

Associated Papers CPC Meeting on 9th January 2017

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.	
16/091	Agenda Item 17 - Meeting on 09/01/2017	✓
16/105	I attended site visit by engineer and he is reporting back to Colin Spence.	
16/106	Broken footpath signs are to be repaired by SCC.	
16/113	Minutes updated on website.	✓
16/115	Lady Hart to write to SCC.	
16/117	Response sent re planning applications.	✓
16/118 a	Payments made to suppliers.	✓
16/118 c	Support contract with CAS completed.	✓
16/119 d	Transparency Grant application sent to SALC.	✓
16/120	Dog bin relocated to Acton Lane.	✓
16/122	Response sent to SALC consultation.	✓
16/130	Minutes updated on website.	✓
16/132	Response sent re planning applications.	✓
	Clerk Hours	
	As at 25th December 2016 - 211 hours worked / 195 hours paid.	

Agenda Item 6 Correspondence

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

Agenda Item 7d 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/16/01406	Chilton Grove, Waldingfield Road	Erection of 5 no. dwellings; ancillary outbuildings and improvement to existing vehicular access.	16/132a	Objected	

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Agenda Item 8a RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
08/11/16	Gardens Arb Business - Footpath and Churchyard maintenance	763	LA 2011 ss 1 to 8	0.00	630.00
20/10/16	ICO - Data Protection Registration	D/Dr		0.00	35.00
25/11/16	SALC Transparency Fund grant			105.80	0.00
09/01/17	CAS - OneSuffolk Hosting	764	LA 2011 ss 1 to 8	0.00	60.00
09/01/17	GWVHF - Hall Hire 2016 / 2017	765	LA 2011 ss 1 to 8	0.00	252.00
09/01/17	Sudbury Town Council - Wardens & Expenses	766	LA 2011 ss 1 to 8	0.00	787.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	28/11/16	£31,658.66	£29,285.42	£2,373.24	£0.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£31,685.73	£29,312.49	£2,373.24	£0.00	

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	£812.09
Churchyard	£0.00	£0.00	Insurance	£200.00	£169.71
Grants	£450.00	£619.30	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	£525.00
			Churchyard / Memorial	£265.00	£265.00
			Community Warden	£650.00	£650.00
			Street Lighting	£0.00	£0.00
			Projects	£2,237.00	£1,000.00
			Other	£0.00	£0.00
			VAT Paid	£0.00	£676.33
Total	£8,158.20	£8,342.44	Total	£3,064.00	£7,276.94
			Assets C/Forward		£29,312.49
Total		£36,589.43	Total		£36,589.43

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Agenda Item 8b Precept for 2017 / 2018

At the November meeting, you agreed an Expenditure Budget of £7,912 as follows:

	2015 / 2016		2016 / 2017			2017 / 2018
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
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	619.30	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	763.44	657.64	522.70
Precept		7,658.15			7,579.00	
Expenditure						
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	812.09	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	525.00	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	650.00	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	2,043.65	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	676.33	500.00	0.00
Total Expenditure	7,350.00	6,526.14	7,519.00	7,276.94	10,377.00	7,912.00

Reserves held by CPC

The provision of £10,000 for any consultancy work that CPC may require in relation to the Chilton Woods planning application is now shown separately from the Chilton Woods Community Centre provision. It is assumed that CPC will produce the Welcome Pack during 2017 / 18. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2015 / 2016		2016 / 2017		2017 / 2018	
	Start of	End of	Start of	End of year	Start of	End of year
Community Centre	13,000.00	5,000.00	5,000.00	6,000.00	6,000.00	6,000.00
Chilton Woods Consultancy	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Asset Replacement	1,200.00	1,300.00	1,300.00	1,400.00	1,400.00	1,500.00
Defibrillator	0.00	2,237.00	2,237.00	0.00	0.00	0.00
Churchyard Maintenance	1,882.00	2,384.00	2,384.00	2,119.00	2,119.00	2,119.00
Street Light	0.00	0.00	0.00	0.00	0.00	0.00
Welcome Pack	562.00	562.00	562.00	562.00	562.00	0.00
Election Costs	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
Total Earmarked Reserves	17,894.00	22,733.00	22,733.00	21,331.00	21,331.00	20,869.00

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Precept for 2017 / 2018

Babergh has written to CPC regarding the Tax Base for 2017 / 2018. CPC's Tax Base will increase from **144.61** in 2016 / 17 to **147.32** in 2017 / 18.

Using the projections for income, expenditure and earmarked reserves, CPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income.

