

Staple Parish Council

30 Sycamore Grange, Ramsgate, Kent, CT11 7EW
Tel. 07834 326 391 Email. stapleparishclerk@yahoo.co.uk

Friday 6th January 2017

Dear Councillor,

A meeting of Staple Parish Council will be held in Staple Village Hall on **Wednesday 11th January 2017 at 7.30pm** at which your attendance is requested. The following business will be transacted:

Agenda

1. To receive apologies for absence.
2. Declarations of Disclosable Pecuniary Interests and Other Significant Interests.
3. To approve the Minutes of the meeting held on 14th December 2016 and to report any matters arising therefrom not covered elsewhere on the agenda. (**Attach 1**)
4. Report from District Councillors.
5. To receive questions from members of the public.
6. To receive a police report.
7. To receive any planning applications, correspondence and decisions, including:
 - (i) An update on the Rural Housing Scheme from Paul Whitfield, Head of Strategic Housing – DDC, via Cllr Bartlett (if an update has been received).
8. To receive an update on any financial matters, including
 - (i) Cheques presented for approval.
 - (ii) To receive the Receipts & Payments as at 31st December 2016 and to confirm the balances against the relevant bank statements. (**Attach 2**)
 - (iii) To receive a draft budget for 2017/18, the *Ready Reckoner* from DDC and the *Precept Demand Notice* with details of the Council Tax Support Grant that will be available in the 17/18 year. Councillors should consider what/if any projects should be undertaken in the next financial year and confirm the Precept to be collected in 2017/18 (**Attach 3a,b,c**)
9. To receive a footpaths report.
10. To receive a highways and transport report, including:
11. To receive a Village Hall report.
12. To consider any updates regarding the Remembrance Garden.
13. To consider who will be asked to be the guest speaker at the Annual Parish Council Meeting (12th April)
14. Additional correspondence as permitted by the Chairman.
15. The next meeting of Staple Parish Council will be held on Wednesday 8th February 2017 at 7.30pm.



Laura Fidler
Clerk to the Council

STAPLE PARISH COUNCIL
Minutes of the Ordinary Meeting, Wednesday 14th December 2016
Staple Village Hall

Present: Cllr Bartlett (in the Chair)
 Cllr Mrs Coulson
 Cllr Kirk
 District Councillor Mrs Chandler
 Clerk to the Council Miss L Fidler
 Five members of the public

1. APOLOGIES

Apologies were received and accepted from Cllr Bennett (work commitment), Cllr Facey (holiday), Cllr Holden (work commitment) and Cllr McCollum (work commitment).

2. DECLARATION OF INTERESTS

There were no declarations of Disclosable Pecuniary Interest or Other Significant Interest.

3. MINUTES

The Minutes of the Ordinary Meeting, held on 9th November 2016, were received, approved and signed. The following update was provided:

- It is unclear who owns the tree that is pushing the fingerpost sign over near The Forge; the Clerk has referred the matter to KCC.

4. DOVER DISTRICT COUNCIL

District Councillor Mrs Chandler provided the following updates:

(i) Progress is underway at the St James Development in Dover; developers Bond City, and Legal & General Investment Management (LGIM) Real Assets who are funding and will own the Dover St James retail and leisure development, are finalising terms with a new contractor.

(ii) Residents can register to take part in the latest round of the Energy Deal up to the 13th February 2017. Energy suppliers will then be invited to compete with their best offer at an energy auction. Residents registered with Energy Deal will be sent a personalised offer showing the winning tariff, which they can then decide whether they want to accept.

(iii) A new volunteer snow warden scheme is being launched by the district council in partnership with the Dover District Volunteer Centre. Snow wardens are volunteers from the local community who give up their spare time to help clear snow and spread grit on footpaths near their homes during bad weather. The scheme aims to coordinate and support the work of volunteers, and provides training and advice to those who register.

Cllr Bartlett reported that the parish council has purchased two 'danger ice' signs and a new salt/grit bin for the parish to assist with dangerous conditions.

5. PUBLIC RIGHT TO SPEAK

Col. Ron Walker, representing Staple Royal British Legion, provided a report (copy attached to the official minutes) on work to date, outstanding matters and future plans for the Remembrance Garden.

