

| |
|--|
| Associated Papers for LWPC Meeting on 30th June 2015 |
|--|

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 received.

Agenda Item 6 Clerk's Report

| Minute | Action | Complete ✓ |
|----------|---|------------|
| 15/012 | See Agenda Item 11 - 30th June 2015 | ✓ |
| 15/014 | SALC advised of Chairman | ✓ |
| 15/019 | SALC advised of adoption of General Power of Competence | ✓ |
| 15/020 | Minutes circulated to councillors and placed on website. | ✓ |
| 15/021 | SALC & PFC advised of LWPC representatives. | ✓ |
| 15/022 | Heelis & Lodge appointed as Internal Auditor for 2015 /2016 | ✓ |
| 15/025 | BDC advised of attendee. | ✓ |
| 15/027 c | Annual Return sent to BDO LLP and published on website. | ✓ |
| 15/027 d | Payments made to suppliers. | ✓ |
| 15/028 | Planning Application response sent to BDC. | ✓ |
| 15/031 | ICO registration currently being made. | |
| 15/032 | Cllr Coomber booked on SALC Briefing. | ✓ |
| | | |
| | Clerk Hours | |
| | As at 31st May 2015 - 66.5 hours worked / 36 hours paid. | |

Associated Papers for LWPC Meeting on 30th June 2015

Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|---------------------------------------|-------|-------------------|----------|----------|
| 09/04/15 | Interest | BS 47 | | 0.11 | 0.00 |
| 11/05/15 | Interest | BS 47 | | 0.11 | 0.00 |
| 14/05/15 | HMRC VAT Repayment | | | 501.85 | 0.00 |
| 19/05/15 | Little Waldingfield Church - Donation | 429 | LA 2011 ss 1 to 8 | 0.00 | 600.00 |
| 30/06/15 | D Gotts - Grass Cutting May | 430 | LA 2011 ss 1 to 8 | 0.00 | 200.00 |
| 30/06/15 | DF Crimmin - Salary Apr to June | 431 | LA 2011 ss 1 to 8 | 0.00 | 426.97 |
| 30/06/15 | DF Crimmin - WFHA Apr to June | 431 | LA 2011 ss 1 to 8 | 0.00 | 39.00 |
| 30/06/15 | HMRC - Clerk Tax | 432 | 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 | 31/03/15 | £6,113.65 | £7,451.04 | £1,960.87 | £3,999.52 | £701.26 |
| Business Instant | 20/05/15 | £2,517.54 | £2,517.54 | £0.00 | £0.00 | £0.00 |
| Cash | 23/06/15 | £0.00 | £0.00 | | | £0.00 |
| | | £8,631.19 | £9,968.58 | £1,960.87 | £3,999.52 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|------------------------|------------------|-------------------|------------------------|------------------|------------------|-------------------|
| Assets Brought Forward | | £7,929.71 | | | | |
| Income | | | Expenditure | | | |
| Precept | £6,691.00 | £3,345.50 | Clerks Salary | | £2,811.00 | £533.57 |
| Bank Interest | £0.00 | £0.22 | Admin | | £810.00 | £69.30 |
| Grants | £0.00 | £0.00 | Insurance | | £280.00 | £0.00 |
| Donation | £0.00 | £0.00 | Audit Inspections | | £100.00 | £66.00 |
| Other | £0.00 | £152.17 | 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 | £500.00 |
| | | | Maintenance | | £0.00 | £0.00 |
| | | | Closed Churchyard | | £950.00 | £0.00 |
| | | | Clive Memorial | £3,400.00 | £0.00 | £600.00 |
| | | | Speed Watch | | £250.00 | £0.00 |
| | | | Legal Fees | | £0.00 | £0.00 |
| | | | Street Lighting | | £280.00 | £0.00 |
| | | | VAT Paid | | £0.00 | £0.00 |
| Total | £6,691.00 | £3,999.74 | Total | £3,400.00 | £6,691.00 | £1,960.87 |
| | | | Assets Carried Forward | | | £9,968.58 |
| Total | | £11,929.45 | Total | | | £11,929.45 |

Associated Papers for LWPC Meeting on 30th June 2015

Agenda Item 8b Status of planning applications

| Application Reference | Address | Planning Details | LWPC Minute | Parish Council Comments | Babergh DC Comments |
|-----------------------|---|---|-------------|--|---------------------|
| B/14/00369 | Brookwood Manor Residential Care Home, Holbrook Hall Park | Replace existing leaded windows with UPVC windows, as amended by updated drawings numbered 3138/30C to 33C; 40C to 43C and 50C to 53C received on 7th October 2014 and a Justification Statement. | | | |
| B/15/00257 | Surprise Cottage, Church Road | Application for a Certificate of Lawfulness for a proposed Use or Development - Erection of 1 No single storey outbuilding. Alteration to existing vehicular access. | | Will be decided by BDC Legal Department so no consultation on application. | |
| B/15/00434/FUL | Irelands Meadow, Holbrook Hall Park | Erection of single-storey eco house and associated change of use of land from agricultural to residential. | 15/028c | Supported | REFUSED 15/06/2015 |
| B/15/00408/LBC | Hall Barn, 2 Woodhall Barn, Haymarket | Application for Listed Building Consent - Replacement of Windows. | 15/028d | Supported | Approved 15/06/2015 |

Agenda Item 9 Community Right to Bid

The 'Assets of Community Value' / 'Community Right to Bid' scheme was introduced by the Government in the Localism Act 2011 and came into force in September 2012.

The aim of the new Right is to give community groups time to make realistic bids to buy land or buildings that are of importance to the local community when they come up for sale.

Under the Community Right to Bid, community groups are able to nominate non-residential buildings or land within their communities as 'assets of community value' which cannot be sold without the community group being given the opportunity to put together a bid to purchase the asset.

The Right does not give any preferential treatment to community groups in the sale of the asset; rather it gives them the time to prepare bids so that they have a realistic chance of purchasing the asset.

Agenda Item 12 Publication Scheme



Model publication scheme

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by

the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

