

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr S Ekins-Parnell

Clerk: Sarah Kyle, Hill House, Walton, Brampton, Cumbria, CA8 2DY
Phone: 01228 231124 Email: clerk@kirkbamptonweb.co.uk

2nd November 2021

Dear Councillor

You are summoned to a meeting of Kirkbampton Parish Council, to be held on:

Monday 8th November 2021 in Kirkbampton Village Hall at 7.30pm

Please let me know if you are unable to attend. Please do not attend if you have any COVID-19 symptoms.

Yours faithfully



Sarah Kyle
Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive apologies and approve reasons for absence

2. Declarations of Interest and Request for Dispensations

2.1 The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest

2.2 Receive declarations by members of interests in respect of items on this agenda

3. Minutes of the meeting of the Parish Council held on 13th September 2021

To resolve to authorise the Chair to sign to approve the accuracy of the minutes – **attached**

4. Public Participation

In accordance with Standing Order 3e the Chair will, at her discretion:

4.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

4.2 Receive reports from Borough and County Councillors

5. Administrative and Village Matters

5.1 Community Plan

To consider action necessary to progress the above

5.2 Haverlands Green

To consider an update regarding the agreed transfer of ownership of the above to Natural England

5.3 Grounds Maintenance

To consider the tender for the above

5.4 Little Bampton Village Green

To note the public meeting held and consider authorisation for the establishment of a voluntary Commons Council and a second residents meeting

5.5 Oughterby Defibrillator Cabinet

To formally consider the request for the relocation of the above

6. Highways Matters

Updates & New Matters

To consider any updates available on previously reported issues and to bring to the attention of the Clerk any new issues to report.

7. Finance Matters

7.1 To ratify payment of invoices/authorise payment as detailed in the **attached schedule** and to reconcile the balance at bank.

7.2 Receipts

To note the receipt of £4375 from Allerdale Borough Council as the second instalment of the precept

7.3 Precept

To consider the budget for 2022/23 and the setting of the precept for the forthcoming Council year – **report attached**

8. Planning Matters

HOU/2021/0225 The Building, Little Bampton, Wigton, CA7 0JH - Proposed single storey extension to form proposed Garden Room

To note that the Clerk responded under delegated powers with 'no representation'

FUL/2021/0279 The Building, Little Bampton, Wigton, CA7 0JH - Proposed dual purpose shed with new access and hardstanding

To note that the Clerk responded under delegated powers with 'no representation'

9. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

Future agenda items should be submitted to the Clerk by 4th January 2022

10. Date of Next Meeting

To resolve that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 10th January 2022 at 7.30pm.

The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

KIRKBAMPTON PARISH COUNCIL

Minutes of a Meeting of Kirkbampton Parish Council held on Monday 13th September 2021 at 7:30p.m.

Present: S Ekins-Parnell (Chair), Cllrs C C Clark, M Cunliffe and P S Heggie.

In Attendance: The Clerk, S Kyle.

ACTION

174/09/21 Apologies for Absence

Apologies for absence were noted from County Cllr M Johnson. The resignation of S Bertram from the Council was also noted. The advertising process to replace the seat will begin in due course.

SK

175/09/21 Requests for Dispensations & Declarations of Interest

No requests for dispensations were received and no declarations of interest were made.

176/09/21 Minutes of a Meeting of the Parish Council held on 6th May 2021

Resolved to authorise the Chair to sign, as a true and accurate record, the minutes of the last meeting of the Council.

177/09/21 Co-option of New Councillor

Resolved to co-opt Christine Clark to the Parish Council with immediate effect. Cllr Clark signed the Declaration of Acceptance of Office.

178/09/21 Public Participation

No members of the public were in attendance.

179/09/21 Administrative and Village Matters

179.1 Community Plan

This item was deferred until the November meeting.

SE-P

179.2 Co-option Policy

Resolved to adopt a policy for co-option with immediate effect.

180.3 Haverlands Green

A meeting had been held with Natural England, where ownership and management of the above had been considered.

Resolved to formally agree to transfer ownership of the land to Natural England. The process for such a transfer to be investigated and communicated to Natural England.

SK

180.4 Grounds Maintenance

A meeting had been held with the grounds maintenance contractor on-site to ensure that all areas of grass cutting were reviewed and maintained in accordance with previously agreed amendments. Concerns were raised

that residents at Littlebampton continued to cut the Green, presumably without public liability insurance.

