

**Associated Papers NPC meeting on 14<sup>th</sup> December 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**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
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.	
16/158	Draft Minutes published on website and in newsletters.	✓
16/162 a	Payments made to suppliers.	✓
16/162 c	Transparency Fund grant awarded to NPC.	✓
16/163	Planning responses sent to Babergh.	✓
16/164	Informed NGGC of defibrillator installation contract.	✓
16/165	Works undertaken in play equipment area.	✓
16/168	Letter re pension outstanding.	
	<b>Clerk Hours</b>	
	Up until 20th November 2016 - 228.25 hours worked / 204 hours paid.	

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

Date	Details	Ref	Power	Receipts	Payments
28/11/16	SALC Transparency Fund grant			115.64	0.00
14/12/16	Flowers Groundcare - Grass Cutting	1087	LA 2011 ss 1 to 8	0.00	36.00
14/12/16	PA Scammell - Asset maintenance	1088	LA 2011 ss 1 to 8	0.00	85.00
31/12/16	DF Crimmin - Salary Oct to Dec	1089	LA 2011 ss 1 to 8	0.00	683.03
31/12/16	DF Crimmin - WFHA Oct to Dec	1089	LA 2011 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	1090	LA 2011 ss 1 to 8	0.00	170.60

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/10/16	£100.00				
Premium Accounts	31/10/16	£18,457.36	£16,481.37	£2,191.63	£115.64	£0.00
Tracker Account	30/09/16	£11,108.78	£11,108.78	£0.00	£0.00	£0.00
Petty Cash	08/12/16	£0.00	£0.00			£0.00
		£29,666.14	£27,590.15	£2,191.63	£115.64	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£24,073.19				
<b>Income</b>			<b>Expenditure</b>			
Precept	£9,380.00	£9,380.00	Clerks Salary		£3,742.85	£2,560.89
Grants	£207.00	£1,696.14	Admin		£1,900.00	£367.18
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	£1,537.00
			Projects		£1,400.00	£1,772.06
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£379.58
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
<b>Total</b>	<b>£10,112.00</b>	<b>£11,842.04</b>	<b>Total</b>	<b>£0.00</b>	<b>£11,207.85</b>	<b>£8,325.08</b>
			Assets Carried Forward			£27,590.15
<b>Total</b>		<b>£35,915.23</b>	<b>Total</b>			<b>£35,915.23</b>

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**Agenda Item 7a Clerk's Salary**

Month	Salary	Tax Deducted	NI Deducted	Net	HMRC
1	£0.00	£0.00	£0.00	£0.00	£0.00
2	£0.00	£0.00	£0.00	£0.00	£0.00
3	£845.21	£169.00	£0.00	£676.21	£169.00
4	£0.00	£0.00	£0.00	£0.00	£0.00
5	£0.00	£0.00	£0.00	£0.00	£0.00
6	£862.05	£172.40	£0.00	£689.65	£172.40
7	£0.00	£0.00	£0.00	£0.00	£0.00
8	£0.00	£0.00	£0.00	£0.00	£0.00
9	£853.63	£170.60	£0.00	£683.03	£170.60
10				£0.00	£0.00
11				£0.00	£0.00
12				£0.00	£0.00
<b>Totals</b>	<b>£2,560.89</b>	<b>£512.00</b>		<b>£2,048.89</b>	<b>£512.00</b>

  

Payroll No	Name	NI No
1	DF Crimmin	*****
01/04/2014	312 hours at £10.836 per hour	£3,380.83 pa £281.74 pm £845.21 pq
New Rate 1st April	312 hours @ £10.944 per hour	£3,414.53 pa £284.54 pm £853.63 pq
1st April to 30 June	78 hours @ £0.108 per hour	£8.42
WFHA	£3 per week	£39 p quarter

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Agenda Item 7b      Fireworks

