

Associated Papers NPC meeting on 9th November 2016

Agenda Item 2 Dispensations

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 Correspondence Circulated

No correspondence received.

Agenda Item 6 Clerk's Report

Minute	Action	Complete ✓
15/021	Valley Road markings raised with SCC Highways.	
15/069	Update from Mr H Wheldon circulated via email on 22nd March.	
16/090	Still awaiting revised date for Broadband update.	
16/111	Confirmed to Village Hall Committee that defibrillator was now to be installed at NGGC.	✓
16/136	Draft Minutes published on website and in newsletters.	✓
16/140 a	Payments made to suppliers.	✓
16/141	Planning responses sent to Babergh.	✓
16/142	Response on speed restrictions sent to SCC.	✓
16/145	Response on plans to decommission phone box sent to BDC.	✓
16/146	All issues relating to Firework event completed.	✓
16/147	Response to SALC survey sent.	✓
16/148	Response to Precept Referendums consultation sent.	✓
16/149	Registered with CAS for OneSuffolk	✓
	Clerk Hours	
	Up until 23rd October 2016 - 196.25 hours worked / 180 hours paid.	
	Speed Watch outings (Drivers Reported)	
	One survey undertaken with no vehicle caught speeding.	

**Agenda Item 7a Responsible Financial Officer (RFO) Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
05/09/16	Bank Interest 6 June to 4 Sept	BS 66		1.38	0.00
05/09/16	Bank Interest 6 June to 4 Sept	BS 287		2.06	0.00
11/10/16	BDC Recycling			280.79	0.00
19/10/16	SCC P3 Grant			207.60	0.00
09/11/16	Playsafety Limited - Playground Inspection	1084	LA 2011 ss 1 to 8	0.00	84.00
09/11/16	CAS - OneSuffolk Hosting	1085	LA 2011 ss 1 to 8	0.00	60.00
09/11/16	CHT - Defibrillator Cabinet	1086	LA 2011 ss 1 to 8	0.00	984.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Premium Accounts	30/09/16	£100.00				
	30/09/16	£19,513.02	£17,379.36	£2,722.05	£488.39	£0.00
Tracker Account	30/09/16	£11,108.78	£11,108.78	£0.00	£0.00	£0.00
Petty Cash	05/10/16	£0.00	£0.00			£0.00
		£30,721.80	£28,488.14	£2,722.05	£488.39	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets B/F		£24,073.19			
Income			Expenditure		
Precept	£9,380.00	£9,380.00	Clerks Salary	£3,742.85	£1,707.26
Grants	£207.00	£1,580.50	Admin	£1,900.00	£328.18
Recycling	£500.00	£280.79	Grants	£700.00	£875.00
Other	£0.00	£172.58	Annual Subscriptions	£280.00	£286.80
Bank Interest	£25.00	£6.80	Footpath Maintenance	£300.00	£0.00
VAT Repayment	£0.00	£305.73	Insurance	£320.00	£310.57
			Inspection	£245.00	£236.00
			Maintenance	£1,820.00	£1,422.00
			Projects	£1,400.00	£1,772.06
			Other	£0.00	£0.00
			Village Hall	£0.00	£0.00
			VAT Paid	£0.00	£373.58
			Contingency	£500.00	£0.00
			Youth Council	£0.00	£0.00
Total	£10,112.00	£11,726.40	Total	£0.00	£11,207.85
			Assets Carried Forward		£28,488.14
Total		£35,799.59	Total		£35,799.59

Associated Papers NPC meeting on 9th November 2016

Agenda Item 7b Budget Proposal

Income

Income sources for 2017 / 2018 have been based on those for 2016 to 2017. I have assumed that SCC will again agree to grant NPC £207 so that you can cut the footpaths twice a year.

