

Associated Papers LWPC Meeting on 21st March 2017

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
16/129 b	Defibrillator installed by contractor.	✓
17/006	Churchyard wall damage notified to CAS.	✓
17/008	Cllr Braybrook to check on the power supply in the telephone kiosk.	
17/012	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/014	Wrote to PFC Chairman with request regarding beacon in the playing field.	✓
17/016 c	Babergh has undertaken an NP area designation consultation on Little Waldingfield's application.	✓
17/017 a	Payments made to suppliers.	✓
17/017 b	Precept Demand sent to Babergh.	✓
17/017 c	D Gotts notified on award of grass cutting contracts.	✓
17/019	Written on 2 occasions to Diocese regarding tree cutting with no response.	✓
17/019	Informed person responsible for damage to Churchyard wall that the work has been approved by the Diocese and PCC. No response.	✓
17/026	All actions undertaken regarding litter pick.	✓
17/027	Still awaiting modified Welcome Booklet from Cllr Foster.	
	Using delegated power I booked Cllr White on the SALC Planning Conference and Cllrs A Sheppard and Campbell on the SPS Heritage Training.	✓
	Speed Watch	
	First surveys to be undertaken in March.	
	Clerk Hours	
	As at 12th March 2017 - 268.5 hours worked / 200 hours paid.	

Agenda Item 7a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
13/02/17	Donation from History Society			5.00	0.00
21/03/17	Stewart Braybrook Electrical - Defibrillator installation	475	LA 2011 ss 1 to 8	0.00	325.01
21/03/17	S Braybrook - Telephone box expenses	476	LA 2011 ss 1 to 8	0.00	6.07
21/03/17	SPS - Heritage Training	477	LA 2011 ss 1 to 8	0.00	40.00
21/03/17	SCC - Street Lighting	478	LA 2011 ss 1 to 8	0.00	219.53
21/03/17	BDC - Dog & Litter bin emptying	479	LA 2011 ss 1 to 8	0.00	334.34
21/03/17	LW Parish Room - Hall Hire	480	LA 2011 ss 1 to 8	0.00	132.00
21/03/17	SALC - Planning Conference	481	LA 2011 ss 1 to 8	0.00	90.00
21/03/17	DF Crimmin - Expenses Sep to Feb	481	LA 2011 ss 1 to 8	0.00	165.68
28/03/17	DF Crimmin - Salary Jan to Mar	482	LA 2011 ss 1 to 8	0.00	570.37
28/03/17	DF Crimmin - WFHA Jan to Mar	482	LA 2011 ss 1 to 8	0.00	39.00
28/03/17	HMRC - Clerk Tax	483	LA 2011 ss 1 to 8	0.00	142.60

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	28/02/17	£11,454.90	£9,390.30	£2,064.60	£0.00	£0.00
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	14/03/17	£0.00	£0.00			£0.00
		£13,973.68	£11,909.08	£2,064.60	£0.00	

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	£2,329.58
Bank Interest	£2.00	£0.21	Admin	£1,200.00	£802.26
Grants	£412.00	£2,521.08	Insurance	£250.00	£294.24
Donation	£0.00	£15.00	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	£278.62
			Grass Cutting	£1,150.00	£1,150.00
			Maintenance	£100.00	£5.06
			Closed Churchyard	£950.00	£100.00
			Clive Memorial	£2,800.00	£0.00
			Speed Watch	£100.00	£50.00
			Community Led Plan	£0.00	£0.00
			Street Lighting	£290.00	£182.94
			Other	£300.00	£2,193.04
			VAT Paid	£0.00	£806.92
Total	£8,414.00	£10,698.11	Total	£2,800.00	£7,385.00
			Assets Carried Forward		£11,909.08
Total		£20,712.11	Total		£20,712.11

