

## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Full Council Meeting 2<sup>nd</sup> November 2021

### 11.1 Council Budget report 2022-23

Below are the Council projects from the 2021-22 budgeting exercise (11.1.1) with the current position. *The original text is in italics with the 2022-23 update in Bold.*

Following that is the recommendations for consideration in the Town Council budget for 2022-23 (11.1.2)

#### 11.1.1 COUNCIL PROJECTS 2021-22

*Below is the list from the current years estimates and an update on progress.*

*The (...) shows the expenditure heading in the budget.*

1. ***Zebra Crossing at Lancaster Gate / Eastgate (2007):*** £10,000 County Council Grant and balance by Town Council £24,000 in budget 2019-2020 this is shown spent in that year but works were delayed so will need to be shown in 2020-2021. **This work has been Carried out and the County Council has invoiced for the works.**
2. ***20mph Speed limit throughout Cambourne (2007):*** this shows £74,000 in 2020-2021 and a further £25,000 in 2021-2022. **The County Council is progressing work on this. If not invoiced this will have to be carried over into 2022/2023**
3. ***Skate Park (2010):*** redevelopment £50,000 in the budget for 2020-2021 two grants have been submitted and results awaited total £46,000 a further £4,958. **This work is currently being carried out and is due to be completed by the end of November 2021**
4. ***Cambourne Youth Building (2011):*** There is £230,892 in the 2020-2021 and we have received a grant of £237,000.00 from Cambridgeshire County Council and is to receive a loan/advance for the s106 from South Cambs District Council of £500,000 giving a total of £967,892 towards the project. **Work has commenced on site and is scheduled to be completed by the end of February 2022.**
5. ***Lower Cricket Pavilion:*** upgrade, recladding the external walls including insulation £30,000 and replacement windows £20,100 these would be from the Energy Fund. **Work has not started on this due to other projects taking precedence this will need to be carried over to 2022/2023**

6. **The Hub:** the completion of the 1<sup>st</sup> floor at The Hub, using S106 money from West Cambourne due prior to the 1<sup>st</sup> occupation. The s106 fund is £297,000 plus indexation from the first Quarter of 2017.

**The monies for this are being invoiced for and once received and the drawings agreed by the Council tender documents will be produced.**

7. **The Hub:** Replacement doors and windows and the redecoration of The Hub Community Centre. Windows and doors £49,163 (£15,000 grant applied for and £34,163 from Energy Fund. Hub decorations £4,000.

**This work is to be carried out in conjunction with item 6 above.**

8. **Burial Ground (2001):** Lychgate there is £5,000 in the budget for 2020-2021 it would be appropriate to allow an additional £5,000 to complete the project.

**Work has not started on this due to other projects taking precedence this will need to be carried over to 2022/2023**

### 11.1.2 COUNCIL PROJECTS 2022-23

There is significant work carried over from the current year so it is suggested that we concentrate on the delivery of the works required to repair/update the play areas. Below is the list from the Leisure and Amenities Committee meeting held on the 21<sup>st</sup> September 2021

Areas being looked at are:

- Great Cambourne Green replacement of the wet pour with grass and safety matting (similar to Upper Cambourne play area).
- Great Cambourne Green replacement of the tower assembly as it is at the end of its practical life.
- Upper Cambourne replacement of the pump which is beyond economical repair.
- Eco Park trim trail a number of exercise points have been removed due to rotten timbers.
- Eco Park Teenage Hangout play equipment which has failed due to wear and tear.
- Eco Park the single point swing has been removed as there is excessive movement due to timbers deteriorating.

The Town Clerk, Head Groundsman and Team Leader for Open Spaces will be inspecting all the Play areas and drawing up recommendations. They will then be looking at the costs involved in these works so they can be built into the budget.

The Town Clerk reviewed the s106 for West Cambourne for any budgetary impacts to be built in.

Some of the funding that is potentially coming forward in 2022-23. Some of these are on implementation of the first dwelling or prior to the 1<sup>st</sup> Occupation.

- Contribution Towards Social Care and Community Development. This goes to Cambridge County Council – the first payment of £222,310.00 is due at implementation of work on the first dwelling and a second payment on 12 months after the first payment. A proportion of this is to come to the Town Council for youth and community provision.
- Public Art funding - £10,000.00 per annum after 1<sup>st</sup> first dwelling occupation (for the development of art in the community), with 14 further annual payments.
- Community chest- £10,000.00 per annum after 1<sup>st</sup> Anniversary of first dwelling occupation (for events to develop the new community), with 14 further annual payments.
- Archaeological display- £20,000.00 paid prior to the 100<sup>th</sup> Dwelling.
- £16,500.00 for dog waste and litter bins after 1<sup>st</sup> Anniversary implementation date.
- Welcome pack - £3,000.00 paid prior to implementation off the first dwelling.
- Monitoring of 106 - £15,500 (either per Council or Split awaiting clarification) prior to implementation.

