

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 1st December 2015 at 7.30pm in the Parish Room

Present: Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell and Jeremy Coomber.

Attending: Colin Spence (Suffolk County Councillor), Frank Lawrenson (Babergh District Councillor), Dave Crimmin (Clerk) and 5 members of public.

15/104 Apologies for Absence

Cllrs Foster and T Sheppard (both work commitments) sent their apologies as well as Margaret Maybury (Babergh District Councillor).

15/105 Declaration of Interest and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

15/106 Minutes of Meeting held on 27th October 2015

The minutes of the meeting were approved and signed by the Chairman as a correct record.

15/107 Public Forum

Colin Spence updated councillors on the impact of the Autumn Statement on SCC, the £70m cut in the SCC budget for the next year, the Fire & Rescue Services consultation and the meeting for residents at Great Waldingfield Village Hall on Monday 25th January 2016 at 6.30pm to hear from service chiefs on the proposals. Frank Lawrenson gave an update on the briefing regarding the proposed Chilton Woods Outline Planning Application which is expected to be passed to BDC in December 2015.

Residents gave their views on the Spinney Cottage planning application (15/111a) and suggested that Little Waldingfield should have a Christmas Tree in 2016. Councillors asked for the Christmas Tree to be on the agenda for the March meeting.

15/108 Routine Correspondence (Appendix A)

After the councillors reviewed the correspondence and the emails circulated by the Clerk it was agreed that no further action was required from the Clerk.

15/109 Clerk's Report (Appendix B)

Following a review of the Clerk's report there were no further actions requested of the Clerk.

15/110 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors. The councillors also noted the income received since the last meeting, the reconciliation of bank accounts against the bank statements, and the Statement of Accounts against the Budget.
- b. The councillors reviewed the Budget Proposal (Appendix D) and resolved to set an Expenditure Budget of £7,385 for 2016 / 2017.
- c. After hearing that the red kiosk was in fact listed and had a replacement value of £3,000 the councillors resolved to add the asset to the item to its insurance cover at a cost of £21.87
- d. The councillors noted the use of the Clerk's delegated authority in the purchase of a poppy wreath.

15/111 Planning

- a. The councillors reviewed **Planning Application B/15/01545 Spinney Cottage, Humble Green** - Application for Certificate of Lawfulness of an Existing Use - Residential occupation of Spinney Cottage as a single dwelling house in non-compliance with condition 2 of planning permission no. S/72/1394/M (agricultural occupancy condition). After due consideration to the statements submitted with the application the councillors resolved that application added nothing to the previous application (B/15/00701) in terms of the planning

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merits and as a result the contended for breach of condition 2 for the necessary continuous period of 10 years had not been made out.

- b. The councillors reviewed **Planning Application B/15/01556 Bell House, Humble Green** - Erection of 3 No holiday lodges and resolved that they had no comment.
- c. No further planning application had been received since the agenda was posted.
- d. The status of planning applications, enforcement and appeals previously reviewed by LWPC are as follows:

Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01063	School House, Church Road	Erection of side conservatory.	15/074c	Support	Withdrawn
B/15/01273	Kiln Cottage, The Street	Application for Listed Building Consent - Erection of garden boundary wall.	15/093a	Support	
B/15/01272	Kiln Cottage, The Street	Erection of garden boundary wall.	15/093b	Support	

- e. The councillors agreed that a meeting with BDC to review the merits of developing a Neighbourhood Plan should take place at a mutually convenient date at the Parish Room in January starting at 6.30pm.

15/112 Highways and Footpaths

The councillors noted that the missing chevrons on the B1115 are due for replacement in 2016.

15/113 Assets

No issues raised on the condition of the council's assets. The Clerk to check with Cllr Foster on the review with local home owners for placing 2 further dog bins near their dwellings.

15/114 Welcome Card

The councillors have agreed the wording for Welcome Card and the Clerk to check with Cllr Foster on the costs for the print run.

15/115 Councillor Vacancy

The Clerk reported that no application had been received for the vacancy on the council.

15/116 Questions to the Chair

No issues raised.

15/117 Next Meeting

The date of the next scheduled meeting will be Tuesday 19th January 2016.

The meeting closed at 8.47pm.

Appendix A Correspondence

No correspondence received.

Appendix B Clerk's Report

Minute	Action	Complete ✓
15/087	Minutes circulated to councillors and placed on website.	✓
15/092 a	Payments made to suppliers.	✓
15/092 b	Transparency Code grant application made to SALC.	
15/093	Planning responses sent to BDC.	✓
15/093 c	See Agenda Item 8e - 1st December 2015.	✓
15/097	Response sent re Short Stay Stopping Sites.	✓
	Clerk Hours	
	As at 15th November 2015 -173 hours worked / 132 hours paid.	

