

Associated Papers CPC Meeting on 7th November 2016

Agenda Item 2 Councillors' Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Clerk's Report

Minute	Action	Complete ✓
16/028	Frank Lawrenson has reported that Babergh said that they hadn't started the S106 discussions re Chilton Woods and would involve Chilton in the consultation process when it started.	
16/086 a	Rubbish bin installed and added to collection schedule.	✓
16/091	Draft Welcome Booklet is being prepared for January meeting.	
16/098	Minutes updated on website.	✓
16/103	Response sent re planning applications.	✓
16/104 d	Payments made to suppliers.	✓
16/105	Issues raised with Colin Spence and SCC.	
16/106	Broken footpath signs are to be repaired by SCC.	
Clerk Hours		
	As at 23rd October 2016 - 153 hours worked / 150 hours paid.	
Speed Watch Outings (Drivers reported)		
	No surveys undertaken in 2016.	

Agenda Item 6 Correspondence

Apart from items in agenda no other correspondence has been received since the last meeting.

Agenda Item 7b SCC Proposal

As per the email I circulated on the 25th October 2016 from Jackie Reeves of SCC Corporate Property.

Agenda Item 7c Status of Planning Applications

Application Reference	Address	Planning Details	CPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01718	Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury	Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use Class C3); 16.4ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network); village centre (comprising up to 1,000m2 Gross	16/030a	Objected	
B/16/00567	Adjoining Parish - Land west of Sudbury Garden Centre, Sudbury Road, Newton	Erection of detached agricultural building and surfacing.	16/072a	Objected	Permission Granted 21/10/2016
B/16/00567	Adjoining Parish - Land west of Sudbury Garden Centre, Sudbury Road, Newton	Amendments to application for the erection of detached agricultural building and surfacing.	16/083c	Objected	Permission Granted 21/10/2016
B/16/00974	Jave, Waldingfield Road	Erection of a conservatory.	16/103a	Supported	Permission Granted 08/09/2016
B/16/01000	Jave, Waldingfield Road	Erection of single-storey front extension.	16/103b	Supported	Permission Granted 08/09/2016

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Agenda Item 8a RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
05/09/16	BDC Precept			3,789.50	0.00
26/09/16	UK Power Networks wayleave			9.20	0.00
30/09/16	Reversal of unrepresented cheque # 742			0.00	50.00
17/10/16	SCC P3			444.36	0.00
24/10/16	SCC P3			69.14	0.00
07/11/16	Sudbury Town Council - Signs	759	LA 2011 ss 1 to 8	0.00	15.60
07/11/16	PA Scammell - Churchyard Maintenance	760	LA 2011 ss 1 to 8	0.00	265.00
31/12/16	DF Crimmin - Salary Oct to Dec	761	LA 2011 ss 1 to 8	0.00	483.44
31/12/16	DF Crimmin - WFHA Oct to Dec	761	LA 2011 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	762	LA 2011 ss 1 to 8	0.00	121.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unrepresented Cheques	Credits not shown	Difference
Current Account	30/09/16	£32,004.38	£30,944.42	£1,573.46	£513.50	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£32,031.45	£30,971.49	£1,573.46	£513.50	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£28,246.99			
Income			Expenditure		
Precept	£7,579.00	£7,579.00	Clerks Salary	£2,650.00	£1,813.32
Bank Interest	£120.00	£0.00	Admin Expenses	£562.00	£475.09
Churchyard	£0.00	£0.00	Insurance	£200.00	£169.71
Grants	£450.00	£513.50	Annual Subscriptions	£263.00	£205.84
Wayleave	£9.20	£9.20	Audit Inspections	£75.00	£166.00
Other	£0.00	£63.25	Donations	£200.00	£-50.00
VAT Repayment	£0.00	£71.69	Chairman's Allowance	£200.00	£0.00
			Dog & Litter Bins	£220.00	£0.00
			Footpaths	£600.00	£0.00
			Churchyard / Memorial	£265.00	£265.00
			Community Warden	£650.00	£0.00
			Street Lighting	£0.00	£0.00
			Projects	£2,237.00	£1,000.00
			Other	£0.00	£0.00
			VAT Paid	£0.00	£430.03
Total	£8,158.20	£8,236.64	Total	£3,064.00	£7,519.00
			Assets C/Forward		£30,971.49
Total		£36,483.63	Total		£36,483.63

