

Appledore Parish Council

Notice of Meeting of the Parish Council

You are hereby given notice that a Meeting of the Parish Council will be held on
Monday, 18th January 2016 at the Village Hall, commencing 19:30hrs.
All members of the Council are hereby summoned to attend for the purpose of considering
and resolving upon the business to be transacted at the meeting as set out hereunder

Dated 13th January 2016

Mary Philo *M. E. Philo*
Clerk to Appledore Parish Council

Agenda

1. Formalities

- I. Establish Quorum.
- II. Apologies and Reasons for Absence.
- III. Declarations of Interest:
 - a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.
 - b) Approval or rejection of any application put to the meeting by the Chairman in respect of members seeking a dispensation under the Localism Act 2011, s.33.

2. Approval of Draft minutes

To agree the minutes of the meeting held on 14th December 2015 (already circulated to councillors) as a true record.

At this point the meeting will be adjourned for the public session.

This session is for the public to express a view or ask questions on relevant matters on the agenda. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part.

District and County councils may also report during the adjournment.

3. Matters arising from the previous ordinary meeting

4. **To agree that there will be no vice chair until Appledore Parish Council Annual General Meeting in April 2016.** Should the Chair be absent from any meetings before the AGM, then a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

5. **To agree to appoint 1 councillor to be nominated as the representative member of Appledore Recreation Ground Management Committee for Appledore Parish Council.** The position runs from the committee's AGM in 2015 (March) to its AGM in 2016.

6. **To agree to the National Association of Local Councils Clerk's Model Contract of Employment 2011 as the contract for the Clerk.** Amended (as suggested) to reflect the clerk works from home.

7. Finances

- I. **To agree to set the precept for 2016 – 2107 to be £26,000.** Budget Consideration information already circulated and attached or available from the council website.

- II. **To agree to renew the council insurance policy with Zurich Insurance Company .**
£328.53 premium including Insurance premium tax. Renewal date 27th January 2016.
 - III. **To agree to pay for a drop box (online storage with automatic back up).** Approx. cost £100 per annum.
 - IV. **To agree to pay clerk's membership of the Society for Local Council Clerks.**
A shared cost with other parish councils for whom the clerk works - £84 for 2016 year.
 - V. Cheques drawn since the last ordinary meeting
 - £ 1,060.40 Salaries including PAYE payments
 - £ 20.00 Hall additional car park area hedge trim – G Selmes
 - £ 250.00 Appledore Parish Magazine Donation.
 - VI. Cheques to be drawn (included but not limited to)
 - £ 100.00 KALC - new councillor training for 5 councillors
 - £ 46.18 Office Depot ink cartridges
 - £ 118.41 Clerk's administration expenses: room, inks, paper, laminating pouches and book of stamps, refund of £44.99 for 'my passport' laptop automatic back up.
- Salarles
VII. Assets Register

8. Planning

- I. Decisions Received from A.B.C:
 - 15/01487/AS –The Wish House, Kenardington Road - First floor extension and dormer, roof extension to existing flat roof and erection of porch – Permitted.
 - 15/01316/AS – Land Adjacent to Prospect House, School Road – Construction of detached chalet style dwelling – Withdrawn by applicant.
 - 15/01134/AS – Gusbourne Estate Vineyard – Removal of Condition 19 on permission ref: 15/00605/AS to allow the winery building permitted under 11/00229/AS to be built in addition to the extension permitted under 15/00605/AS – Permitted.
- II. New Applications for A.P.C. to vote on:
None.

9. Highways and Byways

- I. Report from Footpath Warden – K. Girken.
- II. **Agree to acquire 2 salt bins at approx. £ 100 each to be positioned in the main shopping area and at Appledore Heath subject to Highways approval of location.**

10. Parish Council Website

- I. The council to use the template proposed by the Information Commissioners Office for parish councils amended to reflect the documentation available. Required documentation to be made available on the website over the next few months.
- II. New Councillor email addresses.

11. Public toilets

Repairs.

12. Any other business or information for councillors

(Not for decision at this meeting)
Council Letter Head.
Good Neighbour scheme.

13. Date of next meeting

15th February 2016 at 19.30 hrs Village Hall.

