

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 19th January 2016 at 7.30pm in the Parish Room

Present: Councillors Andy Sheppard (Chairman), Barbara Campbell, Jeremy Coomber, Matt Foster and Tim Sheppard.

Attending: Margaret Maybury (Babergh District Councillor), Cally Boardman, Dave Crimmin (Clerk) and 2 members of public.

16/001 Apologies for Absence

Cllr Braybrook (holiday) sent his apologies as did Frank Lawrenson (Babergh District Councillor).

16/002 Declaration of Interest and Requests for Dispensation

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

16/003 Minutes of Meeting held on 21st December 2015

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

16/004 Public Forum

Margaret Maybury updated councillors on the terms and conditions of the Community Infrastructure Levy, that Babergh are looking to adopt to commence in April, and emergency planning. Cally Boardman explained her role as the Local Area Coordinator which is a long term, integrated, evidence based approach to supporting people with disabilities, mental health needs, older people and their families/carers.

16/005 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.

16/006 Clerk's Report (Appendix B)

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

16/007 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 expenditure budget and proposed reserves (Appendix D) with particular reference to potential liabilities with regard to the closed churchyard and street lighting and resolved to set a Precept of £8,000 for 2016 / 2017 (excluding BDC's grant) which will mean a 17% increase in the Band D Council Tax.
- c. The councillors resolved to award D Gotts the grass cutting contract for the Churchyard in 2016, which will mean that LWPC will pay for 7 cuts at £100 per cut.
- d. The councillors considered the options of joining the Sector Led Body for the audit procurement against the alternative of setting up the governance within LWPC. The councillors felt that the option of joining the Sector Led Body was better in terms of transparency and resolved to join.

16/008 Planning

- a. Two planning applications had been received since the agenda was posted. The councillors reviewed **Planning Application B/15/01732 14 Grove Avenue** - Erection of two-storey side extension (Following demolition of existing conservatory and garage) and resolved to support the application. The councillors reviewed **Planning Application B/16/00009 Greenmead, The Street** - Erection of new roof to existing garage and utility room and resolved to support the application.
- b. The status of planning applications, enforcement and appeals previously reviewed by LWPC are as follows:

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Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01273	Kiln Cottage, The Street	Application for Listed Building Consent - Erection of garden boundary wall.	15/093a	Support	Approved 27/11/2015
B/15/01272	Kiln Cottage, The Street	Erection of garden boundary wall.	15/093b	Support	Approved 27/11/2015
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).	15/111a	Case not made for condition to be removed.	Refused 04/12/2015
B/15/01556	Bell House, Humble Green	Erection of 3 No holiday lodges.	15/111b	No comments	
B/15/01638	School House, Church Road	Erection of side conservatory.	15/122a	Support	
APP/D3505/W/15/3137828	Irelands Meadow, Holbrook Hall Park	Appeal against refusal of Planning Application B/15/00434	15/122b	Supported appeal	

- c. The councillors reviewed the meeting with Babergh the previous evening in order to understand how the residents of Little Waldingfield could influence housing development in the village. The councillors agreed that the production of a Community Led Plan at this stage offered the best opportunity for residents and councillors would look to hold a meeting with residents in the coming months in order to start the engagement process.

16/009 Highways and Footpaths

The councillors noted hedge growth on FP3.

16/010 Assets

The councillors reviewed the locations for the 2 further dog bins that had been proposed to Babergh and were happy with these proposals. It is hoped that the 2 new bins and the store of dog bags in the telephone kiosk will reduce the number of incidents reported to the council where dog mess was being left uncollected by owners.

16/011 Effectiveness of LWPC's Internal Audit and Internal Control process

The councillors reviewed the current system of LWPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

16/012 Standing Orders and Financial Regulations

The councillors reviewed LWPC's Standing Orders and Financial Regulations and do not consider that there are any requirements for change.

16/013 Charitable Giving Policy

The councillors reviewed the draft Charitable Giving policy and resolved that it be adopted.

16/014 Welcome Card

Cllr Foster will produce 150 A5 Welcome Cards for distributed to new residents.

16/015 Councillor Vacancy

The Clerk reported that one application had been received for the vacancy on the council. This and any further applications will be reviewed at the next LWPC meeting in order to co-opt a councillor.

16/016 Litter Pick

The councillors set a provisional date of Saturday 19th March 2016 for this year's Litter Pick.