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Agenda Item 8b Budget Proposal for 2017 / 2018

Please find below tables which show a comparison between 2015 / 16 budget and actual, 2016 / 17 budget, actual to date and that *anticipated at year end* and the proposed budget for 2017 / 18.

Income

Income sources for 2017 / 18 have been based on those for 2016 / 17. The assumption is that the Footpath Annual Surface Clearance scheme **will be** operated by SCC next year.

Expenditure

The following should be noted:

- A Training Budget is proposed at £450
- A £1,000 budget is proposed for projects (and Contingency) that CPC may wish to undertake in 2017 / 18
- Appendix A shows the full rationale for the 2017 / 18 budget.

CPC is asked to consider a **total expenditure budget of £7,912.00 for 2017 / 18.**

	2015 / 2016		2016 / 2017			2017 / 2018
	Budget	Actual	Budget	Actual to	To year end	Budget
<u>Income</u>						
Bank Interest	120.00	120.00	120.00	0.00	0.00	0.00
Churchyard	0.00	502.00	0.00	0.00	0.00	0.00
Grants	450.00	2,736.62	450.00	513.50	513.50	513.50
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	611.50	0.00	63.25	63.25	0.00
VAT Repayment	0.00	136.63	0.00	71.69	71.69	0.00
Total Income	579.20	4,115.95	579.20	657.64	657.64	522.70
Precept		7,658.15			7,579.00	
<u>Expenditure</u>						
Clerks Salary	2,585.00	2,624.02	2,650.00	1,813.32	2,650.00	2,677.00
Admin Expenses	1,320.00	948.83	1,411.00	475.09	1,411.00	1,440.00
Insurance	200.00	177.14	200.00	169.71	170.00	200.00
Annual Subscriptions	270.00	230.00	263.00	205.84	270.00	360.00
Audit Inspections	65.00	66.00	75.00	166.00	166.00	175.00
Donations	300.00	330.00	200.00	-50.00	200.00	200.00
Chairman's Allowance	100.00	0.00	200.00	0.00	200.00	200.00
Dog & Litter Bins	210.00	165.16	220.00	0.00	275.00	360.00
Footpaths	600.00	525.00	600.00	0.00	600.00	600.00
Churchyard / Memorial	50.00	113.30	50.00	265.00	265.00	50.00
Community Warden	650.00	650.00	650.00	0.00	650.00	650.00
Street Lighting	0.00	0.00	0.00	0.00	0.00	0.00
Projects	1,000.00	140.00	1,000.00	2,037.15	3,020.00	1,000.00
Other	0.00	485.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	71.69	0.00	430.03	500.00	0.00
Total Expenditure	7,350.00	6,526.14	7,519.00	5,512.14	10,377.00	7,912.00

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Appendix A

	2017 / 2018	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	0.00	
Churchyard	0.00	Assume no burials
Grants	513.50	P3
Wayleave	9.20	
Other	0.00	
VAT Repayment	0.00	
Total Income	522.70	
Precept		
Expenditure		
Clerks Salary	2,677.00	285 hours @ £9.392 - 1% increase
Admin Expenses	1,440.00	Councillor Training £450 / Room Hire 10 x £36 = £360 / Clerk's WFHA £156 / Expenses £449 / Clerk's SLCC Membership £25
Insurance	200.00	
Annual Subscriptions	360.00	SALC £175, Suffolk ACRE £30, OneSuffolk £50, Suffolk Preservation Society £25, Suffolk Wildlife Trust £38, ICO £35
Audit Inspections	175.00	External £100 / Internal £75
Donations	200.00	
Chairman's Allowance	200.00	
Dog & Litter Bins	360.00	6 bins @ £60
Footpaths	600.00	
Churchyard / Memorial	50.00	
Community Warden	650.00	
Street Lighting	0.00	No longer owned by CPC
Projects	1,000.00	CCTV Maint £140 / Includes £250 Contingency
Other	0.00	
VAT Paid	0.00	
Total Expenditure	7,912.00	

