



LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th July 2022 at Little Cornard Village Hall

Present: Councillors ('Cllrs') Clive Johnson (Chairman), Ruth Adams, Cheryl Crane, Karen Gilbert and Nigel Monk.

Attending: Martin Quinton (Clerk), James Finch (Suffolk County Councillor), Lee Parker (District Councillor) and 8 members of the public.

Ref.

Action

22/073 Apologies for absence
Cllr Hammond and Cllr Irwin

22/074 Declarations of interest
Cllr Johnson declared a pecuniary interest in agenda item 78a (planning application DC/22/02907) as he owns half the Nursery School.

No requests for dispensation were received

22/075 Agree minutes of Little Cornard Parish Council ('LCPC') meeting held on 24 May 2022

The minutes of the meeting were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

Presentation point: It was noted that the inclusion of the Clerks delegated powers in minute ref 22/62a. would be more appropriate in the finance section. Clerk to amend and re circulate.

Clerk

22/076 County and District Councillor reports and public participation session
County Cllr Finch provided a report (available as Appendix A)

District Cllr Parker congratulated LCPC on the success and approval of the Neighbourhood Plan and provided an update on the following:

- SIFCO 2022/23 business plan due to be debated at the council meeting next week. £6m profit which will provide £4m of additional revenue for the District Council.
- Babergh Council have been praised as the first rural council to make a switch to Hydro Veg Oil for their bin fleet.
- There is an online consultation on Babergh's Parking Strategy that residents are encouraged to complete <https://www.babergh.gov.uk/the-council/consultations/current-consultations/parking-strategy/>
- Council tax rebate of £150 (bands A-D) - an additional fund of £300k has been made available for council tax rebates for anyone who missed out previously. Information available on Babergh website <https://www.babergh.gov.uk/council-tax/council-tax-and-parish-charges/council-tax-online-bill>

Signed _____

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Action

22/077 Spout Lane Hedge

Following a letter from LCPC (dated 13.06.22) the owner of the hedge in question attended the meeting.

Cllrs highlighted their concerns over poor visibility when emerging from Spout Lane on to Bures Road caused by the hedge and the potential for a dangerous accident.

Cllrs noted that there have been no accidents to date, however, it was agreed that it should not take a serious accident to address the lack of visibility caused by the hedge.

The resident mentioned that the hedge is to protect their property and to give them privacy. The property is a grade 2 listed property.

The resident commented on his previous dealing with SCC Highways who were not able to assist with any alternative boundary protection ideas.

The resident was positive about the idea of installing a concrete curb to prevent vehicles encroaching on their boundary instead of the hedge.

County Cllr Finch was asked to comment on the visibility. He agreed that visibility is poor.

County Cllr Finch confirmed that if SCC were required to cut hedge, costs would be borne by the resident.

County Cllr Finch requested that the Clerk compile a document summarising the concerns/issues and he will take forward.

Clerk

22/078 Planning

*****Cllr Johnson left the room and Cllr Gilbert took the Chair for the next item*****

- a. DC/22/02907 - Playgroup, Yorley Farm, Upper Road, Little Cornard Sudbury Suffolk - Change of use and conversion of part of storage barn to extend nursery school

The applicant was in attendance along with their architect who would act as their agent for any questions.

Cllrs queried whether the application would see any increase to the numbers of children at the nursery. The applicant confirmed that the extension is to facilitate a more appropriate layout following Ofsted comments which would see the "baby room" being moved away from the corridor to the office and that there would be no increase to numbers of children.

Councillors considered the planning application and resolved to support the application.
Clerk to inform Babergh.

Clerk

*****Cllr Johnson returned to the Chair and thanked Cllr Gilbert for Chairing the planning section*****

- b. No further applications were received since the circulation of the agenda.

