

**RIVENHALL PARISH COUNCIL.  
DRAFT MINUTES OF THE PRECEPT MEETING HELD ON 13 DECEMBER 2017  
IN RIVENHALL VILLAGE HALL.**

**Present:** Cllrs. Abbott, Wright, Anderson and Prime.

**In the Chair:** Cllr. Abbott

**Also present:** Parish Clerk.

**1556. Apologies for Absence.**

Apologies were received from Cllrs. Knubley, Clark and Turner.

**1557. Declarations of Interest.**

Cllr. Abbott declared a pecuniary interest in item 1559 (ii) re the Chairman's Allowance, and a non-pecuniary interest in Item 1563 (17/00402/TPO).

**1558. Adjournment for 10 minutes.**

No members of the public were present to raise any matters.

**1559. Discussion and Agreement of the proposed budget items for year 2018/2019.**

The Clerk had, with the agenda, distributed to each Member copies of his budget estimate to 31 March 2018 and for the year 2018/2019.

Following a brief discussion it was **proposed by Cllr. Abbott, seconded by Cllr. Wright and unanimously agreed** that the following Budget figures be agreed for the year 2018/2019

i.	Parks & Open Spaces.	£6,975
ii.	Administration.	£8,092
iii.	Payments made under Section 137.	£110
iv.	Reserve Fund.	£7,000

**1560. Requirements under the Audit Regulations.**

i. Appointment of Responsible Financial Officer (RFO).

**Proposed by Cllr. Prime, seconded by Cllr. Abbott and unanimously agreed** that the Parish Clerk continue as the Responsible Financial Officer for the year 2018/2019.

ii. Appointment of Internal Auditor.

**Proposed by Cllr. Prime, seconded by Cllr. Wright and unanimously agreed** that Mrs Ann Clarke be reappointed Internal Auditor for the year 2018/2019.

**1561. To set the Precept for the year 2018/2019.**

Taking the budget figures at item 1559 above, the proposed budget for 2018/2019 is £22,177 excluding £7,000 from reserve funds for any major/capital expenditure. Less the BDC's Localism Fund Grant of £604 and the estimated Street Cleaning Grant of £1,797 the estimated budget expenditure for 2018/2019, therefore, is £12,776.

**Proposed by Cllr. Wright, seconded by Cllr. Prime and unanimously agreed** that a Precept amount of £11,000 be levied for the year 2018/2019.

This gives an estimated Band D equivalent Council Tax of £41.55 £5.62 more than for 2017/2018.

This Budget and Precept was recommended for final approval at the next Parish Council meeting on 9 January 2018.

**1562. To consider any planning applications with decision date prior to the January meeting.**  
**Application: 17/02157/FUL:** Change of use of former diner etc to vehicle hire and sales - Empire Diner, London Road, Rivenhall End.

Members raised the following comments regarding this application:

The existing lighting conditions are not being currently adhered to; the applicants should be informed and required to abide by the current lighting conditions.

There is concern regarding the possible discharge of unsuitable material into the Rivenhall Brook which runs close to the rear of this site.

**Application: 17/00402/TPO:** Carry out work to protected trees - Rivenhall Place, Park Road.

Members raised the following comments regarding this application:

There was some confusion regarding the location of the individual trees due to the duplication of identification numbering.

There is only a minimal replacement for the trees to be felled.

The trees to be felled due to disease should be supported by a report from a qualified arboriculturist to that effect, as required by BDC in the application form. If the disease is supported then the Parish Council are not averse to the trees being felled.

**1563. Date of the next meeting.**

Tuesday 9 January 2018 in Rivenhall Village Hall commencing at 20.00 hours.

**1564. Closure.**

The Chairman closed the meeting at 20.35 hours.

Signed:.....

CHAIRMAN

Date:.....