

# Pirton Parish Council



## Minutes of Pirton Parish Council Annual Budget Meeting held on 16 November 2023 at 7.30 pm

[www.pirtonparishcouncil.org.uk](http://www.pirtonparishcouncil.org.uk)

### Present:

Cllr J Rogers (Chairman), Cllr D Burleigh, Cllr A Goodman, Cllr S Maple, Cllr M Parkin, Cllr N Rowe

### In attendance:

Mr E Roberts (Parish Clerk & RFO)

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#### 1. Public participation.

No members of the public were present.

#### 2. To receive and accept apologies for absence.

No apologies for absence were received. Cllr A Stirling did not attend.

#### 3. To review fees and charges for the next financial year.

Car Parking Fees at Great Green had been increased to £10 per permit last year. It was **AGREED** by all present to keep them at this level for 2024-25.

It was **AGREED** to keep the allotment rentals at their current rate of £40 for a full plot for the next financial year.

#### 4. To discuss funding streams for the new pavilion build.

Cllr Maple set out the current position as previously discussed at the monthly Council meeting and as suggested in his working group budget report to the Council. (Appendix A). Increasing the PWLB loan to £400k would provide a safety net for cash flow for the project and might well not be required for the final spend. Some councillors had reservations about such an increase, particularly after the increase in precept last year, with apparently little to show for it. Consultation with residents would be key, as any increase in loan would mean a commensurate increase in the precept.

Publicity was essential and the pre-Christmas newsletter would address this. A public meeting for Friday 15 December would be arranged and publicised and Facebook would also be used.

Cllr Burleigh suggested that it was time some real effort was put into exploring alternative funding sources. Vision, enthusiasm and marketing material were needed and the fundraising group had to be active to move forward with this.

The Clerk was to seek clarification from the DLUHC as to the process for increasing the approved loan amount. Would it be possible to just increase the existing approval, or does the whole process have to start again?

#### 5. To agree budget figures for income and expenditure for 2024-2025.

The RFO had circulated suggested figures for 2024-2025. Some amendments were agreed and were incorporated into the document at Appendix B.

**Council Expenses** – PWLB loan figure to show borrowing requirement of £300k, but subject to change. No drawdown of the loan would take place before October 2024, hence only one loan repayment shown. Repayment figure in budget is representative, as actual repayments vary with variable interest rates.

#### **Village Maintenance**

Street Cleaner to continue on the National Living Wage from 1 April 2024 at a minimum of £11.00 an hour.

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Date.....

**Recreation Ground** – Maintenance sum to be replaced as £500 for 2024-25.

**Project Pots** – Remove £500 against Neighbourhood Plan, as fund is healthy at present. Increase Professional Fees to £1000.

Sports Pavilion pot to consist of the £300k loan plus £8500 as last year, totalling £308,500, subject to adjustment.

**Income**

Tennis Club payment to be raised by 5%.

Proposed by Cllr Goodman and seconded by Cllr Burleigh that the budget as attached at Appendix B be adopted, subject to any necessary adjustment following consultation on the level of loan required and the precept requested.. **AGREED** by all present.

**6. To agree a precept figure for 2023-2024.**

It was agreed to defer a decision on the level of precept until the January 2024 full council meeting. This would enable publicity for any possible increase and consultation with the residents of Pirton on the size of loan sought for 2024-25..

**Meeting closed at 9.18pm**

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## Appendix A – New Pavilion Working Group Report to the Budget Meeting