Signed _____

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<u>Ref.</u>		<u>Action</u>
22/079	Training	
a.	Chairperson - <i>to consider at the next meeting when all Cllrs present.</i>	c/f
b.	Clerk – it was noted that in order to retain the Power of General Competence, the Clerk would need to hold at least one of the sector-specific qualifications. Cllrs resolved to fund the Clerk's CiLCA training costs, subject to costings and the implementation of an agreement with the Clerk to have a 2-year tapered clawback agreement whereby the Clerk would need to reimburse the training costs if they leave within 24-months of obtaining the qualification. Clawback percentages suggested were as follows: <div style="margin-left: 40px;"> 6 months 100% 12 months 75% 18 months 50% 24 months 0% </div> Clerk to provide schedule of costings and to draft an agreement for approval at the next meeting.	Clerk
c.	Councillor – <i>to consider at the next meeting when all Cllrs present.</i>	c/f
22/080	Code of Conduct Cllrs considered the new Model Councillor Code of Conduct 2020 and resolved to adopt it. Clerk to update policies & to inform Babergh roi@baberghmidsuffolk.gov.uk of the adoption of the policy.	Clerk
22/081	Consider the adoption of a Vexatious Complaints Policy <i>To consider at the next meeting</i>	c/f
22/082	Update on meeting with Suffolk Wildlife Trust ('SWT') No date confirmed for meeting. However, following email correspondence with Will Cranstoun at SWT, SWT do not believe there is a boundary issue however, Cllr Gilbert believes the boundary does not accurately reflect what is on the deeds. Cllr Crane suggested that LCPC contact a surveyor, or other qualified person to confirm accurate boundaries per the deeds. Cllr Johnson to contact surveyor or similar person. Clerk to contact Will Cranston at SWT to attend next Parish Council meeting, or, alternatively, to arrange a meeting at SWT's office.	Johnson Clerk

Signed _____

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<u>Ref.</u>		<u>Action</u>
22/083	<p>Agree any action required on the emails circulated by the Clerk to councillors since the last scheduled meeting of the council</p> <ul style="list-style-type: none"> - Email from D Ping re flailing of hedge along public footpath that connects the top of the country park to Kedington Hill. Cllrs commented that the cutting would have been in preparation of the harvest and, it was agreed that the hedge cutting does not appear to be excessive. However, LCPC is not responsible for maintaining footpath in question. Clerk to refer D Ping to farmer/landowner. <p>Cllr Gilbert requested that the Clerk confirm footpaths that D Gotts cuts on behalf of LCPC Clerk to liaise with D Gotts and prepare a schedule/map of footpaths that he cuts.</p> <ul style="list-style-type: none"> - Quiet Lanes – email re LCPC’s contribution of £250 now due for payment following erection of signage. Cllrs agreed to pay as previously agreed by LCPC meeting minute ref 21/010 Clerk to confirm payment details and issue payment. - Email re accounts software “Scribe” – Cllrs considered potential benefit of an accounts package but agreed that in view of the level of transactions each month such a package would not be financially viable. <p>Clerk confirmed that they are happy to continue with the current setup.</p> <ul style="list-style-type: none"> - Email re free use of Thermal Camera for Heat Loss Survey – Cllrs agreed to not pursue. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
22/084	<p>Agree any action required after reviewing the Clerk’s Report (Appendix B)</p> <ul style="list-style-type: none"> - Quiet lanes signs – it was noted that there is a quiet lane sign missing at the top of Wyatts Lane opposite the Chapel Lane junction. Clerk to liaise with Cllr Irwin to confirm whether an additional sign can be acquired from SCC. - CIL – Cllr Gilbert queried whether CIL funding could be used to acquire a defibrillator for the Village. After discussion, it was agreed that LCPC would benefit from two defibrillators. Clerk to confirm cost of defibrillator Clerk to liaise with CIL team to confirm funding Cllr Gilbert to liaise with District Cllr Parker 	<p>Clerk</p> <p>Clerk Clerk Gilbert</p>
22/085	<p>Update on History Archives To consider at the next meeting</p>	c/f
22/086	<p>Update on Village History Documentation Cllr Adams confirmed that agenda items 22/085 and 22/086 should be combined. To consider at the next meeting</p>	c/f
22/087	<p>Finance</p> <p>a. All cheques signed and due for signing as itemised in Appendix C were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.</p>	

Signed _____

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Action

Cllrs noted the additional invoice totalling £944.52 in respect of the prepaid 2022/23 Community Wardens hours (50 hours charged). It was noted that only 29 out of the 50 hours were used for 2021. Cllrs noted that unused hours are carried forward, however, asked the Clerk to speak with Bradley re the annual prepaid hours and to suggest a reduction to 30 hours.

Clerk to contact Bradley (Community Warden) to discuss annual pre-paid hours.

Clerk

- b. Cllrs reviewed and approved the Clerk's expenditure totalling £68.73 for the period 1 February to 30 June 2022 (Appendix D).

