

## LITTLE WALDINGFIELD PARISH COUNCIL

### Minutes of Meeting held on Thursday 26<sup>th</sup> January 2017 at 7.30pm in the Parish Room

**Present:** Councillors Andy Sheppard (Chairman), Barbara Campbell, Jeremy Coomber, Matt Foster (arrived late), Tim Sheppard and Chris White.  
**Attending:** Dave Crimmin (Clerk).

#### 17/010 Apologies for Absence

Cllr Braybrook (commitment) sent his apologies as did Colin Spence (Suffolk County Councillor), Margaret Maybury (Babergh District Councillor) and Frank Lawrenson (Babergh District Councillor).

#### 17/011 Declaration of Interest and Requests for Dispensation

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

#### 17/012 Minutes of Meeting held on 3<sup>rd</sup> January 2017

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

#### 17/013 Public Forum

No issues raised.

#### 17/014 Routine Correspondence (Appendix A)

The councillors reviewed the correspondence and the emails circulated by the Clerk since the last meeting and resolved that the £30 donation towards the cost of powering the defibrillator at the Parish Room should be paid annually in advance. The councillors agreed that Little Waldingfield's ability to participate in the nation's tribute and WWI Beacons of Light being held on the 11th November 2018 should be assessed. The Clerk was asked to contact the Playing Field Committee to see if there is a suitable location for a beacon to be erected on the playing field. If there is space on the playing field, the councillors agreed that the costs for the installation of the beacon should be raised by public subscription.

#### 17/015 Clerk's Report (Appendix B)

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

**Cllr Foster arrived.**

#### 17/016 Neighbourhood Plan

The councillors reviewed the outcomes of their meetings with Bill Newman of Babergh District Council and Carroll Reeve, Chairman of Lavenham Parish Council, which were held to understand the process of developing a Neighbourhood Plan (NP). The councillors resolved that the Little Waldingfield's Neighbourhood Plan (LWNP) should proceed as follows:

- a. The Little Waldingfield Parish Boundary to define the geographical scope of the NP area
- b. The constitution and composition of the NP Steering Group to be decided upon once NP area designated and then following a meeting with volunteers
- c. That the Clerk formally apply to Babergh District Council (BDC) for the NP area to be designated
- d. That all procurement for the NP Steering Group would be through LWPC
- e. Copy documents offered for LWPC's use from Lavenham and other areas undertaking NP's would be used as templates for the NP Steering Group's consideration.

The councillors agreed that the website be updated with the NP plan of action.

#### 17/017 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

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Expenditure Budget of £7,693 for 2017 / 2018. Following a review of the Expenditure budget and proposed reserves the councillors resolved by a majority, Cllr Coomber against, to set a Precept of £8,250 which will mean a 21p a month increase in the Band D Council Tax for 2017 / 2018.

- c. The councillors resolved to award D Gotts the grass cutting contract for the Closed Churchyard in 2017 for up to 14 cuts at £50 per cut and the Footpath cutting contract for up to 6 cuts at £75 per cut.
- d. The councillors resolved that 2 councillors attend the Suffolk Preservation Society Heritage training event at a cost of £40, which includes a one year membership of SPS for LWPC.

#### 17/018 Planning

- a. No planning application had been received since the agenda was posted.
- b. 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/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	

#### 17/019 Closed Churchyard

The Clerk was asked to write to the Diocese to check on the status of the necessary permissions to undertake the works on the lime trees as any further delay will impact on the works being undertaken this Spring.

The councillors reviewed the outcome of correspondence between the Clerk, contractor and BDC for the repair to the Closed Churchyard's entrance wall pillar. With BDC agreeing that they were happy with the proposed schedule of works to the wall which does not require Listed Building Consent, LWPC now awaits permission from the Diocese to proceed with the works. The councillors asked the Clerk to inform the person responsible for the damage of the current status and the estimated cost for the repairs.

#### 17/020 Speed Indicator Device Scheme

Concerns have been raised with clauses incorporated in the agreement that each PC must sign with SCC to operate the scheme and suggested amendments have been presented for SCC's consideration. The 3 proposed locations for the SID's were reviewed by the councillors and the Clerk will now prepare the documentation for submission to SCC. The SID device selection will now take place as the project enters the detailed phase.

#### 17/021 Highways and Footpaths

No issues raised.

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**17/022 Suffolk Minerals & Waste Local Plan Issues & Options**

After reviewing the Suffolk Minerals & Waste Local Plan documentation, the councillors resolved that they had no comments at this stage.

**17/023 Street Names**

The councillors reviewed Babergh's request for new street names for the parish and agreed to provide names as and when the need arose

**17/024 Risk Register**

The councillors requested that several modifications be made to the Risk Register and that these be reviewed at the March meeting.

**17/025 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.

**17/026 Litter Pick**

The councillors agreed that the litter pick take place on Saturday 18<sup>th</sup> March 2017 with the Clerk make the necessary arrangements.