**New Pavilion Working Group report to PPC budget meeting 16 November 2023**

1. A year ago, it was agreed that the PC would take out a long-term loan of up to £300k over 30 years to help finance the new pavilion. Following application this loan was agreed in October 2023.  
The cost of this loan was £19k pa as at 31<sup>st</sup> October 2022, when the interest rate was 4.8%, but because of interest rate rises to 5.67% the cost as at 9 November 2023 is £20.9k pa, an increase of £1.9k pa. To maintain the same annual repayment rate the term would have to extend to just over 40 years.
2. The longer the period of the loan, the lower the repayments will be, although the total cost increases. However, inflation will reduce the real cost of the repayments over the longer term.
3. The Parish Council budget for the pavilion for 2023-24 was £19k to cover the loan repayment cost in the long term.
4. It was envisaged that a bridging loan of potentially £300k for 12 months would also be required to cover cash flows pending receipt of grants and VAT recovery. This would therefore require a total loan of £600k initially. This requirement has reduced as both the NHDC and FF grants would pay incrementally during build, however the S106 funding of £180k would not be payable until completion.
5. The paper to the PPC for the 2022 budget meeting suggested a loan of £600k including £300k of short-term loan. However, the normal limit for NWLB loans is £500k, and in the event no provision was made for cash flow contingency, and a £300k loan was applied for.
6. It is now recommended that provision be made for a long-term loan of £400k to cover cash flow, and any shortfalls in fund raising.
7. The pavilion costs have increased, although the recent value engineering exercise has reduced the cost such that the funding gap is back to where it was expected to be in early 2023. For full functionality the gap is about £250k, with reduced functionality is about £130k.
8. The recent funding assumption is for £250k from the Football Foundation and a £300k PPC loan. It is not known how much further fund raising will provide in the timescale needed for commitment to the new build but some potential scenarios for the extra funding are shown below.

| <b>For<br/>£130k</b> |      |      |      | <b>For<br/>£250k</b> |       |       |       |
|----------------------|------|------|------|----------------------|-------|-------|-------|
| FF                   | £75k | £75k | £50k | FF                   | £125k | £100k | £75k  |
| PPC                  | 0    | £25k | £50k | PPC                  | 0     | £50k  | £75k  |
| Other                | £55k | £30k | £30k | Other                | £125k | £100k | £100k |

9. It is currently planned to apply for £350/£400k from the Football Foundation.
10. Based on the loan costs at 9 November 23 the annual repayment costs, and precept increases to support £300k and £400k loans over 30 years are shown below.

Signed .....

Date.....

|                       |             |                                  |
|-----------------------|-------------|----------------------------------|
| To service a loan of: | Annual cost | Precept/budget Increase Required |
| £300k as at Nov 22    | £19         | 0                                |
| £300k as at Nov 23    | £21k        | £2k                              |
| £400k as at Nov 23    | £28k        | £9k                              |
| £400k increment       | £7k         | £7k                              |

11. The increases in precept since 2019-20, and the consequential budget for the pavilion is shown below, including the potential increase for 2024-25 to support a £400k loan. The (+?) are for any other increase required in 2024-25 for other factors.

| Year                         | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25   |
|------------------------------|---------|---------|---------|---------|---------|-----------|
| Precept increases            | 0       | £2k     | £4k     | £2k     | £11k    | £9k (+?)  |
| Cumulative precept increases | 0       | £2k     | £6k     | £8k     | £19k    | £28k (+?) |
| Pavilion Budget              | 0       | £2k     | £6k     | £8.5k   | £19k    | £28k      |

12. Interest rates have been volatile and

could change prior to taking out a loan. There are signs that they may be at or near their peak. Between the 6<sup>th</sup> and 9<sup>th</sup> November the rate for a £400k loan over 30 years dropped from 5.76% to 5.67% reducing the annual repayment cost by £275 pa. However, the rates could increase again.

13. The impact on parishioners for a precept increases to support a £300k and £400k loan are shown below.

|                                    | Precept increase | Precept | Net Precept | Tax base | Annual Band D | Monthly Band D | Monthly Increase | % Increase |
|------------------------------------|------------------|---------|-------------|----------|---------------|----------------|------------------|------------|
| 2023-24                            |                  | £55k    | £54.2k      | 705.3    | £76.85        | £6.40          |                  |            |
| 24-25, £300k                       | £2k              | £57k    | £56.17k     | 710      | £79.11        | £6.59          | 19p              | 2.9%       |
| 24-25, £400k                       | £9k              | £64k    | £63.07k     | 710      | £88.83        | £7.40          | 100p             | 15.6%      |
| 24-25 increment for £400k cf £300k | £7k              |         |             |          |               |                | 81p              | 12.3%      |

The tax base of 710 for 2024-25 is an estimate. Last year we estimated a tax base for 2023-24 of 690, but it was 705.3 which reduced the anticipated parishioner payment increase.

