



LITTLE CORNARD PARISH COUNCIL

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

Tel: 07810781509 email: clerk@littlecornard-pc.gov.uk

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 16th. JULY 2024 at 7pm** for the purpose of transacting the business ONLY shown on the agenda

KBMoney - Kevin B. Money – Parish Clerk 10th. July 2024

FULL COUNCIL MEETING AGENDA

069/2024 Chairman welcome.

- a) To accept the resignation of Mark Smith from the Council with immediate effect

070/2024 Apologies for absence

071/2024 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors

072/2024 Minutes - To confirm and sign the minutes of LCPC meetings held on 21st. May 2024

073/2024 Co-Option

Councillors are requested to receive written applications for the office of Parish Councillor and co-opt candidates to fill the vacancies

The Candidates having completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 section 79). Forms have been returned to the Parish Clerk by the prescribed deadline 10th. July 2024

074/2024 Public participation session - Total of 5 minutes is allowed

075/2024 County Councillors report - Total of 5 minutes is allowed

076/2024 District Councillors report - Total of 5 minutes is allowed

077/2024 Community Wardens – update on litter picking and SID information

078/2024 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) Update SCC on the Grass / Footpath cutting schedule for 2024

079/2024 Planning Applications

DC/24/02839 - Village Hall, Spout Lane, Little Cornard, Suffolk CO10 0NX

Application for Listed Building Consent - Remove cement render external cladding and repair clay lump and replaster three walls of the hall. Re-arrange and update toilet facilities.

Documents can be found at <https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SFLJDXSHL4Z00>

080/2024 Planning Decision/s made by Babergh District Council affecting Little Cornard

081/2024 Agree any action required on the emails circulated by the Clerk to Councillors since the last scheduled meeting of the Council

082/2024 Clerk's report

- a) Clerk to produce an updated ongoing projects / action list for Councillors
- b) **Reserves policy** – Councillors to review Reserve policy

083/2024 Footpath update

084/2024 Neighbourhood Watch Scheme – Councillors to appoint a new NHW co-ordinator

085/2024 Village Hall – Update from Cllr N. Monk



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086/2024 Finance

- a) To receive the Bank Reconciliations as at 30th. June 2024
- b) To receive the comparison of Actual against Budget for 2023/2024
- c) To approve the payment of Accounts for June & July 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements

087/2024 Update on National Grid – Cllr K. Gilbert

088/2024 Councillors to discuss any further training for 2024/2025

089/2024 Items for Next Agenda

090/2024 Next scheduled meeting is on Tuesday 17th. September 2024

- a) Councillors to note 2024 meeting dates - 19.11.24
- b) Councillors to agree meeting dates for 2025:
21.01.25: 18.03.25: 20.05.25: 15.07.25: 16.09.25: 18.11.25

091/2024 Closure of the Meeting

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



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Minutes of the Annual Parish Meeting held on 21st. May 2024 at 7pm at Little Cornard Village Hall

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

There were 9 members of the public present plus a Police Sargent

1. **Apologies for absence** None received
2. **Welcome from the 2023-2024 Chairman** (Karen Gilbert)
3. **Confirmation and signing of Minutes of Meeting held on 16th. May 2023 All Agreed**

Reports

4. James Finch (County Councillor)

Library Services – The Council has underlined its commitment to library services in Suffolk, as it approved plans in May to increase its funding to Suffolk Libraries, now an independent charity. This will enable the service to continue operating at its current level, until the end of the contract in July 2024 when a new contract will be drawn up.

Suffolk Fire Service to bring control room back to the County. SCC Announced plans in June to create a new fire control centre here in Suffolk independently of Cambridgeshire. The company behind a project to deliver a new IT system as a joint venture, initiated in 2019, has run into technical and financial problems, causing a significant delay. This will protect and upgrade the call centre specifically for Suffolk residents.

£100m broadband investment in Suffolk under government's Project Gigabit Better broadband is on its way for around 80,000 properties across rural Suffolk in a £100 million investment under a £5 billion government infrastructure programme. This will build on our Better Broadband for Suffolk programme which has helped to deliver wider access to superfast broadband to be installed by City Fibre.

Highways Repairs Following the ever-increasing demand for road repairs, the SCC Cabinet approved an extra £10 million in November to repair and resurface local roads in villages and residential areas across Suffolk over 3 years. This was followed by the Government announcement to invest £609m into highway maintenance in the East of England of which £107.5m has been ringfenced for Suffolk over the next decade, including £3.4 million in financial year 22/23 just ended.

