

The Lee Parish Council

**Minutes of the meeting of THE LEE PARISH COUNCIL (TLPC)
held via Go to Meeting on Tuesday, 12TH January 2021**

Present	Councillor C Sully (Chairman)	CS
	Councillor A Weir	AW
	Councillor C Perry	CP
	Councillor R Fowler	RF
	Councillor D Chinnery	DC
	Councillor C Little	CL
	Mrs H Farrelly (Clerk)	HF
In Attendance	Councillor T Birchley	TB
	Councillor A Bacon	AB
	Two members of the public	
Apologies	Councillor J MacBean	JM
	Councillor N Rose	NR

Agenda Number	Action	Item
1.		21/1
<p>INTRODUCTORY REMARKS BY CHAIRMAN</p> <p>Welcome to County Councillor Alan Bacon, who is attending the meeting.</p> <p>The Government has passed the Local Authority Police and Crime Panel Regulations 2020 which thereby permits the holding of remote parish council meetings.</p> <p>Conditions on which they can be held include that all attending can hear and, where possible, can see all attendees and to be able to contribute to the meeting.</p> <p>Cllr Sully asked all persons that are attending the meeting to indicate that they wish to speak by raising a hand.</p> <p>When voting, Councillors are also asked to raise a hand in support of the proposal.</p>		
2.		21/2
<p>APOLOGIES FOR ABSENCE</p> <p>NR and JM had sent their apologies.</p>		
3.		21/3
<p>APPROVAL OF MINUTES OF PREVIOUS MEETING</p>		

Agenda Number		Action	Item
	The minutes of the PC Meeting held on Tuesday, 10 th November 2020 were approved. The Chairman signed the minutes and a copy will be published on the website.		
4.	MATTERS ARISING FROM MINUTES NOT ITEMISED SEPERATELY		21/4
	Minute 8 – The clerk confirmed that Democratic Services have been notified of Marcus Dobbs resignation and that, at present, the parish council will not be seeking to fill the vacancy as the Elections are due to take place in May 2021.		
	Minute 10.4 – To confirm with the Parish Hall that they have taken over full ownership and responsibility of the basketball net.	HF	
5.	DECLARATIONS OF INTEREST ON FORTHCOMING BUSINESS No declarations of interest.		21/5
6.	REPORT FROM COUNTY/DISTRICT COUNCILLORS Councillor Birchley reported that Thames Valley Police have had the largest footprint in HS2 activities in the country and has presented a significant policing challenge, particularly with Jones Hill Wood protests. The Council has been supporting the roll out of the NHS COVID-19 vaccination programme with hospital and local hub locations being used, including a roving service for those people that cannot get to those locations. Cllr Sully asked whether there was any leaflet information available regarding the vaccination centres for those residents that do not have access to email/internet. At the December Chesham Villages Community Board (CVCB) meeting they discussed the work of the local community volunteer organisations.		21/6/1
6.2	The CVCB has a fund available for local priority projects. Cllrs Bacon and Sully reported that a joint parishes proposal has been put forward for the appraisal and funding for Traffic Speed Indicators, including at Kings Ash (30 mph) and on Chesham Lane (40 mph). Cllr Sully suggested that for 2021/22, TLPC might wish to consider further projects for local funding, possibly: a) Additional Traffic Speed Camera on approach to The Lee (near C&R) (30 mph). b) A Community Project at Lee Common School – to be discussed with school c) Other local community projects to support priority areas.	CS/HF	21/6/2

