Agenda Item 2 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Routine Correspondence

Apart from items listed in pack there has not been any further written correspondence received since last meeting.

Agenda Item 6 Clerk's Report

Minute		Action	Complete ✓
15/032	c	See Agenda Item 10 - 16th September 2016.	✓
16/052		Survey undertaken.	✓
16/053		Letter sent to ANOB.	✓
16/060		Minutes placed on website and summary published in Magazine.	✓
16/062		Issues with Police Reporting raised with Police.	✓
16/065		Cheques sent to suppliers.	✓
16/066		Planning Application response(s) sent to Babergh.	✓
16/067		Wrote to James Finch regarding the speed limit reduction process.	
16/071		Standing Orders and Financial Regulations published on website.	✓
16/078		Minutes placed on website and summary published in Magazine.	✓
16/080		Planning Application response(s) sent to Babergh.	✓
16/081		Phone box issues in Bures Road raised with BT.	
16/081		Street Light in Bures Road is not owned by SCC.	✓
		Clerk Hours	
		As at 28th August 2016 - 89 hours worked / 63 hours paid.	

BDO

Tel: +44 (0)23 8088 1737
Fax:+44 (0)23 8088 1701
www.bdo.co.uk

Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Mr D Crimmin
Cragston
Sudbury Road
Newton
SUDBURY
Suffolk
CO10 0QH

28 July 2016
our ref: 2016/F6/LITT38/FINAL

Dial: 023 8088 1737
Email: councilaudits@bdo.co.uk

Dear Mr Crimmin

Little Cornard Parish Council - Audit for the year ended 31 March 2016

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business

Section 3 – External auditor certificate and report
2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here: LITTLE CORNARD PARISH COUNCIL,

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature: BDO LLP Southampton United Kingdom

External auditor name:

Date: 26/7/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Agenda Item 7b Asset Register

Asset Register as at 1st September 2016

APC Asset No	Date Purchased	Description	Value	Tag / Reference	Location	Ins Value	Notes
		Bus Shelter	£3,392.00		Bures Road	£5,400.00	
		Notice Board	£80.00		Bures Road		Below Excess
		Notice Board	£80.00		Upper Road		Below Excess
		Notice Board	£50.00		Wyatts Lane		Below Excess
		Grit Bin	£90.00		Wyatts Lane		Below Excess
		Grit Bin	£90.00		Spout Lane		Below Excess
		Grit Bin	£90.00		Spout Lane		Below Excess
		Cornard Mere	£1.00		Bures Road		
	Jun-16	Grit Bin	£87.00		Upper Road		Below Excess
	Jun-16	Grit Bin	£87.00		Upper Road		Below Excess
	Jun-16	Grit Bin	£87.00		Bures Road		Below Excess
		Total	**£4,134.00**		**Total**	**£5,400.00**	

Agenda Item 7c Insurance Cover

Community Action Suffolk Insurance

Policy Number: YLL 272004 1953
Policy Type: Parish Council
Period of Insurance: 01/10/2016 - 30/09/2017
Insured: Little Cornard Parish Council, CO10 0QH

Mr Dave Crimmin
Little Cornard Parish Council
Craigston
Sudbury Road
Newton
SUDBURY
Suffolk
CO10 0QH

Summary

Effective Date: 01/10/2016

Prepared: 31/08/2016

	Period of Cover	Sum Insured	Premium	To Pay
Business Interruption (Core)				
	01/10/2016 - 30/09/2017	£500.00		
Employers Liability (Core)				
	01/10/2016 - 30/09/2017	£10,000,000.00		
Public Liability (Core)				
	01/10/2016 - 30/09/2017	£10,000,000.00		
Employee Dishonesty (Core)				
	01/10/2016 - 30/09/2017	£25,000.00		
Libel and Slander (Core)				
	01/10/2016 - 30/09/2017	£250,000.00		
Personal Accident (Core)				
	01/10/2016 - 30/09/2017	See full policy schedule / policy booklet		
Legal Expenses (Core)				
	01/10/2016 - 30/09/2017	£100,000.00		
Money (Core)				
	01/10/2016 - 30/09/2017	See full policy schedule / policy booklet		
Hirers Liability (Core)				
	01/10/2016 - 30/09/2017	£2,000,000.00		
All Risks Office Contents Clerks Home (Core)				
	01/10/2016 - 30/09/2017	£2,500.00		
Public Liability for Playground Equipment				
Not Selected				
All Risks				
Bus Shelter	01/10/2016 - 30/09/2017	£5,400.00		
3 X Noticeboards	01/10/2016 - 30/09/2017	Self Insured		
3 X Bins	01/10/2016 - 30/09/2017	Self Insured		

Premium + Administration Charge:	£167.75	£167.75
Insurance Premium Tax:	£16.78	£16.78
Total:	£184.53	£184.53

5 YEAR LONG TERM UNDERTAKING. YEAR 3. CEASES 30/09/2019

Agenda Item 7d Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
19/07/16	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
06/09/16	Glasdon - Dog bins	458	LA 2011 ss 1 to 8	0.00	311.47
06/09/16	BDO - Audit Fee		LA 2011 ss 1 to 8	0.00	0.00
06/09/16	CAS - Insurance	459	LA 2011 ss 1 to 8	0.00	184.53
06/09/16	DF Crimmin - Expenses Mar to Aug	460	LA 2011 ss 1 to 8	0.00	116.57
06/09/16	SLCC - Annual Subscription	461	LA 2011 ss 1 to 8	0.00	11.43

