

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 completed by Lloyds bank.	✓
16/123	Minutes circulated to councillors, placed on website.	✓
16/126	Speed Watch extract at Parish level not possible.	✓
16/129 a	Payments made to suppliers.	✓
16/129 b	Contractor notified of defibrillator order.	
16/129 d	Transparency grant received.	✓
16/130	Planning response sent to BDC.	✓
17/003	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/005	Planning responses sent to BDC.	✓
17/006	Wall damage notified to CAS.	
17/008	Electrical supply issue notified to BT.	
17/008	Buckingham Palace Garden Party nomination sent to SALC.	✓
	Speed Watch	
	No surveys are undertaken between November and March.	
	Clerk Hours	
	As at 15th January 2017 - 222 hours worked / 168 hours paid.	

Agenda Item 8a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
11/01/17	SALC Transparency Grant			112.16	0.00
26/01/17	CAS - Defibrillator Insurance	471	LA 2011 ss 1 to 8	0.00	36.62
26/01/17	Gardens Arb Business - Footpaths cutting 2016	472	LA 2011 ss 1 to 8	0.00	540.00
26/01/17	NPC - Speedwatch contributions	473	LA 2011 ss 1 to 8	0.00	50.00
26/01/17	CHT - Defibrillator & cabinet	474	LA 2011 ss 1 to 8	0.00	2,424.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/11/16	£14,966.23	£11,449.90	£3,628.49	£112.16	£0.00
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	18/01/17	£0.00	£0.00			£0.00
		£17,485.01	£13,968.68	£3,628.49	£112.16	

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	£2,521.08	Insurance	£250.00	£294.24
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	£1,150.00
			Maintenance	£100.00	£0.00
			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	£0.00
			Other	£300.00	£2,193.04
			VAT Paid	£0.00	£698.60
Total	£8,414.00	£10,693.11	Total	£2,800.00	£7,385.00
			Assets Carried Forward		£13,968.68
Total		£20,707.11	Total		£20,707.11

Associated Papers LWPC Meeting on 26th January 2017

Agenda Item 8b Precept 2017 / 2018

At the November meeting you were minded to agree an **Expenditure Budget of £7,693** for 2017 / 2018 as follows:

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to Date	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	2,521.08	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	2,693.11	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	294.24	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	1,150.00	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	50.00	100.00	100.00
Community Led Plan	0.00	0.00	0.00	0.00	0.00	200.00
Street Lighting	280.00	201.80	290.00	0.00	240.00	250.00
Other	0.00	132.00	300.00	2,193.04	2,320.00	500.00
VAT Paid	0.00	85.74	0.00	698.60	250.00	0.00
Total Expenditure	6,691.00	5,490.54	7,385.00	6,738.43	10,338.22	7,693.00

Reserves held by LWPC

Last year it was resolved to establish Earmarked reserves to manage the risks of the following items:

- Asset Replacement - Telephone Kiosk, War Memorial, Notice Board and bins
- Street Lights - replacement of the concrete columns and light fixtures
- Closed Churchyard - for significant works outside the scope of the annual maintenance budget and insurance for tree works, ground works, boundary wall and headstones
- Election Costs - costs of poll at either a by-election or the election in 2019.

	2015 / 16		2016 / 17		2017 / 18	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	0.00	250.00	250.00	500.00	500.00	500.00
Closed Churchyard	0.00	1,500.00	1,500.00	2,500.00	2,500.00	3,500.00
Street Lights	0.00	300.00	300.00	600.00	600.00	1,000.00
Election Costs	0.00	300.00	300.00	600.00	600.00	900.00
Total Earmarked Reserves	0.00	2,350.00	2,350.00	4,200.00	4,200.00	5,900.00
Clive Memorial	3,400.00	2,800.00	2,800.00	1,950.00	1,950.00	1,950.00
General Reserves	4,529.71	4,864.00	4,864.00	4,108.52	4,108.52	?

Precept for 2017 / 2018

Babergh has written to LWPC regarding the Tax Base for 2017 / 2018. LWPC's Tax Base will decrease from **145.75** in 2016 / 17 to **143.79** in 2017 / 18.

Using the projections for income, expenditure and earmarked reserves, LWPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show:

- Example 1 Decrease the Precept to £7,893 to keep the Band D Council Tax the same as in 2016 / 17
- Example 2 Set the Precept to £8,250
- Example 3 Set the Precept at £8,500.

