

**201st ORDINARY MEETING OF
PORTISHEAD & NORTH WESTON TOWN COUNCIL
13 JANUARY 2010**

PRESENT Councillor Pasley – in the Chair

Councillors Cameron, Cruse, Mrs Cruse, Hazelton, Howells,
Mrs Knight (Vice Chairman), Mrs Mason, Parker, Terry, and
Walters.

Mr M Dolton – Clerk of the Council

APOLOGIES Councillors Mrs Lord, Miers, McMurray, Mrs Way, and Wright.

There were 2 members of the public and press present at the meeting.

1752 DECLARATIONS OF INTEREST

Councillors Mrs Knight and Councillor Pasley stated that any views they expressed on matters to also be considered at North Somerset Council would be provisional and based on the facts currently known. They would be exercising their rights to reconsider the matter afresh when the matter went before North Somerset Council.

Councillor Mrs Mason :-

Personal Interest in Agenda Item 8 – Planning Committee Report – Planning application 09/P/2075/F – 240 Down Road, Portishead – Reason – Member of the Methodist Church which is adjacent to the site.

Councillor Cruse :-

Personal Interest in Agenda Item 6 – Budget Working Party Report – Grant to Lifeboat Trust – Reason – Life member of the Lifeboat Trust.

1753 PUBLIC PARTICIPATION

There were no members of the public wishing to address the meeting.

1754 CONFIRMATION OF MINUTES

The Minutes of the 200th Ordinary Meeting of Portishead and North Weston Town Council held on 09 December 2009 were presented to the meeting.

RESOLVED THAT

The Minutes of the 200th Ordinary Meeting of Portishead and North Weston Town Council held on 09 December 2009 were confirmed as correct and signed by the Chairman.

1755 SCHEDULE OF PAYMENTS AND BANK RECONCILIATION / CASH STATEMENT FOR THE MONTH OF DECEMBER 2009

Members considered the report of the Clerk.

RESOLVED that

The schedule of payments and bank reconciliation / cash statement for the month of December 2009 be approved.

The schedule is attached to and forms part of these minutes

1756 REPORT OF THE BUDGET (2010 / 2011) WORKING PARTY

The Chairman invited comments on the report of the working party which resulted from the meeting held on the 12th January 2010.

Councillor Walters explained the reasoning behind some of the budget provision, and the need to add funds to various earmarked reserves.

A brief discussion then took place in relation to the reference to 'earmarked' reserves with some members suggesting that an alternative word may be appropriate. After discussion it was agreed that the term 'Earmarked' remained most appropriate and would continue.

Members then voted on the recommendations of the Budget Working Party (9 For, 0 Against, 1 Abstain) and the recommendations were therefore carried.

RESOLVED that

The Portishead and North Weston Town Council :-

- (i) Approve the budget for this Council for the year 1st April 2010 to 31st March 2011 as detailed in Schedule MD/B/2010.
- (ii) This Council's total precept requirement is £311,890, making the average Band 'D' household precept £34.04p, a reduction of 3.18% from last year.
- (iii) Amend the earmarked reserve currently named 'Trinity Community Hall' to now be allocated and named as 'Environmental / Cultural / Heritage / Allotment Reserve' with immediate effect.

- (iv) Approve that as from 1st April 2010 the earmarked reserves of the Council will be allocated as :-

'Earmarked':-

Major Community Projects	=	£ 30,000
Contribution to N.Weston Cemetery Car Park	=	£ 25,000
Youth Centre Development Project	=	£100,000
Youth Recreational Incentive	=	£ 25,000
Play Equipment Provision	=	£12, 500
Environmental / Cultural / Heritage/ Allotment Reserve	=	£160,000
Office IT Equipment	=	£ 4,000

The report of the Budget Working Party together with Schedule MD/B/2010 is attached to and form part of these minutes.

At this point in the meeting the Chairman congratulated members on agreeing a budget that resulted in a decrease in the average household precept for the third year running. Members asked that the Clerk minute their unanimous expression of gratitude to him for preparing the budget information and reports in such an efficient manner, and under the unusual circumstances of past cancelled meetings due to the weather conditions, which had added even further pressure to the situation.

1757 MOTION TO COUNCIL IN ACCORDANCE WITH STANDING ORDER NO.9

Councillor Walters had provided written notice in accordance with Standing Order number 9, proposing the following motion to members :-

'This Council consider it desirable that, if practicable, the land at Court Farm scheduled in the current North Somerset Council Local Plan as Amenity Land be acquired by a public body. If necessary this body would be Portishead and North Weston Town Council. The Council does not authorise the purchase of the listed building Court Farmhouse

Accordingly the Council authorise the Clerk to investigate the present reports that this land with others will be offered for sale. If this land is to be available the Clerk is to take professional advice both legal and for value for this parcel of land.