RESOLUTION:

The Council confirmed that:

- Staple RBL should correspond with the Parish Council regarding this parcel of land;
- The parcel of land encompassing the Remembrance Garden will not be considered as part of the land that is leased to Staple Village Hall Committee, even though the land is part of title deed K434761. The Village Hall Committee will no longer be considered as having any interest in this part of the land;

- Furniture on the Remembrance Garden is not currently insured by Staple Parish Council. Col. Walker confirmed that Staple RBL would insure these items.

- The Clerk will contact the Public Rights of Way team to establish where the boundary of the land at the rear of the Remembrance Garden is, so that it can be established who has responsibility for maintaining the hedge.

- Staple RBL were thanked for their offer to maintain the Remembrance Garden.

Mr Peter Young reported on a recent accident on Durlock Road, which is a problematic area due to the number of junctions in a short distance and the cars that park out in the road on a bend.

RESOLUTION: This road is in Ash and Ash Parish Council will be ask to raise this matter with Kent County Council.

The problem of long commercial vehicles causing traffic problems on Chalk Pit Lane was raised. Cllr Sue Chandler suggested that an 'unsuitable for long vehicles' sign may be appropriate. Passing places on local roads would assist greatly, however, Sue reported that these are very expensive for KCC to install officially (purchasing the land, doing the legal paperwork for the traffic regulation order, landscaping the area) and so unofficial passing areas that have developed over the years are the best that can be expected within current financial constraints.

RESOLUTION: The Clerk will request that KCC install an 'unsuitable for long vehicles' sign on Chalk Pit Lane.

6. POLICE REPORT

A police report was not available.

7. PLANNING

The following planning correspondence was considered:

(i) DOV/16/01330 | Erection of a detached shed building, alterations to the front door position and the conversion of the garage to a habitable space | 5 Rowan Close, Stape, CT3 1JH

RESOLUTION: To positively support this application.

(ii) An update on the Rural Housing Scheme from Paul Whitfield, Head of Strategic Housing – DDC, via Cllr Bartlett. Cllr Bartlett confirmed that at the time of the meeting he had not received an update from Mr Whitfield.

8. FINANCE

(i) The following cheques were approved:

Amount: £153.80
Cheque # 200203
To: Miss L Fidler
For: Salary and home office in November 2016

Amount: £36.20
Cheque # 200204
To: Post Office Ltd
For: Clerk's PAYE for November 2016

Amount: Cancelled
Cheque # 200205

Amount: £156.00
Cheque # 200206
To: PKF Littlejohn LLP
For: External audit of accounts for year ending 31st March 2016

Amount: £30.00
Cheque # 200207
To: Staple PCC
For: Donation towards printing of The Escallop

Amount: £333.00
Cheque # 200208
To: Harmer & Sons Ground Maintenance Ltd
For: Annual charge to tidy borders at Recreation Ground. A second invoice for mowing and a tree inspection will be queried before payment is authorised.

(ii) Councillors receive a draft budget for 2017/18 and the *Ready Reckoner* from DDC with details of the Council Tax Support Grant that will be available in the 17/18 year. Councillors considered what/if any projects should be undertaken in the next financial year.

RESOLUTION: Due to the number of absent councillors and the Precept Demand Notice not needing to be completed until early February the decision was made to defer this matter until the next council meeting in January. It was agreed that the cost of supply and maintenance of two new dog waste bins for the parish will be worked into the draft budget.

(ii) The Clerk reported that PKF Littlejohn LLP have completed the limited assurance review for the year ended 31st March 2016 (the external audit) and reported that "on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

RESOLUTION: The Clerk was congratulated on her work to achieve this outcome.

9. FOOTPATHS REPORT

There is an old neglected stile opposite the church that needs to be fixed, it is believed that Dover District Council owns this stile.

RESOLUTION: The Clerk will report the broken stile to DDC in the first instance to establish if they own it.

10. HIGHWAYS & TRANSPORTATION

(i) Cllr Kirk has confirmed a site where a new 'kill your speed' sign can be placed.

RESOLUTION: Installation of this sign will be arranged via Cllr Holden.

(ii) A volunteer was sought to meet with Toby Donlon, Maintenance Engineer - Traffic & Network Solutions Team - Kent County Council, on Tuesday 10th December at 10am to discuss the location of the next SID pole.

RESOLUTION: Cllr Mrs Coulson will meet with Mr Donlon.

