



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 17th. SEPTEMBER 2024 at 7pm** for the purpose of transacting the business ONLY shown on the agenda

KBMoney - Kevin B. Money – Parish Clerk 11th. September 2024

FULL COUNCIL MEETING AGENDA

092/2024 Apologies for absence

093/2024 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors

094/2024 Minutes - To confirm and sign the minutes of LCPC meeting held on 16th. July 2024

095/2024 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

096/2024 Public participation session - Total of 5 minutes is allowed

097/2024 County Councillors report - Total of 5 minutes is allowed

098/2024 District Councillors report - Total of 5 minutes is allowed

099/2024 Community Wardens – update on litter picking and SID information

100/2024 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
- 3) Footpath update

101/2024 Village Hall – Update on the repairs to village hall

102/2024 Planning Applications

a) Planning Appeal

Appeal Reference: APP/D3505/W/24/3347272

Location: Sawyers Farm, Slough Lane, Bures St Mary, Colchester Suffolk CO10 0NY

Proposal: Full Planning Application - Construction of 32No ground mounted solar energy array panel (retention of)

Appeal Start Date: 12/08/2024

An appeal has been made to the Secretary of State against the decision of Babergh District Council to refuse permission.

103/2024 Planning Decision/s made by Babergh District Council affecting Little Cornard

104/2024 Agree any action required on the emails circulated by the Clerk to Councillors since the last scheduled meeting of the Council

105/2024 Clerk's report

- a) Clerk to produce an updated ongoing projects / action list for Councillors
- b) Update on Clerk vacancy. Any application/s received. If no applications received the Clerk will stay on as a locum until such time as a successor has been found



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106/2024 Finance

- a) To receive the Bank Reconciliations as at 31st. August 2024
- b) To receive the comparison of Actual against Budget for 2024/2025
- c) To approve the payment of Accounts for August and September 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements

107/2024 Budget / Precept 2025/2026. Councillors to discuss preliminary budget for 2025/2026

108/2024 Councillors to discuss any further training for 2024/2025

109/2024 Items for Next Agenda

110/2024 Next scheduled meeting is on Tuesday 19th. November 2024

- a) **Councillors to note the meeting dates for 2025:**
21.01.25: 18.03.25: 20.05.25: 15.07.25: 16.09.25: 18.11.25

111/2024 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. July 2024 at 7pm at Little Cornard Village Hall

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

There were 4 members of the public present.

069/2024 Chair welcome

a) To accept the resignation of Mark Smith from the Council with immediate effect also Scott Savage with immediate effect and the Clerk also tendered his resignation but will remain until a suitable successor is found

070/2024 Apologies for absence None received

071/2024 Declaration of Interest

Receive declarations of interests and request for dispensation from Councillors. Cllr N. Monk, Cllr C. Johnson and Cllr K. Gilbert declared a non-pecuniary interest in planning application number DC/24/02839

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

All Agreed

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. No candidate/s have submitted a co-option application form. This item to be carried over to the September meeting.

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

Upper Road is an accident waiting to happen due to delivery drivers passing pedestrians very closely. Can Highways reinstate the passing places? Highways have already raised their concerns regarding the road. Both sides of the road have been interfered with by the soil tipping to remove the layby. Footpaths will be resolved this week. Delays are due to mechanical failures. Residents asked whether they can cut the footpaths and the verges.

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

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

A solar farm planning application has been approved near Mildenhall covering 2,792 acres.

Cllr J. Finch has challenged the County Council as to why the footpaths and verges are not regularly cut. A site visit has been arranged. The Parish Council was asked to submit any documentation as to where the passing sections of the road were originally agreed. Once the bank has been reduced in height this may assist in the passing problem. Chapel lane blocked culvert and road damage - first logged 23rd. October 2023. This requires to be cleared at least on an annual timescale. Highways excuses are not acceptable by stating that other priorities take preference. Little Cornard verges on C & U class roads have not been cut as per schedule. All roads also form the footpath route for pedestrians, walkers and cyclists.

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

Just come out of pre-elections. All other committees have met. Full Council meeting was cancelled.

Listed and Heritage properties being able to have an easier application to be better insulated. At the next Full Council meeting this item is on the agenda for discussion and possible agreement. This meeting will be available on YouTube. The last few years has affected Council being underfunded. With better funding more local issues can be addressed.

