

**MINUTES** of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 12th January 2022** at **19:30**, Kelsey Hall, Ifold.

**Please note:** - These minutes are to be read in conjunction with the [minutes of the Finance Steering Group](#) (FSG) dated 06.01.2022; [Clerk's Report](#), Budget Forecast Comparison at Quarter 3 spreadsheet and Draft Budget and Precept Recommendation spreadsheet. These documents were published on the Parish Council's [website](#) with the [agenda](#) in advance of the meeting. The minutes of the FSG and Clerk's Report provide all necessary background information for the matters considered at the meeting.

**Present** Cllr. Paul Jordan (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Nicholas Taylor; Cllr. Jerusha Glavin; Cllr. Doug Brown; Cllr. John Bushell; Cllr. Angie Jeffery; Cllr. David Griffiths and Catherine Nutting (Clerk & RFO).

West Sussex County [Councillor Janet Duncton](#)\* was in attendance.

\*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward.

One (1) Member of the Public was present via Zoom.

**C/22/001      Apologies for absence & housekeeping**

Apologies were received and accepted from Cllr. David Ribbens and Cllr. Nick Whitehouse.

Mr Jon Pearce (Co-opted Member of the Planning & Open Spaces Committee, no voting rights); Mrs Sara Burrell, (Chair of the Neighbourhood Plan Steering Group, Co-opted Member, no voting rights) and Chichester District [Cllr. Gareth Evans](#) were not in attendance.

**C/22/002      Disclosure of interests**

Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

**C/22/003**

**Minutes**

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 8th December 2021, which will be **SIGNED** by the Chair, via Secured Signing in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

Actions:  
Clerk & Chair

**C/22/004**

**Public participation**

To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 12th January 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received.

**C/22/005**

**To receive reports from County and District Councillors.**

District Cllr. Evans' report is appended to these [minutes at A](#). The unofficial minutes taken at the Lagoon 3 meeting held on 11th January and attended by Cllrs. Evans, Duncton, Jordan and the Clerk are appended to these [minutes at B](#).

County and District Councillor Janet Duncton's report is appended to these [minutes at C](#). All reports were published on the Parish Council's website in advance of the meeting.

During the meeting, Cllr. Duncton confirmed that WSCC will consider its draft 2022/23 budget at a meeting on 26th January and likewise, CDC Members will meet in January. Cllr. Duncton confirmed that she had noted the traffic concerns within Plaistow village during the 'school run walk about' organised by the Parish Council on 15th December 2021 and had reported her concerns to WSCC Highways department. Cllr. Duncton confirmed that she would assist and support the Parish Council's Traffic Regulation Order applications in due course.

**C/22/006**

**To review and agree the recommend draft budget for 2022/23**

Recommendation: - To consider and approve the recommended draft budget which is presented by the Council's Finance Committee (Appendix G).

The Council considered items C/22/006 and C/22/007 together, as they are inextricably linked. The minutes are recorded under C/22/007 below.

**C/22/007**

**To agree the Precept for 2022/23**

Action:

Recommendation: - To consider and approve the recommendation of the Finance Committee to uplift the Precept to £96,000.

Clerk

The Council **NOTED** that the following documents were circulated to Members in advance of the meeting and published on the website:

1. Minutes of the Finance Steering Group (FSG) dated 06.01.2022 ([Appendix D](#))
2. Clerk's Report ([Appendix E](#))
3. Budget Forecast Comparison at Quarter 3 spreadsheet (Appendix F, separate Excel document)
4. Draft Budget and Precept Recommendation spreadsheet (Appendix G, separate Excel document)

The Chair invited comment from Members regarding the recommended draft budget and proposed uplift to the Precept.

Cllr. Capsey stated that the Parish Council should not seek to raise its Precept in 2022/23 as this would have a negative impact on the household budgets of many within the community at a time when living costs are set to increase. The proposed uplift of £4,000 (from £92,000 to £96,000) would represent an extra £80 per week (£76.92) for the Council. The Council is good at using its money wisely and could adjust its budget to avoid the increase.

The Clerk reminded the meeting that the increase to Council Tax was per annum and not weekly. The proposed annual cost increase for a Band D property is £3.89 (£85.87 per year as opposed to the current £81.98).

Cllr. Brown commented that the increase in costs would impact the Parish Council directly. Cllr. Brown stated that he supported the

Chair's comments, as detailed in the FSG minutes, to keep the uplift under 5% and highlighted that the Precept had been reduced in 2021/22 by £1,000 from £93,000 (in 2020/21) to £92,000 in the current financial year.

Cllr. Griffiths commented that the Parish Council's reserves are key and need to be built up to an acceptable level within the lifetime of the loan. He stated that there would be areas of the draft budget where improvements (savings) could be made; but noted that the Council would be in a difficult position financially if it could not build its reserves sufficiently over the coming four years. The Council has a responsibility to ensure its reserve level is adequate. Indeed, the Council can and should be financially prudent, but it must consider the chance that the draft budget may be accurate.

The Clerk advised the meeting of an emerging situation which could see the Parish Council being required to become the Managing Trustees of the Winterton Hall within the next financial year. (It is the Custodian Trustees of the Charity; the Managing Trustees are the members of the Winterton Hall Management Committee). Regardless of the Council's trustee status, the ongoing maintenance costs of the Hall and the need to legally investigate the Charity makeup and land ownership could impact upon the Council's finances.

The Chair, Cllr. Jordan advised the meeting that the Parish Council had sought the views of the community via public consultation (June 2021) and the proposed draft budget takes into consideration the community's requests - such as improving traffic safety within Plaistow village, a new play area within Ifold and providing safer bus stops/shelters - and represented good value for money.

Cllr. Colmer commented that the Council cannot accurately anticipate the situation with regards to the Crouchlands Farm planning applications and had resolved to budget £15,000 to support its response to this on behalf of the community. If this matter does not become applicable within 2022/23, then the Council can take a view on the allocated budget later in the financial year.

Cllr. Taylor stated that the Council can reduce its expenditure within 2022/23, regardless of it being stated in either the draft, or final

budget. The Council has historically underspent against the budget. The draft budget does not consider any other form of income e.g., grants, which the Council normally receives. The draft budget is extremely prudent, and the Council would make savings within the year. Cllr. Taylor stated that this was not the year to increase the Precept given the other financial pressures the community will face.