Councillors, being the Chairman, the Vice Chairman, and the Chairmen of Planning, Recreation & Works and Staffing Committees of the Council shall be consulted by the Clerk and these Councillors will agree a value to which the Clerk may arrange auction bidding, at least three Councillors assenting to the

value in writing. The Clerk will then arrange for representation at any auction to bid up to the agreed value less any buyers premium, and other costs, that may be payable. The Clerk as Responsible Financial Officer will only act for the Council in this if he considers the advice he gives the Council and relevant Councillors is considered and used in a prudent manner.

The cost of the advice prior to the auction shall not exceed £5,000, which sum shall be taken from the General Reserve. All costs after the bidding shall be included in the assessed value of the land. Should any bid be successful all subsequent purchase costs will come from the agreed value sum and from the Reserves in the first instant.'

Councillor Walters spoke to the motion, explaining that the purpose of the motion was to enable the Clerk to progress matters in an effective manner and timeframe to maximize any opportunities of potential acquisition of land that may arise from the sale of the estate of the late Miss Gale of Court Farm.

Councillor Cruse then proposed an amended motion as follows :-

'This Council, being a public body, consider it desirable that, if practicable, they should acquire land for Environmental, Cultural, Heritage and Allotment purposes and in particular the land at Court Farm scheduled in the current North Somerset Council Local Plan as Amenity Land. The Council does not authorize the purchase of the listed building farmhouse.

Accordingly, the Council authorise the Clerk to investigate any report that the Amenity Land at Court Farm and / or any other parcels of land which may be offered for sale. If such land becomes available for sale the Clerk is to take professional advice both legal and for value for these parcels of land.

In the event of an auction, Councillors, being the Chairman, the Vice Chairman, the Chairmen of Planning, Recreation and Works, and Staffing Committees of the Council shall be consulted by the Clerk and these Councillors will agree a value to which the Clerk may arrange auction bidding, at least three Councillors assenting to the value in writing. The Clerk will then arrange for representation at any auction to bid up to the agreed value less any buyers premium, and other costs, that may be payable. The Clerk as Responsible Financial Officer will only act for the Council in this if he considers the advice he gives the Council and relevant Councillors is considered and used in a prudent manner.

The cost of the advice prior to any land acquisition shall not exceed £5,000, which sun shall be taken from the Environment, Culture, Heritage and Allotment Reserve. All costs after any acquisition shall be included in the assessed value of the land. Should any offer be successful all subsequent purchase costs will come from the agreed value sum and from the Environment, Culture, Heritage and Allotment Reserve. '

Councillor Walters withdrew his original motion, stating that he preferred the amendment proposed by Councillor Cruse.

Members unanimously agreed that this amendment would provide further scope for the Clerk to also consider other plots of land that may arise for sale from the estate of the late Miss Gale.

RESOLVED that

The Portishead and North Weston Council, being a public body, consider it desirable that, if practicable, they should acquire land for Environmental, Cultural, Heritage and Allotment purposes and in particular the land at Court Farm scheduled in the current North Somerset Council Local Plan as Amenity Land. The Council does not authorize the purchase of the listed building farmhouse.

Accordingly, the Council authorise the Clerk to investigate any report that the Amenity Land at Court Farm and / or any other parcels of land which may be offered for sale. If such land becomes available for sale the Clerk is to take professional advice both legal and for value for these parcels of land.

In the event of an auction, Councillors, being the Chairman, the Vice Chairman, the Chairmen of Planning, Recreation and Works, and Staffing Committees of the Council shall be consulted by the Clerk and these Councillors will agree a value to which the Clerk may arrange auction bidding, at least three Councillors assenting to the value in writing. The Clerk will then arrange for representation at any auction to bid up to the agreed value less any buyers premium, and other costs, that may be payable. The Clerk as Responsible Financial Officer will only act for the Council in this if he considers the advice he gives the Council and relevant Councillors is considered and used in a prudent manner.

The cost of the advice prior to any land acquisition shall not exceed £5,000, which sum shall be taken from the Environment, Culture, Heritage and Allotment Reserve. All costs after any acquisition shall be included in the assessed value of the land. Should any offer be successful all subsequent purchase costs will come from the agreed value sum and from the Environment, Culture, Heritage and Allotment Reserve.

1758 PLANNING COMMITTEE

Councillor Howells presented the report of the Planning Committee held on 11 January 2010, summarising the applications and recommendations.

