

LCPC Associated Papers for Meeting to be held on 8 November 2022

Agenda Item 126

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 131b

Status of planning applications

Date	Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
07/06/22	DC/22/02907	Yorley Farm, Upper Road	Full Planning Application - Change of use and conversion of part of storage barn to extend nursery school	22/078a	Supported	Application Withdrawn
02/08/22	DC/22/03809	Copperfield, Slough Lane, Little Cornard, Sudbury Suffolk CO10 0NY	Erection of an annex and extension to garage and retention of raised deck with hydrotherapy pool	22/097a	Supported	Granted 21/10/22
16/08/22	DC/22/04049	Hobbiton Place, Upper Road, Little Cornard, Sudbury Suffolk CO10 0NZ	Application under Section 73 of The Town and Country Planning Act 1990 - Removal of Condition 3 (Agricultural Occupancy Condition) of planning permission B/88/01899 dated 30/01/1989; Erection of a single storey agricultural dwelling with double garage and construction of vehicular access	22/097b	Supported	Granted 11/10/22

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Agenda Item 132

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 133

Clerk's Report

<u>Tasks Complete</u>	
Minute Ref	
	Minutes drafted & uploaded to website
22/103	Drafted letter to C Cornish re smoke & lack of response
22/104	Arranged meeting with Suffolk Wildlife Trust
22/104	Circulated lease and management plan re Mere
22/106a	Booked Cllr Gilbert on Chairing/leadership training
22/108	Issued payment to sudbury wardens
22/108	Emailed sudbury wardens re broken step
22/114	Arranged meeting with Neighbourhoodplan group & attended
22/115	Emailed GWPC re defibs
22/116	Signed Civility & Respect Pledge on behalf of LCPC
22/117	Sent further response to National Grid
22/118c	Acquired Insurance quote from Zurich
	Prepared Budget for 2023/24

<u>Tasks In Progress</u>	
	Set up online Banking
	Vexatious complaints policy - finalise & upload to website

<u>Highway Issues</u>	
SCC ref	
293897	Wyatts Lane - Reflective markers for steep bend missing on unlit bend of
294050	Missing barrier at the pond in Upper Road / Chapel Lane.

<u>Clerk Overtime Hours</u>	
	nil

<u>Clerk's Delegated Powers</u>	
	Insurance renewal paid £241 for 22/23

Agenda Item 135

Update from Neighbourhood Plan Committee

Neighbourhood Plan Committee Report

Action points for consideration by Little Cornard Parish Council

Date of meeting: 25 October 2022

The Neighbourhood Plan Committee ('The Committee') met on 25 October 2022 to consider how the Committee, if it shall continue, may enable Little Cornard Parish Council ('LCPC') to use the Neighbourhood Plan, for the benefit of Parishioners, as it is intended.

The future of the Committee

The current Committee has completed its objective and has facilitated the creation of the Neighbourhood Plan. However, to assist LCPC in the implementation of The Neighbourhood Plan, the Committee would like to ask LCPC to consider the long-term need for an independent group or Committee outside of LCPC to monitor the following:

- **The impact of the Neighbourhood Plan**
- **The condition of the footpaths**
- **The Mere**

Recommendations to LCPC

- To start a footpath bulletin in the magazine & on the website to attract volunteers to help monitor the footpaths
- To make positive contact to neighbouring parishes (Bures, Great Cornard and Assington) to ensure we are a part of their neighbourhood plan
- To pursue the previously raised issue concerning the boundary at the Mere
- To remind residents to direct any lighting in a respectful manner
- To confirm the plans for the Pill Box and to confirm the ownership and, more importantly, to consider an appropriate approach to maintain and preserve the Pill Box for the future.
- To encourage LCPC to work in conjunction with the PCC
- To request that LCPC continues to continually refer to The Neighbourhood Plan when considering planning applications and when liaising with National Grid surrounding their intended reinforcement works.

This concludes the final report from the Neighbourhood Plan Committee. No further work will be undertaken without express consent from LCPC.

