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| <b>Associated Papers LWPC Meeting on 1<sup>st</sup> December 2015</b> |
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**Agenda Item 2      Councillor Dispensation**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

**Agenda Item 5      Routine Correspondence**

No correspondence has been received since the last meeting.

**Agenda Item 6      Clerk's Report**

| Minute   | Action   | Complete ✓ |
|----------|--|------------|
| 15/087   | Minutes circulated to councillors and placed on website.     | ✓          |
| 15/092 a | Payments made to suppliers.                                  | ✓          |
| 15/092 b | Transparency Code grant application made to SALC.            |            |
| 15/093   | Planning responses sent to BDC.                              | ✓          |
| 15/093 c | See Agenda Item 8e - 1st December 2015.                      | ✓          |
| 15/097   | Response sent re Short Stay Stopping Sites.                  | ✓          |
|          |  |            |
|          | <b>Clerk Hours</b>   |            |
|          | As at 15th November 2015 -173 hours worked / 132 hours paid. |            |

**Associated Papers LWPC Meeting on 1<sup>st</sup> December 2015**

**Agenda Item 7a Responsible Finance Officer (RFO) Report**

**Receipts & Payments**

| Date     | Details                        | Ref | Power             | Receipts | Payments |
|----------|--------------------------------|-----|-------------------|----------|----------|
| 22/09/15 | SLCC - Clerk Membership        | 443 | LA 2011 ss 1 to 8 | 0.00     | 18.06    |
| 06/11/15 | History Society Donation       |     |                   | 5.00     | 0.00     |
| 31/12/15 | DF Crimmin - Salary Oct to Dec | 444 | LA 2011 ss 1 to 8 | 0.00     | 426.97   |
| 31/12/15 | DF Crimmin - WFHA Oct to Dec   | 444 | LA 2011 ss 1 to 8 | 0.00     | 39.00    |
| 31/12/15 | HMRC - Clerk Tax               | 445 | LA 2011 ss 1 to 8 | 0.00     | 106.60   |

**Reconciliation**

| Account            | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|--------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Treasurers Account | 30/09/15       | £10,544.04        | £8,859.35      | £1,689.69           | £5.00             | £0.00      |
| Business Instant   | 20/05/15       | £2,517.54         | £2,517.54      | £0.00               | £0.00             | £0.00      |
| Cash               | 25/11/15       | £0.00             | £0.00          |                     |                   | £0.00      |
|                    |                | £13,061.58        | £11,376.89     | £1,689.69           | £5.00             |            |

**Statement of Accounts vs Budget**

|                        | Budget           | Actual            | Reserves               | Budget           | Actual            |
|------------------------|------------------|-------------------|------------------------|------------------|-------------------|
| Assets Brought Forward |                  | £7,929.71         |                        |                  |                   |
| <b>Income</b>          |                  |                   | <b>Expenditure</b>     |                  |                   |
| Precept                | £6,691.00        | £6,691.00         | Clerks Salary          | £2,811.00        | £1,600.71         |
| Bank Interest          | £0.00            | £0.22             | Admin                  | £810.00          | £444.95           |
| Grants                 | £0.00            | £0.00             | Insurance              | £280.00          | £223.23           |
| Donation               | £0.00            | £5.00             | Audit Inspections      | £100.00          | £66.00            |
| Other                  | £0.00            | £284.17           | Annual Subscriptions   | £210.00          | £192.00           |
| VAT Repayment          | £0.00            | £501.85           | Donations              | £50.00           | £0.00             |
|                        |                  |                   | Dog & Litter Bins      | £250.00          | £0.00             |
|                        |                  |                   | Grass Cutting          | £700.00          | £700.00           |
|                        |                  |                   | Maintenance            | £0.00            | £0.00             |
|                        |                  |                   | Closed Churchyard      | £950.00          | £70.00            |
|                        |                  |                   | Clive Memorial         | £3,400.00        | £600.00           |
|                        |                  |                   | Speed Watch            | £250.00          | £0.00             |
|                        |                  |                   | Legal Fees             | £0.00            | £0.00             |
|                        |                  |                   | Street Lighting        | £280.00          | £0.00             |
|                        |                  |                   | Other                  | £0.00            | £132.00           |
|                        |                  |                   | VAT Paid               | £0.00            | £6.17             |
| <b>Total</b>           | <b>£6,691.00</b> | <b>£7,482.24</b>  | <b>Total</b>           | <b>£3,400.00</b> | <b>£4,035.06</b>  |
|                        |                  |                   | Assets Carried Forward |                  | £11,376.89        |
| <b>Total</b>           |                  | <b>£15,411.95</b> | <b>Total</b>           |                  | <b>£15,411.95</b> |