Expenditure

The following should be noted

- A budget of £1,400 is available for any project, including Fireworks, that the councillors wish to undertake during 2017 / 18
- Appendix A shows the full rationale for the 2017 / 18 budget.
- NPC is asked to consider **a total expenditure budget of £11,706 for 2017 / 18.**

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 anticipated budget for 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Grants	200.00	272.64	207.00	1,580.50	1,580.50	207.00
Recycling	400.00	800.92	500.00	280.79	500.00	500.00
Other	0.00	2,201.17	0.00	172.58	172.58	0.00
Bank Interest	10.00	13.19	25.00	6.80	15.00	25.00
VAT Repayment	0.00	397.71	0.00	305.73	305.73	0.00
Total Income	610.00	3,685.63	732.00	2,346.40	2,573.81	732.00
Precept		9,282.64			9,380.00	
Expenditure						
Clerks Salary	3,705.91	3,705.92	3,742.85	1,707.26	3,742.85	3,816.00
Admin	1,750.00	2,098.42	1,900.00	328.18	1,900.00	1,900.00
Grants	700.00	550.00	700.00	875.00	875.00	800.00
Annual Subscriptions	290.00	257.00	280.00	286.80	290.00	425.00
Footpath Maintenance	350.00	300.00	300.00	0.00	300.00	300.00
Insurance	425.00	296.31	320.00	310.57	310.57	320.00
Inspection	245.00	234.00	245.00	236.00	236.00	245.00
Maintenance	1,820.00	989.72	1,820.00	1,422.00	2,200.00	2,000.00
Projects	1,000.00	1,234.13	1,400.00	1,772.06	2,300.00	1,400.00
Other	0.00	159.00	0.00	0.00	0.00	0.00
Village Hall	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	305.73	0.00	373.58	480.00	0.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
Youth Council	400.00	35.00	0.00	0.00	0.00	0.00
Total Expenditure	11,185.91	10,165.23	11,207.85	7,311.45	13,134.42	11,706.00

Associated Papers NPC meeting on 9th November 2016

Appendix A

	2017 / 18	
	Budget	Notes on Budget Next Year
Income		
Grants	207.00	Footpath Cutting Grant from SCC
Recycling	500.00	
Other	0.00	
Bank Interest	25.00	
VAT Repayment	0.00	
Total Income	732.00	
Precept		
Expenditure		
Clerks Salary	3,816.00	1% cost of living increase - 342 hours x £11.054 / Gratuity Fund £3,780 x 3.75% for 3 months (£35.45)
Admin	1,900.00	VH Hire £500 / Training £450 / Expenses £500 / Clerk WFH allowance £156 / Refreshments £150 / Speed Watch Net £50
Grants	800.00	Church £400 / Xmas £100 / Poppy £50 / Other £250
Annual Subscriptions	425.00	SALC £250 / Clerk SLCC Membership £90 / Onesuffolk £50 / ICO £35
Footpath Maintenance	300.00	6 cuts @ £50
Insurance	320.00	
Inspection	245.00	External Audit £100 / Internal Audit £65 / RoSPA £80
Maintenance	2,000.00	Wooden Assets £700 / Grass Cutting £500 / Dog (8 x £45) & Rubbish Bins (6 x £55) £790
Projects	1,400.00	Projects £1,400
Other	0.00	
Village Hall	0.00	
VAT Paid	0.00	
Contingency	500.00	
Youth Council	0.00	
Total Expenditure	11,706.00	

Agenda Item 7c Transparency Grant

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

Agenda Item 8b Red House Farm

I have spoken with the Planning Office, Gemma Pannell, in relation to amendments made by the applicant for this application. You will remember at the September meeting that:

*The councillors reviewed **Planning Application B/16/01038 Red House Farm, Sudbury Road** - Erection of 10 no dwellings (following demolition of existing dwelling and outbuildings) and resolved to support the application subject to the following being incorporated into the proposed development:*

- i. Footway along the A134 in front of the development*
- ii. A footpath be constructed from the development to the village green, allowing residents to access the village centre, avoiding the need to twice cross the A134*
- iii. Permanent speed activated signage being installed on the A134*
- iv. A crossing for pedestrians to walk safely across the A134 to and from the development.*

Gemma has told me that she has spoken to the applicant on several issues relating to the proposed development including a request to reduce the number of dwellings in the proposal. The applicant has stated that as the parish council supports the application he is not inclined to comply with her suggestions. However, the applicant has had to modify his proposal to mitigate the Highways Authority objections.