Cllr. Bushell confirmed that he supported an increase to the Council's reserve position and therefore an increase to the Precept but agreed that it should be kept under 5%. Cllr. Bushell suggested that positive and accurate explanation of the small uplift in real terms (£3.89 per year for a Band D property) and the reasons for this would help the community understand. Cllr. Bushell stated that he was mindful that at the end of 2022/23 the Council has 3.5 years to increase its reserve position sufficiently before the loan falls away and wanted to avoid a situation whereby the Council has no choice but to significantly increase its Precept. Inflation is currently 4% - 5% and this will have a direct impact upon the Council's finances. Some of the general budget items have not been uplifted by this inflation amount and none of the community group grant amounts reflect inflation either. In his view, the Council should not allow itself to reduce its reserves.

Cllr. Brown supported small incremental increases to the Precept, rather than a one-off significant jump when the Council is in a serious financial quandary.

Cllr. Colmer commented that Council Tax had seen a 5% increase overall over the last 2 years.

Cllr. Glavin stated that the Council tasks the Finance Committee to think about and analyse the figures, put together a draft budget and make recommendations regarding the required Precept level and has done a good job in this regard; therefore, she stated that she was happy to follow their recommendations and supported a Precept of £96,000, which in real terms represented a negligible annual increase for households.

There were no further comments from Members.

The Chair invited Councillors to vote.

Cllr. Bushell proposed that the draft budget be accepted and the Precept for 2022/23 be increased to £96,000. The motion was seconded by Cllr. Glavin. The motion passed six (6) Members voting in favour and three (3) Members voting against. Members requested that their votes be recorded in the minutes.

For

Cllr. Paul Jordan (Chair)  
Cllr. Phil Colmer (Chair of the Finance Committee)  
Cllr. Jerusha Glavin  
Cllr. Doug Brown  
Cllr. John Bushell  
Cllr. David Griffiths

Against

Cllr. Capsey (Vice Chair)  
Cllr. Taylor  
Cllr. Jeffery

The Parish Council **RESOLVED** to: -

1. **APPROVE** the recommended draft budget as presented by the Council's Finance Committee.
2. **APPROVE** a Precept level of £96,000 for 2022/23, as recommended by the Finance Committee.

**C/22/007**

**Meeting Dates**

- Full Parish Council, 9th February 2022, 7:30pm – Winterton Hall, Plaistow

Actions:  
Clerk

NB/. this meeting will be reviewed by the Council pursuant to resolution [C/21/187, 8th December 2021](#) and may be vacated subject to the levels of Covid-19 within the community. Please refer to the website for information.

There being no further business, the Chair closed the meeting at 19:50

**January 2022 District Councillor Bulletin**  
**Happy New Year!**

**Local Updates**

**Loxwood Claypit Update**

The applicant has been given more time to provide more evidence and then those that objected will be notified so they can provide additional comments. It is not anticipated to be presented to the Planning Committee prior to March

**Lagoon 3 progress update**

Date has been scheduled for the 11<sup>th</sup> January 2022 for a progress review meeting at 3pm. Updates will follow when this meeting has taken place

**Chichester District Council Updates**

**Climate Change**

In January, CDC will be launching some new communications around energy efficiency measures people can take in their homes. CDC have developed a range of messages and visuals which councils across the county also intend to use. CDC will update you further in the New Year.

**Test and Trace Support Scheme**

The Test and Trace Support Scheme (which pays eligible residents up to £500 to self-isolate) has been extended up to 31 March 2022. For further information please visit <https://www.chichester.gov.uk/helpwithfinances>

**Household Support Fund (HSF)**

Vulnerable households across the country will be able to access a new £500m support fund to help them with essentials over the coming months as the country continues its recovery from the pandemic.

The Household Support Fund will be distributed via WSCC in a similar format to how they distributed winter grant funding in response to the pandemic last year. WSCC received £4.8 million to support low income and financially vulnerable households across West Sussex over the winter period, specifically from 6 October 2021 to 31 March 2022. The expectation of the fund is to deliver support to households most in need with practical support in paying for food, energy and water bills. However, the fund is sufficiently flexible to allow it to be used in a variety of ways to support households facing financial hardship over the winter period.

WSCC decided to extend the free school meals provision for families across West Sussex. Every child entitled to a free school meal will receive a supermarket food voucher with a value of £20 for October and February half terms, with a £40 voucher being provided over the two-week Christmas holiday. These children will also get a £50 fuel voucher to support with the rising costs of utilities. These vouchers are distributed per child, therefore families with more than one school aged child entitled to free school meals will get additional support. These vouchers can be used at all major supermarkets and the fuel vouchers can be used with most energy suppliers; these will be distributed via schools.

After this distribution WSCC have around £1.9 million left to distribute to other household types across West Sussex. This support can be accessed via the HUB at WSCC.

However, officers at CDC and the other WSCC Districts & Boroughs can make professional referrals to the service. These can be made where a customer that we are

working with is identified as someone who requires some additional support with food and fuel. This will be through the Benefits, Housing and Communities Teams predominantly. CDC have also received a supply of food vouchers in denominations of £25 to be distributed to people who present with an immediate need for support with food.

For further information in the meantime please visit:

<https://www.gov.uk/government/news/government-launches-500m-support-forvulnerable-households-over-winter>

### **Chichester Local Plan Area – 5 Year Housing Land Supply 2021 – 2026**

The updated position as at 1 April 2021 has now been published on the Council's website <https://www.chichester.gov.uk/article/24661/Housing-land-supply>.

This demonstrates a housing land supply of 5.3 years. Also published is a Critical Friend Review completed by Lambert Smith Hampton, who were commissioned by the council to review the draft position statement and to also prepare evidence to support the council's position

### **CDC Staffing changes**

#### **Starters**

Dainah Websdale – Waste Services Officer (Maternity Cover) –  
CCS Nicola Hussey – Recycling Projects Officer –  
CCS Sarah Cook – Admin Assistant – Parking Services  
Dale Gomez – Team Leader – Customer Services  
Linda Kennedy – Customer Services Officer – Customer Services  
Kerry Burton-Barker – Social Prescriber (Maternity Cover) - Wellbeing

#### **Leavers**

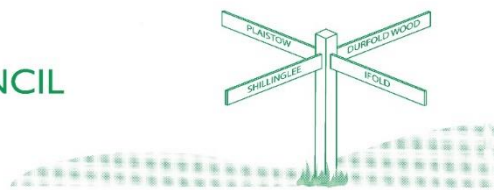
Sally Davis – Accountancy Assistant – Finance  
Linda Grange – Divisional Manager – Housing  
Stephanie Evans – Environmental Co-Ordinator – Environmental Strategy

