

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 10th November 2020 via Videoconference

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

Attending: James Finch (Suffolk County Councillor) and D Crimmin (Clerk).

20/084 Apologies for Absence

Lee Parker (Babergh District Councillor) sent his apologies.

20/085 Declaration of Interests and Requests for Dispensation

Cllr Hammond declared a non-pecuniary interest in item 20/091b. Cllr Adams declared a pecuniary interest as a neighbour in item 20/091b and left the meeting while the item was discussed. No Requests for Dispensation had been received.

20/086 Minutes of Meeting held on 8th September 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.

20/087 Public Forum

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, grants being provided to the support network in Suffolk, the Suffolk support and advice service, SCC's objection to the Sizwell C planning application, the undersea options being considered for the electricity generated by the offshore wind farms and his £1,000 donation towards LCPC's SID.

20/088 Emails circulated

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

20/089 Clerk's Report (Appendix A)

After the councillors reviewed the Clerk's Report there were no actions required of the Clerk. Cllr Crane updated councillors that SCC Highways had responded to her report of missing reflective markers on Wyatts Lane by stating that they will not be replaced. Cllr Gilbert updated councillors that SCC Highways had stated the missing pond barrier was not on a road maintained by them and therefore would not be replaced. Cllr Gilbert is to challenge this on behalf of the council.

20/090 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), 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 proposal for purchasing a Mini Speed Indicator Device from Westcotec and resolved to purchase the Mini SID and Bluetooth Data Collection Unit for £2,975 from the CIL Budget. The Community Wardens will be responsible for moving the SID between the 3 positions along the Bures Road and for storage of the data collected.
- c. The councillors resolved to hire the services of a road sweeper for a total cost of £280 + VAT to sweep the lanes in the parish.
- d. After reviewing the proposed budget for 2021 / 22 (Appendix C) the councillors resolved an expenditure budget of £8,673.

20/091 Planning

- a. The councillors reviewed **Planning Application DC/20/03983 Oaklands, Blackhouse Lane** - Erection of 2no detached dwellings and cart lodges, with associated parking and creation of

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new vehicular access and on the casting vote of the Chairman, resolved to support the application.

- b. The councillors reviewed **Planning Application DC/20/04816 Centuries House, Upper Road** - Erection of carport and garage and resolved to support the application.
- c. There were no further planning applications received after the agenda was posted.
- d. The councillors reviewed the status of previous applications and appeals (Appendix D).

20/092 Neighbourhood Plan

Cllr Hammond updated councillors that the first draft of Little Cornard's NP has now been produced and following a review by the Steering Group, is now being modified before being submitted for an informal review by Babergh District Council.

20/093 SCC Boundary Review

The councillors reviewed the proposed changes to SCC's Ward boundaries and did not have any comments to make at this time.

20/094 Highways, Footpaths and council assets

The councillors reviewed the new initiative for Quiet Lanes and resolved that LCPC should apply to take part in the scheme with all lanes including Blackhouse Lane being nominated. Cllr Irwin will be the lead for the scheme on behalf of LCPC. The issue of the missing direction sign to Assington at the junction of Spout Lane and Upper Lane was raised. Cllr Gilbert will liaise with Peter Schwind regarding the 2021 sugar beet removal.

20/095 GDPR Data Map

The councillors reviewed the GDPR Data Map of LCPC's operations and confirmed its appropriateness for the processes.

20/096 LCPC 2021 Meeting Dates

The councillors confirmed the following meeting dates in 2021:

- 12th January
- 9th March
- 11th May - Annual Meeting of Parish Council
- 13th July
- 14th September
- 9th November.

The councillors agreed to delay the fixing of a date for the Annual Parish Meeting due to COVID-19.

20/097 Questions to the Chair

No issues raised.

20/098 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.

20/099 Clerk's Contract of Employment

The councillors reviewed the Clerk's plans to retire in 2021 and agreed on plans to recruit his successor.

20/100 Next Meeting

The next scheduled meeting will be held on Tuesday 12th January 2021 starting at 7pm.

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The meeting closed at 9.01pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
20/068	Minutes placed on website.	✓
20/069	Applied to James Finch and Lee Parker for locality grant awards towards cost of SID.	✓
20/072 d	Payments made to suppliers.	✓
20/072	External Audit placed on website and notice board.	✓
20/076	Wrote regarding Newton's NP.	✓
20/078	Wrote expressing interest in Quiet Lanes.	✓
20/078	Wrote to two livery stables in parish.	✓
20/079	Community Wardens will Litter Pick along Bures Road by the 13th November 2020.	
SCC Ref	Highway Issues	
293897	Wyatts Lane - Reflective markers for steep bend missing on unlit bend of road.	
???????	Missing barrier at the pond in Upper Road / Chapel Lane.	
	Clerk's Delegated Powers	
	Not used since last meeting.	
	Clerk Hours	
	As at 1st November 2020 the Clerk Worked 137.25 hours / Paid 120 hours.	