**It is:**

**RECOMMENDED** That the report be received and the listed projects be built into the budget for 2022-2023

## **11.2 Local Government Finance Act 1992 – Parish Precepts**

Attached is the letter from South Cambs District Council outlining the estimated Tax Base for the town and Parishes in the District.

The estimated tax base for Cambourne in 2022-2023 is 3,978.8 this is an increase of 99.9 from the 2021-22 tax base (3878.9). The Town Clerk has been through the calculations and there are no reasons to question the calculation.

**It is:**

**RECOMMENDED** That the letter be received and the tax base of 3,978.8 be used to calculate the budget for 2022-2023





John Vickery  
Cambourne Town Council  
Cambourne Parish Council, The Hub  
High Street, Cambourne  
Cambridge  
CB23 6GW

Our ref: **Parish Precepts 2022.23**

October 2021

Contact email:  
brenda.robinson@scambs.gov.uk

Dear Sir/Madam

**Re: Local Government Finance Act 1992 – Parish Precepts**

This letter is sent to all Town Councils, Parish Councils and Parish Meetings in South Cambridgeshire.

I am writing to advise you of our estimates for the tax base for your parish for 2022-23. This is an opportunity for you to check our estimates of your tax base before we formally set the tax base in November 2021. Please note that there have been particular difficulties in forecasting this year, as many builders have reported that shortages of both materials and labour are impacting build schedules. If you have any feedback, please respond by **22 November 2021**.

We are also seeking to obtain from you the precept information we need to finalise our budgets.

**Appendix A** is a consultation document setting out proposals for payment of Parish Precepts by the District Council in 2022-23. If you would like to comment on this document, please do so by **22 November 2021**.

Please answer the following questions:

**Question 1**

*Do you wish to comment on the enclosed consultation document Appendix A?*

*If yes, please reply before **22 November 2021**, otherwise see question 2.*

**Question 2**

*How much will your Council require by way of precept in 2022-23? Please state your requirements as an amount of money.*

Please reply by **24 January 2022**, including **nil** precepts by completing the form **Appendix D**.

The Council is working in conjunction with Cambridgeshire County Council and the Fire and Police Authorities to produce a combined information pack which will be available from the Council's website by the time the Council Tax bills are sent out. Your answers to Question 2 above will provide us with the information required for this information pack to be prepared.

Some Parishes find it helpful to have details of the estimated tax base for the Parish when they determine their precept.

**Appendix B** is a schedule showing the estimated tax base for all the Parishes for 2022-23.

**Appendix C** is explanatory information on how the Council Tax Base is calculated.

**Appendix D** should be completed and returned by ALL parishes with your precept request – even for NIL requests.

Where local councils request £140,000 or more, they are required to provide details of their spending plans by using the template at the bottom of Appendix D. This information is made available to Council Tax Payers in the Council Tax leaflet distributed with the annual bills.

Payment will be made directly to the Parish Council bank account via BACS. If your Parish has changed its bank details in the last year, please complete **Appendix E** and return it with your precept request. The remittance advice will be sent via email – please complete the details in Appendix D.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

**Tracey Flack**

Principal Accountant

**Aide-memoire:**

Task	Due Date	Completed
Comments/Feedback regarding Consultation (Appendix A) - <i>Optional</i>	22/11/2021	
Comments/Feedback regarding Tax Base (Appendix B) - <i>Optional</i>	22/11/2021	
<b>Submission of Parish Precept Requirement (Appendix D)</b> <b><i>Essential Please return by:-</i></b>	<b><i>24/01/2022</i></b>	
Submission of Bank Details (Appendix E) – <i>If changed.</i>	24/01/2022	

## **APPENDIX A**

### **LOCAL GOVERNMENT FINANCE ACT 1992**

#### **PARISH PRECEPTS**

##### **1. CONSULTATION**

1.1 The consultation relating to the payment of precepts covers the: -

- i. frequency of payment.
- ii. dates on which payments are to be made; and
- iii. calculation of each amount.

1.2 Regulations provide that at least 50% of the precept must be paid within 30 days of the start of the financial year and the remaining 50% within 6 months of the start of the financial year. Payment of precepts issued after the beginning of the financial year will be delayed.

1.3 The proposed schedule for the payment of precepts for 2022-23 are as follows: -

- a) The first instalment will be paid by Friday 22 April 2022. In the case of a precept of £1,000 or less, the full precept will be paid. In all other cases the amount of the first instalment will be £1,000 or 50% of the precept, whichever is greater.
- b) Any balance will be paid by 23 September 2022.

1.4 Please let me have any comments you wish to make by the 22 November 2021.

1.5 As mentioned in my accompanying letter, it would be of assistance if Parishes could submit their precepts no later than the 24 January 2022.

