



Dear Councillor

Your attendance is required at the forthcoming meeting of Little Cornard Parish Council to be held at the Village Hall on **TUESDAY 18<sup>th</sup>. JULY 2023** at 7.30pm for the purpose of transacting the business ONLY shown on the agenda

*KB Money*

Kevin B. Money – Parish Clerk 12<sup>th</sup>. July 2023

## **FULL COUNCIL MEETING AGENDA**

- 209/2023 Chairman welcome**
- 210/2023 Apologies for absence**
- 211/2023 Declaration of Interest**  
Receive declarations of interests and request for dispensation from Councillors
- 212/2023 Minutes**  
To confirm and sign the minutes of LCPC meetings held on 16<sup>th</sup>. May 2023
- 213/2023 Public participation session - (Total of 5 minutes is allowed)**
- 214/2023 County Councillors report - Total of 5 minutes is allowed**
- 215/2023 District Councillors reports - Total of 5 minutes is allowed**
- 214/2023 Defibrillators - Update from Cllr K. Gilbert**  
1. Councillors agree to send letter to RABI and Willowmere Caravan Park for the installation of the defibrillators
- 215/2023 National Grid (Bramford to Twinstead Reinforcement (Development Consent Order)**
- 216/2023 Planning Applications**
- 217/2023 Agree any action required on the emails** circulated by the Clerk to Councillors since the last scheduled meeting of the Council
- 218/2023 Clerk's verbal report**  
a) New LCPC website – New site address is <https://e-voice.org.uk/littlecornardpc/>  
b) Councillors to agree to new dedicated LCPC email addresses  
c) The Clerk has Registered LCPC interested in National Grid – Registration number 20041102  
d) Councillors to agree to having contact details listed on the website – email address and/or telephone number  
e) The use of Sudbury Wardens for 2023/2024  
f) Clerk to produce an action log sheet for Clerk and Councillors
- 219/2023 Footpath update**
- 220/2023 Highways**  
1) Following Councillors logging details about highway issues to BBC then to send highways report/number to the Clerk to keep up to date
- 221/2023 LCPC Assets**  
**Salt bin for winter**
- 221/2023 Community Wardens – update on litter picking and SID information**



# LITTLE CORNARD PARISH COUNCIL

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

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

## **222/2023 Finance**

- a) To receive the Bank Reconciliations as at 30<sup>th</sup>. June 2023
- b) To receive the comparison of Actual against Budget for 2023/2024
- c) To approve the payment of Accounts for June and July 2023 and to agree a transfer of funds to meet the Parish Council financial arrangements
- d) Internet Banking arrangements – Clerk to explain signatories

## **223/2023 Councillors to discuss training for 2023/2024**

## **223/2023 Items for Next Agenda**

## **224/2023 Next scheduled meeting is on Tuesday 19<sup>th</sup>. September at 7pm**

Future 2023 meeting dates: 21.11.23

## **225/2023 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.

## **226/2023 Tina Mere**

Councillors to discuss the land owned by the Parish Council

## **227/2023 Closure of the Meeting**

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



# LITTLE CORNARD PARISH COUNCIL

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

Tel: 07810781509 email: [little.cornard.pc@gmail.com](mailto:little.cornard.pc@gmail.com)

## Little Cornard Parish Council Meeting Charter

### **The meeting – how it works.**

This is a meeting held in public – not a public meeting. This means whilst we very much welcome public engagement as a Parish Council, we entertain public participation at the meeting in the defined section of the meeting set out on the agenda.

Participation by the Public at other times is at the discretion of the Clerk and the Chair.

Should you wish to speak on a subject on the agenda – let the Chair and/or the Clerk know before the meeting starts and we will accommodate at the discretion of the Clerk.

Want to raise another issue? Let us know what it is in brief and we can advise if it needs raising in the public participation section or can be discussed in the relevant section (such as highways / footpaths).

Why do we do this? – so we can cover all the items in the agenda in a timely manner and ensure we get the Parish Councils business done. We might even add your new item to a future agenda or direct it to another better forum (such as the highways reporting tool for road faults).

### **Time or the place?**

Is the topic you wish to raise best heard here? Or is it a District or County Council issue?

We may direct you to another forum where your concerns can be heard and addressed – we might raise it for you/the village and track its resolution. It may be a subject we deal with and bring back to the next meeting as appropriate for consideration of the best solution to deal with it. It doesn't mean we won't help; it might mean we aren't the ones that can fix it - but we can often lobby to resolve issues.