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Appendix B RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
08/09/20	CAS - Insurance	572	LA 2011 ss 1 to 8	0.00	171.84
21/09/20	BDC Precept			3,106.00	0.00
23/10/20	BDC Grant for SID			500.00	0.00
10/11/20	Navigus Planning - NP consultancy	573	LA 2011 ss 1 to 8	0.00	1,830.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/09/20	£25,192.64	£22,794.44	£2,898.20	£500.00	£0.00
Cash	02/11/20	£0.00	£0.00			£0.00
		£25,192.64	£22,794.44	£2,898.20	£500.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£12,822.59				
<u>Income</u>			<u>Expenditure</u>			
Precept	£6,000.00	£6,212.00	Clerks Salary		£2,772.00	£1,071.84
Grants	£276.40	£500.00	Admin		£1,500.00	£239.04
Bank Interest	£0.00	£0.00	Donations		£750.00	£0.00
NP Grant	£0.00	£8,395.00	Subscriptions		£325.00	£184.37
CIL	£0.00	£0.00	Insurance		£200.00	£171.84
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	£1,525.00
			Community Wardens		£1,100.00	£1,000.00
			CIL	£1,977.42	£0.00	£0.00
			VAT Paid		£0.00	£664.68
Total	£6,276.40	£15,721.40	Total	£1,977.42	£8,047.00	£5,749.55
			Assets C/Forward			£22,794.44
Total		£28,543.99	Total			£28,543.99

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Appendix C Budget Proposal 2021 / 2022

Income

I have included the grant that SCC pays LCPC for cutting the footpaths in 2021.

Expenditure

The following should be noted:

- The cost of using the Community Wardens for 1 hour per week is included in the budget. This is worst case and assumes no rollover from 2020 / 21
- I have assumed that there will not be any expenditure on the Bus Shelter
- The SID expenditure will be spent during 2020 / 21
- A 2% cost of living rise is assumed to become effective from the 1st April 2021. 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 8 from 1st October 2021. An allowance of 20 hours is included to allow for my handover to the new Clerk.
- Appendix A shows the full rational for the 2021 / 22 budget
- LCPC is asked to consider **a total expenditure budget of £8,673 for 2021 / 22.**

Please find below tables which show a comparison between 2019 / 20 budget and actual, 2020 / 21 budget, actual to date and that ***anticipated at year end*** and that anticipated in 2021 / 22.

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	276.40	276.40	276.40	500.00	1,776.40	276.40
Bank Interest	0.00	0.00	0.00	0.00	0.00	0.00
NP Grant	0.00	4,995.00	0.00	8,395.00	8,395.00	0.00
CIL	0.00	1,977.42	0.00	0.00	1,977.42	0.00
Other	0.00	0.00	0.00	188.17	188.17	0.00
VAT Repayment	0.00	205.88	0.00	426.23	426.23	0.00
Total Income	276.40	7,454.70	276.40	9,509.40	12,763.22	276.40
Precept		6,000.00			6,212.00	
Expenditure						
Clerks Salary	2,597.33	2,665.25	2,772.00	1,071.84	2,660.35	2,710.00
Admin	1,100.00	2,166.79	1,500.00	239.04	1,100.00	1,658.00
Donations	600.00	610.00	750.00	0.00	750.00	750.00
Subscriptions	325.00	179.24	325.00	184.37	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	464.00	700.00	222.93	700.00	700.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	500.00	0.00	500.00	469.85	2,300.00	500.00
NP	0.00	4,995.00	0.00	1,525.00	8,395.00	500.00
Community Warden	0.00	0.00	1,100.00	1,000.00	1,000.00	1,100.00
CIL	0.00	0.00	0.00	0.00	1,977.42	0.00
VAT Paid	0.00	426.23	0.00	664.68	700.00	0.00
Total Expenditure	6,222.33	11,878.35	8,047.00	5,749.55	20,279.61	8,673.00

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Appendix A

	2021 / 22	
	Budget	Notes on Budget Next Year
Income		
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		
Expenditure		
Clerks Salary	2,710.00	104 hours + 20 hours handover @ £10.24 + 2% / 130 hours @ £10.65 (SCP 8) + 2%
Admin	1,658.00	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 £380
Village Hall	0.00	
Contingency	500.00	Includes any discretionary spend
NP	500.00	LCPC NP Costs
Community Warden	1,100.00	Community Wardens £1,000 + £100 travel
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	8,673.00	

Appendix D Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
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	Approved 04/09/2020

End of Appendices

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Date _____