Rackenford & Creacombe Parish Council

Tel: 07768 82951 email: parish.clerk@rackenfordpc.com Website: www.rackenford-devon.co.uk/parish-council

Rackenford & Creacombe Parish Council Meeting on Tuesday 1 November 2022 at 8.30pm held in Rackenford School.

Members Present: Parish Councillors Graham Lamb (Chairman); Sarah Child; Peter Jones; Tamsin Hyland; Fred Phillips; Ian Lucas; Jenny Cox & Stewart Warne

Also Present: District & County Councillor Jeremy Yabsley

In attendance: Rob Martin, Clerk

Eight members of the general public:

MINUTES

2223-45 APOLOGIES
There were no apologies for absence

2223-46 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)
No declarations of interest were made

2223-47 MINUTES
On a proposal by the Chairman it was **Resolved** that the minutes of the Parish Council meeting held on 9th August 2022 were a correct record and were signed as such by the Chairman.

2223-48 CLERK'S REPORT & CORRESPONDENCE
The clerk reported that an on-line bank account had now been set up, having received confirmation this morning. The next step was to transfer the balance from the old account into the new online one, which he suggested would best be done once the VAT claim had been paid by the HMRC expected in the next few days. The clerk would look to getting the balance transferred automatically by the bank, once he is sure that all of the outstanding cheques shown on the Bank Reconciliation are cleared.

The Clerk read the statement from Paula Hallett in relation to outstanding highways matters which she wanted to be discussed. The clerk stressed that the way to get highway jobs done was to go on the DCC website, either directly or following the link on the parish council website and report them. It is another case of numbers being important, so if several people report the same problem, it works its way up the list.

The Chairman suspended the Parish Council meeting to hear presentations, reports from District and County Councillor and take questions from members of the public.

2223-49 PUBLIC AND OTHER BODIES' SESSION
The Chairman wished to move the **STONELANDS CROSS** matter to this part of the agenda to let members of the public have their say, (Planning Application No. 74775).

Cllr. Child explained what had been done by the parish council to date with an **objection** being

submitted on the basis of unresolvable highways problems with accessing the site. This stance had been supported by a response by Devon County Highways expressing strong concerns for the same reasons. She and Cllr. Lucas alongside Pete Grugeon had attended the Planning Committee considering the application and, aided by District Cllr. Yabsley, the decision had been deferred until December despite the planning officer's advice being approval. This gives the possibility for the parish council to respond once again.

The minutes of the planning committee were not yet published which did not enable the parish council to determine its response.

Clarification from District Cllr. Yabsley on the position of the improvements to the A361was given, in particular the provision of a new junction into the access road.

Surveys need to be taken over the most active part of the year not outside the holiday periods.

The parish council was asked by a resident whether it should object to the application and asked for its reasons. The Chairman stated that it was mainly a concern about 'ribbon development' along the A361 that was a concern and that this would only be a precedent for further commercial developments.

Councillors would draw up a response to this deferred application. The date for a meeting to decide on this response, based on the conclusions of the planning committee, would be set when these were available.

Devon County Council – Cllr. Yabsley explained the financial problems being experienced by the County council with Adult and Childrens' Services both being overspent. There were going to be some tough decisions to be made.

Post Meeting Note

The resolution by the planning committee was:
RESOLVED (unanimous) that the application be deferred and considered at the Committee meeting in December 2022 to:

(a) Enable the area of the sequential test to be widened;
(b) Request an update to be provided on the Urban Extension (Policy TIV1) by Mid Devon District Council;
(c) Enable a survey to be undertaken on the junction arrangements and potential financial contributions for highway improvements.

The Chairman reconvened the meeting

2223-50 THE COMMON

a) Tree Surgery
The Chairman had spoken to Ed Nicholson who had identified two Ash trees which need to be addressed, although this was not urgent. He suggested that Devon Highways be contacted to see if there is any possibility of assistance with this work.

b) Other Common Responsibilities
One possibility would be for the scrapes to be formed whilst the remnants of the bonfire

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were cleared away the following weekend.

