

Associated Papers CPC Meeting on 15th January 2018

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 ✓
17/089	SCC to get hedge cut on footpath between Church and business units and along edge of field to Grange Farm Road.	
17/125	Minutes updated on website.	✓
17/129	Responses sent re planning applications.	✓
17/130 a	Payments made to suppliers.	✓
17/130 c	Transparency grant received.	✓
17/131	Submissions made re Local Plan consultation.	✓
17/132	Response sent re Babergh Warding.	✓
17/133	Response sent re Minerals & Waste consultation.	✓
17/144	Minutes updated on website.	✓
17/146 a	Responses sent re planning applications.	✓
17/146 b	Neighbourhood Plan Area designated for Chilton Parish.	✓
17/147	Permission given re headstone wording.	✓
	Clerk Hours	
	As at 31st December 2017 - 298.75 hours worked / 195 hours paid.	
	Speed Watch Outings (Drivers reported)	
	The rota starts again in March.	

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.

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Agenda Item 7d Status of Planning Applications

Application Reference	Address	Planning Details	CPC Minute	Parish Council Comments	Babergh DC Comments
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/17/04052	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	
DC/17/05313	2 Chilton Grove Bungalows Waldingfield Road	Erection of two detached dwellings following demolition of existing bungalow.	17/129a	Support	Permission Granted 15/12/2017
DC/17/04867	Winthrop Hall Newton Road	Householder Planning Application - Erection of single storey side extension and replacement of boundary wall.	17/146a	Objected	Permission Granted 22/12/2017

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Agenda Item 8a RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
27/11/17	CAS - Website Hosting	798	LA 2011 ss 1 to 8	0.00	60.00
17/11/17	SCC Hedge cutting payment			150.00	0.00
30/11/17	SALC Transparency Grant			106.35	0.00
15/01/18	GWVHF - Hall Hire 2017 / 18	799	LA 2011 ss 1 to 8	0.00	252.00
15/01/18	Navigus Planning - consultancy	800	LA 2011 ss 1 to 8	0.00	294.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/12/17	£33,811.63	£32,556.15	£1,255.48	£0.00	£0.00
Instant Access Account	20/10/16	£27.07	£27.07	£0.00	£0.00	£0.00
		£33,838.70	£32,583.22	£1,255.48	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£27,561.41				
Income			Expenditure			
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	£1,440.00	£741.91
Churchyard	£0.00	£1,170.00	Insurance		£200.00	£172.80
Grants	£513.50	£619.85	Annual Subscriptions		£360.00	£211.05
Wayleave	£9.20	£9.20	Audit Inspections		£175.00	£66.00
Other	£0.00	£150.00	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	£354.91
			Other		£0.00	£0.00
			VAT Paid		£0.00	£360.98
Total	£8,243.70	£10,421.85	Total	£562.00	£7,912.00	£5,400.04
			Assets C/Forward			£32,583.22
Total		£37,983.26	Total			£37,983.26

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Agenda Item 8b Precept 2018 / 2019

At the November meeting you agreed an Expenditure Budget of £8,135.30 as follows:

	2016 / 2017		2017 / 2018			2018 / 2019
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	120.00	0.00	0.00	0.00	0.00	100.00
Churchyard	0.00	0.00	0.00	1,170.00	1,170.00	0.00
Grants	450.00	619.30	513.50	619.85	513.50	513.50
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	63.25	0.00	150.00	0.00	0.00
VAT Repayment	0.00	71.69	0.00	751.80	751.80	0.00
Total Income	579.20	763.44	522.70	2,700.85	2,444.50	622.70
Precept		7,579.00			7,721.00	
Expenditure						
Clerks Salary	2,650.00	2,774.44	2,677.00	1,929.09	2,677.00	2,730.30
Admin Expenses	1,411.00	899.25	1,440.00	741.91	1,440.00	1,440.00
Insurance	200.00	169.71	200.00	172.80	172.80	200.00
Annual Subscriptions	263.00	205.84	360.00	211.05	360.00	370.00
Audit Inspections	75.00	166.00	175.00	66.00	66.00	275.00
Donations	200.00	200.00	200.00	0.00	200.00	200.00
Chairman's Allowance	200.00	0.00	200.00	0.00	200.00	200.00
Dog & Litter Bins	220.00	237.33	360.00	0.00	360.00	420.00
Footpaths	600.00	525.00	600.00	525.00	600.00	600.00
Churchyard / Memorial	50.00	265.00	50.00	388.30	1,288.30	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	2,183.65	1,000.00	354.91	1,000.00	1,000.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	751.80	0.00	360.98	500.00	0.00
Total Expenditure	7,519.00	9,028.02	7,912.00	5,400.04	9,514.10	8,135.30