Agenda Number		Action	Item
6.3	Councillors raised concerns about the fact that the planning department are, in some cases, not notifying neighbours or sending late notifications about planning applications. This issue has been going on for quite a while now and Councillors stressed that this needs to be addressed. Parish Councillors agreed to take this matter up with Councillor MacBean and Councillor Rose, in their capacity as members of the planning committee.		21/6/3
7.	<p>COMMENTS OR QUESTIONS FROM THE PUBLIC</p> <p>Comments were raised from two members of the public about the failure of Buckinghamshire Council’s planning department to publicise a Change of Use application for their neighbour’s property. Buckinghamshire Council has apologised but the residents remain concerned that they have been left in a prejudicial position by the failure.</p> <p>The residents will consider escalating the complaint to Stage 2The Parish Council confirmed that they would support a complaint raised by residents in relation to these issues.</p>		21/7
8.	<p>CLERKS REPORT</p> <p>There was nothing to report.</p>		21/8
9.	FINANCE & GOVERNANCE		21/9
9.1	<p>FINANCE REPORT FROM FINANCE GROUP</p> <p>See APPENDIX 1 for Financial Summary – 1st April 2020 to 30th November 2020</p> <p>Councillors noted and approved the circulated financial summary as a correct record of the parish council accounts up to the 30th November 2020.</p> <p>The Finance group recommended reducing the ‘Anderson Seat’ reserve each year by the amount spent on it during the year and noted that the ‘Allotments Deposits’ are potentially refundable and therefore not ‘Discretionary Reserves’.</p>		21/9/1
9.2	<p>EXPENDITURE AGAINST BUDGET FOR 2020/21</p> <p>Councillors noted that there had been some changes made in the anticipated expenditure against the budget for 2020/21 resulting in a projected surplus of £1,435 for the year (c.f. £793 increase cf budget)) made up principally of:-</p> <ul style="list-style-type: none"> • Admin: £184 increase costs as a provision for additional IT costs • Grass/Hedging/Gates/fencing: £554 reduction in costs • Subscriptions: £115 reduction in costs • Other assets: £237 reduction in costs 		21/9/2

Agenda Number		Action	Item
	Councillors were happy with these changes and agreed to monitor as per the budget.		
9.3	<p>TO AGREE BUDGET FOR 2021/2022</p> <p>The draft budget had been previously circulated at the November 2020 meeting and Councillors were invited to make comment on each budget line.</p> <p>Councillors received a 3-year projection showing the projected outturn for this financial year and projections for the next 3 years. The only significant budget change proposed for 2021/22 (compared with 2020/21) is to allow for an increase in Clerk's wages (in part because of possible extra duties required)</p> <p>It is proposed that other new significant projects which we might be considered in 2021/22 could be part-funded by reserves (if appropriate) and/or grants. For example:</p> <ul style="list-style-type: none"> • Contributions towards the cost of traffic / speeding signs • Fence off allotment area. • New or replacement playground equipment • Oxford Street / allotments parking <p>Having reviewed carefully the budget for all expenditure lines, Councillors were happy to approve the budget for 2021/22 (Appendix 2)</p>		21/9/3
9.4	<p>TO AGREE PRECEPT FOR 2021/22</p> <p>Having carefully considered the budget for next year and the reserves position, councillors unanimously agreed to set the precept at £15,000 with an overall increase of 2.5% from the previous year (See Appendix 2).</p> <p>The clerk would notify Buckinghamshire Council finance department.</p>	HF	21/9/4
9.5	<p>EXTERNAL AUDIT</p> <p>Councillors noted the conclusion of External Audit for 2019/20 and agreed not to have an External Audit for 2020/21 accounts.</p> <p>Councillors noted that a Notice on Conclusion of the Audit has been published on the website and noticeboards.</p>		21/9/5
9.6	<p>CLERKS SALARY</p> <p>The Clerks salary increase, from 1st April 2020, under NJC pay scales, has been implemented and backdated payments authorised.</p> <p>The Clerk is currently paid for 8 hrs work each week. It is felt that this may be insufficient to do the job effectively. The budget for 2021/22 has therefore been</p>		21/9/6