2223-51 STONELANDS CROSS

Discussed as part of the public session above.

2223-52 POTENTIAL VILLAGE HALL/MEETING ROOM

The Chairman updated the parish council on his work for a pre-application conversation with planners for which he had produced sketches and a Design and Access Statement.

2223-53 GAZEBO & BARBECUE

The Clerk explained that the DCF grant had been applied for and Cllr. Lucas notified the parish council that the DCF Board meeting for its consideration was on 21st November 2022.

2223-54 DEFIBRILLATOR

The parish council has £1,400 in an earmarked reserve for the renewal of the defibrillator contract which was due in October 2023 costing £1,800

On a proposal by Cllr. Hyland, seconded by Cllr. Jones it was **resolved** that the parish council set aside £500 per annum in the earmarked reserve, so that future contracts are provided for. The budget and reserves analysis for consideration later include the effect of this proposal.

2223-55 CHURCHYARD MAINTENANCE

Following an explanation by the PCC Secretary of the strategy the PCC were going to adopt for the maintenance of the churchyard, on a proposal by Cllr. Lamb, seconded by Cllr. Jones, it was **Resolved** to grant the PCC £300 towards churchyard maintenance.

2223-56 INTERNAL AUDIT

On a proposal by Cllr. Jones, seconded by Cllr. Child it was **Resolved** to appoint Mulberry & Co. as Internal Auditors for this financial year. The annual charge would be based on an hourly charge of £60 for approximately 4 hours amounting to around £240.

2223-57 RESERVES POLICY

The Clerk had circulated an analysis of the earmarked reserves and the following policies for those were **Agreed (in bold).**

Reserve	Predicted Balance 31st March 2024 £	Comments on Reserves
Hard Court	10,133.56	This is a historic balance which has not been used or added to for several years. **The Balance would remain at this level until work was required.**
Computer Replacement	204.89	This was the remaining balance following the purchase of the laptop last year. **The current laptop would be expected to last for**

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		several years yet, so reduce this balance to zero.
Defibrillator	100.00	This assumes during 2023-2024 that we add £500 to the previous balance in the year and the renewal is paid for by the PC in October 2023. Do we keep adding £500 per annum? **To add £500 per annum to this reserve to provide for the continuation of Defibrillator contracts.**
DAA Donations	100.13	This was left over from the project donations from the public. The thought process was that it would be put towards any future Air Ambulance lighting maintenance costs. Is this still to be policy? **This has now been completed, the reserve can be reduced to zero.**
DCF Grant for Playground etc	-	All work is to be finished shortly by LandForest so the statement is that there is no grant left unused. **The purpose of the reserve has been completed, so the reserve can be closed.**
Winter Maintenance	1,595.00	The 2022-2023 budget was increased to £2,000pa to cover for a bad year, with the unspent balance being out into this reserve. Invoices are always paid in April for the previous winter so the £405 charged for last year is shown against the £2,000 budget. The remaining balance of £1,595 is shown to cover for future spending over and above the £2,000 annual budget. **The principle is that the unspent balance from the 2022-23 budget has been carried forward, which provides a sum of £3,595 for the coming winter. The PC will review the extent of applying this principle once the need for the 2022/23 winter is known.**
Community Events	2,187.90	A statement has already been produced to show how this balance is made up within 2022-2023. A decision has to be made on the policy for the use of this excess income. **To be reserved to fund the next community**

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		event, possibly a King Charles III coronation celebration.
Community Building	5,000.00	A donation was received from the Shop Committee towards the building which is no longer going to be erected. **This reserve will be retained to go towards expenditure on the proposed meeting room project, rather than the community facility originally planned for the Common.**
General Reserves	**11,963.89**	This is to cover the cost of unexpected matters that might need to be tackled. The guidance for the expected level of this balance is that it should at least cover 50% of normal PC costs and ideally be around 100%. This figure is about 89% of the standstill budgeted precept so is at a good level. This is a remainder after all other budgeted matters are concerned, so is prone to go up and down accordingly. **Budgets & Precepts will be set to maintain this balance at around the same level as the precept, but with a minimum level of 50%, at least.**
Total Reserves/ Bank Accounts	**31,285.37**	This is just the predicted level of the bank account as at 31st March 2024, so is subject to the changes that will occur in the meantime.

