

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 discussions 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 emails circulated

If there is an email that I have circulated that 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 ✓
21/084	Bus shelter check still outstanding.	
21/094	Letter to SWT outstanding.	
21/098	Minutes placed on website.	✓
21/099	Babergh responded to letter regarding burning of waste.	✓
21/102 a	Payments made to suppliers.	✓
21/103	Planning comments sent to Babergh.	✓
SCC Ref	Highway Issues	
293897	Wyatts Lane - Reflective markers for steep bend missing on unlit bend of	
294050	Missing barrier at the pond in Upper Road / Chapel Lane.	
	Clerk's Delegated Powers	
	Booked Martin Quinton on 6 modules of Clerk training with SALC at a total cost of £150 + VAT.	

Agenda Item 7a RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/11/21	SCC P3			276.40	0.00
31/12/21	DF Crimmin - Salary Sept to Dec	609	LA 2011 ss 1 to 8	0.00	425.88
31/12/21	DF Crimmin - WFHA Sept to Dec	609	LA 2011 ss 1 to 8	0.00	52.00
31/12/21	HMRC - Clerk Tax	610	LA 2011 ss 1 to 8	0.00	106.60
13/12/21	Autela - Q3 Service fee	611	LA 2011 ss 1 to 8	0.00	30.00
11/01/21	Little Cornard Parish Hall - Hall Hire	612	LA 2011 ss 1 to 8	0.00	80.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	25/11/21	£18,624.01	£17,929.53	£694.48	£0.00	£0.00
Cash	01/11/21	£0.00	£0.00			£0.00
		£18,624.01	£17,929.53	£694.48	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,378.36				
Income			Expenditure			
Precept	£7,000.00	£7,000.00	Clerks Salary		£2,710.00	£1,597.44
Grants	£276.40	£382.40	Admin		£1,658.00	£446.23
Bank Interest	£0.00	£0.00	Donations		£750.00	£0.00
NP Grant	£0.00	£3,200.00	Subscriptions		£355.00	£190.44
CIL	£0.00	£0.00	Insurance		£200.00	£171.84
VAT Repayment	£0.00	£1,582.55	Inspection		£200.00	£200.00
Other	£0.00	£0.00	Maintenance		£700.00	£531.46
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£0.00
			NP		£500.00	£862.50
			Community Wardens		£1,100.00	£233.40
			CIL		£0.00	£0.00
			VAT Paid		£0.00	£380.47
Total	£7,276.40	£12,164.95	Total	£0.00	£8,673.00	£4,613.78
			Assets C/Forward			£17,929.53
Total		£22,543.31	Total			£22,543.31

Agenda Item 7b Precept

At the November meeting you agreed to an Expenditure Budget of £8,140 for 2022 / 2023 as follows:

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	276.40	1,776.40	276.40	382.40	382.40	276.40
Bank Interest	0.00	0.00	0.00	0.00	0.00	0.00
NP Grant	0.00	8,395.00	0.00	3,200.00	3,200.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	188.17	0.00	0.00	0.00	0.00
VAT Repayment	0.00	426.23	0.00	1,582.55	1,582.55	0.00
Total Income	276.40	10,785.80	276.40	5,164.95	5,164.95	276.40
Precept		6,212.00			7,000.00	
Expenditure						
Clerks Salary	2,772.00	2,653.23	2,710.00	1,597.44	2,710.00	2,825.00
Admin	1,500.00	631.22	1,658.00	446.23	1,658.00	1,660.00
Donations	750.00	200.00	750.00	0.00	750.00	750.00
Subscriptions	325.00	184.37	355.00	190.44	325.00	355.00
Insurance	200.00	171.84	200.00	171.84	171.84	200.00
Inspection	200.00	200.00	200.00	200.00	200.00	200.00
Maintenance	700.00	978.97	700.00	531.46	700.00	700.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	500.00	1,467.43	500.00	0.00	500.00	500.00
NP	0.00	8,395.00	500.00	862.50	3,700.00	250.00
Community Warden	1,100.00	1,000.00	1,100.00	233.40	700.00	700.00
CIL	0.00	1,977.42	0.00	0.00	0.00	0.00
VAT Paid	0.00	1,582.55	0.00	380.47	500.00	0.00
Total Expenditure	8,047.00	19,442.03	8,673.00	4,613.78	11,914.84	8,140.00

Reserves held by LCPC

In July 2021 councillors adopted a Reserves Policy which agreed on the approach that LCPC would take when looking at its funds for determining its Precept. The full policy is attached to this pack but the pertinent points are as follows:

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.