Unclaimed VAT = £ 806.92

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Agenda Item 7a Clerk Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
02/09/16					1	BDC				
12/09/16					1	CAS				
13/09/16					3	A Sheppard x 2, BDC				
14/09/16	Meeting Pack & Notices						204		2	7
15/09/16					3	BDC x 2, Margaret Maybury				
20/09/16	Meeting				2	BDC, A Sheppard				7
21/09/16			2		3	M Maybury, A Sheppard, Poppy Appeal				
22/09/16	Meeting									10
23/09/16	CLP Papers				2	CHT, A Sheppard	110			
24/09/16	CLP Meeting									7
28/09/16					1	A Sheppard	4		4	
29/09/16										7
03/10/16					1	D Gotts				
04/10/16	Meeting Pack						107		2	
05/10/16	Notices				1	A Sheppard				7
07/10/16	SALC OneSuffolk update									6
11/10/16					2	S Braybrook, A Sheppard				
18/10/16	CLP Samples						480			
19/10/16	Ballot Papers				1	A Sheppard	600			
24/10/16					1	A Sheppard				
31/10/16					1	A Sheppard				
04/11/16	Bank									6
09/11/16	Meeting Pack & Distribution				1	A Sheppard	265		2	7
10/11/16					1	C Johnson				
15/11/16	Meeting				1	STS				7
16/11/16					2	A Sheppard, C White				
17/11/16			1		1	A Sheppard				
18/11/16					1	A Sheppard				
21/11/16					1	A Sheppard				
25/11/16					1	A Sheppard				
28/11/16					1	SCC				
13/12/16					1	A Sheppard				
14/12/16	NP Meeting									7
15/12/16					1	A Sheppard				
19/12/16					7	CAS, BDC x 4, Zurich, A Sheppard				
20/12/16					1	A Sheppard				
23/12/16	Meeting Pack / Notices						92		2	7
03/01/17	Meeting									7
09/01/17					1	A Sheppard				
12/01/17	A Sheppard						12			7
16/01/17					1	A Sheppard				
17/01/17					1	SPS				
18/01/17					2	A Sheppard, CHT				
19/01/17	Meeting Pack				2	CHT, A Sheppard	200		5	
20/01/17	Revisions to meeting pack				2	P Scott x 2	20		1	8
24/01/17	NP									7
25/01/17					1	A Sheppard				
26/01/17	Meeting						10			7
27/01/17	SID Pictures & Planning Application				3	BDC, B Campbell x2	7			14
30/01/17					3	SPS, BDC x 2				
02/02/17					2	BDC, Planning @ BDC				
03/02/17					3	A Sheppard, BDC, BRN				
06/02/17						BDC				
07/02/17					1	CAS				
08/02/17					1	A Sheppard				
09/02/17					1	S Braybrook				
10/02/17	MNP Notices				3	A Sheppard, BRN x 2	18		18	7
		0	3		70		2129	0	36	142
		£0.00	£1.65	£0.00	£8.40		£85.16	£0.00	£4.32	£63.90

Expenditure on behalf of Little Cornard Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
15/12/16	15 @ 2 sided A4 colour card		£2.25	£0.00	£2.25	Admin
	Postage		£1.65		£1.65	
	Cost of Calls		£8.40		£8.40	
	Printing		£85.16		£85.16	
	Laminates		£4.32		£4.32	
	Travel Costs		£63.90		£63.90	
	Total		£165.68	£0.00	£165.68	Balanced
	Mileage rate from 6/4/2011	45p				
	1st Class Post	64p				
	2nd Class Post	55p				Admin
	Telephone Calls	10p +VAT				Maintenance
	A4 Printing per page	4p				Projects
	A3 Printing per page	10p				VAT
	Laminates	12p				£165.68

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Agenda Item 7b SPS Membership

As part of the booking for Andy and Barbara to attend the Heritage Training being presented by the Suffolk Preservation Society (SPS), this included membership of the society till December 2017. It is proposed that LWPC sets up a Standing Order of £30 for payment in January of each year.

Agenda Item 7c Donations

LWPC has donated £25 to both the Poppy Appeal and the Parish Room during 2016 / 2017.

Agenda Item 7d Earmarked Reserves

	2017 / 18
	Start of year
Asset Replacement	500.00
Closed Churchyard	2,500.00
Street Lights	600.00
Election Costs	600.00
Total Earmarked Reserves	4,200.00

Agenda Item 8e Status of planning applications

Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/16/01578	The Cottage, Church Road	Application under Section 73 of the Town and Country Planning Act (1990): Erection of 2 no. two storey dwellings and detached garage building for plot 2 (following demolition of existing dwelling and garage). Alterations to front boundary wall to create 2 no. new vehicular access and stopping up of existing vehicular access without compliance with condition 13 of B/12/01469/FUL to allow erection (and retention) of 1200mm high replacement front boundary wall.	17/005a	Objected	
B/16/01637	Harvest Barn, Haymarket	Application for Listed Building Consent - 1) Insertion of window into former opening in garage outbuilding 2) Insertion of glazed doors in garage outbuilding 3) Insertion of connecting fire door between garage and kitchen 4) Installation of thermal/acoustic insulation to interior of garage outbuilding.	17/005b	Supported	Approved 16/02/2017
B/16/01687	1 Priory Cottages, Church Road	Erection of attached single garage.	17/005c	Objected	Withdrawn

Agenda Item 11 Speed Indicator Devices (SID)

SCC has turned down the request to modify the Memorandum of Understanding (MoU) despite Lady Hart's concerns. LWPC's insurer Zurich, as well as the other parish councils' broker Came & Co, have echoed Lady Hart's concerns over the MoU clause which have again been forwarded to SCC. We await SCC's response. The SID locations within each parish have now been agreed by SCC's contractor and the 3 for Little Waldingfield are as below.



