

Agenda Item 51 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 54 Internal Auditor

Victoria Shennan is prepared to continue as the Internal Auditor.

Agenda Item 57b Planning Status

Date	Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
	DC/22/00034	Apple Tree Cottage, Bures Road	Application for Outline Planning Permission (all matters reserved) Town and Country Planning Act 1990 - Residential Development for the erection of up to two pairs of semi detached dwellings (following demolition of stable block).	21/008b	Objected	Refused 03/03/22
01/04/22	DC/22/01690	Village Hall , Spout Lane, Little Cornard, Suffolk CO10 0NX	Full Planning Application - Change of use from agricultural land to open green amenity space to be used by the Village Hall and Little Cornard Village community for social events.	22/045a	Supported	
18/05/22	DC/22/02571	Stakers Spout Lane Little Cornard Sudbury Suffolk CO10 0NX	Erection of single storey extension (amended scheme and re -submission of DC/21/04647)			
18/05/22	DC/22/02572	Stakers Spout Lane Little Cornard Sudbury Suffolk CO10 0NX	Application for Listed Building Consent - Erection of single storey extension including internal alterations.			
12/05/22	DC/22/01710	Mere House , Bures Road, Little Cornard, Suffolk CO10 0NN	Planning Application - Change of use of land to increase residential curtilage and erection of an outbuilding and swimming pool.			

Agenda Item 58 History Archives

Dear Mark Quinton,

As the Parish Council is aware for over 20 years the History Group has researched the village and held several exhibitions. During this time a considerable archive has been amassed which has been stored in Dr. Jonathan Belsey's office.

The time has now come for a permanent home to be found for these papers and both the Bury St. Edmund's and Ipswich record offices would be happy to take them. However, before the archive is lodged at a record office the possibility of someone with the time and interest to digitise parts of the history to enable it to be viewed on the village's website should be explored.

There are also trays of artifacts found in the village's fields by a metal detectorist. These comprise 5/6 trays 18" square and 2 which are 2' x 18". They are all approx. 2" deep. These trays would be of interest to visitors of village events and they also required a permanent home as they are at the moment stored in a private house - the Church or Village Hall perhaps?

Please could you bring up these matters at the next Parish Council meeting and let us have any feedback.

Many thanks.

Rosemarie Balls on behalf of the History Group

Agenda Item 62a Quiet Lanes



**COMMUNITY SELF-HELP
AGREEMENT**

**FOR COMMUNITY VOLUNTEERS
QUIET LANES SUFFOLK**

Section 101 Local Government Act 1972

1. INTRODUCTION

- 1.1 This agreement is to enable town / parish councils to attach metal signs onto pre-installed posts in the public highway in Suffolk subject to the terms set out below.

2. TERMS of the AGREEMENT

- 2.1 Suffolk County Council commits to:

- Support town and parish councils and their Community Volunteers in erecting signs
- Provide signs and fixing clips to town and parish councils for agreed and formally designated schemes.

- 2.2 The town / parish councils may agree one or more Community Volunteers as Community Volunteer Leads who will lead the local Community Volunteers, be the point of contact with Suffolk County Council, and shall:

- Plan and prioritise the intended work of themselves and the Community Volunteers.
- Liaise with Suffolk Highways' Officers to work with Suffolk County Council, to seek advice and assistance to as appropriate
- Each town or parish council will produce and retain a written risk assessment for each piece of work in their specific area.
- Arrange for the collection of highway signs and fixing clips from Suffolk County Council.

3. CONDITIONS

The following conditions apply:

- 3.1 Community Volunteers will make best endeavors to maintain a record of Community Volunteers carrying out works and provide any such records if requested by Suffolk County Council.
- 3.2 Community Volunteers will provide Suffolk County Council with a summary of all work it has undertaken under the terms of this Agreement to provide a record of achievements.
- 3.3 The town or parish council must ensure it complies with the General Data Protection Regulation 2018 and all other applicable data protection legislation. The Community Volunteers should consent to their personal data being retained for the purposes of this agreement by Suffolk County

Council before undertaking any work.

- 3.4 Any accident, incident, dispute or claim of which the local council or Community Volunteers become aware of must be reported immediately to Suffolk County Council.

