

**Associated Papers CPC Meeting on 6<sup>th</sup> November 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 asked for update on Babergh's S106 discussions re Chilton Woods.	
17/085	Dog Bin installed at junction of B1115 and Chilton Grove.	✓
17/089	SCC to get hedge cut on footpath between Church and business units and along edge of field to Grange Farm Road.	
17/097	Community Wardens undertook leaflet drop on vehicles parking on pavement in Spire Chase.	✓
17/102	Minutes updated on website.	✓
17/106	Responses sent re planning applications.	✓
17/107	Payments made to suppliers.	✓
17/108	Cllrs booked on events.	✓
17/117	Minutes updated on website.	✓
17/119	Responses sent re planning applications.	✓
17/120	Councillors attended event at Acton Parish Council and copies of Local Plan consultation distributed to councillors.	✓
	<b>Clerk Hours</b>	
	As at 29th October 2017 - 241.25 hours worked / 150 hours paid.	

**Agenda Item 6      Correspondence**

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

**Associated Papers CPC Meeting on 6<sup>th</sup> November 2017**

**Agenda Item 7e Status of Planning Applications**

B/17/00376	The Red House, Lavenham Road	Adjoining Parish - Application for Listed Building Consent- Construct white shiplap/featheredging over existing cement render.	17/040c	No Comment	
B/15/01718	Chilton Woods Mixed Use Development Land North Of Woodhall Business Park	Re-advertisement - Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha 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 Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.	17/080a 17/118a	Objected Objected	Planning Committee has granted planning permission subject to S106 agreement and conditions being agreed.
DC/17/03804	The Lodge, Waldingfield Road	Erection of single storey ancillary outbuilding (garden store).	17/095a	Support	Permission Granted 01/09/2017
DC/17/03630	Venator, Milner Road	Construction of open sided lorry trailer cover structure.	17/095b	Support	Permission Granted 29/08/2017
DC/17/04052	Land North Of Waldingfield Road	Outline planning application for residential development of up to 130 dwellings (Use Class C3) including means of access into site (not internal roads), parking and associated works, with all other matters (relating to appearance, landscaping, scale and layout) reserved.	17/106a 17/119b	Objected Objected	

**Associated Papers CPC Meeting on 6<sup>th</sup> November 2017**

**Agenda Item 8a RFO Report**

**Receipt & Payments**

Date	Details	Ref	Power	Receipts	Payments
25/09/17	BDC Precept			3,860.50	0.00
18/10/17	ICO - Data Registration	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
30/10/17	SCC Footpath cutting grant			513.50	0.00
06/11/17	Flowers Groundcare - Church maintenance	793	LA 2011 ss 1 to 8	0.00	180.00
06/11/17	Sudbury Town Council - Dog bin installation	794	LA 2011 ss 1 to 8	0.00	28.07
06/11/17	Garden Arb Business - Footpath cutting 2017	795	LA 2011 ss 1 to 8	0.00	630.00
29/12/17	DF Crimmin - Salary Oct to Dec	796	LA 2011 ss 1 to 8	0.00	488.28
29/12/17	DF Crimmin - WFHA Oct to Dec	796	LA 2011 ss 1 to 8	0.00	39.00
29/12/17	HMRC - Clerk Tax	D/Dr	LA 2011 ss 1 to 8	0.00	122.20

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	29/09/17	£35,177.01	£32,905.80	£2,784.71	£513.50	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£35,204.08	£32,932.87	£2,784.71	£513.50	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets B/Forward		£27,561.41			
<b>Income</b>			<b>Expenditure</b>		
Precept	£7,721.00	£7,721.00	Clerks Salary	£2,677.00	£1,929.09
Bank Interest	£0.00	£0.00	Admin Expenses	£562.00	£439.91
Churchyard	£0.00	£1,170.00	Insurance	£200.00	£172.80
Grants	£513.50	£513.50	Annual Subscriptions	£360.00	£211.05
Wayleave	£9.20	£9.20	Audit Inspections	£175.00	£66.00
Other	£0.00	£0.00	Donations	£200.00	£0.00
VAT Repayment	£0.00	£751.80	Chairman's Allowance	£200.00	£0.00
			Dog & Litter Bins	£360.00	£0.00
			Footpaths	£600.00	£525.00
			Churchyard / Memorial	£50.00	£388.30
			Community Warden	£650.00	£650.00
			Street Lighting	£0.00	£0.00
			Projects	£1,000.00	£109.91
			Other	£0.00	£0.00
			VAT Paid	£0.00	£301.98
<b>Total</b>	<b>£8,243.70</b>	<b>£10,165.50</b>	<b>Total</b>	<b>£562.00</b>	<b>£7,912.00</b>
			Assets C/Forward		£32,932.87
<b>Total</b>		<b>£37,726.91</b>	<b>Total</b>		<b>£37,726.91</b>

