

LITTLE CORNARD PARISH COUNCIL

Minutes of Meeting held on 9th November 2021 at Little Cornard Village Hall

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

Attending: James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor), D Crimmin (Clerk) and one member of public.

21/096 Apologies for Absence

None required.

21/097 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

21/098 Minutes of Meeting held on 14th September 2021

The minutes of the meeting were approved by the councillors, subject to the Village Hall in the heading being changed from Newton to Little Cornard, who resolved that the minutes should be signed by the Chairman as a correct record.

21/099 Public Forum

Councillors noted James Finch's previously submitted report and he updated councillors on extra COVID measures in Suffolk, the Off Shore Electricity Grid Task Force (OffSET), bus service improvement funding, SCC's SEN Review outcomes and changes to the Waste Centres' booking arrangements. Lee Parker updated councillors on Babergh's 5-year supply consultation, the delay in the JLP examination, a reshuffle at Babergh, an IPAD lending scheme, Belle Vue. Following a discussion on the burning of waste in the parish, Cllr Adams to prepare a draft letter to be sent to Babergh.

21/100 Emails circulated

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

21/101 Clerk's Report (Appendix A)

After the councillors reviewed the Clerk's Report, Cllrs Johnson and Monk agreed to review the bus shelter as soon as possible.

21/102 Finance

- a. All cheques signed and due for signing as itemised in Appendix B, as well as the re-issue of a lost cheque to Sudbury Town Council for £28.08, 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.
- b. The councillors reviewed the Budget Proposal (Appendix C) and resolved to set an Expenditure Budget of £8,140 for 2022 / 2023.

21/103 Planning

- a. The councillors reviewed **Planning Application DC/21/05863 Burnthouse Farm, Bures Road** - Construction of new agricultural vehicular access to serve grain store and resolved to support the application.
- b. There was no further planning application received after the agenda was posted which requires a response prior to the next scheduled meeting.
- c. The councillors reviewed the status of previous applications and appeals (Appendix D).

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21/104 Neighbourhood Plan

Cllr Hammond confirmed that Babergh were now consulting stakeholders on the Regulation 16 stage of the Little Cornard NP process, which is due to run until the 3rd December 2021.

21/105 Highways, Footpaths and council assets

Following concerns regarding the steps to FP14 on Wyatts Lane, Cllr Johnson will visit site to look at remedial works to rectify issue.

21/106 Suffolk Lorry Routes

Following a review of the consultation on Suffolk Lorry Routes, the councillors felt that the proposed solutions completely failed to resolve the issues faced in Sudbury and hoped that a rethink would take place in this regard. Cllr Monk will draft a response to the consultation that will also highlight pinch points on the Bures Road in relation to lorry movements.

21/107 Clerk Recruitment

The councillors reviewed the advert for a new clerk (Appendix E) and resolved that it be advertised on SALC's and Little Cornard's website. A HR committee of 3 members will be established if interviews are to be arranged.

21/108 Questions to the Chair

Councillors agreed that Quiet Lanes, purchase of Village Hall additional land, Village Sign and history archives will be on the January agenda.

21/109 Meeting dates in 2022

The following meeting dates were agreed for Tuesday's at 7pm in 2022:

- 11th January
- 8th March
- 12th April - Annual Parish Meeting
- 10th May - Annual Meeting of Parish Council
- 12th July
- 13th September
- 8th November.

The meeting closed at 9.15pm.

Signed _____

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Minute	Action	Complete ✓
21/082	Minutes placed on website.	✓
21/084	Bus shelter check still outstanding.	
21/086 d	Payments made to suppliers.	✓
21/086 a	Audit notice published on website and notice board.	✓
21/087	Planning comments sent to Babergh.	✓
21/089	Response sent regarding Bures NP.	✓
21/092	Response received from James Finch re Highways communication.	✓
21/094	Letter to SWT outstanding.	
SCC Ref	Highway Issues	
293897	Wyatts Lane - Reflective markers for steep bend missing on unlit bend of	
294050	Missing barrier at the pond in Upper Road / Chapel Lane.	
	Clerk's Delegated Powers	
	Not used since last meeting.	

