

LITTLE CORNARD PARISH COUNCIL
Minutes of Meeting held on 11th January 2022 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 six members of the public.

22/001 Apologies for Absence

None required.

22/002 Declaration of Interests and Requests for Dispensation

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

22/003 Minutes of Meeting held on 9th November 2021

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.

22/004 Public Forum

Councillors noted James Finch's previously submitted report and he updated councillors on COVID, the ANPR speeding scheme and the meeting he is arranging for the 18th February 2022 at the Stoke by Nayland hotel to discuss the Bramford to Twinstead consultation. Lee Parker updated councillors on the delay in the JLP examination, Babergh's budget and the Hardwick House development in Sudbury.

22/005 Emails circulated

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

22/006 Clerk's Report (Appendix A)

After the councillors reviewed the Clerk's Report it was agreed that in relation to 21/094, Cllrs Gilbert, Adams, Hammond and Johnson will meet with the SWT to review the lease to The Mere, Little Cornard's Neighbourhood Plan and rewilding.

22/007 Finance

- a. All cheques signed and due for signing as itemised in Appendix B were authorised by the councillors. The councillors also authorised the Clerk's 27.25 additional hours for work on the NP and expenses of approximately £135. 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 expenditure budget, the Reserves Policy and proposed reserves (Appendix C) and resolved to set a Precept of £7,940 for 2022 / 2023 which will mean an increase of £6.67 per year for a Band D Council Taxpayer.

22/008 Planning

- a. The councillors reviewed **Planning Application DC/21/06925 2 Henny View, Bures Road** - Erection of single-storey side and rear extensions and resolved to support the application.
- b. There was a further planning application received after the agenda was posted which requires a response prior to the next scheduled meeting. The councillors reviewed **Planning Application DC/22/00034 Apple Tree Cottage Bures Road** - Application for Outline Planning Permission (all matters reserved) Town and Country Planning Act 1990 - Residential Development for the erection of up to two pairs of semi detached dwellings (following demolition of stable block) and resolved to object on the following grounds:

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- i. In the emerging Little Cornard Neighbourhood Plan (now at the Independent Examination stage) Little Cornard's Planning Context is defined as:

2.12 The built-up parts of the parish are identified as a Countryside Village in Policy CS2 of the Babergh Core Strategy 2014. The Emerging Joint Local Plan proposes that specific settlement boundaries are identified for its built-up areas and that they are classed as Hamlet Villages. These are:

- Two areas on Bures Road (see Figure 2).*
- Upper Road/Wyatts Lane – comprising an area on Upper Road and Workhouse Green and a smaller area on the junction of Wyatts Lane and Bures Road (see Figure 3).*

2.13 The Little Cornard Neighbourhood Plan adopts the settlement boundaries as defined in the emerging Joint Local Plan for the purposes of its policies.

2.14 As a Countryside Village/proposed Hamlet Village, there is no specific requirement to deliver new development of any scale. The Emerging Local Plan has a minimum additional housing requirement for Little Cornard of 3 dwellings. As of November 2020, all of this requirement has been met. The principle of development within the settlement boundaries is established, subject to details (for example but not limited to appropriate design and landscaping). The Neighbourhood Plan does not seek to encourage further development other than to address the specific needs of the community.

The councillors do not consider that this proposed development in the countryside addresses any specific needs of the community.

- ii. They do not consider that it meets the criteria of Babergh's policy for building in the countryside.
 - iii. They do not consider that it meets the criteria of the NPPF (July 2021) section 80 for building in the countryside.
- c. The councillors reviewed the status of previous applications and appeals (Appendix D).

22/009 Neighbourhood Plan

Babergh has now completed the Regulation 16 stage of the NP process. With no new comments being forthcoming since the Regulation 14 stage, the Independent Examination stage has now commenced.

22/010 Bramford to Twinstead consultation

The councillors discussed the plans to review the consultation which will be held between 25th January and the 21st March 2022. They want to:

- discuss the consultation with the 3 other Babergh Parish Councils who will be part of the undergrounding scheme (Assington, Leavenheath and Polstead) in the first week of February
- the Clerk to arrange a virtual meeting for LCPC with National Grid in the second week of February
- attend James Finch's meeting on the 18th February 2022.

