

**HICKLING PARISH
EXTRAORDING PARISH COUNCIL MEETING**

Minutes of the Extraordinary Parish Council meeting held on Tuesday 24th January 2023 in Hickling Village Hall, commencing at 7.00pm.

Councillors present: Lane (Chair), Green, Lamb, Playle, and Rowe.

Also in attendance: Parishioners – 6.

1. **Apologies:** Cllr Prosser, Cllr Combellack and Cllr. John Cottee, also notification from Cllr Rowe that he will be arriving late.
2. **Declarations of Interest:** None
3. **Minutes of meeting 10th January 2023** – due to the fact that the Chair had been unable to check the minutes due to ill health, the members of the Parish Council agreed that if the Clerk circulated the minutes that they would reply within three days to confirm if any additions or amendments were needed, once any changes were made, they gave authority to the Chair to sign them off. Agreed by all Cllrs. **Action Point: clerk to circulate minutes from 10.1.23 to the members of the Parish Council.**
4. **Open session**

A parishioner asked if the Parish Council were quorum, Clerk advised that three Parish Councillors are needed for the Parish Council to be quorum, and that we were just having this discussion before the meeting opened as only two Parish Councillors were present, before the third arrived.

A member of the Hickling History Group relayed the request that had been discussed with the Parish Council at the previous meeting, that the Parish Council had discussed to give a grant of £300 for the financial year-ending 31.03.2024, 31.03.25 & 31.03.2026, also that the Parish Council had already paid £150 to the History Group 22/23.

The History group has a website separate to the Parish Council, as it has 1,000's of pages, there are over 1,000 family names for the village, hosting is £250 per annum, it was felt by parishioner that the History Group website should be kept separate from the Parish Council's new website. Cllr. Green explained that the Parish Council were setting up a test page for the new website.

Parishioner also asked if the Parish Council would consider writing to Rushcliffe Borough Council concerning the work that has been carried out at The Wharf, Cllr. Lane explained that at face-to-face meeting had been declined by RBC in the recent past. Parishioner asked if this could be requested again that the Parish Council request a meeting with Highways to request a proper vehicle survey to confirm who is parking at the Wharf and what customers are parking along Main Street, Hickling.

Action Point:

Hickling History Group to send a request to the Parish Council each year for £300 grant.

Clerk to contact Cllr John Cottee to ask if a survey could be carried out by Highways regarding the parking of customers for the Wharf – email sent to Cllr Cottee 7.2.23.

Parishioner mentioned that a “retrospective planning application” had been submitted for the Brambles which is an 80mm increase in building size compared to what was on the original plans, it was also mentioned that the Cottage next to Clawson Lane has a retrospective 450mm increase in building size compared to what was on the original plans, with regards to a conservatory that had been built at the back of the property, parishioner asked that the Parish Council is consistent in its approach with all retrospective applications that are received.

Parishioner asked the Parish Council what it is going to do with the £15,000 funding that it has and why can't the PC fund the entire magazine (The Standard), as Langar do, as it did not want to be like Upper Broughton and ask Parishioners to pay for the magazine. Clerk handed out the Budget and Precept information copies to advise the Parishioner that the £15,000 is accounted for, and that £3,000 of the amount mentioned had been historically put aside for various items around the Parish. Parishioner would like the Parish Council to consider a grant of £500 per year for 23/24, 24/25 & 25/26.

Open session closed - meeting opened at 7.25pm.

Cllr Lane opened the meeting (Cllr Rowe arrived 7.25 pm approx.), suggested that the Parish Council consider the request by the volunteers who run The Standard for the Parish Council to grant the Standard £500 for the next three years, this was proposed by Cllr Lane and seconded by Cllr Green, and unanimously agreed by all.

Cllr Playle proposed that the Parish Council approved the grant to Hickling History Group for the next three years of £300, this was seconded by Cllr Green and unanimously agreed by all.

Action Point; Both The Standard and Hickling History group to write to the Parish Council each year requesting that the grant monies are paid.

5. Budget and Precept

The Clerk read out the following email received from Cllr Prosser prior to go through the financial documents: -

“We need to try to prevent the current trend of overspending and therefore must get much better at seeking and securing any / all grants available if we are to agree to this reasonably conservative budget ... the alternative is obviously to seek a higher % precept if we are to continue to support our local parish community groups and to support the Village Hall and St Luke’s Church which benefit so many residents.