The current level of General Reserves to be held by the Council is set at nine months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.

Based on the policy the Reserves for LCPC are as follows:

Associated Papers LCPC for Meeting on 11th January 2022

Reserves held by LCPC		2020 / 21		2021 / 22		2022 / 23	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
General Reserves 9/12ths of Expenditure from July 2021	6,105.00	3,845.17	2,928.36	2,928.36	6,105.00	6,105.00	6,105.00
Restricted - CIL		1,977.42	0.00	0.00	0.00	0.00	0.00
Earmarked Reserves							
Asset Replacement		1,000.00	1,000.00	1,000.00	800.00	800.00	800.00
Election Costs		1,000.00	1,200.00	1,200.00	723.47	723.47	799.87
Village Hall		5,000.00	5,250.00	5,250.00	3,000.00	3,000.00	3,000.00
Total Earmarked Reserves		7,000.00	7,450.00	7,450.00	4,523.47	4,523.47	4,599.87
Total Reserves		12,822.59	10,378.36	10,378.36	10,628.47	10,628.47	10,704.87

Precept for 2022 / 2023

Babergh has written to LCPC regarding the Tax Base for 2022 / 2023. LCPC's Tax Base will decrease from **143.52** in 2021 / 2022 to **143.22** in 2022 / 2023.

	2020 / 21	2021 / 22	2022 / 23
Total Reserves B/F	12,822.59	10,378.36	10,628.47
Income ex Precept	10,785.80	5,164.95	276.40
Precept	6,212.00	7,000.00	7,940.00
Total Income & Reserves B/F	29,820.39	22,543.31	18,844.87
Expenditure	19,442.03	11,914.84	8,140.00
Total Reserves C/F	10,378.36	10,628.47	10,704.87
Total Expenditure & Reserves C/F	29,820.39	22,543.31	18,844.87
Tax Base	143.19	143.52	143.22
Band D Council Tax	£43.38	£48.77	£55.44

Based on the above, LCPC will need to set a Precept of £7,940 for 2022 / 2023.

The Council Tax that a Band D household in Little Cornard pays is the Precept demanded by LCPC divided by the Tax Base for that year.

Associated Papers LCPC for Meeting on 11th January 2022

Agenda Item 8c Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/03071	Land To The North Of The Bungalow, Bures Road	Application under S73 for Variation or Removal of a Condition following grant of planning permission B/15/00813 dated 03/03/2016. Town and Country Planning Act 1990. Remove (Condition 2 Approved Plans and Documents) and (Condition 11 Provision of Parking) - Relocation of garages as per drawing 1242/01C.	21/074b	Supported	Approved 29/11/2021
DC/21/05023	Mere House, Bures Road	Application under S73a for removal or variation of a condition following grant of planning permission B/09/00172/FHA dated 15/04/2009 for erection of cartlodge, retention of fencing and creation of new vehicular access and alterations to the existing. Town and Country Planning 1990 - To vary Condition 2(No access to be formed to kitchen garden,gate to be permanently closed and re-enstatment of grass verge) Condition 4(New vehicular access to be laid out according to drawing 15A(job 360) and retained) and Condition 6 (Access layout retained according to drawing 15A for parking and manoeuvring vehicles and no other purpose).	21/087c	Supported	Approved 18/11/2021
DC/21/05863	Burnthouse Farm, Bures Road	Construction of new agricultural vehicular access to serve grain store.	21/103	Supported	

Agenda Item 9 Neighbourhood Plan

Following the outcome of the Regulation 16 consultation where no new issues were raised, LCPC has agreed that the Independent Examination now takes place. If Dave Crimmin leaves as Clerk of LCPC on the 31st January 2022, he will volunteer his time to complete the final stage of the LCNP prior to the Referendum.

Agenda Item 10 Bramford to Twinstead

National Grid wrote to LCPC on the 13th December 2021 as follows:

“We would like to update the parish council on our forthcoming consultation on our plans to reinforce the electricity transmission network between Bramford substation in Suffolk and Twinstead, south of Sudbury in Essex.

As you will be aware, we have been developing this project for several years. Our proposals have developed significantly through consultation with local communities, landowners and businesses. Until now this consultation activity has been ‘informal’ or ‘non-statutory’ and we are now starting to prepare to submit a DCO application. Before we do so, we must undertake a ‘formal’ or ‘statutory’ consultation on our proposals.

