



# Laxfield Parish Council

## Finance Committee



### Minutes of 2026/27 Extraordinary Budget Setting Meeting

*26 January 2026 at 4:00pm in the Parish Room*

#### **1. Apologies and approval of absences**

Attendees: D. Martindale (Chair), R. Sutton, L Sharman, P. Lowe (Clerk).

P Bicheno was absent.

#### **2. Approval of Finance meeting minutes**

The minutes from the Finance committee meeting held on 15 December 2025 were approved.

*Proposed R Sutton, seconded, D Martindale, AIF.*

#### **3. Final Budget for 2026/27**

A forecast operational spend of £64,300 was approved, leaving around £2,000 as a contingency, and a potential operational reserves contribution for the financial year (see appendix 1). CIL spending requirements for 2026/27 are still being worked on, as part of the PIIP prioritisation process. However, three areas of spend estimated at £13,500 are definite at this stage:

- Village Pond maintenance and improvements, following the RLSS assessment and village consultation planned for 24 January
- Street lighting low energy upgrades to ensure all lights are efficiency compliant, pending forecast rises in business energy unit prices.
- Final improvements for the new cemetery, including a new water connection and finishing the *Garden of Contemplation* works.

Given the forecast fees and grants income, the 2026/27 precept would need to be set at £58,000. This amount was previously reviewed and approved at the Full Parish Council meeting, held on 12 January 2026.

#### **4. Precept submission for 2026/27**

The precept form was completed and signed by the Chair of Laxfield Parish Council and the Parish Clerk (see Appendix 2). Clerk to send the completed form to MSDC before the 31 January 2026.

#### **5. Key actions**

A number of changes to the way the Parish's budget is monitored, as well as future payments, was reviewed at the previous finance committee on 15 December. Further actions for change prior to April 2026 were discussed further, including:

- All maintenance activity and spend needs to be reviewed and controlled better. In some cases standardised specifications, activities and annual costs may need to be developed.
- The Parish Council is spending additional costs on work that should be done and/or funded by MSDC and SCC. Clerk to identify these activities and liaise with key Local Authority

contacts to either ensure work is done, or grants are provided for the Parish Council to undertake the work.

- The Parish Council currently spends a lot of money maintaining the Churchyard and its boundary. When a cemetery is closed, responsibility to maintain it, should transfer to the district. Clerk to liaise with MSDC about sharing the costs, or bringing in local authority maintenance support.
- Future charity/voluntary organisation donations can no longer be funded from the Parish Council operational budget. Only money from annual fundraising or grants should be used to fund this going forward (i.e. Scrap Metal Collection, Good Neighbour Scheme, Localities Grant, etc).
- Clerk to review future electricity contracts, to deal with significantly increased costs. May need to speak to SALC about the Benchmarking with other Parish Councils on areas like street lighting energy costs.

