



LITTLE CORNARD PARISH COUNCIL

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

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

Website: <https://e-voice.org.uk/littlecornardpc/>

Dear Councillor

Your attendance is required at the forthcoming meeting of Little Cornard Parish Council to be held at the

Village Hall on **TUESDAY 19th. MARCH 2024 at 7pm** for the purpose of transacting the business ONLY shown on the agenda

KBMoney - Kevin B. Money – Parish Clerk 13th. March 2024

FULL COUNCIL MEETING AGENDA

024/2024 Chairman welcome

025/2024 Apologies for absence - Cllr J. Thomas

026/2024 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors

027/2024 Minutes - To confirm and sign the minutes of LCPC meetings held on 16th. January 2024

028/2024 Public participation session - Total of 5 minutes is allowed

029/2024 County Councillors report - Total of 5 minutes is allowed

a) Update on finger post on Workhouse Green

030/2024 District Councillors report - Total of 5 minutes is allowed

a) BDC Locality Funding – Councillors to discuss acquiring a new Bench for Workhouse Green

031/2024 Community Wardens – update on litter picking and SID information

032/2024 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) Flooding in the village – Spout Lane and Chapel Lane – Drains in Wyatts Lane need addressing - Blocked drains causing dangerous road conditions
- 3) Fly tipping in Dorking Tye - A sofa in ditch on the road from Dorking Tye to Workhouse Green before Stantons Farm – Report number FT592322134
- 4) Proposed Speed limits for Little Cornard – update from Cllr M. Smith

033/2024 Planning Applications

DC/24/00504 - Sawyers Farm, Slough Lane, Bures St Mary CO10 0NY

Full Planning Application - Construction of 32No ground mounted solar energy array panel (retention of) On 21st. February 2024, before the deadline submission date, Little Cornard Parish Council submitted the following response. ***Little Cornard Parish Council has no comment to make on this application***

DC/24/00556 - Kingsbury House, Upper Road, Little Cornard, Sudbury Suffolk CO10 0NZ

Householder Application - Erection of rear extension and front and rear dormer extensions including insertion of rooflight.

Documents can be found at

<https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S8DP3CSH0BC00>

034/2024 Planning Decision/s made by Babergh District Council affecting Little Cornard

DC/24/00384 - April Cottage, Spout Lane, Little Cornard, Sudbury Suffolk CO10 0NX

Application for works to a tree protected by Tree Preservation Order BT346/T1 - Lift Canopy of 1No Oak Tree removing branches from service wires, removing 4 smaller branches from one side will not unbalance the rest of the tree. **CONSENT HAS BEEN GRANTED**

035/2024 Agree any action required on the emails circulated by the Clerk to Councillors since the last scheduled meeting of the Council



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036/2024 Clerk's report

- a) Clerk to produce an updated ongoing projects / action list for Councillors

037/2024 Footpath update

- a) Update on confirmation that SCC will undertake 1 cut in 2024. Quotation for other cuts throughout 2024/2025 – Cllr K. Gilbert

038/2024 Neighbourhood Watch Scheme – Update from Cllr M. Smith

039/2024 Village Hall – Update from Cllr N. Monk

040/2024 Finance

- a) To receive the Bank Reconciliations as at 29th. February 2024
- b) To receive the comparison of Actual against Budget for 2023/2024
- c) To approve the payment of Accounts for February and March 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements

041/2024 Update on National Grid – Cllr K. Gilbert

042/2024 Councillors to discuss any further training for 2024/2025

043/2024 Items for Next Agenda

044/2024 Next scheduled meeting is on Tuesday 21st. May 2024 will be the Annual Parish Meeting followed by LCPC AGM followed by a brief LCPC Full Council meeting

Councillors to note 2024 meeting dates - 16.07.24: 17.09.24: 19.11.24

045/2024 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 16th. January 2024 at 7pm at Little Cornard Village Hall

Present: Cllrs Karen Gilbert (Chair), Clive Johnson, Nigel Monk, Mark Smith, Jill Thomas, SCC James Finch, BDC Cllr L. Parker and Kevin B. Money (Parish Clerk).