Bearing in mind the current 'cost of living' crisis and the impact that this is having on our community groups, I would recommend a higher % precept in order to maximise the precept application and to negate the level of overspend.

Our budget details annual projected expenditure for 23/24 of £15455.00 - we cannot clearly make an application for the full amount as this would be deemed excessive, but I would suggest seeking as high a precept as Councillors are comfortable with (15 - 20%). Even with a 15% precept of £10051 we would still currently be £5404.00 adrift and this would have to be funded by grants if we are to achieve a balanced budget. A 20% precept of £10488 would leave a deficit of £4967.00.”

Hickling / Hickling Pastures Budget and Precept 2023/2024

The purpose of this report is to approve:

- a) The budget for Hickling Parish Council for the year 1st April 2023 to 31st March 2024; and
- b) The Precept to Rushcliffe Borough Council in respect of the financial year 1st April 2023 to 31st March 2024 to meet the expenses payable by the Council.

Budget

Under the Council's Financial Regulations, the Responsible Financial Officer is required to prepare an annual budget for the approval of the Council and to submit the Precept for the Parish to the District Council.

Income

Income sources are anticipated to be either the precept, using the reserves or obtaining grants for work to be carried out.

The Parish Council recovers VAT incurred on business items in the next financial year. For the current financial year, it is anticipated that approximately £ 266.36 will be recoverable in the financial year 2023/24.

Reserves

The Parish Council has limited reserves, the current capital reserve account stands at £3835.35 and current ring-fenced monies are shown in the accounts as signage at the Lengthman's Hut £250.00, Lengthman's Hut generally £800.00, Walkers' Green £973.00 and Defibrillators £190.40.

a) The Election Expenses Fund - The cost of the Parish Council election every four years is estimated, and a sum has been set aside to meet the estimated election expenses. There is currently a budgeted expense of £150.00 allowed in annual expenditure for the election in May 2023, should one be called. This could naturally rise to £500.00 if the Parish Council decide that they wish to use promotional information from Rushcliffe Borough Council.

Expenditure

Legislation permits local councils to exercise a wide range of discretionary statutory powers to provide additional services and/or amenities in their area. These powers include a wide variety of things such as providing litter bins, lighting, transport, public toilets, and recreation facilities. However, the Council must have the legal power to act and use a specific statutory power to undertake an activity and incur expenditure on specific activities or items. If there is no legal power to act, then that decision and expenditure could be legally challenged as being 'unlawful'.

Hickling Parish Council for any expenditure has to rely on a specific power(s) or on the power under S.137 of the Local Government Act 1972. Section 137 enables a local council to incur expenditure which is "in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants". Examples of S.137 expenditure include village histories, plaques, prizes, flood relief, landscaping and flower shows.

Section 137 expenditure is limited to a specified amount each year, which is then multiplied by the number of electors in the parish.

There are a number of on-going projects/schemes, which the Council has been asked to support for the next three years' Hickling History Group have applied for a grant of £300.00 per annum for the next three financial years and the Hickling Standard (parish magazine) have sought a grant of £500.00 per annum for the next three financial years.

The Parish Council maintains the play equipment on Walkers' Green, the annual maintenance cost for a yearly inspection is approximately £100.00.

Hickling Parish Council has refurbished all of the benches in Hickling and Hickling Pastures during the current financial year at an associated cost of £350.00.

The Parish Council also granted a one-off payment of £1,000 to St Luke's Church as a contribution towards a new alarm system to protect the church's lead roof.

The figures in Annex One set out the following:

- An estimate of the receipts and payments for 2022/2023 to 31st March 2023.

Appendix Two sets out the estimated reserves carried forward at 31st March 2023 and the expenditure anticipated in the 2023/24 financial year.

No specific largescale projects have been identified in the recently carried out Parish Survey, however the Parish Council is exploring the purchase of a new notice board for Hickling and it is recommended that a grant be obtained to cover the entire cost before this is approved.