You can email the Clerk at any time on [little.cornard.pc@gmail.com](mailto:little.cornard.pc@gmail.com) and if we need to, we will create an agenda item or else advise the best way forward.

### **Speaking in the meeting:**

If you wish to speak (even in public participation section) please raise your hand and the Chair will direct you to speak, to allow everyone who wishes to speak to be heard – also please be aware we may have to restrict the time you have to speak to ensure the meeting can progress (agendas are often very full).

We won't of course tolerate disruptive behaviour or any rudeness or bad language towards anyone, it must be a safe space in which to go about business as a council for the parish. Of course, we expect mobile phones to be on vibrate (as well as our own!).



# LITTLE CORNARD PARISH COUNCIL

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

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

Minutes of Little Cornard Annual meeting held on 16<sup>th</sup>. May 2023 at 8.10pm at Little Cornard Village Hall

Cllrs Karen Gilbert, Cheryl Crane, Clive Johnson, Nigel Monk, Scott Savage, Mark Smith, Jill Thomas, BDC Cllr Lee Parker

There was also 5 members of the public present There was also 7 members of the public present

**184/2023**      **2022/2023 Vice-Chairman Welcome.** The Vice-Chairman welcomed everyone to the meeting

**185/2023**      **Councillors to sign their Declaration of Acceptance of Office form, E-Consent form, Register of Interest form.**

All Councillors signed their Declaration of Acceptance, E Consent form and Register of Interest form

**186/2023**      **Apologies for Absence** were received from SCC Cllr James Finch

**187/2023**      **Election of Chairman for the 2023/24 year**

Cllr C. Johnson proposed Cllr K. Gilbert to act as Chairman for 2023/2024 year. Cllr seconded. **All Agreed**  
The Chairman then signed the Declaration of Acceptance of Office form

**188/2023**      **Election of Vice-Chairman for the 2023/24 year**

Cllr K. Gilbert proposed Cllr C. Crane to act as Vice-Chairman for 2023/2024 year. Cllr C. Johnson seconded. **All Agreed.** The Vice-Chairman then signed the Declaration of Acceptance of Office form

**189/2023**      **Election of Appointments and Employment committee**

2023-24 Appointments and Employment committee

Cllr K. Gilbert made the 2023/2024 appointments

**190/2023**      **To re-adopt all Council policies**

Cllr K. Gilbert proposed adopting all LCPC policies for 2023/2024 en-bloc. Cllr C. Crane seconded. **All Agreed**

**191/2023**      **2023/24 Chairman to Close Annual meeting**

The Chairman then closed the meeting at 8.25pm

Signed

18<sup>th</sup>. July 2023

K. Gilbert  
Chairman



# LITTLE CORNARD PARISH COUNCIL

Clerk: Kevin B. Money 7 Roach Vale, Colchester, Essex. CO4 3YN  
Tel: 07810781509 email: little.cornard.pc@gmail.com

Minutes of the Parish Council Meeting held on 16<sup>th</sup>. May 2023 at 8.25pm at Little Cornard Village Hall

Present: Cllrs Karen Gilbert, Cheryl Crane, Clive Johnson, Nigel Monk, Scott Savage, Mark Smith, Jill Thomas, BDC Cllr Lee Parker. There was also 7 members of the public present

**192/2023 Chairman welcome.** The Chairman welcomed everyone to the meeting

**193/2023 Apologies for absence** were received from SCC Cllr J. Finch

**194/2023 Declaration of Interest**

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

**195/2023 Minutes**

To confirm and sign the minutes of LCPC meeting held on 14<sup>th</sup>. March 2023. **All Agreed**

**196/2023 County and District Councillors reports and public participation session (Total of 15 minutes is allowed)**

Cllr L. Parker informed the meeting that BDC has a Council with No Overall Control.