4. INSURANCE AND SAFETY

- 4.1 Provided the Community Volunteers carry out work in accordance with this agreement then their work will be covered by Suffolk County Council's public liability insurance (but no other forms of insurance).

- 4.2 Suffolk County Council requires:

1. A minimum of two people to be present when a sign is being placed or removed, with one person whose role is to watch over the operation including observing oncoming traffic.
2. A mobile phone to be available with contact numbers to call for assistance if needed.
3. Where it is reasonable to do so, a sign shall be mounted at a height which does not require climbing on to any step or platform. Where there is no other suitable location we may recommend a higher mounting height up to 2.3m where the proposed location is adjacent to or above a footway. In this instance the Parish or Town Council will be required to understand the risks associated with installing and removing a sign at this height before confirming that they would like to proceed.
4. Any vehicle used for transport to the location to be parked in a safe place. If it is possible to park safely on the road, this can help move passing traffic further away. This is especially important if it is necessary to work from a step or platform.
5. High visibility clothing to be worn (minimum of long sleeved high visibility jacket). If working on uneven ground, boots with good ankle support to be worn.

- 4.3 In the event that town or parish councils carry out works that are outside this Agreement then they will be liable for any third-party injury or damage to property. In such circumstances, the town or parish council will indemnify Suffolk County Council against any claims made against it, or any payments made by Suffolk County Council in consequence.

- 4.4 The town or parish council agrees to take out and maintain suitable public liability insurance cover to a minimum value of £5 million with an insurer reasonably acceptable to Suffolk County Council on terms that are sufficient to indemnify Suffolk County Council in accordance with paragraph 4.3 above and will allow Suffolk County Council to inspect the insurance certificate.

Agenda Item 62b Quiet Lanes

Sudbury Wardens have confirmed they are able to erect signage on behalf of LCPC. Councillors are welcome to join the Wardens, however, they will need to be provided with full High visibility clothing and safety boots. Costs of this PPE would be borne by LCPC.

My recommendation is that LCPC appoint the wardens to undertake this task as councillors would not be covered by LCPC's insurance.

Agenda Item 63 Babergh Governance Review



Notice of Community Governance Review Local Government and Public Involvement in Health Act 2007 Local Government (Parish and Parish Councils) Regulations 2008

Babergh District Council has commenced a Community Governance Review in all parts of the District. The purpose of the review is to enable the Council to consider what changes are needed to parish arrangements.

The Council has published its Terms of Reference document for the review and a copy can be viewed on the Council website at [Community Governance Review » Babergh Mid Suffolk](#)

The Council is now conducting the first stage of consultation as part of the review process and is inviting residents and interested organisations to submit their views on the above issue.

The Council welcomes representations from any residents and interested organisations who may wish to comment on the proposals in their local area or on any aspect of the matters under review.

How to contact us

Should you wish to submit a written representation regarding this review please address this to:

Electoral Services
Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Alternatively, your submission may be emailed to:
Elections@baberghmidsuffolk.gov.uk

The deadline for responding to the first phase of consultation is Friday 27 May 2022.

Agenda Item 64 CIL Bidding Round 1 May – 31 May 2022

Dear All,

Please be aware that the CIL funding bidding round will open on the 1 May 2022 and will run until the 31 May 2022. Another bidding round will take place later on in the year in October. For an application to be made a CIL Project Enquiry form must first be submitted. Please see the below link for this document:

CIL Funding Enquiry Form Link:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-SPENDING/CIL-Funding-Enquiry-Form.pdf>

It is important for applicants to discuss any proposed projects that are looking to access CIL funding with the Infrastructure team prior to funding applications being made. If you are currently in discussions with the team please continue these to ascertain if a funding application would be appropriate in the May bid window. The criteria to access CIL funding is detailed in the CIL Expenditure program, this is linked below:

CIL Expenditure program Link:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-March-2021.pdf>

If you have any further queries on CIL funding, please contact the infrastructure team on:

Email - cilexpenditure@baberghmidsuffolk.gov.uk

Telephone - 01449 724563

Agenda Item 65 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 66 Clerk's Report

