



LITTLE CORNARD PARISH COUNCIL

Clerk: Kevin B. Money 7 Roach Vale, Colchester, Essex. CO4 3YN

Tel: 07810781509 email: little.cornard.pc@gmail.com

Dear Councillor

Your attendance is required at the forthcoming meeting of Little Cornard Parish Council to be held at the Village Hall on **TUESDAY 21st. NOVEMBER 2023 at 7pm** for the purpose of transacting the business ONLY shown on the agenda

KBMoney - Kevin B. Money – Parish Clerk 14th. November 2023

FULL COUNCIL MEETING AGENDA

251/2023 Chairman welcome

252/2023 Apologies for absence – SCC Cllr J. Finch, BDC Cllr L. Parker & Cllr S. Savage

253/2023 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors

254/2023 Minutes

To confirm and sign the minutes of LCPC meetings held on 19th. September 2023

255/2023 Public participation session - Total of 5 minutes is allowed

256/2023 County Councillors report - Total of 5 minutes is allowed

257/2023 District Councillors report - Total of 5 minutes is allowed

258/2023 New Kissing gate – update from Cllr K. Gilbert

259/2023 Planning Applications

APPLICATION FOR CONSENT TO CARRY OUT WORKS TO TREE(S) PROTECTED BY A TREE PRESERVATION ORDER - **DC/23/04994** - The Bumbles, Upper Road, Little Cornard CO10 0NZ

Application for works to Tree subject to Tree Preservation Order (BT346/T1) - Cut Oak Tree (T1) back to the size when it was previously trimmed

Due to the response time restraint of 15th. November 2023 the Parish Council sent the following response Little Cornard Parish Council Supports this tree planning application subject to the tree officer's approval

23/04979 - Ruddens, Prospect Hill, Great Cornard, Sudbury Suffolk CO10 0PQ

Full Planning Application - Erection of 1No dwelling and creation of new vehicular access.

Documents can be found at

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S315GHSHJ8S00>

260/2023 Agree any action required on the emails circulated by the Clerk to Councillors since the last scheduled meeting of the Council

261/2023 Clerk's report

- a) Clerk to produce an updated ongoing projects / action list for Councillors
- b) The Mere – No update received from the Solicitors, Land Registry or Owners

262/2023 Footpath update

- a) Update on quotation from SCC plus other cuts throughout 2024/2025

263/2023 Neighbourhood Watch Scheme – Update from Cllr M. Smith

264/2023 Highways

- 1) Following Councillors logging details about highway issues to BDC then to send highways report/number to the Clerk to keep up to date
- 2) Proposed Speed limits for Little Cornard – update from Cllr M. Smith
- 3) The Fence – Upper Road Little Cornard – Ref: CR380891

265/2023 Community Wardens – update on litter picking and SID information



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266/2023 Finance

- a) To receive the Bank Reconciliations as at 31st. October 2023
- b) To receive the comparison of Actual against Budget for 2023/2024
- c) To approve the payment of Accounts for October and November 2023 and to agree a transfer of funds to meet the Parish Council financial arrangements

267/2023 Anticipated Budget for 2024/2025 and subsequent Precept amount for 2024/2025

Councillors to discuss and agree the anticipated Budget expenditure and Precept for 2024/2025

268/2023 National Grid Group meetings – update from Cllr C. Crane

269/2023 Councillors to discuss any further training for 2023/2024

270/2023 Items for Next Agenda

271/2023 Next scheduled meeting is on Tuesday 16th. January 2024

Councillors to note 2024 meeting dates - 19.03.24: 21.05.24 (APM / AGM):

272/2023 Closure of the Meeting

To close the Meeting having considered and determined all items of business



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Minutes of the Parish Council Meeting held on 19th. September 2023 at 7pm at Little Cornard Village Hall

Present: Cllrs Karen Gilbert, Cheryl Crane, Nigel Monk, Scott Savage, Mark Smith, Jill Thomas and Kevin B. Money (Parish Clerk). There were also 6 members of the public present.

228/2023 Chairman welcome. The Chair welcomed everyone to the meeting

229/2023 Apologies for absence were received from SCC Cllr J. Finch, BDC Cllr L. Parker and Cllr C. Johnson.

230/2023 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors. **None declared**

231/2023 Minutes

To confirm and sign the minutes of LCPC meetings held on 18th. July 2023. **All Agreed**

232/2023 Public participation session - Total of 5 minutes is allowed

National Grid update – not a lot happening but be aware the proposal power being brought ashore. Can the Neighbourhood plan item be placed on the next agenda?