Reconciliation

Treasurers Account	Statement Date 29/07/16	Statement Balance £9,150.75	Actual Balance £8,526.75	Unpresented Cheques £624.00	Credits not shown £0.00	Difference £0.00
Cash	31/08/16	£0.00	£0.00			£0.00
		£9,150.75	£8,526.75	£624.00	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£7,148.81				
Income			**Expenditure**			
Precept	£5,000.00	£2,500.00	Clerks Salary		£1,502.00	£343.98
Grants	£297.70	£0.00	Admin		£720.00	£270.00
Bank Interest	£0.00	£0.00	Donations		£370.00	£150.00
Locality	£0.00	£0.00	Subscriptions		£233.00	£168.50
Other	£0.00	£30.25	Insurance		£185.00	£184.53
VAT Repayment	£0.00	£288.17	Inspection		£100.00	£0.00
			Maintenance		£500.00	£0.00
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£259.56
			VAT Paid		£0.00	£63.91
Total	**£5,297.70**	**£2,818.42**	**Total**	**£0.00**	**£4,110.00**	**£1,440.48**
			Assets C/Forward			£8,526.75
Total		£9,967.23	Total			£9,967.23

Associated Papers LCPC 6th September 2016

Agenda Item 7d Clerks Expenses

		Postage			Telephone		Printing			Travel
Date	Description	1st	2nd	Other	No of Calls	Phone Call to	A4 Print	A3 Print	Lams	Miles
01/03/16	Meeting				4	C Johnson, BDC x 3				10
08/03/16					1	N King				
16/03/16					1	C Johnson	121		9	10
29/03/16	Notices				1	C Johnson	7		6	10
11/04/16					1	V Shennan				
14/04/16										
19/04/16	Audit						25			
21/04/16					2	C McSloy, D Whymark				
26/04/16					2	C Johnson, D Gotts				
27/04/16	Meeting Pack / Notices						152		6	12
28/04/16					3	D Gotts x 2, C Johnson				
04/05/16					1	D Gotts				
05/05/16					1	D Gotts		6	6	
06/05/16	D Gotts / C Johnson									10
18/05/16					2	BDO x 2				
19/05/16					2	BDO x 2	22			
25/05/16									12	
26/05/16	Audit Notices				1	Glasdon				10
02/06/16					1	C Johnson				
15/06/16					2	C Johnson x 2				
16/06/16							50			
17/06/16					1	CAS				
20/06/16							130			
21/06/16					2	CAS, C Johnson	302			
22/06/16										10
27/06/16					1	C Johnson				
28/06/16	Meeting Pack & Notices				2	C Johnson x 2	181		6	12
05/07/16	Meeting									12
06/07/16					1	C Johnson				
11/07/16			2		5	BDC, C Johnson x 2, N King x 2				
18/07/16					1	P Monk				
19/07/16					1	C Johnson	57		6	12
28/07/16					2	Birketts, C Johnson				
01/08/16					2	C Johnson x 2				
03/08/16				£0.95						
04/08/16	SO & FR x 8						304			
		0	2		43		1351	6	51	108
		£0.00	£1.10	£0.95	£5.16		£54.04	£0.60	£6.12	£48.60

Expenditure on behalf of Little Cornard Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
	Postage		£2.05		£2.05	
	Cost of Calls		£5.16		£5.16	
	Printing		£54.64		£54.64	
	Laminates		£6.12		£6.12	
	Travel Costs		£48.60		£48.60	
	Total		**£116.57**	**£0.00**	**£116.57**	Balanced

Mileage rate from 6/4/2011	**45p**
1st Class Post	**64p**
2nd Class Post	**55p**
Telephone Calls	**10p +VAT**
A4 Printing per page	**4p**
A3 Printing per page	**10p**
Laminates	**12p**

Admin	£116.57
VAT	
	£116.57

Agenda Item 7d SLCC Subscription

DF Crimmin's SLCC Membership Fee for 2016	
Please find below the amount due to the SLCC for my annual membership fee.	
	Little Cornard
Annual Salary paid to DF Crimmin	£1,392.14
Individual Parish Council Membership Fee	£65.00
Total Annual Salary paid by 7 Parish Councils	£22,776.54
Collective Parish Council Membership Fee	£187.00
Your percentage of my overall Parish Councils' salary	6.1%
Amount due to SLCC	£11.43

Agenda Item 8b Status of planning applications

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01718	Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury	Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use Class C3)	16/023b	Raised concerns	
B/16/00639	Burnthouse Farm, Bures Road	Change of use from agricultural barn to mixed use storage and operation of helicopter and agricultural barn and associated vehicle parking	16/080a	Supported	

Agenda Item 10 Cornard Mere

Cllr Gilbert has been in contact with ex-councillor Peter Cutmore on the subject of Cornard Mere. He has provided a copy of the lease dated 2nd September 2002 between LCPC (the Landlord) and the Suffolk Wildlife Trust Limited (the Tenant) for a period of 25 years in which SWT agree to maintain the property as a wildlife and nature reserve.

The lease was drawn up by Birketts Solicitors of Ipswich who have confirmed to me that they were acting on behalf of the SWT and that they do not know if there was a solicitor acting on behalf of LCPC for the transaction. If LCPC wish Birketts to research their files to see if there is any reference to LCPC's solicitors, there will be an administration fee applicable.