There were 3 members of the public present.

001/2024 Chairman welcome. The Chairman welcomed everyone to the meeting

002/2024 Apologies for absence were received from Cllrs C. Crane and S. Savage

003/2024 Declaration of Interest

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

004/2024 Minutes - To confirm and sign the minutes of LCPC meetings held on 21st. November 2023
All Agreed

005/2024 Public participation session - Total of 5 minutes is allowed

Resident spoke about barn permitted development application (change of use) expressed concerns over detail submitted and its accuracy – Chair recommended they make representations to BDC on these points directly for their consideration. Reapplication is due to delays in build meaning the 3 year deadline legally imposed to ensure completion has been exceeded. Some delay due to sale of site in initial stages (some 18 months).

PC Steven Coughlan who is Little Cornard's new Community Police Officer & Sgt O. Williams Sgt Ollie Williams introduced both Police officers. Various teams have been set up to monitor and attend incidents in rural areas. Any long-term issue to be reported to PC S. Coughlan. They are trying to set up better liaisons with local communities.

Burglaries have taken place locally with a person arrested and sentenced today. Plain clothes officers and unmarked cars were deployed in the area.

Since neighbourhood watch and Police being visual has reduced the number of incidents in Little Cornard. Retention of Police officers is a growing pressure in the force.

PC Steven Coughlan & Sgt O. Williams left the meeting

006/2024 County Councillors report - Total of 5 minutes is allowed

SCC Cllr J. Finch can be found at <https://e-voice.org.uk/littlecomardpc/reports/2024/>

Cllr J. Finch left the meeting

007/2024 District Councillors report - Total of 5 minutes is allowed

- Increase in housing stock announced this makes a total of 3526 in existence now. More homes need to be added
- Houses in Babergh costing over 10 times National average
- 650 being empty in Babergh
- Adopted strongly encouraging to join Considerate Contractors scheme
- Enforcement Officers have limited legal powers
- BDC funding pressure - £1.5m shortfall
- Shortfall being made up with new car parking charges
- £425,000pa to run the car parks of which £290,000 is business rates
- A discussion took place in 2021 to introduce car parking costs but due to Covid was shelved until now
- Any car parking income goes back into maintaining the car parks
- Petition being debated at the February meeting at BDC
- Car parking machines must be user friendly
- Cllr Thomas raised concerns over age / ability / digital discrimination where app based machines are used and that cash use shouldn't be eliminated totally

a) BDC Locality Funding – Councillors to discuss acquiring a new Bench for Workhouse Green
A seating bench for £500 can be obtained from the locality fund. Cllr L. Parker to send appropriate form to the Clerk for completion and submission.

Signed

K. Gilbert
Chairman

19th. March 2024



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008/2024 PC Steven Coughlan who is Little Cornard's new Community Police Officer (subject to operational commitments) - See above

009/2024 Planning Applications

APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO DWELLING

DC/24/00037 - Barn At Burnthouse Farm, Bures Road, Little Cornard, CO10 0NU

Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling (Class C3), and for Associated Operational Development under the Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q.

RESOLVED: LCPC Supports this planning application

010/2024 Planning Decision/s made by Babergh District Council affecting Little Cornard

DC/23/04994 - The Bumbles, Upper Road, Little Cornard, Sudbury Suffolk CO10 0NZ

Application for works to Tree subject to Tree Preservation Order (BT346/T1) - Reduce Oak Tree (T1) to previous pruning points. Babergh District Council **CONSENT HAS BEEN GRANTED**

011/2024 Agree any action required on the emails circulated by the Clerk to Councillors since the last scheduled meeting of the Council

012/2024 Clerk's report

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

The Clerk to contact Holmes & Hills for an update

013/2024 Footpath update

a) Update on confirmation that SCC will undertake 1 cut in 2024. Quotation for other cuts throughout 2024/2025 – Cllr K. Gilbert to contact Bradley for extra cuts during 2024

014/2024 Neighbourhood Watch Scheme – Update from Cllr M. Smith

The Little Cornard NHW What's app page is working well and we also now have a Little Cornard Residents App set up for other village matters.

