



LAKE PARISH COUNCIL – AGENDA Thursday, 13 February 2025

You are hereby summoned to attend a meeting of Lake Parish Council to be held on **Thursday, 13 February 2025 at 7.00 pm** at **Lake Methodist Church**, Sandown Rd, Lake, to consider the matters set out in the following agenda.

Members of the public are invited to attend the meeting. There will be a 10-minute public forum before and after the public meeting for questions.

1. Apologies for absence
2. To receive any declarations of interest in agenda items
3. To confirm the minutes of the meeting held on 9 January 2025 (Paper A)
4. Matters arising from the minutes not requiring a resolution.
5. Updates from Safer Neighborhoods Policing Team
6. Finances
 1. To approve the Payments list as presented for January 2025 (Paper B)
 2. To approve the Receipts list as presented for January 2025 (Paper C)
 3. To receive and note the verified bank reconciliations for January 2025 (Paper D)
 4. To receive and note the expenditure against budget through January 2025 (Paper E)
 5. To approve 2025/2026 Budget (Paper F)
 6. To set 2025/2026 Precept
 7. To consider grant application from UKSA Test the Water Project
 8. Review of location for meetings
7. New Road & Lake Slipway Toilets – update
8. Bay Place Plan – update
9. Planning applications: to resolve comments on applications received.
10. Ripples
11. The Clerk

12. Isle of Wight Councillors

13. Councillors' reports

14. PUBLIC QUESTION TIME

10 minutes are available for members of the public to speak on any matters relating to parish business. Any written questions received and not considered in the earlier session will be prioritised.

A handwritten signature in black ink, appearing to read 'R. Smith', with a stylized flourish at the end.

Clerk

6.2.2025



LAKE PARISH COUNCIL MEETING MINUTES 9 JANUARY 2025

Minutes of the Meeting of Lake Parish Council held on **THURSDAY, 9 January 2025** at **Lake Methodist Church** at **19.00**

PRESENT: Cllr Paul Brading, Chairman

Cllrs Tim Clapp, Naomi Goodall, Sue Hardy, Jenny Hicks, Stephen Parkes, Adrian Whittaker and Bette Young.

IN ATTENDANCE: Mr Richard Priest (Clerk) & Raine Elliss.

From the floor There were 4 members of the public present.

Public Question Time

The Chairman welcomed members to the first meeting of the New Year, and invited residents to ask questions before the meeting or at the end, and clarified that Cllr Parkes would be recording the meeting, not public questions, in a personal capacity. Cllr Brading updated members on the Local Government Devolution debate at IW Council and the implications on Parish council Elections for 2025, and the clerk would circulate details as and when received.

68/24-25 APOLOGIES FOR ABSENCE

All members were present.

69/24-25 TO RECEIVE DECLARATIONS OF INTEREST IN AGENDA ITEMS

There were no further declarations in addition to those already registered.

70/24-25 TO CONFIRM MINUTES OF MEETING OF 12 December 2024

Cllr Brading proposed removal of 'Members asked Clerk to prioritised advertising the vacancy for co-option on the notice board and website' from minute 60/24-25 Cllr Whittaker proposed, and Cllr Parkes seconded, the minutes of the meeting held on Thursday, 12 December 2024 were signed as a true and accurate record, and the Chair signed accordingly.

71/24-25 MATTERS ARISING FROM MINUTES NOT REQUIRING RESOLUTION

There were no matters arising. Cllr Brading noted all items covered by the Agenda.

72/24-25 Update on Casual Vacancy

Cllr Brading updated members on the background to the Casual Vacancy and that residents had not requested an election, with the current position being within 6 months of planned elections. The Clerk

had been in contact with IWC Elections Officer, and subsequently a second resignation had been received.

Members unanimously voted for Julie Byford to be co-opted to the Lake North Casual Vacancy, and Mike Hailston be co-opted to the Lake South Casual vacancy. Both members were present and signed their forms accordingly, with Cllr Hailston apologising for having to leave, and Cllr Byford joined members for the remainder of the meeting.

Members noted that there would be need to set up email addresses and other administrative actions for new Councillors.