Members indicated that they did not wish to discuss any specific application.

RESOLVED that

The report of the Planning Committee held on 11 January 2010 be approved.

The report of the Planning Committee meeting held on 11 January 2010 is attached to and forms part of these Minutes.

1759 MATTERS THE CHAIRMAN WISHES TO PUT BEFORE THE COUNCIL

The Chairman, Councillor Pasley, informed members that he had been approached by the press for comment in relation to speeding traffic in the High Street, Portishead, following concerns expressed by some residents. Councillor Pasley stated that he intended to bring the matter to a future meeting of the Recreation and Works Committee for discussion and consideration by members.

As a result of the comments by members present, the Chairman asked the Clerk to seek an update from the local Police in relation to the Community Watch Speed Gun that the Town Council had awarded a grant for during 2009.

- **Correspondence Received :-**

- (i) Letter from North Somerset Council : Responding to the Motion Passed by this Town Council in September 2008 relating to safety provision (railings) at the water's edge at The Marina. The letter states that Crest have now placed an order for the railings and they will be installed 'in the New Year' (no specified date – letter written 23 December 2009)
- (ii) Notification of North Somerset Council, Development Control (Planning) – IT upgrade – letter received on 5 January 2010 that the IT system for the planning process will be OUT OF OPERATION FROM FRIDAY 8th JANUARY 2010 TO MONDAY 18th JANUARY 2010. New applications and decision notices will not be able to be entered onto the system in this period.

- **Publications and Reports –** The following items have been received and are available in the Town Council Office –

- 'Portishead Police Neighbourhood Newsletter' = ISSUE 1
******Members may particularly wish to peruse this publication which is totally localised, and includes reference to the support given by this Town Council to the Merlin Park Skate Park urban Art Project******
- 'Business Matters' = Issue 70 / December 2009 – North Somerset Council economic development unit.
- 'The Edge'= Issue 27 – N.Y.A. – news on youth affairs for elected members.

There being no further business the meeting closed at 7.50pm

Chairman 10th February 2010

PORTISHEAD AND NORTH WESTON TOWN COUNCIL

REPORT OF THE

BUDGET 2010 / 2011 WORKING PARTY

MEETING HELD 6pm TUESDAY 12th JANUARY 2010

Present

Councillors Pasley (In the Chair), Councillors Cameron (-part), Mrs Cruse, Cruse, Hazelton, Mrs Knight, Parker (-part), and Walters.

M Dolton – Clerk / Responsible Financial Officer.

Apologies

Apologies were received from Councillors Mrs Lord, Mrs Mason, Howells, Wright, Miers, McMurray, and Terry.

Recommended Budget

Members had received the report of the Clerk, circulated in December 2009.

Councillor Walters proposed the following amendments to the report of the Clerk :-

- Provision of £12,000 to the earmarked 'Play Equipment Reserve'
- Provision of £10,000 to the earmarked 'Youth Recreational Incentive Reserve'
- The provision within the Clerks report of a £1,000 allocation to an 'Office IT Equipment Reserve' be increased to £4,000
- The Grant to the Lifeboat Trust to be set at £3,000
- The reserve provision of £10,000 for 'Installation costs : New Allotment Site' in the Clerk's report be removed.
- The £160,000 earmarked reserve for 'Trinity Hall' be renamed and allocated as 'Environmental / Cultural / Heritage / Allotment Reserve'
- Correction of a mathematical error in the report (Grants - £3,000)

Members unanimously agreed to recommend to the Town Council the inclusion of those amendments resulting in the budget provision as set out in Schedule 'MD/B/2010' attached to this report.

(Clerk's note : At this point (6.09pm) Councillors Parker and Cameron joined the meeting)

Reserve Funds

(a) Reserve Funds Status as at 13 January 2010 :-

'Earmarked':-

Major Community Projects	=	£ 30,000
Contribution to N.Weston Cemetery Car Park	=	£ 25,000
Youth Centre Development Project	=	£100,000
Youth Recreational Incentive	=	£ 15,000
Play Equipment Provision	=	£ 500
Trinity Community Hall	=	£160,000
'General Reserve'	=	£225,283
Total Reserves as at 13 01 2010	=	£555,783

- (b) The effect of approving the budget as recommended at Schedule 'MD/B/2010' to this report, would result in the reserve status from 1 APRIL 2010 being :-

'Earmarked':-

Major Community Projects	=	£ 30,000
Contribution to N.Weston Cemetery Car Park	=	£ 25,000
Youth Centre Development Project	=	£100,000
Youth Recreational Incentive	=	£ 25,000
Play Equipment Provision	=	£12, 500
Environmental / Cultural / Heritage/ Allotment Reserve	=	£160,000
Office IT Equipment	=	£ 4,000
General Reserve:-	=	£225,283
Estimated Total Reserves from 01 04 2010	=	£581,783

Precept Requirement

The Council Tax payable on a particular property is based on the local authority precept requirements relevant to the area and value of that property. For valuation purposes properties are banded A - H in ascending order of value.