Regardless of the future long-term plans for some form of group or committee, the Neighbourhood Plan Committee would like to reconvene in 12-months' time and hereby requests the permission of LCPC to do so.

Agenda Item 137 Insurance Quote

Circulated by email on 29 September 2022.

Agenda Item 139a

2023/24 Expenditure budget

Little Cornard Parish Council					
Budget 2023 / 24					
Income	2021 / 22		2022 / 23		2023 / 24
	Actual to Date	To year end	Budget	Actual to 04.11.22	Budget
Grants	1,132.40	382.40	276.40	329.00	300.00
Bank Interest	0.00	0.00	0.00	0.00	0.00
NP Grant	3,200.00	3,200.00	0.00	0.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
VAT Repayment	1,582.55	1,582.55	0.00	630.14	0.00
Total Income	5,914.95	5,164.95	276.40	959.14	300.00
Precept	7,000.00	7,000.00	7,000.00	7,940.00	
Expenditure					
Clerks Salary	2,514.60	2,710.00	2,825.00	1,381.90	3,023.80
Admin	736.72	1,658.00	1,660.00	191.09	1,108.00
Donations	200.00	750.00	750.00	0.00	300.00
Subscriptions	190.44	325.00	355.00	311.00	355.00
Insurance	171.84	171.84	200.00	200.00	250.00
Inspection	200.00	200.00	200.00	0.00	240.00
Maintenance	1,816.09	700.00	700.00	173.96	717.45
Village Hall	0.00	0.00	0.00	0.00	
Contingency	0.00	500.00	500.00	0.00	500.00
NP	3,200.00	3,700.00	250.00	0.00	0.00
Community Warden	233.40	700.00	700.00	787.10	1,000.00
CIL4	0.00	0.00	0.00	0.00	0.00
VAT Paid	680.14	500.00	0.00	244.43	0.00
Election costs					1,278.67
Total Expenditure	9,943.23	11,914.84	8,140.00	3,289.48	8,772.92
Net increase to expenditure budget					632.92
Movement compared to 21.22					
23.60 Net increase to estimated income					
Input VAT fully reclaimable, so not budgeted for VAT income this year as will contra against expense					
260 hours @ £11.63 (new rate SP7)					198.80
Payroll £150 / WFHA £208 / Clerk Expenses £250 / Training reduced to £300 / VH Hire £200 / Online Mapping £50					- 552.00
PCC £200 / VH £0 / Other £100					- 450.00
SALC £200 / SWT 38 / ICO £35 / CAS £30 / OneSuffolk £50					
Insurance fee increased in 22/23, rounded up to allow for additional increase					50.00
Actual External audit fee for 21.22 = £240					40.00
Footpath cutting £300 / 5 dog bin emptying £217.45 / £200 re new bins (£138.82 for bin) & ass. Costs re (Litter Bin annual cost £37.13, Dog Bin annual cost £43.49)					17.45
Includes any discretionary spend					-
LCPC Neighbourhood plan - nil for 23.24					- 250.00
Community Wardens £500 + £200 travel + est for additional works re defibs etc.					300.00
Input VAT fully reclaimable, so not budgeted for VAT expense this year as will contra against repayment					-
Contested stanolone election cost as per email to clerk on 30.09.22					1,278.67

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Agenda Item 139b

RFO Report – Receipts & Payments

LITTLE CORNARD PARISH COUNCIL
Receipts and Payments for 2022/23
Treasurers Accounts