FIREWORKS 2016										
			RECEIPTS				EXPENDITURE			
Date	Description	Reference	Tickets	Bar	Food	Total	Event & Admin	Bar	Food	Total
09/11/16	R Bower	R13	£103.00			£103.00				£0.00
09/11/16	P Presland		£147.00			£147.00				£0.00
09/11/16	C Poole	R11	£36.00			£36.00				£0.00
09/11/16	R Schwenk	R12	£87.00			£87.00				£0.00
09/11/16	P Taylor		£8.00			£8.00				£0.00
09/11/16	L Parker	R9	£86.00			£86.00				£0.00
09/11/16	Gate	R7	£268.00			£268.00				£0.00
09/11/16	S Crawte	R10	£21.00			£21.00				£0.00
09/11/16	Food	R5			£286.50	£286.50			£223.73	£223.73
09/11/16	Bar	R8				£0.00		£41.51		£41.51
09/11/16	Tape & Ties	R3 & R4				£0.00	£24.70			£24.70
09/11/16	Fireworks	R2				£0.00	£107.95			£107.95
09/11/16	Bar	R7		£240.00		£240.00				£0.00
09/11/16	Bar	R6				£0.00		£77.34		£77.34
	<b>Total Event Cash</b>					<b>£1,282.50</b>				<b>£475.23</b>
	Fireworks	NPC Cheque					£579.16			£579.16
30/09/16	TEN Licence	Clerk Expenses					£21.00			£21.00
14/10/16	Tickets & Posters	Clerk Expenses					£15.00			£15.00
	Grass Cutter	Donated by PT								£0.00
										£0.00
		2016	£756.00	£240.00	£286.50	<b>£1,282.50</b>	£747.81	£118.85	£223.73	<b>£1,090.39</b>
						<b>Bank Pay-in</b>				<b>£807.27</b>
									<b>Profit</b>	<b>£192.11</b>

**Agenda Item 8b Farm Shop**

At the March 2016 meeting, NPC supported this application. BDC's refusal was as follows:

"Saved policy EM24 of the Babergh Local Plan Alteration No.2 (2014) and associated adopted SPD on Employment Land states that the use or redevelopment of employment land, including vacant shops, for non employment purposes will only be permitted if it can be demonstrated that retention for an appropriate employment use has been fully explored. This shall be either by a marketing campaign or by evidence of unsuitability or unviability for continued employment use.

Policy CR19 of the Babergh Local Plan Alteration No.2 (2014) states that proposals for conversion of redundant buildings in the countryside to dwellings will only be permitted if, inter alia, it can be demonstrated that alternative business, community or leisure uses have been thoroughly explored. Policy CS3 of the Babergh Core Strategy and Policies (2014) states that existing sites and premises will be protected from other types of development to accommodate a range of employment development to provide for 9700 new jobs in Babergh by 2031.

The application site is a purpose built retail unit located in the countryside but with good access to the A134 linking Sudbury and Colchester. The proposal would result in the loss of a use that provides employment and is therefore covered by the above policies. The application is not accompanied by any evidence to satisfactorily demonstrate that the unit is either unsuitable or unviable for continued employment use nor has any evidence of marketing for alternative employment uses been submitted. In the circumstances the LPA considers that the proposal is contrary to the above policies."

**Agenda Item 8c Abbey House**

At the June meeting, NPC resolved to support the application subject to the local planning authority's decision on the:

- i. Proposed development being in the countryside
- ii. Protection of drainage
- iii. Run-off of rainwater from the hard surfaces.

At BDC's Planning Committee meeting in August the application was refused on the following grounds:

"The proposed development, including the erection of two no. detached 5 bedroom dwellings, would be contrary to policy CS18 of the Babergh Local Plan 2011-2031 Core Strategy (February 2014), which states that the mix, type and size of the housing development will be expected to reflect the established needs in the Babergh District. The proposed size and scale of the development proposed (5 bedroom detached) does not reflect the future needs of the Babergh District which as outlined in the Suffolk-wide Housing Needs Survey (2014) is for smaller homes. A reduction in the number of bedrooms to reflect the need for smaller properties would create a more balanced local housing market that meets the needs of its residents."

**Agenda Item 8e 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/16/01038	Red House Farm, Sudbury Road - Erection of 10 no dwellings (following demolition of existing dwelling and outbuildings).	16/127a 16/163b	Supported Support if conditions included in application	REFUSED 30/11/2016
B/16/01330	Newton Hall, Church Road - Application for Listed Building Consent - Remedial works to rebuild secondary staircase in breakfast room.	16/163a	Supported	Approved 10/11/2016

**Agenda Item 11      Recruitment of new Clerk**

I will be emailing several documents before Wednesday to help:

- Understand the terms and conditions of my current Contract of Employment
- My current roles and responsibilities as Clerk
- Prepare a CoE for new Clerk
- Prepare a Person Specification for role.