

LITTLE CORNARD PARISH COUNCIL

Minutes of Meeting held on 14th September 2021 at Little Cornard Village Hall

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

Attending: D Crimmin (Clerk) and four members of public.

21/080 Apologies for Absence

Cllr Adams sent her apologies as did Lee Parker (Babergh District Councillor).

21/081 Declaration of Interests and Requests for Dispensation

Cllr Irwin declared a pecuniary interest in item 21/087b as he owns the property and left the meeting while the item was discussed. He also declared a non-pecuniary interest in item 21/087a as he uses the same architect. No requests for dispensation had been received.

21/082 Minutes of Meeting held on 13th July 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.

21/083 Public Forum

No issues raised.

21/084 Emails circulated

After the councillors reviewed the emails circulated Cllr Johnson updated councillors that he will review the soundness of the bus shelter and report back to them.

21/085 Clerk's Report (Appendix A)

After the councillors reviewed the Clerk's Report there were no actions required of the Clerk. Cllr Hammond is keeping updated on National Grid's proposals for Little Cornard and if appropriate will arrange with the Clerk for a further meeting with them.

21/086 Finance

- a. The councillors resolved to approve and accept the external audit report produced by PKF Littlejohn for the year ending 31st March 2021 after noting that no further actions were required.
- b. The councillors reviewed the Asset Register and resolved that it correctly reflected assets held by LCPC.
- c. The councillors review the insurance renewal from Community Action Suffolk and resolved to accept the quotation at £171.84 as it covered all the council's assets and the risks associated with the council's operation.
- d. All cheques signed and due for signing as itemised in 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.

21/087 Planning

- a. The councillors reviewed **Planning Application 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 and resolved to support the application. The councillors were pleased to hear from the applicant that he intended to remove the minimum amount of hedge in order to achieve the visibility splay.

Signed _____

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- b. The councillors reviewed **Planning Application DC/21/04647 Stakers, Spout Lane** - Erection of a single storey extension and resolved to support the application.
- c. 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/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-instatement 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) and resolved to support the application.
- d. The councillors reviewed the status of previous applications and appeals (Appendix C).

21/088 Neighbourhood Plan

The councillors reviewed the documents proposed for submission to Babergh for Regulation 16 of the Neighbourhood Plan process and resolved that the Clerk should now formally submit the documents. Cllr Hammond wished to thank all members of the Steering Group including parish councillors as well as members of the community for getting the NP to this stage.

21/089 Bures Neighbourhood Plan

The councillors reviewed the Area Designation Application for the Bures Neighbourhood Plan and resolved that they had no comment at this stage except to wish them every success in developing the NP.

21/090 Welcome Back funding

The councillors agreed that there was no project that would meet the criteria of the fund.

21/091 Babergh Consultations

There were no comments on either the Licensing or Parking consultations.

21/092 Highways, Footpaths and council assets

The councillors asked the Clerk to write to James Finch to question how SCC Highways communicate with LCPC when road closure orders are agreed for Bures Road.

21/093 Clerk Recruitment

The Clerk to work with the HR Committee to prepare an advert for the forthcoming Clerk vacancy.

21/094 Questions to the Chair

Cllr Irwin will conduct a survey of Little Cornard roads and report back to councillors. The Clerk was asked to arrange a meeting with SWT to review the licence for Cornard Mere.

21/095 Next Meeting

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

The meeting closed at 8.32pm.

Signed _____

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Minute	Action	Complete ✓
21/069	Minutes placed on website.	✓
21/071	Response sent to National Grid.	✓
21/073 a	Payments made to suppliers.	✓
21/073 b	Reserves Policy updated on website.	✓
21/074	Planning comments sent to Babergh.	✓
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.	

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Appendix B RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
13/07/21	Autela - Q1 Service fee	598	LA 2011 ss 1 to 8	0.00	30.00
11/06/21	Groundwork UK NP Grant			3,200.00	0.00
19/07/21	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
14/09/21	Newton Green Village Hall - Hire	599	LA 2011 ss 1 to 8	0.00	50.00
14/09/21	DF Crimmin - Expenses April to August	600	LA 2011 ss 1 to 8	0.00	50.23
14/09/21	PKF Littlejohn - External Audit Fee	601	LA 2011 ss 1 to 8	0.00	240.00
30/09/21	DF Crimmin - Salary July to Aug	602	LA 2011 ss 1 to 8	0.00	426.08
30/09/21	DF Crimmin - WFHA July to Aug	602	LA 2011 ss 1 to 8	0.00	52.00
30/09/21	HMRC - Clerk Tax	603	LA 2011 ss 1 to 8	0.00	106.40

Bank Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/07/21	£17,397.24	£16,444.45	£952.79	£0.00	£0.00
Cash	06/09/21	£0.00	£0.00			£0.00
		£17,397.24	£16,444.45	£952.79	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,378.36				
Income			Expenditure			
Precept	£7,000.00	£3,500.00	Clerks Salary		£2,710.00	£1,064.96
Grants	£276.40	£106.00	Admin		£1,658.00	£269.23
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	£0.00
VAT Repayment	£0.00	£1,582.55	Inspection		£200.00	£200.00
Other	£0.00	£0.00	Maintenance		£700.00	£231.46
			Village Hall		£0.00	£0.00
			Contingency		£500.00	£0.00
			NP		£500.00	£0.00
			Community Wardens		£1,100.00	£233.40
			CIL		£0.00	£0.00
			VAT Paid		£0.00	£132.97
Total	£7,276.40	£8,388.55	Total	£0.00	£8,673.00	£2,322.46
			Assets C/Forward			£16,444.45
Total		£18,766.91	Total			£18,766.91

Signed _____

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Appendix C Planning Status

Application Reference	Address	Planning Details	LCPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/03351	Cornard United Football Ground, Blackhouse Lane, Great Cornard	Adjoining Parish -Erection of replacement floodlight system, to include 4No 18m raise and lower floodlight poles.	21/074a	Supported	Approved 05/08/2021
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/21/03084	Danwood, Slough Lane	Installation of a bio disc or bio pure and soak away field to existing septic tank and resolved to support the application.	21/074c	Supported	Approved 05/08/2021

End of Appendices

Signed _____

Date