

Little Waldingfield Parish Council

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Clerk's Report

Agenda item

- 2 Declarations of interest and requests for dispensation - please notify Clerk in advance
- 3 Minutes of previous meeting – please read and comment in advance of meeting
- 4 District and County Councillors please distribute reports in advance of meeting
- 8 Correspondence
Community Action Suffolk [CAS Funding opportunities](#)

- Please view the DEFRA cemeteries consultation at this link [Cemeteries Consultation](#)
- 12 Budget and precept reserves
- 17 Suffolk Police Consultation Please read and prepare comments in advance [Police Consultation](#)
- 18 Suffolk County Council Lorry Route Map Review Please read and prepare comments in advance

Little Waldingfield Village Maintenance Schedule

Item	Current State	Future Maintenance Schedule
Parish Notice Board	Requires restoration/ revarnishing.	Review condition annually. Revarnish every 2-3 years.
Bench - Croft Lea	Requires assessment (Fit for purpose?) & renovation	Review condition annually. Revarnish every 2-3 years.
Bench - Parish Room	Requires revarnishing	Review condition annually. Revarnish every 2-3 years.
Telephone Box	Requires cleaning & tidying internally. Last repainted in October 2017. (£495) Some corrosion evident on roof.	Monthly internal inspection and cleaning, annual external paintwork inspection. Repaint every 5-7 years.
Closed Churchyard	Further Tree pruning and boundary edge clearance required	Annual overgrowth clearance in February/March. Further inspection each July
Cemetery	Further Tree pruning and boundary edge clearance required	Annual overgrowth clearance in February/March. Further inspection each July
B1115 and Church Road hedges and verges.	Some initial cut back of overgrowth/undergrowth required on verges and some hedges require trimming. Extensive Litter.	Annual cutting of hedges with additional minor trimming around road signs etc as required. Roadside verges cut 3 times/year. Annual Litter pick

Pavements	Some initial clearing of overgrowth required to restore full width of pavement. Some weed growth on pavements.	Bi-annual trimming of encroaching overgrowth.
Village Signs and Road signs	Some cleaning required. Village sign would benefit from repainting.	Annual Cleaning of Road signs (at time of Litter Pick). Annual inspection of Village Signs etc.
Grit Bins	Require topping up	Annual pre-winter refilling

Little Waldingfield Footpaths Working Party

Terms of Reference

Background

The Little Waldingfield Parish Council agreed to the establishment of a Footpaths Working Party allied to the parish council in September 2021. This followed an earlier presentation on Public Rights of Way and other footpaths at a Neighbourhood Plan Public Meeting, and ongoing concerns about them.

Aims

The purposes of the working party are:

- to secure the future of the Public Rights of Way in Little Waldingfield for current and future generations;
- to ensure continuing public access to the Public Rights of Way;
- to develop the local footpaths network where possible.

Objectives

These involve:

- identifying the public rights of way and other paths;
- identifying where there are issues of access and maintenance;
- building relationships with and liaising with other bodies and individuals, including neighbouring parish councils and landowners, where that is useful and appropriate;
- informing the Parish Council of developments and issues;
- developing public information on the local Public Rights of Way;
- establishing priorities for action.

Membership

- The Footpaths Working Party shall comprise of up to six members, one of whom will be nominated to act as Chairman. The Chairman shall be elected on an annual basis.
- The Footpaths Working Party shall review its membership from time to time. Additional members may be co-opted as required.
- The Footpaths Working Party shall include at least one member of the Parish Council at any one time.
- The Footpaths Working Party shall be quorate when at least three members are present.
- In the event of an evenly split vote on an issue, the Chairman shall have the casting vote.
- If the Chairman is not present, the other members shall elect a Chairman for the meeting from amongst their number.

Clerking Arrangements

- The Footpaths Working Party shall appoint a secretary from amongst their number to keep minutes and write any required correspondence.

- Notice and associated papers for a meeting shall be circulated to the members of the Working party at least three days before the date of a meeting.
- Minutes shall be kept of meetings, which will be made available to the public through the Parish Council website.
- Copies of the minutes and any external correspondence shall be retained by or on behalf of the Footpaths Working Party.
- At each Parish Council meeting a representative of the Footpaths Working Party will present a report of the activities of the Footpaths Working Party.

Frequency of Meetings and Procedure at Meetings

- The Footpaths Working Party shall meet bimonthly. These will normally be on the first Wednesday of the 'even' months.
- There is no requirement for the public or media to be informed of meetings or to be permitted to attend.
- The Footpaths Working Party shall be conducted in accordance with the latest edition of the Good Councillor's Guide and the Suffolk Code of Conduct.
- The Footpaths Working Party will also conduct fact finding walks.