The Little Cornard NHW Group now has 53 members signed up since its reinstatement in July 2023.

We will publish a crime prevention article in the next parish magazine,

With thanks to the Little Cornard Parish Council we have now been able to purchase 25 Neighbourhood watch signs. A sub committee was formed of 5 members to look at potential sites. This has now been done. The group have replaced the 6 existing old signs and have applied through the Suffolk Neighbourhood Watch Group for permission to put up 19 new signs in the village.

The new Community policing model seems to be working well for our village. We do see regular mobile patrols. The Neighbourhood Watch Group are in regular contact with the Police in Sudbury, and when we report incidents, we do get a positive response. This is all down to the hard work of our local officer PC Coughlan supported by SGT Williams. They have also agreed (Subject to operational duties) to attend the Parish Council meetings if so required.

The NHW Group is set up to bring the community together but If you see a crime being committed, please call 999 immediately or 101 in a non-emergency or use it to report minor crimes. This frees up the 999-emergency system. PC Coughlan will see the reports that are in the area he is responsible for.

015/2024 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

These were discussed with the police officers who will be attending the area more often and will also attend the site when the Speedwatch team are operating.

3) The Fence – Upper Road Little Cornard – Ref: CR380891 – Resolved by Enforcement officers
No further updates. However, the passing space in the road has been removed.

016/2024 Community Wardens – update on litter picking and SID information

Localised litter picking has been undertaken. SID information is available

Signed

K. Gilbert
Chairman

19th. March 2024



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017/2024 Finance

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

Councillors noted the Bank Reconciliations as at 31st. December 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 December 2023 and January 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements. **All Agreed**

018/2024 Budget for 2024/2025 and subsequent Precept amount for 2024/2025

Councillors to finalise the Budget expenditure and Precept for 2024/2025

Cllr K. Gilbert proposed a Precept demand for 2024/2025 of £8735.00p. When, using the SCC Tax Base figure for 2024/2025 of 139.64 resulted in a Band D property of £62.55p per year. A rise of £3.90p per year. Cllr M. Smith seconded. **All Agreed.**

The RFO to submit the Precept form to BDC by the deadline of 31st. January 2024

019/2024 Update on National Grid – Cllr K. Gilbert

A group of six Parishes working on challenging the NG B2T project have challenged the location of an access road if undergrounding proceeds as proposed, between Bures and Spout lane (view will be impacted from Lamarsh) Neighbourhood plan relevant here but this item has not been focused on as much by the group as has moving the sealing end compound to a Quarry at Layham, meaning no sealing end compound near Salters Farm at all, and now they are querying the use of better tech to mean no project to upgrade and underground is necessary at all – use of existing pylons.

020/2024 Councillors to discuss any further training for 2024/2025

Councillors noted the training calendar for 2024

021/2024 Items for Next Agenda

022/2024 Next scheduled meeting is on Tuesday 19th. March 2024

Councillors to note 2024 meeting dates - 21.05.24 (APM / AGM): 16.07.24: 17.09.24: 19.11.24

023/2024 Closure of the Meeting

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

The Chairman then closed the meeting at 8.40pm and thanked everyone for attending

