

STUDLAND PARISH COUNCIL

Minutes of the additional Meeting of the **Studland Parish Council** held on Monday 4 December 2017 in the **Meeting Room** of the **Village Hall, Studland**

PRESENT:

Chairman: P.N. Bowyer

CLLrs: Smith, Hammond, Etherington and Wright

Clerk: J. Parish

Public: 0

DRAFT

1. Meeting of the Finance Committee:

Financial Report 2017/18 and Budgeting and Precept setting for 2018/19

- Some changes to the mechanics of the Excel spreadsheet have been made to ease Financial Reporting in the future.
- The budget of 2017/18 has been used to create an initial profile budget for the budgeting of 2018/19.
- The record of payments for 2017/18 were presented to date showing payments made for 8 months of this current financial year; this is subject to a bank reconciliation. The Variances of payments relative to budget were looked at and there were some variances. There is a favourable variance. The largest variances are:
 - for the clerk = a positive variance.
 - gardening services = a negative variance.
 - printing, postage and stationery = a negative variance.
 - insurance = small negative variance.
 - lighting maintenance = a positive variance.
 - travelling and training = a positive variance.
 - DAPTC subscription = a negative variance (includes the DAPTC Conference spend)
 - Christmas lights = a positive variance (this spend has not yet been made).
 - audit fee = close to budget.
 - election expenses = a zero spend (designated reserve).
 - parish plan implementation = a zero spend (designated reserve).
 - grit and salt = a zero spend (a small budget, not a significant variance).
 - public toilets = a positive variance (due to reduced cleaning frequency despite additional bus shelter cleans in summer months).
 - reserves = spend to date has been the Logo design.
 - telephone budget and other projects and environmental works = (not expecting to spend it this year necessary so put it in a designated reserve).
- The the total receipts to date are £40,100 as we include the £100 from the Best Kept Village Competition (to include any VAT rebate and the recently received £300 for the lighting subsidy); we have spent just short of £12,000 so far, we have received just over £40,000 which means we have a cash surplus at 8 month period of around £28,000.
- The forecast outturn for the year in the column 'estimated forecast for the year' has an additional estimate for the VAT claim, the lighting fund of £300; that totals around £40600.
- Estimates for the total for the year are based on:
 - clerks salary (using previous budget amount)
 - toilets (previous budget amount).
 - Gardening services forecast may need to be increased as it is likely further grass cuts will be made before 1 April 2018, so a forecast for an additional £500 was estimated.
 - It is assumed that the £250 Chairman's fund budget will be used by year end.
 - Telephone and internet has £170 instead of £150.

- Printing, postage and stationery forecast has been upped to £600 instead of £450.
 - Insurance no further payment (keep as is)
 - Lighting assumption £600.
 - Lighting maintenance - assume £200.
 - Playing field expenses - we have paid for the safety certificate (the working group needs to identify any repairs needed and records kept - so additional funds may be needed),
 - travelling and training should go up as more Cllrs are starting to claim (suggest standing orders are changed a 3 month limit for expenses) raised to £650.
 - DAPTC subscription is due to increase by 2% £500 for the year.
 - Christmas Tree and lights has £120, possibly more.
 - Paid for audit no further costs - keep as is.
 - Hall hire is a paid up front cost for the year £550 and includes the office and extra use of the meeting room.
 - Donations; spent £700 to date.
 - Election reserves unspent remain as just reserves.
 - parish plan implementation will go into designated fund if no spend (CLT, Preparation for Best Kept Village - assumption that £1000 could be spent).
 - Telephone Box is still working but there is a fund for its relocation/ renovation.
 - Salt and grit bins nothing has been spent to date and we have reserves.
 - Toilets - assumption spend £3500 for the year compared to £5000 budget.
 - Repairs and renewals - noticeboard spend of around £740.
 - In addition it was mentioned that replacement of street bins will fall on SPC in future so may need a separate budget heading or use 'Waste disposal' and a £500 forecast made. (Suggested to add replacement of Street Bins as an agenda item).
- On a point of mechanics, it would be useful to separate the DAPTC subscription, travelling, events and the training budget headings as there is some confusion over which heading an event or training should go under.
 - The above estimates of the full outturn for the Financial Year have been used to draft up an initial budget for next year using a 3% RPR. Forecasting a cash surplus but have earmarked the reserves. Suggest we revisit the precept when we have agreed what we are going to spend, but High, Medium and Low options will be given.
 - Overview is that we are prepared for contingencies. Bad news is we are spending more on grass cutting than anticipated; good news we are spending less than anticipated on public toilets.
 - It was clarified that if a payment needs to be made and it isn't clear what budget heading it is to be charged under, it goes under 'Contingency'.
 - It was commented that SPC should make better use of the committees.
 - The budget will be looked at the Council for consideration at the 18 December 2017 meeting for approval in January 2018.
 - There is scope for local businesses to fund certain projects such as replacement of street bins for example (a future agenda item for a finance committee meeting - additional income)