The Council Tax is quoted with reference to Band D properties and in order to make the tax calculation an equivalent number of Band D Properties must be calculated. This is done by applying a weighting to the number of properties in each band e.g. one Band A property is equivalent to two thirds of a Band D property.

There are 9,162.69 equivalent Band D households in Portishead & North Weston for the 2010/11 year. (8,656.19 in 2009/10)

Based on the recommended budget in Schedule 'MD/B/2010', the total precept requirement for the year would be £311,890 (Expenditure of £340,175 minus £28,285 'Other Income')

The Band D equivalent precept applied for the year 2009/10 was £35.16p.

The recommended budget as per Schedule 'MD/B/2010' results in a household precept requirement (total income required from Precept of £311,890 divided by 9,162.69 Band D equivalent households) to be applied for the next year of **£34.04p per Band 'D'** equivalent household.

This equates to a **3.18% decrease** per Band D equivalent household on last year.

Recommendations

It is recommended that The Portishead and North Weston Town Council resolve to :-

- (v) Approve the budget for this Council for the year 1st April 2010 to 31st March 2011 as detailed in Schedule MD/B/2010.
- (vi) This Council's total precept requirement is £311,890, making the average Band 'D' household precept £34.04p
- (vii) Amend the earmarked reserve currently named 'Trinity Community Hall' to now be allocated and named as 'Environmental / Cultural / Heritage / Allotment Reserve' with immediate effect.
- (viii) Approve that as from 1st April 2010 the earmarked reserves of the Council will be allocated as :-

'Earmarked':-

Major Community Projects	=	£ 30,000
Contribution to N.Weston Cemetery Car Park	=	£ 25,000
Youth Centre Development Project	=	£100,000

Youth Recreational Incentive	=	£ 25,000
Play Equipment Provision	=	£12, 500
Environmental / Cultural / Heritage/ Allotment Reserve	=	£160,000
Office IT Equipment	=	£ 4,000
General Reserve:-	=	£225,283
Estimated Total Reserves from 01 04 2010	=	£581,783

13 January 2010

SCHEDULE MD/B/2010

RECOMMENDED BUDGET 2010/2011

'A' - SUMMARY EXPENDITURE

ITEM	<u>BUDGET</u> <u>2010/11</u>	COMMENTS
Administrative Staff Costs	82,000	On Current Staff Levels : Includes Employers NI, pensions, and gross of PAYE. Contingency of 3% for overtime etc, and pay awards.
Caretaking Staff Costs	27,000	On Current Staff Levels : Includes Employers NI, pensions, and gross of PAYE. Contingency of 3% for overtime etc, and pay awards
Administration Costs	42,050	See Table B for breakdown detail
Folk Hall Costs	36,900	See Table B for breakdown detail
N.Weston Village Hall Running Costs	11,000	Based on last year spend, allowing for increased energy costs etc
Trinity Community Hall Running Costs	0	No longer a budget consideration
Redcliffe Bay Hall Running Costs	3,500	Contribution to management committee to cover increased costs / salaries
Redcliffe Bay Hall Fire Doors	1,000	The fire doors are rotting badly, metal patch-up carried out, need urgent replacement
Redcliffe Bay Hall Kitchen	4,500	The kitchen is 'tired', there are cuts in the work surfaces, and considerable rust on the cooker – fear of Health & Safety requirement if inspected.
Other Amenity Costs	15,700	See Table B for breakdown detail <u>NOTE</u> : 'Environmental Enhancement taken OUT of this header – added to 'Grants' for 2010/11
Grants	67,525	See Table B for breakdown detail <u>NOTE</u> : Now includes 'Environmental enhancement' grants for 2010/11
Contingency	5,000	Contingency use in past year was due to wall collapsing and rebuilding – reasonable contingency always needed
CCTV running costs	9,000	
Web Site Development	0	
Election Costs	0	Line left in for year by year consideration

Street Furniture	6,000	Seats, bus shelters, litter bins, grit bins, - provision
Improvements / New Notice Boards	3,000	Communications Working Party will be recommending provision of 2 new boards in new build area during the financial year
Minor Improvements Halls	0	No specifics at this time
To Reserves – Trinity Community Hall	0	No Longer a budget consideration
To Reserves – ‘Office I.T. equipment’	4,000	suggested need to invest for future, over 3 years to re equip office I.T.
To Reserves – ‘Play Equipment’	12,000	
To Reserves – ‘Youth Recreational Incentive’	10,000	
TOTALS	340,175	