Cllr J. Finch left the meeting at 7.45pm

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

No litter picking due to the overgrowth of verges. Some footpaths have been cut back by residents.

The community wardens unable to support footpaths and litter picking due to Staffing issues. The SID movement have been interrupted due to staffing issues. Janice has resigned as Speedwatch

co-ordinator due to police not supporting the Speedwatch team. The Chair to liaise with police regarding support of the CSW team



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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

The pond has been cleared but the overflow pipe was not cleared.

2) Update SCC on the Grass / Footpath cutting schedule for 2024. As discussed above

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.

RESOLVED: Support this application

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

No planning decisions made by BDC 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

Cllr K. Gilbert proposed accepting the Reserve policy. Cllr C. Crane seconded. **All Agreed**

083/2024 Footpath update - As discussed above

084/2024 Neighbourhood Watch Scheme – Councillors to appoint a new NHW co-ordinator
A new co-ordinator is not required as Mark Smith will update everyone at the Annual Parish meeting.

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

Planning application submitted. £14500 are in the accounts. Accounts have been audited in June and were well presented. Summer BBQ in July. Table tennis on a Tuesday evening 6.30pm – 9pm.

Cllr L. Parker left the meeting at 8pm

086/2024 Finance

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

Councillors noted the Bank Reconciliations as at 30th. June 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 June & July 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements. **All Agreed**

087/2024 Update on National Grid – Cllr K. Gilbert. Still with the Government examination officer

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

All training sessions have been circulated to Councillors.

089/2024 Items for Next Agenda

Co-Option: 2025/2026 budget:

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

The Chair then closed the meeting at 8.15pm and thanked everyone for attending

Signed

K. Gilbert - Chair

17th. September 2024

ONGOING PROJECTS / ACTION LIST

	PROJECT	PROGRESS / INFO	PERSON DEALING	COMPLETION DATE
DEFIBRILLATORS	TRAINING SESSION FOR RESIDENTS		MARK SMITH	
SPEEDING IN VILLAGE	TO SET UP A 20mph ZONES IN LITTLE CORNARD		MARK SMITH	
HIGHWAYS ISSUE 18.03.24	WYATTS LANE LITTLE CORNARD A SERIES OF THREE POTHOLES filled with rain water a potential hazard to walkers and cyclists	Date reported to Suffolk highways 18/03/2024	00461731	
HIGHWAYS ISSUE 19.03.24	BLOCKED DRAINS ON WYATTS LANE	Suffolk County Council Highways 19.03.24	Report ref #00460153	
HIGHWAYS ISSUE 19/06/2024	WYATTS LANE, LITTLE CORNARD - - Large pothole one metre by 50 centimetres when filled with rain water a potential hazard to walkers and cyclists	Suffolk County Council Problem Report 00477394	Following your recent report, we are pleased to confirm that we have ordered work to be carried out which we hope will resolve the issue you raised with us within approximately 20 working days	
HIGHWAYS ISSUE Date reported: 05/08/2024	CHAPEL LANE, LITTLE CORNARD	Suffolk County Council Problem Report 00484359	An inspection of the location you reported will be done in the next 2 weeks	
Date reported: 19/06/2024	WYATTS LANE, LITTLE CORNARD	Reference number is: 00477394	Large pothole one metre by 50 centimetres when filled with rain water a potential hazard to walkers and cyclists	

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	£ 20,683.18
Unity Trust Bank EMR account	£ -	£ -	£ -	£ -
Total:	£ 23,255.77	£ 21,751.38	£ 21,733.38	£ 20,683.18
Less Unpresented cheques				
Total of unpresented cheques	£ -	£ -	£ -	£ -
Net Bank Balances as at	£ 23,255.77	£ 21,751.38	£ 21,733.38	£ 20,683.18
CASH BOOK				
Balance as at 01.04.24	£ 18,420.90	£ 18,420.90	£ 18,420.90	£ 18,420.90
Plus Receipts	£ 4,834.87	£ 4,919.87	£ 4,919.87	£ 4,919.87
Total	£ 23,255.77	£ 23,340.77	£ 23,340.77	£ 23,340.77
Less Payments	£ -	£ 1,589.39	£ 1,607.39	£ 2,657.59
Grand Total	£ 23,255.77	£ 21,751.38	£ 21,733.38	£ 20,683.18
Difference	£ -	£ -	£ -	£ -
Bank Balance as at	31.08.24	30.09.24	31.10.24	30.11.24
Unity Trust Bank Currnet account	£ 20,683.18			
Unity Trust Bank EMR account	£ -			
	£ 20,683.18			
Less Unpresented cheques				
Total of unpresented cheques	£ -			
Net Bank Balances as at	£ 20,683.18			
CASH BOOK				
Balance as at 01.04.24	£ 18,420.90			
Plus Receipts	£ 4,919.87			
Total	£ 23,340.77			
Less Payments	£ 2,657.59			
Grand Total	£ 20,683.18			
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				