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
22/09/15	SLCC - Clerk Membership	443	LA 2011 ss 1 to 8	0.00	18.06
06/11/15	History Society Donation			5.00	0.00
31/12/15	DF Crimmin - Salary Oct to Dec	444	LA 2011 ss 1 to 8	0.00	426.97
31/12/15	DF Crimmin - WFHA Oct to Dec	444	LA 2011 ss 1 to 8	0.00	39.00
31/12/15	HMRC - Clerk Tax	445	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	30/09/15	£10,544.04	£8,859.35	£1,689.69	£5.00	£0.00
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	25/11/15	£0.00	£0.00			£0.00
		£13,061.58	£11,376.89	£1,689.69	£5.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£7,929.71			
Income			Expenditure		
Precept	£6,691.00	£6,691.00	Clerks Salary	£2,811.00	£1,600.71
Bank Interest	£0.00	£0.22	Admin	£810.00	£444.95
Grants	£0.00	£0.00	Insurance	£280.00	£223.23
Donation	£0.00	£5.00	Audit Inspections	£100.00	£66.00
Other	£0.00	£284.17	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	£700.00
			Maintenance	£0.00	£0.00
			Closed Churchyard	£950.00	£70.00
			Clive Memorial	£3,400.00	£600.00
			Speed Watch	£250.00	£0.00
			Legal Fees	£0.00	£0.00
			Street Lighting	£280.00	£0.00
			Other	£0.00	£132.00
			VAT Paid	£0.00	£6.17
Total	£6,691.00	£7,482.24	Total	£3,400.00	£6,691.00
			Assets Carried Forward		£11,376.89
Total		£15,411.95	Total		£15,411.95

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Appendix D 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's Salary Budget covers only the payment made to the Clerk for the hours worked on behalf of the council in line with his contract of employment. Payments made to the Clerk in respect of administrating council business are contained in the Administration budget. It is assumed that there will be a 1% cost of living increase on the Clerk's salary in 2016 / 2017.
- I am proposing a Maintenance budget of £100 to cover LWPC assets outside of the Closed Churchyard. Within Other I am proposing a budget to cover Contingency and any discretionary Project(s) spend.
- LWPC is asked to consider **a total expenditure budget of £7,385 for 2016 / 17.**

Please find below tables which show a comparison between 2014 / 15 actual, 2015 / 16 budget, actual to date and that ***anticipated at year end*** and that proposed for 2016 / 17.

	2014 / 15		2015 / 16			2016 / 17
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	1.25	0.00	0.22	1.25	2.00
Grants	0.00	684.00	0.00	0.00	0.00	412.00
Donation	0.00	0.00	0.00	5.00	5.00	0.00
Other	0.00	228.25	0.00	284.17	284.17	0.00
VAT Repayment	0.00	100.52	0.00	501.85	501.85	0.00
Total Income	0.00	1,014.02	0.00	791.24	792.27	414.00
Precept		4,061.00			6,691.00	
Expenditure						
Clerks Salary	0.00	1,560.75	2,811.00	1,600.71	2,306.67	2,330.00
Admin	0.00	937.26	810.00	444.95	1,200.00	1,200.00
Insurance	0.00	215.46	280.00	223.23	250.00	250.00
Audit Inspections	0.00	0.00	100.00	66.00	66.00	75.00
Annual Subscriptions	0.00	188.00	210.00	192.00	192.00	215.00
Donations	0.00	270.00	50.00	0.00	50.00	50.00
Dog & Litter Bins	0.00	196.04	250.00	0.00	250.00	375.00
Grass Cutting	0.00	600.00	700.00	700.00	700.00	1,150.00
Maintenance	0.00	53.32	0.00	0.00	0.00	100.00
Closed Churchyard	0.00	1,545.00	950.00	70.00	950.00	950.00
Clive Memorial	0.00	900.00	0.00	600.00	600.00	0.00
Speed Watch	0.00	170.76	250.00	0.00	50.00	100.00
Legal Fees	0.00	250.00	0.00	0.00	0.00	0.00
Street Lighting	0.00	206.90	280.00	0.00	280.00	290.00
Other	0.00	0.00	0.00	132.00	132.00	300.00
VAT Paid	0.00	501.85	0.00	6.17	100.00	0.00
Total Expenditure	0.00	7,595.34	6,691.00	4,035.06	7,126.67	7,385.00

End of Appendices.

Signed _____ Date _____