14. The increase in the precept doesn't need further consultation (as last year) as this is not committing the long-term loan and spend. If the project didn't proceed, the precept could be adjusted downwards next year to compensate. Although this would have taken money from parishioners in 2024-25 (less than £12 for average band D payments), it could be effectively repaid in 2025-26.

Signed .....

Date.....

15. Consultation should take place, however, as last year, prior to the increased loan application.
16. The PPC recognise that the economic environment has been difficult over the last year or two. However, this is a long-term asset for the village that will be used for decades to come. A delay would put at risk the Football Foundation funding, possibly the NHDC funding, and if the delay continued the S106 funding.
17. Commitment from the PC, and villagers is a significant help in demonstrating matched funding and commitment to grant givers, particularly the Football Foundation, and to donors/sponsors.

Simon Maple

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| Signed ..... |
| Date.....    |

## Appendix B – Budget Figures vs. Last Year

**PIRTON PARISH COUNCIL  
BUDGETS**

as at Nov.23

**EXPENDITURE**

Clerk's Salary &amp; PAYE

Salary &amp; PAYE

 Agreed  
Budget  
2023-2024

 Predicted  
Outcome  
2023-2024

 Draft  
Annual  
Budget  
2024-2025

WEF 11.23

9,750.00

10,200.00

11,000.00

**Sub-Total****9,750.00****10,200.00****11,000.00**

Office Expenses

Office Expenses

360.00

360.00

360.00

Telephone

240.00

240.00

240.00

Postage &amp; Mileage

350.00

330.00

350.00

Stationery

315.00

290.00

320.00

**Sub-Total****1,265.00****1,220.00****1,270.00**

Council Expenses

Audits

700.00

590.00

700.00

Bank Charges

72.00

72.00

72.00

Chairman's Expenses

0.00

0.00

0.00

Community Day

250.00

210.00

250.00

Council

100.00

147.00

100.00

Election Expenses

150.00

0.00

0.00

PWLB Loan

19,000.00

0.00

10,500.00

Room Hire

700.00

600.00

700.00

Insurance

2,500.00

2,704.00

2,850.00

Newsletter

1,000.00

1,000.00

1,000.00

Training

350.00

180.00

350.00

Website / IT

900.00

900.00

1,000.00

**Sub-Total****25,722.00****6,403.00****17,522.00**

Sundry Payments

Grants

1,500.00

1,100.00

1,500.00

Royal British Legion

35.00

35.00

40.00

Others

500.00

500.00

500.00

**Sub-Total****2,035.00****1,635.00****2,040.00**

Village Maintenance

Dog Bins

2,000.00

1,600.00

1,800.00

General Mntce.

500.00

463.00

500.00

Grass - Village

2,880.00

2,880.00

2,880.00

Parish Paths

500.00

500.00

500.00

Street Cleaner

3,070.00

3,200.00

3,600.00

Tree Warden

500.00

250.00

500.00

Signed .....

Date.....

