

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 other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 6 Clerk's Report

Minute	Action	Complete
16/051	Bank Mandate changes given to bank.	
16/094	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/098 d	Payments made to suppliers.	✓
16/098 e	Donation sent to Poppy Appeal.	✓
16/099	Planning response sent to BDC.	✓
16/101	Ballot pack produced.	✓
16/115	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/118	Ballot pack produced.	✓
	Speed Watch	
	7 surveys in September and October reported 96 vehicles.	
	Clerk Hours	
	As at 23rd October 2016 - 165.5 hours worked / 120 hours paid.	

Agenda Item 8 Speed Indicator Devices (SID)

As per the proposal circulated by email on the 1st November 2016 which is attached, there is an opportunity for LWPC to combine with Chilton and Great Waldingfield Parish Council's in operating a SID scheme in the parish every 2 weeks out of 6.

Colin Spence is prepared to provide funding for two of the 3 SID's required by the scheme so there is a requirement for the parishes who take part in the scheme to fund the third SID at a cost of approximately £3,000.

A way of dividing the cost between the 3 parishes would be to use the Tax Base of each to agree a contribution. With LWPC and CPC having a TB of just under 150 each and GWPC having a TB of 600 then LWPC and CPC could contribute £500 each and GWPC £2,000.

Agenda Item 9a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/09/16	Royal British Legion - Donation	467	LA 2011 ss 1 to 8	0.00	25.00
26/09/16	SCC Locality Grant			1,995.00	0.00
05/11/16	SCC P3 Scheme			413.92	0.00
15/11/16	CAS - OneSuffolk Hosting	468	LA 2011 ss 1 to 8	0.00	60.00
31/12/16	DF Crimmin - Salary Oct to Dec	469	LA 2011 ss 1 to 8	0.00	431.07
31/12/16	DF Crimmin - WFHA Oct to Dec	469	LA 2011 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	470	LA 2011 ss 1 to 8	0.00	107.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	04/10/16	£14,612.31	£14,388.36	£637.87	£413.92	£0.00
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	13/09/16	£0.00	£0.00			£0.00
		£17,131.09	£16,907.14	£637.87	£413.92	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£10,014.00			
Income			Expenditure		
Precept	£8,000.00	£8,000.00	Clerks Salary	£2,330.00	£1,616.61
Bank Interest	£2.00	£0.21	Admin	£1,200.00	£350.58
Grants	£412.00	£2,408.92	Insurance	£250.00	£257.62
Donation	£0.00	£10.00	Audit Inspections	£75.00	£66.00
Other	£0.00	£76.08	Annual Subscriptions	£215.00	£169.36
VAT Repayment	£0.00	£85.74	Donations	£50.00	£50.00
			Dog & Litter Bins	£375.00	£0.00
			Grass Cutting	£1,150.00	£700.00
			Maintenance	£100.00	£0.00
			Closed Churchyard	£950.00	£100.00
			Clive Memorial	£2,800.00	£0.00
			Speed Watch	£100.00	£0.00
			Community Led Plan	£0.00	£0.00
			Street Lighting	£290.00	£0.00
			Other	£300.00	£173.04
			VAT Paid	£0.00	£204.60
Total	£8,414.00	£10,580.95	Total	£2,800.00	£7,385.00
			Assets Carried Forward		£16,907.14
Total		£20,594.95	Total		£20,594.95

Associated Papers LWPC Meeting on 15th November 2016

Agenda Item 9a Clerk's Salary

Month	Salary	Tax Deducted	NI Deducted	Net	Ee's HMRC	Er's NI	HMRC
1	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
2	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
3	£533.57	£106.60	£0.00	£426.97	£426.97	£106.60	£0.00
4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
5	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
6	£544.17	£108.80	£0.00	£435.37	£435.37	£108.80	£0.00
7	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
8	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
9	£538.87	£107.80	£0.00	£431.07	£431.07	£107.80	£0.00
10				£0.00		£0.00	
11				£0.00		£0.00	
12				£0.00	£0.00	£0.00	£0.00
Totals	£1,616.61	£323.20	£0.00	£1,293.41	£1,293.41		£0.00

Agenda Item 9b Electricity Supply for Defibrillator

I have obtained 2 quotations for the supply of electricity, supply of a PIR and the fitting of both the PIR and defibrillator cabinet as follows:



