

# LUCKINGTON AND ALDERTON PARISH COUNCIL

Folly Farm, Didmarton, Badminton, GL9 1AH

01666 800850

[clerk@luckington.org.uk](mailto:clerk@luckington.org.uk)

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

Members of the public are welcome to attend the meeting of the Luckington and Alderton Parish Council held on Wednesday 9<sup>th</sup> November at 7.30pm in Luckington Village Hall for the purpose of transacting the following business.

## AGENDA

1. Apologies for absence
2. Declarations of interest
3. A presentation by Jonathan Bury and Simon Dring of Badminton Estate regarding land at New Farm, Alderton.
4. Members of the public are invited to address the Council on Agenda items
5. Public question time.
6. To confirm the Minutes of the meeting held on 12<sup>th</sup> October 2016.
7. Matters arising from the Minutes
8. To review and comment on planning applications

**Application No: 16/09355/PNTEL**

For: PN TELECOMMUNICATIONS

Proposal: Proposed 4G equipment installation and associated works

At: Land East of Townfield Farm, 1 Alderton, Wiltshire, SN14 6NN

**Application No: 16/09803/TCA**

For: Work to trees in a conservation area

Proposal: Fell 4 apple trees

At: Fourways, The Street, Alderton, Chippenham, SN14 6NL

*(plans available to view at <http://www.wiltshire.gov.uk/planninganddevelopment.htm>)*

9. To review and comment on correspondence received by the Council:
  - Letter from Sharon Neal, Clerk to Hullavington Parish Council Re: Hullavington Neighbourhood Plan
  - Email with attachment from Jane Scott, Leader of Wiltshire Council
10. To agree payments in accordance with the budget as listed in the financial summary attached.
11. To review Precept application, deadline 20<sup>th</sup> January 2017. Tax Base letter and form 2017/18 are with supporting papers.
12. Review the Standing Orders and Financial Regulations in line with current NALC model.
13. Update on Village Green Bench
14. Update on Cemetery issues
15. Update on Grass Cutting
16. Update on Highway issues
17. Update on Groundwater Flooding.
18. Report from outside meetings
19. Items for next meeting Agenda and any other business for information only.

The next meeting of the Luckington and Alderton Parish Council will be held on Wednesday 14<sup>th</sup> December in Alderton Village Hall.

# **SUPPORTING DOCUMENTS**

**Letter from Sharon Neal, Clerk to Hullavington Parish Council**

# **HULLAVINGTON PARISH COUNCIL**

01249 659842  
60 Andrews Close  
[hpcclerk@yahoo.co.uk](mailto:hpcclerk@yahoo.co.uk)  
Chippenham  
Wiltshire  
SN14 0TX  
13<sup>th</sup> October 2016

Mrs Victoria Avery, Clerk, Luckington and Alderton Parish Council  
*(copied to Mr. Ashley Stopforth, Chair, Luckington and Alderton Parish Council)*

Dear Mrs Avery,

The aim of this letter is to provide your Parish Council with information on the progress of the Hullavington Neighbourhood Plan to date and seek your views on how housing and possibly industrial development may impact on your parish.

The Hullavington Neighbourhood Development Steering Group (SG) is in the process of information gathering in support of a Neighbourhood Development Plan (NDP), the designated area includes the whole of the Parish of Hullavington.

The SG has already engaged with the Hullavington Community, held an open day on the 2<sup>nd</sup> April 2016, and a Questionnaire has been compiled and is out with the community for their feedback and the SG has now started to plan the next steps towards delivering a NDP.

In line with Wiltshire Council's development requirements, Hullavington being one of the larger villages (1 of 5) in the area, is expected to support the building of its share of 183 new homes. New developments in villages invariably mean additional traffic movements through neighbouring villages.



**EMAIL FROM JANE SCOTT, LEADER OF WILTSHIRE COUNCIL**

Good morning,

For your interest, please find attached Wiltshire Council's response to the Government's 'Local Government Finance Settlement 2017/18'.

May I also take this opportunity to thank those of you who have already made submissions to DCLG.

Kind regards,

*Jane*

Baroness Scott of Bybrook, OBE  
Leader of Wiltshire Council

PA: Natalie Heritage

T: 01225 718062

E: [natalie.heritage@wiltshire.gov.uk](mailto:natalie.heritage@wiltshire.gov.uk)

[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Wiltshire Council  
County Hall  
Bythesea Road  
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Wiltshire Council

Response to the 2017/18 Local Government Finance Settlement Council tax referendum principles for parish and town councils