Payments since last meeting

Date	Details	Cheque Ref	Receipts	Payments
01/04/22	Balance Brought Forward		13,350.08	0.00
11/04/22	BDC Precept		3,970.00	0.00
06/05/22	HMRC VAT return 21/22		630.14	0.00
12/04/22	SALC - Annual Subscription	627	0.00	191.00
	(accounted for in 21.22)	628	0.00	0.00
	(accounted for in 21.22)	629	0.00	0.00
	(accounted for in 21.22)	630	0.00	0.00
22/06/22	SCC Grant re Village Gateway Sign		329.00	0.00
29/06/22	HMRC - PAYE Q1	631	0.00	138.00
28/06/22	Clerk - Salary Q1	632	0.00	552.95
28/06/22	Clerk - WFHA Q1	633	0.00	52.00
19/07/22	ICO - annual sub to Information Commissioner's Office	DD	0.00	35.00
19/08/22	BDMC - Litter and Dog bin emptying	634	0.00	208.75
	Destroyed cheque	635		
05/08/22	Autella Payroll - Q1	636	0.00	42.85
12/09/22	BDC Precept		3,970.00	0.00
20/10/22	Sudbury Wardens	637	0.00	944.52
	(accounted for in 21.22)	638	0.00	0.00
28/07/22	SLCC membership 22/23	639	0.00	85.00
25/09/22	Clerk - Salary & WFHA Q2	640	0.00	630.75
25/09/22	HMRC - PAYE Q2	641	0.00	138.20
25/09/22	Autella Payroll - Q2	642	0.00	30.46
25/09/22	PKF Littlejohn LLP - Ext. Audit 21/22	643	0.00	240.00
	Zurich Insurance	644	0.00	241.00

Agenda Item 139b Cont.

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	04/11/22	£18,990.20	£18,718.74	£271.46	£0.00	£0.00
Cash	n/a	£0.00	£0.00			£0.00
		£18,990.20	£18,718.74	£271.46	£0.00	

Unpresented Cheques

£30.46	Autella Payroll costs Q3
£241.00	Zurich Insurance
<u>£271.46</u>	

Actual Vs Budget

Receipts			Payments		
Assets B/Forward £13,350.08					
	<i>Budget</i>	<i>Actual</i>		<i>Budget</i>	<i>Actual</i>
Precept	7,000.00	7,940.00	Clerks Salary	2,710.00	1,381.90
Grants	276.40	329.00	Admin	1,658.00	191.09
Bank Interest	-	-	Donations	750.00	-
NP Grant	-	-	Subscriptions	355.00	311.00
CIL	-	-	Insurance	200.00	441.00
VAT Repayment	-	630.14	Inspection	200.00	-
Other	-	-	Maintenance	700.00	173.96
			Village Hall	-	-
			Contingency	500.00	-
			NP	500.00	-
			Community Wardens	1,100.00	787.10
			CIL4	-	-
			VAT Paid	-	244.43
Total	£7,276.40	8,899.14	Total	£8,673.00	£3,530.48

Agenda Item 140

Dog waste Bin

Litter and Dog Waste Bin Service



Babergh and Mid Suffolk District Council offers a litter and dog waste bin emptying service for bins owned by town/parish councils which are positioned on the street. This service does not cater for bins on private land, including town/parish council land, but we can accommodate these if they are positioned next to a public maintainable highway.

Please email requests to public.realm@baberghmidsuffolk.gov.uk **before** installation so we can approve the proposed location.

Style of bin and positioning

The make, model and position of any bins which are emptied as part of this service must be agreed with us before installation.

Our guidelines for purchasing/installing of new bins are as follows:

- 25 ltr size bins for dog bins or post mounted litter bins.
- 110 ltr for freestanding bins.
- If post-mounted the preferred height is 3ft from the ground to the top of the bin.

Access for emptying, who will be using a bin, and neighbours are key considerations for positioning of a bin. Vehicular access will be required close to a bin for emptying – we would not expect the operative emptying a bin to have to walk further than 50m to empty it.

Cost of service

The current costs are £37.13+VAT per year per litter bin and £43.49+VAT per year per dog waste bin. This charge is reviewed annually (normally in November) and invoices for the service are sent out around April each year.

These costs are still heavily subsidised by the District Councils and the subsidy may be withdrawn if we not feel that a bin is providing value for money.

Supply, repair, and installation

Unfortunately, we are unable to offer a supply, repair, or installation service for bins. However, if a town/parish council is considering a project involving five or more bins, then we may be able to assist.

Disposal of waste

The contents of the bins are disposed of at the Energy from Waste facility at Great Blakenham.

Update: 08/09/2022