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
14/09/21	CAS - Insurance	604	LA 2011 ss 1 to 8	0.00	171.84
13/09/21	BDC Precept			3,500.00	0.00
09/11/21	Autela - Q2 Service fee	605	LA 2011 ss 1 to 8	0.00	30.00
09/11/21	Navigus Planning - NP Consultancy	606	LA 2011 ss 1 to 8	0.00	1,035.00
09/11/21	Garden Arb Business - Fottpaths	607	LA 2011 ss 1 to 8	0.00	360.00

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/09/21	£20,657.24	£18,347.61	£2,309.63	£0.00	£0.00
Cash	01/11/21	£0.00	£0.00			£0.00
		£20,657.24	£18,347.61	£2,309.63	£0.00	

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Little Cornard Parish Council adopted the General Power of Competence on the 14th May 2019

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	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,378.36				
<u>Income</u>			<u>Expenditure</u>			
Precept	£7,000.00	£7,000.00	Clerks Salary	£2,710.00	£1,064.96	
Grants	£276.40	£106.00	Admin	£1,658.00	£289.23	
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	£171.84	
VAT Repayment	£0.00	£1,582.55	Inspection	£200.00	£200.00	
Other	£0.00	£0.00	Maintenance	£700.00	£531.46	
			Village Hall	£0.00	£0.00	
			Contingency	£500.00	£0.00	
			NP	£500.00	£862.50	
			Community Wardens	£1,100.00	£233.40	
			CIL	£0.00	£0.00	
			VAT Paid	£0.00	£375.47	
Total	£7,276.40	£11,888.55	Total	£0.00	£8,673.00	£3,919.30
			Assets C/Forward			£18,347.61
Total		£22,266.91	Total			£22,266.91

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Appendix C Budget Proposal

Income

I have included the grant that SCC pays LCPC for cutting the footpaths in 2022.

Expenditure

The following should be noted:

- The cost of using the Community Wardens for 1 hour per week is included in the budget. It assumes a rollover of 24 hours from 2021 / 22
- A 2% cost of living rise is assumed to become effective from the 1st April 2021 and again from the 1st April 2022. The new Clerk's hours are assumed to be increased to 5 per week and the base salary scale is assumed to be increased to SCP 7.
- Appendix A shows the full rational for the 2022 / 23 budget
- LCPC is asked to consider **a total expenditure budget of £8,140 for 2022 / 23.**

Please find below tables which show a comparison between 2020 / 21 budget and actual, 2021 / 22 budget, actual to date and that **anticipated at year end** and that anticipated in 2022 / 23.

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	276.40	1,776.40	276.40	106.00	382.40	276.40
Bank Interest	0.00	0.00	0.00	0.00	0.00	0.00
NP Grant	0.00	8,395.00	0.00	3,200.00	3,200.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	188.17	0.00	0.00	0.00	0.00
VAT Repayment	0.00	426.23	0.00	1,582.55	1,582.55	0.00
Total Income	276.40	10,785.80	276.40	4,888.55	5,164.95	276.40
Precept		6,212.00			7,000.00	
Expenditure						
Clerks Salary	2,772.00	2,653.23	2,710.00	1,064.96	2,710.00	2,825.00
Admin	1,500.00	631.22	1,658.00	269.23	1,658.00	1,660.00
Donations	750.00	200.00	750.00	0.00	750.00	750.00
Subscriptions	325.00	184.37	355.00	190.44	325.00	355.00
Insurance	200.00	171.84	200.00	171.84	171.84	200.00
Inspection	200.00	200.00	200.00	200.00	200.00	200.00
Maintenance	700.00	978.97	700.00	231.46	700.00	700.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	500.00	1,467.43	500.00	0.00	500.00	500.00
NP	0.00	8,395.00	500.00	0.00	3,700.00	250.00
Community Warden	1,100.00	1,000.00	1,100.00	233.40	700.00	700.00
CIL	0.00	1,977.42	0.00	0.00	0.00	0.00
VAT Paid	0.00	1,582.55	0.00	132.97	500.00	0.00
Total Expenditure	8,047.00	19,442.03	8,673.00	2,494.30	11,914.84	8,140.00