Meeting finished at 5:40pm

## Appendix 1: Final Budget for 2026/27

	2026-27 BUDGET PROPOSALS (Operational)	2026/27 BUDGET PROPOSALS (CIL)	2026/27 BUDGET PROPOSALS (Grants)	2026/27 TOTAL
<b>RECEIPTS</b>				
Cemetery Fees	£ 900.00			£ 900.00
Grants			£ 1,300.00	£ 1,300.00
Groundworks				£ -
CIL Payments		£ 2,000.00		£ 2,000.00
Miscellaneous	£ 1,200.00			£ 1,200.00
Bank Interest	£ 700.00			£ 700.00
Precept	£ 58,000.00			£ 58,000.00
VAT Reclaim	£ 3,500.00			£ 3,500.00
CIL reserves		£ 86,283.00		£ 86,283.00
<b>Total</b>	<b>£ 64,300.00</b>	<b>£ 88,283.00</b>	<b>£ 1,300.00</b>	<b>£ 153,883.00</b>
<b>PAYMENTS</b>				
Clerk's Salary	£ 9,900.00			£ 9,900.00
Expenses/Stationery	£ 900.00			£ 900.00
Audit	£ 1,100.00			£ 1,100.00
PAYE and HMRC	£ 2,100.00			£ 2,100.00
Subscriptions	£ 650.00			£ 650.00
PWLB Loan	£ 11,290.00			£ 11,290.00
Training	£ 300.00			£ 300.00
Chair's Allowance	£ 500.00			£ 500.00
Insurance	£ 2,900.00			£ 2,900.00
Utilities - Water	£ 2,800.00			£ 2,800.00
Utilities - Parish Room / Pavilion Electric	£ 650.00			£ 650.00
Street Lighting - Electricity	£ 2,600.00			£ 2,600.00
Street Lighting - Maintenance	£ 600.00	£ 1,000.00		£ 1,600.00
Maintenance - Playing Fields and Pavilion	£ 6,000.00			£ 6,000.00
Maintenance - Cemeteries and Churchyard	£ 9,500.00			£ 9,500.00
Maintenance - Village	£ 4,200.00			£ 4,200.00
Maintenance - War Memorial	£ 300.00			£ 300.00
Street Cleaning	£ 1,710.00		£ 1,300.00	£ 3,010.00
Bin emptying	£ 1,200.00			£ 1,200.00
Village Pond	£ 2,000.00	£ 3,500.00		£ 5,500.00
Parish Room Cleaner	£ 400.00			£ 400.00
Rental fees	£ 200.00			£ 200.00
Village Hall hire	£ -			£ -
Cemetery Expenses	£ -	£ 9,000.00		£ 9,000.00
Neighbourhood Plan	£ -			£ -
Section 137	£ -			£ -
Church clock	£ -			£ -
Miscellaneous	£ 2,500.00			£ 2,500.00
Election	£ -			£ -
CIL Project spend				
<b>Total</b>	<b>£ 64,300.00</b>	<b>£ 13,500.00</b>	<b>£ 1,300.00</b>	<b>£ 79,100.00</b>

Remaining CIL Reserves	←	→	Total budget less 2026/27 spend
£ 72,783.00			£ 74,783.00
		£ 2,000.00	
		Operational reserves (contingency)	

**Appendix 2: Signed Precept form for 2026/27**

PARISH OF LAXFIELD PARISH COUNCIL

Local Government Finance Act 1992

**PRECEPT UPON CHARGING AUTHORITY**

To **MID SUFFOLK DISTRICT COUNCIL** being the Relevant Charging Authority for the above Parish

**YOU ARE HEREBY DIRECTED** to pay to (Name of bank) BARCLAYS BANK PLC

(Account No) 40052000 (Sort Code) 20-92-08

(Being the Bankers of the Parish Council/Meeting of the above-named Parish)

at (Address of Bank) 21 TALBOT ROAD, LAXFIELD, WOODBRIDGE, SUFFOLK

Postcode IP13 8FP

the sum of (amount in words) FIFTY EIGHT THOUSAND POUNDS

(£ 58 000 amount in figures)

TO BE PAID IN TWO EQUAL INSTALMENTS, EITHER:


- \* (A) 1<sup>ST</sup> INSTALMENT OF £ 29 000 TO BE PAID NO LATER THAN: 30 APRIL 2026
- 2<sup>ND</sup> INSTALMENT OF £ 29 000 TO BE PAID NO LATER THAN: 30 SEPTEMBER 2026

OR If this form is not returned by 31 March 2026

- \* (B) 1<sup>st</sup> instalment within 1 month, and 2<sup>nd</sup> instalment within 6 months of the receipt of this form by the District Council

Being the Parish Council/Meeting's **total precept requirement** for the financial year commencing 1 April 2026 from the **MID SUFFOLK DISTRICT COUNCIL** Collection Fund to meet the expenses payable by the Parish Council/Meeting under the Local Government Acts.

SIGNED at a meeting of the Parish Council / Meeting held on 12 January 2026  
and at Extraordinary Finance Committee held on 26 January 2026

Presiding Chairman SIGNATURE Cllr Robert Sutton  or

Member of the Parish Council/Meeting SIGNATURE \_\_\_\_\_

COUNTERSIGNED (Clerk to the Parish Council/Meeting) Peter Lowe 

**PLEASE RETURN SCANNED FORMS TO: [Precept@baberghmidsuffolk.gov.uk](mailto:Precept@baberghmidsuffolk.gov.uk)**  
**ALTERNATIVELY: FINANCIAL SERVICES, BABERGH AND MID SUFFOLK DISTRICT COUNCILS,**  
**ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH, IP1 2BX BY 31 JANUARY 2026**