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	set 12.5% higher than otherwise to allow this to be increased to 9 hrs a week, so that she may take on more website / Forum duties and parishioner engagement (See 9.3). Before implementing any increase, the Chair and Deputy Chair will review the Clerk's work and hours, and bring a proposal to the March TLPC meeting.	CS/CP	
9.7	<p>INVOICES APPROVED</p> <ul style="list-style-type: none"> • Chq 100090/£20.00 – Royal British Legion • Chq 100091/£228.00 – Enterprise Skip Hire • Chq 100092/£1120.00 – All Seasons • Chq 100093/£360.00 – PKF Littlejohn • Chq 100095/£988.51 – Clerks Salary • Chq 100096/£247.00 - HMRC • Chq 100097/£60.75 – Lights for the Jubilee Well • Chq 100098/£129.00 – Clerks Expenses (Training and Go to Meeting) • Chq 100099/£360.00 – External Audit • Chq 100100/£42.00 – DCK Accounting Payroll • Chq100101/£110.00 - Newsletter 		21/9/7
9.8	<p>TO APPROVE REVISED GOVERNANCE DOCUMENTS</p> <p>Having received the following documents prior to the meeting , councillors noted that they had been reviewed and updated and were happy for them to be approved:</p> <ul style="list-style-type: none"> • Financial Regulations • Standing Orders • Privacy Notice 		21/9/8
10	COUNCIL PROPERTY – REPORTS AND ACTIONS		21/10
10.1	<p>PLAYGROUND (CS)</p> <p>Councillors noted that Broxap have agreed:</p> <ol style="list-style-type: none"> a) A free risk assessment by Play Inspections of the cave issue. At the same time they will assess the risk of having / not having grass mat protection under the bridge. b) To examine and remedy the 'step-support' issue. c) To examine and remedy the gaps at the tunnel entrances. <p>Sovereign are due to carry out a safety inspection and the Clerk has asked them for a quote to replace the top beam on the Trim Trail.</p> <p>Further remedial work may be needed in the Spring to the fort, tunnel, slide grass mound. It may be appropriate to invite another party to tackle these issues (e.g. Chesham Town Council).</p>	HF	21/10/1

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	Councillor MacBean has supplied TLPC with two new dog signs for the playground area which will be mounted in due course.	CS	
10.2	<p>GRASS, TREES, HEDGES, GATES & BENCHES (CP)</p> <p>Damage to the field gate on Oxford Street has been reported and quotations should be obtained for its replacement.</p> <p>The pedestrian gate next to the field gate is scheduled for replacement but this is delayed due to Covid. The pedestrian gate next to the field gate on Cherry Tree Lane is also deteriorating and will need replacing in the next 12-18 months (particularly as it doesn't latch and swings a lot in high winds). All other gates are fine.</p> <p>The Clerk has been instructed to obtain quotations for the replacement of the fencing around the allotments.</p>	<p>HF</p> <p>HF</p>	21/10/2
10.3	<p>ALLOTMENTS (AW)</p> <p>A new water trough has been positioned and connected to the water supply.</p> <p>A further request has been received for an additional trough to be placed towards the far end of the site to facilitate tenant's furthest away from water. It has transpired that due to distances tenants have had to carry water that this is the major factor for them to give up a plot. Cllr Weir will review this idea.</p> <p>A family moving to Lee Common in February have enquired if an allotment is available. We have one free plot.</p> <p>Many thanks to Don Stone who constructed and installed two bird boxes positioned within the allotments/playground.</p> <p>Councillors discussed the option to fence around all allotments, as there are deer in the local area. The clerk will make some further enquiries.</p> <p>The Parish Council wished to thank Malcolm Wier for the installation of the trough.</p> <p>Cllr Chinnery agreed to send a copy of the forms to be filled in to Councillor Wier with regard to volunteer work on the allotments.</p>	<p>AW</p> <p>HF</p> <p>DC</p>	21/10/3
10.4	<p>OTHER ASSETS (RF)</p> <ul style="list-style-type: none"> • Emily's seat: Cllr Chinnery will paint the ironwork in the spring • Bench at Swan Bottom: Cllr Chinnery will apply preservative/stain to the whole bench in the spring • War Memorial: some of the pointing that was done a couple of years ago has failed, suggest we consider having it redone in the spring • Jubilee Well: was illuminated with fairy lights over the Christmas period, now removed for safekeeping. 	<p>DCDC</p> <p>RF</p>	21/10/4