Minute	Action	Complete ✓
21/084	Bus shelter check still outstanding. SWT meeting to review lease	
22/043	Minutes placed on website.	✓
a	Payments made to suppliers.	✓
22/045	Planning comments sent to Babergh.	✓
	Chased L King @ babergh re smoke	✓
	Letter thanking Janice re speedwatch	✓
	VAT return YE 31.03.22	✓
	Accounts & Audit prep work YE 31.03.22	✓
	SID data uploaded to website	✓
	Updated website re walking festival	✓
	Met with Sudbury Wardens	✓
	Grant repayment re Neighbourhood plan	✓
	Email to SWT re meeting	✓
	Year end process	✓

Agenda Item 67a Internal Auditor's Report

Annual Internal Audit Report 2021/22

Little Comard Parish Council

http://littlecomard.onesuffolk.net/

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. <i>→ NO petty cash held - N/A</i>			✓*
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Yes	No	Not applicable
		✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/05/2022

DDMMYYYY

DDMMYYYY

Name of person who carried out the internal audit

VICTORIA SHENNAN AUDITOR

Signature of person who carried out the internal audit

V Shennan

REQUIRED

Date

03/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 67b Bank reconciliation and Receipts & Payments Account

LITTLE CORNARD PARISH COUNCIL

County: Suffolk

Bank Reconciliation for the Financial year ended 31st March 2022

Prepared by: Martin Quinton - Clerk & RFO

22nd April 2022

Balance per Lloyds Treasurers Account as at 31.03.22	£	16,148.87
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Add: Unbanked Cash as at 31.03.22	£	-
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Less: Unpresented Cheques as at 31.03.22:

617 SALC - New Clerk Training	£	180.00
621 Autela - Q4 Service fee	£	30.00
626 GCPC - contribution to sign	£	326.29
628 Navigus Planning - NP Consultancy	£	300.00
629 Groundwork UK NP Grant Repayment	£	1,962.50
		(£ 2,798.79)

Net balances as at 31/3/22 (Box 8) £ 13,350.08

CASH BOOK

Opening Balance	£	10,378.36
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Add Receipts in the year	£	12,914.95
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	£	23,293.31
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Less Payments in the year	£	9,943.23
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Net balances as at 31/3/22 (Box 8) £ 13,350.08

LITTLE CORNARD PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2022

	2020/ 2021	2021 / 2022
Receipts		
Precept	£6,212.00	£7,000.00
Grants	£1,776.40	£1,132.40
Bank Interest	£0.00	£0.00
NP Grant	£8,395.00	£3,200.00
CIL	£0.00	£0.00
Other	£188.17	£0.00
VAT Repayment	£426.23	£1,582.55
	£16,997.80	£12,914.95
Payments		
Clerks Salary	£2,653.23	£2,514.60
Admin	£631.22	£736.72
Donations	£200.00	£200.00
Subscriptions	£184.37	£190.44
Insurance	£171.84	£171.84
Inspection	£200.00	£200.00
Maintenance	£978.97	£1,816.09
Village Hall	£0.00	£0.00
Contingency	£1,467.43	£0.00
NP	£8,395.00	£3,200.00
Community Wardens	£1,000.00	£233.40
CIL	£1,977.42	£0.00
VAT Paid	£1,582.55	£680.14
	£19,442.03	£9,943.23
Excess of Receipts over Payments	-£2,444.23	£2,971.72
Add Balance Brought Forward	£12,822.59	£10,378.36
Balance Carried Forward	<u>£10,378.36</u>	<u>£13,350.08</u>
Represented by		
Lloyds Treasurers Account	£10,378.36	£13,350.08
Cash	£0.00	£0.00
	<u>£10,378.36</u>	<u>£13,350.08</u>

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 67c Section 1 of the AGAR

Section 1 – Annual Governance Statement 2021/22

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 2022, 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

<http://littlecornard.onesuffolk.net/>

OFFICIAL PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Agenda Item 67d Section 2 of the AGAR

Section 2 – Accounting Statements 2021/22 for

Little Cornard Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	12,823	10,378	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.
2. (+) Precept or Rates and Levies	6,212	7,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,785	5,915	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,653	2,564	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	16,789	7,379	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10,378	13,350	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	10,378	13,350	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,565	8,523	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.			
N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2022 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

26/04/2022

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 67e 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.

