Associated Papers LCPC Meeting on 7th November 2017

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

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 6 Clerk's Report

Minute		Action	Complete ✓
17/028		Pictures and map awaited.	
17/063		Minutes placed on website.	✓
17/068	b	Payments made to suppliers.	✓
17/070		Representatives nominated.	✓
17/072		Meeting with Bill Newman held and Kieran Griffiths role as footpath warden updated on website.	✓
17/075		Minutes placed on website.	✓
17/078	b	Payments made to suppliers.	✓
17/079		Planning responses sent to Babergh.	✓
17/080		Copies of Local Plan circulated to councillors.	✓
		Clerk Hours	
		As at 29th October 2017 the Clerk Worked 109.75 hours / Paid 120 hours	

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Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
30/09/17	DF Crimmin - Salary Jul to Sept	485	LA 2011 ss 1 to 8	0.00	376.61
30/09/17	DF Crimmin - WFHA Jul to Sept	485	LA 2011 ss 1 to 8	0.00	26.00
30/09/17	HMRC - Clerk Tax	486	LA 2011 ss 1 to 8	0.00	94.20
10/10/17	Community Action Suffolk - Insurance	487	LA 2011 ss 1 to 8	0.00	187.88
25/09/17	BDC Precept			2,465.69	0.00
01/11/17	SCC Footpath Grant			276.40	0.00
07/11/17	Autela - Payroll Q2	488	LA 2011 ss 1 to 8	0.00	24.00
07/11/17	Gardens Arb Business - Footpath Cutting	489	LA 2011 ss 1 to 8	0.00	360.00
07/11/17	Community Action Suffolk - Website hosting	490	LA 2011 ss 1 to 8	0.00	60.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	29/09/17	£13,616.68	£12,553.27	£1,339.81	£276.40	£0.00
Cash	31/10/17	£0.00	£0.00			£0.00
		£13,616.68	£12,553.27	£1,339.81	£276.40	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£9,735.23				
Income			**Expenditure**			
Precept	£4,931.38	£4,931.38	Clerks Salary		£2,035.34	£995.62
Grants	£276.40	£276.40	Admin		£760.00	£322.14
Bank Interest	£0.00	£0.00	Donations		£400.00	£452.25
Locality	£0.00	£0.00	Subscriptions		£290.00	£240.53
Other	£0.00	£123.82	Insurance		£190.00	£187.88
VAT Repayment	£0.00	£158.68	Inspection		£100.00	£0.00
			Maintenance		£600.00	£300.00
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£103.82
			VAT Paid		£0.00	£70.00
Total	**£5,207.78**	**£5,490.28**	**Total**	**£0.00**	**£4,875.34**	**£2,672.24**
			Assets C/Forward			£12,553.27
Total		£15,225.51	Total			£15,225.51

Associated Papers LCPC Meeting on 7th November 2017

Agenda Item 7b LCPC Budget 2018 / 2019

	2016 / 17		2017 / 18			2018 / 19
	Budget	**Actual**	**Budget**	**Actual to**	**To year**	**Budget**
Income						
Grants	297.70	379.92	276.40	276.40	***276.40***	276.40
Bank Interest	0.00	0.00	0.00	0.00	***0.00***	0.00
Locality	0.00	500.00	0.00	0.00	***0.00***	0.00
Other	0.00	110.25	0.00	123.82	***123.82***	0.00
VAT Repayment	0.00	288.17	0.00	158.68	***158.68***	0.00
Total Income	**297.70**	**1,278.34**	**276.40**	**558.90**	***558.90***	**276.40**
Precept		**5,000.00**			**4,931.38**	
Expenditure						
Clerks Salary	1,502.00	1,604.49	2,035.34	995.62	***2,035.34***	2,076.03
Admin	720.00	400.19	760.00	322.14	***760.00***	760.00
Donations	370.00	442.10	400.00	452.25	***452.25***	600.00
Subscriptions	233.00	218.50	290.00	240.53	***290.00***	300.00
Insurance	185.00	184.53	190.00	187.88	***187.88***	200.00
Inspection	100.00	0.00	100.00	0.00	***0.00***	200.00
Maintenance	500.00	423.87	600.00	300.00	***600.00***	700.00
Village Hall	0.00	0.00	0.00	0.00	***0.00***	0.00
Contingency	500.00	259.56	500.00	103.82	***500.00***	500.00
VAT Paid	0.00	158.68	0.00	70.00	***200.00***	0.00
Total Expenditure	**4,110.00**	**3,691.92**	**4,875.34**	**2,672.24**	***5,025.47***	**5,336.03**

	2018 / 19		
	Budget		**Notes on Budget Next Year**
Income			
Grants	276.40		Footpath Grant
Bank Interest	0.00		
Locality	0.00		
Other	0.00		
VAT Repayment	0.00		
Total Income	**276.40**		
Precept			
Expenditure			
Clerks Salary	2,076.03		224.8 hours @ £9.235 +2%
Admin	760.00		Payroll £100 / WFHA £104 / Clerk Expenses £250 / Training £300
Donations	600.00		PCC £150 / VH £350 / Other £100
Subscriptions	300.00		SALC £145 / SWT 38 / ICO £37 / CAS £30 / OneSuffolk £50
Insurance	200.00		
Inspection	200.00		External £200
Maintenance	700.00		Footpath cutting £300 / 5 dog bin emptying £300
Village Hall	0.00		
Contingency	500.00		Includes any discretionary spend
VAT Paid	0.00		
Total Expenditure	**5,336.03**		

Agenda Item 7c Transparency Code Grant

LCPC is entitled to claim for a grant of £104.30 for the cost of its website and the time that I spend in maintaining it for the Transparency Code. LCPC needs to approve that this application can be made to SALC.

Agenda Item 7d Paying HMRC

In a letter from HMRC on the 15th September 2017 they have informed LCPC that from the 15th December 2017 payments cannot be made to HMRC via the Post Office. In these circumstances I recommend that a Direct Debit be set-up with the HMRC who will then request payment of the amount that Autula create using their payroll system.

Agenda Item 8c 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	Planning Committee approval subject to S106 agreement.
DC/17/04312	1 And 2 Henny View Bures Road	Construction of shared hard standing leading to access gateway for No.1 Henny View and Access for No.2 Henny view.	17/079a	Supported	Withdrawn

Agenda Item 9 Local Plan response

As per the draft response circulated to you on the 26th October 2017.

Agenda Item 10 Babergh Warding

As per the email circulated to you on the 4th October 2017.

Agenda Item 11 Suffolk Minerals & Waste Local Plan

As per the email circulated to you on the 31st October 2017.

Agenda Item 14 LCPC Meetings in 2018

LCPC meeting dates for 2018:

- 9th January
- 13th March
- 8th May
- 10th July
- 11th September
- 13th November.

The APM to be held on Tuesday 3rd April 2018.