Agenda Item 13 Defibrillator

As part of the installation process of the defibrillator with the ambulance service, Stewart Braybrook has been set up to be responsible for the governance of the equipment. The Clerk of LWPC is also set-up as part of this process so that if any issues occur overtime with the Governance, LWPC will be kept up to date with the situation. LWPC is the legal entity responsible for the equipment.

Agenda Item 14 Babergh's Open Space Survey

As per email circulated to you on the 12th March 2017.

Agenda Item 15 Risk Management

Topic	Risk identified	H/M/L	Management of Risk	Action	Frequency
Risk assessment	Risks not identified	H	Use of risk management tools	Review Register at least annually	Ongoing
Reserves	Inadequacy Insufficient detail/lack of earmarking	M	Consider at budget setting and last meeting of financial year	Member opinion	12 m
Staff	Loss of clerk Fraud by staff Unqualified clerk	L L M	Hours, health, training Fidelity guarantee and Regular review of bank statements	Chair/Vice Chair to monitor Check at meetings Contact SALC re Interim Clerk	Ongoing Meeting As necessary
Precept	Not submitted Not paid by DC Adequacy Budget Possible 2% cap or risk of a referendum at further cost	L L H H H	RFO to monitor RFO to monitor Review of Actual against Budget at each meeting Annual plans Monitor advice issued by SALC	Diary Diary Minutes reflect outcome Consider at precept Members to monitor	12 m 12 m Meeting 12m Ongoing
Clerk salary	Wrong pay rate Wrong hours paid Income Tax not paid Insufficient hours No contract of employment	L L L M H	Check to national pay scale Check to Minute Check HMRC payment Annual review of hours NALC / SLCC model	Member check Member check Member check Chair/Vice Chair Members	Quarterly Quarterly Quarterly 12 m On joining

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Direct costs and expenses	Goods/services not supplied	L	Lack of service identified	Member/clerk report	Ongoing
	Invoice incorrectly charged	L	Check arithmetic	Check to notified charges - RFO	Ongoing
	Cheques to wrong party or incorrect value	L	Check on signing	Members – clerk not signatory	Ongoing
Election costs	Invoice at correct rate	L	As notified by BDC	RFO verification	As necessary
VAT irrecoverable	VAT analysis Claimed within time limits	L	All items in cashbook lists	RFO to verify	12 m
		L	Agree returns submitted	RFO to verify	12 m
Cash	Loss through theft or dishonesty	L	No petty cash kept. All payments by cheque	Not applicable	
Legal powers	Illegal activity or payment	M	Training on powers and responsibilities	Refer to SALC publications	Ongoing
			Recruit qualified Clerk	Members	As required
Financial records	Inadequate records Untimely record keeping	L	Check RFO report at each meeting	Members review	Meeting
Minutes	Accurate and legal	L	Review draft minutes circulated	Agenda item	Meeting
Members Interests	Record of Interest	M	Update register of interests	Member compliance	Start of term & ongoing. Meeting
	Declaration of interests	H	At each meeting	Member compliance	
Annual litter pick	Dangerous working practices	H	Complete Risk Assessment. Safe Working Guidance	Identified actions implemented by Litter	As required

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			notes, personal protective clothing and equipment available to all pickers.	Pick coordinator.	
Condition of trees in closed churchyard	Unsafe trees cause damage to church, members of the public or neighbouring properties.	H	Procure Field Analysis report	Works identified by qualified tree surgeon Dioceses approval LPA approval Undertake works.	Bi-Annually
Churchyard brush clearance	Inadequate management	H	Clerk to supply safe working guidance notes for workers. Appoint responsible person.	Risk Assessment to be completed and identified actions implemented.	6 m
	Incorrect tools	H	Provide suitable tools		
	Insufficient training	H	Provide training. Untrained volunteers not allowed to use equipment.		
Condition of Churchyard wall	Unsafe - likely to fall	L	Regular inspection	Dioceses approval LPA approval Undertake works	12 m
Condition of headstones in closed churchyard	Unsafe – likely to topple	L	Regular inspection	Dioceses approval Undertake any required works	12 m
Diocese approval	Impact of slow response	M	Escalate with Diocese	Approval received.	As required