Agenda Item 8c OneSuffolk website

With reference to the email circulated on the 7th September, CPC will need to consider payment of a £50 annual charge to continue using the OneSuffolk hosting service from Community Action Suffolk.

Agenda Item 8d Transparency Code Grant

Please find attached the grant application form that requires to be approved by councillors before it is submitted to SALC.

Agenda Item 10 Rubbish & Dog Bins

With the new dog and rubbish bin being installed by the Health Centre on their entrance on Church Field Road the need for a dog bin on the same side of Church Field Road by the roundabout is no longer required. Babergh has agreed that a dog bin can be installed by the footpath in Acton Lane, close to New Farm, so the dog bin from Church Field Road can be relocated here if councillors agree.

Agenda Item 11 Speed Indicator Device Scheme

As per the proposal circulated by email on the 1st November 2016 which is attached, there is an opportunity for CPC to combine with Great Waldingfield and Little Waldingfield Parish Council's in operating a SID scheme in the parish every 2 weeks out of 6.

Colin Spence is prepared to provide funding for two of the 3 SID's required by the scheme so there is a requirement for the parishes who take part in the scheme to fund the third SID at a cost of approximately £3,000.

A way of dividing the cost between the 3 parishes would be to use the Tax Base of each to agree a contribution. With LWPC and CPC having a TB of just under 150 each and Great Waldingfield having a TB of 600 then LWPC and CPC could contribute £500 each and GWPC £2,000.

Agenda Item 12 SALC Consultation

As per the email circulated to you on the 25th September 2016.

Agenda Item 14 Pensions Regulator

CPC's Staging Date as far as the Pensions Regulator is concerned is the 1st May 2017. Because of the criteria established by the PR and reviewing my details against these, CPC is an employer who doesn't have to provide a pension but still has duties. The duties are as follows:

1. Confirm who is CPC's Contact - already complete and is DF Crimmin.
2. Check that nothing has changed - do this 3 months before Staging Date (1st February 2017).
3. On Staging Date + 6 weeks check criteria again and write to the Clerk as per template below.
4. Declare your compliance to Pension Regulator within 5 months of Staging Date (31st September 2017).

Dear

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age

Because you did not meet these criteria, you have not become a member of the scheme automatically, but you can ask to join it if you want to. If you do join, each month you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over £112 a week (or £486 a month), the minimum amount you will put into the scheme each pay period will be 1% of your earnings.

If you earn over £112 when you ask to join, we will also contribute to the pension scheme on your behalf. If you earn less than £112 a week we are not obliged to contribute to the scheme as well. If you want to join the pension scheme, tell us in writing by sending a letter which has to be signed by you. Or if you send it electronically, please include the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'

In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely,

CPC will also have to consider a scheme should your employee wish to contribute to a scheme even if CPC is not. In this circumstance, I would recommend the NEST scheme which is the one specifically set up by the Government to meet the criteria of the Pensions Regulator.

Agenda Item 15 2017 Meeting Dates

2017	Chilton
Jan	9th - Meeting
Feb	
Mar	6th - Meeting
Apr	3rd - APA
May	8th - Annual Meeting
Jun	
Jul	3rd - Meeting
Aug	
Sep	4th - Meeting
Oct	
Nov	6th - Meeting
Dec	