

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF NEWBALD PARISH COUNCIL HELD AT NEWBALD PRIMARY SCHOOL ON 6 NOVEMBER 2017 AT 7.30PM

Present: Councillors G. Steward (Chairman), B. O’Sullivan (Vice Chairman), J. Barrett, T. Bowater, B. Clarke, S. Dongray-Burke, J. Howard, E. Huntington, G. Lewis, E. Openshaw, B. Smith

In attendance: Suzanne Smith (Clerk to the Council)

1	PUBLIC FORUM None	
2	APOLOGIES FOR ABSENCE None	
3	DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT 3.1 Declarations of Interest Cllr. Lewis – item 17 Cllr. Openshaw- item 17 Cllr. Howard – item 17 3.2 Dispensations – None	
4	CO-OPTION OF COUNCILLOR Having expressed an interest in the vacancy, Terry Bowater was in attendance. The Clerk confirmed that he met the eligibility criteria. Resolved: that Terry Bowater is co-opted onto the Council (Cllr. O’Sullivan proposed, Cllr. Smith seconded)	
5	APPROVAL OF MINUTES Resolved: that the minutes of the meeting held on 2 October 2017 are signed as a correct record.	Clerk
6	FINANCE 6.1 2018-19 Budget Members considered a budget proposal put forward by the working party and comparative figures from previous years. It was noted that there was a downward trend in reserves which needed to be addressed to ensure the Parish Council can continue to meet its obligations in the future.	

	Resolved: that the precept is set at £30,978.25 which represents a 5% increase rise on last year's precept. (See Appendix 1)	Clerk																																				
6.2	Quotes for the Provision of Christmas Tree The Clerk said she had not yet received the quotes.																																					
	Resolved: that the Clerk is given delegated authority to purchase the Christmas Tree for under £400.	Clerk																																				
6.3	Approval of Payments Resolved: In accordance with financial regulations, the following payments are noted and/or approved. Clerk to arrange payment where appropriate.																																					
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6.4	<i>County Cllr. Phyllis Pollard arrived at the meeting. The Chairman moved to item – ERYC Councillors</i> Members raised two particular areas of concern, namely the unlawful development on the field next to the cemetery and pot holes on Hotham Road. Cllr. Pollard said she would take up these issues on behalf of NPC. <i>Cllr. Phyllis Pollard left the meeting The Chairman moved to back to item 7.</i>																																					
7	PLANNING																																					
7.1	Notices of Decision 17/03048/TCA – North Newbald Conservation Area: Ash; crown lift over garage up to approximately 4m – No objections raised																																					
7.2	Planning Applications																																					
7.2.1	17/03428/PLF – Creation of new vehicular access including gravel parking area with new landscaping following partial demolition of brick boundary wall – Mires Farmhouse, The Mires Resolved: that NPC has no observations to make	Clerk																																				

<p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>Unauthorised Development</p> <p>Members considered the unauthorised development taking place in the field next to the cemetery and agreed that, as ERYC Enforcement team was already taking action, nothing further could be done at this stage.</p> <p>Pest Control</p> <p>The Clerk said that, following the decision at the last meeting to use free pest control by people that enjoy shooting as a hobby, she had yet to be provided with adequate proof that the volunteers were insured properly to do the work.</p> <p>It was decided that they would be given another month to produce the documentation.</p> <p>Decorative Arch at the Cemetery</p> <p>The Clerk said that Pauline Fisher had been unable to attend the meeting to talk about her proposals for the entrance to the cemetery, but she tabled an illustration that she had created. She had asked that Councillors might meet her on site to discuss the idea further.</p> <p>It was agreed that Cllrs Smith, Huntington, Openshaw and Dongray-Burke would meet Mrs Fisher</p> <p>Garden of Remembrance</p> <p>Members discussed again whether a Garden of Remembrance should be created in the cemetery. One idea that was put forward was that urns could be buried along the side of the path, without the need for an official area being set aside.</p> <p>It was agreed that Cllrs. Steward, O’Sullivan, Openshaw and the Clerk would meet one Saturday afternoon in the cemetery to look at the feasibility of doing this.</p>	<p>Clerk Cllrs. Smith, Huntington Openshaw, Dongray- Burke</p> <p>Clerk Cllrs. Steward O’Sullivan</p>
<p>9</p> <p>9.1</p>	<p>VILLAGE SAFETY, MAINTENANCE AND IMPROVEMENTS</p> <p>Oil Spill in the Beck</p> <p>Members discussed the visit by Jason Gardner of the Environment Agency and his assessment that the slimy weed in the beck was a result of a nutrient excess caused by the oil, it being organic material, and that balance would be restored with the onset of colder weather. The Clerk said that Jon Traill from Yorkshire Wildlife Trust had agreed with this assessment.</p> <p>The Clerk said that a vole had been spotted on The Mires by members of the Yorkshire Wildlife Trust so it looked promising that the population may have survived the spill.</p> <p>It was agreed that no further action should be taken at the moment but that Councillors would keep their eye on the beck and discuss the matter again if need be.</p>	