Signed

**K. Gilbert
Chairman**

19th. March 2024

| | BANK RECONCILIATION | | | |
|--------------------------------|---------------------|-----|--------------------|--------------------|
| Financial year ending 31.03.24 | | | | |
| Bank Balance as at | 30.04.23 | | 31.05.23 | 30.06.23 |
| 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 |
| 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 |
| Plus Receipts | £ 5,939.00 | | £ 6,804.00 | £ 6,804.00 |
| Total | £ 20,018.63 | | £ 20,883.63 | £ 20,883.63 |
| Less Payments | £ - | | £ 3,023.09 | £ 3,023.09 |
| Grand Total | £ 20,018.63 | | £ 17,860.54 | £ 17,860.54 |
| 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 |
| | | | | £ 19,924.86 |
| 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 | 31.12.23 | | 31.01.24 | 29.02.24 |
| Unity Trust Bank - EMR a/c | £ - | | £ - | £ - |
| Unity Trust Bank - Current a/c | £ 19,913.90 | | £ 19,517.90 | £ 19,517.90 |
| | £ 19,913.90 | | £ 19,517.90 | £ 19,517.90 |
| Less Unpresented cheques | £ - | | £ - | £ - |
| | £ - | | £ - | £ - |
| Total of unpresented cheques | £ - | | £ - | £ - |
| Net Bank Balances as at | £ 19,913.90 | | £ 19,517.90 | £ 19,517.90 |
| CASH BOOK | | | | |
| Balance as at 01.04.23 | £ 14,079.63 | | £ 14,079.63 | £ 14,079.63 |
| Plus Receipts | £ 12,799.59 | | £ 13,299.59 | £ 13,299.59 |
| Total | £ 26,879.22 | | £ 27,379.22 | £ 27,379.22 |
| Less Payments | £ 6,965.32 | | £ 7,861.32 | £ 7,861.32 |
| Grand Total | £ 19,913.90 | | £ 19,517.90 | £ 19,517.90 |
| Difference | £ - | | £ - | £ - |

| LCPC ACTUAL AGAINST BUDGET REPORT | | | | |
|--|--|---------------------------|--|---|
| | | Agreed 2023/24 | Total Income / spend to Mar '24 | Left in Budget as at Mar '24 |
| Income | Precept | £ 8,348.00 | £ 8,348.00 | |
| | Other Income / Grant | £ 300.00 | £ 831.68 | |
| | Bank Interest | £ - | £ - | |
| | VAT Refund | £ - | £ 1,024.91 | |
| | Donations | £ - | £ 3,095.00 | |
| | TOTAL | £ 8,648.00 | £ 13,299.59 | |
| Exp. | | | | |
| Staff | Salary | £ 2,928.00 | £ 3,839.00 | -£ 911.00 |
| | Home / Office allowance | £ 180.00 | £ 195.00 | -£ 15.00 |
| Adm. | Payroll | £ 150.00 | £ 152.48 | -£ 2.48 |
| | Clerk Expenses | £ 250.00 | £ 55.28 | £ 194.72 |
| | Training | £ 300.00 | £ 296.00 | £ 4.00 |
| | Village Hall hire | £ 450.00 | £ 180.00 | £ 270.00 |
| | 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 |
| | Donations | £ - | £ 465.00 | -£ 465.00 |
| | Repairs | £ - | £ 500.00 | -£ 500.00 |
| | Maintenance | £ - | £ 752.88 | -£ 752.88 |
| | Neighbourhood watch | £ - | £ 374.20 | -£ 374.20 |
| | Speedwatch | £ - | £ - | £ - |
| | Bank Charges | £ - | £ 10.96 | -£ 10.96 |
| | GRAND TOTAL | £ 8,949.12 | £ 8,197.95 | £ 751.17 |
| | VAT TO RECLAIM | | £ 467.37 | |
| | Total: | | £ 8,665.32 | |

| FINANCE FEBRUARY AND MARCH 2024 | | | | | | |
|---|--------------------|-------------------------------|-----------------|------------|-----------------|-----------------|
| INCOME: £500 from Cllr L. Parker BDC Locality Funding: | | | | | | |
| EXPENDITURE | | | | | | |
| Chq No. | Invoice No. | Payee | Cost | VAT | Total | LCPC Ref |
| BACS | Feb '24 | Kevin B. Money - Clerk Salary | £ 298.07 | £ - | £ 298.07 | 39 |
| BACS | Feb '24 | HMRC - Tax on salary | £ 13.93 | £ - | £ 13.93 | 40 |
| BACS | Mar '24 | Kevin B. Money - Clerk Salary | £ 252.60 | £ - | £ 252.60 | 41 |
| BACS | Mar '24 | HMRC - Tax on salary | £ 59.40 | £ - | £ 59.40 | 42 |
| BACS | | Village Hall - Meeting cost | £ 180.00 | £ - | £ 180.00 | 43 |
| | | <u>TOTAL:</u> | £ 804.00 | £ - | £ 804.00 | |