Almost £1 million extra committed to investigating the flooding following Babet Since the storm, targeted recovery work has been carried out across the county to ensure damaged highway infrastructure is repaired, those whose properties were flooded get help and that investigations can start which will identify how to reduce flood risk. As lead local flood authority, the county council has a duty to investigate significant flooding and establish the source of flooding, factors which may have caused the flooding, the impacts on people, services and infrastructure and any actions which could be taken to increase resilience to future storm events. In any usual year, Suffolk County Council carries out around 3 or 4 of these investigations. Following Babet, up to 100 are likely to be needed.

Suffolk County Council's Adult Social Care service rated Good overall by Care Quality Commission

Following a period of intense inspection by the Care Quality Commission (CQC), Suffolk County Council has become one of the first councils nationwide to achieve this standard. CQC's final report rated the overall quality of Suffolk County Council's Adult Social Care services as "Good" and highlighted areas of strength including, the quality of its leadership, the culture of learning and support for staff, the range of digital care options available under CASSIUS, the good relationship between social care and health colleagues and locality team knowledge and understanding of community needs. This rating is also a testament to the high levels of financial investment the council has consistently put into Adult Social Care over the years, especially during the dark days of the pandemic, and shows how through imagination and service transformation, they are delivering on the priority of us all to put people's health and wellbeing at the top of your local authority our agenda for adult social.

Budget 23/24 Overspend Over this last 12 months, budgetary control and forecasting has been a major challenge for the County Council. Special Educational Needs, SEND school transport and care costs are the main factors for SCC forecasting to spend £22.3m over its original £688.1m budget for the 23/24 financial year.

24/25 SCC budget Approved with a focus on protecting the most vulnerable adults and young people. Suffolk County Council has confirmed its financial budget for 2024-25. The £752.8m package was approved at the Full Council meeting on Thursday 15 February 2024, with the priority to protect vulnerable adults and children across the county. This represents an increase of £64.7m over the 23/24 financial year.



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Despite the recently announced uplift in government funding and asking for an increase in Council Tax of 4.99%, it is still not sufficient to cover the rising costs imposed by inflation, or more importantly the increasing levels of demand for services - in particular children's care, special educational needs, and disabilities (SEND) and home to school transport. Focusing on those children who have extremely demanding needs and no-one else to turn to, is the right thing to do. SCC have therefore confirmed that 60 new members of staff will be recruited to drive forward important reform to the way special educational needs and disability (SEND) services are delivered in Suffolk. This includes an increase in permanent SEND staff of nearly 15%. These new posts will support the improvement of the quality and timeliness of assessments, plans, reviews, and communications with families. To provide care and services for vulnerable children and adults, the next two years will see an additional £42.7 million allocated to children's services, and an additional £29.9 million for adult services. However, this means £64.7 million of savings needs to be found at the same time over 2 years which include:-

- £11 million of staffing costs through changing the way services are delivered and restructuring across the council.
- £30.6 million of additional savings from an extension of the council's hugely successful Adult Social Care Transformation programme.

The council's budget will therefore increase by 8.6% (from £693.0 million to £752.8 million), some of which is generated by a 4.99% increase in the council's share of Council Tax, and additional Government funding. The increase of 4.99% to Council Tax is made up of a 2.99% increase in general Council Tax and a 2.00% increase dedicated to funding adult care. This will see the council's share of a Band B property's bill rise by £1.12 per week, compared to last year.

Cllr J. Finch then took questions from Councillors and residents

5. Lee Parker (District Councillor)

Cllr L. Parker outlined the activities throughout the previous year

May

- Local elections: 10 Greens, 9 Independents, 7 Conservatives, 5 Liberal Democrats & 1 Labour Cllr made up the new Council.
- Coalition agreed between the Greens, Independents and Liberal Democrats with the sharing of leadership across the 4-year term.
- The long running Bellevue House issue appeared settled as contracts were exchanged.

June

- Council reiterates its objection to pylon proposals.

July

- Cabinet sets its strategy for the next four years citing climate housing and community at the heart of its priorities.