73/24-25 UPDATES FROM SAFER NEIGHBOURHOODS POLICING TEAM

PCSO Webb updated members on issues in the Bay and took questions from members, including Cllr Whittaker raising concerns about parking outside of Premier Shop. Cllr Brading noted that CCTV was a deterrent and enabled positive identification of offenders, and PCSO Webb noted recent incidents in the Bay. Cllr Clapp supported a zero tolerance approach to vandalism, and Cllr Parkes noted vandalism of toilets appeared an inherent and ongoing problem, and members appreciated the actions being taken to reduce risks.

74/24-25 Finances

The chair advised members that due to delays with the IW Council advising Island Parish Councils of the Tax Base, as well as uncertainty over other cost pressures, the draft budget would be finalised for the February meeting, however members agreed that the target increase would be 1.8% in line with the November 2024 briefing.

Members discussed the Risk Register and noted the new additions, including the strengthening of reserves, clarification of the roles of Councillors in respect of contractors, with a future Council agreeing priorities for the future council, which could involve additional staffing resource; and members also noted that re-joining IWALC would enable councillor training and access to other resources. Members unanimously approved the Risk Register and thanked Jenn and Raine for the work that had gone into it.

Cllr Brading also explained the Budget spreadsheet and inclusion of funding for Parish improvements, and support of Bay Place Plan and Regeneration, including provision for Play Park, and other items which may be grant or match funded; and in response to a question from cllr Hicks, Cllr Brading confirmed there was no provision for Hanging Baskets, but New Road landscaping was a priority, alongside funding for the War Memorial Trough. Cllr Brading also noted need to clarify issue regarding utility costs and noted Clerk would take forward in due course.

75/24-25 NEW ROAD & LAKE SLIPWAY TOILETS UPDATE

Cllr Brading updated members on the operation of New Road Toilets, and thanked Raine for monitoring over Christmas and collecting monies, and Cllr Parkes noted need to consider staff safety.

The Clerk updated members on issues raised by Cllr Whittaker at the Slipway over Christmas, and vandalism at Lake Cliff Gardens, and confirmed the installation of CCTV process has started, with issue of monitoring to be resolved in due course.

Cllr Whittaker raised an issue regarding the current cleaning contract, and the Clerk noted it was costed in the context of a joint cost with Shanklin and Sandown, and would circulate details of costs; and budgetary provision and any recommissioning would be a future item.

76/24-25 BAY PLACE PLAN

Cllr Brading and Cllr Whittaker updated members on the recent meeting, and noted that Lake had prioritised Play Parks including Manor Road, and events at Lake Cliff Gardens; and reported that the meeting discussed a Bay Wide Arts Project, Business Association and Networking project including website and advertising film, Water Fountains, and that provision could be included in Parish Improvement fund.

The Clerk would circulate notes from the meeting.

77/24-25 PLANNING

Members thanked Raine for circulation of applications and noted there were no applications of current concern; and due to the time members unanimously agreed to extend the meeting by 30 minutes.

78/24-25 RIPPLES

The Chair updated members on the current situation and thanked Dave Lupton for volunteering, and for latest publication.

79/24-25 CLERK AND COUNCILLORS REPORTS

The Clerk noted monitoring of toilets over Christmas, anti-social behaviour at Lake Cliff Gardens, possible VE Day projects including mugs for Broadlea which members supported, Piano recital at Methodist Church with date circulated, and possible grant towards landscaping.

Cllr Brading thanked officers for arranging briefings, invitation to Arts Exhibition with High Sheriff, success of Copse Mead project, Christmas events; as well as meeting planned for Tesco's junction, rebuilding of wall at Lake, and recent IWC Speed Review.

Cllr Hicks reported on Sustainability Research, and findings on the Medina; Cllr Byford thanked members for welcome to first meeting; Cllr

Hardy asked for possible funding for Test The Water project be considered at future meeting; and Cllr Whittaker thanked colleagues for help with Christmas Lights, and Cllr Brading nominated Cllr Whittaker to be chair of Events working Party to plan Remembrance Day and Christmas, and other Events for later in the year.

80/24-25 PUBLIC QUESTION TIME

There were no questions from the public.

NEXT MEETING

The Clerk noted that the implications regarding Local Government and Devolution were fluid, with discussions regarding administrative arrangements were also factors affecting confirming dates.