Calculation of Precept Requirement (Council Tax)

Background to the Precept

The precept is the local council tax requirement required from local electors to meet the Parish Council's budget. Rushcliffe Borough Council collects this on behalf of the Parish Council. The Parish precept makes up part of the total council tax liability in respect of any property in the Parish.

The amount of council tax payable on a property depends in part on the valuation band to which it is allocated. There are eight council tax bands ranging from Band A for dwellings valued at less than £40,000 on 1 April 1991 to Band H for dwellings valued at more than £320,00 on that date. Within an authority, the council tax for each valuation band is a fixed ratio to that for Band D, see Table One. The amount of council tax payable on a property depends in part on the valuation band to which it is allocated.

| Council Tax Band | Ratio to Band D |
|------------------|-----------------|
| A | 6/9 |
| B | 7/9 |
| C | 8/9 |
| D | 9/9 |
| E | 11/9 |
| F | 13/9 |
| G | 15/9 |
| H | 18/9 |

Table One: Council Tax Bands and Proportions

Rushcliffe Borough Council calculate the tax base for the Parish. On the Parish Precept calculator on Rushcliffe Borough Council website.

The following example provided by Rushcliffe BC sets out how the precept is calculated.

Example Calculation of Precept Requirement

| | | |
|--|---|--------|
| Total Parish Expenditure | a | £8,000 |
| Less Expected Parish Income | B | -£500 |
| Precept Requirement 2022/23(a – b) = c | c | £7,500 |

Calculation of tax payable on a Band D Property

| | | |
|--|---|--------|
| Precept Requirement 2023/24 | c | £7,500 |
| Tax Base for your Parish | d | 400 |
| Tax payable for parish requirement on a Band D property = $c \div d = e$ | e | £18.75 |

Properties below or above Band D would pay a proportionately lower or higher figure dependent on the band of property (see Table One).

| Council Tax Band 2022/23 | A | B | C | D | E | F | G | H |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Hickling | £1,444.89 | £1,685.71 | £1,926.51 | £2,167.33 | £2,648.95 | £3,130.59 | £3,612.22 | £4,334.66 |

Council Tax referendum principles for Town and Parish Councils

'Principle of excessiveness'. Since the 2012-13 financial year, local authorities, fire authorities, and Police and Crime Commissioners have been required to determine whether the amount of council tax they plan to raise is 'excessive'. An authority proposing an excessive increase must also make substitute calculations, based on a non-excessive council tax level. This takes effect if the excessive increase is rejected in the referendum.

The government has not previously set referendum principles for town and parish councils. The Department for Levelling Up, Housing and Communities published the Provisional Local Government Finance Settlement 2023/24 on 19 December 2022. This confirms that the government does not propose to extend to local councils the requirement to hold a referendum on increases to their precepts, which are their small share of council tax.

Precept

Hickling Parish Council set a precept for 2022/2023 financial year of £8,740.

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|------------------------|----------------|----------------|----------------|----------------|--------------|
| Tax base | 249.4 | 252.60 | 252.60 | 261.0 | 261.0 |
| Precept | 7520.00 | 7520.00 | 8134.00 | 8740.00 | |
| Band D Property | 30.15 | 29.77 | 32.20 | 33.49 | |
| | | | | | |

In 2022/23 this was equivalent to a Parish Band D Tax Rate of £33.49.

Appendix One, sets out the receipts/payments received and incurred by the Parish Council over the past year. The figures for 2022/23 are estimated to the end of the financial year end 31st March 2023.

Please note that estimated year-end balance is £8472.49, with ring-fenced expenditure of £2213.48. Councillors may have to consider releasing the ring-fenced expenditure in order to fund projected expenditure.

Appendix Two, sets out the anticipated expenditure for Hickling Parish Council in 2023/2024.

Appendix Three, based on the anticipate expenditure identified in Appendix Two and the Council Tax base for Hickling, sets out five scenarios and how the anticipated budget could be met – which would be reducing the estimated spend.