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Appendix A

	2022 / 23	
	Budget	Notes on Budget Next Year
<u>Income</u>		
Grants	276.40	Footpath Grant
Bank Interest	0.00	
NP Grant	0.00	
CIL	0.00	
Other	0.00	
VAT Repayment	0.00	
Total Income	276.40	
Precept		
<u>Expenditure</u>		
Clerks Salary	2,825.00	260 hours @ £10.44 (SCP 7) + 4%
Admin	1,660.00	Payroll £150 / WFHA £208 / Clerk Expenses £250 / Training £600 / VH Hire £400 / Online Mapping £50
Donations	750.00	PCC £200 / VH £450 / Other £100
Subscriptions	355.00	SALC £200 / SWT 38 / ICO £37 / CAS £30 / OneSuffolk £50
Insurance	200.00	
Inspection	200.00	External £200
Maintenance	700.00	Footpath cutting £300 / 5 dog bin emptying £400
Village Hall	0.00	
Contingency	500.00	Includes any discretionary spend
NP	250.00	LCPC NP Costs
Community Warden	700.00	Community Wardens £500 + £200 travel
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	8,140.00	

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Appendix D Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
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/21/04246	The Paddocks, Blackhouse Lane	Application for Approval of Reserved matters following Outline Approval (at appeal). Town and Country Planning (England) Order 2015 - Erection of 3No dwellings. Submission of details of Access, Appearance, Landscaping, Layout and Scale for Plot 1 only.	21/087a	Supported	Approved 21/09/2021
DC/21/04647	Stakers, Spout Lane	Erection of a single storey extension	21/087b	Supported	Refused 15/10/2021
DC/21/05023	Mere House, Bures Road	Application under S73a for removal or variation of a condition following grant of planning permission B/09/00172/FHA dated 15/04/2009 for erection of cartlodge, retention of fencing and creation of new vehicular access and alterations to the existing. Town and Country Planning 1990 - To vary Condition 2(No access to be formed to kitchen garden,gate to be permanently closed and re-enstatment of grass verge) Condition 4(New vehicular access to be laid out according to drawing 15A(job 360) and retained) and Condition 6 (Access layout retained according to drawing 15A for parking and manoeuvring vehicles and no other purpose).	21/087c	Supported	

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Appendix E Clerk Advert

Name of Council: Little Cornard

Salary: SCP 7 to SCP 12 (currently £10.44 per hour to £11.53 per hour) Remuneration will be based on experience and qualification.

Hours: An average of 5 per week

Application: By CV and covering letter, together with names and contact details of two referees to yourclerk@btinternet.com

Closing date: 30th November 2021

Vacancy details: Parish Clerk and RFO

Little Cornard is looking for an enthusiastic and self-motivated person to be the Parish Clerk and Responsible Financial Officer.

The successful candidate will have excellent communication, organisational and administrative skills, proven experience of financial management as well as a good working knowledge of IT. Must either hold or be prepared to work towards the Certificate in Local Council Administration (CiLCA)..

The Parish Council meetings take place during the evenings in the Village Hall. Experience of working in a similar post is desirable but not essential as appropriate support and training will be made available. There will be a period of handover of 2 months from the current Clerk.

For a copy of the Person Specification, Job Description and Council Profile please see www.littlecornard.onsuffolk.net or email yourclerk@btinternet.com

End of Appendices

Signed _____

Date