9.2	<p>Village Entry Signs</p> <p>Members discussed the possibility of creating more aesthetically pleasing village signs, such as those at Everthorpe. It was agreed that the Clerk would get a quote for something similar for Members to consider. Funding could be discussed at that point.</p>	Clerk
9.3	<p>Request for ERYC Civil Enforcement Officer to patrol the village</p> <p>The Clerk said that NPC's request had been turned down by ERYC who had said that any parking issues were purely a police matter.</p>	
9.4	<p>Speed Indicator Device</p> <p>Members discussed the possibility of hiring a speed indicator device in the village. This would cost £500 for two and ERYC would install them.</p> <p>Cllr. Howard outlined another option which was to work with the new Humber Safer Roads Scheme and arrange for volunteers in the community to train to use speed guns. Anyone caught using the guns would receive a letter of warning from the police.</p> <p>Although some members were concerned that such a scheme may breed ill feeling, it was agreed that Cllr. Howard would write to the Chief Superintendent to express an interest and find out more, including what the cost implications might be.</p>	Cllr. Howard
9.5	<p>Tree on The Mires</p> <p>The Clerk asked whether Members would like to arrange for a tree to be planted on The Mires to replace the dead one.</p> <p>Resolved: that the Clerk should purchase a tree and that John Hatfield be asked if he would mind planting it.</p>	Clerk
9.6	<p>Clear out of Beck on The Mires</p> <p>The Clerk informed Council that Members of Yorkshire Wildlife Trust had cleared the beck out in the Mires, taking care to protect the vole community.</p>	
10	<p>2017 CHRISTMAS TREE</p> <p>Members discussed the quote received for the power supply and lights following a new specification put forward by NPFA.</p> <p>Cllr. Bowater said he may be able to improve on the prices that had been quoted.</p> <p>Resolved: that the Clerk consults with Cllr. Bowater and has delegated authority to spend up to £650 on the lights and their power source.</p>	Clerk Cllr, Bowater
11	<p>SAFETY INSPECTION REPORTS</p> <p>All members had previously had sight of the inspection reports written by Cllr. Openshaw. There was little to report, except a stake that was loose in the cemetery and grass that was growing through the tarmac outside Pear Tree Cottage on The Green. It was noted that the underside of one of the benches in the cemetery was</p>	

	<p>broken.</p> <p>It was agreed that the Clerk would get some quotes for repairing these.</p>	Clerk
12	<p>CATERING ON THE GREEN</p> <p>Members discussed whether to support an application to ERYC by Pomiere Pizza Co. to trade on the Green one weekday night, other than Thursday.</p> <p>Resolved: that NPC is in favour of this (<i>Cllrs. Barrett, Bowater, Huntington and Lewis voted against</i>)</p>	Clerk
13	<p>CAMPAIGN AGAINST COLD CALLING</p> <p>The Clerk said that a representative from ERYC would be talking about this at public forum at the next meeting.</p> <p>Meanwhile, Members asked if the Clerk would see if the Neighbourhood Watch Co-ordinator had some advice on cold calling.</p>	Clerk
14	<p>SUPERFAST BROADBAND ROLLOUT</p> <p>The Clerk said that she had still not heard anything back from KC and agreed that she would continue to keep the pressure up for a response.</p>	Clerk
15	<p>NOTICEBOARD UNDER THE LIME TREES</p> <p>The Clerk tabled a collage of old photographs and suggested that NPC could print a poster for display in the notice board. It would cost in the region of £30.</p> <p>Members suggested some photos that were missing, namely some of Levitt's wheelwright shop. It was thought that Peggy Youngman may have copies of these. At the price, Members felt alternative photos and layouts could be printed in the future.</p> <p>Resolved: that the Clerk has delegated authority to make any changes and arrange for it to be printed.</p>	Clerk
16	<p>NEWSLETTER TRAFFIC AND PARKING SUPPLEMENT</p> <p>The Clerk asked Members whether they would like the Traffic and Parking Supplement to include a consultation to see whether electors would like NPC to spend money on taking action to resolve traffic/parking problems.</p> <p>Members felt this was not necessary at this stage.</p>	Clerk
17	<p>VILLAGE HALL</p> <p>Cllr. Openshaw had already provided Members with a copy of the Village Hall's annual report by email. He reported that James Wright had resigned and that Cllr. Lewis had taken his place as Treasurer.</p> <p>The work to replace the toilets and heating is scheduled to commence on January 8th. Newbald Village Hall Management Committee has received the technical</p>	