Question 4: Do you agree that referendum principles should be extended to larger, higher-spending town and parish councils in 2017/18 as set out in paragraphs 3.3.3 to 3.3.4?	NO
<p>Wiltshire Council does not agree that referendum principles should be extended to larger, higher-spending town and parish councils for a variety of reasons, namely:</p> <ul style="list-style-type: none"> <li>• Council tax is a local matter and should be treated as such. Local councillors are the best people to judge local need and set council tax rates accordingly. These representatives are held to account at the ballot box. Local residents have the opportunity to scrutinise and challenge via attending local parish council meetings.</li> <li>• Towns and parishes receive no Central Government money therefore the level of precept should be decided locally and not by central government.</li> <li>• From April 2013, Central Government decided that council tax support (council tax benefit) would take the form of council tax reductions, which have the effect of reducing the tax base for all authorities including town and parish councils. Wiltshire Council consulted with these councils in order to introduce a scheme to lessen the impact that this decision would have on parish council funding. In 2013/2014 Wiltshire Council set aside £1.4 million to pass onto parish councils as a local council tax support grant, the amount calculated that was required to ensure that no council was worse off than the previous year's precept requirement. As part of the consultation, it was agreed that this amount of grant would reduce in line with the annual reduction in Central Government funding that Wiltshire Council receives over the following 4 years before reducing to zero. From 2017/2018 onwards, Wiltshire Council will not be providing any level of financial support to these councils. In order for these councils to recover the reduction in funding each year many have had to raise their band D council tax charge. Our elected councillors, many of whom are also town or parish councillors, believe that this is one of the major reasons for the increases in precept shown at paragraph 3.3.2 Table 1 of the Technical Consultation document.</li> <li>• As far as a referendum is concerned this would impose extra costs on the town or parish that choose to have one, putting additional pressure on the precept.</li> <li>• Towns and parishes are the core of local democracy and should not be fettered and undermined by government.</li> </ul> <p>The responses to questions 3 to 7 were debated at Full Council and out of 84 councillors only 1 voted against.</p>	
Question 5: Do you agree with the proposed approach to take account of the transfer of responsibilities to town and parish councils as outlined in paragraph 3.3.5?	NO
<p>Wiltshire Council's strategy is to delegate/transfer the running of local services to towns and parishes due to the financial effect of lower government grants and increased demand for services in particular for care of older residents, adults with learning difficulty and children.</p>	

3.3.5 refers only to services transferred to town and parish councils for 2017/2018. There is no reference as to whether this proposal will apply in future years. This does not allow Wiltshire Council, in partnership with town and parish councils, to plan ahead with regards to future local service delivery and therefore reduces stability for all involved.

3.3.5 assumes that the transfer of costs and responsibility will take place within one financial year. For complex transfer of responsibility it is likely that the transfer of costs will be phased over multiple years. The proposed approach does not allow for this type of phased or complex arrangement nor for those transfers that take place in future years.

In order to facilitate such transfers it is recommended that no time limit is put on increases in precept set by towns and parishes for this purpose.

Question 6: Do you agree with the suggestion that referendum principles may be extended to all local precepting authorities as set out in paragraph 3.3.6? If so what level of principle should be set?

NO

Wiltshire Council does not support the suggestion of referendum principles applying to all town and parish councils for the reasons shown in the previous responses and therefore does not advocate any level of principle.

Question 7: Do you have views on the practical implications of a possible extension of referendum principles to all local precepting authorities as set out in paragraph 3.3.7?

YES

Wiltshire Council does not agree with the proposal to introduce referendum principles to town and parish councils.

However, should Central Government be minded to introduce the principles to town and parish councils then the costs of running referendums cannot fall on the billing authority as any decision to trigger a referendum would be outside of the billing authority control. There would also be a risk of an increased number of referendums held if councils knew they did not have to fund them. Therefore any referendum would need to be funded by the respective town or parish council.

It should be noted that if the referendum result does not support the increase in precept then the town or parish council will still need to pay the cost of the referendum, either by reducing its services or spending its reserves.

Town and parish councils already have cheaper and more effective ways to consult its local residents as set out above in response to question 4. They also have the less expensive option of a parish poll.

**Luckington and Alderton Parish Council**

**Financial Data as at 9th November 2016**

£

**Bank account balances at the report date:**

Barclays Current Account	12,575.17
Barclays Deposit Account	2,839.37
	<hr/>
	<b><u>15,414.54</u></b>

**Payments for Approval**

Luckington Community School	-115.00
Mr P Bamford - Village Bench Paint	-21.00

**Clerk's Salary paid by Standing Order**

Mrs Victoria Avery	-208.48
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**Payments Received:**

VAT Refund -HMRC	106.27
Mrs M Cole - Cemetery Plot Reservation	180.00
Balance carried forward	<b><u>15,356.33</u></b>