Greens – 10: Independents – 9: Conservatives – 7: Lib Dems – 5: Labour – 1

Cllr L. Parker also thanked retiring Councillors for their support over the years as well as welcoming new Councillors

**197/2023 Defibrillators - Update from Cllr K. Gilbert**

- Amazing response for the defibrillators. £4000 to be covered and has exceeded the figure.
- 2 defibrillators 1 at Upper Road 1 at Willowmere
- Checking of defibrillators every month. Any damage to them please contact Karen or the Clerk
- Electricity to be reimbursed
- Training is held in Sudbury and is Free of Charge

**198/2023 Planning Applications.**

No planning applications have been received affecting Little Cornard

BDC Cllr L. Parker left the meeting

**199/2023 Agree any action required on the emails** circulated by the clerk to councillors since the last scheduled meeting of the council

- Training for all Councillors

**200/2023 Agree any action required after reviewing Clerk's Report**

a) **New LCPC website** – Councillors to discuss recommendation from the Parish Clerk to change the LCPC website from onesuffolk to e-voice.org.uk (which is a Free site)

New site address is <https://e-voice.org.uk/littlecornardpc/>

Cllr K. Gilbert proposed changing the onesuffolk website to the new FREE e-voice website. Cllr C. Crane seconded. **All Agreed.** The Parish Clerk to ask Mark Irwin to place a link on the "onesuffolk" website to re-direct users to the new LCPC website

**201/2023 Footpath update**

- Mr. Gotts is cutting the footpaths
- Kissing gates need installing at footpath 1
- At a future meeting Councillors discuss the need to purchase an 8' gate to allow grass cutting machinery to have access to the field

**202/2023 Review any issues raised for Highways, Footpaths and LCPC Assets**

- Assets folder – Dog bin order form – the Parish clerk to follow up on the order placed with BDC
- Main Road contingency plan on diverted traffic down Chapel Lane. This diversion must not exist.
- Cllr k. Gilbert was asked to contact Cllr James Finch on traffic diversions to take this to Suffolk Highways.

Signed

K. Gilbert  
Chairman

18<sup>th</sup>. July 2023



# LITTLE CORNARD PARISH COUNCIL

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

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

## **203/2023 Community Wardens – update on litter picking and SID information**

Adjourn to another meeting. Asking the Wardens to report activity to LCPC such as litter picks etc.

## **204/2023 2022-2023 Annual Return**

- 1) To receive the 2022/23 signed Internal Audit Report

Councillors received and noted the Internal Audit Report

- 2) To receive and sign the Certificate of Exemption – AGAR 2022/23 part 2

Cllr K. Gilbert proposed accepting the Certificate of Exemption – AGAR 2022/23 part 2. Cllr C. Crane seconded. **All Agreed.**

The Chair and RFO then signed the Certificate of Exemption – AGAR 2022/23 part 2

- 3) To receive and sign the Section 1 - Annual Governance Statement 2022/23

Cllr K. Gilbert proposed accepting Section 1 - Annual Governance Statement 2022/23.

Cllr C. Crane seconded. **All Agreed**

The Chair and Clerk then signed Section 1 - Annual Governance Statement 2022/23

- 4) To receive and sign the Section 2 - Accounting Statements 2022/23

Cllr K. Gilbert proposed accepting Section 2 - Accounting Statements 2022/23. Cllr C. Crane seconded.

**All Agreed.** The Chair and RFO then signed Section 2 - Accounting Statements 2022/23

## **205/2023 Finance**

- a) To receive the Bank Reconciliations as at 30<sup>th</sup>. April 2023

Councillors noted the Bank Reconciliations as at 30<sup>th</sup>. April 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 March, April and May 2023 and to agree a transfer of funds to meet the Parish Council financial arrangements. **All Agreed**

## **206/2023 Items for Next Agenda**

Land at the Mere

Pill Box

## **207/2023 Next scheduled meeting is on Tuesday 18<sup>th</sup>. July at 7pm**

Future 2023 meeting dates: 19.09.23: 21.11.23

## **208/2023 Closure of the Meeting**

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

The Chairman then closed the meeting at 9.15pm and thanked everyone for attending