August

- Cost of living support for residents reviewed. - £100,000 made available to council tenants, a reduction in council tax for low-income households and £150,000 to households struggling with rent.
- A 30% increase in funding to Citizens Advice Bureaus to accommodate increased cost due to increased demand.

September

- Inspectors declare the long-awaited joint local plan part one to be sound and can progress to adoption. The plan has been seven years in the making.

October

- Baberghs new website was launched.
- Storm Babet. Suffolk resilience forum declares a major incident and provides cross agency support to those affected by flooding in the district.

November

- A consultation begins into measures that might streamline energy efficiency upgrades to listed properties.



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- A consultation was launched to help shape the future of Babergh following the strategy announcement in July.
- The joint local plan was adopted at full council.
- There was a call for land to support nature, to increase tree coverage and to improve biodiversity.

December

- Parking charges are back on the agenda. Babergh Cabinet declares that it needs to consider all options faced with a potential shortfall of £1.8M of funding.

January

- Babergh urges the government to fix the broken funding for councils after cost of running the council was expected to rise by 12.8% year on year.

February

- A balanced budget was delivered albeit by use of £1.2 million of reserves.
- The parking charges petition was heard.

March

- Babergh District Council was named the best council in the UK.
- Parking proposals were considered by the scrutiny committee and will now be forwarded to cabinet for consideration next month.

April

- Babergh District Council formally objected to NG's plans for more electricity pylons between Bramford and Twinstead – saying the impact on the countryside is too great.
- Following a call-in of Babergh Cabinet's decision to implement parking charges, its Scrutiny Committee requested the decision be referred back to Cabinet for further consideration as it concluded not enough emphasis was given to all available options such as a one hour free period.

Cllr L. Parker then took questions from Councillors and residents

Cllrs J. Finch and L. Parker left the meeting at 7.30pm

6. Local Police Officer Sgt. Williams with Mark Smith Neighbourhood Watch

- New policing model in Suffolk has been set up. More community focus. Delegated police officer for all local areas.
- Little Cornard continues to be a low crime area.
- Burglaries are the highest crime in the area. Neighbourhood watch scheme in Little Cornard is working well between residents and police.

Cllr M. Smith informed the meeting that following the successful reinstatement of the scheme in July 2003. The scheme now has 60 members from 38 households in Little Cornard. We are still looking to sign up other people/properties

The Little Cornard NHW What's app is working well alongside the Residents App.

We will continue to put crime prevention articles in the magazine.

We are still waiting for Suffolk Highways to approve the sites we have proposed for our NHW signs. This has been chased again last week. We have made a complaint about the time it has taken.

I am in regular contact with the Community Police Officers in Sudbury under Sergeant Williams and as you may have noticed we have seen regular patrols in our village.

PC Coughlan and PCSO Partington manned a stand at the Church Flower Show and I have extended an invitation to them to attend the Village Hog Roast on the 27th July, on or off duty!

I would also like to thank them for attending the Parish Council meetings as and when required.

Following on from the successful reinstatement of our scheme I have been asked by Suffolk Neighbourhood Watch to take on the role of The Area Neighbourhood Watch coordinator responsible for Bures, Boxford, Waldingfield and the villages in between. I have decided to accept this role and look forward to working with the respective Parish Councils, Police Officers and setting up more local schemes.



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A resident proposed a vote of thanks to Mark Smith in setting up and co-ordinating the Neighbourhood watch scheme

Sgt. Williams left the meeting at 7.40pm

7. Little Cornard Parish Council Annual Report (Karen Gilbert)

I apologise in advance if this gets a bit like an award speech or other but thanks are truly due this year. We began the year with three new councillors, Jill, Scott and Mark, and I'd like to thank them for joining and all the other councillors for their commitment to the village this year, giving up their time to serve on the parish council. They serve as volunteers and all have special skills to offer to help the council and community achieve the best we can. I am very proud of our great team.

We have seen Cllr Smith organise and run our new Neighbourhood watch, due to the burglaries we and much of Suffolk were subjected to. I often look at the positives in any situation and in my view the outcome has been some much better communications with the police - they have restructured to benefit the rural communities, and the village has pulled together in ways we couldn't imagine – communicating on WhatsApp groups, supporting each other, passing info about, welcoming newcomers brilliantly and not to mention having a good old moan! The police said at our Flower Festival our Neighbourhood watch is one of the most engaged communities in Suffolk.

Our Defibrillators have had one deployment in the first year – proving the vital contribution they provide to us.

