

**MINUTES OF THE KENTS HILL AND MONKSTON PARISH COUNCIL'S
PRECEPT PLANNING MEETING
HELD AT 7.30 PM ON MONDAY 17th JANUARY 2011
AT THE CHRIST THE KING CHURCH, KENTS HILL.**

	Action responsibility
<p>1. Members present and apologies for absence Members present were Cllrs Laws, Clark, Bowker, Corbett and Maudsley. Cllr Ferrans came to the meeting before 7.30pm and gave her apologies. Cllr Kalunga gave his apologies for the meeting. Cllr Smith was not in attendance and sent apologies for the meeting.</p> <p>Ward Councillor Crooks and McPake gave their apologies for the meeting.</p>	
<p>The Chair confirmed that this meeting was a planning meeting, and <u>not</u> a public open meeting. Therefore the members were invited to discuss and agree the precept planning for 2011/12 <u>in principle</u>. The minutes would be presented at the next Parish Council meeting on Monday 14th February for approval and an agenda item will be added for this meeting to review and formally accept the proposals made in this meeting, and all items agreed <u>in principle</u>.</p>	
<p>2. Declaration of interest Cllr Bowker declared his interest in the Monkston Community Centre and running of the youth group.</p>	
<p>3. Budget 2010/11 YTD and forecast to end 2010/11 The budget statement was presented to the Councillors and accepted as the current status for 2010/11.</p> <p>It was agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) that the Clerk should attend the Working with your Council SLCC course in March and April, at the cost of £175.</p>	

Kents Hill and Monkston Parish Council
Budget 2010/11 - Calculation sheet
YTD at 14/01/11 - 10 months into financial year

	Agreed plan 2010/11	Budget 2010/11 YTD	Budget utilised %	Forecast to 31 March 2010	Forecast to 31 March 2010 % utilised	Comment
Clerks' salary	13,156.00	8,728.31	66%	11,069.17	84%	Forecast 80 hours/month February and March 2011
Pension contributions	588.00	490.00	83%	588.00	100%	Annual contribution
MKC contributions (employer NI and deduction employee PAYE)	3,815.00	2,220.86	58%	2,665.03	70%	Based on spend year to date, annualised.
Office expenses	263.00	196.92	75%	262.56	100%	Based on spend year to date, annualised.
Mileage and telephone expenses	1,000.00	739.85	74%	887.82	89%	Based on spend year to date, annualised.
General admin	3,000.00	1,014.77	34%	1,217.72	41%	Based on spend year to date, annualised.
Memberships	1,050.00	135.00	13%	1,050.00	100%	Awaiting invoice for BALC 2011
Insurance	950.00	902.20	95%	902.20	95%	Complete
PO Box fees	126.00	125.75	100%	125.75	100%	Complete
Auditor services	400.00	400.00	100%	400.00	100%	Complete
Room hire	240.00	286.00	119%	343.20	143%	
Newsletter printing	6,160.00	2,510.00	41%	3,765.00	61%	Jan/Feb edition to be paid
Newsletter distribution	1,861.00	1,768.50	95%	2,233.80	120%	Delivery of additional leaflets
Website costs	350.00	-	0%	350.00	100%	
CLr training	200.00	-	0%	-	0%	
Clerk training	100.00	-	0%	175.00	175%	Working with your council training March/April - two dates for CiLCA preparation; if agreed
Bin emptying	7,055.00	5,096.81	72%	6,116.17	87%	Based on spend year to date, annualised.
NAG room hire	240.00	214.00	89%	274.00	114%	
Precept leaflet printing	250.00	-	0%	250.00	100%	
Precept leaflet distribution	145.00	-	0%	145.00	100%	
Quality Council fees	268.00	-	0%	-	0%	Not yet implemented
Base costs	41,217.00	24,828.97	60%	32,820.43	80%	
Allotment - fencing for Monkston	3,000.00	5,769.80	192%	5,769.80	192%	
Allotment expenses - existing	3,500.00	1,261.00	36%	1,481.00	42%	Another invoice for further 4 months still awaited for this financial year
Allotment expenses - new	800.00	695.80	87%	2,195.80	274%	HCA did not deliver as promised - additional £1500 budgeted for spiky planting
Allotment expenses - other	-	109.68	-	109.68	Not budgeted	Bank charges on allotment account (Subsequently refunded); unresented cheque, plot refunds
Autumn bulb planting	1,400.00	2,055.00	147%	2,055.00	147%	Correct invoiced amount - does not reflect grant contributions already received from Ward Cllrs
Community summer fete	2,500.00	1,310.55	52%	1,310.55	52%	Underspent on available budget
NAG support	1,000.00	-	0%	500.00	50%	Survey printing and distribution; to be part funded by MKC under MK Safer Communities budget
Play area improvement	4,000.00	-	0%	4,000.00	100%	Still to be invoiced
Play sessions	9,429.00	8,352.86	89%	8,352.86	89%	Complete
School/youth projects	100.00	-	0%	-	0%	Youth group paid from play sessions budget
New litter bins	826.00	-	0%	-	0%	Not implemented
New park seat	608.00	-	0%	-	0%	Not implemented
Grants	5,000.00	3,700.00	74%	3,700.00	74%	
Projects/one-off costs	32,163.00	15,418.41	48%	29,474.69	92%	
Total	73,380.00	40,247.38	55%	62,295.12	85%	