Signed

K. Gilbert  
Chairman

18<sup>th</sup>. July 2023

<b>BANK RECONCILIATION</b>			
Financial year ending 31.03.24			
Bank Balance as at	<b>30.04.23</b>	<b>31.05.23</b>	<b>30.06.23</b>
Lloyds Bank - Current a/c	£ 20,018.63	£ 18,302.31	£ 17,860.54
<b>Total:</b>	<b>£ 20,018.63</b>	<b>£ 18,302.31</b>	<b>£ 17,860.54</b>
Less Unpresented cheques		663 £ 187.23	£ -
		668 £ 31.20	£ -
		669 £ 223.34	£ -
Total of unpresented cheques	£ -	£ 441.77	£ -
<b>Net Bank Balances as at</b>	<b>£ 20,018.63</b>	<b>£ 17,860.54</b>	<b>£ 17,860.54</b>
<b>CASH BOOK</b>			
Balance as at 01.04.23	£ 14,079.63	£ 14,079.63	£ 14,079.63
Plus Receipts	£ 5,939.00	£ 6,804.00	£ 6,804.00
<b>Total</b>	<b>£ 20,018.63</b>	<b>£ 20,883.63</b>	<b>£ 20,883.63</b>
Less Payments	£ -	£ 3,023.09	£ 3,023.09
<b>Grand Total</b>	<b>£ 20,018.63</b>	<b>£ 17,860.54</b>	<b>£ 17,860.54</b>
Difference	£ 0.00	£ 0.00	£ 0.00
Bank Balance as at			
Lloyds Bank - Current a/c			
Less Unpresented cheques			
Total of unpresented cheques			
<b>Net Bank Balances as at</b>			
<b>CASH BOOK</b>			
Balance as at 01.04.23			
Plus Receipts			
<b>Total</b>			
Less Payments			
<b>Grand Total</b>			
Difference			
Bank Balance as at			
Lloyds Bank - Current a/c			
Less Unpresented cheques			
Total of unpresented cheques			
<b>Net Bank Balances as at</b>			
<b>CASH BOOK</b>			
Balance as at 01.04.23			
Plus Receipts			
<b>Total</b>			
Less Payments			
<b>Grand Total</b>			
Difference			

<b>LCPC ACTUAL AGAINST BUDGET REPORT</b>				
		<b>Agreed 2023/24</b>	<b>Total Income / spend to July '23</b>	<b>Left in Budget as at July '23</b>
<b>Income</b>	Precept	£ 8,348.00	£ 4,174.00	
	Other Income / Grant	£ 300.00	£ -	
	Bank Interest	£ -	£ -	
	VAT Refund	£ -	£ -	
	Defibrillator	£ -	£ 2,630.00	
	<b>TOTAL</b>	<b>£ 8,648.00</b>	<b>£ 6,804.00</b>	
<b>Exp.</b>				
Staff	Salary	£ 2,720.00	£ 1,375.00	£ 1,345.00
	Home / Office allowance	£ 180.00	£ 75.00	£ 105.00
Adm.	Payroll	£ 150.00	£ 32.48	£ 117.52
	WFHA	£ 208.00	£ -	£ 208.00
	Clerk Expenses	£ 250.00	£ 42.43	£ 207.57
	Training	£ 300.00	£ 26.00	£ 274.00
	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	£ -	£ 250.00
	Annual Audit	£ 240.00	£ -	£ 240.00
	Dog Bin (Emptying / New)	£ 357.45	£ 186.12	£ 171.33
	Footpath Cutting	£ 360.00	£ -	£ 360.00
	Contingencies	£ 500.00	£ 117.96	£ 382.04
	Community Wardens	£ 1,000.00	£ 24.51	£ 975.49
	Election Costs	£ 1,278.67	£ -	£ 1,278.67
	Defibrillator replacement pads	£ -	£ -	£ -
	Repairs	£ -	£ 500.00	<b>-£ 500.00</b>
	Maintenance	£ -	£ 752.88	<b>-£ 752.88</b>
	<b>GRAND TOTAL</b>	<b>£ 8,949.12</b>	<b>£ 3,354.61</b>	<b>£ 5,594.51</b>
	VAT		£ 312.89	
	<b>Total:</b>		<b>£ 3,667.50</b>	



<b>FINANCE JUNE &amp; JULY 2023 PAYMENTS</b>						
<b>INCOME:</b>						
<b>Chq No.</b>	<b>Invoice No.</b>	<b>Payee</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>	<b>LCPC Ref</b>
BACS	June / July	Kevin B. Money - Clerk Salary	£ 470.00	£ -	£ 470.00	13
BACS	June / July	HMRC Tax on Salary	£ 110.00	£ -	£ 110.00	14
DD		ICO Subscription	£ 35.00	£ -	£ 35.00	15
BACS	8903	Sudbury TC - Additional warden cost	£ 24.51	£ 4.90	£ 29.41	16
		<b><u>TOTAL:</u></b>	<b>£ 639.51</b>	<b>£ 4.90</b>	<b>£ 644.41</b>	