



# STANTON PARISH COUNCIL

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**Chair – Jim Thorndyke**

## **Minutes of the Meeting of Stanton Parish Council held on 30 November 2023 at Stanton Village Hall.**

### **95. Roll Call & Apologies**

The following councillors were present:

Brian Brown	Charlie Harvey-Evers
Dee Burdett	Barry McDonald
John Frizzell	Jim Thorndyke ( <b>Chair</b> ) also West Suffolk District Cllr
Lorraine Frost	Martin Wright

Apologies for absence were received from the following councillors:  
Vic Dorling

Reason for absence not given:  
Martin Scowcroft                      Phil Smith

### **96. Minutes**

**The minutes of the meeting held on 9 November 2023 were confirmed as a correct record and were signed by the Chair.**

### **97. Christmas Tree Lights**

Cllr Brown reported that the Christmas Tree lights had been cut in several places after they had been installed on the Christmas Tree. The lights had then been removed from the tree and new lights purchased so that they could be installed in time for the Christmas Tree event on Friday 1 December. The Clerk would report the damage to the lights to the Police.

Cllr Brown sought approval for the **budget for the Christmas Tree event be increased by £250** to cover the cost of the new lights. This was proposed by Cllr Harvey-Evers, seconded by Cllr Burdett and all in favour.

### **98. Budget**

#### **a. Forecast for Year End 2023/24**

The Clerk presented the Forecast for Year End 2023/24 which showed forecast income to be £18k more than budgeted. It was noted that the only income that was budgeted for was the precept but other incomes were received throughout the year.

Expenditure was forecast to be £1k more than budgeted. There were forecast overspends in both salary budgets (Clerk and Street Cleaner) due to additional

hours worked and a backdated pay award. Despite these the Administration and Street Cleaning budgets would be within budget overall. The cancellation of the Firework event meant that there was no income with expenditure being £3.7k. However the fireworks had been returned to the supplier for safekeeping and would be provided for next year's event.

Overall there would be a contribution to reserves in the region of £9k.

**b. Proposed Budget for 2024/25**

01 - Income

It was proposed not to increase the precept for 2024/25. Conservative incomes for £8.3k were included in the budget based on actual income received in 2023/24.

02 – Administration

Overall increase of £1.8k

- £1.5k increase in Clerk salary – includes allowance for increase in SCP and for 2024-25 pay award
- Reduction in phone and internet budget by £350 to reflect monthly £10 reimbursement to Clerk
- 5% increase in Insurance, Audit and Subscription budgets in line with inflation
- £100 increase in Room Hire budget to reflect actual spend in 2023/24.
- £240 potential cost if running of payroll is outsourced to SALC (to be confirmed)

03 – Village Maintenance

Overall increase of £10.9k

- £3k increase in Street Cleaner salary to take account of increase in hours from 10-15 hours and 2024/25 pay award.
- £4.6k new role for Village Janitor (to be confirmed)
- Increases to allow for inflation on Street Cleaning Materials, Grass Cutting Contracts and Utilities.

04 – Cemetery

Overall increase of £250 to allow for inflation for grass cutting and maintenance.

05-Special Projects

Overall decrease of £2k

- Village Green Start Up - £3k
- Youth Facility - £3k
- Christmas Tree Lighting - £500
- CCTV repair or renewal - £5k

06 – Section 137

Overall increase of £2k to support local groups and organisations.

Proposed by Cllr Brown, seconded by Cllr Frost and all in favour.

07 – Fireworks

No budget previously set.

Proposed income budget £4,500 (included in 01 Income above)

Proposed expenditure budget of £1,500 as fireworks already paid for.

**c. Reserves**

It is anticipated that the level of reserve at the end of this financial year will be in the region of £83,284.

It was discussed and agreed that the following items are to be earmarked in reserves:

- £35k – upgrade to Recreation Ground facilities (skate park, tennis courts & MUGA)
- £10k – replacement of Play Area equipment
- £1k – Election costs
- £28k – General Reserves
- £9.3k – contribution to budget

**The proposed budget is therefore an application for a precept of £71,010 (no change to the current year).** This represents an 0.88% decrease on Band D Council Tax.

**The budget figures and precept request will be submitted for approval at the Parish Council Meeting to be held on 14 December 2023.**

d. **S137 Donations (Budget £400)**

**A donation to Headway Suffolk was considered and it was proposed by Cllr Brown, seconded by Cllr Harvey-Evers that a donation of £500 be given. All in favour.**

e. **S137 Village (Budget £1000)**

Stanton Youth Football Club - £300 had been donated following the 15 Jun 23 meeting.

Stanton Primary School - A request was received requesting a donation for the cost of Face Painters at their Summer Fete. **Councillors requested the Clerk seek further information from the PTA before they can consider this request.**

Parochial Church Council of Stanton – A request for funding in support of a major refurbishment project for the Church. **Unfortunately the Parish Council are prohibited from contributing towards the cost of maintenance or improvement of a church building.**

99. The next meeting is on Thursday 14 December 2023 at 7pm.

100. Meeting concluded at 8.22 pm.

Signed by:

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_