Provisional dates for future meetings for 2025 were:

Thursday 13 February 2025

Thursday 13 March 2025 (possible Parish Meeting)

Thursday 10 April 2025 (may be subject to pre-election cancellation)

(Thursday 1 May 2025 – Scheduled Parish Council elections)

Thursday 8 May 2025 – Parish Council AGM

Thursday 12 June 2025

Thursday 10 July 2025 (Events Working Party)

Thursday 11 September 2025

Thursday 9 October 2025

Thursday 13 November 2025 (Informal Budget Briefing)

Meeting closed 21.25



Budget 2025/2026 - Preparation

Date 13 February 2025
Prepared by Clerk and RFO

1. BACKGROUND

- 1.1. The council must set a budget by 1 March each year and this has to be approved by Full Council.
- 1.2. The 2025/2026 budget is for the period 1 April 2025 until 31 March 2026.
- 1.3. This is the final stage of setting the budget. The proposed draft budget attached at Appendix A reflects council's previous considerations.
- 1.4. No alternative budgets have been received or motions to amend the budget proposed in advance of the meeting.

2. CONSULTATION

- 2.1. Due to the poor response rate (only two responses were received), consultation results were not considered indicative of resident's views and are not reflected in the draft budget.

3. INCOME

- 3.1. The council's main income is from the **Precept**.
- 3.2. 100% of the income from the Ripples **Advertising** has been budgeted as any loss of income would be reflected in a reduction in production costs.
- 3.3. 25% of the forecasted **income from the toilets** has been budgeted. The rationale for the reduction to the income budgeted is as follows:
 - 3.3.1. The contactless system has not yet paid for itself and the monies owed for the set-up at New Road will increase the negative balance.
 - 3.3.2. The income does not cover the costs of running the toilets and during the winter months it is unlikely that it will cover the contactless running costs.
- 3.4. **Interest** payments are subject to the interest rates available on credit balances and the monies held by the council. Therefore, interest cannot be accurately budgeted. Based on the current market and international unrest, 1.5% on the end of year reserves have been budgeted.

Other Income

- 3.5. Other income sources include
 - 3.5.1. Budget expenditure does not include any **VAT**. The refund is based on VAT paid

and received and therefore should not be budgeted as income.

3.5.2. **Grants** are not a guaranteed source of income. While officers make every effort to obtain grant funding for the council, it is dependent on what grants are available, if the projects meet the criteria of the grants and officer capacity to work on submissions. Therefore, grant monies cannot be accurately budgeted.

3.5.3. Monies from **insurance** claims are reparations for damage or loss and therefore used to offset loss by the council and should not be budgeted.

4. COMMENTARY ON THE DRAFT BUDGET

- 4.1. On items which have been forecast from previous years expenditure, a 3.0% **inflation** rate has been applied. This reflects changes to the predicted rates of inflation.
- 4.2. While **Energy and Fuel** prices have stabilised in comparison to previous years, it is rare to see a reduction to costs or charges which generally increase year on year. Therefore, costs are budgeted with a 30% increase over the 12 months.

5. CAPITAL MONIES (ALLOCATED OR EARMARKED RESERVES)

- 5.1. Monies were allocated for the following capital items:
 - 5.1.1. ICT Equipment for the Clerk.
 - 5.1.2. Replacing the Christmas Lights at end of life.
 - 5.1.3. Supporting the reprovision of Isle of Wight Council playgrounds
 - 5.1.4. Replacement of all three sets of toilets at end of life.
 - 5.1.5. CCTV at all three toilet sites.

6. RESERVES

- 6.1. The Practitioners' Guide indicates " In practice, any authority with income and expenditure in excess of £200,000 should plan towards three to 12 months equivalent general reserve".
- 6.2. Lake Parish Councils income and expenditure is now in excess of £200,000.
- 6.3. In previous years there have been no allocated reserves and the council has drawn on its general reserves for capital projects and unbudgeted funds leading to them needing to be replenished.
- 6.4. Five months general reserves are included in the budget.
- 6.5. In line with the Council's risk register, this is to facilitate an increase from three months to six months (the 2024/2025 budget included four months)

7. SPECIFIC PROJECTS

- 7.1. The **website** was set-up a number of years ago. There have been advances in technology since then and the law in relation to accessibility has changed. Monies have been included to upgrade and refresh the website.

