue working with Highways on suggested traffic calming measures.

### ***The Meeting Went into Session***

#### **1. To Accept Apologies for Absence**

Apologies were received from Councillor Turner, Councillor O'Dowd and Councillor Walker-Fraser, accepted by the Council.

#### **2. To Receive Declarations of Interest**

None declared

#### **3. To Agree the Main Areas Grass Cutting Tender for 2023**

The Clerk had circulated the tender documents received ahead of the meeting for consideration.

These were evaluated on a point scoring basis from supporting documents received by the contractors.

**Councillor Atterwill proposed that the contract is awarded to TOP Garden Services seconded by Councillor Rodrigues and carried.**

#### **4. To Agree the Churchyard and Burial Ground Grass Cutting Tender for 2023**

The Clerk had circulated the tender documents received ahead of the meeting for consideration.

These were evaluated on a point scoring basis from supporting documents received by the contractors.

**Councillor Atterwill proposed that Garden Guardian is awarded the contract seconded by Councillor Venworth and carried**

#### **5. To Agree the 2023/2024 Parish Council Budget**

The draft budget had been sent to Councillors for consideration prior to the meeting.

This consisted of a breakdown of items that form the budget.

Staff costs were agreed to include the increase a potential government increase. The rate for the pension fund has been reduced by 0.05%

The Training budget was discussed, and it was agreed to include induction courses for potential new councillors following the elections.

Communications and Community were discussed. Due to an increase in print costs it was agreed to reflect this in the budget. The Community heading includes an amount consistent with the 2022/2023 budget to assist the school with a travel plan.

The community heading also includes the annual fee for the Link Up article, and a budget for the King's Coronation.

The general expenditure was discussed.

Under the office banner this includes utility costs, stationery and the Parish Council insurance premium. A 5% increase has been agreed for the insurance due to inflation as 2022/2023 budget.

#### Legal and Contingency

This item includes small sum for the Parish Hardship fund and a Contingency sum for the Parish Council. Legal Fees and the PWL sum has been included.

The Parish Council detailed and discussed the standard subscriptions. This is for governing bodies including NALC and SLCC. Membership to these organisations ensure the council implement proper practice.

#### Donations

The Parish Council considered the donations that they would like to make during the financial year. This includes the British Legion and the Citizens Advice Bureau helping residents through difficult times.

#### Democratic

The democratic heading includes a cost for the 2023 elections if required, expenses and the Chairman's allowance.

The grounds maintenance and assets costs have been increased for 2023/2024 due to the tender quotations received for the grass cutting contracts.

The Parish Council agreed to include a nominal fee for a nitrogen feed to be carried out on Davidson Park. (This sum would be paid from the S106 money received for the development).

The burial ground and churchyard budget include a figure for maintenance and repair work for the gates and to install a water supply into the burial ground.

The open spaces budget is allocated to work on the Village Green, Gooseberry Hill Park, Davidson park and the Village Hall youth area.

Sums were agreed for full pressure washing of the equipment, replacement rubber softbond surfacing and a new noticeboard.

The budget for Allotments has received stayed the same for this financial year for any maintenance costs.

The budget for common lands is earmarked for the installation of a new gate on Mill Common. The cost of this will be covered by the income of the Countryside Stewardship grant.

Councillors agreed the maintenance budget for streetlights and included an increase to the electricity budget due to inflation.

Financial Year 2021/2022

The income and expenditure for the remainder of 2022/2023 was then discussed.

The bank balances as at 31/12/2022 were confirmed.

Expenditure that was due to be paid out between 01/01/2023 and 31/03/2023 was detailed as a breakdown, as was the expected income figure.

The proposed budget sheet was then presented to reflect the discussions and agreements by councillors. The figures confirmed included the staff costs, grounds and assets, communications, and community costs, and legal and contingency.

Councillor Atterwill then talked through the projected income figure.

This includes allotment fees, football pitch income, grant funding agreed for the 'Ability Swing' and the nominal sum from Norfolk County Council for the delegated grass cutting agreement.

The Nationwide savings account breakdown was shared with Councillors. This details a breakdown of how the s106 money from a developer is being used. This account also generates annual interest. Money from this account will be used to pay for some expenditure items shown in the budget.

Following this discussion, the budget figure that was arrived at was £94,857.81.

Councillor Atterwill proposed the budget for 2023/2024 is set at £94,857.81 seconded by Councillor Rodrigues and carried

#### **6. To Agree the 2023/2024 Parish Council Precept**

The tax base for the village has decreased for 2023/2024 to 720.10.

The precept figure that was arrived at for 2023/2024 was £90,564.76

Councillor Atterwill proposed that the precept figure is set at £90,564.76 seconded by Councillor Almond and carried

#### **The Meeting Was Suspended for Further Comment from the Public**

No public were present

The meeting closed at 8.29pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date