As always James Finch and Lee Parker have provided great support to our village in their County and District roles – Babergh locality budget has contributed to purchase a bench for the green, to enable visitors and residents to enjoy the valley view. Cllr Savage will play bench fairy to install it for us (thank you Scott).

We have continued to represent the Villages View in the face of National Grids planned pylon project – we have tried to remain true to what is important to our village and the valley. We await the Examining Authorities decisions on many matters regarding this issue.

We have begun a long project to champion speed limits in our lanes with Cllr Finch – after the quiet lanes project completion and a 20 mph being brought in in nearby Assington.

We have worked with Suffolk Wildlife trust to preserve and protect our wildlife assets in the village – the Mere.

One of our residents suffered a house fire – again out of despair came the community. Cllr Smith has aided Shaun to get back to his new normal, pulling on resources available to Shaun, and offering vital support.

Jeremy Apter gave Shaun a place to live to ensure he could remain local and keep his Tommy close.

(Thank You Mark and Jem.) Shaun's house is virtually rebuilt. Not too long before he's back in Little Cornard Parish. The community came together to help Shaun financially – that was another shock for him but shows what a great place this is to live - we in the council were more than happy to facilitate the collection of money.

More community spirit came in the storms last winter – clearing of debris and roads – this would always have happened but we have new communication capabilities now (WhatsApp) and this enables those that can help to pull together.

I personally have been supported massively in the last year by our Clerk Kevin Money, he's shown great patience and offered me counsel on matters as they arose – and I'm really grateful. (THANK YOU KEVIN) Cheryl – our Vice chair has also supported me greatly. I call her Miss "don't miss a trick" as not a lot gets by Cheryl. Thank you, Cheryl! That concludes my report for 2024.

8. Village Hall (Nigel Monk)

A verbal report on the village hall from Nigel was given

9. Update from Ruth Adams on the Speed Watch

Speedwatch is trying to reduce speeding in the village. More volunteers are required. More police support could assist in reducing speeding. The speed camera van comes to the village twice a month.

A vote of thanks was proposed for Janice.



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10. Public Forum

A resident spoke about Herb Farm. It has been neglected over the past years and is trying to bring back as it should be. More visitors would be welcomed. Unofficial retreat and nature centre. 2 planning applications have been refused so have gone to appeal.

The Chair then closed the meeting at 7.55pm and thanked everyone for attending

Signed

K. Gilbert
Chairman

16th. July 2024



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Minutes of the Parish Council AGM Meeting held on 21st. May 2024 at 8pm at Little Cornard Village Hall

Present: Cllrs Karen Gilbert (Chair), Cheryl Crane, Clive Johnson, Nigel Monk, Scott Savage, Mark Smith and Kevin B. Money (Parish Clerk). There were 8 members of the public present.

046/2024 **2023/2024 Chair Welcome**

047/2024 **Councillors make sure that their Register of Interest form is current**

048/2024 **Apologies for Absence.** SCC Cllr J. Finch and BDC Cllr L. Parker

049/2024 **Election of Chair for the 2024/25 year**

Cllr C. Johnson proposed Cllr K. Gilbert to act as Chair for the 2024/2025 year. Cllr J. Thomas seconded. **All Agreed.** The Chair then signed the Declaration of Acceptance of Office form

050/2024 **Election of Vice-Chair for the 2024/25 year**

Cllr K. Gilbert proposed Cllr C. Crane to act as Vice-Chair for the 2024/2025 year. Cllr C. Johnson seconded. **All Agreed.** The Vice-Chair then signed the Declaration of Acceptance of Office form

051/2024 **Election of Employment committee – All Councillors. All Agreed**

052/2024 **To re-adopt all Council policies – sent prior to meeting**

Cllr K. Gilbert proposed re-adopting all the council policies for 2024/2025. Cllr C. Crane seconded **All Agreed**

053/2024 **2024/25 Chair to Close Annual meeting**

The Chair then closed the meeting at 8pm and thanked everyone for attending

Signed

**K. Gilbert
Chair**

16th. July 2024



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Present: Cllrs Karen Gilbert (Chair), Cheryl Crane, Clive Johnson, Nigel Monk, Scott Savage, Mark Smith, Jill Thomas and Kevin B. Money (Parish Clerk). There were 8 members of the public present.