APPENDIX ONE – EXPENDITURE SUMMARY STILL TO PAY / INCLUDES CHEQUES NOT CLEARED

| | | | | | | |
|-----------------------------------|----------|----------------|--|--|--|--|
| Current bank balance | 30.11.22 | 12261.57 | | | | |
| | Reserve | 3835.35 | | | | |
| Still to pay: | | | | | | |
| History Group Grant | nil | | 2022/23 agreed budget expenditure has been met | | | |
| Hickling Standard | 150.00 | | 22/23 agreed budget amount £100, later increased to £150 | | | |
| Staff | 1299.99 | | Gross salary | | | |
| Clerk expenses | 78.00 | | To year-end | | | |
| Microsoft yearly licence | 68.00 | | Expires 26.01.23 | | | |
| Stationery | 80.00 | | Epson colour printer cartridges needed this year, and paper. | | | |
| | | | | | | |
| | 1675.99 | | | | | |
| | | | | | | |
| Cheques not cleared | 6214.80 | | Fairfield Services £351.08 NALC (training courses 2 x £45) £90.00 R. Salt (village maintenance 22/23) £2305.00 Community Heartbeat (defibrillator battery) £318.00 Clerk salary £1746.60 NetWise UK (new village website) bank transfer £1114.80 Facebook advert £7.00 Village Survey costs £282.50 | | | |
| | 7890.79 | | | | | |
| Expected income / VAT refund | | 266.36 | | | | |
| | | | | | | |
| Estimated year end 2022/23 | | 8472.49 | | | | |

Appendix Two: Proposal Budget 2023/2024

| | Budget 2022/23 | Actual 2022/23 | Est Year End | +/- | PROPOSAL 23/24 | Diff 23/24 | |
|----------------------------------|-------------------|-------------------|----------------|----------------|-------------------|---------------|---|
| | | to date | | | | | |
| Audit | 100.00 | 50.00 | 50.00 | (50.00) | 100.00 | 0.00 | |
| Staff | 4921.28 | 4843.35 | 6143.34 | 1222.06 | 5758.00 | 836.72 | |
| Clerk Expenses | 100.00 | 278.00 | 356.00 | 256.00 | 312.00 | 212.00 | |
| Printing and stationery | 50.00 | 7.41 | 87.41 | 37.41 | 120.00 | 70.00 | Printer ink x 2 - £90 |
| Bank charges | 25.00 | 25.00 | 25.00 | 0.00 | 25.00 | 0.00 | |
| Seminars/Training | 200.00 | 120.00 | 120.00 | (80.00) | 120.00 | (80.00) | |
| British Legion donation | 120.00 | 118.90 | 118.90 | (1.10) | 120.00 | 0.00 | |
| Insurance | 425.00 | 408.24 | 408.24 | (16.76) | 450.00 | 25.00 | |
| Subscriptions / Microsoft | 180.00 | 163.10 | 231.10 | 51.10 | 240.00 | 60.00 | |
| Election costs | 100.00 | 0.00 | 0.00 | (100.00) | 100.00 | 0.00 | Election year |
| Maintain cemetery | 200.00 | 233.24 | 233.24 | 33.24 | 0.00 | (200.00) | To be incl. in Village Maintenance costs |
| Cemetery other | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 | Unconsecrated border £150 Coronation Plaque £350 |
| Miscellaneous recreational | 50.00 | 52.99 | 52.99 | 2.99 | 50.00 | 0.00 | |
| Community projects | 1950.00 | 478.73 | 478.73 | (1471.27) | 1000.00 | (950.00) | Incl. relocation of Notice board to HP £450 |
| Community engagement | 350.00 | 363.65 | 363.65 | 13.65 | 400.00 | 50.00 | |
| Walkers' Green - play equipment. | 100.00 | 0.00 | 0.00 | (100.00) | 100.00 | 0.00 | |
| Walkers' Green | 200.00 | 291.30 | 291.30 | 91.30 | 200.00 | 0.00 | £75 for plaque QE II for Walkers' Green |
| Village maintenance | 2500.00 | 2656.08 | 2656.08 | 156.08 | 3000.00 | 500.00 | Maintenance of Cemetery and Walkers Green |
| Community defibrillator | 200.00 | 308.00 | 308.00 | 108.00 | 400.00 | 200.00 | Battery & pads for HP |
| Hickling History Group | 0.00 | 150.00 | 150.00 | 150.00 | 300.00 | 300.00 | |
| Hickling Standard | 100.00 | 0.00 | 100.00 | 0.00 | 500.00 | 400.00 | |
| Hickling WI | 0.00 | 200.00 | 200.00 | 200.00 | 0.00 | 0.00 | |
| Parish Plan | 100.00 | 0.00 | 0.00 | (100.00) | 100.00 | 0.00 | |
| Neighbourhood Plan | 500.00 | 27.96 | 27.96 | (472.04) | 100.00 | (400.00) | |
| Village Hall /St Luke's Church | 1000.00 | 1000.00 | 1000.00 | 0.00 | 1000.00 | 0.00 | |