	2015 / 16	2016 / 17	2017 / 18	2017 / 18	2017 / 18
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	0.00	2,350.00	4,200.00	4,200.00	4,200.00
Clive Memorial	3,400.00	2,800.00	1,950.00	1,950.00	1,950.00
General Reserves	4,529.71	4,864.00	4,108.52	4,108.52	4,108.52
Total Reserves	7,929.71	10,014.00	10,258.52	10,258.52	10,258.52
Income ex Precept	883.83	2,582.74	414.00	414.00	414.00
Precept	6,691.00	8,000.00	7,893.00	8,250.00	8,500.00
Total Income	7,574.83	10,582.74	8,307.00	8,664.00	8,914.00
Expenditure	5,490.54	10,338.22	7,693.00	7,693.00	7,693.00
END OF YEAR					
Earmarked Reserves	2,350.00	4,200.00	5,900.00	5,900.00	5,900.00
Clive Memorial	2,800.00	1,950.00	1,950.00	1,950.00	1,950.00
General Reserves	4,864.00	4,108.52	3,022.52	3,379.52	3,629.52
Total Reserves	10,014.00	10,258.52	10,872.52	11,229.52	11,479.52
Tax Base	142.91	145.75	143.79	143.79	143.79
Band D Council Tax	46.82	54.89	54.89	57.38	59.11

The Council Tax that a Band D household in Little Waldingfield pays is the Precept demanded by LWPC divided by the Tax Base for that year.

Agenda Item 8c Footpath Cutting

David Gotts has quoted to keep the costs of the maintenance the same as in 2016, up to 6 cuts at £75 per cut. He has also kept the cost for cutting the closed churchyard to £50 per cut for up to 14 cuts per year.

Agenda Item 9b Status of planning applications

Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/16/01383	The Priory, Church Road	Erection of greenhouse.	16/130a	Supported	Approved 09/12/2016
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	
B/16/01687	1 Priory Cottages, Church Road	Erection of attached single garage.	17/005c	Objected	

Agenda Item 10 Closed Churchyard

Phil Scott has quoted for the re-building of the pillar as below:

“Dear Mr Crimmin.

I have been given your details from Reverend Judith Sweetman to supply yourself with details and a price to repair the above wall. Now that it has been agreed to rebuild the pier in the proper manner I can now give a correct detail and price of what I will do. I have paid a visit to the site this morning to establish if any of the materials can be salvaged, in my professional opinion there will not be very much at all due to the fact that the mortar is very hard against the soft red bricks. My intention is this.

To clean off the existing pier so as to establish a firm base on which to rebuild the pier.

To source all the materials required i.e soft red bricks, plinth bricks , and coping stones. I would get these materials from reclamation yards like "cobars" or "Abbots Bridge" thus being original materials and not new materials made to look old.....

I would construct the pier using the above materials with a mortar mix of Natural Hydraulic lime (NHL) and washed sharp sand which would have been the mix the day it was originally built.

As the pier is being built my intention as requested ,is to tie in the new pier into the existing wall. I would do this by drilling into the existing wall and fixing steel bar from the wall into the new built pier thus by tying it all together.

Depending what time of year this work is scheduled for (I personally would wait until the milder weather returns)it would be necessary to cover up the work to allow the lime to harden of adequately.
upon completion the site will be left spotless.

The total amount to carry out and complete this work which includes all labour and materials comes to £560.00.

I do hope this price meets with your approval and look forward to hearing from you in due course.

Yours Sincerely Phil Scott”

Agenda Item 11 Speed Indicator Devices (SID)

Chilton and Great Waldingfield Parish Councils have both agreed to the principle of sharing the cost of a third SID device with LWPC should the 3 SID locations in each parish be acceptable to SCC. Lady Hart, a practising solicitor has raised a proposed revision for a clause incorporated in the agreement that each PC must sign with SCC. The issue of SID locations within each parish is now being reviewed.

Agenda Item 13 Minerals & Waste

As per my emails to you on the Suffolk Minerals & Waste Local Plan Issues & Options consultation.

Agenda Item 14 Street Names

Babergh has requested the following:

Re Street Name and Numbering Service

We are currently reviewing the above service.

As the service responsible for Street Naming and Numbering within the Local Authority, we will work with Parish and Town Councils when a new development is proposed and, wherever possible, will accept the suggestions for new street names put forward. Acceptance of any new street name is of course subject to those suggestions meeting the criteria contained in the Council's Street Naming and Numbering Policy which is compliant with the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer V3.2., which aims to ensure that no address confusion will occur with similar street names.

In 2010 it was decided that the Parish and Town Council, not the developer, be invited to suggest new road names as these tend to have historical or geographical significance. This process can delay the street naming and numbering workflow as decisions can take some time to be reached.

We therefore ask if you can provide a list of appropriate street names which we can hold on file and refer to when we receive a new request from a developer.

I look forward to hearing from you.

Kind regards

Julie Hammond
Senior Admin and Technical Support Officer – Building Control
Babergh and Mid Suffolk District Councils - Working Together

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	Ongoing Meeting
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

Associated Papers LWPC Meeting on 26th January 2017

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		
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

Associated Papers LWPC Meeting on 26th January 2017

			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	Undertake required works as identified by qualified tree surgeon.	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 headstones in closed churchyard	Unsafe – likely to topple	L	Regular inspection	Undertake any required works	12 m

Agenda Item 16 Internal Audit and Internal Controls

Under the Finance and Audit Regulations the Council must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review. Although in 2011 the need for a council to review its systems of internal audit was removed, the current controls are included for your review.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On foot of each page of the minutes the fact that "Little Waldingfield Parish Council adopted the General Power of Competence on the 19th May 2015" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Lloyds Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. All councillors are LWPC's signatories for the Lloyds accounts.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2017 / 2018 was reviewed at the LWPC meeting on 15th November 2016 and the process and financial statements included in Appendix D of the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