2. Apologies - Cllrs Dyball and Pilgrim

3. Declarations of Interest - To note any declarations of interest (including pecuniary interest) made by Members in respect of items on this agenda and to deal with any requests for dispensations - None.

4. Public Participation Time - An opportunity for members of the public to raise issues of concern or interest, ask a question, make a statement or deputation or to present a petition - none.

5. Website Recommendation.

The comparison table was presented but is not complete as there is the issue of the Planning Tracker to clarify.

6. **SPC response to the survey supported by NALC based on Business Rates and Public Conveniences.** This item was missed.
7. **Clerk's Correspondence.**
- **Knoll House development proposals to be included on the list to be looked at with the planners at SPC meeting of 18 Dec 2017** - SPC made PDC aware that an archeological survey is needed. SPC would like to be kept informed and suggest meeting with Knoll House to be better involved.
 - **Highways** - residents request that Emergency vehicles should be allowed access down Woodhouse Hill.
 - **Surplus mugs from Queen's Birthday Celebration** - Mugs can be available for kids from the village to collect at the Christmas Tree lighting and available for sale at £5 each for anyone else.
 - **Feedback re: LGR (discussion paper from CCPC for the SE Parishes meeting on Friday 8 Dec 2017).**
 - **Letter from DCllr Laura Miller to SOS DCLG** - suggest give support to LM at tomorrow's Housing Forum Meeting.
 - **'DCA's Civil Society'** are asking for issues to support for the coming year (by 8 Dec 2017)
8. **Reports from Representatives.**
- **Cllr Wright attended the informal meeting of Cllrs at PDC re: NHS CCG review** - concern has been raised about journey times to the hospital and the journey time for ambulances to arrive. Previously it had been agreed that there should be a paramedic on call in Swanage, but this does not happen.
9. **Preparation for the Extraordinary meeting of Studland Parish Council Re: the Coombe option to be held on 9 December 2017; It was agreed** that the purpose of the meeting would be for the Community to express their views on the Coombe option. The following motions were considered to be included in the agenda but it was decided to leave them out and focus more on asking if the community supports the Coombe option or not:
- 9.1 - Option 1: keep what we have:**
- "We are opposed to the demolition of the current Middle Beach café, and demand that the NT keep this, and build adequate new sea defences in line with the engineering report commissioned by SPC last year: this is much cheaper, and provides what the village wants – no change, proximity to the beach, vehicle access, good views but with sea defences that will last 25+ years."
- 9.2 - Option 2: accept Coombe option:**
- "Whilst our preference as SPC is to maintain the café in its current location, with new sea defences, we recognise that this approach is not acceptable to the NT, Natural England, and probably PDC. Through the consultation process with the NT we have agreed that the "least bad" option is to build a new café on the site of the Coombe. The Coombe location is less favourable than the current one – further from the beach, longer walk from the car park – but "less bad" than other alternatives e.g. the car park. As it is less favourable, we do not want a "like for like" replacement, or a container "box park", but one that enhances the area. We support the proposed plans for the siting of the café on the north side of the Coombe, and also accept the designs proposed by the architect as a way forward."
- 9.3 - Proposed Motions to be raised at the 9 Dec 2017 meeting:**
- 9.3.1** - Do you support a cafe in the area of the Coombe?
 - 9.3.2** - Do you support costed locations for the beach cafe, the removal of the sea defences, and the provision of new access to the beach?
 - 9.3.3** - Do you support a car park location for the public toilets if sea erosion threatens the existing services?

It was agreed that comments can be gathered with post-it note comments re: location, design etc. **It was agreed** to draft out some frequently asked questions within the next two days by the close of Wednesday (Cllr Hammond). The agenda needs to be agreed and sent out on Tuesday and would include; (1) Purpose of meeting, (2) Update, (3) NT update, (4) FAQs, (5) Community Q&A. (6) Close of Meeting.