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11.	FOOTPATHS (DC) & ROADS (CL)		21/11																																										
11.1	<p>FOOTPATHS</p> <p>Councillors received an updated schedule on the status of stiles on the ROW map and the TLPC footpath issues schedule.</p> <p>Cllr Chinnery updated Councillors on the various issues that have been raised in the parish.</p>		21/11/1																																										
11.2	<p>ROADS</p> <p>Speed monitoring was been discussed under minute 6.</p>		21/11/2																																										
12	PLANNING APPLICATIONS		21/12/1																																										
12.1	<p>The Clerk reported the following:</p> <table border="1"> <thead> <tr> <th>Planning Application</th> <th>Address</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td colspan="3">Decision Completed</td> </tr> <tr> <td>PL/20/1519/FA</td> <td>Kingsgate Farm Lee Gate</td> <td>Withdrawn</td> </tr> <tr> <td>PL/20/1302/VRC</td> <td>Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP</td> <td>Withdrawn</td> </tr> <tr> <td>PL/20/3145/FA</td> <td>Martins Oxford Street Lee Common Great Missenden, HP16 9JP</td> <td>Conditional Permission</td> </tr> <tr> <td colspan="3">Decision Pending</td> </tr> <tr> <td>PL/18/4871/FA</td> <td>Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td>PL/18/4872/FA</td> <td>Hunts Green Farm, Kings Lane, The Lee, HP16 9LX</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td>PL/20/3128/FA</td> <td>2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX</td> <td>Objections submitted Decision Pending</td> </tr> <tr> <td>PL/20/3326/FA</td> <td>3 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td>PL/20/3400/FA</td> <td>The Cart House, Three Gates Farm, Chartridge</td> <td>Comments submitted Decision Pending</td> </tr> <tr> <td colspan="3">Decision yet to be submitted</td> </tr> <tr> <td>PL/20/4157/FA</td> <td>Foxgrove, Crocketts Lane, Lee Common, HP16 9JR</td> <td></td> </tr> <tr> <td>PL/20/4343/FA</td> <td>Copper Rose Cottage Oxford Street Lee Common Great Missenden Buckinghamshire HP16 9JX</td> <td></td> </tr> </tbody> </table>	Planning Application	Address	Decision	Decision Completed			PL/20/1519/FA	Kingsgate Farm Lee Gate	Withdrawn	PL/20/1302/VRC	Kings Ash Farm Chesham Lane Kings Ash Buckinghamshire HP16 9NP	Withdrawn	PL/20/3145/FA	Martins Oxford Street Lee Common Great Missenden, HP16 9JP	Conditional Permission	Decision Pending			PL/18/4871/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX	Comments submitted Decision Pending	PL/18/4872/FA	Hunts Green Farm, Kings Lane, The Lee, HP16 9LX	Comments submitted Decision Pending	PL/20/3128/FA	2 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX	Objections submitted Decision Pending	PL/20/3326/FA	3 Hunts Green Cottages, Kings Lane, The Lee, HP16 9LX	Comments submitted Decision Pending	PL/20/3400/FA	The Cart House, Three Gates Farm, Chartridge	Comments submitted Decision Pending	Decision yet to be submitted			PL/20/4157/FA	Foxgrove, Crocketts Lane, Lee Common, HP16 9JR		PL/20/4343/FA	Copper Rose Cottage Oxford Street Lee Common Great Missenden Buckinghamshire HP16 9JX			
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12.2	Other Planning Matters	.	21/12/2																																										

