

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 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 6 Clerk's Report

Minute	Action	Complete ✓
20/079	Community Wardens undertook Litter Pick along Bures Road in November 2020.	✓
20/086	Minutes placed on website.	✓
20/090 a	Payments made to suppliers.	✓
20/090 b	SID purchased and will be installed by Community Wardens.	✓
20/091	Planning response(s) sent to Babergh.	✓
20/096	Meeting Dates for 2021 put on website.	✓
20/103	Minutes placed on website.	✓
20/105	Wrote to Cornard Residents Association re flooding issue.	✓
20/106	Payments made to suppliers.	✓
20/109	Response sent to Babergh re JLP consultation.	✓
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.	
	Clerk's Delegated Powers	
	Not used since last meeting.	
	Clerk Hours	
	As at 3rd January 2021 the Clerk Worked 184.5 hours / Paid 156 hours.	

Associated Papers LCPC for Meeting on 12th January 2021

Agenda Item 7a RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/12/20	Autela- Payroll Services Q2 & Q3	580	LA 2011 ss 1 to 8	0.00	60.96
22/12/20	SCC Locality Grant			1,000.00	0.00
12/01/21	Westcotec - SID	581	LA 2011 ss 1 to 8	0.00	3,570.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/11/20	£24,900.84	£18,931.04	£6,969.80	£1,000.00	£0.00
Cash	07/12/20	£0.00	£0.00			£0.00
		£24,900.84	£18,931.04	£6,969.80	£1,000.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£12,822.59				
Income			Expenditure			
Precept	£6,000.00	£6,212.00	Clerks Salary		£2,772.00	£1,633.44
Grants	£276.40	£1,776.40	Admin		£1,500.00	£341.84
Bank Interest	£0.00	£0.00	Donations		£750.00	£0.00
NP Grant	£0.00	£8,395.00	Subscriptions		£325.00	£184.37
CIL	£0.00	£0.00	Insurance		£200.00	£171.84
VAT Repayment	£0.00	£426.23	Inspection		£200.00	£200.00
Other	£0.00	£188.17	Maintenance		£700.00	£978.97
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£1,467.43
			NP		£0.00	£1,525.00
			Community Wardens		£1,100.00	£1,000.00
			CIL	£1,977.42	£0.00	£1,977.42
			VAT Paid		£0.00	£1,409.04
Total	£6,276.40	£16,997.80	Total	£1,977.42	£8,047.00	£10,889.35
			Assets C/Forward			£18,931.04
Total		£29,820.39	Total			£29,820.39

Agenda Item 7b Precept 2021 / 2022

Babergh has confirmed that it will issue the Tax Base (the number of dwellings that it considers will pay for the Precept in 2021 / 2022) by the 9th January 2021

Once I receive the number, I will calculate the impact that this has on LCPC's Precept calculation, and issue you the options for your consideration.

Agenda Item 8b Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/03983	Oaklands, Blackhouse Lane	Erection of 2no detached dwellings and cart lodges, with associated parking and creation of new vehicular access.	20/091a	Supported	REFUSED 11/12/2020
DC/20/04816	Centuries House, Upper Road	Erection of carport and garage.	20/091b	Supported	Approved 07/12/2020
DC/20/05038	Glovers, Slough Lane	Reinstatement of historical subdivision. Division of site into 2no separate dwellings. Erection of 1no 2 storey extension following demolition of existing single storey extension.	20/107a	Supported	

Agenda Item 10 Road Signage on Parish Boundary

Great Cornard Parish Council has updated you with the following on the replacement road sign on Bures Road at the boundary of the 2 parishes:

"We now have the costings for the village gateway signs as well as the SCC Application form which will need to be approved prior to the signs installation.

GCPC already budgeted £1600 for the sign but the cost plus installation is approximately £2600, so an additional £1k has been included in the budget for FY21/22.

I've attached a copy of the quote which shows the difference between option 2 & 3 is £326.29, which is the cost of the Little Cornard Sign.

Has LCPC set aside any funds for a replacement sign?"