Appledore P C Budget Considerations 2016 -2017

	2013/2014	2014/2015	Current Year	Proposed budget
Council Administration				
Chairman's Allowance	£0.00	£0.00	£0.00	£60.00
Admin expenses	£464.53	£574.31	£1,000.00 est for year	£800.00
Insurance	£393.87	£318.00	£330.00 est for year	£350.00
Audit Expenses	£200.00	£200.00	£250.00	£120.00
Payroll and pension	£135.60	£218.00	£840.24 est for year	£600.00 Could be free if clerk did this
Meeting Room Hire	£0.00	£0.00	£0.00	£0.00
Subscriptions / Membership	£249.38	£249.26	£290.18	£420.00 KALC, DATA Handler, Clerk's association SLCC
Councillor / Clerk Training	£0.00	£0.00	£237.50	£200.00
Salaries	£7,730.20	£8,834.08	£7,710.68 est for year	£11,734.00
Village Hall Acquisition Loan	£11,413.75	£11,218.75	£10,000.00	£10,000.00
			£1,023.75	£900.00
Public Toilets				
Supplies e.g. mops fluid, etc	£247.65	£68.50	£80.38	£120.00
Water - Southern	£160.08	£158.21	£143.39	£160.00
Waste water - South East Water	£108.60	£98.04	£176.58	£120.00
Electricity	£148.82	£214.90	£105.62	£240.00
Maintenance budget	£0.00	£410.52	repair work	£500.00
		£665.15		£1,140.00
Street Cleaning				
Supplies	£7.00	£0.00	£0.00	£0.00 Bags supplied by F Smith and rubbish in bins at village hall
Other Asset Maintenance				
Verge posts				
Field				
Noticeboards				
Bins				
Seats /benches				
Hedge in car park		£125.00	£20.00	£300.00
Salt Bins				
Speedwatch				
oil spillage repair			£220.00	£1,500.00 Grant maybe
Donations /Grants				
Parish Magazine	£0.00	£0.00	£250.00	£3,500.00
Recreation Ground Management Committee	£2,382.81	£2,926.10	£3,358.43	
Good Neighbours Scheme	£197.56	£197.00	£200.00 to be agreed	
Village Hall Management Committee	£1,157.18	£924.60		
Xmas Lunch	£300.00	£200.00		
Additional Spending / loans				

Crown Estates - Highways

Loans

Traffic Survey

Contingency Fund

VAT

TOTAL

£500.00
£ 500 history soc

£845.00

£0.00

£0.00

£26,142.03

£27,435.27

£26,236.75

£31,624.00

Parish Council Reserve
Reserve needs to hold £8000 (50% of precept regular spending)

Bank Accounts

Reserve account holds £10,803.35

Current account estimate for end of financial year
£27,000

Income

Precept
Council Tax Support
Concurrent functions grant
ABC Street Cleaning Grant
Fit (Solar Panels)
Wayleave
Recycling credits
Bank Interest

£23,460.00
£0.00
£2,120.00
£984.75
£1,543.72
£26.34
£1,993.82
£90.53
£30,219.16

£26,000.00
£2,390.00
£1,760.00
£984.75
£1,470.10
£27.78
£3,987.64
£53.68
£36,673.95

£26,000.00
£1,600.00
£1,400.00
£0.00
£776.43
£27.78
£0.00
£29,804.21

£26,000.00
£960.00
£1,050.00
£0.00
£1,400.00
£28.00
£0.00
£29,438.00

Grants/loans

toilets

£9,820.00 Grant
-£4,390.17 2013 expenditure
-£4,865.15 2014 expenditure
£564.68

£9,820.00 toilets
£3,000.00 verge posts

£500.00 history soc
£1,388.50 verge posts

Council Tax Band

Band A
Band B
Band C
Band D
Band E
Band F
Band G
Band H

No. of houses
12
18
85
100
48
49
52
1

Now £26,000 Council tax
£53.85
£62.83
£71.81
£81.02
£98.74
£116.70
£134.65
£161.78

Precept £26,000 Council Tax Approx
£51.79
£60.42
£69.06
£77.69
£94.95
£112.22
£129.48
£155.38

Precept of £ 24,000 Council Tax Approx
£49.72
£58.01
£66.29
£74.58
£91.15
£107.73
£124.30
£149.16