

# LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 10<sup>th</sup> January 2023

at Little Cornard Village Hall

**Present:** Councillors ('Cllrs') Nick Hammond (Chairman), Cheryl Crane, Karen Gilbert, Clive Johnson, Nigel Monk and Mark Irwin

**Attending:** James Finch (Suffolk County Councillor), Lee Parker (Babergh District Councillor), three members of the public

Before the meeting the chairman explained that as there was still no clerk in position the role would be shared between Cllrs Crane and Monk as Clerk and RFO respectively until an appointment is made.

<u>Ref.</u>	<u>Action</u>
<b>23/144</b> <b>Apologies</b> for absence Cllr Adams sent her apologies	
<b>23/145</b> Receive <b>declarations of interests</b> and request dispensation from Councillors Cllr Johnson declared an interest in 151a Planning No dispensation requested	
<b>23/146</b> <b>Agree minutes</b> of Little Cornard Parish Council meeting held on 10 <sup>th</sup> January 2023 The minutes of the meeting were approved by the councillors who resolved that they should be signed by the Chairman as a correct record.	
<b>23/147</b> <b>Public participation session</b> <u>Suffolk County Council report see appendix 1</u> Cllr Johnson raised the issue of a hospital for Sudbury to alleviate the pressures on other Hospitals in Bury St. Edmunds, Ipswich and Colchester. Having previously had two we now have a Health Centre but considering the increase in population in Sudbury we are in need of a more more local services. Cllr Finch agreed to write to James Cartlidge informally and the council will contact our MP to raise concerns. [06]	<b>Finch Clerk</b>

## Babergh District Councillor Report

Councillor Parker gave an update regarding the following:

1. Solar panels in Kingfisher carpark are now generating power which is being used to heat the swimming pool.
2. The meeting for the Town and Parish group will be on Wednesday 1<sup>st</sup> February at 9:30 in East Bergholt.
3. More evidence regarding pollution in the parish had been passed to Cllr Parker last week which he has forwarded to the Environment Office.

Signed \_\_\_\_\_

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<u>Ref.</u>		<u>Action</u>
<b>23/148</b>	Update on <b>defibrillators</b> Cllr Gilbert is carrying forward this action Cllr Parker said funds had been approved. There was a question as to the location. Cllr Finch is supportive and will forward to Cllr Gilbert the completed paperwork which he has been sent to him by former clerk	<b>Gilbert</b> <b>Finch</b>
	Cllr Finch Left the meeting.	
<b>23/149</b>	Update on the <b>Mere</b> No update	
<b>23/150</b>	Update on <b>Pillbox</b> Cllr Irwin has land registry to show that Pillbox is on Gordon Hills land and any action will therefore need owner's permission Cllr Hammond has spoken with the tenant who supports the idea of renovation the interior of the pillbox and will collect volunteers to help with this Cllr Parker offered help	<b>Hammond</b> <b>Parker</b>
<b>23/151</b>	<b>Planning</b> Cllr Johnson left the meeting The Councillors reviewed <b>Planning Application DC/22/05975</b> - Yorley Farm, Upper Road, Little Cornard CO10 ONZ and resolved to support the application.	<b>Clerk</b>
<b>23/152</b>	Agree any action required on the <b>emails circulated by the Clerk</b> No action	
<b>23/153</b>	Agree any action required after reviewing <b>Clerk's Report</b> No Action	
<b>23/154</b>	Update on storage and archiving process of <b>Village History Documentation</b> Cllr Irwin confirmed that this issue would be an ongoing point but that it would linked to new Village Website Cllr Hammond raised the issue of general documentation storage and Cllr Johnson offered to keep Clerk's boxes at Yorley Farm Cllr Gilbert she may be able to source some locked cabinets to help with storage and after Clerk and RFO have looked at what documentation is no longer current the remainder to be kept in locked storage	<b>Johnson</b> <b>Gilbert</b> <b>Clerk&amp;RFO</b>

Signed \_\_\_\_\_

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- | <u>Ref.</u>   |  | <u>Action</u>  |
|---------------|--|----------------|
| <b>23/155</b> | Update on <b>National Grid</b><br>No further news concerning Little Cornard.<br>Cllr Parker asked about action on redundant run of pylons and was told that they would be brought down. Cllr Hammond will confirm with David Holland | <b>Hammond</b> |
| <b>23/156</b> | <b>Update on Clerk Recruitment</b><br>As two candidates were contacted but both declined Cllr Gilbert suggested that we should extend advertising to Gt. Cornard magazine. Cllr Hammond will contact Nadine                          | <b>Hammond</b> |
| <b>23/157</b> | <b>Finance</b><br><b>a. Expenditure Budget and Reserves Policy for 2023</b>  |                |