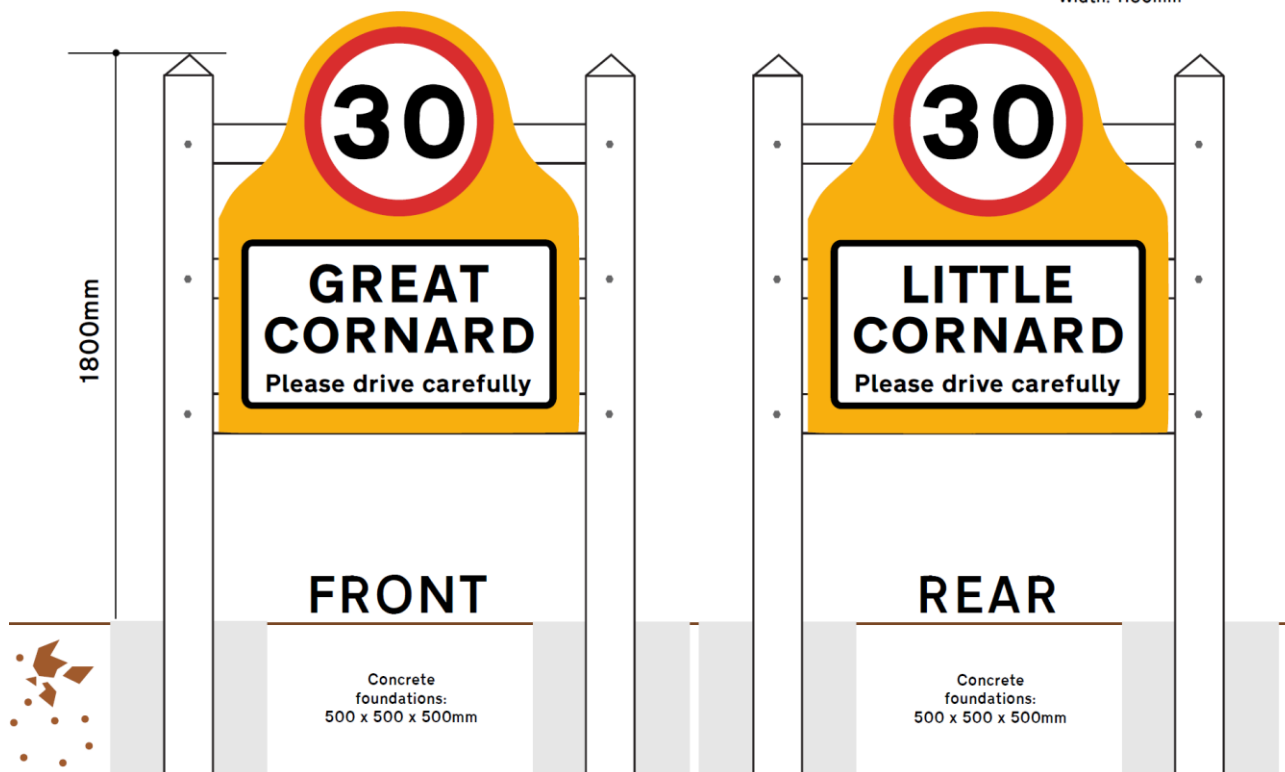
Scale 1:14



NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD

Gateway overall dimensions:
Height: 2300mm
Width: 1500mm

Sign overall dimensions
Height: 1320mm
Width: 1150mm



Option 1 - Gateway only



Glasdon Gateway

manufactured from rigid Everwood, wood effect material in White, 2.3m height (1.8m above ground) and 1.5m width, complete with three horizontal slats.

Product Information

Product News

Product Videos

Product Warranty

Qty	Unit Price	Total Price
1	£632.48	£632.48

Option 2 - Gateway with one sign



Glasdon Gateway

manufactured from rigid Everwood, wood effect material in White, 2.3m height (1.8m above ground) and 1.5m width, complete with three horizontal slats and ornate style sign to read 'GREAT CORNARD Please drive carefully' with a 30mph speed roundel incorporated above on a Yellow background.

*Please refer to the attached visual.

Product Information

Product News

Product Videos

Product Warranty

Qty	Unit Price	Total Price
1	£958.77	£958.77

Option 3 - Gateway with two sign



Glasdon Gateway

manufactured from rigid Everwood, wood effect material in White, 2.3m height (1.8m above ground) and 1.5m width, complete with three horizontal slats and ornate style sign to read 'GREAT CORNARD Please drive carefully' with a 30mph speed roundel incorporated above on a Yellow background at the front and ornate style sign to read 'LITTLE CORNARD Please drive carefully' with a 30mph speed roundel incorporated above on a Yellow background at the back.

Qty	Unit Price	Total Price
1	£1,285.06	£1,285.06

Agenda Item 11 Risk Register

LITTLE CORNARD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2021				
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 12 Internal Control and Internal Audit processes

Under the Finance and Audit Regulations the Council must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review.

Although in 2011 the need for a council to review its systems of internal audit was removed, the current controls are included for your 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 2021 / 2022 was reviewed at the LCPC meeting on 10th November 2020 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 Auditors

Victoria Shennan was appointed as this Council's Internal Auditor at the LCPC meeting held on 12th May 2020 minute 20/039. Victoria meets the criteria set for an internal auditor as she is independent from the Council, undertakes the audit with integrity, objectivity and a good understanding of local council legislation and procedures.

Agenda Item 13 Financial Regulations and Standing Orders

The LCPC Financial Regulations were last reviewed by yourselves in November 2019. There have not been any updates to these by NALC since that time. Are there any issues that you have with the current version?

The LCPC Standing Orders were last reviewed by you in July 2018. Whilst this is still the last version issued by NALC, it was revised in 2020. The draft document for your review shows those revisions in **BLUE** and the values in your current version in **YELLOW**.