Cllrs thanked the Clerk for printing all relevant documentation for the meeting.

Cllrs requested that the Clerk should print Agendas and Associated papers for Cllrs to share to save on printing.

Cllr Gilbert asked the Clerk to investigate the costs of an ink subscription.

Clerk

- c. Following a meeting with Lloyds, Cllr Johnson and the Clerk confirmed that online banking is available for the Treasury Account and that Lloyds have sent a mandate to be completed. The Clerk mentioned that he would need to be a signatory in order to issue payments for approval and suggested that at least 2 Cllrs would need to approve any payments online. Cllrs agreed that online banking would be efficient and agreed, in principle, that the facility should be made available. Cllrs asked the Clerk to confirm the process of how authorising payments would work and whether they could all be signatories and, if so, whether they would all need to approve each payment, or whether only 2 would need to.

Cllr Crane noted the section in the last meeting minutes concerning the Clerk's delegated powers:

22/62a. "4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by..." "...the Clerk, in conjunction with the Chairman of Council or Chairman of the appropriate committee, for an items below £500..."

Cllr Crane highlighted the personal relationship between the Chairman and the Clerk and suggested that the Standing Orders should be updated to require approval of the Vice Chair in any instance where 4.1 would apply. All Cllrs and the Clerk agreed.

Clerk to confirm online banking process

Clerk

Clerk to update standing orders

Clerk

22/088 Highways, Footpaths and LCPC's Assets

- a. Consider long term plan for monitoring condition of roads

To be considered at the next meeting.

c/f

- b. Update on **Footpath Cutting** at the Mere

Point addressed earlier in the meeting – minute 22/083 refers.

Signed _____

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<u>Ref.</u>		<u>Action</u>
c.	<p>Update on Kissing Gates & Concrete Pad Cllr Johnson confirmed that footpath 1 will need to be made up before the installation of the kissing gates and volunteered to arrange. Cllr Johnson to liaise with Kevin who has said he will pay for the materials. Cllr Johnson to arrange for footpath to be made up Cllr Johnson to arrange for Kissing Gates to be erected</p>	<p>Johnson Johnson Johnson</p>
d.	<p>Update on Village Sign No design as of yet. Cllrs suggested the inclusion of an anvil, brickwork, corn. Cllr Gilbert volunteered to design. Cllr Gilbert to prepare initial designs for village sign</p>	<p>Gilbert</p>
e.	<p>Consider any need for additional Footway cutting Cllrs agreed that there is no need for additional cutting</p>	
f.	<p>Cllrs considered and agreed that there is a need for an additional dog waste bin on upper road near the nursery school owing to the amount of use the footpath through Yorley Farm has and asked the Clerk to investigate the cost and whether any funding can be acquired. Cllrs noted an additional annual bin emptying cost would be in the region of £50. Clerk to confirm cost of new bin and explore funding.</p>	<p>Clerk</p>
	<p>Clerk note – if implemented, will need to update Babergh to ensure additional bin is emptied</p> <p>Cllr Monk mention there is a Dog waste bin on Upper Road by the footpath that leads to Assington Thicks. Cllr Adams confirmed that the bin is the responsibility of Assington PC. Clerk to email Assington PC's Clerk re Fallen dog waste bin</p>	<p>Clerk</p>
22/089	<p>Councillors' Register of Interests ('ROI') The Clerk provided Cllrs with ROI forms and asked the Cllrs to complete and return. Clerk to circulate electronic copies of the forms for Cllrs unable to attend the meeting</p>	<p>Clerk</p>
22/090	<p>Leaflet for Local Walking Route The Clerk asked Cllrs to review the walking map from 2008. Cllrs confirmed boundary on Kedington Hill are no longer accurate and asked the Clerk to update the map.</p> <p>Cllr Adams requested that, once completed, the Clerk send a copy to SCC as the map shown on their website is out of date. Clerk to update walking leaflet Clerk to liaise with SCC to update map currently in place for Little Cornard.</p>	<p>Clerk Clerk</p>
22/091	<p>Questions to the Chair</p> <p>Cllr Gilbert received a text message from District Cllr Park who confirmed that CIL funds can be used for a defibrillator</p>	
22/092	<p>Next scheduled meeting is on Tuesday 13th September 2022 starting at 7pm.</p>	

Meeting closed at 21:02

Signed _____

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APPENDICES

Appendix A – Suffolk County Councillor Report

A Report for Little Cornard Parish Council Meeting on 12th July 2022 From James Finch – County Councillor for the Stour Valley

Tel: 01206 263649 Mobile 07545 423796 Email: james.finch@suffolk.gov.uk

Family carers must be recognised for their invaluable contribution

During the week 7 – 12 June Suffolk County Council, alongside Suffolk Family Carers and other partners, marked Carers Week and celebrated the hard work and dedication of carers in Suffolk.