As at today (2nd November) there are several modified documents submitted by the applicant on the website as well as several responses from stakeholders but Gemma is still awaiting the Highways Authority revised response and the revised site plans. At this stage, she is not aware of any changes to the application in order to comply with the points raised by NPC.

Gemma has stated that as the only difference to the plans that NPC originally commented on and the amendments made by the applicant relate to the road entrance to the site, she will not be re-consulting with NPC. However, she will forward the modified plans to NPC when received and NPC can always provide additional / revised comments on the application if it wishes.

Gemma has confirmed that Babergh District Councillor Lee Parker has called the application in for determination by the Planning Committee as her minded decision and NPC's decision to support the application differ. She indicates that the meeting will probably take place on the 30th November 2016 and NPC will be able to address the Planning Committee if it wishes.

Agenda Item 8d Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
	Enforcement enquiry on the expected completion date of building works at Motts Farm.	12/118d		
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	16/044c	Objected	
B/16/00172	Marks Meadow, Rectory Road - Application for Certificate of Lawfulness of an Existing Use - Erection of storage building.	16/044b	Responded on recent use.	The CLEUD was partly approved and partly refused. The approval element acknowledges the operational development pertaining to the building works being substantially complete for a period of time exceeding 4 years. The refusal element states that 'the use' is not lawful, as the use has not been established for a continuous period exceeding 10 years.
B/16/00567	Land west of Sudbury Garden Centre - Amendments to Application for the erection of detached agricultural building and surfacing.	16/109a	Objected	Approved 21/10/2016
B/16/01038	Red House Farm, Sudbury Road - Erection of 10 no dwellings (following demolition of existing dwelling and outbuildings).	16/127a	Supported	
B/16/01125	Adjoining Parish Grassmere Cottage, Joes Road - Application for Listed Building Consent for the erection of single-storey side extension and associated alterations.	16/127d	Supported	Approved 01/11/2016
B/16/01124	Adjoining Parish Grassmere Cottage, Joes Road - Erection of single-storey side extension and associated alterations.	16/127e	Supported	Approved 01/11/2016
B/16/01170	Land opposite Saracens Head, Sudbury Road - Erection of 5 no. 3 bedroom dwellings, 2 no. 2 bedroom bungalows and 1 no. 4 bedroom dwelling with associated garages and vehicular access.	16/141a	Supported	Approved 14/10/2016

Agenda Item 9 Defibrillator

The defibrillator cabinet has been ordered and the NGGC has sent their electricians quotation for providing a PIR and installing the cabinet which will cost NPC £260 plus VAT. This is a very competitive price compared to other installations that I am currently being quoted for the same work in my other parishes.

Agenda Item 10 Playground Report

Please refer to the RoSPA report circulated via email on the 17th October 2016.

Agenda Item 13 Pensions Regulator

NPC'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, NPC is an employer who doesn't have to provide a pension but still has duties. The duties are as follows:

1. Confirm who is NPC'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,

NPC will also have to consider a scheme should your employee wish to contribute to a scheme even if NPC 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	Newton
Jan	11th - Meeting
Feb	8th Meeting
Mar	8th - Meeting
Apr	12th - Meeting / 26th - APA
May	10th - Annual Meeting
Jun	14th - Meeting
Jul	12th - Meeting
Aug	
Sep	13th - Meeting
Oct	11th - Meeting
Nov	8th - Meeting
Dec	13th Meeting