

**MINUTES OF A MEETING OF BURLAND PARISH COUNCIL
HELD AT THE GOODWILL HALL, FADDILEY, NANTWICH ON 14th NOVEMBER 2016**

PRESENT: Councillor M Maunder Chairman
Councillor G Denny Vice-Chairman
Councillor E Bateson
Councillor J Burt
Councillor A Morris
Councillor J Pochin

APOLOGIES: Councillor R I Clough
Councillor G Flavell-Matts
Councillor G Samways

Cllr Stan Davies, Cheshire East Council

IN ATTENDANCE: Mark Bailey, Clerk/RFO

229 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Rob Clough, Geoff Flavell-Matts, Gareth Samways and from Cheshire East Councillor Stan Davies

230 DECLARATIONS OF INTEREST

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

231 MINUTES

RESOLVED: That the Minutes of the meeting held on 10th October 2016 be approved as a correct record.

232 PUBLIC QUESTION TIME

There were no members of the public present.

233 FINANCIAL MATTERS

233.1 Authorisation of Payments

RESOLVED: That the following payments be approved:

£138.73	Dr M J Bailey	Clerk's net salary payment (November 2016)
£34.60	HMRC	Tax payment for Month 8 (2016/17 year)

233.2 Budget 2017/18

A series of papers were presented to Members which set out the current budget position for 2016/17 and set out options for the 2017/18 budget.

The setting of a budget is one of the key statutory tasks required by a Parish Council.

The Council needs to set a precept for the year (the amount it requests from the Borough Council to fund the shortfall between its available funds on 1st April 2017 and the amount it requires to fund its budget proposals for the 2017/18 year). The Council also needs to make spending commitments in accordance with Members' plans. This will also provide a basis for monitoring progress during the year in terms of actual against planned spending.

In reviewing spending, so far in 2016/17, Members noted several issues: -

- Several items in the original 2016/17 budget have incurred actual spending

commensurate with the amounts included in the budget for the year – these include registration with the Information Commissioner’s Office; Clerk’s salary, and internal/external audit costs

- Several items have incurred non-significant overspends against budget – these include the cost of payroll services (which was over-spent due to the appointment of a new Clerk); insurance; and membership of the Cheshire Association of Local Councils (ChALC)
- A few items have occurred significant overspends against budgets – these include maintenance costs for Spinner’s Wood; website maintenance/hosting/upgrades; parish magazine advertising; and (potentially) the project of fitting a Speed Indication Device (SID) in the parish
- Finally, a few items have seen a significant underspend – these include Clerk’s expenses/training; purchase of second defibrillator; Member training; and purchase of a litter bin

Based on this analysis, Members need to identify activities carried out this year which need to be carried out next year and therefore need to be budgeted for. Members also need to identify items such as projects or schemes occurring in the current year and which will not occur in the next year. Finally, Members need to identify new schemes which are not an activity in the current year, but which need to be included in next year’s budget for 2017/18.

Based on this process of analysis, the following existing budget items were identified by Members as needing to be included in the 2017/18 budget (some include a proposed increase for 2017/18, based on actual spend in 2016/17): -

	£ (16/17)	£ (17/18 – proposed)
• Registration for ICO	35.00	35.00
• Clerk’s salary (gross)	2,080.00	2,080.00
• Clerk’s expenses	100.00	100.00
• Training for new Clerk	60.00	60.00
• Payroll Service	96.00	110.00
• Internal audit	95.00	100.00
• External audit	35.00	40.00
• Insurance	265.00	280.00
• ChALC	150.00	165.00
• Spinner’s Wood Maintenance	400.00	450.00
• Goodwill Hall	210.00	230.00
• Member training	120.00	130.00
• Reserves	624.00	625.00

In addition to these ongoing items, Members agreed that the following items (currently included in the 2016/17 budget) do not need to be included in the 2017/18 budget:

	£ (16/17)	£ (17/18 – proposed)
• Purchase of second defibrillator	1,500.00	0.00
• Mobile speed unit	3,700.00	0.00
• Litter bin, Swanley Lane	380.00	0.00

Finally, Members agreed that the following items (not currently included in the 2016/17 or included under a different heading) need to be included in the 2017/18 budget:

	£ (16/17)	£ (17/18 – proposed)
• Development of the website	150.00	650.00
• Parish advertising (Insight magazine)	0.00	120.00
• Maintenance of second defibrillator	0.00	400.00
• Purchase of second SID	0.00	3,500.00

If approved, the above budget proposals would result in a budget of **£9,075**, compared to the budget for 2016/17, which was **£10,000**.