Expenditure

There is no requirement to publish accounts. Any expenditure required by the Footpaths Working Party will require approval of the Parish Council.

RW 10/21

Appendix

At the time of its inception, members of the working party are:

- Lynn Davidson
- Richard Furlonger
- Jennie Jordan
- Stephen Lister
- Michael Pease
- Robert Wheeler (Parish Council contact).

Little Waldingfield Parish Council

Finance Report Issued 18 November 2021

LITTLE WALDINGFIELD			
Date	Details	Receipts	Payments
	Treasurers Account	£20,809.34	
06/04/2021	HMRC		£87.00
20/04/2021	Babergh District Council	£157.00	£0.00
28/04/2021	Sudbury Town Council	£0.00	£309.53
01/04/2021	SALC	£0.00	£191.19
12/04/2021	Babergh District Council	£4,334.00	£0.00
13/04/2021	Suffolk County Council	£0.00	£276.21
30/04/2021	Claire Boyne	£0.00	£280.00
07/05/2021	Dave Crimmin.co.uk	£0.00	£140.00
24/05/2021	HMRC	£1,032.12	
24/05/2021	ICO Data Protection	£0.00	£35.00
11/03/2021	Citizens Advice, Sudbury	£0.00	£50.00
11/03/2021	Go Start Community Bus Service	£0.00	£100.00
27/05/2021	SALC	£0.00	£189.80
01/06/2021	Little Waldingfield Parish Room	£0.00	£12.00
30/06/2021	Claire Boyne	£0.00	£456.80
06/07/2021	Sudbury Town Council Hedge R	£0.00	£180.00
20/07/2021	Little Waldingfield Parish Room	£0.00	£12.00
31/07/2021	Claire Boyne	£0.00	£266.60
28/08/2021	Little Waldingfield Parish Room	£0.00	£12.00
13/09/2021	Babergh District Council	£4,334.00	
01/10/2021	RSA Parish Protect insurance	£0.00	£250.04
01/11/2021	Royal British Legion Poppy App	£0.00	£20.00
01/11/2021	Claire Boyne	£0.00	£236.00
01/11/2021	Claire Boyne	£0.00	£105.00
01/11/2021	Little Waldingfield Parish room	£0.00	£14.00
01/11/2021	Babergh District Council	£0.00	£357.68
01/11/2021	Gardens Arb, cutting footpaths :	£0.00	£1,176.00
		£0.00	£0.00
		£0.00	£0.00
		£9,857.12	£4,669.85
		£30,666.46	£4,756.85
		£25,909.61	£0.00
	Business Instant		
01/04/2021	Balance Brought Forward	£2,524.29	£0.00
10/04/2021	Interest	£0.02	£0.00
09/05/2021	Interest	£0.02	£0.00
09/06/2021	Interest	£0.02	£0.00
09/07/2021	Interest	£0.02	£0.00
09/08/2021	Interest	£0.02	£0.00
09/09/2021	Interest	£0.02	£0.00
09/10/2021	Interest	£0.02	£0.00
		£0.00	£0.00
		£0.00	£0.00
	subtotal	£0.14	£0.00
	BALANCE BROUGHT FORWARD	£23,333.63	£87.00
	GRAND TOTALS	£9,857.26	£4,669.85
	Less Transfers	£0.00	£0.00
		£9,857.26	£4,669.85
	BALANCE CARRIED FORWARD	£28,434.04	£0.00

Bank Reconciliation 31/10/21

There had been no payments made since 13/9/21

Account	Statement Date	Statement Balance	Actual Balance	Unpresented payments	Credits not shown	Difference
Treasurers Account	25/10/21	£27,798.29	£25,909.61	£1,888.68	£0.00	£0.00
Business Instant	25/10/21	£2,524.43	£2,524.43	£0.00	£0.00	£0.00
Cash			£0.00			£0.00
		£30,322.72	£28,434.04	£1,888.68	£0.00	

Little Waldingfield Parish Council

Bank Reconciliation

1 April 2021 - 31 October 2021

Balance at 1 April 2021

Lloyds Bank Treasurers Account	20,809.34	
Add Receipts to 31 October 2021	9,857.12	
Less Current Year Payments to 31 October 2021	2,781.17	
Less Old Year Payments to 31 October 2021	87.00	
Sub Total		27,798.29

Lloyds Business Instant Account Balance at 1 April 2021	2,524.31	
Add Receipts to 31 October 2021	0.12	
Less Payments to 31 October 2021	0.00	
Sub Total		2,524.43