LCPC Associated Papers for Meeting to be held on 24th May 2022

Explanation of variances – pro forma

Name of smaller authority: Little Comard Parish Council

County area (local councils): 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 onwards:** 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 67f

Significant Variances

	2020/21	2021/22	Variance	Variance	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)																																																															
	£	£	£	%																																																																		
	£	£	£	%																																																																		
1 Balances Brought Forward	12,823	10,378				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																																																																
2 Precept or Rates and Levies	6,212	7,000	788	12.69%	NO																																																																	
3 Total Other Receipts	10,785	5,915	-4,870	45.16%	YES		<table><tr><th>Receipts</th><th>2020/ 2021</th><th>2021 / 2022</th></tr><tr><td>Grants</td><td>£ 1,776.40</td><td>£ 1,132.40</td></tr><tr><td>Bank Interest</td><td>£ -</td><td>£ -</td></tr><tr><td>NP Grant</td><td>£ 8,395.00</td><td>£ 3,200.00</td></tr><tr><td>CIL</td><td>£ -</td><td>£ -</td></tr><tr><td>Other</td><td>£ 188.17</td><td>£ -</td></tr><tr><td>VAT Repayment</td><td>£ 426.23</td><td>£ 1,582.55</td></tr><tr><td></td><td>£ 10,785.80</td><td>£ 5,914.95</td></tr></table>	Receipts	2020/ 2021	2021 / 2022	Grants	£ 1,776.40	£ 1,132.40	Bank Interest	£ -	£ -	NP Grant	£ 8,395.00	£ 3,200.00	CIL	£ -	£ -	Other	£ 188.17	£ -	VAT Repayment	£ 426.23	£ 1,582.55		£ 10,785.80	£ 5,914.95																																							
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	£ 10,785.80	£ 5,914.95																																																																				
4 Staff Costs	2,653	2,515	-138	5.20%	NO																																																																	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																																																	
6 All Other Payments	16,789	7,429	-9,360	55.75%	YES		<table><tr><th>Payments</th><th>2020/21</th><th>2021/2022</th></tr><tr><td>Admin</td><td>£631.22</td><td>£736.72</td></tr><tr><td>Donations</td><td>£200.00</td><td>£200.00</td></tr><tr><td>Subscriptions</td><td>£184.37</td><td>£190.44</td></tr><tr><td>Insurance</td><td>£171.84</td><td>£171.84</td></tr><tr><td>Inspection</td><td>£200.00</td><td>£200.00</td></tr><tr><td>Maintenance</td><td>£978.97</td><td>£1,816.09</td></tr><tr><td>Village Hall</td><td>£0.00</td><td>£0.00</td></tr><tr><td>Contingency</td><td>£1,467.43</td><td>£0.00</td></tr><tr><td>Neighbourhood Plan</td><td>£8,395.00</td><td>£3,200.00</td></tr><tr><td>Community Wardens</td><td>£1,000.00</td><td>£233.40</td></tr><tr><td>CIL</td><td>£1,977.42</td><td>£0.00</td></tr><tr><td>VAT Paid</td><td>£1,582.55</td><td>£680.14</td></tr><tr><td></td><td>£16,788.80</td><td>£7,428.63</td></tr><tr><td colspan="3">Increase in maintenance costs re:</td></tr><tr><td>BDC - Dog & Litter bin emptying</td><td>£ 173.96</td><td></td></tr><tr><td>Westcotec - Bracket</td><td>£ 57.50</td><td></td></tr><tr><td>Garden Arb Business - Footpaths</td><td>£ 300.00</td><td></td></tr><tr><td>Clarkes of Walsham - kissing gates</td><td>£ 958.34</td><td></td></tr><tr><td>GCPC - contribution to sign</td><td>£ 326.29</td><td></td></tr><tr><td></td><td>£ 1,816.09</td><td></td></tr></table>	Payments	2020/21	2021/2022	Admin	£631.22	£736.72	Donations	£200.00	£200.00	Subscriptions	£184.37	£190.44	Insurance	£171.84	£171.84	Inspection	£200.00	£200.00	Maintenance	£978.97	£1,816.09	Village Hall	£0.00	£0.00	Contingency	£1,467.43	£0.00	Neighbourhood Plan	£8,395.00	£3,200.00	Community Wardens	£1,000.00	£233.40	CIL	£1,977.42	£0.00	VAT Paid	£1,582.55	£680.14		£16,788.80	£7,428.63	Increase in maintenance costs re:			BDC - Dog & Litter bin emptying	£ 173.96		Westcotec - Bracket	£ 57.50		Garden Arb Business - Footpaths	£ 300.00		Clarkes of Walsham - kissing gates	£ 958.34		GCPC - contribution to sign	£ 326.29			£ 1,816.09	
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7 Balances Carried Forward	10,378	13,350			NO	VARIANCE EXPLANATION NOT REQUIRED																																																																
8 Total Cash and Short Term Investments	10,378	13,350				VARIANCE EXPLANATION NOT REQUIRED																																																																
9 Total Fixed Assets plus Other Long Term Investments	7,565	8,523	958	12.67%	NO		2x Kissing gates purchased in 2021/22																																																															
10 Total Borrowings	0	0	0	0.00%	NO																																																																	