| | | | | | | | |
|------------------------------|-----------------|-----------------|-------------------------|--|-----------------|----------------|---|
| Website NetWiseUK | 0.00 | 929.00 | 929.00 | 929.00 | 360.00 | 360.00 | Hosting of Website up to 6.12.2023 £330 |
| Other | 100.00 | 0.00 | 0.00 | (100.00) | 100.00 | 0.00 | |
| SUBTOTAL | 13571.28 | 12704.95 | 14330.94 | 759.66 | 15455.00 | 1883.72 | |
| VAT | | 266.36 | 266.36 | | | | |
| Still to pay | | 1625.99 | | | | | |
| TOTAL (to date) | 13571.28 | 14597.30 | 14597.30 | 759.66 | | | |
| TOTAL EOY | 13571.28 | 14597.30 | 14597.30 | 759.66 | 15455.00 | 1883.72 | |
| Income | | | | The proposed budget is £1883.72 more than the previous year's budget and approx. £6715.00 more than last year's precept. Expenditure continues to be higher than income & so the deficit needs to be met by grant monies. | | | |
| Precept 2022/23 | 8740.00 | | | | | | |
| Cemetery | 450.00 | | | | | | |
| NCC Grant Remittance | 200.00 | | | | | | |
| RBC Grant Remittance | 250.00 | | | | | | |
| NCC Grant Remittance Website | 500.00 | | | | | | |
| RBC Grant | 200.00 | | | | | | |
| Cheques | 0.00 | | | | | | |
| VAT | 266.36 | | | | | | |
| Bank interest | 0.18 | 10606.54 | 10606.54 | Overspend | 3990.76 | | |
| Estimated year-end balance | | 8472.49 | | | | | |
| Ring-fenced monies | | 973.08 | Playground | | | | |
| | | 190.40 | Defibrillator | | | | |
| | | 800.00 | Lengthman's Hut | | | | |
| | | 250.00 | Signage Lengthman's Hut | | | | |
| | | 2213.48 | TOTAL | | | | |

It is regarded as good practice for the year-end balance to be at least equal annual expenditure.

Appendix Three: Precept Forecasting

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|------------------------|----------------|----------------|----------------|----------------|--------------|
| Tax base | 249.4 | 252.60 | 252.60 | 261.0 | 261.0 |
| Precept | 7520.00 | 7520.00 | 8134.00 | 8740.00 | |
| Band D Property | 30.15 | 29.77 | 32.20 | 33.49 | |
| | | | | | |

- **Scenario One: 4% increase on 22/23 precept.**

It is assumed that VAT estimated at £266.36 will be recoverable in 2023/24.
 This would result in a Precept of £9,089.60 and a charge on a Band D Property to £34.83.
 Year-end the account will have £8472.49 so this added to £9089.60 is £17562.09.

| |
|--------------------|
| 4% increase |
| |
| 261.00 |
| 9089.60 |
| 34.83 |

- **Scenario Two: 8% increase on 22/23 precept.**

It is assumed that VAT estimated at £266.36 will be recoverable in 2023/24.
 This would result in a Precept of £9,439.20 and a charge on a Band D Property of £36.17.
 Year-end the account will have £8472.49 so this added to £9,439.20 is £17911.69.

| |
|--------------------|
| 8% increase |
| |
| 261.00 |
| 9439.20 |
| 36.17 |

- **Scenario Three: 12% increase on 22/23 precept.**

It is assumed that VAT estimated at £266.36 will be recoverable in 2023/24.

This would result in a Precept of £9,788.90 and a charge on a Band D Property to £37.15.