Total **30,322.72**

Balance @ 31 October 2021

Lloyds Bank Treasurers Account	27,798.29	
Add Unbanked Income	0.00	
Less Postponed Online Payments	0.00	
Sub Total		27,798.29

Lloyds Business Instant Account	2,524.43	
Add Unbanked Income	0.00	
Less Unbanked Cheques	0.00	
Sub Total		2,524.43

Total **30,322.72**

Prepared by Christine Hargan Date 11/11/2021

Reviewed by Date

Reviewed by Date

Actual Budget v Spend Budget v Spend

Actual Budget v Spend			Budget v Spend		
Income			Expenditure		
Precept	£8,668.00	£8,668.00	Clerks Salary	£3,250.00	£0.00
Bank Interest	£0.00	£0.12	Clerk's Expenses	£200.00	£87.00
Grants	£571.00	£157.00	Office Expenses	£425.00	£0.00
Donation	£0.00	£0.00	Prof Fees	£425.00	£1,484.40
Other	£0.00	£0.00	Insurance	£275.00	£250.04
VAT Repayment	£1,071.00	£1,032.12	Parish Room	£180.00	£50.00
			Audit Inspections	£300.00	£158.00
			Annual Subscriptions	£270.00	£191.19
			Training	£50.00	£0.00
			Donations	£150.00	£170.00
			Closed Churchyard	£550.00	£0.00
			Dog & Litter Bins	£380.00	£357.68
			Grass Cutting	£470.00	£1,326.00
			Elections	£0.00	£0.00
			Closed Churchyard	£550.00	£0.00
			SID	£200.00	£257.94
Total	£10,310.00	£9,857.24	Community Led Plan/Neighbourhood	£0.00	£0.00
			Street Lighting	£220.00	£230.18
			Other	£0.00	£35.00
Total		£9,857.24	VAT Paid	£0.00	£159.42
			Total	£0.00	£7,895.00
					£4,756.85
			Assets Carried Forward		£28,669.52
			Total		£33,426.37

Potential Budget which is up for discussion in the next meeting

	2020 / 21		2021 / 22			Budget
	Budget	Actual	Budget	Actual to Date	To year end	
Income						
Bank Interest			0.00	0.14		1.00
Grants			571.00	157.00		550.00
Donation			0.00	0.00		0.00
Other			0.00	0.00		0.00
VAT Repayment			1,071.00	1,032.12		1,000.00
Total Income	0.00	0.00	1,642.00	1,189.26	0.00	1,551.00
Precept			8668	8,668.00		8,668.00
Expenditure						
Clerks Salary			3,250.00	0.00		3,250.00
Clerks Expenses			87.00	87.00		330.00
Office Expenses			425.00	0.00		400.00
Prof Fees			425.00	1,484.40	?	
Insurance			275.00	250.04		425.00
Parish Room				50.00		100.00
Audit Inspections			300.00	158.00		158.00
Annual Subscriptions			270.00	191.19		270.00
Training						500.00
Donations			150.00	170.00		170.00
Dog & Litter Bins			380.00	357.68		380.00
Grass Cutting			470.00	1,326.00		470.00
Elections			0.00	0.00		0.00
Closed Churchyard			550.00	0.00		550.00
Defibrillator						300.00
SID			200.00	257.94		260.00
Community Led Plan/Neighbourhood plan			0.00	0.00		0.00
Street Lighting			220.00	230.18		250.00
Other			0.00	35.00		0.00
VAT Paid			0.00	159.42		1,000.00
Total Expenditure	0.00	0.00	7,002.00	4,756.85	0.00	8,813.00

Notes on Budget Next Year

VAT Unknown how much is likely to be reclaimed but £1000 any large planned expenditure?

Do you wish to increase precept?

Clerk Salary 5 hours x £12 x52 = £3120

Clerk expenses £4x52 WFHA+ 8 x £13.50 mileage = £108

Professional fees - I think these need to be moved to Clerks Salary as the fees were due to Claire who was working as the clerk.

CAS is no longer offering insurance and the fee is equivalent from Assington's insurance policy

Assuming that we use the same auditor

What are these annual subs?

figure comes from the training audit

Is there a specific rule for donations?

duplicate of previous budget

Closed Churchyard (14 cuts @ £50) £700 / Footpaths £450. This is offset by the grass cutting budget from BMSDC

has an inspection of the churchyard been done

Defibrillator rounded from this year's figures

What is this community action plan?

electricity prices are rising so increase street lighting

Contingency / Discretionary / SID operation £150

Budget for Vat payment equal to reclaim budget