054/2024 Chair welcome

055/2024 Apologies for absence No apologies were received

056/2024 Declaration of Interest

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

057/2024 Minutes - To confirm and sign the minutes of LCPC meetings held on 19th. March 2024.
All Agreed

a. Public Forum

A resident has stolen part of a resident's field. Where blue-bells were removed. The resident has spoken to Suffolk Highways and the field will be returned as before

A resident raised the issue of a layby being cut into their field – requested to raise with SCC

058/2024 Community Wardens – update on litter picking and SID information

Community Wardens are struggling with only 2 wardens. Therefore, no litter picking has been undertaken by the wardens.

059/2024 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

Chapel Lane blocked culvert still is unrepaired.

060/2024 Planning Applications No planning applications have been received

A query was raised about the burnt house barn – safety of the Barn development (fire risk etc). Councillors asked if this can be raised with Cllr Lee Parker?

061/2024 Planning Decision/s made by Babergh District Council affecting Little Cornard. None

062/2024 Footpath update

a) Update on confirmation that SCC will undertake 2 cuts in 2024. Quotation for other cuts throughout 2024/2025 – Cllr K. Gilbert

This is in hand with SCC for the wardens to undertake further cuts.

Footpath at Wyatts lane to lower farm has been ploughed over. We await crop planted to grow then be sprayed off as is normal.

063/2024 Annual Return 2023/2024

- 1) To receive the 2023/2024 signed Internal Audit Report

Councillors noted the 2023/2024 the signed Internal Audit Report

- 2) To receive and sign the Certificate of Exemption – AGAR 2023/2024 part 2

Cllr K. Gilbert proposed to accept and sign the Certificate of Exemption – AGAR 2023/2024 part 2. Cllr M. Smith seconded. **All Agreed.**

The Chair and RFO then signed Certificate of Exemption – AGAR 2023/2024 part 2

- 3) To receive and sign the Section 1 - Annual Governance Statement 2023/2024

Cllr C. Crane proposed to accept and sign Section 1 - Annual Governance Statement 2023/2024. Cllr S. Savage seconded. **All Agreed.**

The Chair and the Clerk then signed Section 1 - Annual Governance Statement 2023/2024

- 4) To receive and sign the Section 2 - Accounting Statements 2023/2024

Cllr J. Thomas proposed to accept and sign Section 2 - Accounting Statements 2023/2024. Cllr N. Monk seconded. **All Agreed.** The Chair and RFO then signed Section 2 - Accounting Statements 2023/2024



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064/2024 Finance

a) To receive the Bank Reconciliations as at 30th. April 2024

Councillors noted the Bank Reconciliations as at 30th. April 2024

b) To receive the comparison of Actual against Budget for 2024/2025

Councillors noted the comparison of Actual against Budget for 2024/2025

c) To approve the payment of Accounts for April and May 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements. **All Agreed**

065/2024 Councillors to discuss any further training for 2024/2025

066/2024 Items for Next Agenda

Reserves policy: Update on emails: Environmental issues:

067/2024 Next scheduled meeting is on Tuesday 16th. July 2024 at 7pm

Councillors to note 2024 meeting dates - 17.09.24: 19.11.24

068/2024 Closure of the Meeting

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

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

Signed

**K. Gilbert
Chair**

16th. July 2024

LITTLE CORNARD PARISH COUNCIL

RESERVES POLICY

1. Introduction

Little Cornard Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2021 s 5.31) advises: "As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive."

Section 49A of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the Precept requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of Reserves

These may be categorised as either General, Restricted or Specific

2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget. JPAG (March 2021 s 5.32) advises: "The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)."

"The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent."

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its EMRs to provide short term resources.

2.2 Restricted

Developers Contributions such as CIL can only be used for specified purposes. A record on how the Council has used its CIL funds must be reported annually to Babergh District Council and unless they are appropriately identified for a future project, may be taken back after a set period of time if unspent.

LITTLE CORNARD PARISH COUNCIL

RESERVES POLICY

2.3 Earmarked Reserves 'EMR's

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors. EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by the Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.

The current level of General Reserves to be held by the Council is set at nine months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.

This policy was adopted by Little Cornard Parish Council on 13th July 2021.