## Agenda Item 7b      Budget Proposal 2016 / 2017

### Income

The assumption is that there will be a P3 grant of £412 from SCC for cutting the footpaths and there will be a small amount of interest earned on the bank account.

### Expenditure

The following should be noted:

- The Clerk's Salary Budget covers only the payment made to the Clerk for the hours worked on behalf of the council in line with his contract of employment. Payments made to the Clerk in respect of administrating council business are contained in the Administration budget. It is assumed that there will be a 1% cost of living increase on the Clerk's salary in 2016 / 2017.
- I am proposing a Maintenance budget of £100 to cover LWPC assets outside of the Closed Churchyard. Within Other I am proposing a budget to cover Contingency and any discretionary Project(s) spend.
- LWPC is asked to consider **a total expenditure budget of £7,385 for 2016 / 17.**

Please find below tables which show a comparison between 2014 / 15 actual, 2015 / 16 budget, actual to date and that **anticipated at year end** and that proposed for 2016 / 17.

|                          | 2014 / 15   |                 | 2015 / 16       |                 |                 | 2016 / 17       |
|--------------------------|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                          | Budget      | Actual          | Budget          | Actual to Date  | To year end     | Budget          |
| <b>Income</b>            |             |                 |                 |                 |                 |                 |
| Bank Interest            | 0.00        | 1.25            | 0.00            | 0.22            | <b>1.25</b>     | 2.00            |
| Grants                   | 0.00        | 684.00          | 0.00            | 0.00            | <b>0.00</b>     | 412.00          |
| Donation                 | 0.00        | 0.00            | 0.00            | 5.00            | <b>5.00</b>     | 0.00            |
| Other                    | 0.00        | 228.25          | 0.00            | 284.17          | <b>284.17</b>   | 0.00            |
| VAT Repayment            | 0.00        | 100.52          | 0.00            | 501.85          | <b>501.85</b>   | 0.00            |
| <b>Total Income</b>      | <b>0.00</b> | <b>1,014.02</b> | <b>0.00</b>     | <b>791.24</b>   | <b>792.27</b>   | <b>414.00</b>   |
| <b>Precept</b>           |             | <b>4,061.00</b> |                 |                 | <b>6,691.00</b> |                 |
| <b>Expenditure</b>       |             |                 |                 |                 |                 |                 |
| Clerks Salary            | 0.00        | 1,560.75        | 2,811.00        | 1,600.71        | <b>2,306.67</b> | 2,330.00        |
| Admin                    | 0.00        | 937.26          | 810.00          | 444.95          | <b>1,200.00</b> | 1,200.00        |
| Insurance                | 0.00        | 215.46          | 280.00          | 223.23          | <b>250.00</b>   | 250.00          |
| Audit Inspections        | 0.00        | 0.00            | 100.00          | 66.00           | <b>66.00</b>    | 75.00           |
| Annual Subscriptions     | 0.00        | 188.00          | 210.00          | 192.00          | <b>192.00</b>   | 215.00          |
| Donations                | 0.00        | 270.00          | 50.00           | 0.00            | <b>50.00</b>    | 50.00           |
| Dog & Litter Bins        | 0.00        | 196.04          | 250.00          | 0.00            | <b>250.00</b>   | 375.00          |
| Grass Cutting            | 0.00        | 600.00          | 700.00          | 700.00          | <b>700.00</b>   | 1,150.00        |
| Maintenance              | 0.00        | 53.32           | 0.00            | 0.00            | <b>0.00</b>     | 100.00          |
| Closed Churchyard        | 0.00        | 1,545.00        | 950.00          | 70.00           | <b>950.00</b>   | 950.00          |
| Clive Memorial           | 0.00        | 900.00          | 0.00            | 600.00          | <b>600.00</b>   | 0.00            |
| Speed Watch              | 0.00        | 170.76          | 250.00          | 0.00            | <b>50.00</b>    | 100.00          |
| Legal Fees               | 0.00        | 250.00          | 0.00            | 0.00            | <b>0.00</b>     | 0.00            |
| Street Lighting          | 0.00        | 206.90          | 280.00          | 0.00            | <b>280.00</b>   | 290.00          |
| Other                    | 0.00        | 0.00            | 0.00            | 132.00          | <b>132.00</b>   | 300.00          |
| VAT Paid                 | 0.00        | 501.85          | 0.00            | 6.17            | <b>100.00</b>   | 0.00            |
| <b>Total Expenditure</b> | <b>0.00</b> | <b>7,595.34</b> | <b>6,691.00</b> | <b>4,035.06</b> | <b>7,126.67</b> | <b>7,385.00</b> |