All figures are excluding VAT.

Final agreement for 2008/09: £20 per household at 2999 households = £59,980

Final agreement for 2009/10: at £20 per household at 3102 households + reserves = £69,292.30

Final agreement for 2010/11: at £20 per household at 3102 households (£62,040) + reserves (£11,340) = £73,380

4. Additional expenditure before year end 2010/11

It was agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) that the Clerk should arrange the purchase of the following items within the 2010/2011 financial year as sufficient budget is still available:

- Litter bins x 3 (£3000 budget) – location sites for the bins to be agreed at future meeting
- Dog bins x 6 (£720 budget) – location sites for the bins to be agreed at future meeting
- Laptop and printer (£2000 budget)
- Plaques to identify street furniture (£400 budget)

Action: Clerk to arrange for purchase of the items above.

Clerk

5. Parish Council bank balance and calculation of reserves

a. Parish Council bank balance

The current bank balance was presented and accepted as current status.

Bank statement at 17/01/11			
Current account	Balance at	17/01/2011	£13,418.00
Actual current account balance			£8,870.34
Allotment account	Balance at	17/01/2011	£4,711.61
Actual allotment account balance			£3,078.44
Deposit account	Balance at	17/01/2011	£46,370.43
Actual deposit account balance			£46,370.43

b. Accruals to be made from 2010/11

No accruals were highlighted or requested, however the Clerk was requested to complete the planned and agreed expenditure for 2010/11 where possible, so that this expenditure may be paid within the current financial year.

c. Reserves at end 2010/11

It was anticipated that the forecast spend (in the budget report) before year end (an additional £22,047.74) plus the additional expenditure requested under item 4 (an additional £6120) will total a further £28,167.74. The projected reserves at the end of the 2010/11 were therefore as follows:

Total bank balance (all accounts)	£58,319.21
Forecast expenditure to end 2010/11	£28,167.74
Forecast reserves at end 2010/11	£30,151.47

6. Plan for the year 2011/12

The Clerk presented the activities planned for the new financial year and were discussed. Estimated costs were attributed to the projects and activities. The plans were agreed, in principle, (subject to confirmation at the next Parish Council meeting on Monday 14th February), and further detailed information and situation analysis at the time of implementation will be provided.

The plans suggested were as follows:

Kents Hill and Monkston Parish Council
Proposed plans for 2011/12

Basic services

- 1 Continue to provide a reliable and responsive support and communications service to local residents
- 2 Continue to service dog bins and litter bins
- 3 Continue to maintain street furniture
- 4 Publish and distribute a newsletter quarterly
- 5 Continue to provide an updated and relevant website for residents
- 6 Support local organisations through grant giving

Ongoing projects

- 7 Contribute and support the NAG
- 8 Play sessions Easter and Summer holidays
- 9 Support local schools and their activities
- 10 Run community event in the Summer
- 11 Bulb planting in Autumn 2011
- 12 Manage Kents Hill and Monkston Park allotments
- 13 Project to improve a play area in the Parish (subject for MKC matched funding in 2011/12)

