

## **LITTLE CORNARD PARISH COUNCIL**

Minutes of meeting held on 8<sup>th</sup> September 2020 via Videoconference

**Present:** Councillors Clive Johnson (Chairman), Ruth Adams, Karen Gilbert, Nick Hammond, Mark Irwin and Nigel Monk.

**Attending:** James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor) and D Crimmin (Clerk).

### **20/066 Apologies for Absence**

Cllr Crane (unwell) sent her apologies.

### **20/067 Declaration of Interests and Requests for Dispensation**

No interests were declared and no Requests for Dispensation had been received.

### **20/068 Minutes of Meeting held on 14<sup>th</sup> July 2020**

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

### **20/069 Public Forum**

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, the return to Schools, SCC's return to office policy, the milestone of 1,000 miles of Suffolk roads being resurfaced being achieved, a new Suffolk Apprenticeships initiative and Fostering and Adoption services going virtual.

### **Cllr Adams joined meeting from Berlin.**

The councillors discussed the proposed SID for the Bures Road and agreed to initially use the SCC Highways scheme to operate a SID. The councillors will also look at purchasing their own SID and were grateful for the offer of £1,000 from James Finch's Locality Budget towards the costs. The councillors then discussed with James the effectiveness that a Quiet Lanes scheme would have in Little Cornard.

The councillors reviewed Lee Parker's previously submitted report and he updated councillors on Babergh's agreement to build 45 affordable homes in Waldingfield Road, the completion of the Kingfisher refurbishment, a scheme to instal solar car ports outside the Kingfisher, shopping and parking in Sudbury, a planning application by Perrywood's and traveller movements around Sudbury. He also outlined his locality budget scheme for 2020 / 21 which the councillors agreed that the Clerk should make application for a grant towards the SID.

### **20/070 Emails circulated**

After the councillors reviewed the emails circulated there were no actions required of the Clerk.

### **20/071 Clerk's Report (Appendix A)**

After the councillors reviewed the Clerk's Report there were no actions required of the Clerk.

### **20/072 Finance**

- a. The councillors resolved to approve and accept the external audit report produced by PKF Littlejohn for the year ending 31st March 2020 after noting that no further actions were required.
- b. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by LCPC.
- c. The councillors review the insurance renewal from Community Action Suffolk and resolved to accept the quotation as it covered all the council's assets and the risks associated with the council's operation.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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- d. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), were authorised by the councillors as well as salary and WFHA payments to the Clerk, tax payment to HMRC and the Insurance premium to CAS. 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.

#### **20/073 Planning**

- a. There were no planning applications received after the agenda was posted.  
b. The councillors reviewed the status of previous applications and appeals (Appendix C). They noted that there appeared to be a fire each weekend on the site of the scrape yard currently being reviewed by Babergh's Enforcement team.

#### **20/074 Neighbourhood Plan**

Cllr Hammond updated councillors on the progress since the last meeting and stated that the Planning Consultant was expecting to complete the first draft of the NP by the end of October subject to the completion of certain items by the Steering Group. Cllr Hammond was very pleased by the output of the Steering Group and expected a further meeting once the draft NP was complete. Cllr Gilbert will attend the Black Brook flooding meeting in September on behalf of the Steering Group.

#### **20/075 Newton's draft Neighbourhood Plan consultation**

The councillors reviewed Newton's draft NP and supported the plan as it does not have any content that conflicts with Little Cornard's aspirations for their own NP.

#### **20/076 Government's White Paper on Planning**

The councillors did not wish to comment on the White Paper at this stage.

#### **20/077 CIL Policy and Investment Policy**

The councillors reviewed the draft policies developed by the Clerk and resolved to adopt them for LCPC.

#### **20/078 Highways, Footpaths and council assets**

The councillors reviewed the new initiative for Quiet Lanes and resolved that LCPC should express its interest in joining the scheme. Councillors also agreed to hold two meetings so that they had the opportunity to discuss:

- SID deployment in the parish and Quiet Lanes
- Highways, footpaths and CIL.

Cllr Johnson will clear a dip in Chaple Lane of mud. The Clerk to write to the Livery Stables in the parish to remind them that most footpaths in the parish prohibited the use by horses.

#### **20/079 Autumn Litter Pick**

The councillors confirmed that the autumn litter pick will take place on Sunday 1<sup>st</sup> November 2020 and that the Risk Assessment to be updated to ensure social distancing is maintained during the event.

#### **20/080 Questions to the Chair**

The councillors discussed the reed clearance at Cornard Mere.

#### **20/081 Standing Order 3d**

The councillors resolved to exclude the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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### 20/082 Clerk's Contract of Employment

The councillors resolved that the Clerk's hourly rate of pay be increased to £10.24 per hour in line with the National Joint Council for Local Government Services agreement from the 1<sup>st</sup> April 2020.

### 20/083 Next Meeting

The next scheduled meeting will be held on Tuesday 10<sup>th</sup> November 2020 starting at 7pm.

**The meeting closed at 9.09pm.**

### Appendix A Clerk's Report

Minute	Action	Complete ✓
20/055	Minutes placed on website.	✓
20/059 a	Payments made to suppliers.	✓
20/060	Planning responses sent to Babergh.	✓
20/063	Community Wardens have Litter Pick date of 1st November 2020 in their diary.	✓
	<b>Clerk Hours</b>	
	As at 23rd August 2020 the Clerk Worked 81.5 hours / Paid 80 hours excluding Neighbourhood Plan.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

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## Appendix B RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
17/07/20	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
08/09/20	PKF Littlejohn - Audit Fee	568	LA 2011 ss 1 to 8	0.00	240.00
08/09/20	DF Crimmin - Expenses March to	569	LA 2011 ss 1 to 8	0.00	326.44

## Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/07/20	£22,368.39	£21,760.20	£608.19	£0.00	£0.00
Cash	01/09/20	£0.00	£0.00			£0.00
		£22,368.39	£21,760.20	£608.19	£0.00	

## Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£12,822.59				
<b>Income</b>			<b>Expenditure</b>			
Precept	£6,000.00	£3,106.00	Clerks Salary		£2,597.33	£553.92
Grants	£276.40	£0.00	Admin	£1,200.00	£1,100.00	£187.04
Bank Interest	£0.00	£0.00	Donations		£600.00	£0.00
NP Grant	£0.00	£8,395.00	Subscriptions		£325.00	£184.37
CIL	£0.00	£0.00	Insurance		£200.00	£0.00
VAT Repayment	£0.00	£426.23	Inspection		£200.00	£200.00
Other	£0.00	£188.17	Maintenance		£700.00	£222.93
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£469.85
			NP		£0.00	£0.00
			Community Wardens			£1,000.00
			VAT Paid		£0.00	£359.68
<b>Total</b>	<b>£6,276.40</b>	<b>£12,115.40</b>	<b>Total</b>	<b>£1,200.00</b>	<b>£6,222.33</b>	<b>£3,177.79</b>
			Assets C/Forward			£21,760.20
<b>Total</b>		<b>£24,937.99</b>	<b>Total</b>			<b>£24,937.99</b>

## Appendix C Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/02671	Kingsbury Cottage, Upper Road	Change of use of agricultural land to amenity garden land.	20/060a	Supported	Approved 27/08/2020
DC/20/02790	The Bumbles, Upper Road	Notification of Works to Trees Protected by a Preservation Order - 1no Oak Tree - Reduce size.	20/060a	No objections	

## End of Appendices

Signed \_\_\_\_\_

Date \_\_\_\_\_