Agenda Item 67g RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
08/03/22	SALC - New Clerk Training	617	LA 2011 ss 1 to 8	0.00	180.00
08/03/22	Clarks of Walsham - kissing gates	618	LA 2011 ss 1 to 8	0.00	1,150.01
08/03/22	LC PCC - Parish Magazine Donation	619	LA 2011 ss 1 to 8	0.00	200.00
08/03/22	M Quinton - New clerk webinar	620	LA 2011 ss 1 to 8	0.00	18.00
16/03/22	Autela - Q4 Service fee	621	LA 2011 ss 1 to 8	0.00	30.00
-	-----Void cheque-----	622	LA 2011 ss 1 to 8	0.00	0.00
16/03/22	HMRC - Clerk Tax	623	LA 2011 ss 1 to 8	0.00	92.00
25/03/22	M Quinton - Salary Feb - Mar	624	LA 2011 ss 1 to 8	0.00	368.63
25/03/22	M Quinton - WFHA Feb - Mar	625	LA 2011 ss 1 to 8	0.00	34.66
30/03/22	GCPC - contribution to sign	626	LA 2011 ss 1 to 8	0.00	326.29
12/04/22	----- Cheque 627 in 22/23 year-----	627			
30/03/22	Navigus Planning - NP Consultancy	628	LA 2011 ss 1 to 8	0.00	300.00
31/03/22	Groundwork UK NP Grant Repayment	629	LA 2011 ss 1 to 8		1,962.50

R+P for 2022/23

Payment of £191.00 for SALC membership 2022 / 2023

Precept from Babergh of £3,970.00

Budget	Actual	Reserves	Budget	Actual	Budget Vs Actual
Assets B/Forward	£10,378.36				
Income		Expenditure			
Precept	£7,000.00	Clerks Salary	£2,710.00	£2,514.60	- 195.40
Grants	£276.40	Admin	£1,658.00	£736.72	- 921.28
Bank Interest	£0.00	Donations	£750.00	£200.00	- 550.00
NP Grant	£0.00	Subscriptions	£355.00	£190.44	- 164.56
CIL	£0.00	Insurance	£200.00	£171.84	- 28.16
VAT Repayment	£0.00	Inspection	£200.00	£200.00	-
Other	£0.00	Maintenance	£700.00	£1,816.09	1,116.09
		Village Hall	£0.00	£0.00	-
		Contingency	£500.00	£0.00	- 500.00
		NP	£500.00	£3,200.00	2,700.00
		Community Wardens	£1,100.00	£233.40	- 866.60
		CIL	£0.00	£0.00	-
		VAT Paid	£0.00	£680.14	680.14
Total	£7,276.40	Total	£0.00	£8,673.00	£9,943.23
		Assets C/Forward		£13,350.08	
Total	£23,293.31	Total		£23,293.31	

Agenda Item 67h CIL Return

Little Cornard Parish Council

Community Infrastructure Levy

Reporting Year 1st April 2021 to 31st March 2022

A	Total CIL Income carried over from previous year	£0.00
B	Total CIL income received (receipts)	£0.00
C	Total CIL spent (expenditure)	£0.00
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£0.00

CIL Expenditure

Item / Purpose	Amount Spent
Total Spent	£0.00

Signed

Martin Quinton

Parish Clerk

Signed

Clive Johnson

Chairman