New projects for 2011/12

- 14 Youth group and activity based programme
- 15 Establish and manage Monkston allotments
- 16 Apply for Quality Status
- 17 Explore mechanised litter picking
- 18 Establish storage facilities and office facility at Monkston Park Community Centre

7. Precept planning 2011/12

The Clerk presented precept planning for 2011/12. The councillors reviewed each line item, comparing budget agreed for 2010/11, forecast spend at year end (31/01/11) and proposed spend for 2011/12. The Clerk then input the agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) budgetary amount for each line item in the 'agreed 2011/12' column, capturing comments in the appropriate column, where required.

The Chair mentioned the potential project for a lay-by in Lindisfarne Drive from the V11, as reported by Cllr Ferrans. Cllr Ferrans had proposed that the Parish Council consider a contribution to the overall costs (approx. £25,000) of £6,000 in the 2011/12 precept. The councillors agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) that they would consider contribution to the costs (from Parish Council reserves) once a firm proposal is presented by MKC. Therefore it was concluded that funds would not be put in the precept for this project.

It was agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) that an increase should be paid in 2011/12 for the distribution of the newsletter. The delivery service has proved to be very reliable and effective, and the delivery agent is providing a very good service. New rates of pay will be 12p per copy delivered plus 5p per additional insert, per home delivery.

It was agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) that the Clerk should take up any relevant opportunities for continuous professional development and the councillors urged the Clerk to advise of any appropriate courses.

The Clerk was requested to contact the Ward Councillors to ask if they would like to contribute to the bulb planting budget for autumn 2011 from their Ward Councillor discretionary budgets.

Action: Clerk to contact the Ward Councillors.

Clerk

The Clerk was asked to speak to the Clerk of Broughton and MK Village Parish Council regarding provision of litter bins at Oakgrove School.

Action: Clerk to speak to Broughton and MK Village Parish Council regarding provision of litter bins at Oakgrove School.

Clerk

The total budget required for 2011/12 was agreed (subject to confirmation at the next Parish Council meeting on Monday 14th February) at £87,998.20. It was agreed that £18,203.20 of reserves should be utilised for 2011/12 to bring the precept amount (to be requested from residents via MK Council) to £69,795. This precept amount reflects an increase on 2010/11 precept levels of £7,755. It was agreed that, as the Parish Council has had a stand still precept for the past 2 years, the increased level still offers very good value per household. The 2010/11 precept was equated to £20 per household for the year (based on 3102 households in the parish) and the 2011/12 precept will be £22.50 per household for the year. This works out to be £26.57 per household based on MKC's provisional band D equivalent properties in the parish.

The Clerk completed the precept request form to be sent to MK Council, and the Chair duly signed the document.