233/2023 County Councillors report - Total of 5 minutes is allowed

Please find Cllr J. Finch report at <https://e-voice.org.uk/littlecornardpc/minutes/>

234/2023 District Councillors reports - Total of 5 minutes is allowed

No report was given

235/2023 New Kissing gate – Councillors to decide location, price and choice of design

a) The sale of the old kissing gate to GCPC has been cancelled. Due to losing their contractor.

b) New gate money coming from Warden's budget

Cllr K. Gilbert proposed installing 2 post sets, 1 kissing gate and 6' gate to stretch the gap for £615.99p

Cllr M. Smith seconded. **All Agreed**

236/2023 Planning Applications. No planning applications have been received.

237/2023 Agree any action required on the emails circulated by the Clerk to Councillors since the last scheduled meeting of the Council. No action needed

238/2023 Clerk's verbal report

The use of Sudbury Wardens for 2023/2024

Clerk to produce an updated action log sheet for Clerk and Councillors

239/2023 Footpath update

a) David Gotts has submitted his termination of contract for the cutting of the footpaths

Councillors noted the termination by Mr. Gotts for cutting the footpaths for 2024/25.

b) Councillors to discuss future of footpath cutting

Cllr K. Gilbert to approach SCC and other contractors to undertake any additional cuts following 2 cuts per season undertaken by SCC footpath cutting scheme in 2024/2025

240/2023 Neighbourhood Watch Scheme – Update from Cllr M. Smith

Cllr M. Smith gave a comprehensive report on the new Neighbourhood Watch scheme.

- Neighbourhood Watch is the largest and most successful crime prevention volunteer movement across England & Wales. It consists of a group of like-minded neighbours getting together to be connected and create safer, stronger and active communities.
- Membership is Free - Members act as unpaid volunteers for the benefit of their local community.
- Neighbourhood Watch is all about looking out for each other. Neighbours uniting and acting together. Everyone in a Neighbourhood Watch scheme plays an important and worthwhile part in making their community safer. Every member is valuable and what they do contributes to bringing people in the community closer together.
- Befriending your neighbours - someone watching out for you when you're not there or if you need a hand, caring about the welfare of vulnerable residents

Signed

21st. November 2023

K. Gilbert
Chairman



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- Free Public Liability Insurance for any event organised by your watch
- Communication and alerts from Neighbourhood Watch Network
- The Scheme was successfully reinstated in July 2003.

Looking at the admin of the old scheme it only had 1 member signed up. These were when the police ran the schemes.

The scheme now has 23 members, 2 pending and forms sent to another 8 residents.

There is also a Little Cornard NHW What's app page where members can make comment on.

Members have reported several vehicles that been parked in farmers fields and the landowner has been out and spoken to the occupants.

I have asked for a quote to supply 25 Neighbourhood watch signs and will update the meeting as to costings.

Cllr M. Smith proposed an expenditure of £374.20p + VAT on NHW signs – Cable Ties – Self-adhesive vinyl window stickers. Cllr N. Monk seconded. **All Agreed.** Cllr K. Gilbert stated she would contact Cllr L. Parker to see if he could fund this amount from his locality funding.

241/2023 SALC AGM meeting report – Update from Cllr C. Crane

Most of the meeting was to elect new officers. There was a guest speaker from Suffolk Libraries who spoke for about 90% of the meeting who stressed the variety of support offered by the Library Service.

242/2023 Highways

1) Following Councillors logging details about highway issues to BDC then to send highways report/number to the Clerk to keep up to date.

2) Proposed Speed limits for Little Cornard - Implementation of 20mph limits and zones – Cllr M. Smith
Cllr M. Smith gave a thorough report both historical and present speed limits

His full report can be found at <https://e-voice.org.uk/littlecornardpc/speed-limits-in-little-cornard/>

Cllr K. Gilbert to devise a letter to go to GCPC and speak to Cllr. J. Finch

3) The Fence – Upper Road Little Cornard – Ref: CR380891

This has been reported and a response from Suffolk Highways is below dated 31st. August 2023

The landowner has formally been given in writing until 30th. September 2023 by to move the fence back by the Enforcement Team, to allow reasonable time between the end of the harvest and for the works to be completed. The Enforcement Team will monitor the situation / progress over the next month

243/2023 Community Wardens – update on litter picking and SID information

No litter pick has been arranged. SID information available on SCC website.