**SUMMARY TO DATE****INCOME**

PRECEPT	8,812.45
VAT REFUND	106.27
INTEREST	0.00
CEMETERY	180.00
SUNDRY	0.00
<b>TOTAL INCOME</b>	<b>9,098.72</b>

**EXPENSES**

VAT	62.54
CLERKS SALARY	907.88
OFFICE ALLOWANCE	135.00
CEMETERY inc grass	0.00
POSTAGES/Stationery	74.61
VILLAGE grass cutting	0.00
WALC CONTRIBUTION	0.00
SHERSTON Contribution	0.00
MAINTENANCE	21.00
HIRE OF HALLS	90.00
INSURANCE	480.40
BANK CHARGES	0.00
TRAINING	0.00
DONATIONS	0.00
SUNDRY	191.84
<b>TOTAL EXPENSES</b>	<b>1,963.27</b>

TOT START BANK BAL	9,020.00
EXPENSES	1,963.27
INCOME	9,098.72
<b>TOTAL BANK BAL</b>	<b>16,155.45</b>

BUDGET ANALYSIS	YEAR TO DATE		MONTHLY		ANNUAL	LAST YEAR	NEXT YEAR
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET		
<b>INCOME</b>							
PRECEPT	8,323.21	8,812.45	693.60	2,203.11	8,323.21	7,566.56	
VAT REFUND	40.00	106.27	3.33	26.57	40.00	28.76	
INTEREST	0.00	0.00	0.00	0.00	0.00	0.80	
CEMETERY	250.00	180.00	20.83	45.00	250.00	300.00	
SUNDRIY	27.00	0.00	2.25	0.00	27.00	89.78	
<b>TOTAL INCOME</b>	<b>8,640.21</b>	<b>9,098.72</b>	<b>720.02</b>	<b>2,274.68</b>	<b>8,640.21</b>	<b>7,985.90</b>	<b>0.00</b>
<b>EXPENSES</b>							
VAT	30.00	62.54	30.00	15.64	30.00	31.11	
CLERKS SALARY	1,680.00	907.88	140.00	226.97	1680.00	1766.40	
OFFICE ALLOWANCE	270.00	135.00	22.50	33.75	270.00	262.50	
CEMETERY inc grass	937.00	0.00	78.13	0.00	937.50	937.50	
POSTAGES/Stationery	130.00	74.61	10.83	18.65	130.00	75.32	
VILLAGE grass cutting	1,250.00	0.00	104.17	0.00	1250.00	1250.00	
WALC CONTRIBUTION	188.25	0.00	8.33	0.00	100.00	285.68	
SHERSTON Contribution	0.00	0.00	0.00	0.00	0.00	0.00	
MAINTENANCE	275.00	21.00	22.92	5.25	275.00	132.63	
HIRE OF HALLS	165.00	90.00	13.75	22.50	165.00	140.00	
INSURANCE	560.00	480.40	46.67	120.10	560.00	532.72	
BANK CHARGES	150.00	0.00	12.50	0.00	0.00	0.00	
TRAINING	275.00	0.00	22.92	0.00	275.00	45.00	
DONATIONS	1,800.00	0.00	150.00	0.00	1,800.00	837.00	
SUNDRY	350.00	191.84	29.17	47.96	350.00	682.66	
<b>TOTAL EXPENSES</b>	<b>2,607.50</b>	<b>1,963.27</b>	<b>651.88</b>	<b>490.82</b>	<b>7,822.50</b>	<b>6,978.52</b>	<b>0.00</b>
TOT START BANK BAL		9,020.00			9,020.00		9,837.71
EXPENSES		1,963.27			7,822.50		0.00
INCOME		9,098.72			8,640.21		0.00
<b>TOTAL BANK BAL</b>		<b>16,155.45</b>			<b>9,837.71</b>		<b>9,837.71</b>

4 November 2016

Accountancy  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

**Luckington Parish Council**  
[clerk@luckington.org.uk](mailto:clerk@luckington.org.uk)

Dear Sir/Madam

### **Town/Parish Precepts 2017/2018**

I am pleased to be able to provide you with your 2017/2018 Tax Base.

We previously advised (in an e-mail sent out to all Town and Parish Council's on 21 September 2016), that we would need to issue a revised Tax Base on 18 November 2016 to those Town and Parish Council's affected by boundary changes. I can now however confirm that the work to implement the boundary changes in the Tax Base has been completed ahead of schedule. **Therefore we no longer intend to issue any revisions to the Tax Base for boundary changes unless any issues are raised with us by 18 November 2016.** We have been communicating separately with those Towns/Parishes affected by boundary changes.

It is possible that we may need to issue revised tax base figures to all Towns/Parishes if the result of the Council Tax Reduction Scheme Consultation significantly affects the tax base calculation. We expect to have worked any required changes through the tax base calculation by 30 November 2016 but will only issue a revised tax base if the result leads to significant changes to figures.