### **Surgery Dates 2022**

Saturday 22<sup>nd</sup> January 2022 – The Half Moon, Northchapel 12pm – 2pm  
Saturday 5<sup>th</sup> February 2022 – Plaistow Stores, Plaistow 11am – 1pm  
Saturday 19<sup>th</sup> February 2022 – Old Mill Café, Wisborough Green 11am – 1pm  
Saturday 5<sup>th</sup> March 2022 – The Stag Inn, Balls Cross 12pm – 2pm  
Saturday 19<sup>th</sup> March 2022 – The Onslow Arms, Loxwood 12pm- 2pm

[Back to top](#)

## PLAISTOW AND IFOLD PARISH COUNCIL



### Report FC/001/22

**Agenda Item No:** 5  
**Committee:** Full Council  
**Date:** 12th January 2022  
**Title:** Lagoon 3 update  
**By:** Catherine Nutting, Clerk & RFO  
**Purpose of Report:** To update the Council regarding the joint meeting with Chichester District Council (CDC) and Kirdford Parish Council (KPC) regarding progress of Enforcement action.

---

#### Recommendations

##### Full Council is recommended:

- a. To note the update from the virtual meeting which took place on Tuesday 11th January 2022.
- b. Cllr. Paul Jordan & Catherine Nutting, Clerk were in attendance.
- c. Report to be read in conjunction with the meeting agenda (appended).

---

#### 1. Introductions

- a. The last meeting was held on 13th October 2021.
- b. These update meetings take place quarterly.
- c. Attendees
  - i. From CDC: Andrew Frost, Tony Whitty, Alison Stevens, Fjola Stevens, Cllr. Adrian Moss, Cllr. Gareth Evans, Cllr. Janet Duncton.
  - ii. From Kirdford Parish Council: Tony Piedade, David Irwin, Lynne Brooks.
  - iii. From Plaistow and Ifold Parish Council: Paul Jordan, Catherine Nutting.
  - iv. From Environment Agency: Michael Turner

#### 2. Emergency Planning update from Alison Stevens, Divisional Manager for Environment

- a. Multi-agency inspection site meetings are conducted biannually. The last one was undertaken on 9th September 2021 between CDC, the Environment Agency (EA) and West Sussex County Council's Emergency Planning Team. The purpose of these multi-agency meetings is to ensure

the safety of the community and environment by understanding the risks. The minutes of this meeting were circulated, and are published on the Parish Council's website [here](#).

- b. At the time of the site inspection there was no activity at the site. However, prior to the inspection, the landowner had taken a sample of the lagoon's content. The site inspection noted a small gas leak on the South-West side of the bund. The leak did not register on the gas alarm, with one bubble per minutes or less being recorded. It is surmised that this is where the sample was taken. It was concluded that considerable force would be required to make the tear larger. Considering the low-level leak, the site was assessed as relatively stable with little change from the last inspection (26.05.2021).
- c. CDC have chased WSCC's Public Rights of Way (PRoW) team regarding re-opening the footpaths around the lagoon, however, have received no response. Should the paths re-open, the multi-agency group would review the risk assessment accordingly.
- d. The next multi-agency site inspection is scheduled for March 2022.
- e. David Irwin read out an email from the PROW team stating that they facilitate the closure upon advice and await official written confirmation from the multi-agency group that the footpaths are safe to re-open. Alison Stevens stated that she would follow this up.

### **3. Environment Agency (EA) update from Michael Turner**

- a. The EA recognises that the Lagoon contains potentially polluting material. Consequently, the EA served a notice to the landowner to remove the lagoon's content, but this has not been complied with to date.
- b. It remains the EA's view that a spillage of the lagoon's content amounts to a significant risk.
- c. The EA forms part of the multi-agency group that seeks to manage the risk the lagoon poses to both people and the environment.
- d. An experienced engineer regularly inspects the dam structure and continues to conclude that the risk of material escaping remains low. Nevertheless, the EA remains concerned.
- e. The EA is working with CDC in relation to the enforcement action, however its remit is to protect the local environment and support / permit the correct disposal method/removal of the lagoon's content.

- f. The disposal method is at the landowner's discretion. It could be via land spreading, either locally or nationally, for the benefit of agriculture. Other removal/disposal options include to a wastewater treatment works, or an anaerobic digestion plant.
- g. If the landowner opts for spreading on the land, the activity will need to be done under an environmental permit issued by the EA.
- h. Land spreading is usually undertaken by a company who holds a Mobile Plant Permit allowing it to spread anywhere in the country. The company would notify the EA and make an application for deployment of the waste. The EA will assess the waste material and either permit the deployment, if the material is suitable for spreading, or refuse the application. The operator would have to show/prove that the material is suitable for the specific location identified for the spreading i.e., the sensitivity of the land, the spreading season, that the land requires the nutrients specific within the material for the benefit of agricultural and would not pollute drinking water. Deployment permission would go on a public register.
- i. The EA can require a public consultation process before permitting deployment. The consultation would seek to ascertain the views of the local area to satisfy the EA that it had not overlooked anything important that should be taken into consideration. This consultation process may be required in relation to the content of Lagoon 3 in due course.
- j. If there is no one with a suitable generic Mobile Plant Permit to manage the material, a separate application can be made to the EA for a bespoke permit. It may be that the content of Lagoon 3 does not qualify for spreading under a generic permit and requires a bespoke permit. It is up to the applicant to decide which permit is needed; the EA then agrees or disagrees with the applicants' view.
- k. To date, the EA has not received either a deployment application, or any type of permit application regarding the content of Lagoon 3.**
- l. The owner may choose another method of removal (see 3.6 above).
- m. Cllr. Dunton stated that there are limited local wastewater treatment works with capacity. The EA confirmed that it would be for the plant operating company to decide if it could accept the waste.
- n. Mr Irwin advised of the historic issues he has personally suffered as a landowner regarding the pollution caused by spreading to land. He stated that local landowners require transparency and monitoring.
- o. The EA prosecuted Crouchlands Farm Ltd in 2013 for a pollution event. The spreading of slurry is a particular source of pollution incidents. If the content of the Lagoon is spread by a

company, they would be aware of the sensitivities. However, it is helpful for the community to keep a watching brief to ensure the spreading is done in an appropriate way. If the EA approves the deployment to land, the documents and risk controls are public documents, clearly visible. Unfortunately, the EA does not have the finances to monitor, although DEFRA is aware of the public interest in this area. The permit system is designed to prevent pollution incidents occurring.