244/2023 Finance

a) To receive the Bank Reconciliations as at 31st. August 2023

Councillors noted the Bank Reconciliations as at 31st. August 2023

b) To receive the comparison of Actual against Budget for 2023/2024

Councillors noted the comparison of Actual against Budget for 2023/2024

c) To approve the payment of Accounts for August and September 2023 and to agree a transfer of funds to meet the Parish Council financial arrangements. **All Agreed**

245/2023 Councillors to discuss training for 2023/2024

4 Councillors have or will be undertaking training

246/2023 Items for Next Agenda

Date for litter picking

247/2023 Next scheduled meeting is on Tuesday 21st. November 2023 at 7pm (Budget meeting)

a) **Councillors to note provisional 2024 meeting dates**

16.01.24: 19.03.24: 21.05.24 (APM / AGM): 16.07.24: 17.09.24: 19.11.24 (Subject to County and District Councillor being able to make these meeting dates)

Signed

K. Gilbert
Chairman

21st. November 2023



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248/2023 Exclusions of the public and press

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Cllr K. Gilbert proposed and Cllr C. Crane seconded to exclude the public and press. **All Agreed**

249/2023 Tina Mere

Councillors to discuss the land owned by the Parish Council following meeting with Solicitor

- i. Following meeting with Solicitor to discuss letter to be sent to landowners

The Parish Clerk circulated a draft letter to Councillors for consideration. There were no amendments so Cllr K. Gilbert proposed sending the letter and a copy of the plan to the landowner. Cllr C. Crane seconded.

All Agreed

- ii. Confirm to use Ellison Solicitors for future developments

Cllr K. Gilbert proposed employing Ellison Solicitors for any future developments. Cllr C. Crane seconded.

All Agreed

250/2023 Closure of the Meeting

To close the Meeting having considered and determined all items of business

The Chairman then closed the meeting at 8.30pm and thanked everyone for attending

Signed

K. Gilbert
Chairman

21st. November 2023

ONGOING PROJECTS / ACTION LIST

| | PROJECT | PROGRESS / INFO | PERSON DEALING | COMPLETION DATE |
|-------------------------|--|---|-----------------------|---|
| NEIGHBOURHOOD WATCH | SET UP NEW NEIGHBOURHOOD WATCH SCHEME | | CLLR M. SMITH | |
| NEIGHBOURHOOD WATCH | INSERT INTO PARISH MAGAZINE | | CLLR M. SMITH | |
| DEFIBRILLATORS | TRAINING SESSION FOR RESIDENTS | | CLLR K. GILBERT | |
| DOG BIN | TO CHASE UP ORDER | CHASED UP AND LCPC DECIDE TO PURCHASE OWN DOG BIN FOR £115.68P +VAT | CLERK | Dog bin purchased and installed 30.09.23 |
| SID | TO CHASE UP SID WITH BRADLEY | | CLLR K. GILBERT | |
| HIGHWAYS ISSUE 21.07.23 | BURES ROAD, LITTLE CORNARD roadside hedging at stretch of B1508 from chapel lane to Wyatts, through bends hedges overhang and buses no longer can pass as trees encroach on tops - hedge needs hacking back | SUFFOLK COUNTY COUNCIL PROBLEM REPORT 00413540 | CLERK | |
| HIGHWAYS ISSUE 21.07.23 | BURES ROAD, LITTLE CORNARD junction warning sign is missing (damaged) | SUFFOLK COUNTY COUNCIL PROBLEM REPORT 00413542 | CLERK | SCC reported that - We believe that at this time it does not warrant remedial action. However, we will continue to monitor the location as part of our routine inspections, and if the matter worsens significantly, we will take action. |

| | PROJECT | PROGRESS / INFO | PERSON DEALING | COMPLETION DATE |
|-----------------------------|---|---|-----------------------|------------------------|
| FOOTPATH ISSUES | LITTLE CORNARD FOOTPATH 017 damaged stiles gates fences, unsafe access for pedestrians (reported to PC) barbed wire trip hazard etc needs urgent inspection | Suffolk County Council Problem Report 00428553 on 01.11.23 | CLERK | |
| FOOTPATH ISSUES 15.08.23 | LITTLE CORNARD FOOTPATH 008 On this bridge over the River Stour where the 3 PROW footpaths meet near the Shalford Meadow there is a broken and missing wooden slat under foot. This is around 4-5 inches wide which is causing a trip hazard as it is big enough to fit your foot down. | SUFFOLK COUNTY COUNCIL PROBLEM REPORT CR416773 | | |
| SPEEDING IN VILLAGE | TO SET UP A 20mph ZONES IN LITTLE CORNARD BLACKHOUSE LANE FLOODING | | CLLR M. SMITH | |
| FOOTPATH ISSUES 01.11.23 | Little Cornard Footpath 15 The foot bridge from wyatts to the stock cottages over the ditch | SUFFOLK COUNTY COUNCIL PROBLEM REPORT 00398946 / CR 400329 SUFFOLK COUNTY COUNCIL PROBLEM REPORT - 427248 | | |
| HIGHWAYS ISSUE 02.11.23 | CHAPEL LANE, LITTLE CORNARD flooding has damaged the road edge so badly its has washed the edge away | SUFFOLK COUNTY COUNCIL PROBLEM REPORT - 429143 | | |