2223-58 2023-2024 BUDGET & PRECEPT

The Clerk had circulated a detailed analysis of a potential budget for next year, including allowances for known items of expenditure where inflation will have a material effect. The final decision on precept would need to be taken by January 2023, but once the one-off cost of the election had been covered there was apparently only about £1,000 not covered by the current precept level. Further analysis would be provided closer to the new year to allow a sensible precept decision to be taken.

2223-59 EXTERNAL AUDITOR CERTIFICATE 2021-2022

The audit completion certificate for 2021-2022 was **noted.**

2223-60 BANK RECONCILIATION

The bank reconciliation as at 31st October 2022 **Agreed**.

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2223-61 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The statement of Receipts and Payments compared to Budgets for the period from 1st April 2022 to 31st October 2022 was **noted**.

2223-62 PAYMENT SCHEDULE

On a proposal by Cllr. Lucas, seconded by Cllr. Cox it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

Payee	Services	Amount £	Payment No.
2022/2023			
Rackenford PTFA	Jubilee Expenses	500.00	726
Lee White	Three Benches	810.00	727
RJ Martin	Salary September 2022	292.72	728
HMRC	Tax Deduction September 2022	73.20	729
RJ Martin	Salary October 2022	262.86	730
HMRC	Tax Deduction October 2022	65.60	731
PKF Littlejohn	2021-2022 External Audit Fee	240.00	732
RJ Martin	Salary November 2022	279.48	733
HMRC	Tax Deduction November 2022	69.80	734

2223-063 PLANNING APPLICATIONS

a) To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
75553	Lewis Farm Rackenford Tiverton Devon EX16 8DL	Removal of pole barn and erection of 3 stables with tack room and hay store **Decision: No Comment**
75860	Dikens Lane To West Batsworthy Farm Rackenford Devon EX16 8EG	Proposed erection of a replacement dwelling **Decision: No comment**
76009	Windsor Farm Bungalow Track To Windsor Farm Rackenford Devon EX16 8ER	Approval of details in respect of discharge of conditions 3 (Prior to the commencement of development a detailed landscape and ecological management plan shall have been submitted) and 4 (Prior to the development the biodiversity net gains as indicated on the approved plans and the recommendations of the Ecological report shall be provided in full and retained thereafter) attached to planning permission 74243 (Erection of a dwelling

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		(pursuant of the fallback position establish by application 73083) **Decision: No comment**

b) Planning Decisions since the last meeting

Reference	Location	Proposal	NDC Decision
75553	Lewis Farm Rackenford Tiverton Devon EX16 8DL	Removal of pole barn and erection of 3 stables with tack room and hay store	Full Permission

c) Planning Appeals since the last Meeting

Reference	Location	Proposal	Date of Appeal/Decision
None			

The position of the planning application (74391) to build 6 dwellings on Coles Yard was questioned as nothing had been heard about it for some months. District Cllr. Yabsley had heard that further work was being done to improve the application, including discussions on a Section 106 agreement. The clerk would find out more about the precise position.

Enforcement

The chairman brought up an issue at Danesfield Barn which had planning permission for agricultural use, (No. 74471) but it appeared to be being built as a factory. It was **Agreed** that the clerk would submit an enforcement notification to NDDC planners pointing this apparent breach of the permission out.