- p. Mr Irwin offered his land for real-time data capture and monitoring purposes.
- q. Mr Piedade asked how long the current status quo can remain, from the EA's perspective, before either proactive action should be taken, or the risks increase?
- r. The law does not protect against businesses going bust and leaving an environmental legacy with little recompense. Situations do arise where no one is lawfully responsible. This is not currently the case; Lagoon 3 has an identifiable landowner who has a legal duty not to let the materials cause pollution.
- s. The EA expects the landowner to adhere to the notice and take positive action to reduce the pollution risk. The EA does not have the finances to intervene. The risk is judged as low and regular inspections and multi-agency planning is deemed sufficient to monitor community risk.
- t. The EA have offered to enter a dialogue with landowner and consider a fast-track permit application.

#### **4. Planning Issues update from Tony Whitty - Divisional Manager for Development Management**

- a. CDC have two approaches running simultaneously. Firstly, they are putting pressure on the landowner via communication seeking regular updates; and secondly, pursuing legal action via the Courts for noncompliance with the enforcement notice to remove the structure of the lagoon.
  - b. The landowner continues to state his intention to seek to dispose of the content via spreading to land. The owner has stated that the EA are making the process of removal difficult by putting up obstacles.
5. CDC are awaiting further documentary evidence from the EA, which will then enable them to proceed with the prosecution.
- a. The Court evidence bundle has been prepared for prosecution and subject to obtaining further evidence from the EA, the matter is with CDC's barristers.

- b. Significantly to note, prosecution does not compel action. The Owner states that he has not got the funds to comply. The Court has the lawful power to ascertain the financial position of the owner if this becomes an issue.
- c. Mr Piedade asked if there was any new commercial interest to purchase the lagoon?
- d. CDC must rely upon the information provided by the landowner, which is that no further commercial negotiations are taking place.
- e. CDC confirmed that Fjola Stevens will be taking over from Tony Whitty regarding lagoon 3, further to a detailed handover.

#### **6. AOB/Questions from PC's**

- a. Mr Irwin asked about timescales for action.
- b. CDC stated that they hoped to get the evidential statement from the EA by the end of January and thereafter the papers would be reviewed by the barrister and submitted to Court. The Court timescales would thereby take over.

#### **7. Date of next meeting**

- a. The next meeting will be scheduled for end of March / beginning of April.

The meeting concluded at 15:45.

[Back to top](#)

**Report of District and County Councillor, Janet Duncton**

Hello and a happy and healthy New Year to you all.

Some of the bits in this will not be relevant to every Parish but I hope you all find the general comments useful.

Of course, for us Councillors a lot of our work slows down over the Christmas period but the work has to continue from both headquarters so be assured that all the Statutory duties Council has continues.

For all of us in the Southern Water area that have an interest in any development you will know the problems from Southern Water at Hardham. At the time of writing this has not been resolved and everyone including the South Downs National Park Authority are doing all they can to get clarification on this issue. You will find that the Chichester District Council website is probably the best place to get information if this item is of interest to you and your Parish. Like most things it changes daily.

At Chichester DC they now have a 5-year land supply and are busy working to-wards getting the draft revised Local Plan. Councillors have a briefing session coming up later this month, but things are moving forward. We do of course have a local Plan, but we must get the revised Plan done at our earliest.

It is important that these Plans are up to date because it means that developers cannot go straight to the Planning Inspectorate for decisions claiming there isn't an up-to-date Plan in place. It is so much better for Chichester to make the decision on Planning and putting their own conditions on the application.

As of the 7<sup>th</sup> January more than 8 out of 10 people in West Sussex have had their booster. Vaccination numbers soared after more hours and days were opened for those wanting vaccination and 150.000 completed vaccinations a week were given.

A crystal ball would be needed to find a time for us to go back to what we knew as normal but let's hope we are heading in the right direction.

The West Sussex Fire and Rescue Service has launched a public consultation around our proposals for our Community Risk Management Plan 2022 – 2026. You will find this on the West Sussex County Council website if you would like to contribute. The closing date is 21<sup>st</sup> January, so it needs comments now.

For those in the Plaistow, Kirdford, Loxwood area that have, for a long time now been concerned over the Lagoon 3 at Crouchlands all I can say at the moment is that we are having ongoing information sessions, but the problem is not going away and probably won't for some considerable time. I wish I had better news, but I think it's what's called between a rock and a hard place.

The owner it is believed cannot financially do the job and at the moment there is no one else that can or will. I hesitate to put a price on the emptying of the Lagoon and in the past prices have ranged from £500.000 to several million so who knows what the true figure is. What I do know is that if the Lagoon failed it would be catastrophic and for that reason we will continue to find a solution.

As County & District Councillor I do my best to attend as many Parish Councils as possible. With 11 Parish's it's sometimes not possible to attend them all but I do find them a good source of information on the Parish and what's happening.

Of course, it isn't the only way, I hope I know many who live in those Parishes, and they are free to contact me but I do enjoy other means of meeting people especially the village lunches so very happy to try and attend when I know there is one on.

In the meantime, to contact me it's [jduncton@chichester.gov.uk](mailto:jduncton@chichester.gov.uk) [janet.ducton@westsussex.gov.uk](mailto:janet.ducton@westsussex.gov.uk)

Keep safe and I hope to meet many of you over the coming months.

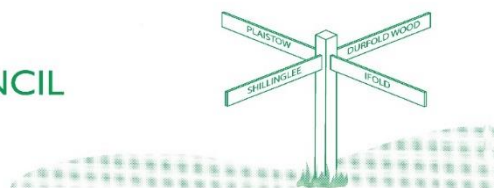
Janet Duncton

County Councillor Petworth division

Chichester District Councillor Loxwood ward

[Back to top](#)

## PLAISTOW AND IFOLD PARISH COUNCIL



**MINUTES** of the Finance Steering Group Meeting of Plaistow and Ifold Parish Council held on **Thursday 6th January 2022**, via remote conference calling (Zoom)

**Present** Cllr. Phil Colmer (Finance Committee Chair); Cllr. Paul Jordan (Chair of the PC); Cllr. Nicholas Taylor; Cllr. David Ribbens; Cllr. John Bushell and Catherine Nutting (Clerk & RFO)

**F/22/001** **Apologies for absence & housekeeping**  
None received.

**F/22/002** **Disclosure of interests**  
Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

**F/22/003** **To review and agree to recommend the draft budget for 2022/23**

The Finance Steering Group **REVIEWED** the following documents:

1. Budget Forecast Comparison spreadsheet at Quarter 3
2. Clerk's Report FC/001/22
3. **Draft budget and precept 2022/23 spreadsheet**

The deadline for notifying CDC of the Council's 2022/23 precept requirement is 14th January 2022. The full Council will meet to agree the precept on 12th January.