180.5 Littlebampton Green

A letter had been received from MP R Jenkins regarding the ownership of Littlebampton Green. A response had been posted to him, confirming that the Council was the registered owner and was responsible for all upkeep, maintenance, and insurance. It was considered that this information needs to be more appropriately communicated with Littlebampton residents.

Resolved to hold a public meeting for the Littlebampton residents. The date and time to be confirmed in line with village hall availability.

SK

180.6 Village Green Events

Given the above resolution (minute 180.5 refers) this matter was deferred until the November meeting.

180.7 Dog Fouling Bins

It was noted that a request for consideration for two dog fouling bins had been passed on to Borough Cllr V Hodgson.

180.8 Memorial Wreath for Remembrance Sunday

Resolved to purchase a memorial wreath, to be laid during the church ceremony by the Chair.

SK

180.9 Noticeboards

Resolved to retrospectively agree expenditure for a new notice board at a cost of £756.63. The noticeboard is due for delivery imminently to Mr Bertram, who will liaise with the Clerk prior to installation.

181/09/21 Highways Matters

168.1 Updates & New Matters

It was noted that the requests for repairs in Kirkbampton had not yet been carried out; these are to be re-requested via Borough Cllr Hodgson.

MC

182/09/21 Finance Matters

182.1 Expenditure

Resolved to approve payments detailed in the schedule as follows:

- Sarah Kyle, June Salary, £239.78
- HMRC, June PAYE, £60.00
- Sarah Kyle, July Salary, £239.78
- HMRC, July PAYE, £60.00
- Sarah Kyle, August Salary, £239.98
- HMRC, August PAYE, £59.80
- Cumbria County Council, phone box decals, £462.00
- CALC, Training Courses, £50.00

- Cumbria County Council, Documents, £20.00
- Cluaran Landscape Services, grounds maintenance, £1260.00
- Unity Bank, Service charge, £18.00
- Sarah Kyle, September salary, £239.78
- HMRC, September PAYE, £60.00

182.2 Bank Reconciliation and Budget Update

Resolved to note the budgetary update and bank reconciliation:

Receipts to 31.08.21	£4472.71
Expenditure to 31.08.21	£2594.59
Balance at 31.08.21	£8637.68

183/09/21 Planning Matters

FUL/2021/0195 Site adjacent Village Hall, Kirkbampton CA5 6HX -
Erection of 8 dwellings

Resolved to note that the Clerk responded under delegated powers with no representations.

HOU/2021/0068 The Limes, Little Bampton Wigton, CA7 0JQ - Erection of a car port to the front of the property

Resolved to note that permission has been refused.

HOU/2021/0112 17, Solway View, Kirkbampton, CA5 6HR - Decking with summerhouse (retrospective)

Resolved to note that permission has been granted.

184/09/21 Councillor Matters

Cllr Cunliffe queried whether a specific paediatric defibrillator would be useful; it was agreed that the existing defibrillators in the village are suitable for paediatric use and the school will be reminded that they are available for use.

SK

Cllr Heggie noted the ongoing roadworks between Plouglands and the Old School House; progress with these is to be requested from Cllr Hodgson.

MC

185/09/21 Date of Next Meeting

Resolved that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 8th November at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business, the meeting was closed at 8.37pm.

Kirkbampton Parish Council

Schedule of Payments to be authorised 8th November 2021

PAYEE	DETAILS	AMOUNT	PAYMENT NO	TYPE
Sarah Kyle	October Salary	£ 239.78	22	BACS
HMRC	October PAYE	£ 60.00	23	BACS
Sarah Kyle	November Salary	£ 239.78	24	BACS
HMRC	November PAYE	£ 60.00	25	BACS
Sarah Kyle	Reimbursements, wreath & stamps	£ 62.20	26	BACS
Green Barnes	Noticeboard	£ 756.63	27	BACS
		£ 1,418.39		

