

Agenda Item 81 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 84 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 85 Clerk's report

Minute	Action	Complete ✓
21/069	Minutes placed on website.	✓
21/071	Response sent to National Grid.	✓
21/073 a	Payments made to suppliers.	✓
21/073 b	Reserves Policy updated on website.	✓
21/074	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.	
	Clerk's Delegated Powers	
	Not used since last meeting.	

Agenda Item 86a External Auditor's report

PKF Littlejohn LLP



Accountants &
business advisers

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

Our ref SF0251
SAAA ref SB05249

Email sba@pkf-l.com

21 August 2021

Dear Mr Crimmin

Little Cornard Parish Council

Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Little Cornard Parish Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0251 or Little Cornard Parish Council as a reference when paying by BACS.

Timetable for 2021/22

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before the inspection period commences**;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2020/21

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Little Cornard Parish Council – SF0251**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

21/08/2021

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

Agenda Item 86b Asset Register

Asset Register as at 1st September 2021							
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	Dog Bin	£87.00		Upper Road		Below Excess
	Jun-16	Dog Bin	£87.00		Upper Road		Below Excess
	Jun-16	Dog Bin	£87.00		Bures Road		Below Excess
	Apr-17	Dog Bin	£87.00		Kedington Hill		Below Excess
	Mar-18	Grit Bin	£72.00		Upper Road		Below Excess
	Mar-18	Grit Bin	£72.00		Wyatts Lane		Below Excess
	Apr-19	Grit Bin	£75.00		Kedington Hill		Below Excess
	Apr-19	Grit Bin	£75.00		Upper Road		Below Excess
	Apr-19	Grit Bin	£75.00		Wyatts Lane		Below Excess
	Jan-21	SID	£2,975.00		Bures Road	£2,975.00	
		Total	£7,565.00		Total	£8,375.00	

Agenda Item 86c Insurance

All Risks

Property Insured

Territorial Limits: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

Sum Insured: £10,000

Policyholder Contribution: £100

Covers not insured:

1. Sprinkler leakage

If there are any additional Policy-level Clauses applicable, these are shown below

I sent a copy of the full insurance documentation to you on the 6th September 2021.

Agenda Item 86d RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
13/07/21	Autela - Q1 Service fee	598	LA 2011 ss 1 to 8	0.00	30.00
11/06/21	Groundwork UK NP Grant			3,200.00	0.00
19/07/21	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
14/09/21	Newton Green Village Hall - Hire	599	LA 2011 ss 1 to 8	0.00	50.00
14/09/21	DF Crimmin - Expenses April to August	600	LA 2011 ss 1 to 8	0.00	50.23

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/07/21	£17,397.24	£17,268.93	£128.31	£0.00	£0.00
Cash	06/09/21	£0.00	£0.00			£0.00
		£17,397.24	£17,268.93	£128.31	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,378.36				
Income			Expenditure			
Precept	£7,000.00	£3,500.00	Clerks Salary		£2,710.00	£532.48
Grants	£276.40	£106.00	Admin		£1,658.00	£217.23
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	£0.00
VAT Repayment	£0.00	£1,582.55	Inspection		£200.00	£0.00
Other	£0.00	£0.00	Maintenance		£700.00	£231.46
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£0.00
			NP		£500.00	£0.00
			Community Wardens		£1,100.00	£233.40
			CIL		£0.00	£0.00
			VAT Paid		£0.00	£92.97
Total	£7,276.40	£8,388.55	Total	£0.00	£8,673.00	£1,497.98
			Assets C/Forward			£17,268.93
Total		£18,766.91	Total			£18,766.91

Associated Papers LCPC for Meeting on 14th September 2021

Agenda Item 86d Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
04/05/21			2				45			
02/06/21			2				68			
11/06/21							24		24	
22/06/21			2				4			
30/06/21			1							
09/07/21							2		2	12
13/07/21							89			
14/07/21			2				8			
		0	9		0		240	0	26	12
		£0.00	£5.94	£0.00	£0.00		£12.00	£0.00	£3.12	£5.40
Expenditure on behalf of Little Cornard Parish Council										
Date	Description	Ref	Gross	VAT	Net	Account Heading				
22/07/21	SLCC Subscription	1	£23.77	£0.00	£23.77	Admin				
	Postage		£5.94		£5.94					
	Cost of Calls		£0.00		£0.00					
	Printing		£12.00		£12.00					
	Laminates		£3.12		£3.12					
	Travel Costs		£5.40		£5.40					
	Total		£50.23	£0.00	£50.23	Balanced				
	Mileage rate from 6/4/2011	45p								
	1st Class Post	85p				Admin	£50.23			
	2nd Class Post	66p				NP Admin				
	Telephone Calls	10p +VAT				Maintenance				
	A4 Printing per page	5p				Staff Mileage				
	A3 Printing per page	10p				VAT				
	Laminates	12p					£50.23			