The meeting agreed that it is a difficult exercise to compile a draft budget with ¼ of the year's financial information 'missing' (January – March 2022). The draft budget is based on the figures up to and including Quarter 3 (April – December 2021). However, it is

necessary to compile a 'best guess' draft budget to determine the most appropriate precept requirement for the Council's needs in 2022/23.

The Finance Committee will fine tune the draft budget and recommend a final budget for 2022/23 after Year End (31.03.2022). The full Council will consider and approve the final budget at its April meeting. However, at this time, the precept will have been fixed for the year.

The meeting worked through the draft budget in conjunction with the Clerk's Report. Please refer to the Clerk's Report for full analysis / explanations.

The meeting agreed that its responsibility was not to interrogate the draft budget 'line-by-line', but to take an overall view of the 'best guess' budget requirements for 2022/23.

The meeting agreed that the draft budget represents the best guess budget for 2022/23 by which to set the precept requirement against and therefore **RECOMMENDS** to the **COUNCIL** that it **APPROVES** and **ADOPTS** the **DRAFT BUDGET** as detailed in the appended spreadsheet.

#### **F/22/004**

#### **To agree a Precept recommendation for the full Council to consider and approve on 12<sup>th</sup> January**

The meeting discussed the need for the Council to increase its true reserves (without the influence of the £50,000 loan) over the five-year lifetime of the loan.

At the end of 2022/23 (31st March 2023) the Council will have 3.5 years remaining to bring its true reserves up to an acceptable level. (Please refer to paragraphs 1.2.5 – 1.2.8 of the Clerk's Report (on page 2)).

At the end of the current financial year (31st March 2022) the Council's reserves will be £69,182.47. This figure is made up of the outstanding loan amount (£44,739.73) plus the Council's 'true' reserves (£24,442.72).

The meeting **NOTED** that if the precept remains unchanged at £92,000, by the end of 2022/23 the Council's projected reserves are £39,760.39. This is a -42.53% reduction in reserves (a loss of £29,422.08). The Council's 'true' reserves (without the loan) would fall from £24,442.72 to £4,163.96.

The RFO reminded the meeting of the best practice reserve position of 50% of the precept. However, in practice, both the Finance Committee and RFO are happy for the Council to operate with a reserve level of between £30,000 - £40,000, which represents a reserve level of between 30%-40% of the precept; (if the precept remains pitched within the £90,000 – £100,000 range).

The RFO counselled the meeting of the need to be mindful and cautious of the fact that at some point there may be a requirement to go to referendum if the Council wishes to increase its precept. Whilst that time is not now, if the precept remains unchanged at £92,000 and the Council's 'true' reserves are reduced within 2022/23 to £4,163.96, with only 3.5 years before the loan expires, the Council runs the risk of having no choice but to make a significant increase to its precept to ensure sufficient reserves and that could be at a time when the referendum requirement has been implemented. (Please refer to paragraphs 1.2.4 – 1.3 of the Clerk's Report (on pages 2-3)).

The meeting agreed that neither the draft, nor the final budget ever comes to fruition fully and that the Council consistently makes savings throughout the year, which increases the projected reserve amount. Therefore, the meeting agreed that it was satisfied that the Council's 'true' reserve position (without the loan) as of 31st March 2023 would be more than £4,163.96.

Nevertheless, the meeting agreed that prudent financial planning ensures that the budget works for 'worst case scenario' – plan for the worst but hope for the best.

The meeting reflected upon the fact that the precept had been 'artificially' reduced to £92,000 for the current financial year because to freeze it at its 2020/21 level of £93,000 – which was the Finance Committee's preferred recommendation – would have seen a 0.33% increase in the amount people paid. (Please refer to paragraphs 1.2.11 – 1.2.12 of the Clerk's Report on page 3). Of note, the same would apply in 2022/23. If the Council were to freeze the precept at £92,000, the amount people would pay would increase by 0.38%; (for a band D property - from £81.98 per year to £82.29 per year) due to natural population fluctuations within the year. Please refer to paragraph 10.6 on Page 9 of the Clerk's Report.

The meeting acknowledged that the cost of living will increase in 2022/23 and that the Council will not be immune to these increases.

For example, the cost of electricity for the cricket pavilion will be more.

The meeting discussed the public mandate it has for the draft budget / projects in terms of the public consultation results. The Council has improved its community dialogue and, as a result, has a programme of works / 'business plan' for the next 3 – 5 years informed by public opinion. The Council is first tier local government and has both statutory duties and decision plans which it must bring to fruition.

The meeting discussed the Council's opportunity to receive grant funding over the year, which had not been taken into consideration within the draft budget. This money would impact the final reserve position. The RFO reminded the meeting that the combined New Homes Bonus and CIL monies in 2021/22 was £6,749 and that there is no guarantee that this funding will be available to the Council in 2022/23. Please refer to paragraph 8 of the Clerk's Report, on page 8.

The meeting considered the Members views:

Cllr. Colmer and the RFO recommended that the precept should be increased and suggested that the appropriate level is £98,000. This would be 6.92% increase from its current level (or 5.38% increase from £93,000). For a band D property, it would cost an additional £5.68 per year. However, at £98,000, it would provide the Council with 'true' reserves as at 31st March 2023 of £10,163.96. The precept needs to reflect the current financial situation / realities, which will see an unavoidable increase to the Council's general costs across the board.

Cllr. Taylor was in favour of freezing the precept at £92,000 due to the anticipated rise in the cost of living generally in 2022/23 and that the Council should be mindful of the impact this will have on household budgets and not exacerbate or add to these financial pressures.

Cllr. Jordan agreed that the precept should be increased, however would prefer to see it kept below a 5% increase. Therefore, felt an increase to £96,000 was appropriate. This represents a 4.74% rise. In real terms this is an additional £3.89 per year for a band D property (or a weekly increase of £0.07 i.e., from the current £1.58 per week to £1.65 per week).

Cllr. Jordan advised that across the board the cost of fuel, energy, labour, and materials is increasing – in some cases significantly – and this would have a direct impact upon the costs to the Council e.g., grass cutting / tree surgery / project costs i.e., materials for the bus shelters and playpark etc. The precept needs to reflect and cope with this reality.

Cllr. Bushell agreed with the increased costs, which he too is experiencing in his business. Cllr. Bushell queried the £15,000 reserve for Crouchlands and asked that if it is unlikely to be required in 2022/23 should it be removed and would this increase the Council's projected 'true' reserve forecast as of 31.03.2023 (£4,163.96).