Kirkbampton Parish Council

Income and Expenditure against Budget 2021/22

		Budget 2021 22	May	July	Sept	Nov	Jan	Mar	Total	%	Total 2020 21
Income											
Brought Forward		£ 6,759.56							£ 6,759.56		£ 7,077.98
Precept		£ 8,750	£ 4,375.00		£ 4,375.00				£ 8,750.00	100%	£ 8,750.00
CTRS Grant		£ -							£ -	0%	£ -
Wayleave		£ -	£ 97.71						£ 97.71	0%	£ 97.71
Interest		£ -							£ -	0%	£ 2.09
VAT Reclaim		£ -			£ 735.78				£ 735.78	0%	£ -
Other		£ -							£ -	0%	£ -
TOTAL		£ 8,750.00	£ 4,472.71	£ -	£ 5,110.78	£ -	£ -	£ -	£ 9,583.49	110%	£ 8,849.80
Expenditure											
Clerk	Gross Salary	£ 3,588.00	£ 599.56	£ 539.56	£ 659.56	£ 299.78			£ 2,098.46	58%	
Administration	CALC Membership	£ 152.10	£ 161.47						£ 161.47	106%	£ 154.87
	All other admin				£ 20.00	£ 18.00			£ 38.00		£ 104.00
	Postages/Stationary/Misc	£ 100.00	£ 8.00	£ 18.00					£ 26.00	26%	£ -
	Data Protection	£ 35.00							£ -	0%	£ 35.00
	Hall Hire	£ 150.00							£ -	0%	£ -
	Payroll administration	£ 120.00	£ 120.00						£ 120.00	100%	£ 73.00
	Equipment								£ -		£ -
Donations/Grants	All	£ 2,000.00							£ -	0%	£ -
	Village Hall								£ -		£ -
	Church								£ -		£ -
	Others								£ -		£ -
	S137								£ -		£ 300.00
Insurance		£ 228.90	£ 336.22						£ 336.22	147%	£ 218.00
Audit		£ 120.00							£ -	0%	£ -
Training		£ 85.00		£ 50.00					£ 50.00	59%	£ 90.00
Website		£ 90.00							£ -	0%	£ 75.00
Projects		£ 1,000.00							£ -	0%	£ 1,305.00
Maintenance	IT	£ 100.00		£ 385.00					£ 385.00	385%	£ 270.00
Grass Cutting/Greens		£ 2,200.00			£ 1,050.00				£ 1,050.00	48%	£ 2,236.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -		£ 77.00	£ 210.00				£ 287.00		£ 696.00
Virement from Reserves		£ -							£ -		£ -
TOTAL		£ 10,469.00	£ 1,225.25	£ 1,069.56	£ 1,939.56	£ 317.78	£ -	£ -	£ 4,552.15	43%	£ 9,168.22

Bank Reconciliation 31.10.21

Brought Forward	£	6,759.56
Total Receipts	£	9,583.49
Total Expenditure	£	4,552.15
Cash Book Balance 31.10.21	£	11,790.90
Balance at bank 31.10.21	£	11,790.90

REPORT TO COUNCIL

Date of Meeting: 10th November 2021
Title: BUDGET AND PRECEPT SETTING – 2022/23
Report of: CLERK

SUMMARY:

Members will see from the financial statement to 31st October 2021 that a high cash amount remains in reserve. This report will discuss the remainder of this financial year and forecasts likely income and expenditure during 2022/23.

Budget 2022/23

The Council is required to set its budget and determine the precept at the November meeting for submission in December or early January. The attached spreadsheet provides the estimated remaining income and expenditure for 2021/22 and a proposed budget for the forthcoming financial year, based on current outgoings and information available to date.

Budget 2021/22 - Forecast

As you will see from the attached budget, total anticipated outlay for financial year 2021/22 is £8,934. Expenditure still anticipated includes:

- The remainder of the grass cutting contract, payable at the November meeting or once the invoice is received.
- Payment for the noticeboard for Little Bampton.
- Routine expenditure on the Clerk and administrative expenses.
- Estimated amounts for noticeboard installation and Perspex works undertaken earlier in the year.
- Administrative costs estimated for a second Little Bampton residents meeting
- Hall hire costs

Income still to come is the VAT return, currently at £287 and estimated at the yearend to be approximately £623.

If the forecast is accurate, it is envisaged that the Council will finish the financial year with reserves of approximately £8,033. This remains a very healthy financial position to be in. (The recommended guidance for the amount to hold in reserves is between 3 to 12 months expenditure so is more than adequate). Please note that this position may change during the remainder of the year if additional monies are spent by the Council through grants or parish projects.

Budget 2022/23 - Proposed Budget

To maintain service levels as they are, the proposed budget for 2022/23 is £11,244 based on realistic estimates of expenditure, rather than a general increase of all headings in line with inflation. This considers a small increase in the current Clerk's salary (in line with national increases, if agreed), a substantial grants budget, an increase in grass cutting costs and a large project budget of £1,000. These headings may not be spent in full.

The budget considers expenditure on the following headings:

Clerk	£3711
Admin	£1083
Hall Hire	£150
Equipment	£100
Maintenance	£2600
Projects	£1000
Donations	£2000
Training	£100
Contingency	£500

Setting the Precept

As with last year, given the current local and national financial hardships being experienced due to coronavirus, it is suggested that, if avoidable, no increase in taxation at parish level should be made to attempt to lessen the burden on residents as far as possible. If no increase is agreed, the Clerk estimates that on the 31st March 2023, the Council will hold reserves of approximately £5,637. Although this is less than in previous years, the amount remains adequate and leaves the Council financially stable.

