

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

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

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

The councillors agreed to bring forward Agenda Item 21/010 to follow 21/006.

21/001 Apologies for Absence

Cllr Johnson sent his apologies.

21/002 Declaration of Interests and Requests for Dispensation

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

21/003 Minutes of Meeting held on 15th December 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.

21/004 Public Forum

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, Primary School registrations and giving his Locality Budget towards food banks in his 3 benefices. Lee Parker updated councillors on COVID Business Grants, Brown Bin collections, car parking charges, Belle Vue and the Sudbury Access Point.

21/005 Emails circulated

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

21/006 Clerk's Report (Appendix A)

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

21/010 Highways, Footpaths and council assets

The councillors reviewed the plans and costs for Quiet Lanes in Little Cornard and resolved by a majority to create a budget of £1,200 for the project. The councillors also resolved an expenditure of £326.29 toward the cost of including Little Cornard details on the new village entry gate being installed by Great Cornard Parish Council. Cllr Gilbert will liaise with Peter Schwind regarding the flooding on Upper Road. Cllr Gilbert will collate a map of the flooding issues and potholes in the parish and pass to James Finch for his action. Cllr Crane raised her concerns on the condition of salt in the grit bins on Upper Road. The issue of horses and bicycles using footpaths was also discussed. The councillors agreed that it was important to have a period in which to gather data on how the various initiatives to reduce vehicle speed on the Bures Road are working in the coming months.

21/007 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 expenditure budget and proposed reserves (Appendix C). After agreeing that the Village Hall Earmarked Reserve remain at £5,250 and that the £106 grant by Babergh should not be taken into account in the Precept calculation, they resolved to set a Precept of £7,000 for 2021 / 2022 which will mean an increase of £5.39 per year for a Band D Council Tax payer.

Signed _____

Date 15th December 2020

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

Series Page 170

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

21/008 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 D).

21/009 Neighbourhood Plan

Cllr Hammond updated councillors that the draft of Little Cornard's NP has now received informal feedback from Babergh, which was very encouraging. Babergh have also confirmed that it is unlikely that a Strategic Environmental Assessment nor a Habitat Risk Assessment will be required for the NP.

21/011 Risk Assessment

The councillors reviewed LCPC's Risk Management Register (Appendix E) as at January 2021 and were satisfied with the issues covered.

21/012 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 resolved that they were satisfied with the measures currently undertaken by the council.

21/013 LCPC policies and procedures

- a. The councillors had no issues with the existing LCPC Financial Regulations.
- b. The councillors agreed the changes that were required in the LCPC Standing Orders which would be adopted from the next meeting.

21/014 Questions to the Chair

No issues raised.

21/015 Next Meeting

The next scheduled meeting will be held on Tuesday 9th March 2021 starting at 7pm.

The meeting closed at 8.54pm.

Commented [DC1]:

Signed _____

Date 15th December 2020

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

Series Page 171

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

Appendix A Clerk's Report

Minute	Action	Complete ✓
20/079	Community Wardens undertook Litter Pick along Bures Road in November 2020.	✓
20/086	Minutes placed on website.	✓
20/090 a	Payments made to suppliers.	✓
20/090 b	SID purchased and will be installed by Community Wardens.	✓
20/091	Planning response(s) sent to Babergh.	✓
20/096	Meeting Dates for 2021 put on website.	✓
20/103	Minutes placed on website.	✓
20/105	Wrote to Cornard Residents Association re flooding issue.	✓
20/106	Payments made to suppliers.	✓
20/109	Response sent to Babergh re JLP consultation.	✓
SCC Ref	Highway Issues	
293897	Wyatts Lane - Reflective markers for steep bend missing on unlit bend of road.	
294050	Missing barrier at the pond in Upper Road / Chapel Lane.	
	Clerk's Delegated Powers	
	Not used since last meeting.	
	Clerk Hours	
	As at 3rd January 2021 the Clerk Worked 184.5 hours / Paid 156 hours.	

Signed _____

Date 15th December 2020

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

Series Page 172

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

Appendix B RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/12/20	Autela- Payroll Services Q2 & Q3	580	LA 2011 ss 1 to 8	0.00	60.96
22/12/20	SCC Locality Grant			1,000.00	0.00
12/01/21	Westcotec - SID	581	LA 2011 ss 1 to 8	0.00	3,570.00

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/11/20	£24,900.84	£18,931.04	£6,969.80	£1,000.00	£0.00
Cash	07/12/20	£0.00	£0.00			£0.00
		£24,900.84	£18,931.04	£6,969.80	£1,000.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£12,822.59				
Income			Expenditure			
Precept	£6,000.00	£6,212.00	Clerks Salary		£2,772.00	£1,633.44
Grants	£276.40	£1,776.40	Admin		£1,500.00	£341.84
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	£978.97
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£1,467.43
			NP		£0.00	£1,525.00
			Community Wardens		£1,100.00	£1,000.00
			CIL	£1,977.42	£0.00	£1,977.42
			VAT Paid		£0.00	£1,409.04
Total	£6,276.40	£16,997.80	Total	£1,977.42	£8,047.00	£10,889.35
			Assets C/Forward			£18,931.04
Total		£29,820.39	Total			£29,820.39