<u>Summary Position</u>		
	2022 / 23	2023 / 24
Total Reserves B/F	10,628.47	10,704.87
Income ex Precept	276.40	300.00
Precept	7940	8,347.73
<b>Total Income &amp; Reserves B/F</b>	<b>18,844.87</b>	<b>19,352.60</b>
Expenditure	8,140.00	9,172.92
Total Reserves C/F	10,704.87	10,179.69
<b>Total Expenditure &amp; Reserves C/F</b>	<b>18,844.87</b>	<b>19,352.60</b>
<b>Tax Base</b>	<b>143.22</b>	<b>142.33</b>
<b>Band D Council Tax</b>	<b>£55.44</b>	<b>£58.65</b>

In order to complete the Precept Form and send it in before the end of January the Summary Position was discussed. **Monk**

Cllr Gilbert informed the meeting that there would be the ongoing costs to service the defibrillators of £150 p.a. It was decided that this would be covered initially by the amount saved by no wages for the clerk at present.

Cllr Johnson proposed that £8347.73 be accepted and it was seconded by Cllr Monk. The proposal was passed.

Cllr Gilbert agreed to write an article to explain to the parish where the precept money is spent. **Gilbert**

Signed \_\_\_\_\_

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**b. Cheques written and up to date:**

29/11/2022	<b>D Gotts - Footpath Cutting</b>	646	£360.00
29/11/2022	<b>SALC - Chairperson training</b>	647	£124.80
29/11/2022	<b>SALC training</b>	648	£31.20
29/11/2022	<b>SCC - quiet lanes contribution</b>	649	£250.00
08/01/2023	<b>M Quinton Working from Home.</b>	650	£78.00
08/01/2023	<b>Clerk Salary M Quinton</b>	651	£708.75
08/01/2023	<b>HMRC - PAYE Q3</b>	652	£194.86
08/01/2023	<b>Autella Payroll - Q3</b>	653	£41.91
08/01/2023	<b>Autella Payroll - Q3</b>	654	£14.62
08/01/2023	<b>M QUINTON CLERK EXPENSES</b>	655	£63.49

**c. Update on online banking**

It was decided that the system of banking should not change until a new clerk was in position. Cllr Johnson had collected the bank statement today and a new cheque book was ordered. Future bank statements will go to the chairman.

Cllr Monk to redo the letter requesting changes

Cllr Irwin needs to register his signature with bank

**Monk  
Irwin**

**23/158** Review any issues raised for **Highways, Footpaths and LCPC Assets**

**a. Update on Kissing Gates**

Cllr Johnson to have a meeting with Peter Schwind to discuss having a Kissing Gate and a normal 8' gate with a numbered padlock for cutting machine access at both ends of Footpath 1.

Following discussion about developing number of potholes in the parish

**Gilbert**

Cllr Gilbert volunteered to ask Mr Schwind to reinstate the ditch opposite Orchard House.

Ditch problem near the mast has been reported to Highways.

Cllr Johnson raised the issue of bottom of Stocks hill where the gullies have been filled in.

**Johnson**

**b. Update on the Village Sign**

To be carried forward

**c/f**

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- c. Update on **Road Sweeping**  
Cllr Johnson has given instructions to Wiles who have provided quote. Now waiting for action **Johnson**
- d. **Dog waste bins**  
New bin to go on Upper Road near to Nursery area. **Clerk**  
Another location for a sixth dog waste bin was raised but decided to leave until next year's budget.  
General litter problem was raised. Contact with Community Wardens was suggested. **Clerk**
- 23/159** Review **LCPS's Risk Management Register** as of January 2023 **c/f**
- 23/160** Review the effectiveness of LCPC's **Internal Control** and **Internal Audit Review** Processes **c/f**
- 23/161** Consider whether any changes are required to LCPC's **Financial Regulations or Standing Orders** **c/f**
- 23/162** Consider LCPC's **GDPR Data Map** as of 1<sup>st</sup> January 2023 **c/f**

**Items 159, 160, 161,162 to be carried forward to next meeting.**

**23/163 Questions to the chair.**

Cllr Irwin asked that the Quiet Lanes and Village Hall pages on Parish website be Updated. He agreed to send to the clerk the issues which need editing. **Clerk Irwin**  
A member of the public asked if there would ever be a playground on the Village Hall Land. Discussion followed but no decision was made.

**23/164** Next scheduled meeting is on **Tuesday 14<sup>th</sup> March 2023** starting at 7pm

**Meeting closed at 8:40**

Signed \_\_\_\_\_

Date \_\_\_\_\_