**Associated Papers CPC Meeting on 6<sup>th</sup> November 2017**

**Agenda Item 8b      Budget 2018 / 2019**

	2016 / 2017		2017 / 2018			2018 / 2019
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Bank Interest	120.00	0.00	0.00	0.00	<b>0.00</b>	100.00
Churchyard	0.00	0.00	0.00	1,170.00	<b>1,170.00</b>	0.00
Grants	450.00	619.30	513.50	513.50	<b>513.50</b>	513.50
Wayleave	9.20	9.20	9.20	9.20	<b>9.20</b>	9.20
Other	0.00	63.25	0.00	0.00	<b>0.00</b>	0.00
VAT Repayment	0.00	71.69	0.00	751.80	<b>751.80</b>	0.00
<b>Total Income</b>	<b>579.20</b>	<b>763.44</b>	<b>522.70</b>	<b>2,444.50</b>	<b>2,444.50</b>	<b>622.70</b>
<b>Precept</b>		<b>7,579.00</b>			<b>7,721.00</b>	
<b>Expenditure</b>						
Clerks Salary	2,650.00	2,774.44	2,677.00	1,929.09	<b>2,677.00</b>	2,730.30
Admin Expenses	1,411.00	899.25	1,440.00	439.91	<b>1,440.00</b>	1,440.00
Insurance	200.00	169.71	200.00	172.80	<b>172.80</b>	200.00
Annual Subscriptions	263.00	205.84	360.00	211.05	<b>360.00</b>	370.00
Audit Inspections	75.00	166.00	175.00	66.00	<b>66.00</b>	275.00
Donations	200.00	200.00	200.00	0.00	<b>200.00</b>	200.00
Chairman's Allowance	200.00	0.00	200.00	0.00	<b>200.00</b>	200.00
Dog & Litter Bins	220.00	237.33	360.00	0.00	<b>360.00</b>	420.00
Footpaths	600.00	525.00	600.00	525.00	<b>600.00</b>	600.00
Churchyard / Memorial	50.00	265.00	50.00	388.30	<b>1,288.30</b>	50.00
Community Warden	650.00	650.00	650.00	650.00	<b>650.00</b>	650.00
Street Lighting	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Projects	1,000.00	2,183.65	1,000.00	109.91	<b>1,000.00</b>	1,000.00
Other	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
VAT Paid	0.00	751.80	0.00	301.98	<b>500.00</b>	0.00
<b>Total Expenditure</b>	<b>7,519.00</b>	<b>9,028.02</b>	<b>7,912.00</b>	<b>4,794.04</b>	<b>9,514.10</b>	<b>8,135.30</b>

**Associated Papers CPC Meeting on 6<sup>th</sup> November 2017**

	<b>2018 / 2019</b>	
	<b>Budget</b>	<b>Notes on Budget Next Year</b>
<b>Income</b>		
Bank Interest	100.00	Assume some return on deposits
Churchyard	0.00	Assume no burials
Grants	513.50	P3
Wayleave	9.20	
Other	0.00	
VAT Repayment	0.00	
<b>Total Income</b>	<b>622.70</b>	
<b>Precept</b>		
<b>Expenditure</b>		
Clerks Salary	2,730.30	285 hours @ £9.580 - 2% increase
Admin Expenses	1,440.00	Councillor Training £450 / Room Hire 10 x £36 = £360 / Clerk's WFHA £156 / Expenses £450 / Clerk's SLCC Membership £25
Insurance	200.00	
Annual Subscriptions	370.00	SALC £180, Suffolk ACRE £30, OneSuffolk £50, Suffolk Preservation Society £25, Suffolk Wildlife Trust £38, ICO £37
Audit Inspections	275.00	External £200 / Internal £75
Donations	200.00	
Chairman's Allowance	200.00	
Dog & Litter Bins	420.00	7 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	
<b>Total Expenditure</b>	<b>8,135.30</b>	

**Agenda Item 8c      Transparency Code grant**

CPC is entitled to claim for a grant of £106.35 for the cost of its website and the time that I spent in maintaining it for the Transparency Code. CPC needs to approve that this application can be made to SALC.

**Agenda Item 8d      HMRC Payment**

In a letter from HMRC on the 15<sup>th</sup> September 2017 they have informed CPC that from the 15<sup>th</sup> December 2017 payments cannot be made to HMRC via the Post Office. In these circumstances I recommend that a Direct Debit be set-up with the HMRC who will then request payment of the amount that I create using the PAYE Tools system.

**Agenda Item 10      Babergh Warding**

As per the email I circulated on the 4<sup>th</sup> October 2017.

**Agenda Item 11      Minerals & Waste consultation**

As per the email I circulated on the 30<sup>th</sup> October 2017.

**Agenda Item 12a      Tree Maintenance in Churchyard**

As circulated to you on the 18<sup>th</sup> October 2017 David Gotts has advised:

“To select the best specimen trees to be retained, clearing the undergrowth, thinning out saplings, shrubs and trees that have no use. Chipping arising to site this work would be at a cost of £900.00 (plus VAT). Once that work is complete, the specimen trees may need some extra work and would be best assessed after the clearance has taken place.”

**Agenda Item 14      SID Scheme**

The SID post in Waldingfield Road nearest the roundabout should have been located outside Linkwood. We await SCC contractors to relocate the post.

On the 23<sup>rd</sup> October 2017 the SID in Churchfield Road was stolen and subsequently recovered in the KFC car park 3 days later. A claim has been registered with GWPC's insurers and we await confirmation from the manufacturer on whether the damaged SID can be repaired or whether a new SID will be purchased.

**Agenda Item 16      Navigus Planning**

Chris Bowden will give you a presentation and answer any questions on Neighbourhood Planning on Monday 27<sup>th</sup> November 2017 starting at 7pm in Great Waldingfield Village Hall.

**Agenda Item 17      Meetings in 2018**

Dates for the 2018 meetings are as follows:

- 15<sup>th</sup> January
- 19<sup>th</sup> March
- 21<sup>st</sup> May
- 2<sup>nd</sup> July
- 10<sup>th</sup> September
- 5<sup>th</sup> November.

The APA to be held on Monday 23<sup>rd</sup> April 2018.