	specification details for Phase 2 and will start going out to tender.	
18	<p>PARISH TRANSPORT</p> <p>Cllr. Huntington said that ERYC was in the process of zoning the East Riding of Yorkshire, after which a meeting would be called to discuss parish transport further. It was agreed that as part of the Traffic and Parking supplement that members of the public are invited to let Cllr. Huntington know (by phone or post) what they need in terms of public transport.</p>	Clerk
19	<p>COMMUNITY PAYBACK</p> <p>The Clerk said she had still not heard back from the service and said that she would chase NPC's application up again.</p>	Clerk
20	<p>NPC CHRISTMAS PARTY</p> <p>Cllr. Lewis said he and Cllr. Clarke had this in hand for the scheduled date.</p>	Clerk
21	<p>ERYC COUNCILLORS</p> <p>See Minute 6.4</p>	
22	<p>INFORMATION EXCHANGE</p> <p>Cllr. Huntington said she had taken up the issue of the poor Post Office service with Graham Stuart MP as it had been totally unreliable of late. It was agreed that this would go on the agenda for the next meeting.</p>	Clerk

Meeting finished at 9.30pm

APPENDIX 1: NEWBALD PARISH COUNCIL BUDGET AND PRECEPT CALCULATIONS FOR 2017-18 FINANCIAL YEAR (Page 1)