11. VILLAGE HALL REPORT

Cllr Kirk reported that a meeting of the Committee had not taken place since the last council meeting and so there are few updates to report; minor maintenance continues, the number of bookings has decreased but this happens during the winter and in the new year there will be a new regular hirer.

12. 2017 SCHEDULE OF MEETINGS

(i) Councillors received and confirmed the schedule of Council meetings for 2017

RESOLUTION: The proposed schedule was confirmed (for meetings on the 2nd Wednesday of the month as per previous years).

13. DATE AND TIME OF NEXT MEETING

The next meeting of Staple Parish Council will be held on Wednesday 11th January 2017 at 7.30pm

The meeting was closed by Cllr Bartlett at 21:25hrs

Approved: (Chairman)

DRAFT

Staple Parish Council**Receipts & Payments as at 31st December 2016****Opening Balances**

Balance Current Account 01/04/15	£4,068.81	
Balance Business Saver Account 01/04/15	£1,144.98	£5,213.79

Receipts 2015-16

Precept	£6,600.00	
Town/Parish Grant*	£73.44	
VAT reclaimed for 2015/2016	£1,990.52	
Contribution from SVH Committee for central heating works	£399.92	
Bank Interest at Business Saver Account	£0.42	£9,064.30
		<u>£14,278.09</u>

Payments 2015-16

Clerk's Salary (incl. PAYE)	£1,781.00	
Office Expenses	£23.50	
Audit & Payroll Fees	£240.00	
1 x Salt Grit Bin Fleming Road	£169.00	
AGM Refreshments	£33.20	
Zurich Insurance	£387.95	
2 x Danger Ice signs	£79.96	
Churchyard lawn mower & strimmer maintenance & running costs	£699.80	
Tree surgeon for recreation ground	£1,340.00	
Border maintenance at Recreation Ground	£275.00	
Donation towards printing of The Escallop	£30.00	
VAT Paid	£382.80	
Maintenance grant for Village Hall	£650.00	
Wreath & donation to the Royal British Legion	£30.00	
Rtnd contribution to central heating works	£399.92	
Minus uncleared cheques	-£552.20	
		<u>£5,969.93</u>

Closing Balance

Balance Current Account 30/12/16	£7,162.76	
Balance Business Saver Account 19/12/16	£1,145.40	£8,308.16
		<u>£14,278.09</u>

Notes

* The Town/Parish Grant that was received as part of the 'precept' needs to be listed as a separate income to the precept.

Staple Parish Council
Draft Budget for 2017/18

	As at 31/12/16	Projection at year end 16/17	Draft Budget 2017/18
Opening Balances			
Balance Current Account & Business Saver Account	£5,213.79	£5,213.79	£9,565.24
Receipts 2015-16			
Precept	£6,600.00	£6,600.00	£6,600.00 ***
Town/Parish Grant*	£73.44	£73.44	£43.00 ***
VAT reclaimed for previous year	£1,990.52	£1,990.52	£517.80
Contribution from SVH Committee for tree works	£1,340.00	£1,340.00	£0.00
Contribution from SVH Committee for central heating works	£399.92	£399.92	£0.00
Bank Interest at Business Saver Account	£0.28	£0.40	£0.40
	£10,404.16	£10,404.28	£7,161.20
Payments 2015-16			
Clerk's Salary (incl. PAYE)	£1,781.00	£2,351.00	£2,400.00
Office Expenses	£23.50	£40.00	£50.00
Audit & Payroll Fees	£240.00	£240.00	£150.00
1 x Salt Grit Bin Fleming Road	£169.00	£169.00	£0.00
AGM Refreshments	£33.20	£33.20	£0.00
Zurich Insurance	£387.95	£387.95	£387.95
2 x Danger Ice signs	£79.96	£79.96	£0.00
Churchyard lawn mower & strimmer maintenance & running costs	£699.80	£950.00	£500.00
Tree surgeon for recreation ground	£1,340.00	£1,340.00	£0.00
VAT Paid	£301.80	£301.80	£0.00
Maintenance grant for Village Hall	£650.00	£650.00	£650.00
Wreath & donation to the Royal British Legion	£30.00	£30.00	£30.00
Donation for printing of The Escallop	£30.00	£30.00	£30.00
Mowing & border maintenance at Recreation Ground	£275.00	£-950.00	£1,000.00
Rtnd contribution to central heating works	£399.92	£399.92	£0.00
Supply and installation of two dog waste bins	£0.00	£0.00	£500.00
Annual emptying of two dog waste bins	£0.00	£0.00	£200.00
Any other predicted expenditure?	£0.00	£0.00	£0.00
	£6,441.13	£6,052.83	£5,897.95
Closing Balance			
Balance Current Account & Business Saver Account	£9,176.82	£9,565.24	£10,828.49

Notes

* The Town/Parish Grant that was received as part of the 'precept' needs to be listed as a separate income to the precept.