The policy will be reviewed Annually

BANK RECONCILIATION				
Financial year ending 31.03.25				
Bank Balance as at	30.04.24	31.05.24	30.06.24	31.07.24
Unity Trust Bank Currnet account	£ 23,255.77	£ 21,751.38	£ 21,733.38	
Unity Trust Bank EMR account	£ -	£ -	£ -	
Total:	£ 23,255.77	£ 21,751.38	£ 21,733.38	
Less Unpresented cheques				
Total of unpresented cheques	£ -	£ -	£ -	
Net Bank Balances as at	£ 23,255.77	£ 21,751.38	£ 21,733.38	
CASH BOOK				
Balance as at 01.04.24	£ 18,420.90	£ 18,420.90	£ 18,420.90	
Plus Receipts	£ 4,834.87	£ 4,919.87	£ 4,919.87	
Total	£ 23,255.77	£ 23,340.77	£ 23,340.77	
Less Payments	£ -	£ 1,589.39	£ 1,607.39	
Grand Total	£ 23,255.77	£ 21,751.38	£ 21,733.38	
Difference	£ -	£ -	£ -	
Bank Balance as at	31.08.24	30.09.24	31.10.24	30.11.24
Unity Trust Bank Currnet account				
Unity Trust Bank EMR account				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.24				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				
Bank Balance as at	31.12.24	31.01.25	28.02.25	31.03.25
Unity Trust Bank Currnet account				
Unity Trust Bank EMR account				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.24				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				

LCPC ACTUAL AGAINST BUDGET REPORT					
		Agreed 2024/25	Total Income / spend to July '24	Left in Budget as at July '24	
Income	Precept	8735	£ 4,367.50		
	Other Income / Grant	0	£ -		
	Bank Interest	0	£ -		
	VAT Refund	0	£ 467.37		
	Donations	0	£ 85.00		
	TOTAL	8735	£ 4,919.87		
Exp.					
Staff	Salary	3564	£ 1,188.00	£ 2,376.00	
	Home / Office allowance	180	£ 60.00	£ 120.00	
Adm.	Payroll	132	£ 60.00	£ 72.00	
	Clerk Expenses	125	£ 46.06	£ 78.94	
	Training	300	£ -	£ 300.00	
	Village Hall hire	132	£ -	£ 132.00	
	Online mapping	0	£ -	£ -	
	Donations - PCC: Other	300	£ -	£ 300.00	
	Subscriptions - SALC:SWT: ICO: CAS: OneSuffolk:	360	£ 188.32	£ 171.68	
	Parish Council Insurance	290	£ -	£ 290.00	
	Annual Audit	0	£ 19.80	£ 19.80	
	Dog Bin (Emptying / New)	400	£ 276.00	£ 124.00	
	Footpath Cutting	750	£ -	£ 750.00	
	Contingencies	500	£ 585.00	£ 85.00	
	Community Wardens	750	£ -	£ 750.00	
	Election Costs	150	£ -	£ 150.00	T/f to EMR
	Donations	200	£ -	£ 200.00	
	Repairs	100	£ -	£ 100.00	
	Maintenance	250	£ -	£ 250.00	
	Neighbourhood watch	100	£ -	£ 100.00	
	Defibrillator electricity	80	£ -	£ 80.00	
	Bank Charges	72	£ 18.00	£ 54.00	
	GRAND TOTAL	8735	£ 2,441.18	£ 6,293.82	
	VAT TO RECLAIM		£ 181.41		
	Total:		£ 2,622.59		

FINANCE JUNE & JULY 2024 PAYMENTS							
INCOME:							
EXPENDITURE							
Chq No.	Invoice No.	Payee	Cost	VAT	Total	LCPC Ref	
FEE		UTB - Service Charge	£ 18.00	£ -	£ 18.00	8	
BACS	June '24	Kevin B. Money - Clerk Salary	£ 193.20	£ -	£ 193.20	9	
BACS	June '24	HMRC Tax on Salary	£ 118.80	£ -	£ 118.80	10	
BACS	July '24	Kevin B. Money - Clerk Salary	£ 193.20	£ -	£ 193.20	11	
BACS	July '24	HMRC Tax on Salary	£ 118.80	£ -	£ 118.80	12	
BACS	1009872	BDC - Dog bin emptying	£ 276.00	£ 55.20	£ 331.20	13	
BACS	3698	DM Payroll - April - Sept '24	£ 60.00	£ -	£ 60.00	14	
TOTAL:			£ 978.00	£ 55.20	£ 1,033.20		