As part of the discussion on the 2017/18 budget, Members also considered other items, including:

- Notice Boards – it was agreed to focus on the website development this year
- Housing Needs Survey – it was decided not to pursue such a survey
- CCTV – it was suggested that CCTV be considered to guard against dog fouling – it was decided not to pursue
- PCSO – it was agreed not to fund a PCSO in 2017/18

Members further agreed that the Chairman would write an article for 'Insight' on the budget and ask for views.

RESOLVED: Members agreed to set out proposals for the 2017/18 budget and to subject these proposals to public consultation prior to re-visiting the issue at the December 2016 meeting in the first instance.

234 BOROUGH COUNCILLOR'S REPORT

Councillor Stan Davies of Cheshire East Council was not able to attend the meeting, but did provide a report:

- It has been announced that Council Tax will increase in 2017/18 by 3.99% - the first such increase in some years.

235 HIGHWAY MATTERS

There were no specific items to report.

236 PLANNING MATTERS

The Parish Council was invited to comment on the following planning application:

16/5016N Rose Cottage, Edlestone Hall Lane, Ravensmoor, Cheshire CW5 8PJ
 Proposal to erect a single storey oak frame mansard sunroom and replacement of existing bay windows.

The Parish Council had no objections to the application.

RESOLVED: As outlined above

237 SPEED WATCH

237.1 Speed Indication Device (SID)

The Council expressed its collective frustration at the continued delays in the SID being delivered. The Clerk was asked to confirm the Council's position to the suppliers.

RESOLVED: As outlined above

238 COMMUNICATION

It was confirmed that the Chairman will write an article on the 2017/18 budget for the 'Insight' magazine and will also include information on the SID situation.

It was agreed that volunteers will be approached to become first responders or to undertake AED training. The Clerk was asked to approach potential providers of training and to ask if they can come to the parish to provide training. It was also agreed to approach NW Ambulance about First Responders/AED training.

In addition, a notice will be placed in the former telephone kiosk now hosting the new defibrillator so that people are aware of it and a new light will also be fitted.

238.1 Development of the Council's Website

A discussion took place on the possible development of the Parish Council's website.

It was agreed that the Council's existing website now looks dated and needs replacing.

The Chairman said that he had looked at other parish council websites and had also considered the possible providers of such websites. He confirmed that prices of websites were between around £300 and £600, depending on the level of design and content.

The Council acknowledged that there is a need to cater for new devices when providing a website.

It was also agreed that the existing website and/or a new website need to be kept up to date.

The Clerk mentioned that some Transparency Fund money is available for a new website.

RESOLVED: It was resolved that the existing website is outdated and needs to be replaced. The Council would therefore like a modern website, which is responsive and reflective of current technology. The Council agreed to ask for three quotes from appropriate website providers and agreed to consider these quotes at the next Council meeting. Quotes should include examples of pages; basic costs; ongoing maintenance costs; and any training costs.

239 SHARED INFORMATION

Members could share information and the following matters were raised.

- Cllr Pochin said that work is still going on to secure enhanced broadband in the area. A few residents are seeking to draw up an agreement which needs to be signed and sent to Railway House in Crewe. A survey has been done and it transpires that a booster needs to be placed on St Mary's Church in Acton. A similar place has been found in Burland and another would be needed in Ravensmoor. When this happens, then costs of an enhanced service can be considered. Cllr Pochin met with BT recently, and asked what could be done – individuals can request a new cabinet, which BT will be able to install soon.
- The Chairman said that he went to the Police Cluster meeting, which included crime information in each parish area. This showed that there has been some anti-social behavior and theft in the parish. There were also reports on road traffic actions, including some on Marsh Lane. Finally, police have been out to do radar checks and have caught several motorists, who have been issued with notices.
- Cllr Denny mentioned that residents in Ravensmoor had asked for training on use of the defibrillator and the local pub (Farmers Arms) had been offered as a location for the training

240 DATE OF NEXT MEETING

12th December 2016

..... Chairman

The meeting commenced at 7.30pm and concluded at 8.50pm