##### **2. PARISH & TOWN COUNCIL ELECTIONS**

2.1 All Parish (and Town) Councils will have elections in May 2022 (with the only exceptions of Longstanton PC and Willingham PC). The Elections Team will be in touch with Clerks in the New Year regarding the processes they will need to follow.

2.2 The Council (SCDC) will invoice Parishes in respect of the costs of running 2022 Parish Council elections. Parishes should ensure they have allowed for these costs in their precepts.

2.3 Parish elections in 2022 will be held alongside District Council elections. Where District Council elections are contested, the costs will be shared as appropriate.

2.4 It is not possible to predict the exact cost of a Parish Council election. As a rule, the costs of a contested parish election will be charged on the following basis:

- a. A 50% share of the costs where the charge relates to a cost which is shared with a contested District Council election taking place at the same time. This could include polling station rent, staffing costs and poll cards.
- b. All costs where separate provision has to be made for the parish. This could include nominations, postal voting costs and ballot paper printing



2.5 Assuming that any Parish Election will be held alongside a contested District Council election, parishes may expect to see the below approximate recharge:

Parish, Town or Parish Ward Electorate	Potential approximate recharge
0 – 1000	£1,000 - £1,500
1001 – 2000	£2,000 - £2,500
2001 – 3000	£3,000 - £3,500
3001 – 4000	£4,000 - £4,500
4000+	Costs will rise in line with size of electorate

These figures remain rough estimates only. Many variable factors can affect the cost of running a parish election – in particular a very long ballot paper may increase costs significantly.

2.6 In the event of an uncontested Parish Council election (i.e. fewer candidates than seats), the Council will charge a nominal amount to cover the administration of nominations and the services of the Returning Officer. This charge will be £15 per parish seat.

2.7 If a Parish has an unscheduled by-election in 2022, it is likely that 100% of the costs of that election will need to be recharged to the Parish Council.

2.8 Please email the Elections Team ([elections@scambs.gov.uk](mailto:elections@scambs.gov.uk)) if you have any questions regarding 2022 Electoral Arrangements.

### **3. LOCAL COUNCIL TAX SUPPORT**

3.1 You may be aware that annually the LCTS is reviewed with a final decision being taken in February each year. It is not currently expected that there will be any changes and the calculations contained within this letter will assume the same amount as in 2021/22.

Tracey Flack

Principal Accountant

October 2021



## APPENDIX B

### COUNCIL TAX BASE - 2022/23

Estimated number of band D equivalent properties  
(after 0.6% allowance for losses on collection)

Great Abington	457.5	Horningsea	165.4
Little Abington	261.0	Horseheath	212.6
Abington Pigotts	77.5	Ickleton	347.1
Arrington	174.1	Impington	1,550.1
Babraham	134.6	Kingston	136.5
Balsham	749.9	Knapwell	49.5
Bar Hill	1,443.9	Landbeach	388.7
Barrington	481.8	Linton	1,777.8
Bartlow	57.3	Litlington	350.2
Barton	392.5	Lolworth	75.4
Bassingbourn	1,244.7	Longstanton	1,188.7
Bourn	435.6	Longstowe	89.1
Boxworth	101.8	Madingley	111.0
Caldecote	831.2	Melbourn	2,097.7
Cambourne	3,978.8	Meldreth	805.1
Carlton	98.3	Milton	1,752.6
Castle Camps	272.0	Guilden Morden	433.8
Caxton	245.4	Steeple Morden	526.8
Childerley	12.5	Newton	186.1
Chishill	328.1	Northstowe	968.5
Comberton	915.8	Oakington/Westwick	598.6
Conington	62.5	Orchard Park	815.4
Coton	374.7	Orwell	527.6
Cottenham	2,521.9	Over	1,138.6
Croxton	78.1	Pampisford	158.3
Croydon	107.7	Papworth Everard	1,351.9
Dry Drayton	308.9	Papworth St Agnes	32.4
Duxford	774.9	Rampton	207.4
Elsworth	310.4	Sawston	2,628.6
Eltisley	189.3	Great Shelford	2,041.4
Great Eversden	112.3	Little Shelford	388.9
Little Eversden	260.4	Shepreth	361.1
Fen Ditton	406.4	Shingay-cum-Wendy	59.4
Fen Drayton	380.7	Shudy Camps	145.3
Fowlmere	571.4	Stapleford	934.9
Foxton	559.0	Stow-cum-Quy	216.4
Fulbourn	1,950.6	Swavesey	1,043.9
Gamlingay	1,503.2	Tadlow	85.9
Girton	1,897.7	Teversham	1,036.8
Little Gransden	148.4	Thriplow	493.3
Grantchester	248.2	Toft	298.3
Graveley	96.2	South Trumpington	401.9
Hardwick	1,002.7	Waterbeach	2,035.1
Harlton	148.1	Weston Colville	202.4
Harston	829.6	West Wickham	185.4
Haslingfield	713.8	West Wrattling	232.9
Hatley	93.3	Whaddon	220.7
Hauxton	614.4	Whittlesford	813.3
Heydon	120.7	Great Wilbraham	285.7
Hildersham	103.7	Little Wilbraham	194.6
Hinxton	164.9	Willingham	1,688.6
Histon	1,784.8	Wimpole	139.0
		DISTRICT TOTAL	65,309.9