The theme this year is 'Working together to ensure family carers are visible, valued, supported and connected'. There are an estimated 98,000 carers across Suffolk who provide unpaid care for their loved ones. In the UK, according to research from Carers UK conducted in 2020, this figure rises to 13.6 million. Their contribution is believed to have saved the country somewhere in the region of £193 billion during the Covid-19 pandemic alone – during a time when many have faced unprecedented pressure, taking on new caring responsibilities for some of the most vulnerable in our society.

That is why, during Carers Week, we highlighted the challenges faced by unpaid carers and recognising the contribution they are making to families and communities across Suffolk and the UK.

Many people are carers without realising it. If you are supporting someone who cannot manage without help, whether due to illness, frailty, mental health, substance misuse or disability, then you are a carer and we want you to know that there is advice and support available.

Some of this support is financial: for example, you may be entitled to a weekly allowance or a reduction in your Council Tax. You can also find practical and emotional support. There are several groups and organisations where you can link up with other family carers and share information and experiences in a friendly setting. These can also offer a welcome break from your role as a carer.

To learn more about the types of support available, help is available [here](#) on the Suffolk County Council website. In addition there is support and help at Suffolk Family carers website [here](#)

Council objects to Norwich to Tilbury pylon proposals

On June 8th, Suffolk County Council confirmed its intention to object to the proposals for **National Grid's East Anglia GREEN pylon run**. A new network is needed to deliver electricity between Norwich, Bramford and Tilbury, to cope with the increasing amounts of renewable and low carbon electricity being generated around East Anglia.

The council does not support this proposal as it stands. It believes that there are better ways to manage the project, for example involving an undersea network which has not been fully investigated. The council has been campaigning for government ministers and officials to introduce a more co-ordinated off-shore approach to meet the demands of all the energy projects in the region.

The council absolutely supports ambitions for renewable energy and the government's commitment to meet the target of Net Zero by 2050. They recognise the benefits that can come from this project, and they continue to work with the government to develop coordinated off-shore transmission.

Signed _____

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However, the council objects to the proposal for National Grid's East Anglia GREEN as it stands. I and my colleagues are determined that Suffolk will not suffer unnecessarily as a consequence, we will continue to protect our communities, residents and natural environment.

Successful communities awarded £6.4m to 'Reclaim the Rain' and tackle flooding

Norfolk and Suffolk County Council's joint Reclaim the Rain project, which aims to implement innovative and sustainable water management projects, was announced on 14th June. Six communities across both counties were selected. The project team received 37 formal applications from communities keen to be involved in Reclaim the Rain living in one of the most driest areas in the country. These applications were carefully considered and whittled down to three communities in Suffolk and three in Norfolk. They are:

- **Boxford** – this community displayed a strong interest in sustainable water management and ways in which the community could be more involved with water management.
- **Friston** – who are exploring innovative ways of resolving hard-to-resolve flood issues.
- **Little Blakenham** – they identified some opportunities to work with upstream landowners, allowing them to have a more proactive approach in managing flood water running off their land.

I am excited by the announcement of Boxford in particular as one of Suffolk's chosen communities, and congratulate officers and selected communities across the two counties, in what will no doubt be a fascinating and innovative 6-year programme to provide guidance to future National policy.

Extra Funding for second phase of £45 million five-year project for SEND

Suffolk County Council's Cabinet agreed an additional £15.9 million to complete the funding for the creation of at least 879 specialist places for children and young people with special educational needs and disabilities (SEND). This money marks the second phase of a £45million five-year project to deliver specialist provision for SEND students in Suffolk. These places include units attached to mainstream schools and three new special schools.

So far, 500 new places have opened across the county, with another 325 due to open between September 2022 and September 2024 under phase 1. The additional money will enable the completion of phase 2 of the project, and the creation of between 54 to 72 new places, depending on design and planning.