ACTION:

The Council is asked to determine:-

- If they wish to accept the proposed budget for 2022/23
- To determine the level of precept to be set, recommended at the existing level of £8,750

Sarah Kyle
Clerk and Responsible Financial Officer
02.11.21

Kirkbampton Parish Council

Precept and Budget Setting 2022/23

	Budget 2022 23	Budget 2021 22	Actual				Estimated			Total	%	Total 2020 21
			May	July	Sept	Nov	Jan	Mar				
Income												
Brought Forward	£ 8,032.54	£ 6,759.56								£ 6,759.56		£ 7,077.98
Precept	£ 8,750.00	£ 8,750	£ 4,375.00		£ 4,375.00					£ 8,750.00	100%	£ 8,750.00
CTRS Grant		£ -								£ -	0%	£ -
Wayleave	£ 97.71	£ -	£ 97.71							£ 97.71	0%	£ 97.71
Interest		£ -								£ -	0%	£ 2.09
VAT Reclaim		£ -			£ 735.78			£ 623.11		£ 1,358.89	0%	£ -
Other		£ -								£ -	0%	£ -
TOTAL	£ 8,847.71	£ 8,750.00	£ 4,472.71	£ -	£ 5,110.78	£ -	£ -	£ 623.11		£ 10,206.60	117%	£ 8,849.80
Expenditure												
Clerk	Gross Salary	£ 3,710.87	£ 3,588.00	£ 599.56	£ 599.56	£ 599.56	£ 599.56	£ 559.56	£ 662.56	£ 3,620.36	101%	
Administration	CALC Membership	£ 166.31	£ 152.10	£ 161.47						£ 161.47	106%	£ 154.87
	All other admin									£ -		£ 104.00
	Postages/Stationary/Misc	£ 250.00	£ 100.00	£ 8.00	£ 18.00	£ 20.00	£ 149.94	£ 18.00	£ 18.00	£ 231.94	232%	£ -
	Data Protection	£ 35.00	£ 35.00				£ 35.00			£ 35.00	100%	£ 35.00
	Hall Hire	£ 150.00	£ 150.00						£ 150.00	£ 150.00	100%	£ -
	Payroll administration	£ 125.00	£ 120.00	£ 120.00						£ 120.00	100%	£ 73.00
	Equipment	£ 100.00								£ -		£ -
Donations/Grants	All	£ 2,000.00	£ 2,000.00							£ -	0%	£ -
	Village Hall									£ -		£ -
	Others									£ -		£ -
	S137									£ -		£ 300.00
Insurance		£ 356.39	£ 228.90	£ 336.22						£ 336.22	147%	£ 218.00
Audit		£ 50.00	£ 120.00							£ -	0%	£ -
Training		£ 100.00	£ 85.00		£ 50.00					£ 50.00	59%	£ 90.00
Website		£ 100.00	£ 90.00						£ 90.00	£ 90.00	100%	£ 75.00
Projects		£ 1,000.00	£ 1,000.00				£ 630.52		£ 400.00	£ 1,030.52	103%	£ 1,305.00
Maintenance	IT	£ 100.00	£ 100.00		£ 385.00					£ 385.00	385%	£ 270.00
Grass Cutting/Greens		£ 2,500.00	£ 2,200.00			£ 1,050.00		£ 1,050.00		£ 2,100.00	95%	£ 2,236.00
Contingency		£ 500.00	£ 500.00							£ -	0%	£ -
VAT Incurred			£ -		£ 77.00	£ 210.00	£ 126.11	£ 210.00		£ 623.11		£ 696.00
Virement from Reserves			£ -							£ -		£ -
TOTAL	£ 11,243.58	£ 10,469.00	£ 1,225.25	£ 1,129.56	£ 1,879.56	£ 1,541.13	£ 1,837.56	£ 1,320.56	£ 8,933.62	85%	£ 9,168.22	

Projected Reconciliation 31.03.22

Brought Forward	£	6,759.56
Total Receipts	£	10,206.60
Total Expenditure	£	8,933.62
Estimated Balance 31.03.22	£	8,032.54

Projected Reconciliation 31.03.23

Brought Forward	£	8,032.54
Total Receipts	£	8,847.71
Total Expenditure	£	11,243.58
Estimated Balance 31.03.23	£	5,636.67