The Precept set by LWPC will be based upon the anticipated income and expenditure in 2015 / 2016, income and expenditure budgeted for 2016 / 2017 and the levels of Earmarked and General Reserves held and required. Councillors will also need to consider the impact on the Band D Council Tax payer by dividing the Precept amount by the Tax Base. These will be reviewed at the January meeting.

**Agenda Item 7c Telephone Kiosk**

It has now been re-established that the kiosk is in fact listed, and in a second phone call to Babergh they have confirmed that it is listed on their records.

The following record is listed on [www.britishlistedbuildings.co.uk](http://www.britishlistedbuildings.co.uk)

*K6 Telephone Kiosk, Little Waldingfield*

DESCRIPTION: K6 Telephone Kiosk

GRADE: II

DATE LISTED: 5 April 1994

ENGLISH HERITAGE BUILDING ID: 409696

OS GRID REFERENCE: TL9230745227

OS GRID COORDINATES: 592307, 245227

LATITUDE/LONGITUDE: 52.0720, 0.8045

LOCATION: 55 The Street, Little Waldingfield, Suffolk CO10 0SG

LOCALITY: [Little Waldingfield](#)

LOCAL AUTHORITY: Babergh District Council

COUNTY: [Suffolk](#)

COUNTRY: [England](#)

POSTCODE: CO10 0SG

The purchase price on ebay for this type of kiosk is currently £2,500 to £3,000.

CAS Insurance Services have quoted "To cover the BT Box value £3,000 for a year would be £21.87"

**Agenda Item 8b      Status of planning applications**

| <b>Application Reference</b> | <b>Address</b>            | <b>Planning Details</b>   | <b>LWPC Minute</b> | <b>Parish Council Comments</b> | <b>Babergh DC Comments</b> |
|------------------------------|---------------------------|---|--------------------|--------------------------------|----------------------------|
| B/15/01063                   | School House, Church Road | Erection of side conservatory.  | 15/074c            | Support                        | Withdrawn                  |
| B/15/01273                   | Kiln Cottage, The Street  | Application for Listed Building Consent - Erection of garden boundary wall. | 15/093a            | Support                        |                            |
| B/15/01272                   | Kiln Cottage, The Street  | Erection of garden boundary wall.   | 15/093b            | Support                        |                            |

**Agenda Item 8e      Neighbourhood Plan**

LWPC has received the following from BDC:

Hi Dave

Following a chat with Margaret Maybury, I understand that Little Waldingfield Parish Council are considering the pros and cons of a Neighbourhood Plan. If it helps - either myself or my colleague Nick Ward would be happy to come out and have a chat with you about this. We can also talk about some of the other things you may wish to consider as a way of thinking about the parishes view on potential development within the parish.

From our experience in other parishes - you may find an informal discussion about this helpful rather than the 'formality of a discussion at a Parish Council Meeting.

Kind regards  
Jonathan

Jonathan Free  
Head of Communities  
Babergh District Council & Mid Suffolk District Council

**Agenda Item 10      Dog Bins**

The formal request to Babergh for the 2 new locations for dog bins has been made. Babergh will confirm if they are happy with the locations and whether they are prepared to share the emptying costs.