Cypress House
Church Road
Little Waldingfield
Near Sudbury
Suffolk
CO10 0SW
Tel: 01787 247043
Mobile: 07767 791454
Email: Info@sbelectrical.biz
Web: www.sbelectrical.biz

Stewart Braybrook Electrical

Date: 25 October 2016

Name: Mr D Crimmin
Address: Cragston
Sudbury Road
Newton
Sudbury
Suffolk. CO10 0QH

Site address: Parish Room
Little Waldingfield
Suffolk

Dear Mr Crimmin

Subject: **Installation of a Defibrillator Cabinet at The Parish Room**

Thank you for your valued enquiry and instructions to estimate for the above project.

I am pleased to attach the following estimate as requested. Should you have any questions regarding this estimate, please do not hesitate to contact me.

Considerations:

This estimate is based on the specification described herein. Any changes to drawings or specification would be treated as a variation and may be subject to an agreed price adjustment.

This estimate is valid for a period of 30 days from date of issue.

I trust that I have interpreted your requirements correctly as every effort has been made to accurately estimate your project.

I look forward to hearing from you.

Yours sincerely
Stewart Braybrook

Consumer Unit

Install a new dedicated circuit, via an RCBO, from the consumer unit for the defibrillator cabinet and external PIR floodlight.

Main Hall

Install white PVC trunking to two unswitched 13amp fuse spurs, one for the defibrillator cabinet the other for the floodlight.

External

Supply and fit a 10Watt PIR floodlight directly above the customer supplied defibrillator cabinet. Install defibrillator cabinet. All external wiring to be in black PVC conduit.

1 x Wylex RCBO	£ 28.80
1 x 10 Watt LED PIR Floodlight	£ 34.99
2 x 13amp Unswitch fused spur connection	£ 11.76
1 x Mini PVC Trunking White	£ 4.66
1 x Black PVC Conduit	£ 9.80
Cable, Sleeving, etc	£ 15.00

Total cost of all materials	£ 105.01
Total labour	£ 220.00
Total	£ 325.01

DOMESTIC
INDUSTRIAL

J.A. GRIGGS

ELECTRICAL CONTRACTOR

AGRICULTURAL
COMMERCIAL



2 Roseacre, Church Lane,
Alpheton, Sudbury,
Suffolk CO10 9BL.

Tel / Fax: 01284 828777
Mobile: 07711 244287 (Nick)
Mobile: 07885 488035 (John)
Email: john@jagriggs.co.uk

VAT Reg. No: 623 0924 64

Mr D Crimmin
Cragston
Sudbury Road
Newton
Sudbury
Suffolk
CO10 0QH

19th October 2016

Ref:- Defibrillator, Little Waldingfield Village Hall

Dear sir,

Thank you for your enquiry I have pleasure in estimating as follows:-

Wire one 13amp unswitched spur in PVC trunking wired back to RCBO in consumer unit

Install defibrillator cabinet

Connect cabinet into 13amp spur

Wire one 13amp unswitched spur in PVC trunking

Supply and install one 10watt LED PIR floodlight fitting above Defibrillator cabinet

For the sum of:- £ 391.73

Plus VAT at the current rate

I hope this meets with your approval and I look forward to hearing from you.

Agenda Item 9c Budget Proposal

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 will receive a 1% cost of living increase on 1st April 2017.
- I am proposing a budget of £1,000 for the costs associated with the Community Led Plan
- Appendix A shows the full rationale for the 2017 / 18 budget.
- LWPC is asked to consider **a total expenditure budget of £8,493 for 2017 / 18.**