**17/027 Welcome Card**

The councillors reviewed the final proof for the Welcome Card and resolved that once Cllr Foster had made several changes, that the Clerk produce 26 A5 cards.

**17/028 Questions to Chair**

There were no questions raised.

**17/029 Clerk's Resignation**

The councillors reviewed the Clerk's letter of resignation and agreed to a leaving date of 31<sup>st</sup> December 2017.

**17/030 Next Meeting**

The date of the next scheduled meeting will be Tuesday 21<sup>st</sup> March 2017.

**The meeting closed at 9.19pm.**

**Appendix A Correspondence**

Apart from correspondence contained in agenda items no further correspondence has been received since the last meeting.

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**Appendix B 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.	✓
	<b>Speed Watch</b>	
	No surveys are undertaken between November and March.	
	<b>Clerk Hours</b>	
	As at 15th January 2017 - 222 hours worked / 168 hours paid.	

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**Appendix C 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			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
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
<b>Total</b>	<b>£8,414.00</b>	<b>£10,693.11</b>	<b>Total</b>	<b>£2,800.00</b>	<b>£7,385.00</b>
			Assets Carried Forward		£13,968.68
<b>Total</b>		<b>£20,707.11</b>	<b>Total</b>		<b>£20,707.11</b>

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**Appendix D Budget Proposal**

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
<b>Income</b>						
Bank Interest	0.00	1.25	2.00	0.21	<b>2.00</b>	2.00
Grants	0.00	61.56	412.00	2,521.08	<b>2,408.92</b>	412.00
Donation	0.00	35.00	0.00	10.00	<b>10.00</b>	0.00
Other	0.00	284.17	0.00	76.08	<b>76.08</b>	0.00
VAT Repayment	0.00	501.85	0.00	85.74	<b>85.74</b>	0.00
<b>Total Income</b>	<b>0.00</b>	<b>883.83</b>	<b>414.00</b>	<b>2,693.11</b>	<b>2,582.74</b>	<b>414.00</b>
<b>Precept</b>		<b>6,691.00</b>			<b>8,000.00</b>	
<b>Expenditure</b>						
Clerks Salary	2,811.00	2,306.67	2,330.00	1,616.61	<b>2,329.60</b>	2,353.00
Admin	810.00	695.19	1,200.00	350.58	<b>1,200.00</b>	1,000.00
Insurance	280.00	245.10	250.00	294.24	<b>257.62</b>	270.00
Audit Inspections	100.00	66.00	75.00	66.00	<b>66.00</b>	75.00
Annual Subscriptions	210.00	192.00	215.00	169.36	<b>200.00</b>	285.00
Donations	50.00	0.00	50.00	50.00	<b>50.00</b>	50.00
Dog & Litter Bins	250.00	196.04	375.00	0.00	<b>375.00</b>	410.00
Grass Cutting	700.00	700.00	1,150.00	1,150.00	<b>700.00</b>	1,150.00
Maintenance	0.00	0.00	100.00	0.00	<b>0.00</b>	100.00
Closed Churchyard	950.00	70.00	950.00	100.00	<b>1,400.00</b>	950.00
Clive Memorial	0.00	600.00	0.00	0.00	<b>850.00</b>	0.00
Speed Watch	250.00	0.00	100.00	50.00	<b>100.00</b>	100.00
Community Led Plan	0.00	0.00	0.00	0.00	<b>0.00</b>	200.00
Street Lighting	280.00	201.80	290.00	0.00	<b>240.00</b>	250.00
Other	0.00	132.00	300.00	2,193.04	<b>2,320.00</b>	500.00
VAT Paid	0.00	85.74	0.00	698.60	<b>250.00</b>	0.00
<b>Total Expenditure</b>	<b>6,691.00</b>	<b>5,490.54</b>	<b>7,385.00</b>	<b>6,738.43</b>	<b>10,338.22</b>	<b>7,693.00</b>

**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
<b>Total Earmarked Reserves</b>	<b>0.00</b>	<b>2,350.00</b>	<b>2,350.00</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>5,900.00</b>
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	?

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**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
<b>START OF YEAR</b>					
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
<b>Total Reserves</b>	<b>7,929.71</b>	<b>10,014.00</b>	<b>10,258.52</b>	<b>10,258.52</b>	<b>10,258.52</b>
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
<b>Total Income</b>	<b>7,574.83</b>	<b>10,582.74</b>	<b>8,307.00</b>	<b>8,664.00</b>	<b>8,914.00</b>
Expenditure	5,490.54	10,338.22	7,693.00	7,693.00	7,693.00
<b>END OF YEAR</b>					
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
<b>Total Reserves</b>	<b>10,014.00</b>	<b>10,258.52</b>	<b>10,872.52</b>	<b>11,229.52</b>	<b>11,479.52</b>
<b>Tax Base</b>	142.91	<b>145.75</b>	143.79	143.79	143.79
<b>Band D Council Tax</b>	46.82	<b>54.89</b>	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.

**End of Appendices.**

Signed \_\_\_\_\_ Date \_\_\_\_\_