The new SEND places support the growing number of children and young people in Suffolk who need specialist help at school. Between September 2021 and May 2022 there have been 1,333 referrals for specialist placements for children currently in mainstream schools

Virtual Fostering and Adoption Sessions for the Stour Valley

A Foster Carer Recruitment Event is held the **1st Wednesday of every month**, and an Adoption Event is on the **1st Thursday all 7:00pm** in your home.

To book a place please email Claire.Gwatkin@suffolk.gov.uk.

My Priorities

Education - Supporting Vulnerable People - Jobs and Growth - Localism and the Stour Valley -

Building on Suffolk's Strength all underpinned by strong financial management and fair council tax.

Signed _____

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Appendix B – Clerk's Report

<u>Tasks Complete</u>	
Minute Ref	
22/52	Minutes placed on website.
22/54	Confirmed V Shennan as internal auditor for 2022/23
22/57 a-c	Planning comments sent to Babergh.
22/59	Email circulated re Neighbourhood Plan Referendum & Website re
22/61	emailed SWT re meeting & Moving of footpath signs
22/61	emailed D Gotts re footpath cutting widths
22/62b	instructed wardens re Quiet lanes signage
22/64	contacted CIL team re funding
22/67	AGAR 22/23 sent to PKF for external audit
22/68	letter & follow up call with Parishoner re hedge

<u>Tasks Outstanding</u>

<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>
n/a

Signed _____

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Appendix C – RFO Report

Receipts and Payments

Date	Details	File Ref	Cheque Ref	Power	Receipts	Payments
01/04/22	Balance Brought Forward				13,350.08	0.00
11/04/22	BDC Precept	R01			3,970.00	0.00
06/05/22	HMRC VAT return 21/22				630.14	0.00
04/05/21	SALC - Annual Subscription	P01	591	LA 2011 ss 1 to 8	0.00	191.00
22/06/22	SCC Grant re Village Gateway Sign	R02			329.00	0.00
28/06/22	Clerk - WFHA Q1		633	LA 2011 ss 1 to 8	0.00	52.00
28/06/22	Clerk - Salary Q1		632	LA 2011 ss 1 to 8	0.00	552.95
29/06/22	HMRC - PAYE Q1		631	LA 2011 ss 1 to 8	0.00	138.00
					0.00	0.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/06/22	£19,307.77	£17,345.27	£1,962.50	£0.00	£0.00
Cash	n/a	£0.00	£0.00			£0.00
		£19,307.77	£17,345.27	£1,962.50	£0.00	

Unpresented Cheque(s):

629 Groundwork UK NP Grant Repayment £ 1,962.50

Budget V Actuals

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£13,350.08				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,000.00	£3,970.00	Clerks Salary		£2,710.00	£690.95
Grants	£276.40	£329.00	Admin		£1,658.00	£52.00
Bank Interest	£0.00	£0.00	Donations		£750.00	£0.00
NP Grant	£0.00	£0.00	Subscriptions		£355.00	£191.00
CIL	£0.00	£0.00	Insurance		£200.00	£0.00
VAT Repayment	£0.00	£630.14	Inspection		£200.00	£0.00
Other	£0.00	£0.00	Maintenance		£700.00	£0.00
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£0.00
			NP		£500.00	£0.00
			Community Wardens		£1,100.00	£0.00
			CIL		£0.00	£0.00
			VAT Paid		£0.00	£0.00
Total	£7,276.40	£4,929.14	Total	£0.00	£8,673.00	£933.95
			Assets C/Forward			£17,345.27
Total		£18,279.22	Total			£18,279.22

Signed _____

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Appendix D – Clerk's Expenditure

Little Cornard Parish Council

Clerk Expenditure
for period 1 Feb 2022 to 12 July 2022

Date	Description of Expense	Receipt Ref	Gross	VAT	Net
12/07/22	Printing A4 Log attached		40.80	-	40.80
24/03/22	Stamps + Postage		14.45	-	14.45
21/04/22	File Dividers		8.99	1.50	7.49
21/04/22	Plastic Wallets		4.49	3.74	0.75
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total			£68.73	£5.24	£63.49

Signed _____

Date

12/7/22

Name

CLIVE JOHNSON (CHAIR)

Expenditure rates

Printing per page = 5p
(per previous Clerk's rates)

End of Appendices

Signed _____

Date