

**Minutes 16<sup>th</sup> November 2015**  
**Elmstead Parish Council**  
Community Centre, School Road, Elmstead Market, CO7 7ET

**Present:** Councillors Redding (Chairman), Bell, Fairweather, Routledge  
Mrs Baxter (clerk)

**15/014 Apologies of Absence**

**15/015 Declaration of Pecuniary Interests and Non Pecuniary Interests**

Cllr Routledge declared a non pecuniary interest in item 15/019 due to the fact that she is a member of Elmstead in Bloom, one of the organisations requesting a grant.

**15/016 To approve and sign the Minutes of the meeting 9<sup>th</sup> July 2015.**

It was resolved to accept the Minutes of the meeting 9<sup>th</sup> July 2015 as true and accurate.

Further to item 15/012 Cllr Fairweather provided the information that regarding replacement costs for a lamppost it would be up to £500 for a replacement top. Also, you can buy LED bulbs now for £25.

Cllr Redding reported that a streetlight is not working outside the cricket club.

**15/017 2015/16 Budget – Second Quarter review**

*To review the expenditure for the second quarter of 2015/16 against the set budget.*

Overall the spending is on the right track when assessed against the budget. There are items, such as the handyman wages, which are more than 50% of the budget, but that is because of the timing of the extra hours worked on grass cutting. There should be very few extra grass cutting hours in the last two quarters.

We discussed the grass cutting for the school and that if we are to continue to provide the service we would need to establish a proper contract.

Action: Contact Elmstead Primary School and find out whether they wish the arrangement to continue next year.

**15/018 2016/17 – Draft Budget**

*To discuss the draft budget for 2016/17*

The salaries in the budget may be subject to a performance review.

Action: Contact EALC and ask for guidelines regarding payscales. The Personnel Committee will need to meet to discuss this.

It was agreed to get the mower serviced as soon as possible. Cllr Fairweather is to ask for written quotes.

Signature .....

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It was asked previously whether there was any way the mower could cut the longer weeds, which it just flattens at the moment, to reduce the number of necessary cuts. Cllr Fairweather was advised to run the mower more slowly and in a cross cutting pattern and has spoken to Mr Dingwall.

Cllr Redding spoke about the village plan that EPC are currently working on and that there will need to be a public consultation. For this reason it was decided to increase the publicity budget from £100 to £250.

It was discussed whether we could turn off our streetlights at night, to save money. There should be a timer in the lamps to do this.

It was also discussed that we may need to consider a budget for legal fees. It was decided to allocate £2,000 from the unallocated general reserve to legal fees.

We also need to chase the sec 106 money that we might be able to use for the shrubbery on Clacton Road. The clerk reported that she has tried to get a response from TDC but nobody is replying to her queries.

At the end of 15/16 we will have £5,500 in reserves for a new mower. As our current mower is fairly new, and will have a larger trade in value than our previous mower it was decided to reduce the 16/17 budget amount to add to the mower reserve down to £1,000. (It was £1,500 in 15/16)

### **15/019 Grant Requests**

*To discuss the grant applications forms that we have received and agree a recommendation to put forward to the full council meeting on 19<sup>th</sup> November 2015*

It was requested that another column for the previous year's grant figures be added to the spreadsheet to give more information about what grants have been granted historically.

Please see the attached form to see the amounts that will be recommended to the full council for approval.

### **15/020 Matters raised by Councillors for the next agenda or for information only.**

Cllr Bell said that we need to sort out the clerk's contracts and reiterated that we need to do the performance reviews. There are only 2 councillors on the Personnel Committee so we need to ask others to join.

**The meeting closed at 9.32pm.**

Signature .....

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Application	2014/15 Awarded	Requested Amount 2015/16	Recommendation by Finance Committee	2015/16 Awarded
Elmstead Baby & Toddler Group	£200	£200	£200	
Elmstead Grasshoppers Cricket Club	£250	£200	£200	
Elmstead in Bloom	£200	£200	£200	
Gardening Club	£150	£200	£200	
Knitting Group	£100	£100	£100	
1 <sup>st</sup> Alresford & Elmstead Scouts	£200	An amount towards £330	£250	
P Hinchcliffe	£85	£85	£85	
1 <sup>st</sup> Elmstead Brownies	£100	N/A	N/A	
St Annes & St Laurence Church	£100	£200	£200	
Trinity Methodist Church	£100	£100	£100	
1 <sup>st</sup> Elmstead rainbow Group	£150	N/A	N/A	
UpMarket	£200	For PC to decide	£200	
Young at Heart	£200	£200	£200	
Elmstead Market Bowls Club	N/A	£240	£200	
Elmstead Market Art Group	N/A	£200-£300	£200	
The Marketeers	N/A	£210	£200	
<b>Total allocated/requested</b>	<b>£2,035</b>		<b>£2,535</b>	

Section 137 of the Local Government Act 1972 allows the Parish Council to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'.

S137 money can be spent on organisations/groups that benefit the community.

The amount of grant we can give is dependant of the S137 allowance per electorate. For 2015/16 this equates to:

S137 allowance 2014/15	£7.36
Number of electorate in Elmstead	1,470
Total of S137 grant for 2014/15	£10,819.20
Amount of S137 already spent	£100.00
<b>Available amount</b>	<b>£10,719.20</b>
<b>Amount budgeted for</b>	<b>£2,500</b>

Signature .....

Date .....