Additionally, Central Government has issued a consultation that is proposing at this stage to apply referendum principles to larger, higher-spending precepting Towns/Parishes. This consultation closed on 28 October 2016 but the result is yet to be published. All Towns/Parishes should consider the implications of the above when planning/setting their 2017/2018 Council Tax, particularly those who usually set their Council Tax in November as you may be issued with a revised tax base up to 30 November 2016 so you may wish to look at changing your precept setting meeting

date or at least make contingency plans for approving a revised precept request should your tax base change.

You will notice that there is no Local Council Tax Support Grant Amount included in the table below. This is due to 2016/2017 being the final year of this grant scheme as advised in our e-mail publishing the 2016/2017 Tax Base on 6 November 2015.

**In order for Wiltshire Council to calculate the total Council Tax for 2017/2018, you are required to confirm your Precept Requirement for 2017/2018 by completing and returning the form below by 20 January 2017.** This date is critical to the reports being prepared by Wiltshire Council in order to set the Council Tax, and, as always, your co-operation in meeting the deadline is greatly appreciated. Please contact us as soon as possible if you have trouble in making this date.

Here is some more information which we hope will be useful during the precept setting process

- The Precept Requirement should be approved at the appropriate budget setting committee and a record kept of the approval. The Precept Requirement form (below) should ideally be authorised at that meeting by the Council's chair. However, we will also accept the signature of the clerk of the Council and also an e-mailed submission from the contact e-mail address that we hold on record. Should you wish to send your return by e-mail, please reply to the e-mail address below, editing the document so that the Precept Requirement form is returned completed with the amount of Precept required, the date of the meeting at which this was approved and the name of the person who is authorising the form. If you submit your return via e-mail, please do not send a hard copy in the post.
- It is up to the individual Town or Parish Council to decide on the level of precept it needs and to justify this to their electors. **Please note when there is no Precept required a nil return must be submitted.**
- The formula to work out a Band D charge will be your Precept Requirement divided by your Tax Base, and this is the figure that will be shown on the Council Tax bills.
- **Please remember that freezing the precept at the same monetary value as the previous year does not necessarily mean that you are freezing the council tax.** This could be because of a change in the Council tax base. In other words, the number of properties we can collect from has changed since last year. So if you wish to set the same charge to residents in 2017/2018 as in 2016/2017, you will need to multiply your 2017/2018 tax base by your 2016/2017 Band D charge and precept for that total. **To help you further a simple tool is available on the Council's website.** A separate e-mail will be sent to you with your log on details and explanations as to how this can help you week commencing 7 November 2016.

- If your Town or Parish has a Precept greater than £140,000, you are required to provide a breakdown of expenditure and income to the public. Each Town or Parish that has set a precept over £140,000 in the past will be sent a separate return to complete. If your Town or Parish is likely to exceed this amount for the first time in 2017/2018, please contact us (details below).
- A table showing the comparison of all Town and Parish Council Tax charges will be published on the Council's website in advance of the Council Tax Setting Meeting on 21 February 2017.
- Payment of Precepts greater than £10,000 will be paid to the Town or Parish in two stages: 50% will be paid on or before 30 April 2017 and the remaining 50% will be paid on or before 30 September 2017. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 30 April 2017.
- All payments will be automated and made by BACS. If there have been **any changes** to the bank account details we hold for you, please contact the Business Services Accounts Payable Team by (telephone) 01225 713640 or (e-mail) [bsaccountspayable@wiltshire.gov.uk](mailto:bsaccountspayable@wiltshire.gov.uk)

If you have any queries please do not hesitate to contact members of the accountancy team:

Tina Winfield 01225 718584  
Stuart Donnelly 01225 718582

e-mail: [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

Yours faithfully

*SDonnelly*

Stuart Donnelly  
Head of Finance (Corporate)

# Town / Parish Precept Requirement **2017/2018**

## *Luckington Parish Council*

**For information:**

The equivalent number of Band D properties for

Luckington Parish Council

is 296.79 (taxbase)

Total precept required for <b>2017/2018</b> (To be shown in Council Tax Resolution)	
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£

Formula to check what a Band D property charge for the year

Your **Precept** divide by **taxbase (296.79) = Band D** charge per year

**Authorised** at a meeting of the ..... Town/Parish Council held on  
the.....day of.....20.....

Signed..... Please print in capitals.....(Chairman)

Signed ..... Please print in capitals.....(Clerk)

If e-mail submission please confirm who is authorising this form.

.....  
**Please use your nominated e-mail address to return this form.**

[clerk@luckington.org.uk](mailto:clerk@luckington.org.uk)

**Please return this form to:**

e-mail [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

or by post (but not both)

FAO Tina Winfield  
Accountancy, 2<sup>nd</sup> Floor New County Hall  
Wiltshire Council  
County Hall  
Trowbridge  
Wiltshire  
BA14 8JN

When e-mailing the form back, please remember to first to click "reply" to the e-mail, as this will then allow you to edit this form before it is returned.