2223-64 COUNCILLOR REPORTS

a) **Chairman's Report** – The Chairman reported that there was a footpath sign missing from the footpath at West Hill Town.

b) **Reports from Other Councillors**

- Cllr. Cox reported on the potential change of status at the Acorns Nudist Camp at Creacombe.
- Cllr. Jones reported that the benches are ready for collection which would be done soon to enable them to be installed the same time as other work on the Common would be done.
- Cllr. Jones wanted to set a date for a Coronation Celebration, and suggested 6th May 2023
- Cllr. Jones wanted to be sure that the response to Paula's letter was agreed.
- Cllr. Lucas wanted to set a date for a special meeting on the Stonelands Cross application, but it was agreed that this should wait until the NDDC minutes have been published.

2223-65 DATE OF NEXT MEETING

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The next scheduled meetings of Rackenford & Creacombe Parish Council is Tuesday 17th January 2023, at 7.30pm in Rackenford School.

2223-66 MEETING CLOSURE

The meeting closed at 9.50pm

Chairman's Signature:

Date:

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RACKENFORD PARISH COUNCIL

Parish Council Meeting 1st November 2022

2023/2024 BUDGET REPORT

Report by the Parish Clerk

The revised budget and Reserves analysis is attached.

Having received the letters from NDDC I have reworked the precept analysis to reflect new information.

The charge for a Band D property for the parish council is the Cash Figure required divided by the **tax-base** for the parish. This means that, for the current year (2022/2023), with a tax-base of 143.97 and a precept requirement on £13,300 the charge to Rackenford Band D properties has been £92.38

The good news is that the tax-base for next year (2023/2024) has risen to 150.47, which means that the amount of precept that would be raised without increasing the charge rises to £13,900.

A 10% increase in charge to £101.61 would raise the precept to £15,290.

Looking at the expenditure budgets the total shown on the attached analysis shows a figure of £17,880 but this includes two figures which are of a one-off nature with the defibrillator at £1,800 (financed from the earmarked reserve) and the May 2023 election cost of £1,000. The budgeted ongoing expenditure therefore amounts to £17,880 less £2,800, or £15,080 which can best be described as a standstill level. Once you take off the budgeted income of £900, and add back the annual contribution to the defibrillator fund the requirement goes to £14,680

A precept of £14,680 results in a charge of £97.56, an increase of 5.6% over the current charge. This is the minimum I would suggest should be considered, even then the General Reserve reduces by the cost of the elections budgeted at £1,000 – see the highlighted totals on the Budget Predictions sheet.

If you decide to cover the budgeted elections cost this moves the charge to £102.83, an increase of £10.46 (11.3%) per annum overall or £0.87 per month, £0.20 per week. This would enable the whole budget to be found and the General Reserve staying at £14,648 – just about 100% of the precept.