The meeting discussed that considering the water neutrality issue, it is unlikely that development of the Crouchlands site would come forward within 2022/23 necessitating the Council to use the agreed £15,000 budget to support its response to the planning application(s) (traffic and planning consultancy fees). However, the timescales for the water neutrality issue to be resolved remains completely unknown and therefore because there remains a small chance it could become an issue in 2022/23 the budget should remain ring-fenced. However, in any event, it was explained that it would not make a difference to the projected reserves as at 31.03.2023 whether the £15,000 is either ring-fenced (to be taken forward into 2023/24) or within the Council's general reserves.

Cllr. Bushell agreed that an annual increase of £3.89 to a band D property was not unreasonable and therefore supported Cllr. Jordan's proposal of a £96,000 precept.

Cllr. Ribbens stated that he viewed £98,000 as too high, however agreed the precept should be increased. He was happy to support a precept of £96,000.

Cllr. Taylor stated that he was happy to support the consensus of a precept increase to £96,000.

Of note, an increase to £96,000 represents a 3.2% increase on the 2020/21 precept level of £93,000.

The meeting discussed the usefulness of positive PR regarding the precept and accurate information about the role and responsibilities

of the Council in its next newsletter.

In conclusion, the Finance Steering Group **RECOMMENDS** that the **COUNCIL APPROVE** an **INCREASED PRECEPT** level of **£96,000** in 2022/23.

**F/22/005**

**Meeting Dates**

The next meeting will be scheduled for March 2022, to consider and approve the grant applications.

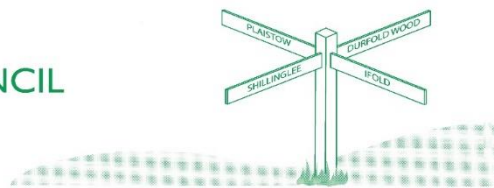
Actions:

Clerk

There being no further business to discuss the Chair closed the meeting at 20:40

[Back to top](#)

## PLAISTOW AND IFOLD PARISH COUNCIL



### Report FC/001/22

**Agenda Item No:** F/22/003 & F/22/004  
**Committee(s):** Finance Committee & Full Council  
**Date:** 6th January 2022  
**Title:** Draft budget & Precept  
**By:** Catherine Nutting, Clerk & RFO  
**Purpose of Report:** To review the proposed draft budget and agree a Precept recommendation for full Council to consider.

---

#### Recommendations

The Finance Committee is recommended:

- d. To read this report in conjunction with the **draft budget precept 2022/23** spreadsheet.
- e. To review and approve the proposed draft budget.
- f. To consider the Council's Precept requirement for 2022/23.
- g. To approve a Precept increase.
- h. Appended documents to this report:
  - i. 2020/21 National Salary Award pay scale document
  - ii. End of Quarter 3 budget review spreadsheet

---

#### 1. Background Information

**1.1** The main areas of focus for the meeting are highlighted in blue on the spreadsheet.

**1.2** The following should be always borne in mind throughout the meeting:

- 1.2.1 The Finance Committee is not responsible for making decisions on items such as the Clerk's Salary / Neighbourhood Plan etc. This is for the respective Steering Groups and/or Committees to make recommendations to the full Council and for the full Council to decide. The responsibility of the Finance Committee, when looking at the draft budget / precept requirement, is to ensure that the Council has a realistic budget 'band width' to make decisions over the course of 2022/23.
- 1.2.2 The draft budget reflects projects which are either:
  - (a) in progress

(b) have already been agreed by the Council, although are yet to be formally started

(c) projects which have been guided by public consultation.

1.2.3 Public consultation is the key tool used to provide a mandate to spend public money. The Council has undertaken recent and comprehensive public consultation and therefore has good authority to undertake all desired projects.

1.2.4 The following was sent to Town and Parish Councils by WSALC in December 2021:

The secretary of state for Levelling Up, Housing and Communities, Michael Gove MP, has made a written statement on the Provisional Local Government Finance Settlement 2022/23 which proposes no extension of council tax referendum principles to local (parish and town) councils.

The relevant paragraph in the section on council tax is below:

*No other council tax referendum principles for Mayoral Combined Authorities (MCAs) and no council tax referendum principles for town and parish councils.*

Further updates will be circulated when available.

Whilst this is great news, it serves as a stark reminder that this matter is considered by central government regularly. It has been anticipated for some time that town and parish councils will need to go to referendum if they wish to increase their precept (likely by a certain %, but ultimately details completely unknown). Therefore, P&IPC need to always keep in mind that this could be implemented 'next year' (2023/24) and not take for granted the fact that it is able to increase the precept in 2022/23 without the need for referendum.

1.2.5 Best practice is for the Council's reserves to be 50% of its precept.

1.2.6 The current precept is £92,000 (2021/22).

1.2.7 The Finance Committee has previously agreed that a working reserve of between £30,000 - £40,000 is realistic and appropriate for the Council's needs.

1.2.8 By the end of the loan re-payment term of 5 years (2026) the Council will need to have built up its own reserves to sufficient levels (see points 1.2.5 & 1.2.7 above).

1.2.9 At the end of the current financial year (2021/22) our projected 'own' reserves are set to be £24,442.72. Including the loan, this increases to £69,182.47.

1.2.10 At the end of 2022/23, if the precept remains unchanged at £92,000, our projected 'own' reserves are set to be £4,163.93 (without the inclusion of the loan). **Please reflect on points 1.2.4 / 1.2.7 and 1.2.8 above.**

1.2.11 In 2020/21 the precept was £93,000.

1.2.12 It was reduced by £1,000 (to £92,000) in 2021/22 so that there was no increase movement whatsoever on the council tax demand. Natural population changes over the course of a year (deaths / people moving into/out of the parish area) cause the precept calculation to fluctuate. Therefore, in fact, keeping the precept unchanged at £93,000 in 2021/22 would have seen a very minimal increase (0.33%). The Council decided, given the pandemic, that any increase whatsoever would be unpopular and so reduced it to £92,000 to show a marginal decrease (-0.75%).

1.2.13 The cost of living has increased. The general costs to the Council e.g., electricity for the pavilion, grass cutting etc will increase in 2022/23.

**1.3** It is the recommendation of the RFO that maintaining the precept at either £92,000 or £93,000 is unsustainable and unwise.