16/017 Questions to the Chair

No issues raised.

16/018 Next Meeting

The date of the next scheduled meeting will be Tuesday 15th March 2016.

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
01/12/15	CAS - Insurance addition	446	LA 2011 ss 1 to 8	0.00	21.87
11/12/15	Over 60's & Councillors donations	500019		30.00	0.00
21/12/15	SALC Transparency Grant			61.56	0.00
19/01/16	SCC - Street Lighting	447	LA 2011 ss 1 to 8	0.00	242.16

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	31/12/15	£9,523.48	£8,686.88	£836.60	£0.00	£0.00
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	12/01/16	£0.00	£0.00			£0.00
		£12,041.02	£11,204.42	£836.60	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£7,929.71			
<u>Income</u>			<u>Expenditure</u>		
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	£61.56	Insurance	£280.00	£245.10
Donation	£0.00	£35.00	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	£0.00
			Speed Watch	£250.00	£0.00
			Legal Fees	£0.00	£0.00
			Street Lighting	£280.00	£201.80
			Other	£0.00	£132.00
			VAT Paid	£0.00	£46.53
Total	£6,691.00	£7,573.80	Total	£3,400.00	£6,691.00
			Assets Carried Forward		£11,204.42
Total		£15,503.51	Total		£15,503.51

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Appendix D Precept 2016 / 2017

At the December meeting you agreed an Expenditure Budget of £7,385 for 2016 / 2017 as follows:

	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

Reserves held by LWPC

In previous years it has been LWPC's practice to hold a General Reserve to cover all contingencies outside of the current year's budget as well as the Clive Memorial funds, which LWPC administers on behalf of the Clive family but has no authority to use for LWPC business. As RFO I recommend that LWPC establishes 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.
- Closed Churchyard - for significant works outside the scope of the annual maintenance budget e.g the tree works undertaken in 2014 / 2015, ground works, headstones.
- Election Costs - costs of polls at either a by-election or the election in 2017.

	2014 / 15		2015 / 16		2016 / 17	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	0.00	0.00	0.00	250.00	250.00	500.00
Closed Churchyard	0.00	0.00	0.00	1,500.00	1,500.00	2,500.00
Street Lights	0.00	0.00	0.00	300.00	300.00	600.00
Election Costs	0.00	0.00	0.00	300.00	300.00	600.00
Total Earmarked Reserves	0.00	0.00	0.00	2,350.00	2,350.00	4,200.00
Clive Memorial	4,300.00	3,400.00	3,400.00	2,800.00	2,800.00	2,800.00
General Reserves	6,150.03	4,529.71	4,529.71	3,136.31	3,136.31	?

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Precept for 2016 / 2017

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to LWPC regarding the Tax Base for 2016 / 2017. LWPC's Tax Base will increase from **142.91** in 2015 / 16 to **145.75** in 2016 / 17.

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 Increase the Precept to £6,824 to keep the Band D Council Tax the same as in 15 / 16
 Example 2 Set the Precept to £7,500
 Example 3 Set the Precept at £8,000.

	2014 / 15	2015 / 16	2016 / 17	2016 / 17	2016 / 17
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	0.00	0.00	2,350.00	2,350.00	2,350.00
Clive Memorial	4,300.00	3,400.00	2,800.00	2,800.00	2,800.00
General Reserves	6,150.03	4,529.71	3,136.31	3,136.31	3,136.31
Total Reserves	10,450.03	7,929.71	8,286.31	8,286.31	8,286.31
Income ex Precept	1,014.02	792.27	414.00	414.00	414.00
Precept	4,061.00	6,691.00	6,824.00	7,500.00	8,000.00
Total Income	5,075.02	7,483.27	7,238.00	7,914.00	8,414.00
Expenditure	7,595.34	7,126.67	7,385.00	7,385.00	7,385.00
END 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	2,800.00	2,800.00	2,800.00
General Reserves	4,529.71	3,136.31	1,139.31	1,815.31	2,315.31
Total Reserves	7,929.71	8,286.31	8,139.31	8,815.31	9,315.31
Tax Base	138.28	142.91	145.75	145.75	145.75
Band D Council Tax	29.37	46.82	46.82	51.46	54.89

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. Finally, I would again recommend that the grant being given to LWPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2016/17.

End of Appendices.

Signed _____ Date _____