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Kevin Money
Little Cornard Parish Council
7 Roach Vale
Colchester
CO4 3YN

Date: 31/08/2024

Account Name: Little Cornard Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20488314

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk




For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

 Call us: **0345 140 1000**

 Email us: **us@unity.co.uk**

 Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2024		Balance brought forward	£0.00	£0.00	£20,683.18

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Statement number 014

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Unity Trust Bank is entered in the Financial Services Register under number 204570.

Registered Office: Four Brindleyplace, Birmingham, B1 2JB.

Registered in England and Wales no. 1713124.

Calls may be monitored and recorded for training, quality and security purposes.

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LCPC ACTUAL AGAINST BUDGET REPORT

		Agreed 2024/25	Total Income / spend to Sept '24	Left in Budget as at Sept '24	Anticipated left in Budget as at 31.03.25
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	£ 1,772.06	£ 1,791.94	£ 282.00
	Home / Office allowance	180	£ 90.00	£ 90.00	£ 15.00
Adm.	Payroll	132	£ 60.00	£ 72.00	£ 12.00
	Clerk Expenses	125	£ 46.06	£ 78.94	£ 70.00
	Training	300	£ -	£ 300.00	£ 150.00
	Village Hall hire	132	£ -	£ 132.00	£ -
	Online mapping	0	£ -	£ -	£ -
	Donations - PCC: Other	300	£ -	£ 300.00	£ -
	Subscriptions - SALC:SWT: ICO: CAS: OneSuffolk:	360	£ 223.32	£ 136.68	£ 136.00
	Parish Council Insurance	290	£ 264.00	£ 26.00	£ 26.00
	Annual Audit	0	£ 19.80	-£ 19.80	-£ 19.80
	Dog Bin (Emptying / New)	400	£ 276.00	£ 124.00	£ -
	Footpath Cutting	750	£ -	£ 750.00	£ -
	Contingencies	500	£ 886.00	-£ 386.00	-£ 386.00
	Community Wardens	750	£ -	£ 750.00	£ -
	Election Costs	150	£ -	£ 150.00	£ 150.00
	Donations	200	£ -	£ 200.00	£ -
	Repairs	100	£ -	£ 100.00	£ 100.00
	Maintenance	250	£ -	£ 250.00	£ 150.00
	Neighbourhood watch	100	£ -	£ 100.00	£ 100.00
	Defibrillator electricity	80	£ -	£ 80.00	£ -
	Bank Charges	72	£ 18.00	£ 54.00	£ -
	GRAND TOTAL	8735	£ 3,655.24	£ 5,079.76	£ 785.20
	VAT TO RECLAIM		£ 241.61		
	Total:		£ 3,896.85		

FINANCE AUGUST & SEPTEMBER 2024 PAYMENTS**INCOME:****EXPENDITURE**

Chq No.	Invoice No.	Payee	Cost	VAT	Total	LCPC Ref
DD		ICO - subscription	£ 35.00	£ -	£ 35.00	15
BACS	Aug '24	Kevin B. Money - Clerk Salary	£ 193.20	£ -	£ 193.20	16
BACS	Aug '24	HMRC Tax on Salary	£ 118.80	£ -	£ 118.80	17
BACS	20172	Macintosh Electronics - mew .gov.uk email addresses	£ 301.00	£ 60.20	£ 361.20	18
BACS	Sept '24	Kevin B. Money - Clerk Salary	£ 240.06	£ -	£ 240.06	19
BACS	Sept '24	HMRC Tax on Salary	£ 62.00	£ -	£ 62.00	20
BACS	535971047	Zurich Insurance - 2024-2025	£ 264.00	£ -	£ 264.00	21
TOTAL:			£ 1,214.06	£ 60.20	£ 1,274.26	
		Denotes already paid				