Signed _____

Date 15th December 2020

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

Series Page 173

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

Appendix C Precept 2021 / 2022

At the November meeting you agreed an Expenditure Budget of £8,673 for 2021 / 2022 as follows:

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	276.40	276.40	276.40	1,776.40	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	10,785.80	12,763.22	276.40
Precept		6,000.00			6,212.00	
Expenditure						
Clerks Salary	2,597.33	2,665.25	2,772.00	1,633.44	2,660.35	2,710.00
Admin	1,100.00	2,166.79	1,500.00	341.84	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	978.97	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	1,467.43	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	1,977.42	1,977.42	0.00
VAT Paid	0.00	426.23	0.00	1,409.04	700.00	0.00
Total Expenditure	6,222.33	11,878.35	8,047.00	10,889.35	20,279.61	8,673.00

Reserves held by LCPC

It is proposed to increase the Village Hall reserves whilst keeping the Election and Assets reserves at the 2020 / 2021 level.

	2019 / 20		2020 / 21		2021 / 22	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs	1,200.00	1,000.00	1,000.00	1,200.00	1,200.00	1,200.00
CIL	0.00	1,977.42	1,977.42	0.00	0.00	0.00
Village Hall	4,750.00	5,000.00	5,000.00	5,250.00	5,250.00	5,500.00
Total Earmarked Reserves	6,950.00	8,977.42	8,977.42	7,450.00	7,450.00	7,700.00
General Reserves	4,296.24	3,845.17	3,845.17	4,068.20	4,068.20	?

Signed _____

Date 15th December 2020

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

Series Page 174

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

Precept for 2021 / 2022

Babergh has written to LCPC regarding the Tax Base for 2021 / 2022. LCPC's Tax Base will increase from **143.19** in 2020 / 2021 to **143.52** in 2021 / 2022.

Using the projections for income, expenditure and earmarked reserves, LCPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show a:

Example 1 Precept of £6,226 resulting in no **increase in the council tax.**

Example 2 Precept of £7,000 resulting in an **annual increase of £5.39 per year in Band D council tax.**

Example 3 Precept of £7,500 resulting in an **annual increase of £8.88 per year in Band D council tax.**

	2019 / 20	2020 / 21	2021 / 22 Example 1	2021 / 22 Example 2	2021 / 22 Example 3
START OF YEAR					
Earmarked Reserves	6,950.00	8,977.42	7,450.00	7,450.00	7,450.00
General Reserves	4,296.24	3,845.17	4,068.20	4,068.20	4,068.20
Total Reserves	11,246.24	12,822.59	11,518.20	11,518.20	11,518.20
Income ex Precept	7,454.70	12,763.22	276.40	276.40	276.40
Precept	6,000.00	6,212.00	6,226.00	7,000.00	7,500.00
Total Income	13,454.70	18,975.22	6,502.40	7,276.40	7,776.40
Expenditure	11,878.35	20,279.61	8,673.00	8,673.00	8,673.00
END OF YEAR					
Earmarked Reserves	8,977.42	7,450.00	7,700.00	7,700.00	7,700.00
General Reserves	3,845.17	4,068.20	1,647.60	2,421.60	2,921.60
Total Reserves	12,822.59	11,518.20	9,347.60	10,121.60	10,621.60
Tax Base	138.31	143.19	143.52	143.52	143.52
Band D Council Tax	£43.38	£43.38	£43.38	£48.77	£52.26

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.

Appendix D Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/03983	Oaklands, Blackhouse Lane	Erection of 2no detached dwellings and cart lodges, with associated parking and creation of new vehicular access.	20/091a	Supported	REFUSED 11/12/2020
DC/20/04816	Centuries House, Upper Road	Erection of carport and garage.	20/091b	Supported	Approved 07/12/2020
DC/20/05038	Glovers, Slough Lane	Reinstatement of historical subdivision. Division of site into 2no separate dwellings. Erection of 1no 2 storey extension following demolition of existing single storey extension.	20/107a	Supported	

Signed _____

Date 15th December 2020

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

Series Page 175

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

Appendix E Risk Management

LITTLE CORNARD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2021				
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

Signed _____

Date 15th December 2020

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

Series Page 176

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 12th January 2021 via Videoconference

Appendix F Internal Controls and Internal Audit

Under the Finance and Audit Regulations the Council must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review.

Although in 2011 the need for a council to review its systems of internal audit was removed, the current controls are included for your review.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are held on Microsoft's One Drive Cloud storage.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that "Little Cornard Parish Council adopted the General Power of Competence on the 14th May 2019" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Lloyds Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting (suspended when meetings held virtually). All councillors except Mark Irwin are LCPC's signatories for the Lloyds accounts which require 2 signatories for a transaction.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2021 / 2022 was reviewed at the LCPC meeting on 10th November 2020 and all the papers are appended to the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditors

Victoria Shennan was appointed as this Council's Internal Auditor at the LCPC meeting held on 12th May 2020 minute 20/039. Victoria meets the criteria set for an internal auditor as she is independent from the Council, undertakes the audit with integrity, objectivity and a good understanding of local council legislation and procedures.

End of Appendices

Signed _____

Date 15th December 2020

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

Series Page 177