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	<p>Councillors noted that the trial to post new planning applications to The Lee Forum by the Clerk commenced on the 1st January 2021.</p>		
<p>13</p>	<p>HS2 CONSTRUCTION</p> <p>Councillors noted the report circulated by Cllr Sully on HS2.</p> <p>HS2 Construction The major concerns locally continue to be the use of hill-top lanes by HS2 vehicles and the now projected overall traffic levels on the A413. This week, there are a number of meetings at which these issues will be further discussed.</p> <p>HS2 Commissioners Local Parish Council and County Cllrs met with the HS2 Construction and Residents Commissioners in December to present a list of local complaints. The Lee presented on the inadequacies of the Local Traffic Management Plan and on the use of hill-top lanes. Other parishes presented on the proposed new Little Missenden roundabout; the GM Haul Road Compound; Jones Hill Wood and compensation payments. The two Commissioners appeared to understand and be receptive to the local concerns and will now feed them back to HS2 Ltd’s senior management.</p> <p>The Commissioner is expected to attend one of the local liaison meeting on 11th January.</p> <p>Forward programme In December, Fusion JV also announced their local plans for the early part of 2021, which include:</p> <ul style="list-style-type: none"> • The Grim’s ditch de-vegetation work will be de-mobilised, with no further removal of soil or ‘tree arisings’. • A ‘bat house’, will be built near Potter Row, and will be accessed using the internal haul road. • Further archaeological surveys will use the internal haul road and, to a limited extent, other access points on Potter Row and Kings Lane, using light vehicles. • Archaeological digs will continue at the Kings Lane compound; no excavated material will leave the site. • A programme of work to prepare ground to receive tree planting near Jones Hill Wood will use the lower part of Bowood Lane for access. <p>Cllr Sully proposed the idea of a Parish online briefing event on HS2 before the spring and agreed to discuss further with the Clerk and Cllrs Chinnery and Fowler.</p>		<p>21/13</p> <p>CS</p>

Agenda Number		Action	Item
14.	PARISH COMMUNICATIONS		21/14
14.1	<p data-bbox="252 371 448 405">Website/Forum</p> <p data-bbox="252 443 1241 544">Migration of all contracts and hosting to Sinorrah was due to have taken place last week, but was postponed due to staff sickness. Awaiting confirmation of reschedule to Wednesday 13th January 2021.</p> <p data-bbox="252 589 1209 656">The Clerk attended Wordpress training on 11th Jan, with further training on the parish council website to follow.</p> <p data-bbox="252 701 1233 801">The forum now has over 600 users. We are getting a number of applications from people outside the immediate area who believe that the forum is a source of information on HS2, but so far have managed to identify and deter these.</p>		21/14/1
14.2	<p data-bbox="252 842 536 875">Annual Parish Meeting</p> <p data-bbox="252 909 1182 943">Councillors noted the indefinite postponement of the Annual Parish Meeting.</p>		21/14/2
14.3	<p data-bbox="252 987 392 1021">Newsletter</p> <p data-bbox="252 1066 778 1099">Topics to be included in the Newsletter are:</p> <ul data-bbox="260 1111 823 1234" style="list-style-type: none"> <li data-bbox="260 1111 520 1144">• Website Migration <li data-bbox="260 1155 560 1189">• Covid and Playground <li data-bbox="260 1200 823 1234">• Community and Rural Villages Board Grants 		21/14/3
	<p data-bbox="252 1323 592 1357">DATES FOR MEETINGS 2021</p> <p data-bbox="252 1402 663 1435">Dates for next year are as follows:</p> <ul data-bbox="260 1447 592 1480" style="list-style-type: none"> <li data-bbox="260 1447 592 1480">• Tuesday, 9th March 2021 <p data-bbox="252 1525 1166 1559">Dates for meetings in 2021-22 will be circulated to councillors in due course.</p>	HF	21/15
	<p data-bbox="252 1659 624 1693">The meeting closed at 9.20pm</p> <p data-bbox="252 1783 1110 1814">CHAIRMAN..... Date</p>		

APPENDIX 1

FINANCIAL SUMMARY

REPORTING PERIOD: 1st April 2019 – 30th November 2019

1. Current account bank reconciliation

	Opening balance 1 April 2019	16,580.05	Statement 6
A	Income - current year	47,649.14	
	Income Subtotal	47,649.14	
B	Cheques paid last financial year and presented this year (chq no: 100015/16/17)	975.66	
C	Expenditure - current year(minus unrepresented chqs in this financial year (reported in section C))	50,877.17	
D	Expenditure Subtotal	51,852.83	
E	Closing balance = (Opening Balance + A)-B	12,376.36	Statement 14
F	Cheques paid last financial year that have not been presented	-	
G	Unrepresented cheques this year	342.00	
H	Unrepresented cheques total	342.00	
	Total Committed Expenditure to date for financial year (D+H)	52,194.83	