Rob Martin

11 January 2023

Rackenford & Creacombe Parish Council Budget 2023/2024

2021/2022	2022/2023 Revised Estimate				2023/2024 Draft Budget		
Outturn	Description	Budget	Revised Budget		2023-24 Draft Budget	Change fron 2022-23	
£		£	£		£	£	
8,700	Precept	13,300	13,300		14,680	1,380	*The assumption is that the precept is a standstill for ongoing expenditure*
545	Grants	-	700		-	-	
2,185	DAA Lighting Donations	-	-		-	-	
-	Community Building Donations	-	-		-	-	
-	Jubilee Event Income	-	4,600		-	-	*Payment from Shop*
-	PROW P3 Grant	-	-		500	500	*Asssuming some P3 work is bid for next year. Matched by increase in expenditure*
205	Interest & Other Income	400	-		400	-	
11,635	**Budgeted Receipts**	**13,700**	**18,600**		**15,580**	**1,880**	
14,093	VAT Refund	-	1,000		-	-	
25,728	**Total Receipts**	**13,700**	**19,600**		**15,580**	**1,880**	
2,145	Common Maintenance	3,570	3,570		4,000	430	*The budget includes inflation caused by fuel and labour costs*
-	Grass Mowing	300	300		300	-	*What is this for?*
142	Playground Inspection	80	102		120	40	*This year £102, assume up to £120 next year.*
12,700	Common Playground Project	-	810		-	-	*2022/23 is for benches*
-	Common Community Building	-	-		-	-	
700	Hard Court maintenance	400	400		400	-	
960	Salt spreading / snow ploughing	2,000	405		2,000	-	
37	Trinity Well	200	175		200	-	
450	Audit fees	450	383		450	-	
3,942	Clerk Salary	4,000	4,326		4,585	585	
129	Clerk Expenses	150	150		150	-	
167	Website & IT services	630	-		200	(430)	
795	Insurance	800	889		1,000	200	
12	School Room hire	100	100		100	-	
116	Memberships/subscriptions	150	164		175	25	
-	Election	-	-		1,000	1,000	*May 2023 election will result in some expenditure, even if there is no contesr*
6,401	Air Ambulance Landing Lights	100	-		100	-	
-	Jubilee Event Expenditure	-	2,412		-	-	*£4,600.00 income less £2,412.10 expenditure = £2,187.90, as per Financial Statement*
-	PROW Expenditure	-	501		500	500	*Strimmer Purchase 22/23. Other PROW work 23/24 matched by assumed income*
-	Defibrillator	-	-		1,800	1,800	*Renewal of Defibrillator contract*
65	Non Section 137 Grants & Other	270	270		300	30	
-	S137 grants & other	500	500		500	-	
28,762	**Budgeted Payments**	**13,700**	**15,456**		**17,880**	**4,180**	
4,512	VAT Expenditure	-	1,000		-	-	
33,274	**Total Payments**	**13,700**	**16,456**		**17,880**	**4,180**	
7,545	**Total Net Payments/(Receipts)**	**-**	**(3,144)**		**2,300**		
39,367	Balance 1st April	31,822	31,822		34,965		
25,728	Plus Receipts	13,700	19,600		15,580		
(33,274)	Less Payments	(13,700)	(16,456)		(17,880)		
31,822	Balance	31,822	34,965		32,665		

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RACKENFORD PARISH COUNCIL

Reserves Balances
BUDGET PREDICTIONS

Description	**Balance 31st March 2022** £	Budget Transfer £	Income £	Expenditure £	**Balance 31st March 2023 £**	Budget Transfer £	Income £	Expenditure £	**Balance 31st March 2024 £**
Earmarked Reserves									
Hard Court	**10,133.56**	-	-	-	**10,133.56**	-	-	-	**10,133.56**
Computer Replacement	**204.89**	(204.89)	-	-	**-**	-	-	-	**-**
Defibrillator	**-**	1,400.00	-	-	**1,400.00**	500.00	-	1,800.00	**100.00**
DAA Grant	**-**	-	-	-	**-**	-	-	-	**-**
DAA Donations	**100.13**	(100.13)	-	-	**-**	-	-	-	**-**
DCF grant for new playground	**3,515.00**	-	-	3,515.00	**-**	-	-	-	**-**
Winter Maintenance	**-**	1,595.00	-	-	**1,595.00**	-			**1,595.00**
Jubilee Event	**-**		4,600.00	2,412.10	**2,187.90**	-	-	-	**2,187.90**
Community Building	**5,000.00**	-	-	-	**5,000.00**	-	-	-	**5,000.00**
General Reserve	**12,867.99**	(2,689.98)	15,000.00	10,529.10	**14,648.91**	(500.00)	15,580.00	16,080.00	**13,648.91**
Total Reserves	**31,821.57**	**-**	**19,600.00**	**16,456.20**	**34,965.37**	**-**	**15,580.00**	**17,880.00**	**32,665.37**

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BANK RECONCILIATION

As at 31st December 2022

FUNDS HELD IN BANK ACCOUNTS @ 31st December 2022		£
Lloyd Classic Account Balance		43,469.78
Lloys Business Account Balance		-
		43,469.78
Less Unpresented Cheques	£	
673 Peter Jones	36.94	
700 L Godfrey	654.00	
735 RJ Martin	427.12	
736 HMRC	106.80	
		1,224.86
Total Funds less unpresented cheques		**42,244.92**
CASHBOOK BALANCE @ 01.04.2022	31,821.57	
Plus Income Received	20,099.80	
Less payments made	(9,676.45)	
		42,244.92
Unreconciled Balance		-