Our statutory consultation will start on 25 January 2022 and will run until 21 March 2022. Following discussions with local authority officers, and in consideration of the uncertainty over future government guidance on public meetings during the pandemic, we have agreed to extend the consultation period to eight weeks. We want to ensure everyone has the opportunity to review the project information and discuss details with our project team.

We are planning a number of face-to-face public information events, along with smaller pre-bookable sessions and on-line webinars. We are very conscious that our arrangements for public meetings may need to change at short notice and we have prepared to hold more on-line and telephone discussions if needed.

We have also discussed how best to make our consultation as inclusive as possible with local authority officers and have welcomed their thoughts and advice. We want to ensure everyone has the opportunity to provide feedback on our proposals and we will send information directly to residents who live along the route, and widely advertise how people further afield can get in touch and be involved.

The statutory consultation is a key milestone in the development of Bramford to Twinstead. The network reinforcement will support the Government’s ambition to see 40 GW of offshore wind connected by the end of this next decade – delivering enough electricity to power every home in the country. It is a critical development in all future energy scenarios and needs to be in place by 2028. If you or the parish councillors would like any further information on our statutory consultation, please do not hesitate to contact me. Otherwise, we will be in touch in the New Year with more details.”

Agenda Item 11 Quiet Lanes

Councillor Irwin attended a Zoom meeting on Monday 13 December, hosted by the Quiet Lanes Suffolk project group. Delay in project due to change of Minister who is still to sign off the project and staff shortages within Highways department. Lanes for wave 2 have been approved and designation notice is due to be published in East Anglia Daily Times before the end of December. To speed up the implementation phase Parish Councils have been invited to collect new signage from a central depot near Ipswich and with guidance from Highways erect the signs themselves. This will take place after any new posts required, have been installed by Highways, forecast to take place early Spring 2022. Wave 3 which, includes Great Cornard, covering Blackhouse Lane & Prospect Hill will follow a few months after this. Councillor Irwin sought assurance that agreed subsidy from each parish Council and previously agreed between the council and the central project group, would not be increased. Assurance provided by the central project team that no additional costs are foreseen and in fact there may be a reduction to figures previously advised. Contributions will be confirmed at the end of the project.

Agenda Item 12 Purchase of land abutting Village Hall Car Park

Mark Irwin of Little Cornard Village Hall requests that LCPC pass a resolution to enable two councillors (Clive Johnson & Mark Irwin) to sign on behalf of the council to execute a deed in respect of the purchase of additional land abutting the Village Hall Car Park. The land is to be registered in the name of Little Cornard Parish Council as custodian. Little Cornard Village Hall (the charity) will meet the cost of the purchase and all associated fees.

Agenda Item 14 Risk Management

RISK MANAGEMENT REGISTER AS AT JANUARY 2022

Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description LCPC data is held in One Drive Cloud storage.
GDPR				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed annually.
Lawful basis for holding data	Medium	Medium	No	Data retention policy
Subject Access Requests	Low	Low	No	Policy in place

Agenda Item 15 Internal Control & Internal Audit Processes

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are held on Microsoft's One Drive Cloud storage.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that "Little Cornard Parish Council adopted the General Power of Competence on the 14th May 2019" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Lloyds Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting (suspended when meetings held virtually). All councillors except Mark Irwin are LCPC's signatories for the Lloyds accounts which require 2 signatories for a transaction.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2022 / 2023 was reviewed at the LCPC meeting on 9th November 2021 and all the papers are appended to the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash/cheques received are deposited as soon as practicable after receipt.

Internal Auditor

Victoria Shennan was appointed as this Council's Internal Auditor at the LCPC meeting held on 4th May 2021 minute 21/046. Victoria meets the criteria set for an internal auditor as she is independent of the Council, undertakes the audit with integrity, objectivity and a good understanding of local council legislation and procedures.

Agenda Item 16 Financial Regulations & Standing Orders

NALC has not made any recommended changes to the Standing Orders and Financial Regulations templates on which LCPC's versions are based. Have councillors any changes they wish to suggest?

Agenda Item 17 GDPR Data Map

Please review the attached data map for any additions or modifications.

Agenda Item 21 New Clerk's Contract of Employment

The attached draft contract outlines the terms and conditions of the new Clerk's employment.