22/011 Quiet Lanes

Cllr Irwin updated councillors on the Quiet Lanes project. There has been a delay in the project due to a change of Minister who is still to sign off the project and staff shortages within SCC's Highways department. Lanes for Wave 2 have been approved and the designation notice was due to be published in East Anglia Daily Times before the end of December 2021. To speed up the

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implementation phase Parish Councils have been invited to collect new signage from a central depot near Ipswich and with guidance from Highways erect the signs themselves. This will take place after any new posts required, have been installed by Highways, forecast to take place early Spring 2022. Wave 3 which, includes Great Cornard, covering Blackhouse Lane and Prospect Hill will follow a few months after this. Councillor Irwin has sought assurance that the agreed subsidy from each parish Council and previously agreed between the council and the central project group of £250, would not be increased. Assurance provided by the central project team that no additional costs are foreseen and in fact, there may be a reduction to figures previously advised. Contributions will be confirmed at the end of the project.

22/012 Land abutting Village Hall

The councillors reviewed the request from Little Cornard Village Hall for LCPC to execute a deed in respect to the purchase of additional land abutting the Village Hall Car Park. The land is to be registered in the name of LCPC as custodian and Little Cornard Village Hall (the charity) will meet the cost of the purchase and all associated fees. The councillors resolved that Cllrs Johnson and Irwin sign the deed on LCPC's behalf and that the Proper Officer witness their signatures. Cllr Adams abstained from the vote after querying why Cllrs Johnson and Irwin should sign as they were members of the Village Hall Committee. **Clerks note: The resolution was in accordance with LCPC Standing Order 23.**

22/013 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 the issue. The councillors also raised concerns on the condition of boundary fencing and stiles along FP17 - Spout Lane to Dawes Hall. The councillors agreed that ideas would be sought on the theme(s) for a new village sign being proposed for Workhouse Green. Ciaran Griffin has now resigned as the footpath warden so the councillors will look for a replacement via the village magazine.

22/014 Risk Assessment

The councillors reviewed LCPC's Risk Management Register (Appendix E) as of January 2022 and were satisfied with the issues covered.

22/015 Effectiveness of LCPC's Internal Audit and Internal Control process

The councillors reviewed the current system of LCPC's internal controls and internal audit and 8 were satisfied with the measures currently undertaken by the council.

22/016 Standing Orders and Financial Regulations

Following a review, the councillors had no issues with the existing Standing Orders and Financial Regulations.

22/017 GDPR Data Map

The councillors reviewed the Data Map as of 1st January 2022 and agreed on its content.

22/018 Village History Archives

This item was deferred to the next meeting.

22/019 Questions to the Chair

No items were raised.

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22/020 Standing Order 3d

In accordance with LCPC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidential nature of the Clerk's appointment.

22/021 Clerk Appointment

The councillors reviewed the recommendation of the HR committee that Martin Quinton be appointed as Clerk and RFO of LCPC from the 1st February 2022. They resolved his appointment from the 1st February 2022 on the terms and conditions as defined in the draft Contract of Employment presented by the Clerk.

22/022 Next Meeting

The next scheduled meeting date is Tuesday 8th March 2022 starting at 7pm in the Village Hall.

As this was the last meeting that Dave Crimmin would attend as Clerk, the councillors thanked him for his 7 years of service to the council.

The meeting closed at 9.20pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
21/084	Bus shelter check still outstanding.	
21/094	Letter to SWT outstanding.	
21/098	Minutes placed on website.	✓
21/099	Babergh responded to letter regarding burning of waste.	✓
21/102 a	Payments made to suppliers.	✓
21/103	Planning comments sent to Babergh.	✓
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		
Booked Martin Quinton on 6 modules of Clerk training with SALC at a total cost of £150 + VAT.		