Kents Hill and Monkston Parish Council

Budget 2010/11 - Calculation sheet

Date: 17/01/11

	Budget 2010/11	Forecast 2010/11	Proposed 2011/12	Agreed 2011/12	Comment - precept meeting
Clerks' salary	13,156.00	11,069.17	16,435.47	16,435.47	
Pension contributions	588.00	588.00	729.60	729.60	
HMRC contributions (employer NI and deduction employee PAYE)	3,815.00	2,665.03	4,108.87	4,108.87	
Office expenses	263.00	262.56	262.50	275.63	Increased by 5%
Mileage and telephone expenses	1,000.00	887.82	1,065.38	1,065.38	
General admin	3,000.00	1,217.72	3,000.00	3,000.00	
Memberships	1,050.00	1,050.00	1,050.00	1,050.00	
Insurance	950.00	902.20	1,045.00	1,045.00	
PO Box fees	126.00	125.75	138.33	138.33	
Auditor services	400.00	400.00	440.00	440.00	
Room hire	240.00	343.20	400.40	400.40	
Newsletter printing	6,160.00	3,765.00	6,150.00	6,150.00	
Newsletter distribution	1,861.00	2,233.80	3,168.00	3,168.00	Increased delivery of newsletter to 12p per N/L and 5p per insert (£527.34 per delivery of N/L + one leaflet)
Website costs	350.00	350.00	385.00	385.00	
CLr training	200.00	-	400.00	400.00	
Clerk training	100.00	175.00	250.00	300.00	
Bin emptying	7,055.00	6,116.17	6,792.03	6,792.03	
NAG room hire	240.00	274.00	336.00	336.00	
Precept leaflet printing	250.00	250.00	275.00	275.00	
Precept leaflet distribution	145.00	145.00	159.50	159.50	
Quality Council fees	268.00	-	275.00	275.00	
Base costs	41,217.00	32,820.43	46,866.07	46,929.20	
Allotment - fencing for Monkston Park/ Monkston Park	3,000.00	5,769.80	1,820.00	1,500.00	
Allotment expenses - Kents Hill	3,500.00	1,481.00	1,160.00	1,360.00	Additional for rotavation
Allotment expenses - Monkston	800.00	2,195.80	4,480.00	4,480.00	
Allotment expenses - other	-	118.76	500.00	500.00	
Autumn bulb planting	1,400.00	2,055.00	2,000.00	2,000.00	Wild flower meadows and bulb planting
Community summer fete	2,500.00	1,310.55	2,500.00	2,500.00	
NAG support	1,000.00	500.00	2,000.00	1,000.00	
Play area improvement	4,000.00	4,000.00	4,000.00	4,000.00	
Play sessions	9,429.00	8,352.86	9,429.00	9,429.00	
School projects	100.00	-	250.00	500.00	
New litter bins	826.00	-	1,000.00	-	3 litter bins
New park seat	608.00	-	700.00	700.00	Request contribution towards seat for Tunbridge Grove, Kents Hill
Grants	5,000.00	3,700.00	5,000.00	5,000.00	
Total	32,163.00	29,483.77	34,839.00	32,969.00	

Youth group	-	-	4,000.00	4,500.00	
Parish Online	-	-	100.00	100.00	
Hardware replacement: laptop, printer	-	-	1,000.00	-	
Dog bin replacement and identification plaques	-	-	480.00	-	
Mechanised litter picking	-	-	22,000.00	-	Research to be conducted and consider for future plans
Monkston Park community centre: fitting out and storage facilities	-	-	1,000.00	1,000.00	
Monkston Park community centre: establish office	-	-	2,000.00	2,000.00	
Dog bins	-	-	-	-	6*new dog bins including installation and emptying for one year
Replacement/repair of park seats in Monkston	-	-	-	500.00	Blanchland Circle bench repairs x 4
	-	-			
	-	-			
	-	-			
	-	-			
	-	-			
Projects/one-off costs	-	-	30,580.00	8,100.00	
Total	73,380.00	62,304.20	112,285.07	87,998.20	Reserves 18,203.20

8. Precept communications plan

The Clerk was requested to draft the precept letter to be enclosed in MKC's council tax communication, and to arrange for this to be printed. The council agreed that the letter should be distributed by MKC and the budget was agreed for this expenditure. The Clerk reported that the letter would need to be with MKC by 18th February at the latest.

Action: Clerk to draft the precept letter and to arrange for it to be printed, once the Parish Council has formally agreed the precept setting on Monday 14th February 2011.

Clerk

The Clerk to add updated budget and precept information to the Parish Council website, once confirmed at the next Parish Council meeting on Monday 14th February.

Action: Clerk to add updated information to the Parish Council website.

Clerk

9. Risk assessment, where appropriate

The councillors considered risks and agreed that they would consider any risks associated with projects proposed and anticipated expenditure.

10. Councillors reports and any other business

There was not further business to report.

11. Next meetings

Date	Time	Place	Meeting
Monday 14th February 2011	7.30pm	Monkston Community Centre	Parish Council Meeting
Monday 14th March 2011	7.30pm	TBA	Parish Council Meeting
Monday 11th April 2011	7.30pm	Monkston Community Centre	Parish Council Meeting
Monday 9th May 2011	7.30pm	TBA	Annual Parish Meeting and Annual Council Meeting

There being no additional business, the meeting closed at 10.25pm.