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| HIGHWAYS ISSUE 02.11.23 | CHAPEL LANE, LITTLE CORNARD flooding has damaged the road edge so badly its has washed the edge away | SUFFOLK COUNTY COUNCIL PROBLEM REPORT - 429143 | We will investigate your report and make a decision on any action that may need to be taken and by when | |

| | PROJECT | PROGRESS / INFO | PERSON DEALING | COMPLETION DATE |
|----------------|-----------------|---|-----------------------|------------------------|
| HIGHWAYS ISSUE | BLACKHORSE LANE | <p>The problems on this stretch by the Paddocks have now been resolved by the local residents post the heavy rain and therefore do not need any further attention from the Suffolk Highways for the time being.</p> | | 13.11.23 |

| | BANK RECONCILIATION | | | |
|--------------------------------|----------------------------|--------------------|--------------------|--------------------|
| Financial year ending 31.03.24 | | | | |
| Bank Balance as at | 30.04.23 | 31.05.23 | 30.06.23 | 31.07.23 |
| Lloyds Bank - Current a/c | £ 20,018.63 | £ 18,302.31 | £ 17,860.54 | £ 18,181.04 |
| Total: | £ 20,018.63 | £ 18,302.31 | £ 17,860.54 | £ 18,181.04 |
| Less Unpresented cheques | | 663 £ 187.23 | £ - | £ - |
| | | 668 £ 31.20 | £ - | £ - |
| | | 669 £ 223.34 | £ - | £ - |
| Total of unpresented cheques | £ - | £ 441.77 | £ - | £ - |
| Net Bank Balances as at | £ 20,018.63 | £ 17,860.54 | £ 17,860.54 | £ 18,181.04 |
| CASH BOOK | | | | |
| Balance as at 01.04.23 | £ 14,079.63 | £ 14,079.63 | £ 14,079.63 | £ 14,079.63 |
| Plus Receipts | £ 5,939.00 | £ 6,804.00 | £ 6,804.00 | £ 7,828.91 |
| Total | £ 20,018.63 | £ 20,883.63 | £ 20,883.63 | £ 21,908.54 |
| Less Payments | £ - | £ 3,023.09 | £ 3,023.09 | £ 3,727.50 |
| Grand Total | £ 20,018.63 | £ 17,860.54 | £ 17,860.54 | £ 18,181.04 |
| Difference | £ 0.00 | £ 0.00 | £ 0.00 | £ - |
| Bank Balance as at | 31.08.23 | 30.09.23 | 30.10.23 | |
| Lloyds Bank - EMR a/c | £ 18,181.04 | £ 21,088.89 | £ - | |
| Unity Trust Bank - Current a/c | | | £ 21,420.57 | |
| | £ 18,181.04 | £ 21,088.89 | £ 21,420.57 | |
| Less Unpresented cheques | £ - | £ - | £ - | |
| | £ - | £ - | £ - | |
| Total of unpresented cheques | £ - | £ - | £ - | |
| Net Bank Balances as at | £ 18,181.04 | £ 21,088.89 | £ 21,420.57 | |
| CASH BOOK | | | | |
| Balance as at 01.04.23 | £ 14,079.63 | £ 14,079.63 | £ 14,079.63 | |
| Plus Receipts | £ 7,828.91 | £ 12,002.91 | £ 12,334.59 | |
| Total | £ 21,908.54 | £ 26,082.54 | £ 26,414.22 | |
| Less Payments | £ 3,727.50 | £ 4,993.65 | £ 4,993.65 | |
| Grand Total | £ 18,181.04 | £ 21,088.89 | £ 21,420.57 | |
| Difference | £ - | £ - | £ - | |
| Bank Balance as at | | | | |
| Lloyds Bank - EMR a/c | | | | |
| Unity Trust Bank - Current a/c | | | | |
| | £ - | | | |
| Less Unpresented cheques | | | | |
| Total of unpresented cheques | £ - | | | |
| Net Bank Balances as at | £ - | | | |
| CASH BOOK | | | | |
| Balance as at 01.04.23 | | | | |
| Plus Receipts | | | | |
| Total | | | | |
| Less Payments | | | | |
| Grand Total | | | | |
| Difference | | | | |

