

### **Agenda Item 43 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 45 Representatives**

- Cllrs Monk and Gilbert were appointed as representative on the Village Hall Committee.
- Cllr Hammond was appointed as the SALC representative.

### **Agenda Item 46 Internal Auditor**

Victoria Shennan is prepared to continue as the Internal Auditor.

### **Agenda Item 49 emails circulated**

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 50 Clerk's Report**

Minute	Action	Complete ✓
21/018	Minutes placed on website.	✓
21/022 a	Payments made to suppliers.	✓
21/022 c	Confirmed footpath cutting contract.	✓
21/022 d	Donation sent to magazine.	✓
21/024	Regulation 14 Pre-Submission consultation on NP launched.	✓
21/027	Meeting with National Grid held.	✓
21/028	SID meeting with Community Wardens held.	✓
21/030	Wrote to resident re Speed Watch.	✓
21/037	Planning comments sent to Babergh.	✓
SCC Ref	Highway Issues	
293897	Wyatts Lane - Reflective markers for steep bend missing on unlit bend of road.	
294050	Missing barrier at the pond in Upper Road / Chapel Lane.	
	<b>Clerk's Delegated Powers</b>	
	Not used since last meeting.	

### **Agenda Item 51a Internal Auditor's Report**

This will be sent separately, once received from Victoria Shennan.

**Agenda Item 51b Bank reconciliation and Receipts & Payments Account**

<b>LITTLE CORNARD PARISH COUNCIL</b>					
<b>County</b>	<b>Suffolk</b>				
<b>Bank Reconciliation for Financial year ending 31st March 2021</b>					
<b>D. Crimmin</b>	<b>RFO</b>			<b>8th April 2021</b>	
<b>Balances per Bank Statements as at 31st March</b>					
Lloyds Treasurers Account			£17,779.92		
				£17,779.92	
Add any Unbanked Cash as at 31 March				£0.00	
Less Unpresented Cheques as at 31 March					
		585	£242.67		
		587	£855.00		
		588	£40.08		
		589	£188.66		
		590	£6,075.15		
				£7,401.56	
			<b>Total Cash</b>	<b>£10,378.36</b>	
<b>CASH BOOK</b>					
Opening Balance				£12,822.59	
Add Receipts in the year				£16,997.80	
				£29,820.39	
Less Payments in the year				£19,442.03	
			<b>Total Cash</b>	<b>£10,378.36</b>	

## LITTLE CORNARD PARISH COUNCIL

### Receipts & Payments Account for the year ending 31st March 2021

	2019 / 2020	2020 / 2021
<b>Receipts</b>		
Precept	£6,000.00	£6,212.00
Grants	£276.40	£1,776.40
Bank Interest	£0.00	£0.00
NP Grant	£4,995.00	£8,395.00
CIL	£1,977.42	£0.00
Other	£0.00	£188.17
VAT Repayment	£205.88	£426.23
	<b>£13,454.70</b>	<b>£16,997.80</b>
<b>Payments</b>		
Clerks Salary	£2,665.25	£2,653.23
Admin	£2,166.79	£631.22
Donations	£610.00	£200.00
Subscriptions	£179.24	£184.37
Insurance	£171.84	£171.84
Inspection	£200.00	£200.00
Maintenance	£464.00	£978.97
Village Hall	£0.00	£0.00
Contingency	£0.00	£1,467.43
NP	£4,995.00	£8,395.00
Community Wardens	£0.00	£1,000.00
CIL	£0.00	£1,977.42
VAT Paid	£426.23	£1,582.55
	<b>£11,878.35</b>	<b>£19,442.03</b>
<b>Excess of Payments over Receipts</b>	<b>£1,576.35</b>	<b>-£2,444.23</b>
Add Balance Brought Forward	£11,246.24	£12,822.59
<b>Balance Carried Forward</b>	<b>£12,822.59</b>	<b>£10,378.36</b>
<b>Represented by</b>		
Lloyds Treasurers Account	£12,822.59	£10,378.36
Cash	£0.00	£0.00
	<b>£12,822.59</b>	<b>£10,378.36</b>
I have prepared these accounts from the books and records of the Little Cornard Parish Council and certify that they are a true record of the Parish Council's transactions		
Signed: _____ Date: _____		
RFO Little Cornard Parish Council		

## Agenda Item 51c Section 1 of the AGAR

### Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Little Cornard Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.littlecornard.onesuffolk.net FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Agenda Item 51d Section 2 of the AGAR

### Section 2 – Accounting Statements 2020/21 for

#### Little Cornard Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	11,246	12,823	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	6,000	6,212	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	7,455	10,785	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2,665	2,653	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	9,213	16,789	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	12,823	10,378	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	12,823	10,378	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	4,590	7,565	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Agenda Item 51e Exemption from Limited Assurance**

The regulations regarding the Annual Return which came into force for 2017 / 2018 enables councils to exempt themselves from an External Audit. The guidance is:

Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with Proper Practices, unless the authority:

- a) does not meet the qualifying criteria;
- b) does not wish to certify itself as exempt.

If a council does not wish to certify itself the cost to the smaller authority for the review will be £200 +VAT.

**My recommendation to LCPC** is the same as last year and that you should not exempt yourself from the External Audit.

# Associated Papers LCPC for Meeting on 4<sup>th</sup> May 2021

## Agenda Item 51f

## Significant Variances

### Explanation of variances – pro forma

Name of smaller authority:

Little Cornard Parish Council

County area (local councils and

Suffolk

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Agenda Item 51g RFO Report


### Receipts & Payments

Payment of £190.44 for SALC membership 2021 / 2022

Payment of £23.40 for Sudbury Town Council milage

Precept from Babergh of £3,500.00

## Agenda Item 51h CIL Return

Little Cornard Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2020 to 31st March 2021		
A	Total CIL Income carried over from previous year	£1,977.42
B	Total CIL income received (receipts)	£0.00
C	Total CIL spent (expenditure)	£1,977.42
D	Total CIL repaid following payment notice	£0.00
<b>E</b>	<b>Total CIL retained at year-end (A+B-C-D)</b>	<b>£0.00</b>
CIL Expenditure		
	Item / Purpose	Amount Spent
	Speed Indicator Device	£1,977.42
	<b>Total Spent</b>	<b>£1,977.42</b>
	Signed 	Parish Clerk
	DF Crimmin	
	Signed	Chairman
	Clive Johnson	
	31st March 2021	



## Agenda Item 52c Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/00821	Church Of All Saints, Kedington Hill	Application for Listed Building Consent - Replacement covering for porch roof.			LBC not required.
DC/21/01361	Kingsbury House, Upper Road	Construction of dormer windows to the front elevation and velux windows to the rear to facilitate loft conversion with addition of pitched gable end roof. Re-position and replace windows.	21/037a	Supported	

## Agenda Item 53 Neighbourhood Plan

LCPC has the right to comment on what is in effect its own NP. Should there be any points that you wish to raise on the Plan, here is your chance to do so.

## Agenda Item 54 Bramford to Twinstead

Cllr Hammond is preparing a draft response to National Grid's consultation which we expect to email to you by this weekend.