- 7.2. The **Youth Offer** monies have been increased to £10,000.
- 7.3. Monies have been budgeted to fund Lake's **Warm Space** should funding from central government may not be extended through 2025/2026.
- 7.4. The **war memorial planters** are owned by the Isle of Wight Council but often refreshed at the Parish Council's cost a budget line has been included accordingly.
- 7.5. The **Parish Improvement/Place Plan budget** has been increased to £25,000 to help deliver the Bay Place plan.
- 7.6. An additional £12,000 has been budgeted as a contribution to the **Isle of Wight Council's Area Place Manager for the Bay** to support projects in the Bay (this is 1/3rd of the cost, which will be shared by the three Bay Council's). The playgrounds and legal cost provisions have been reduced to support this additional cost.
- 7.7. The temporary playing field has been removed from the contribution to the Isle of Wight Council's **Grounds Maintenance**.
- 7.8. Basic **Landscaping** will be undertaken at **New Road** in the current year. Further landscaping will be required to maximise the potential of the space. Monies have been included in the budget basis for this purpose.

8. STAFFING BUDGET

- 8.1. Due to the elections and potential changes resulting from a New Administration and the current clerk's retirement, the Council needs to consider its staffing structure.
- 8.2. The staffing budget has been set at a full time basis uses the officer benchmarked figure of LC24-28.

9. APPENDICES

Appendix A – Draft Budget for consideration.

10. BACKGROUND PAPERS

[12 December 2024 – Paper F – Budget Preparation 2024/25 \(including Staffing Paper\)](#)

[Minute 59-2024/25\(5\) – Budget Preparation 2024/2025](#)

Item 6(5) - Paper F - Appendix A

Row Labels	Sum of 2025 - 2026 Budget
Administration	46154
Accounting Software	1139
Audit	1555
ICT	214
ICT Equipment	1000
Insurance	1748
Loan (PWLb - Fairway Football Field)	2346
Loan (PWLb - NewRoad)	25213
Phone	456
Professional Fees	214
Professional Services	10000
Stationary and Photocopying	300
Subscriptions	968
ICT Licences	1000
Adverts and Publicity	10042
Adverts	500
ICO	45
Newsletter	6309
Website	3188
Civic	250
Remembrance	250
Community and Grants	17800
Christmas	600
Events	200
Grants S137	1000
Warm Spaces	6000
Youth Offer	10000
Council and Councillors	3864
Chair Allowance	1000
Cllr training	500
Election	2000
Hall Hire	364
Provisions	73434
Beach	3361
Dog Bins	3871
Fairway Park	3702
Hanging Baskets	0
IWC Enviroment Officer	2868
IWC Grounds Maintenance Contributions	6332
Regeneration	12000
War Memorial Planters	1800
Place Plan/Parish Improvement	25000
Playgrounds	4500
Planning	10000
Staffing	52486
HMRC	4378
Professional Subscriptions	255
Training	1000
Salary (pension)	8915
Salary	37938
Toilets	140647
Capital Provision x3	60000
CCTV	1915
Clean	32110
Landscaping	15000
Rebuild	0
Repair and Mainteneace	11946
Service and Testing	1200
Utilities	18476
Grand Total	344677

Row Labels	Sum of 2024 - 2025 Budget2
Adverts	1480.00
Donations	0.00
Grants	0.00
Interest	2761.81
Precept/IWC Gr	0.00
Toilet Income	82.50
VAT	0.00
Grand Total	4324.31

Row Labels	Sum of 2025 - 2026 Budget
CAP	92300
Grand Total	92300

Balances	30/09/2024
Treasurers	21086.73
Deposit	289750.26
Total	310837

Committed	93710
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CAPITAL	92300
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2024-2025 Budget	344677
Expenditure	344677
Budgeted Income excluding precept	4324
From Allocated Reserves	0
PWLB Income	0
From General Reserves	50770
Required Precept Income	289582
Required Precept Income w PWLB	289582
Tax Base (Estimated based on 2023/2024)	1747

Precept c/d 2022-23	52.3
Precept c/d 2023-24	98.5
Precept c/d 2024-25	162.9

Required Precept Income	289582
Requires/Tax base = New Precept	165.81
Precept Increase	2.91

Allocated Reserves	
Equipment	1000
Toilets	60000
Slipway Repairs	
Total Allocated	61200

General Reserves	
Projected general resevres	155927
Five months	105157
Variance	50770

Annual increase	2.91
Increase per week	0.06
Increase per month	0.24
%	1.8%