	2017/18 Budget	2017/18 Actual to 02/10/17	2017/18 Probable Year End Actual	2018/19 Budget	Budget Variances 2017-18	
EXPENDITURE						
Council Activity						
Village Maintenance	£750.00	£350.00	£750.00	£772.50	£0.00	Probable actual for 2017-18 assumes we will pay for Beck clearance again (250) and further maintenance costs of £100 for anything thrown up by health & safety reports or generally. Budget for 2018/19 assumes a 3% increase in such costs over the next year.
Winter maintenance	£400.00	£0.00	£0.00	£400.00	£-400.00	Assumes we will NOT spend £400 on winter maintenance in 2017-18 as experience says this is unlikely. This is the residue £400 from the grant 7.5 years ago. £400 for 2018-19 will cover us in the event of a harsh winter. We already have grit in storage.
Clock	£158.10	£155.00	£155.00	£159.65	£-3.10	Have only spent on the service of the clock which is £155, no further spend anticipated. Budget for 2018-19 anticipates that the only spend on the clock will be the service and allows for 3% inflation on those prices.
Street lighting	£1,960.63	£0.00	£1,960.63	£2,019.45	£0.00	The probable actual for 2017-18 is for the anticipated actual Street Lighting bill with allowance for 2% inflation on 2016-7 prices (not received until November). The budget for 2018-19 assumes a further 3% increase in price
Village Hall	£5,000.00	£0.00	£0.00	£0.00	£-5,000.00	Assumes no spend on the Village Hall from Parish Council funds this financial year. No budget has been set for the Village Hall in 2018/19. Any match funding will most likely come from the Sober Hill Wind Farm Community Benefit Fund. If we as a Parish Council do want to give the Village Hall a grant, it can be done from the general grant fund.
Grass Cutting - Playing Fields	£1,099.48	£1,350.04	£1,350.04	£0.00	£250.56	In 2017-18, we had to increase the number of cuts to allow for the wetter summers which are causing the grass to grow more quickly so we went over budget slightly. Spend for 2017-18 assumes that NPC will pay 3/4 of the Playing Field grass cutting costs. The zero budget for 2018-19 assumes that NPC will hand back responsibility for grass cutting at the Playing Field to the NPFA
Cemetery						
Council tax/Utilities	£200.00	£151.83	£200.00	£206.00	£0.00	Assumes we will spend the full budget on Council tax and utilities in 2017-18. Allows for inflation of 3% on those costs in the year 2018-19
Maintenance	£474.00	£275.00	£575.00	£592.25	£101.00	Probable actual for 2017-18 takes into account £75 already spend on fence, £400 on pest control. Allows £100 for eventualities before end of financial year. Budget for 2018-19 allows for inflation of 3% to similar costs
Cemetery Development	£3,250.00	£0.00	£0.00	£0.00	£-3,250.00	As the Council has decided against creating a Garden of Remembrance, the assumption is that this budget will not be used in 2017-18 and that it is also not necessary for 2018-19
Grass Cutting	£2,052.00	£2,257.36	£2,257.36	£2,325.08	£205.36	The probable actual is already an actual spend. Spend against budget for 2017-18 has gone up because the Council decided to increase the number of cuts from 14 to 18 in the year. The budget for 2018-19 assumes that we will use a contractor in a similar price range and allows for 3% inflation
Churchyard						
Maintenance	£500.00	£235.00	£235.00	£500.00	£-265.00	Probable actual assumes no further spend in this financial year 2017-18. We have already spent £85 clearing moss and £150 on tarmacking. Budget for 2018-19 assumes no big expenditure on churchyard - £500 allocated for general maintenance.
Grass Cutting	£1,548.00	£1,702.89	£1,702.89	£1,753.98	£154.89	The probable actual for 2017-18 is already an actual. Spend against budget for 2017-18 has gone up because the Council decided to increase the number of cuts from 14 to 18 in the year. Budget for 2018/19 is based on assumption that we will pay for a similar number of cuts for next year but that price will have risen by 3%
Administration						
Clerk	£13,587.00	£6,706.08	£13,445.69	£13,983.52	£-141.31	Budget for 2018-19 assumes a combined rate of 4% increase for moving one point up pay scale and possible Government agreed pay scale increase
HMRC Tax/NI	£2,770.00	£1,579.86	£2,717.51	£2,826.21	£-52.49	Budget for 2018-19 assumes a 4% increase on this cost
Pension Cost	£5,031.00	£2,910.49	£4,982.44	£5,181.74	£-248.56	Budget for 2018-19 assumes a 4% increase on this cost
Administration expenses	£746.00	£0.00	£250.00	£250.00	£-496.00	This is miscellaneous administration spending which has come about as a catch all required after the rest of the administration budget was broken down for the Rialtas system. The assumption is that not much of this will be spent and this low rate can be maintained in 2018/19
Training	£250.00	£0.00	£150.00	£250.00	£-100.00	Total of £150 allows for attendance at local training in December 2017 and at ERNLLCA conference in November, plus extra just in case. Budget for next year trainings is for the Clerk and Councillors
Staff expenses	£156.00	£78.00	£156.00	£300.00	£0.00	Assumes Clerk 'work from home' expenses stay at £13 a month for the rest of this year (2017-18) but may go up next year to about £25
Mileage costs	£176.00	£19.58	£50.00	£50.00	£-126.00	Mileage costs have so far been very low (only £19.58). Assumes only another £30 will be spent this year and a similar total next year. Also assumes the mileage rate will stay the same at 45p a mile.
IT and software	£859.00	£784.23	£859.00	£250.00	£0.00	This year includes one off fee for the set up of Alpha financial management software (£687). Next year allows for domain and hosting costs, annual Alpha fee and miscellaneous IT costs
Defibrillator costs	£370.00	£279.96	£329.96	£70.04	£-40.04	This year includes one off cost of £261.96 for restoring the phone box. £18 has been spent on other maintenance at this point. Allows £50 for further requirements before the end of the 2017-18 year. Next year's budget is lower as the box will not need to be restored but assumes 3% increase in prices generally.

APPENDIX 1: NEWBALD PARISH COUNCIL BUDGET AND PRECEPT CALCULATIONS FOR 2017-18 FINANCIAL YEAR (Page 2)

