

LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 14th July 2020 via Videoconference

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

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

20/053 Apologies for Absence

Cllr Johnson (engagement) sent his apologies as did Lee Parker (Babergh District Councillor).

20/054 Declaration of Interests and Requests for Dispensation

Cllr Monk declared a pecuniary interest in Item 20/060a as he owns Kingsbury Cottage and left the meeting while this item was discussed.

20/055 Minutes of Meeting held on 12th May 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.

20/056 Public Forum

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, a solar panel scheme for businesses, speed watch and average speed cameras, Fostering and Adoption services and the options for a SID device in the parish. The councillors reviewed Lee Parker's previously submitted report.

Cllr Monk joined the meeting.

20/057 Emails circulated

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

20/058 Clerk's Report (Appendix A)

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

20/059 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.

20/060 Planning

- a. There were 2 planning applications received after the agenda was posted. The councillors reviewed **Planning Application DC/20/02671 Kingsbury Cottage, Upper Road** - Change of use of agricultural land to amenity garden land and resolved to support the application. The councillors reviewed **Planning Application DC/20/02790 The Bumbles, Upper Road** - Notification of Works to Trees Protected by a Preservation Order - 1no Oak Tree - Reduce size and resolved that they had no comments.
- b. The councillors reviewed the status of previous applications and appeals (Appendix C).

20/061 Neighbourhood Plan

Cllr Hammond updated councillors on the progress since the last meeting which included the receipt of a wildlife survey from the Suffolk Biodiversity Information Service.

Signed _____

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20/062 Highways, Footpaths and council assets

The Clerk updated councillors that the contractor has paid for the replacement grit bin on Wyatts Lane. Cllr Adams raised an issue with FP 14 cutting which will be checked against the cutting schedule. Cllr Irwin commented that when taking FP 9 crossing the Bures road from Chapel Lane towards Henney it was necessary to walk along a busy section of road for 100yds before being able to cross the airstrip and access the new crossing over the railway line. Cllr Gilbert offered to consult with local residents to see whether there is an option for a safer route. It was agreed that re-routing of footpaths would be included in the Neighbourhood Plan.

20/063 Autumn Litter Pick

The councillors agreed that the autumn litter pick take place on Sunday 1st November 2020 and the Clerk to agree the date with the Community Wardens.

20/064 Questions to the Chair

The Clerk updated councillors that LCPC were not able to meet in the Village Hall under Government guidance, and that Zoom could be used until May 2021 if the council wishes.

20/065 Next Meeting

The next scheduled meeting will be held on Tuesday 8th September 2020 starting at 7pm.

The meeting closed at 8.04pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
19/075	FP17 stiles report reference number: 00253120. Stiles have been repaired.	✓
20/037	Minutes placed on website.	✓
		✓
	Payments made to suppliers.	✓
20/032	SALC advised of Chairman.	✓
20/036	BDC advised of co-option of Mark Irwin, he has completed the Register of Interests and website updated.	✓
20/039	Notified Victoria Shennan of her appointment as Internal Auditor.	✓
20/044	Annual Return sent to RKF Littlejohn.	✓
20/045	Planning responses sent to Babergh.	✓
20/047	Grit bin replaced at the expense of a contractor.	✓
20/051	Variation of contract of employment exchanged between Chairman and Clerk.	✓
	Clerk Hours	
	As at 5th July 2020 the Clerk Worked 52 hours / Paid 52 hours excluding Neighbourhood Plan.	

Signed _____

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Appendix B RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
30/06/20	DF Crimmin - Salary Apr to June	563	LA 2011 ss 1 to 8	0.00	414.52
30/06/20	DF Crimmin - WFHA Apr to June	564	LA 2011 ss 1 to 8	0.00	52.00
30/06/20	HMRC - Clerk Tax	565	LA 2011 ss 1 to 8	0.00	103.40
22/05/20	Groundwork NP Grant			8,395.00	0.00
02/06/20	Grit bin repayment			188.17	0.00
14/07/20	Autela- Payroll Services Q1	566	LA 2011 ss 1 to 8	0.00	42.48
14/07/20	C Johnson - footpath signs	567	LA 2011 ss 1 to 8	0.00	41.75

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/06/20	£23,015.79	£22,361.64	£654.15	£0.00	£0.00
Cash	06/07/20	£0.00	£0.00			£0.00
		£23,015.79	£22,361.64	£654.15	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£12,822.59				
Income			Expenditure			
Precept	£6,000.00	£3,106.00	Clerks Salary		£2,597.33	£517.92
Grants	£276.40	£0.00	Admin	£1,200.00	£1,100.00	£87.40
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	£0.00
Other	£0.00	£188.17	Maintenance		£700.00	£34.76
			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	£282.05
Total	£6,276.40	£12,115.40	Total	£1,200.00	£6,222.33	£2,576.35
			Assets C/Forward			£22,361.64
Total		£24,937.99	Total			£24,937.99

Appendix C Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/01811	Pretty Penny, Upper Road	Addition of first floor to single storey dwelling.	20/045a	Objected	Approved 02/06/2020
DC/20/01466	Burnthouse Farm, Bures Road	Creation of new agricultural vehicular access to serve grain store.	20/045a	Supported	Approved 18/06/2020

End of Appendices

Signed _____

Date _____