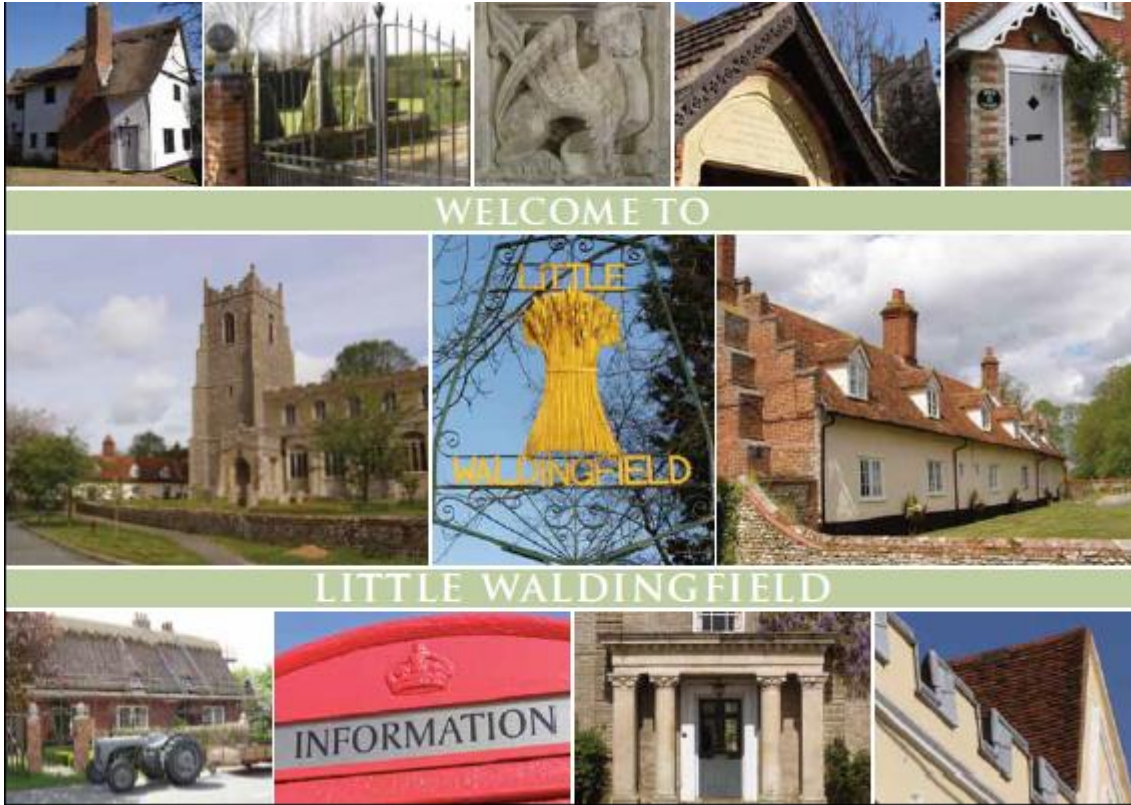
Internal Auditors

Heelis and Lodge were appointed as this Council's Internal Auditor at the LWPC meeting held on 17th May 2016 minute 16/046. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2015 / 2016 accounts which you accepted at the Parish Council meeting held on 17th May 2016 minute 16/052a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Agenda Item 18 Welcome Card

Cllr Foster has passed across the pdf for the revised Welcome Card and I attach to the pack an A5 an A4 version printed on card. The A4 version cost me 15p to produce and the A5 is 7.5p. Laminated versions of these are also an option. If these are not to the quality you require then I will obtain quotations from printers.



LITTLE WALDINGFIELD is a compact and sociable community which demonstrates all that is best about village life. The village website is a good source to keep you up-to-date with local services, what is going on and learning more about the various organisations that help make Little Waldingfield the vibrant community it is. The website contains a wealth of information that will assist you in settling into your new home or just making the most of village life.

There is a wonderful Pub called the Swan Inn run by Ray and Pam Thompson. An excellent lunch and dinner menu is served Tuesday to Saturday with a Sunday roast to finish off the week. It is advisable to book so please call 01787 248584 to reserve your table.

Refuse collections are on a Friday and alternates between the black bin (general Waste) and the blue bin (recycling).

Nearest Shop
Great Waldingfield Local Shop/Post Office
Tesco Sudbury
Co Op Lavenham

Local Doctors Surgery
The Long Melford Practice in Long Melford and Lavenham - 01787 378266

Local Dentist
Bank Dental Practice Sudbury - 01787 881100
Dr Paul Rolfe & Associates Lavenham - 01787 247046
The Croft Dental Surgery Sudbury - 01787 372605

Visit your local Website at
www.littlewaldingfield.onesuffolk.net
or scan the QR Code with your Smartphone
Contact our Webmaster on sheppard-andy@sky.com