Agenda Item 87d Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/03351	Cornard United Football Ground, Blackhouse Lane, Great Cornard	Adjoining Parish -Erection of replacement floodlight system, to include 4No 18m raise and lower floodlight poles.	21/074a	Supported	Approved 05/08/2021
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	
DC/21/03084	Danwood, Slough Lane	Installation of a bio disc or bio pure and soak away field to existing septic tank and resolved to support the application.	21/074c	Supported	Approved 05/08/2021

Agenda Item 88 Neighbourhood Plan

The Parish Council, Steering Group and Chris Bowden have completed the updates to the Little Cornard NP in line with the responses raised during the Regulation 14 consultation. Three further documents have also been completed as required for the regulation 16 Submission to Babergh District Council. The documents will be sent to you under separate cover.

LCPC now need to agree that the documents should be submitted to Babergh.

Agenda Item 90 Welcome Back Funding

Babergh has sent out the following:

As a District Council we have been allocated a share of £56m of ERDF funding to support the return to high street safely and help build back better from the pandemic. Babergh was allocated £146,635 and Mid Suffolk was allocated £91,893.

The purpose of this funding is to put in place additional measures to create and promote safe environments for local trade and tourism. The majority of the funding as has been allocated to our larger towns and primary tourism areas, however, to ensure that this funding can benefit our smaller towns and villages and meets the funding criteria, we have developed several strands of work.

These different strands of work include funding for events and activities suitable for local visitors and tourists, additional support to ensure our towns and villages can reopen safely and resources to improve local environments. More information about the different strands can be found below:

Strand 1 - Towns and tourist locations to host events and activities that safe and secure for visitors and residents

- Additional events to encourage residents and visitors back into the high streets and tourism areas.
- Resource to ensure events are safe and secure.
- Expand our pilot digital trails throughout the district.
- Additional work in our green spaces and high street to be welcoming.

Strand 2 - COVID secure high streets and public spaces

- Business advice and sign posting to available grants.
- Increasing street cleansing and litter collections.
- Additional resource for the Area of Outstanding Natural Beauty and coastal trails.
- Seasonal rangers within our public green spaces.

Strand 3 - Communication and marketing to support safe return to the high streets

- Advertise the district to encourage tourism to return to the area.
- Promote the government guidance.

We are aware of the impact the pandemic has on all the district and therefore, would like to use some of the funding to help with some of the additional burdens your village may incur as the final lockdown restrictions are lifted.

The funding criteria and guidance is limited but can be used to support and promote a safe public environment. We are aware that there has been increase of littering in the district due to more people walking and visiting local attractions. This has led to more rubbish accumulating in bins as to people stay close to home.

To help combat this issue, we would like to use the funding of offer a range of solutions. Your parish can choose from the options form attached to this email.

In addition, we can offer free litter picking equipment available for all parishes, please indicate on the form if you would like a set for your parish.

You can select either a small set (7 litter pickers) or a large set (15 litter pickers). We also have a limited number of child size litter pickers which will be issued on a first come first serve basis. Again, please either indicate whether you would like these on the form.

Please complete and return the form (linked below) with your choice so that we can order the items and get them installed from September onwards. We will then contact you directly about location and installation.

Link to form: https://babergh-self.achieveservice.com/service/Welcome_Back_Fund

Agenda Item 91 Babergh Consultations

I sent you email on the 26th August 2021 relating to:

- Hackney Carriage, Private Hire Operator. Vehicle & Driver Policy consultation
- Gambling Act 2005: Statement of Principles (Revision) consultation.

Also, on the 31st August I sent you an email regarding Babergh and Mid Suffolk District Council Parking Strategy Consultation.

Agenda Item 93 New Clerk

To date my approaches to local clerk's on filling the vacancy at LCPC have been unsuccessful. Councillors should now consider the broad T&C's relating to the new clerk's employment so that an advert can be placed on the SALC website.