## APPENDIX C

### CALCULATION OF COUNCIL TAX BASE

1. All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

<u>Valuation Band</u>		<u>Range of Values</u> <u>(at 1991 prices)</u>
A	up to	£40,000
B		£40,001 - £ 52,000
C		£52,001 - £ 68,000
D		£68,001 - £ 88,000
E		£88,001 - £120,000
F		£120,001 - £160,000
G		£160,001 - £320,000
H	more than	£320,000

2. The number of dwellings in each band is then adjusted to take account of:
  - a) reductions in the number of dwellings
    - exempt dwellings
    - diplomats' dwellings (if any)
    - demolitions
  - b) additions to the number of dwelling
    - Ministry of Defence properties (if any)
    - Dwellings awaiting banding
    - New dwellings to be completed and occupied before the end of the next financial year
  - c) Adjustments
    - reductions in banding for disabled persons
    - 25% discount for single adults for Council Tax purposes
3. The adjusted number of dwellings in each band is then expressed as a single figure known as "band D equivalents" by multiplying by the relevant fraction:

<u>Valuation Band</u>	<u>Relevant Fraction</u>
A-	5/9
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

4. The District Council prudently estimates an allowance for losses on collection which is 0.6% for the next financial year. This percentage reduction is applied to the number of band D equivalents in the previous paragraph to arrive at the tax base for tax setting purposes.
5. The Parish precept divided by the tax base will give the Council Tax to cover Parish Council expenditure for a band D property occupied by two or more adults. The Council Tax for dwellings in other bands is calculated by multiplying by the relevant fractions in paragraph 3.
6. A similar calculation, using the same tax base, is also required for the District council, the County Council and the Police and Fire Authorities. Council Tax setting by the District involves the aggregation of all five calculations to arrive at the total Council Tax bill levied to meet the net expenditure of the Parish, District, County, Fire and Police.
7. The actual Council Tax payable will be reduced if discounts (paragraph 2c) and/or council tax benefits for persons on low incomes apply.
8. An illustration of the tax base calculation is shown below:

<b>Cambourne Town Council</b>	<b>2022/23 Band D Equivalents</b>
Number of Properties as at 21.09.2021	4380
<b>Actual Tax Base on 21.09.2021</b>	<b>4186.6</b>
Expected New Properties Chargeable for whole year	75.2
Expected New Properties Chargeable for part of the year	18.8
Less Discount under LCTS	-277.9
Less Provision for uncollectable (0.6%)	-23.9
<b>Tax Base for the Year</b>	<b>3978.8</b>

**Parish Precept Requirement 2022/23**

(to be completed by **all** parishes and **returned by 24/01/2022** including where a **NIL precept is set**) Please return to: - **Brenda.Robinson@scambs.gov.uk**

**Parish:** Cambourne Town Council

**Amount required [words]:**

**Amount required [figures]:** £

**Name:**

**Signed:**

**Position:**

**Please complete contact details for enquiries regarding the precept:**

**Telephone:** \_\_\_\_\_

**Email for remittance advice:** \_\_\_\_\_

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Where local councils request a precept of **£140,000 or more** from their taxpayers they are required to provide more detail of their spending plans, a template is provided below to assist you, this information will then be included in the Council Tax leaflet distributed to residents with the annual council tax bills.

Cambourne Town Council	2021-2 Gross Expenditure £	2021-22 Net Expenditure £	2022-23 Gross Expenditure £	2022-23 Net Expenditure £
Cultural, Environmental and Planning				
Highways, Footpaths and Lighting				
Democratic Representation				
Corporate Management				
Capital Projects				
<b>Total</b>				
Contribution from balances				
<b>Amount of Precept</b>				

**BANK DETAILS (if changed)****Parish:** Cambourne Town Council

**Address:** .....

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**Bank/Building Society** .....

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Sort Code

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Account no

E-mail address for remittance advice.....

Contact name.....

Contact telephone number.....

Fax number.....

**Authorised signatories:**

Signed.....

Position.....

Signed.....

Position.....

Date.....

**If the bank details change throughout the year, please advise: -****Accounts.Payable@scambs.gov.uk**

**South Cambridgeshire District Council, Accountancy Service, Cambourne**  
**Business Park, Cambourne, Cambridge, CB23 6EA**