Year-end the account will have £8472.49, so this added to £9,788.90 is £18261.39.

| |
|---------------------|
| 12% increase |
| |
| 261.00 |
| 9788.90 |
| 37.51 |

- **Scenario Four: 15% increase on 22/23 precept.**

It is assumed that VAT estimated at £266.36 will be recoverable in 2023/24.

This would result in a Precept of £10,051 and a charge on a Band D Property to £38.51.

Year-end the account will have £8472.49, so this added to £10,051 is £18523.49.

| |
|---------------------|
| 15% increase |
| |
| 261.00 |
| 10051.00 |
| 38.51 |

- **Scenario Five: 20% increase on 22/23 precept.**

It is assumed that VAT estimated at £266.36 will be recoverable in 2023/24.
 This would result in a Precept of £10,488 and a charge on a Band D Property to £40.18.
 Year-end the account will have £8472.49 so this added to £10,488 is £18960.49.

| |
|---------------------|
| 20% increase |
| |
| 261.00 |
| 10488.00 |
| 40.18 |

Other options

| 2% increase | 3% increase | 4% increase | 5% increase | 6% increase |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | |
| 261.00 | 261.00 | 261.00 | 261.00 | 261.00 |
| 8914.00 | 9002.20 | 9089.60 | 9177.00 | 9264.40 |
| 34.15 | 34.49 | 34.83 | 35.16 | 35.50 |

| 7% increase | 8% increase | 9% increase | 10% increase | 11% increase |
|--------------------|--------------------|--------------------|---------------------|---------------------|
| | | | | |
| 261.00 | 261.00 | 261.00 | 261.00 | 261.00 |
| 9351.80 | 9439.20 | 9526.60 | 9614.00 | 9701.40 |
| 35.83 | 36.17 | 36.50 | 36.84 | 37.17 |

| 12% increase | 14% increase | 15% increase |
|----------------|----------------|-----------------|
| | | |
| 261.00 | 261.00 | 261.00 |
| 9788.90 | 9963.60 | 10051.00 |
| 37.51 | 38.17 | 38.51 |

Recommendation

It is recommended that the Council:

- a) Determine a budget based on the figures set out in the Report; and
- b) Approve a Precept to Rushcliffe Borough Council in respect of the financial year 1st April 2023 to 31st March 2024 based on the budget approved at the meeting.

Cllr Playle suggested that looking at the figures that the 15% increase would be recommended so that the budget could be covered by the precept and remaining money in account.

Cllr Rowe expressed concern of going higher than inflation, as we are in a cost-of-living crisis.

Cllr Green proposed that the **15% precept** would be the most logical amount and proposed that the Parish Council set this precept, this was seconded by Cllr Playle and unanimously agreed by all present. Precept form signed by Cllr's Lane and Playle and by Clerk, precept £10,051 = 15% increase.

Cllr Playle proposed that the **proposed budget** it accepted and seconded by Cllr Lane, unanimously agreed by all present.

6. Finance:

A) Balance of accounts:

Current Account £12,261.57

Reserve Account £3,835.35

B) Payments due:

| Cheque number | Payee | Description | Amount |
|----------------------|-----------------------|---|---------------|
| 000826 | Julie Holland | Microsoft yearly license PC yearly license, toners for Epson printer and reel of paper | £131.44 |
| 000827 | Jack Adlam | Facebook advert regarding village Survey end date. | £13.94 |
| 000828 | Julie Holland | Clerk's salary 01.01.23 – 31.01.23 | Addendum |
| 000829 | Julie Holland | Clerk expenses January | £26 |
| 0000830 | The Hickling Standard | Grant from Hickling Parish Council 22/23 | £150 |

The Parish Council agree to defray the above costs.

7. Date of next meeting, 28th February 2023.

Any items for next agenda, Cllr Playle would like Asset of Community Value on agenda, clarity needed around this and if we can increase the area covered so we can protect the basin.
Would like the contact name from Cllr Combella concerning who to speak to at Rushcliffe Borough Council regarding applying for a revision to the Asset of Community Value.
Cllr Green offered his apologies for the meeting on the 28th February, as he is unable to attend.

2023 Meetings: 28th March, 9th May, 13th June, 25th July, 29th Aug, 3rd Oct, 14th Nov, 19th Dec.

No further business – meeting closed at 8pm.