The 3 examples I give below show:

Example 1 Increase the Precept to £7,721 to keep the Band D Council Tax the same as in 2016 / 17

Example 2 Set the Precept at £7,875 + 2%

Example 3 Set the Precept at £8,000 + 3.6%.

	2015 / 2016	2016 / 2017	2017 / 2018	2017 / 2018	2017 / 2018
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	17,894.00	22,733.00	21,331.00	21,331.00	21,331.00
General Reserves	5,105.03	5,513.99	4,775.63	4,775.63	4,775.63
Total Reserves	22,999.03	28,246.99	26,106.63	26,106.63	26,106.63
Income ex Precept	4,115.95	657.64	522.70	522.70	522.70
Precept	7,658.15	7,579.00	7,721.00	7,875.00	8,000.00
Total Income	11,774.10	8,236.64	8,243.70	8,397.70	8,522.70
Expenditure	6,526.14	10,377.00	7,912.00	7,912.00	7,912.00
END OF YEAR					
Earmarked Reserves	22,733.00	21,331.00	20,869.00	20,869.00	20,869.00
General Reserves	5,513.99	4,775.63	5,569.33	5,723.33	5,848.33
Total Reserves	28,246.99	26,106.63	26,438.33	26,592.33	26,717.33
Tax Base	146.12	144.61	147.32	147.32	147.32
Band D Council Tax	£52.41	£52.41	£52.41	£53.46	£54.30

The Council Tax that a Band D household in Chilton pays is the Precept demanded by CPC divided by the Tax Base for that year.

Agenda Item 8c Footpath and Churchyard cutting contract

David Gotts has quoted to keep the costs of the maintenance the same as in 2016.

Agenda Item 10 Defibrillator

Community Heartbeat Trust has confirmed that the defibrillator has been included in the Ambulance service provisions since the 25th November 2016. Councillors need to consider arranging awareness session for residents and an official opening.

Agenda Item 11 SID Scheme

Great and Little Waldingfield Parish Councils have both agreed to the principle of sharing the cost of a third SID device with CPC should the 3 SID locations in each parish be acceptable to SCC. Lady Hart has raised several concerns with clauses incorporated in the agreement that each PC must sign with SCC and is now preparing a revision for SCC's consideration. The issue of locations will be raised with SCC and the SID device selection will now take place as the project enters the detailed phase.

Agenda Item 13 Minerals & Waste

As per my emails to you on the Suffolk Minerals & Waste Local Plan Issues & Options consultation. Keith has a paper copy of the documents should you require these instead of the electronic version.

Agenda Item 14 Risk Management

CHILTON PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2017				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite
Churchyard records out of date	Medium	Low	No	Annual review by councillors
Headstone safety issues	Medium	Low	No	Annual walk of churchyard to review 5 yearly external inspection by stonemasons

Agenda Item 15 Internal Audit and Internal Control processes

Under the Finance and Audit Regulations the Council must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review.

Although in 2011 the need for a council to review its systems of internal audit was removed, the current controls are included for your review.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On foot of each page of the minutes the fact that "Chilton Parish Council adopted the General Power of Competence on the 12 May 2015" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Lloyds Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Three councillors Edgeley, Hart and Shapley are CPC's signatories for the Lloyds accounts.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2017 / 2018 was reviewed at the CPC meeting on 7th November 2016 and the process and financial statements included in Appendix D of the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditors

Heelis and Lodge were appointed as this Council's Internal Auditor at the CPC meeting held on 9th May 2016 minute 16/054. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2015 / 2016 accounts which you accepted at the Parish Council meeting held on 9th May 2016 minute 16/060a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Agenda Item 16 Street Names

Babergh has requested the following:

Re Street Name and Numbering Service

We are currently reviewing the above service.

As the service responsible for Street Naming and Numbering within the Local Authority, we will work with Parish and Town Councils when a new development is proposed and, wherever possible, will accept the suggestions for new street names put forward. Acceptance of any new street name is of course subject to those suggestions meeting the criteria contained in the Council's Street Naming and Numbering Policy which is compliant with the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer V3.2., which aims to ensure that no address confusion will occur with similar street names.

In 2010 it was decided that the Parish and Town Council, not the developer, be invited to suggest new road names as these tend to have historical or geographical significance. This process can delay the street naming and numbering workflow as decisions can take some time to be reached.

We therefore ask if you can provide a list of appropriate street names which we can hold on file and refer to when we receive a new request from a developer.

I look forward to hearing from you.

Kind regards

Julie Hammond
Senior Admin and Technical Support Officer – Building Control
Babergh and Mid Suffolk District Councils - Working Together

Agenda Item 17 Welcome Booklet

The draft will be forwarded to you later in the week.