Rackenford & Creacombe Parish Council Budget Monitor 2022/2023

2021/2022	2022/2023					
Outturn	Description	Budget	To Date	Pecentage	Remaining	As at 31st December 2022
£		£	£	%	£	
8,700.00	Precept	13,300	13,300.00	100%	-	
545.00	Grants	-	700.00	0%	(700.00)	*P3 Grant for Strimmer*
2,185.08	DAA Lighting Donations	-	-	0%	-	
-	Community Building Donations	-	-	0%	-	
-	Jubilee Event Income	-	4,600.00	0%	(4,600.00)	*Payment from Shop*
-	PROW P3 Grant	-	-	0%	-	
205.12	Interest & Other Income	400	400.00	100%	-	*School use of Playing Field - Invoice sent on 2nd August 2022 not yet paid*
11,635.20	**Budgeted Receipts**	**13,700**	**19,000.00**	**139%**	**(5,300.00)**	
14,093.08	VAT Refund	-	1,099.80	0%	(1,099.80)	*Last Year's VAT Paid - VAT to 30 Sept 2022 awaited*
25,728.28	**Total Receipts**	**13,700**	**20,099.80**	**147%**	**(6,399.80)**	
2,145.00	Common Maintenance	3,570	-	0%	3,570.00	*Invoices awaited from Ed Nicholson - reminder sent*
-	Grass Mowing	300	-	0%	300.00	*I am not sure what this is for*
142.00	Playground Inspection	80	101.85	127%	(21.85)	
12,700.00	Common Playground Project	-	810.00	0%	(810.00)	*Thiese are the new benches*
-	Common Community Building	-	-	0%		
700.00	Hard Court maintenance	400	-	0%	400.00	
960.00	Salt spreading / snow ploughing	2,000	405.00	20%	1,595.00	*2021-2022 payment made in April*
36.50	Trinity Well	200	175.00	88%	25.00	
450.00	Audit fees	450	382.87	85%	67.13	
3,942.37	Clerk Salary	4,000	3,219.88	80%	780.12	
129.15	Clerk Expenses	150	115.25	77%	34.75	
166.83	Website & IT services	630	-	0%	630.00	
795.38	Insurance	800	888.56	111%	(88.56)	*We need to review again and this will increase as a result*
12.00	School Room hire	100	-	0%	100.00	
116.00	Memberships/subscriptions	150	163.99	109%	(13.99)	
6,401.47	Air Ambulance Landing Lights	100	-	0%	100.00	
-	Jubilee Event Expenditure	-	2,412.10	0%	(2,412.10)	*£4,600.00 income less £2,412.10 expenditure = £2,187.90, as per Financial Statement*
-	PROW Expenditure	-	500.83	0%	(500.83)	*Strimmer Purchase*
65.00	Non Section 137 Grants & Other	270	-	0%	270.00	
-	S137 grants & other	500	-	0%	500.00	
28,761.70	**Budgeted Payments**	**13,700**	**9,175.33**	**67%**	**4,524.67**	
4,512.04	VAT Expenditure	-	501.12	0%	(501.12)	*This Year's VAT to be claimed as at 30 September 2022*
33,273.74	**Total Payments**	**13,700**	**9,676.45**	**71%**	**4,023.55**	
7,545.46	**Total Net Payments/(Receipts)**	**-**	**(10,423.35)**			
39,367.03	Balance 1st April	39,367	31,821.57			
25,728.28	Plus Receipts	13,700	20,099.80			
(33,273.74)	Less Payments	(13,700)	(9,676.45)			
31,821.57	Balance	39,367	42,244.92			

2223-80