The Lee Parish Council: 3-year rolling financial forecast

	2016/17	2017/18	2018/19	2019/20	2020/2021		2021/22	2022/23	2023/24	Notes	Resp. Cllr/Clerk to review
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Agreed Budget</i>	<i>Current Forecast</i>	<i>Draft 'Budget</i>	<i>Project'n</i>	<i>Project'n</i>		
B/F Reserves	5324	9207	11105	15404	16067	16067	17502	17477	17378		
Ankerson Seat	1000	1000	1000	1000	1000	1000	1000	1000	1000		
Allotment Deposits	660	660	660	710	710	710	660	660	660		
Playground Reserve	2000	2747	3500	6304	5000	5000	5750	6500	7250		
General Reserve	1664	4800	5945	7390	9357	9357	10042	9317	8468		
INCOME											
Precept	10989	13200	13860	14275	14632	14632	15000	15375	15759	(1)	
Other Receipts)	996	608	301	455	408	489	420	433	446		AW/HF
VAT Refund)			2767	7414	290	290	297	308	308		HF
HS2 CEF Grant			11011	33089		350				(9)	
TOTAL INCOME	11985	13808	27939	55233	15330	15761	15717	16116	16513		
EXPENDITURE											
Sub-Total Staff	2995	3226	3605	4264	4750	4750	5886	6063	6244	(2)	
VAT		225	2344	7414	290	290	297	306	315	(3)	HF
Admin		530	296	886	800	984	820	845	870		CS/HF
Grass/hedges/gates/fencing		3533	2772	3470	4810	4256	4600	4738	4880		CP/HF
Playground: Inspections)		970	91	2791	480	480	492	507	522	(4)	CS/HF
: Repairs / maintenance)					1000	1000	1025	1056	1087		CS/HF
Allotments: routine)		252	534	465	200	200	205	211	217	(5)	AW/HF

: clearance / non-routine)					300	300	308	317	326		AW/HF
Subs	191	272	141		250	135	256	264	272		HF
Insurance	684	697	664		800	810	820	845	870		HF
Professional Fees	455	290	597		608	608	623	642	661		HF
Other asset management	1844	1727	989		400	163	410	422	435	(6)	RF/HF
Other						350				(9)	
Sub-Total Others payments	5107	8684	9023	17417	9938	9576	9856	10152	10456		
Playground Fort Re-build		11011	33089								
TOTAL EXPENDITURE	8102	11910	23639	54770	14688	14326	15742	16214	16701		
Write-off of uncashed chq				200							
SURPLUS / (DEFICIT)	3883	1898	4299	663	642	1435	-25	-99	-188		
C/F Reserves	9207	11105	15404	16067	16709	17502	17477	17378	17190		
Ankerson Seat	1000	1000	1000	1000	1000	1000	1000	1000	1000		
Refundable Allotment Dep	660	710	710	710	710	710	710	710	710		
Playground Reserve	2747	3500	6304	5000	5750	5750	6500	7250	8000	(7)	
General Reserve	4800	5895	7390	9357	9249	10042	9267	8418	7480	(8)	

NOTES:

(1) Precept assumes 2.5% increase per annum from 2021/22

(2) 10% increase in hrs wef 1/1/2020; then assuming 2.5% per annum increase

(3) All other payments assumed to inflate at approx. 2.5% per annum

(4) Playground Inspections split from maintenance / improvements from 2020/21

(5) 'Non-routine' Allotments work to be split from 2020/21

(6) reduced from 2019/20 (after well/memorial refurbishment)

(7) At the end of 2018/19, as well as the usual £750 put into the playground reserve, we also added a further £2,054 to the playground reserve for additional fort expenditure to be paid in 2019/20. At the end of 2019/20, we reversed this provision

(8) we are aiming to hold a general reserve of approx. 50% of the annual precept

(9) HS2 CEF grant for fort in 2018/19 and 2019/20; BC grant for Newsletter 2020/21