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Appendix B RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/11/21	SCC P3			276.40	0.00
31/12/21	DF Crimmin - Salary Sept to Dec	609	LA 2011 ss 1 to 8	0.00	425.88
31/12/21	DF Crimmin - WFHA Sept to Dec	609	LA 2011 ss 1 to 8	0.00	52.00
31/12/21	HMRC - Clerk Tax	610	LA 2011 ss 1 to 8	0.00	106.60
13/12/21	Autela - Q3 Service fee	611	LA 2011 ss 1 to 8	0.00	30.00
11/01/21	Little Cornard Parish Hall - Hall Hire	612	LA 2011 ss 1 to 8	0.00	80.00

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	25/11/21	£18,624.01	£17,929.53	£694.48	£0.00	£0.00
Cash	01/11/21	£0.00	£0.00			£0.00
		£18,624.01	£17,929.53	£694.48	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,378.36				
Income			Expenditure			
Precept	£7,000.00	£7,000.00	Clerks Salary		£2,710.00	£1,597.44
Grants	£276.40	£382.40	Admin		£1,658.00	£446.23
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	£380.47
Total	£7,276.40	£12,164.95	Total	£0.00	£8,673.00	£4,613.78
			Assets C/Forward			£17,929.53
Total		£22,543.31	Total			£22,543.31

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Appendix C Precept

At the November meeting you agreed to an Expenditure Budget of £8,140 for 2022 / 2023 as follows:

	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	382.40	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	5,164.95	5,164.95	276.40
Precept		6,212.00			7,000.00	
Expenditure						
Clerks Salary	2,772.00	2,653.23	2,710.00	1,597.44	2,710.00	2,825.00
Admin	1,500.00	631.22	1,658.00	446.23	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	531.46	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	862.50	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	380.47	500.00	0.00
Total Expenditure	8,047.00	19,442.03	8,673.00	4,613.78	11,914.84	8,140.00

Reserves held by LCPC

In July 2021 councillors adopted a Reserves Policy which agreed on the approach that LCPC would take when looking at its funds for determining its Precept. The full policy is attached to this pack but the pertinent points are as follows:

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.

The current level of General Reserves to be held by the Council is set at nine months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.

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Based on the policy the Reserves for LCPC are as follows:

Reserves held by LCPC

		2020 / 21		2021 / 22		2022 / 23	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
General Reserves 9/12ths of Expenditure from July 2021	6,105.00	3,845.17	2,928.36	2,928.36	6,105.00	6,105.00	6,105.00
Restricted - CIL		1,977.42	0.00	0.00	0.00	0.00	0.00
Earmarked Reserves							
Asset Replacement		1,000.00	1,000.00	1,000.00	800.00	800.00	800.00
Election Costs		1,000.00	1,200.00	1,200.00	723.47	723.47	799.87
Village Hall		5,000.00	5,250.00	5,250.00	3,000.00	3,000.00	3,000.00
Total Earmarked Reserves		7,000.00	7,450.00	7,450.00	4,523.47	4,523.47	4,599.87
Total Reserves		12,822.59	10,378.36	10,378.36	10,628.47	10,628.47	10,704.87

Precept for 2022 / 2023

Babergh has written to LCPC regarding the Tax Base for 2022 / 2023. LCPC's Tax Base will decrease from **143.52** in 2021 / 2022 to **143.22** in 2022 / 2023.

	2020 / 21	2021 / 22	2022 / 23
Total Reserves B/F	12,822.59	10,378.36	10,628.47
Income ex Precept	10,785.80	5,164.95	276.40
Precept	6,212.00	7,000.00	7,940.00
Total Income & Reserves B/F	29,820.39	22,543.31	18,844.87
Expenditure	19,442.03	11,914.84	8,140.00
Total Reserves C/F	10,378.36	10,628.47	10,704.87
Total Expenditure & Reserves C/F	29,820.39	22,543.31	18,844.87
Tax Base	143.19	143.52	143.22
Band D Council Tax	£43.38	£48.77	£55.44

Based on the above, LCPC will need to set a Precept of £7,940 for 2022 / 2023.

The Council Tax that a Band D household in Little Cornard pays is the Precept demanded by LCPC divided by the Tax Base for that year.

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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	Approved 29/11/2021
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	Approved 18/11/2021
DC/21/05863	Burnthouse Farm Bures Road	Construction of new agricultural vehicular access to serve grain store.	21/103	Supported	

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Appendix E Risk Assessment

RISK MANAGEMENT REGISTER AS AT JANUARY 2022

Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council. Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description LCPC data is held in One Drive Cloud storage.
GDPR				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed annually.
Lawful basis for holding data	Medium	Medium	No	Data retention policy
Subject Access Requests	Low	Low	No	Policy in place

End of Appendices

Signed 

Date 08/05/22