| LCPC ACTUAL AGAINST BUDGET REPORT | | | | | |
|--|--|---------------------------|--|---|--|
| | | Agreed 2023/24 | Total Income / spend to Nov '23 | Left in Budget as at Nov '23 | |
| Income | Precept | £ 8,348.00 | £ 8,348.00 | | |
| | Other Income / Grant | £ 300.00 | £ 331.68 | | |
| | Bank Interest | £ - | £ - | | |
| | VAT Refund | £ - | £ 1,024.91 | | |
| | Defibrillator | £ - | £ 2,630.00 | | |
| | TOTAL | £ 8,648.00 | £ 12,334.59 | | |
| Exp. | | | | | |
| Staff | Salary | £ 2,928.00 | £ 2,475.00 | £ 453.00 | |
| | Home / Office allowance | £ 180.00 | £ 135.00 | £ 45.00 | |
| Adm. | Payroll | £ 150.00 | £ 92.48 | £ 57.52 | |
| | Clerk Expenses | £ 250.00 | £ 55.28 | £ 194.72 | |
| | Training | £ 300.00 | £ 266.00 | £ 34.00 | |
| | Village Hall hire | £ 450.00 | £ - | £ 450.00 | |
| | Online mapping | £ 50.00 | £ - | £ 50.00 | |
| | Donations - PCC: Other | £ 300.00 | £ - | £ 300.00 | |
| | Subscriptions - SALC:SWT: ICO: CAS: OneSuffolk: | £ 355.00 | £ 222.23 | £ 132.77 | |
| | Parish Council Insurance | £ 250.00 | £ 264.00 | -£ 14.00 | |
| | Annual Audit | £ 240.00 | £ - | £ 240.00 | |
| | Dog Bin (Emptying / New) | £ 357.45 | £ 314.30 | £ 43.15 | |
| | Footpath Cutting | £ 360.00 | £ 300.00 | £ 60.00 | |
| | Contingencies | £ 500.00 | £ 117.96 | £ 382.04 | |
| | Community Wardens | £ 1,000.00 | £ 24.51 | £ 975.49 | |
| | Election Costs | £ 1,278.67 | £ 134.15 | £ 1,144.52 | |
| | Defibrillator replacement pads | £ - | £ - | £ - | |
| | Repairs | £ - | £ 500.00 | -£ 500.00 | |
| | Maintenance | £ - | £ 752.88 | -£ 752.88 | |
| | Neighbourhood watch | £ - | £ 374.20 | -£ 374.20 | |
| | Speedwatch | £ - | £ - | £ - | |
| | GRAND TOTAL | £ 8,949.12 | £ 6,027.99 | £ 2,921.13 | |
| | VAT TO RECLAIM | | £ 461.37 | | |
| | Total: | | £ 6,489.36 | | |

FINANCE OCTOBER & NOVEMBER 2023

INCOME: :

EXPENDITURE

| Chq No. | Invoice No. | Payee | Cost | VAT | Total | LCPC Ref |
|----------------|--------------------|------------------------------------|-------------------|-----------------|-------------------|-----------------|
| BACS | Oct '23 | Kevin B. Money - Clerk Salary | £ 235.00 | £ - | £ 235.00 | 26 |
| BACS | Oct '23 | HMRC Tax on Salary | £ 55.00 | £ - | £ 55.00 | 27 |
| BACS | 13920 | NSP Screenprint - NHW signs | £ 374.20 | £ 74.84 | £ 449.04 | 28 |
| BACS | | Kevin B. Money - Postage Tina Mere | £ 6.85 | £ - | £ 6.85 | 29 |
| BACS | 26510181 | Glasdon UK - New dog bin | £ 128.18 | £ 25.64 | £ 153.82 | 30 |
| BACS | | Kevin B. Money - Postage | £ 6.00 | £ - | £ 6.00 | 31 |
| BACS | 2727 | D. Gotts - Footpath cutting | £ 300.00 | £ - | £ 300.00 | 32 |
| BACS | Nov '23 | Kevin B. Money - Clerk Salary | £ 235.00 | £ - | £ 235.00 | 33 |
| BACS | Nov '23 | HMRC Tax on Salary | £ 55.00 | £ - | £ 55.00 | 34 |
| | | <u>TOTAL:</u> | £ 1,395.23 | £ 100.48 | £ 1,495.71 | |