## **2. Staff | spreadsheet lines 9 - 11**

**2.1** The Clerk's current pay scale is:

9.1 Your salary is *[redacted]* per annum (pro rata) being the current salary point within the SCP35 range in scale LC2 as set out in the 2018 NALC Employment Briefing E02-18 | 2019-2020 National Salary Award.

*(extract from Clerk's contract of employment)*

This equates to *[redacted]* per hour. The Clerk works **30 hours per week**.

**2.2** Upon successful completion of CiLCA, the Council is contractually obligated to increase the Clerk's salary by one salary point, up to a maximum of four points:

9.3 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration ("CiLCA")
- Certificate of Higher Education in Community Engagement ....

**2.3** The NALC pay scales have been updated since the “2018 NALC Employment Briefing E02-18 | 2019-2020 National Salary Award” and the new scale should have been implemented from 1st April 2020. The current 2020/21 National Salary Award pay scale document is appended to this report for reference.

**2.4** At the Clerk's next appraisal, the HR Committee will have to consider and make recommendations to the full Council:

- 2.4.1 ensuring the Clerk is on the current /correct 2020/21 pay scale equivalent
- 2.4.2 How many pay points to increase the Clerk's salary for completion of CiLCA.
- 2.4.3 Ensure the Clerk's hours are correct to reflect the Council's decision regarding the Neighbourhood Plan (see 7.6 below).

**2.5** Please refer to 1.2.1, page 1 above. The Clerk's salary will increase in 2022/23; however, by how much is currently unknown and subject to the HR Committee's recommendations and the full Council's decision making in due course. The Finance Committee must ensure that the draft budget has the 'band width' to accommodate the anticipated movement.

**2.6** Clerk's expenses – small increase to reflect the general increases in costs.

**2.7** Clerk's training – in 2021/22 the Clerk was undertaking CiLCA and so did not attend any other training. The 2021/22 agreed budget was £750; however, the projected final expenditure for the current financial year is £150 (associated with CiLCA). In 2022/23 the Clerk will resume other training and conferences, in accordance with the contract of employment. The £1,000 reflects a slight uplift on the annual amount of £750 given the general increase in costs.

**3. General administration | spreadsheet lines 13 - 31**

**3.1** Each item has been considered on its own merits and increased / decreased accordingly subject to the projected end of year forecast for 2021/22.

**4. Grants and donations & s.137 payments | spreadsheet lines 33 - 48**

**4.1** These figures are either based on the maximum amount organisations have already applied for – to be considered by the Finance Committee in March – or on the 2021/22 amount awarded.

**5. Other payments | spreadsheet lines 50 - 52**

**5.1** Please refer to the end of quarter 3 spreadsheet to see that, to date, there has been £786 expenditure against the budgeted £2,500 for Events including the annual assembly (spreadsheet line 52). The forecast expenditure in the current financial year against this cost has therefore been reduced to £1,000. (Although it is unlikely that there will be any

further expenditure this financial year, there is the possibility of some preparatory expenditure for the Queen's Platinum Jubilee, including Cllr. Brown's Tree Through Time).

**5.2** In 2022/23 there will be the Annual Assembly (mandatory event) / Queen's Platinum Jubilee (already agreed by the Council) and Neighbourhood Plan events – subject to the Council's final decision making in this matter in due course; however, if the Plan continues, Reg 14 & 16 events associated with the public consultations will be a mandatory requirement. The budget must take into consideration all eventualities to enable the Council to adhere to both its statutory duties in 2022/23 and/or its previous decision making.

## **6. Village maintenance | spreadsheet lines 61 - 73**

**6.1** Please see point 3.1 above for 'General administration'.

**6.2** The draft RoSPA budget (line 66) takes into consideration the fact that there may be two playparks to complete safety inspections for in 2022/23, plus a post installation inspection for the new play area at Kesley Hall.

**6.3** Winterton Hall, Legal, Repairs and Maintenance (line 67) – there has been no expenditure against this budget in 2021/22 (Clerk workload plus delays in getting the deeds from the Youth Club to the solicitor). The Council has resolved to investigate this matter and therefore must do so. However, the ultimate cost is unknown and will depend on the advice received from the solicitor in due course and the Council agrees a 'direction of travel'. In 2021/22 the original budget was £4,000. This has been reduced to £0. A new budget of £3,000 has been added to the 2022/23 budget.

## **7. Projects | spreadsheet lines 75 - 87**

**7.1** Ifold playpark (line 77) - this is a matter which has been agreed by the Council and will be progressed / completed in 2022/23. Some expenditure will be undertaken in the current financial year e.g., the lease preparation. Therefore £1,500 of the proposed £20,000 budget for the project, has been put against this item in the current financial year. The remainder £18,500 is allocated to 2022/23. The Council can use its CIL money - £4,591.00 – against this project. Therefore the £20,000 includes this CIL amount. The Council agreed to take the full £50,000 loan against the Plaistow Playpark so that the budgeted expenditure from the precept in 2021/22 (£15,000) was reduced to £5,000. The £10,000 'saving' was put towards the Ifold playpark area. There was also a £3,000 unnamed project budget in 2021/22 which has also been allocated to the Kelsey Hall playpark. Therefore, the actual 'additional' hitherto unbudgeted expenditure for this project is £2,409. A realistic budget will become apparent as the project progresses and the site is visited by contractors (Feb). Ifold Estates may yet pay for the fencing and culvert work required on their land (the verge) when a new access way is created.

**7.2** Traffic calming (line 78) – the 2021/22 opening budget for this item was £1,895.00. Current expenditure is £0.00. Further to the public consultation regarding the community's needs within Plaistow, the budget for this financial year has been increased to £2,800. This is due to the need to undertake a traffic survey in Plaistow (Loxwood Road) regarding reducing the speed limit to 20mph. The Council has previously sought the expertise of Simon Watts in Ifold when reducing the speed to 30mph. Given the number of (complex) TROs sought (see below) it is advisable that the Council again seeks Simon's support. The current uplift in this year's budget and the proposed draft budget for this matter in 2022/23 has been informed by an estimate received from Simon for the purposes of preparing this report.