Please find below tables which show a comparison between 2015 / 16 actual, 2016 / 17 budget, actual to date and that **anticipated at year end** and that proposed for 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	0.00	1.25	2.00	0.21	2.00	2.00
Grants	0.00	61.56	412.00	2,408.92	2,408.92	412.00
Donation	0.00	35.00	0.00	10.00	10.00	0.00
Other	0.00	284.17	0.00	76.08	76.08	0.00
VAT Repayment	0.00	501.85	0.00	85.74	85.74	0.00
Total Income	0.00	883.83	414.00	2,580.95	2,582.74	414.00
Precept		6,691.00			8,000.00	
Expenditure						
Clerks Salary	2,811.00	2,306.67	2,330.00	1,616.61	2,329.60	2,353.00
Admin	810.00	695.19	1,200.00	350.58	1,200.00	1,000.00
Insurance	280.00	245.10	250.00	257.62	257.62	270.00
Audit Inspections	100.00	66.00	75.00	66.00	66.00	75.00
Annual Subscriptions	210.00	192.00	215.00	169.36	200.00	285.00
Donations	50.00	0.00	50.00	50.00	50.00	50.00
Dog & Litter Bins	250.00	196.04	375.00	0.00	375.00	410.00
Grass Cutting	700.00	700.00	1,150.00	700.00	700.00	1,150.00
Maintenance	0.00	0.00	100.00	0.00	0.00	100.00
Closed Churchyard	950.00	70.00	950.00	100.00	1,400.00	950.00
Clive Memorial	0.00	600.00	0.00	0.00	850.00	0.00
Speed Watch	250.00	0.00	100.00	0.00	100.00	100.00
Community Led Plan	0.00	0.00	0.00	0.00	0.00	1,000.00
Street Lighting	280.00	201.80	290.00	0.00	240.00	250.00
Other	0.00	132.00	300.00	173.04	2,320.00	500.00
VAT Paid	0.00	85.74	0.00	204.60	250.00	0.00
Total Expenditure	6,691.00	5,490.54	7,385.00	3,687.81	10,338.22	8,493.00

Associated Papers LWPC Meeting on 15th November 2016

Appendix A

	2017 / 18	
	Budget	Notes on Budget Next Year
<u>Income</u>		
Bank Interest	2.00	
Grants	412.00	Footpath Cutting Grant
Donation	0.00	
Other	0.00	
VAT Repayment	0.00	
Total Income	414.00	
<u>Precept</u>		
<u>Expenditure</u>		
Clerks Salary	2,353.00	224.8 hours at £10.467 = £2,352.98
Admin	1,000.00	PR Rent £100 / Training £400 / Expenses inc Travel £250 / Clerk WFH £156 / SLCC membership £30
Insurance	270.00	
Audit Inspections	75.00	Internal Auditor £75
Annual Subscriptions	285.00	SALC £170 / CAS £30 / ICO £35 / Onesuffolk £50
Donations	50.00	
Dog & Litter Bins	410.00	6 dog bins (£60) 1 Litter (£50)
Grass Cutting	1,150.00	Closed Churchyard (14 cuts @ £50) £700 / Footpaths £450
Maintenance	100.00	
Closed Churchyard	950.00	
Clive Memorial	0.00	Clive Memorial is a Reserve
Speed Watch	100.00	Share of Maintenance £50 / Expenses £50
Community Led Plan	1,000.00	
Street Lighting	250.00	
Other	500.00	Contingency / Discretionary / SID operation £150
VAT Paid	0.00	
Total Expenditure	8,493.00	

Agenda Item 9d Transparency Code grant

Please find attached the grant application form that requires to be approved by councillors before it is submitted to SALC.

Agenda Item 10c Status of planning applications

Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/16/00893	Brookwood Manor Residential Care Home, Holbrook Hall Park	Application under section 73 of the Town and Country Planning Act (1990) to vary condition 7 attached to Planning Permission B/13/00711 - Requesting condition to be prior occupation rather than pre-commencement to resolve drainage issues).	16/099a	Objected	Approved 30/09/2016

Agenda Item 11 Closed Churchyard

At time of preparing pack no update has been received from the PCC regarding the works to the lime trees in the closed churchyard.

Agenda Item 13 SALC Consultation

As per the email circulated to you on the 25th September 2016.

Agenda Item 15 Pensions Regulator

LWPC must consider a scheme should your employee wish to contribute to a scheme even if LWPC is not. In this circumstance, I would recommend the NEST scheme which is the one specifically set up by the Government to meet the criteria of the Pensions Regulator.

Agenda Item 16 2017 Meeting Dates

2017	Little Waldingfield
Jan	17th - Meeting
Feb	
Mar	21st - Meeting
Apr	18th - APM
May	16th - Annual Meeting
Jun	
Jul	18th - Meeting
Aug	
Sep	5th - Meeting
Oct	
Nov	21st Meeting
Dec	