	2017/18 Budget	2017/18 Actual to 02/10/17	2017/18 Probable Year End Actual	2018/19 Budget	Budget Variances 2017-18	
EXPENDITURE						
Dog waste costs	£120.00	£87.75	£120.00	£123.60	£0.00	Assumes will need to buy 4 boxes of refills for the dog waste bag dispensers this year and similar amount next. Budget for 2018-19 assumes a 3% rise in the cost of the refills
Community Engagement Fees	£204.00	£119.00	£204.00	£250.00	£0.00	Assumes that we will continue to send out emails at a similar rate and therefore continue to be charged £17 a month for the use of Campaign Monitor. The budget for next year assumes we will need to spend a bit more on sending out emails as the size of our email list increases.
Audit Fees	£758.00	£576.60	£576.60	£593.90	£-181.40	Probable actual is already actual. We had allowed for extra fees but there were none. Next year's budget assumes that the internal and external audit fees rise by about 3% and does not allow for extra fees
Newsletter & Associated costs	£404.00	£178.00	£445.00	£480.35	£41.00	This year's probable actual allows for four newsletters and four deliveries but also an extra one for the supplement agreed by Council at its meeting on 19 September (hence the budget overspend). Next year's budget assumes that there will be the standard four newsletters plus one supplement and that printing prices will have risen by 3%. It also makes the assumption that the Council will pay £25 for each delivery rather than the current £20
Postage & Stationery	£101.00	£35.96	£101.00	£100.00	£0.00	Budget for next year is the same as this year's budget. There will probably be an underspend this year - 2017/18
SLCC/ERNLLCA	£647.00	£646.18	£646.18	£665.57	£-0.82	We have already paid subscription for SLCC and ERNLLCA. For next year (2018-19), assumed 3% increase in cost
Grants/Donations	£3,160.00	£646.80	£2,713.20	£5,000.00	£-446.80	Assumes that we will donate the 10% income money before the end of the financial year, which will include about £600 for Christmas lights and power source for the Christmas tree on The Green. So far we have donated £646.80 to the Village Hall for their notice board. The budget for 2018/19 has been raised to £5000 to allow for possible spending on the Village Hall, contributing to NPFA grass cutting and other projects around the village
Contingency Fund	£3,000.00	£0.00	£0.00	£0.00	£-3,000.00	Assumes no contingency spend in 2017-18 financial year. The contingency fund has been reduced to zero for 2018-19 because the financial working party propose that it is better to allocate money to reserves (see below) rather than using this method of allowing for unknown spending
Bank Charges	£144.00	£18.00	£144.00	£144.00	£0.00	Two accounts charge us £6 a month. Assume these charges will stay in the same in the 2-18/19 financial year
GROSS EXPENDITURE	£49,875.21	£21,143.61	£37,076.50	£39,247.83		

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APPENDIX 1: NEWBALD PARISH COUNCIL BUDGET AND PRECEPT CALCULATIONS FOR 2017-18 FINANCIAL YEAR (Page 3)

	2017/18 Budget	2017/18 Actual to 02/10/17	2017/18 Probable Year End Actual	2018/19 Budget	Budget Variances 2017-18		
INCOME							
Cemetery	£1,000.00	£73.00	£500.00	£500.00	-£500.00	Assumes about £500 worth of income in cemetery this year and next. This figure is very hard to predict as it varies a lot year on year but the general trend is downwards in terms of cemetery income as more people are being cremated	
Allotments	£292.00	£146.00	£292.00	£0.00	£0.00	We have just relinquished the allotments so we will no longer receive an income from them in 2018/19	
Interest	£14.40	£0.66	£14.40	£14.40	£0.00	Assumes bank interest remains about the same this year and next	
Other	£0.00	£0.00	£0.00	£0.00	£0.00	Assumes there is no other income this year or next	
10% Sober Fund for Administration	£2,713.20	0	£2,713.20	£2,767.46	£0.00	Assumes our budget for the Sober Hill Wind Farm income is correct and goes up by about 2% in the 2018-19 financial year	
GROSS INCOME	£4,019.60	£219.66	£3,519.60	£3,281.86			
						Key	
NET EXPENDITURE	£45,855.61	£20,923.95	£33,556.90	£35,965.96		Red figures = predicted budget overspends in current year 2017-18	
						Purple figures = where proposed budget has gone up for 2018-19 compared to 2017 -2018	
						Green text = explanations which relate to predicted spend/income in current year 2017-18	
						Blue text = relates to budgeted spend in 2018 - 2019	
Estimated total net expenditure based on 2018-19 budget				£35,965.96			
Expected bank balance at the end of the 2017/18 financial year = reserves				£20,206.45		2017-2018 Precept	£29,503.10
ney from the commuted sums following development of Bayrams Timber Yard				£3,565.00		Band D for 2017-18	£65.97
Total Reserves				£23,771.45		Taxbase Band D for 2018-19 (Not yet confirmed so have substituted the same as last year)	447.20
						Band D for 2018-2019	£69.27
Of these reserves, NPC chooses to give back				£4,987.71			
						2018-19 - % Rise in actual precept on last year	5.00%
				Precept = £30,978.25		2018-19 - % Rise in Band D charge on last year	5.00%