|                                |                    |                   |                  |                   |
|--------------------------------|--------------------|-------------------|------------------|-------------------|
|                                | <b>Sub-Total</b>   | <b>9,450.00</b>   | <b>8,893.00</b>  | <b>9,980.00</b>   |
| Recreation Ground              |                    |                   |                  |                   |
| Clubhouse                      |                    | 0.00              | 0.00             | 0.00              |
| Grasscutting                   |                    | 2,607.00          | 2,607.00         | 2,868.00          |
| Groundsman                     |                    | 2,888.00          | 2,811.00         | 2,811.00          |
| Maintenance                    |                    | 0.00              | 0.00             | 500.00            |
| Tennis Courts                  |                    | 800.00            | 850.00           | 850.00            |
|                                | <b>Sub-Total</b>   | <b>6,295.00</b>   | <b>6,268.00</b>  | <b>6,795.00</b>   |
| Play Areas                     |                    |                   |                  |                   |
| Playground                     |                    | 1,000.00          | 890.00           | 1,000.00          |
| NHDC Inspections               |                    | 150.00            | 100.00           | 120.00            |
|                                | <b>Sub-Total</b>   | <b>1,150.00</b>   | <b>990.00</b>    | <b>1,120.00</b>   |
| Allotments                     |                    |                   |                  |                   |
| Water Usage                    |                    | 120.00            | 140.00           | 150.00            |
| Rental                         |                    | 100.00            | 100.00           | 100.00            |
|                                | <b>Sub-Total</b>   | <b>220.00</b>     | <b>240.00</b>    | <b>250.00</b>     |
| Subscriptions                  |                    |                   |                  |                   |
| Chiltern Society               |                    | 30.00             | 30.00            | 30.00             |
| CDA                            |                    | 36.00             | 36.00            | 36.00             |
| CPRE                           |                    | 36.00             | 36.00            | 36.00             |
| HAPTC                          |                    | 694.38            | 694.38           | 744.39            |
| Info.Commissioner              |                    | 35.00             | 35.00            | 35.00             |
| SLCC                           |                    | 140.00            | 139.00           | 140.00            |
| Others                         |                    | 0.00              | 0.00             | 0.00              |
|                                | <b>Sub-Total</b>   | <b>971.38</b>     | <b>970.38</b>    | <b>1,021.39</b>   |
|                                |                    |                   |                  |                   |
|                                | <b>EXPENDITURE</b> | <b>56,858.38</b>  | <b>36,819.38</b> | <b>51,015.39</b>  |
| <b>Project Pots</b>            |                    |                   |                  |                   |
| Bury Trust                     |                    | 1,000.00          | 1,000.00         | 1,000.00          |
| Hedges, Trees & Planting       |                    | 0.00              | 0.00             | 0.00              |
| Professional Fees              |                    | 500.00            | 500.00           | 1,000.00          |
| Neighbourhood Plan             |                    | 500.00            | 500.00           | 0.00              |
| Parish Paths (P3)              |                    | 500.00            | 0.00             | 500.00            |
| Playground                     |                    | 500.00            | 0.00             | 500.00            |
| Pond                           |                    | 500.00            | 420.00           | 1,150.00          |
| Sports Pavilion                |                    | 308,500.00        | 20,500.00        | 308,500.00        |
| Tennis Courts                  |                    | 500.00            | 0.00             | 500.00            |
| Youth Council                  |                    | 0.00              | 0.00             | 0.00              |
|                                |                    | <b>312,500.00</b> | <b>22,920.00</b> | <b>313,150.00</b> |
|                                |                    |                   |                  |                   |
| <b>TOTAL OVERALL OUTGOINGS</b> |                    | <b>369,358.38</b> | <b>59,739.38</b> | <b>364,165.39</b> |

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**INCOME**

|                              |                   |                  |                   |
|------------------------------|-------------------|------------------|-------------------|
| Precept                      | 54,500.00         | 54,200.00        | 54,200.00         |
| Bank Interest                | 0.00              | 0.00             | 0.00              |
| Rentals                      | 3,536.00          | 3,536.00         | 3,690.00          |
| Grants                       | 500.00            | 800.00           | 800.00            |
| Donations                    | 0.00              | 75.00            | 0.00              |
| New Pavilion                 | 302,000.00        | 6,500.00         | 302,000.00        |
| Other Income inc VAT reclaim | 5,000.00          | 2,550.00         | 5,000.00          |
| <b>INCOME</b>                | <b>365,536.00</b> | <b>67,661.00</b> | <b>365,690.00</b> |

|                                      |                   |                  |                   |
|--------------------------------------|-------------------|------------------|-------------------|
| <b>OPERATING SURPLUS / (DEFICIT)</b> | <b>308,677.62</b> | <b>30,841.62</b> | <b>314,674.61</b> |
|--------------------------------------|-------------------|------------------|-------------------|

|                   |            |           |            |
|-------------------|------------|-----------|------------|
| Plus Project Pots | 312,500.00 | 22,920.00 | 313,150.00 |
|-------------------|------------|-----------|------------|

|                                    |                   |                 |                 |
|------------------------------------|-------------------|-----------------|-----------------|
| <b>OVERALL SURPLUS / (DEFICIT)</b> | <b>(3,822.38)</b> | <b>7,921.62</b> | <b>1,524.61</b> |
|------------------------------------|-------------------|-----------------|-----------------|

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