‘B’ – BREAKDOWN OF EXPENDITURE

ITEM	<u>SUGGEST BUDGET</u> 2010/11	COMMENTS OF R.F.O.
ADMINISTRATION COSTS:-		
Petty Cash	2,000	Covers mainly Postage
Chairman’s Expenses	1,500	
Office Equipment	5,000	Includes provision for new Photocopier Required during year – Clerk will report fully in time re purchase / lease
Office Equip Maintenance	3,000	To include all computer equipment maintenance and consumables – see below
Web Site Maintenance & Management	650	
Telephone	1,700	Increased activity / costs
Stationery & Office Supplies	3,000	Believe this budget head was underestimated in past, rising necessary cost
Computer Maintenance & Consumables	0	To now be under ‘Office Equipment Maintenance’ – see above
Subscriptions	800	No A.L.C.A. subs provision required – decision made to withdraw.
Staff Recruitment	0	None anticipated – call on contingency if required
Publicity & Advertising	3,000	Allow for increase in costs

Audit & Professional	18,000	Allows for increase in internal / external audit fees, Miles & Co accountants quoted fees, legal fees of £5,000
Sundries	500	
Room Hire	400	Anticipate members will wish 2 open days in financial year
Bank Charges	0	None anticipated – agreement with NatWest will end, however, banking review will take place.
Training & Travelling	2,500	Staff and Member training needs
Total Administration Costs =	42,050	
XXXXXXXXXXXXXXXXXXXXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
FOLK HALL COSTS :-		
Services	12,000	Increased energy prices
Insurance	14,000	Inflationary costs increase, property value increase, increased fidelity insurance as required by auditors
Maintenance	10,000	Increased contract / labour costs, building ageing.
Janitorial Equipment	900	Increased costs
Total Folk Hall Costs =	36,900	
XXXXXXXXXXXXXXXXXXXXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
GRANTS :-		
General Community Grants	7,500	
Youth Support Grants	5,000	
Environmental Enhancement	7,000	Budget heading moved from 'Other amenity costs' (accounting anomaly) reduced to realistic figure based on last 3 yrs spend (some items originally intended in this - now given own grant heading – Christmas Lights)
Ranger Service	1,000	As Per resolution 14 10 09 (Minute 1727)
Portishead In Bloom	5,000	As Per resolution 14 10 09 (Minute 1727)
Portishead Pool Community Trust	8,625	As Per resolution 14 10 09 (Minute 1727) – 2 nd payment in 2010 / 2011
Christmas Lights (Incl Storage)	7,500	As Per resolution 14 10 09 (Minute 1727)
Lifeboat Trust	3,000	
Nailsea Community Transport	10,500	As Per resolution 14 10 09 (Minute 1727)
Citizens Advice Bureau	12,400	As Per resolution 14 10 09 (Minute 1727)
Total Grants=	67,525	
XXXXXXXXXXXXXXXXXXXXX	XXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

OTHER AMENITY COSTS:-		
Beach Hill Allotment Rent	200	
Amenity Maintenance	12,000	:Increase costs – note – RFO also believes scope for increased ‘handyperson’ duties on flexi contract – subject of future reports and consideration by members – but provision included. +Cost of emptying new dog bins.
Street Lights	1,500	Increase in costs due to new charging method
New Allotment Site - Rent	2,000	:Suggested anticipated provision
Environmental Enhancement grants	0	Budget heading moved to correct place ‘Grants’ (accounting anomaly)
Total ‘Other Amenity Costs’ =	15,700	

‘C’ INCOME

ITEM	<u>BUDGET</u> <u>2010/11</u>	COMMENTS
Folk Hall Lettings	18,000	Main Hall=£12,000 ; Comm Rm = £2,500 ; Eve Wigan = £3,500
North Weston Village Hall Lettings	3,500	
Other Income :-		
Leases	350	
Sundry Sales	50	
Beach Hill Allotments	175	
North Weston Allotments	500	
North Weston Allotments Contrib’n to Works	460	2 nd payment due in 2010 / 11
Bank Interest	5,000	Anticipate continued low interest rates, however, confident that with new investment strategy (6 mnth bonds), this is realistic
N Somerset Counc Investment interest	250	
TOTAL NON PRECEPT INCOME =	28,285	
Precept	311,890	
Total Income	340,175	