Reserves held by CPC

The provision of £10,000 is for planning consultancy work that CPC may require in relation to the Chilton Woods planning application or Neighbourhood Plan. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2016 / 2017		2017 / 2018		2018 / 2019	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Community Centre	5,000.00	6,000.00	6,000.00	6,500.00	6,500.00	7,000.00
Planning Consultancy	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Asset Replacement	1,300.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00
Defibrillator	2,237.00	0.00	0.00	0.00	0.00	0.00
Churchyard Maintenance	2,384.00	2,119.00	2,119.00	2,800.00	2,800.00	2,800.00
Welcome Pack	562.00	562.00	562.00	0.00	0.00	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	22,733.00	21,331.00	21,331.00	22,050.00	22,050.00	22,550.00
General Reserves	5,513.99	6,230.41	6,230.41	6,162.81	6,162.81	?

Precept for 2018 / 2019

Babergh has written to CPC regarding the Tax Base for 2018 / 2019. CPC's Tax Base will increase from **147.32** in 2017 / 18 to **149.93** in 2018 / 19.

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 a:

Example 1 Precept to £7,858 to keep the Band D Council Tax the same as in 2017 / 18

Example 2 Precept at £8,000

Example 3 Precept at £8,200

	2016 / 2017	2017 / 2018	2018 / 2019	2018 / 2019	2018 / 2019
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	22,733.00	21,331.00	22,050.00	22,050.00	22,050.00
General Reserves	5,513.99	6,230.41	6,162.81	6,162.81	6,162.81
Total Reserves	28,246.99	27,561.41	28,212.81	28,212.81	28,212.81
Income ex Precept	763.44	2,444.50	622.70	622.70	622.70
Precept	7,579.00	7,721.00	7,858.00	8,000.00	8,200.00
Total Income	8,342.44	10,165.50	8,480.70	8,622.70	8,822.70
Expenditure	9,028.02	9,514.10	8,135.30	8,135.30	8,135.30
END OF YEAR					
Earmarked Reserves	21,331.00	22,050.00	22,550.00	22,550.00	22,550.00
General Reserves	6,230.41	6,162.81	6,008.21	6,150.21	6,350.21
Total Reserves	27,561.41	28,212.81	28,558.21	28,700.21	28,900.21
Tax Base	144.61	147.32	149.93	149.93	149.93
Band D Council Tax	£52.41	£52.41	£52.41	£53.36	£54.69

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 cutting

In 2017 David Gotts cut the priority footpaths and churchyard 6 times at a cost of £462 and sprayed the churchyard drive 3 times at a cost of £63. £525 + VAT in all. SCC paid CPC a grant of £513.50 for cutting the footpaths.

David Gotts is proposing to increase the costs of cutting the priority footpaths and churchyard to £600 for 6 cuts and to continue to charge £63 for the spraying. David has not increased his cutting rates since I became Clerk in 2009.

Agenda Item 9 Pest Control

The recent levels of rats in the churchyard has been significant and I have implemented a pest control programme to ensure that the rats are removed from the grounds. CPC need to become proactive in checking the grounds in respect to pest control. I have asked Topline to prepare a programme for the existing outbreak following which you can agree a regular cycle for ongoing checks.

Agenda Item 12 Risk Management

CHILTON PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2018				
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 13 Internal Control & Internal Audit 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 2018 / 2019 was reviewed at the CPC meeting on 6th November 2017 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 8th May 2017 minute 17/051. 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 2016 / 2017 accounts which you accepted at the Parish Council meeting held on 8th May 2017 minute 17/057c. 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.