- 7.2.1 Changing the speed limit to 20mph along Loxwood Road, Plaistow (past the shop, village hall, school, and church) – consultation results: 65% very supportive | 13% supportive (78%)
- 7.2.2 Better signage that Loxwood Road is unsuitable for HGVs – consultation results: 64% very supportive | 8% supportive (72%)
- 7.2.3 Additional school safety signage within the village - consultation results: 56% very supportive | 5% supportive (61%)
- 7.2.4 Additional speed signage within the village – consultation results: 43% very supportive | 13% supportive (56%)
- 7.2.5 Safety crossing at the three-way junction by the church/Sun Inn pub - consultation results: 42% very supportive | 8% supportive (50%)\*
- 7.2.6 \*When the safety crossing result (level of support) was further 'interrogated', whereas 50% overall were supportive, this rose to 72% of those aged over 71 and 56% amongst the under 55s' who may be more likely to have younger families. Certainly, of those who have children under 18, 62% of respondents were supportive. It must also be noted that the *type* of safety crossing was not specified in the consultation, which may have influenced how people answered. However, the type of crossing being considered is a lolly-pop person at the three-way junction at key times during the day when families are arriving/collecting on the 'school run'.
- 7.2.7 The Council needs to further investigate the logistics /cost of instigating a lolly-pop person/crossing. This is ultimately WSCC's responsibility. However, the Council can lawfully financially contribute towards the associated costs – including towards the salary of the lolly-pop person – which may help WSCC to agree (given their own budget cuts). Therefore, the budget for traffic calming should keep this possibility 'in mind'.

**7.3** Bus stop refurb/maintenance (line 79) – The Council has 2x New Homes Bonus grant funding to spend against this project (£6,083). The project will begin this financial year with the build of a new shelter in Ifold (The Drive) in March and the other in Plaistow in 2022/23 (after April). The cost of materials will have increased from the quote provided

in 2019/20 (pre-pandemic & Brexit) and therefore there will need to be some expenditure against this item from the Council reserves. The Council ends 2021/22 with reserves of £69,182.47.

**7.4** Safer bus stops is an ongoing project of the Council. However, the RFO recommends that once the two shelters have been built in 2021/22 (The Drive, Ifold in March 2022) and 2022/23 (Plaistow, after April 2022) then there should be no further expenditure on this project until 2023/24 and the Council has identified the next bus stop in need of attention. This can be in consultation with the school – as part of the traffic calming measures being undertaken in Plaistow, following public consultation (see 7.2 above), part of the solution to manage the traffic issues within Plaistow is increasing the use of the school bus. Therefore, sound partnership working with the school to identify the most advantageous bus stops to improve moving forward would be sensible. The Council can plan / budget for the next phase of this ongoing project in 2023/24 and beyond.

**7.5** Queen's Platinum Jubilee (line 83) – everyone is now familiar with Cllr. Brown's 'Tree Through Time' idea which needs finalising and fully costing. There is also the other, currently unknown, costs for the community celebrations yet to be decided by the Steering Group.

**7.6** Neighbourhood Plan (line 87) - In February, the Council will either have a full meeting, or extraordinary meeting to consider the recommendations of the Neighbourhood Plan Steering Group. It is too complex to go into detail in this report, save to say that the water neutrality issue means that if the Council decides to continue with the Plan, it must return to Reg 14 stage. This will have budgetary implications (please see 5.2 above) – hence the budgeted £5,000. There is likely to be substantial grant funding from central government (Locality) to cover the myriad of costs; however, the amount is currently unknown at this stage. There will also be implications for the Clerk's salary (see 2.4 above) due to the number of additional hours of work required. Therefore, at this stage, the budget must reflect a sensible amount to allow the Council the 'band width' to make its decisions regarding the Plan in the due course.

## **8. Income | spreadsheet lines 94 - 104**

**8.1** The Council's only income source, which it can rely upon, is the precept.

**8.2** Both New Homes Bonus (NHB) and CIL payments are reflective of new development within the Parish.

**8.3** 2022/23 is likely to be the last year the NHB is offered by CDC.

**8.4** Receipt of CIL income is always ad hoc and unknown (some years the Council receives £0.00); so, it is not accounted for in the 2022/23 budget.

**8.5** Both funding amounts reflect the volume of new development in the area. Given the current water neutrality issues and the Local Planning Authorities stay on approving development at the current time – a situation with no anticipated end date – this will have a direct impact on the amount of NHB / CIL money available to the Council in 2022/23 and beyond.

**8.6** 2022/23 may be the last year of the New Homes Bonus! The amount the Council may be able to apply for and to what/which project it is allocated to is an unknown. All outstanding NHB money (2020/21 and 2021/22) will have been spent on the two shelters (see 7.3 above).

**8.7** Please reflect upon paragraphs 1.2.4 – 1.3 above considering the information in paragraph 8.

**9. Reserves position | spreadsheet lines 114 - 146**

**9.1** The Council always has substantial and detailed ring-fenced reserves (lines 121 – 138) to off-set the significant general reserve deficit (line 120).

**9.2** The draft budget carries £1,000 into 2023/24 for the Neighbourhood Plan (line 125).

**9.3** The draft budget carries £15,000 into 2023/24 for Crouchlands. This amount has been agreed by the Council. However, it is highly unlikely that this will come to fruition within 2022/23, due to the water neutrality matter which has stalled all planning applications for an undefined period.

**10. Precept | spreadsheet line 97**

**10.1** The amount of Council tax paid is based on the banding of the property you live in (bands A – H).

**10.2** Council Tax valuations (A – H) are based on the value of properties that are not used for business purposes. The value is based on the price the property would have sold for on the open market on 1 April 1991 in England (and 1 April 2003 in Wales).

**10.3**

Band	Value at 1st April 1991
A	Up to £40,000
B	£40,001 to £52,000
C	£52,001 to £68,000
D	£68,001 to £88,000
E	£88,001 to £120,000
F	£120,001 to £160,000

G	£160,001 to £320,000
H	More than £320,000

**10.4** WSCC / CDC / Sussex Police / Fire Service / Parish Council sets their rates (precept) and CDC collects the Council tax accordingly.

**10.5** Nationally, band D properties are seen as the benchmark in terms of council tax.

**10.6** Based on a band D property

Precept amount	What a band D property paid this financial year (2021/22)	What a band D property will pay next financial year (2022/23)
£92,000	£81.98 per year £1.58 per week	£82.29 per year 0.38%
£93,000		£83.18 1.47% £0.02 weekly increase
£94,000		£84.08 2.56% £0.04 weekly increase (£1.62 per week)
£96,000		£85.87 4.74% £0.07 weekly increase (£1.65 per week)
£98,000		£87.66 6.92% £0.11 weekly increase (£1.69 per week)

		week)
£100,000		£89.45 9.10% £0.14 weekly increase (£1.72 per week)

**10.7** Recommended by the RFO / Chair of the Committee – begins to build our ‘own’ reserves at the end of the financial Year by £10,163 *if* all the expenditure within the draft budget comes to fruition.

[Back to top](#)