***The figures if the council tax was to remain the same for local residents in 201718

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Guidance:																	
2	This modelling should provide you with the tools to assess a number of possible options for the impact of the revised tax base on your Council Tax and total resources.																	
3	These figures are indicative only and the final grant and tax base figures will be sent to you once they are available.																	
4	This ready reckoner is provided for modelling purposes only, please ensure you check all figures calculated for accuracy.																	
5	The final figures are the responsibility of the individual Towns & Parishes and should be carefully reviewed before being finalised.																	
6	Please note some rounding differences will arise but these should not be significant.																	
7																		
8	Instructions:																	
9	1. Please select your Town or Parish from the drop down list in the yellow cell below																	
10	2. If you wish to consider the impact of an alternative % increase for your Council Tax charge amend the value in the yellow box in example 4																	
11	3. If you wish to propose your total resources to be made available amend the yellow cell in example 5																	
12	4. All other cells are protected to prevent any changes to the formulas																	
13																		
14	Staple																	
15																		
16	Current Position 2016/17																	
17		Council Tax	Taxbase	Precepts	Grant	Total Resources												
18	Staple	£ 28.96	227.89 £	6,600 £	73 £	6,673												
19																		
20																		
21	Example 1																	
22	Keeping the Council Tax the same																	
23		Council Tax	Taxbase	Precept	Grant	Total Resources												
24	Staple	£ 28.96	228.32 £	6,612 £	43 £	6,655												
25																		
26																		
27	Example 2																	
28	Keeping total resources the same																	
29		Council Tax	Taxbase	Precept	Grant	Total Resources												
30	Staple	£ 29.04	228.32 £	6,630 £	43 £	6,673												
31																		
32																		
33																		
34	Example 3																	
35	Increasing Council Tax by 1.99%																	
36		Council Tax	Taxbase	Precept	Grant	Total Resources												
37	Staple	£ 29.54	228.32 £	6,745 £	43 £	6,787												
38																		
39																		
40																		
41	Example 4																	
42	Increasing Council Tax by alternative %																	
43		Council Tax	Taxbase	Precept	Grant	Total Resources												
44	Staple	£ 28.96	228.32 £	6,612 £	43 £	6,655												
45																		
46																		
47																		
48	Example 5																	
49	Setting a Revised Level of Total Resources																	
50		Council Tax	Taxbase	Precept	Grant	Total Resources												
51	Staple	-£	0.19	228.32 -£	43 £	-												
52																		
53																		
54																		
55																		

Note - the above figures are illustrative only.



Formal Town / Parish Precept Demand Notice

Town/Parish Council name	Staple Parish
Financial year to which the precept relates	2017/18
Date of meeting at which the precept was approved	

		2016/17	2017/18
1	Total Resource Requirement	£6,673.44	
2	Town / Parish Grant	£73.44	£42.75
1 - 2 = 3	Town / Parish Precept	£6,600.00	
4	Tax Base	227.89	228.32
³ / ₄	Band D Council Tax Charge	£28.96	
	Percentage Council Tax increase		0.00%

Precept request authorised by:

Chairman	Signed:		Date:
	Print Name:		
Clerk	Signed:		Date:
	Print Name:		

Please return this Formal Precept Demand Notice no later than Monday 06 February 2017 via email to natasha.rudlin@dover.gov.uk or by post to:

Natasha Rudlin
Accountancy
Dover District Council
White Cliffs Business Park
Dover Kent CT16 3PJ

Please amend your bank details below in the space provided, if they are incorrect, in order for us to update our records.

Bank Name	Barclays	
Bank Branch	Canterbury	
Sort Code	20-17-92	
Bank Account Number	20831042	